

OCCUPY KINGSTON GENERAL

ASSEMBLY



general assembly

·A formal decision-making process. Nonviolent, everyone has a voice, everyone is involved in making decisions, decreases competitive dynamic that is seen with parliamentary procedure or majority rule. Consensus is built on a foundation of trust, respect, unity of purpose, nonviolence, self-empowerment, cooperation, conflict resolution, commitment to group, active participation, equal access to power, patience.

The purpose of a General Assembly is to help us find our common ground so we can work together to solve problems and improve our world. A General Assembly is a leaderless gathering called to address issues of importance to participants.

The purpose of a General Assembly is to enable dialogue, creative discussion, and facilitate group decision making and group action in order to improve the world we live in. A General Assembly is open to all people. Everyone is welcome. We only ask that you respect the group process for this assembly so that this remains a safe and fair

consensus

What Is Consensus?

Consensus is a process for group decision-making. It is a democratic method by which an entire group of people can come to an agreement. The input and ideas of all participants are gathered and synthesized to arrive at a final decision acceptable to all. Through consensus, we are not only working to achieve better solutions, but also to promote the growth of community and trust.

Consensus vs. Voting

Voting is a means by which we choose one alternative from several. Consensus, on the other hand, is a process of synthesizing many diverse elements together. Voting assumes that people are always competitive and that agreement can only be reached through compromise. Consensus assumes that people are willing to agree with each other, and that in such an atmosphere, conflict and differences can result in creative and intelligent decisions. Another important assumption made in consensus is that the process requires everyone's participation, in speaking and in listening. No ideas are lost, each member's input is valued as part of the solution, and feelings are as important as facts in making a decision. It is possible for one person's insights or strongly held beliefs to sway the entire group, but participation should always remain equal.

What Does Consensus Mean?

The fundamental right of consensus is for all people to be able to express themselves in their own words and of their own will. The fundamental responsibility of consensus is to assure others of their right to speak and be heard. Since our society provides very little training in these areas, we have to unlearn many behavior patterns in order to practice good consensus process. Consensus does not mean that everyone thinks that the decision made is the most efficient way to accomplish something, or that they are absolutely sure it will work. What it does mean is that in coming to that decision, no one felt that her or his position on the matter wasn't considered carefully. Hopefully, everyone will think it is the best decision; this often happens because, when consensus works properly, collective intelligence does come up with better solutions than could individuals.

The Process of Consensus Agreement, at least informally, should be sought on every aspect of group meetings, including the agenda, the times the group should take for each item, and the process the group should use to work through its tasks. The following is an

outline of formal consensus, the process a group uses to come to agreement on a particular course of action.

1. The problem should be clearly stated. This might take some discussion, in order for the group to identify what needs to be solved.
2. Discussion should take place about the problem, so the group can start working towards a proposal. The biggest mistake people make in consensus is to offer proposals too soon, before the group has had time to fully discuss the issue. Tools a group can use during this preliminary period of discussion include brainstorming, go-rounds, and breaking up into small groups.
3. When it is apparent that the group is beginning to go over the same ground, a proposal can be made which attempts to synthesize all the feelings and insights expressed. The proposal should be clearly stated.
4. Discussion is held on the proposal, in which it is amended or modified. During this discussion period, it is important to articulate differences clearly. It is the responsibility of those who are having trouble with a proposal to put forth alternative suggestions.
5. When the proposal is understood by everyone, and there are no new changes asked for, someone (usually the facilitator) can ask if there are any objections or reservations to the proposal. It helps to have a moment of silence here, so that no one feels coerced into agreeing.
6. If there are no objections, the group is asked "Do we have consensus?" All members of the group should then actively and visibly signal their agreement, paying attention to each member of the group.
7. After consensus is reached, the decision should be clearly restated, as a check that everyone is clear on what has been decided.
8. Before moving away from the subject, the group should be clear who is taking on the responsibility for implementing the decision.

