

# Spokescouncil Proposals

- Pending Proposals
- Accepted Proposals
  - 05/11/2025: Cleaning Proposal for First Meeting
  - 05/06/2025: Protocols for how new people can join the Woodbine Spokescouncil Planning Working Group
  - 03/01/2025: How meetings are scheduled
  - 02/26/2025: How to reach out to/invite Spokes to the 1st meeting
  - 02/26/2025: How to reach out to/invite Spokes to the 1st meeting
  - 2/6/2025: First Spokescouncil Agenda
  - 02/06/2025: How to prioritize submitted proposals
  - 02/06/2025: How to post agenda items
  - 02/06/2025: Communicating outside of meetings
  - 02/06/2025: Meeting Length
  - 02/06/2025: Deciding Meeting Roles
  - 02/06/2025: Style of Consensus
  - 02/06/2025: Quorum
  - 01/13/2024: How to format a Proposal
  - 01/13/2024: Who is a Spoke?
  - 01/13/2024: How to Announce a Proposal
  - 12/13/2024: Who from the spokescouncil should attend the 1st spokes meeting? And how should they participate?
  - 12/13/2024: How often should the spokescouncil meet?

- 12/08/2024: Spokescouncil Signal Group Policy
- 12/8/2024: Woodbine Points of Unity
- 12/08/2024: Spokescouncil Goals
  
- Proposals That Did Not Pass
  - 12/8/204: Who is a Spoke?
  - 12/04/2025: How to make a proposal
  - 12/2/2025: Who is a Spoke
  - Spokes proposal - meeting schedule

# Pending Proposals

Proposals that have not been voted upon yet

# Accepted Proposals

Proposals that have been voted on and have passed

# 05/11/2025: Cleaning Proposal for First Meeting Cleaning Proposal for First Meeting

Ash

## Proposal History

- Submission Date: May 11, 2025
- Vote date:
- Vote result: Pass in chat

## Motivation

- This is an addendum to the original cleaning proposal idea. We need a cleaning proposal prompt to send out prior to the first meeting so working groups can practice engaging with crafting proposals in their working groups.

Proposal overview ~~slightly less tiny~~  
~~summary here~~

- I propose we send the cleaning proposal prompt only to a few larger working groups (that have more impact on the cleanliness of the space). The rest of the working groups will be asked to vote on the ones they want to discuss prior to the meeting using the voting board in the space. That way we can have a few robust proposals rather than many smaller less involved ones and more discussion can happen around those rather than an assembly line of easy approvals.

# Details

## Background info

We need a cleaning proposal prompt to send out prior to the first meeting so working groups can practice engaging with crafting proposals in their working groups. I would like to propose we send the proposal prompt only a few larger working groups (that have more impact on the cleanliness of the space) get this proposal to work on in advance

## Groups this affects

-working groups to get the cleaning proposal prompt to write their own proposals:

- basement
- gym
- CSA
- screenings
- dinner
- pantry
- writers workshop

-All working groups will vote on the proposals for first meeting

## Work required

Labor that will be needed, initial and ongoing

## Individual or group doing labor

-working groups to get the cleaning proposal prompt to write their own proposals:

- basement

- gym
- CSA
- screenings
- dinner
- pantry
- writers workshop -All working groups will vote on the proposals for first meeting

## Money required

none

# 05/06/2025: Protocols for how new people can join the Woodbine Spokescouncil Planning Working Group

Protocols for how new  
people can join the  
Woodbine Spokescouncil  
Planning Working Group

Person or group submitting

Ash

## Proposal History

- Submission Date: 5/6/25
- Vote date: Asynchronous in-chat
- Vote result: Pass

# Motivation

- We need a clear way to allow new members to join the Spokescouncil Planning Working Group and evaluate whether they remain in the working group or not if they aren't participating

## Proposal overview ~~slightly less tiny~~ ~~summary here~~

## Details

## Background info

Any background info needed to understand function of proposal.

