

PROPOSED 1st/2nd READING PROCEDURE

Draft August 30, 2021

AIM:

- To organize our discussions of issues when a specific proposal has not yet been formulated or put forward and to bring closure to those discussions
- To manage the discussions so that all members have an opportunity to participate
- To avoid- insofar as possible- the sense of circularity in which a discussion is reopened and issues are revisited after closure.

PROCEDURE

An issue is brought up/on the agenda:

1. The **“first discussion”** is an open-ended one with an established time limit.
2. Participation is open—each member has a chance to speak (or they can ‘pass’). We cycle through everyone as time permits.
3. The Chair (or someone they designate) offers a summary of the points raised and aspects that are on the table.
4. Discussion can continue via email or Slack, with everyone copied.
5. At a subsequent meeting, the issue is put on the agenda with a time limit.
6. The **“second discussion”** picks up the thread from the first discussion and interim exchanges, but aims to identify actionable outcome(s).
7. Participation focuses on the actions that can be taken to move forward on the issue.
8. Motions may be made and voted on regarding these proposed actions or the consensus can be to return the issue to a “first discussion” if that is needed.