Difficulties in Reaching Consensus

If enough discussion has occurred, and everyone has equally participated, there should not be a group decision which cannot be supported by everyone. But depending on the importance of the decision, the external conditions, and how the process has gone, the

group might be on the verge of reaching a decision you cannot support. There are several ways of expressing your objections:

- Non-support: "I don't see the need for this, but I'll go along with the group."
- Reservations: "I think this may be a mistake, but I can live with it."
- Standing Aside: "I personally can't do this, but I won't stop others from doing it."
- Blocking: "I cannot support this or allow the group to support this. It is immoral." If a final decision violates someone's moral values, they are obligated to block consensus. A decision by an affinity group spokescouncil can only be blocked by an entire affinity group, not by an individual. Blocks will rarely occur if the group has fully discussed a proposal.
- Withdrawing from the group. Obviously, if many people express non-support or reservations, or leave the group temporarily through standing aside, there may not be a viable decision even if no-one directly blocks it. This is what is known as a "luke-warm" consensus and is just as desirable as a lukewarm bath or a lukewarm beer. If consensus is blocked and no new consensus is reached, the group stays with whatever the previous decision was on the subject, or does nothing if that is applicable. Major philosophical or moral questions that come up with each affinity group should be worked through as soon as the group forms. Discussions about values and goals are as important as discussions about actions to be taken, and too frequently get pushed aside by groups who feel time pressures.

Roles in Consensus Process

In large groups, it is helpful to designate roles for people to help the process move along. It is important to rotate these responsibilities for each meeting so that skills and power can be shared. Ideally, such responsibilities should belong to everyone, and not just the designated person.

Facilitator

The facilitator's job is to help the group move through the agreed-upon agenda, and to make sure everyone gets a chance to speak by calling on them in order. Facilitators should see that speaking opportunities are evenly distributed; that quiet people get a chance to

speak and people who talk too much are given a chance to listen. The facilitator should observe when the discussion seems to be nearing the point when a proposal could be made. S/he can then call for a proposal or offer one to the group, and after more discussion if necessary, s/he can then guide the group through the check for consensus as outlined above. Facilitators should not use their position as a platform from which to offer solutions; solutions should arise from the group, and no-one should facilitate if they find they have strong opinions on a given issue. A facilitator can always hand over her or his responsibilities temporarily if s/he feels it necessary to step down. The group should not rely upon the facilitator to solve process problems, but should be ready to help with suggestions on how to proceed. Very large groups should use two or more facilitators.

Vibeswatcher

Vibeswatchers are useful in large groups where people don't know each other, and their job is to be attuned to the emotional state of the group. Is the group tense, or bored, or too silly? The vibeswatcher might suggest a game, or more light, or open windows, or a group hug. Sometimes simply calling attention to an emotional undercurrent that may be affecting group process is helpful. Vibeswatchers should also call the group's attention to a person whose anger or fear is being ignored, or to people who may be involved in a dialogue that has its causes outside of the group's activities. Vibeswatchers also should assume the role of "gatekeeper," taking care of any external disturbance for the group.

Timekeeper

A timekeeper keeps the group on track by giving the group a warning halfway through that discussion time is running out and by asking the group if it wants to contract for more time on a given issue. Timekeepers should ask if people want to set specific time limits on brainstorming or time allotments to each speaker on go-rounds. Before speaking themselves, timekeepers should be sure that someone else is timekeeping for that period.

Notetaker

A notetaker tries to clearly record key points of discussions, the consensus decisions reached by the group, things that were left to be decided later, and who has taken on responsibilities for particular tasks. The group (or the facilitator for the next meeting) should be able to use the notes to construct the agenda for the next meeting. A notetaker

can also be helpful during the meeting to remind the group of key points covered in discussion if the group is having trouble formulating a proposal.

Stack Taker

Take the names of people who want to speak on a particular topic and call on them when it's their turn to speak.

Stack Greeter (optional)

Greet each person who is on stack and make sure they are speaking to the issue at hand and at the right point in the discussion. It's a vetting process to save time in the meeting.

Peacekeeper

Peacekeepers function not only during meetings, but whenever the group is active. Their role is to keep order and prevent crises. They diffuse potential violence from outside the group or within it. They ensure non-violent and non-oppressive communication remains a standard.

Coordinator

Coordinators act as a switchboard - they keep track of what is being done, who is doing it and what needs to be done. "It is a marvelous opportunity to make mistakes and learn to take criticisms". Coordinators should switch roles often.

It's important to emphasize that every member of the group should try to facilitate, vibeswatch, timekeep, and notetake. Sharing the responsibility ensures that power is distributed equally within the group and makes consensus easier on everyone.