## Groups this affects

Working groups

## Work required

Showing up to meetings, etc. details outlined in the proposal

## Individual or group doing labor

New members if they want to join up

## Money required

None

# Proposal

## A) Protcols for how new people can join the Woodbine Spokescouncil Planning Working Group

- Attend at least one spokescouncil meeting in-person and then attend a spokescouncil planning meeting in-person to see what is involved and see if it is a good fit for you
- If you want to join, you are expected to fulfill basic labor requirements:
  - 1. show up to most planning meetings and spokescouncil meetings (missing more than two in a row without a clear indicated reason means you may not have capacity right now. You can cycle out and maybe back in when you have more capacity)
  - 2. volunteer to take on action items after meetings and put solid effort into completing them
  - 3. If you become active in the group and later realize you cannot fulfill the above requirements, you agree to let the group know and leave the chat

## Comments

- Frankie --> Friendly amendment: can we require that folks come to a Spokes meeting first, in addition to these requirements?
- Frankie --> Other than my friendly amendment, this makes sense to me.
- Ash - I agree with Frankie's comments, I edited the proposal
- ella - If you're active in the group and later realize you cannot fulfil the above requirements, you agree to let the group know and leave the chat

# 03/01/2025: How meetings are scheduled

## How meeting dates are determined

### Person or group submitting

Briar

## Proposal History

- Submission Date: 01/04/2025
- First review: 2/6/25 - outcome was a withdrawal to refine proposal further
- Vote date: sometime in March
- Vote result: Pass via chat

## Friendly Ammendments

- From chat in March: dates will alternate between first Thursday and first Sat of every month
- from meeting on 2/6/25
  - Alternate days occasionally so no one is blocked off
  - Feedback mechanism to change (via proposal)
  - Alternate b/w two days in a broad poll via chat
  - How can we actually book up the calendar? Issues with blocking rentals? (TBD)

## Motivation

To provide the spokes council with a mechanism for determining their next meeting date

# Proposal overview ~~slightly less tiny~~ ~~summary here~~

Spokes council meetings will be monthly, at 7pm on the first available Thursday of each month.

## Details

### Background info

Having meetings at a regular interval will help spokes representatives plan their calendar accordingly.

### Groups this affects

Spokes council

### Work required

1. Ensure that the council is aware of the meeting frequency by announcing it during the first meeting

### Individual or group doing labor

Whoever is representing the spokecouncilcouncil at the first meeting.

### Money required

None

## Proposals

I propose that spokes council meetings happen every month on the first available Thursday at 7pm.

Update from chat: dates will alternate between first Thursday and first Sat of every month (passed in chat vote)

### comments (format: commenter name: comment)

LP: 4/5 FOF - I'd maybe like to see alternation between two days based on a broad poll, in order that nobody is permanently blocked from attending. Could also just make a note to try and have a

feedback mechanism such that ppl can let us know it's blocking them.

p: 2025 april 7 - here is a rephrasing of the friendly ammendments:

- the meetings will happen the first available thursday evening of every month. if this is a problem for anyone they are welcome to make a proposal to change this system.
- the meetings will happen the first available saturday afternoon of every month. if this is a problem for anyone they are welcome to make a proposal to change this system.
- alternate between the first available thursday evening and the first available saturday afternoon of every month
- post the potential meetings dates for the next meeting in the spokescouncil chat. we would announce in the chat that only delegates should vote on the dates.

# 02/26/2025: How to reach out to/invite Spokes to the 1st meeting

How to reach out to/invite Spokes to the 1st meeting

Person or group submitting

Frankie

## Proposal History

- Submission Date: 12/8/24
- Vote date: 2/26/25
- Vote result: Pass

Friendly Ammendments: None

Follow up Notes: Revised after January meeting.

Motivation

For a 1st Spokescouncil meeting to happen, we've gotta let the diffuse Working Groups of Woodbine know that it's happening, and get them to send someone(s) to it.

# Proposal overview ~~slightly less tiny~~ ~~summary here~~

A subset of the Spokescouncilcouncil should reach out to all of the relevant Working Groups (i.e. groups that meet the "What is a Spoke?" criteria), let them know that a meeting will happen, ask them to send people, and ask them what they'll need to participate.

