

Proposal: Tweak agenda structure of community meetings

Proposed meeting sections

1. **15 minutes of open floor and quick topics**: discussions that should each take just a few minutes to resolve
 - However, most topics are probably either A) small or uncontentious enough that they can just be a Slack discussion or B) big or contentious enough that they merit a full proposal (see below)
2. **10 minutes of status updates** about ongoing larger projects and from committees
 - “ongoing larger projects”: one-time efforts that are big enough to require multiple people’s work or multiple weeks of work, and have typically required discussion/approval due to budget or permanent changes to our space
3. **30 minutes discussing proposals**: requesting specific organizational actions or policy changes
 - Should describe a specific problem/context and how the suggested change would solve it (ie, what are the goals)
 - Must be disseminated at least one week before the community meeting so that the board and interested volunteers get a chance to read the document
4. **5 minutes for board votes** that need to be held, aside from topics we’ve discussed above

Goals

- Make space for committee updates and explicitly prompt for updates on (important, expensive) ongoing projects
- Replace the “board topics” section with a more accurate title, emphasizing that *any* volunteer who puts in thoughtful pre-work should get their topic discussed
- Highlight that (roughly speaking / on average) most of our community meeting time should be spent on bigger topics (ie, proposals), and that these topics should be fleshed out and solution-oriented