Decision-Making Under Pressure

It is clear that consensus is a time consuming activity. It is therefore important for affinity groups to make their fundamental decisions prior to going to an action. Discuss in advance such questions as: What do we do if faced with a provocateur in our group or a nearby group? How long do we want to stay on site? How do we respond to police strategies designed to keep us away from the site?

It helps for an affinity group to define for itself its particular goals, or tone. Such general

definitions as "Our group will always go where numbers are most needed," or "We want to be where we will get media coverage," or "We want to leaflet workers inside the site," will help a Group make decisions under stressful and changing circumstances.

Be prepared for unexpected circumstances by selecting a spokesperson and a facilitator for your group for quick-decision making process during the action. It will be the spokesperson's responsibility to communicate the group's decisions to the action or cluster spokescouncil. It is the facilitator's responsibility to quickly and succinctly articulate the problem to be discussed and to eliminate those points where agreement has already been reached.

It is the responsibility of everyone in the group to keep the discussion to a minimum if quick action is called for. If your point has already been made by someone else, don't restate it. A calm approach and a clear desire to come to an agreement quickly can help the process. Don't let anxiety overwhelm your trust in each other or your purpose in the action. Strong objections should be limited to matters of principle.

Tools for Consensus Process

Check-ins

Usually used for introductions, but besides names, people can tell the group how they're feeling (anxious, silly, tired), or what they expect from the meeting (certain decisions, certain length). A group might adjust their agenda according to the emotional state or practical needs revealed by the group during check-in.

Go-rounds

Each person is given a certain amount of time to speak on a particular subject, without having to comment on other contributions, or defend their own. Should be used at the beginning of discussion on an issue, if only a few people are doing the talking, or if the group seems stuck for good solutions.

Brainstorms

a short time during which people can call out suggestions, concerns, or ideas randomly, sometimes without being called on. Helps to get out a lot of ideas fast, stimulates creative thinking. It's not a time for discussion or dialogue. Someone can write down brainstorm ideas on a large sheet of paper so everyone can see and remember them.

Breaking up into small groups

Depending on the size of the original group, this could be from three to a whole affinity group. A small group gets a chance to talk things over for a specified amount of time before reporting back to the large group. This gives people a chance to really listen to each other and express themselves, and is very useful when a group seems unable to come to consensus. In a spokescouncil meeting, breaking up into affinity groups to discuss issues or to make specific decisions is often necessary.

Fishbowl

In a large group, or a small group which seems hopelessly divided, a fishbowl helps to make clear what's at stake in particular positions. A few people, particularly those who feel strongest about an issue, sit down together in the middle of the group and hash things out freely for a designated period of time while the group observes them. The people in the middle don't come to any decisions, but the fishbowl gives everyone a chance to hear the debate without involving the whole group; often hidden solutions are revealed.

hand signals

Hand Signals enable communication without disruption of speaker's voice

Sparkling one's fingers in an upward motion means you agree with that is being said

Sparkling one's fingers with the hands flat means you are on the fence; you are not sure about whatever is being said

Sparkling one's fingers in a downward motion means that you are opposed to what is being said; you don't agree.

Silently holding up one's hands while creating a diamond shape between the fingers means 'point of process.' This is used to signal the facilitators that the process is not being followed.

Silently raising one's index finger means, 'point of information.' It is a signal that a point of factual information the speaker has articulated is incorrect or needs further clarification.

proposal process:

The proposal process in brief is as follows: The presenter reads the proposal.

A quick temperature check will then be done to see if the proposal will pass unanimously

without any further discussion. We are not trying to stop the process by doing this but sometimes we may be able to save time. If it is not passed unanimously, the facilitator then proceed.

Clarifying questions, statements of support, statements of concern, friendly amendments. The presenter then may or may not accept any friendly amendments. The presenter then reads final version of proposal. The facilitators then check for group consensus to see if the proposal passes or is tabled.

When we check for consensus, you have the option of Agree, Stand Aside or Disagree, or Block. The facilitator attempts to manage the time for each of these steps to make the process efficient and fair.

Stand Aside: Means I disagree or I am indifferent with the proposal but I stand aside as the group moves forward with it.

Block: Means I am not willing to support this proposal as it is being proposed. A block is made not on a personal opinion but if you sincerely believe that moving forward with the proposal will do harm to the group.

Is that relatively clear to everyone? For anyone new, you will understand it better after experiencing it a few times.

Order of Presenting a Proposal

After the meeting, the following step by step proposal process was written up to help facilitators if the above description is unclear.

1. i) Presenter reads proposal
2. ii) Facilitators open stack for clarifying questions; invite direct responses to questions from presenters of proposal; close stack for clarifying questions
3. iii) Facilitators open stack for concerns; invite direct responses to concerns from presenters of proposal; close stack
4. iv) Facilitators open stack for friendly amendments; invite direct responses to friendly amendments from presenters of proposal (accept or decline); close stack
5. v) Presenter reiterates proposal; facilitators call for a temperature check on the proposal (Facilitator checks for stand asides)
6. vi) Facilitators call for blocks – rearticulates what a block means

If no blocks and temp was high 80-90% then you have consensus.

Details on “working through a block”

If blocks are presented,

- (a) Facilitators call on individuals to express reasons for blocks
- (b) Presenters are given the opportunity to respond to address the block
- (c) Facilitators then ask blocker if block has been adequately addressed
- (d) If blocker retracts block, then proceed to next block and follow steps (a)-(c)

- (e) If blocker is unwilling to retract the block, facilitators open stack for possible ways to address the blocks
- (f) Facilitators then ask presenters and blocker to respond to Assembly's solutions
- (g) If both blocker and presenter consent to a solution (e.g., a friendly amendment that satisfies the concerns of the blocker), proceed to other blocks
- (h) If blocker and presenter do not consent to solution move to next person on stack
- (i) Facilitators close stack for suggested solutions from the Assembly
- (j) If blocks remain, then

If the GA thinks the proposal is time sensitive based upon a clear temperature check, then the facilitator will call to see if a modified consensus of 80% exists to override a block.

If the proposal is not found time sensitive, then the facilitator would ask the presenter to table and consider modification to the proposal to work towards satisfying the concern(s) of the blocker(s) for at least one week. If the next time the proposal is presented, blocks remain, the presenter may ask to see if a modified consensus of 80% exists to override a block.

If no consensus, facilitators tables the proposal. Presenters encouraged by facilitators to hold an open meeting to discuss and gain a consensus before bringing back to the GA.

working group

Working Groups are smaller groups where ideas are formulated and proposals are drafted for the GA to consider

Purpose of Working Groups

We embrace and support each other in the fact that any group will have a wide variety of opinions and tasks at hand. WGs are the primary tool of a consensus based group to effectively process and make decisions. The primary purpose of a working group is to draft proposals for the greater community to approve.

We use working groups to:

- To increase the effectiveness of overall group decision making by delegating brainstorming and proposal formation to smaller, more efficient discussion groups.
- To focus peoples skill sets and interests on topics they will be most effective
- To share responsibility, distribute authority and promote wider social trust models

Guidelines for the Working Group Model

1. Anyone may form a working group for any purpose. Before forming a working group it is a good idea to review the existing working groups and see if it makes more sense to join one.
2. Creating a working group is as simple as a declaration: "I am (or we are) starting a working

group for ____". This is best done as an announcement at a GA or on the OWSNC-Community mailing list. Often during GAs and WG meetings, a discussion topic will come up that seems suitable as a topic for a working group.

3. Anyone is allowed to join or leave a WG at anytime. Members should attempt to stay in communication with others and attend meetings set by the WG.

4. WG decision making should be made using the consensus process, just like the GA. The GA role assignment can be modified to match the size and collective voice of the WG. For example, often times one person can handle multiple roles in a small group.

5. Each WG should have a spokesperson or spokespeople. The spokesperson/people may change/rotate or stay static. The spokesperson is responsible for:

- Delivering a report to the GA every week including introducing proposals for review and consensus by the GA

- Fielding requests/questions by members about the WG from non-members. The spokesperson (and backup) should have their contact info available to all other members of the community.

6. At the outset of (and for the course of) a WG, members should decide on the following items that are generally autonomous to a WG:

- Mission statement and goals for WG

- Spokesperson or people

- How and when to conduct meetings

7. WG should create an Internet presence on the Occupy Kingston website, post meeting notes and next meeting dates/locations.

spokes council

Brief History of the Spokes Council:

The spokes council model is a structure for democratic process that has been used for many years. It has been employed by many organizations and struggles including the Zapatistas, Chaipas, the Women's Movement, Anti-Nuclear Movement, and Global Justice Movement. It is also currently being used by Occupy Wall Street and Occupy Portland.

How does the Spokes Council work?

The spokes council works like the spokes of a wheel. It is designed to allow for large group participation and small group discussion to work together with consensus. Each committee, caucus, or outside organization consenses on a representative, a rotating spokesperson or 'spoke' who meets in the middle with the other spokes for form the council. The committees, caucuses or outside organizations sit directly behind the spoke for direct consultation on decisions being made.

Committees

Committees are groups that contribute to Occupy Kingston's operations regularly. They are open to everyone and can only exclude people for constant disruption or violating General Assembly Agreements.

Caucus

A Caucus is a self determined group of people who share a common experience of marginalization by society at large.

Outside Organization

Outside Organizations are organizations that have given public support to Occupy Kingston and wish to collaborate with our efforts.

Spoke

A spoke is a rotating, agreed-upon representative of a committee, caucus or outside organization. Spokes are considered a neutral spokes person, not the unilateral decision maker for the group. They should be thought of as a facilitator rather than temporary leaders.

General Assembly and the Spokes Council

The General Assembly will continue to happen with the Spokes Council operating with a mandate from the General Assembly. The Spokes Council will oversee committee work and logistical matters leaving the General Assembly open to more broad visioning, goal setting, and more open ended political discussion.

Open Access and Transparency

- Anyone may attend the Spokes Council
- Anyone can participate in the council by joining a committee or caucus. Also new and non-affiliated members can participate in the open caucus which has a voice but no say in the Spokes Council consensus process.
- The Spokes Council will take place in a well publicized space.
- Minutes will be taken at every Spokes Council and posted online.
- The Spokes Council will be livestreamed whenever possible.
- All decisions made by the Spokes Council will be reported back to the General

Assembly for questions or concerns.

Proposed Schedule

The Spokes Council will meet on Tuesday at 7pm and Sunday at 1pm every week.

History of this proposal

This proposal is based on the work done at Occupy Wall Street and Occupy Portland. You can find their models here:

<http://www.nycga.net/spokes-council/>

<http://occupyportland.org/wp-content/uploads/2011/11/Spokes-Proposal-PDF-FINAL.pdf>

These models were used as templates to be built on. We held 5 work groups to gather information about problems people had with the model and work out mechanisms to correct the issues raised. The first work group had over 30 people attend and created a long list of potential issues to be worked out. The subsequent work groups tackled each problem on the list while opening the floor to new issues until there were no more foreseeable problems with the model. Like all documents in Occupy Kingston, this is a living document, and as such, is open to the process of revision at any time.

Benefits

- **Access:** This model creates greater access for those outside of Occupy Kingston and within. It has been difficult to find committees and caucuses within the General Assembly. This creates a central location for people to easily find a group they wish to participate in.
- **Transparency:** The Spokes Council enables greater communication of committee work, roles, and responsibilities.
- **Process:** With a clear mandate to make decisions over committee work and logistical matters and because of the efficiency of the model, the Spokes Council will greatly increase our ability to make decisions and follow through on them.
- **Marginalization:** The General Assembly is currently not an empowering model for marginalized people. The ability for marginalized groups to create a caucus and have a spoke on the council will allow for greater participation from marginalized voices.
- **General Assembly:** Taking the logistical and committee work into the Spokes Council frees up the General Assembly to talk more about broad visioning and goal setting while at the same time opening it up for more open ended political discussion. The General Assembly remains the highest decision making body.
- **Trust:** The General Assembly does not give participants much time to interact with one another or build meaningful relationships. A more structured environment for the group members to interact creates even more time to communicate and build relationships through continued interaction. This will do a lot towards building trust within our movement.

The Spokes Council and the General Assembly

The General Assembly will continue to operate in conjunction with the Spokes Council. The General Assembly will define the goals, vision, character, and spirit of Occupy Kingston.

The Spokes Council operates with a mandate to oversee committee work and logistical decisions. The Spokes Council must report its actions to the General Assembly to allow for questions and concerns.

Sometimes there will be overlap in decisions made by the General Assembly and Spokes Council. In such a situation a decision made by the General Assembly that directly affects the logistical realm of the Spokes Council should be brought to the Spokes Council for consensus. Likewise decisions made by the Spokes Council that greatly affect the goals of Occupy Kingston will be brought to the General Assembly for consensus.

Because of the General Assembly's authority over the Spokes Council, if members of the General Assembly feel that a Spokes Council decision goes against the core values of Occupy Kingston or General Assembly agreements they can form a work group to discuss the issue to create a veto proposal. The proposal is then brought to the General Assembly and put through the consensus process. If consensus is achieved on the veto, the Spokes Council must cease work on the decision and rework the idea for future General Assembly approval.

It is mandatory that a record keeper be established before the Spokes Council can begin. When the Spokes Council breaks to speak with their groups the spokes are responsible for making sure someone is a record keeper within their respective groups.

Role of the Spokes

The Spokes Council is made up of rotating representatives from caucuses, committees, and outside organizations. Spokes are considered neutral spokes person not the decision maker for their groups; they must share the differing views and decisions that their groups have come to consensus on with the Spokes Council. The spoke is a facilitator rather than temporary leader of their group. The spokes must rotate and can be recalled by their group at any time.

The function of the council is not to unilaterally make decisions for the rest of Occupy Kingston. Issues are brought to the Spokes Council, the council then breaks into their respective groups to discuss the issues and come to consensus. The council then reassembles and reports the diversity of opinion and consensus reached. A committee or caucus must send a spoke and at least 2 other members to the Spokes Council.

Dissenting voices in a committee or caucus that feel their voice is not being represented by their spoke are encouraged by the Spokes Council that try and resolve the issue within their group. If differing or dissenting opinions are not being represented in the Spokes Council, the members of the spoke's group can show a point of process and the Spokes Council is responsible for addressing the issue. If a group feels so strongly that the spoke is misrepresenting the group's views, the group can 'mic check' to interrupt the spokes council and recall their spoke.

Definition of Groups in the Spokes Council

Committees are groups that contribute to the operations of Occupy Kingston regularly. They are open to everyone and can only exclude people for constant disruption or violation of General Assembly agreements. Each committee is responsible for one aspect of Occupy Kingston's day to day logistical operations; for example, Media Committee, Direct Action Committee, Legal Committee etc... Committee's spokes have a say in the consensus process of the Spokes Council.

Caucuses are self determined groups of people that share a common experience of marginalization from society at large. These caucuses have a say in the consensus process of the Spokes Council to create space for greater participation from marginalized voices in our decision making process.

Both committees and caucuses must have at least 4 members and be registered with the Spokes Council to be allowed a spoke on the council. There is no maximum to the number of people allowed on a committee or caucus.

Outside organizations are organizations that have given public support for Occupy Kingston and wish to collaborate with Occupy Kingston's efforts. They do not have a say in the consensus process of the Spokes Council except in decisions that directly affect them. Their spoke does not have to rotate and they do not have to attend a Spokes Council if they do not wish to. They also have to register with the Spokes Council to have the right to a spoke.

Both committees and outside organizations must have a mandate approved by the Spokes Council or General Assembly.

Open caucus is a caucus that is always available for anyone to join and participate in. This caucus is primarily aimed at allowing non-affiliated and new members of occupy to see how the process works and allow their voices to be heard. This caucus has no say in the consensus process of the Spokes Council but has a spoke and the ability to have its opinions voiced.

Livestream spoke is a representative from the Livestream Committee that is charged with representing the views and ideas of those on the Occupy Kingston Livestream. This spoke will have no say in the consensus process of the Spokes Council until an appropriate mechanism is in place to allow for a fair consensus of the livestream to be reached. They are only there to give voice to the opinions of those on livestream.

Moderated seat of dissent is a seat on the spokes council that is reserved for a moderator whose sole purpose is to voice any dissenting views that feels their voice is not being represented by their spoke. Any member of a caucus or committee who feels their opinion is not being properly represented by their spoke can approach this moderator anytime during the Spokes Council. This moderator does not have a say in the consensus process of the Spokes Council.

Basic Agenda

- Open
- Spokes' rounds
- Basis of Unity read un-mic checked
- Role of spoke is explained
- Registrations of new Caucuses, Committees, and Outside Organizations
- Follow up on old proposals the Spokes Council came to consensus on at the last meeting.
- Body of the meeting
- Close

*An example of the body of the meeting would look like this:

- Old proposal that was postponed at the last meeting open for discussion
- First new proposal for discussion
- Second new proposal
- Committee announcements