## Details

### Background info

Our working list of the Working Groups is [here](#). Not all of these will need a Spoke, based on the approved "[Who is a Spoke?](#)" [proposal](#). There is a column in the spreadsheet to indicate which will need a Spoke.

### Groups this affects

Spokescouncilcouncil, Working Groups

### Work required

1. Identify whether WGs marked "Not Sure" in the spreadsheet need a Spoke
2. Set a date for 1st Spokescouncil meeting
3. Solidify our "What is Spokescouncil" explainer doc + translate it into Spanish (at least)
4. Prep a set of questions / statements about Spokescouncil to send to all Spokes
5. Split up the Spokes among Spokescouncilcouncil, and a. For each Spoke, send prepped materials + questions in relevant Signal chat(s) **at least 2 weeks before the meeting**  
b. For Spokes without representation in the Spokescouncilcouncil, connect with the Spoke IRL. c. Remind all spokes 1 week before and 1 day before the Spokescouncil meeting

### Individual or group doing labor

Frankie + seeking volunteers from Spokescouncilcouncil

### Money required

None

# Proposals

## Part 1: Process

I propose that we follow the steps in the "Work Required" section. In particular, I think it'll be useful to prep uniform comms to send to all Spokes, then divy up the work of reaching out.

## Part 2: Key aspects of comms

1. Comms should be sent to working groups well in advance of proposed spokes date (min 2 weeks)
2. Comms should tell Spokes a. When meeting will be b. What a Spokes council is (or link to an explanation) c. That any members of WG are welcome to attend, in the fishbowl d. What proposal(s) will be discussed at the 1st Spokes council e. How to submit proposals to future Spokes councils
3. Comms should ask Spokes a. To send 2 Spokespeople (one talking, one listening) to the Spokes council meeting b. To identify 2 backup Spokespeople (in case either of 1st two cannot show up) c. What language(s) their WG members are most comfortable speaking, reading, listening? d. Are there members of your WG who would feel comfortable translating between English and another language at a Spokes council meeting?

## comments (format: commenter name: comment)

- Ash: this feels like a good approach. a question i have is about the "proposed agenda". does this mean the wg's we invite can make ammendments and add to the agenda in advance? if so, how do they do this?
  - update: Maybe an agenda stack can be posted on page where the upcoming WG reps can add to the item list. A format like, "WG, rep name, description of item, link to proposal if relevant." Then someone/group can make the agenda for the upcoming meeting and triage items based on need.
- Ash: invitation could be a simple flyer with the explainer link and text and diagrams added into the flyer as graphics. we can make it cute and simple :)
- Ash: explainer can have a couple of suggestions for a simple way to pick spokespeople and what the spokespeople can expect
- paul: For the groups that don't (I think) have current representation in this spokescouncil planning group (gardening, yoga, food fight, research group) i think we should make an effort to do some in-person outreach to them to get a temperature check and set some expectations (I feel like I have to keep telling people "the spokescouncil does not exist yet") before/around sending them a document to read and asking them to do this stuff and show up to a meeting. also maybe I'm assuming it's a given we would do that within the groups we're a part of as well.

# 02/26/2025: How to reach out to/invite Spokes to the 1st meeting

How to reach out to/invite Spokes to the 1st meeting

Person or group submitting

Frankie

## Proposal History

- Submission Date: 12/8/24
- Vote date: 2/26/25
- Vote result: Pass

Friendly Ammendments: None

Follow up Notes: Revised after January meeting.

Motivation

For a 1st Spokescouncil meeting to happen, we've gotta let the diffuse Working Groups of Woodbine know that it's happening, and get them to send someone(s) to it.

# Proposal overview ~~slightly less tiny~~ ~~summary here~~

A subset of the Spokescouncilcouncil should reach out to all of the relevant Working Groups (i.e. groups that meet the "What is a Spoke?" criteria), let them know that a meeting will happen, ask them to send people, and ask them what they'll need to participate.

## Details

### Background info

Our working list of the Working Groups is [here](#). Not all of these will need a Spoke, based on the approved "[Who is a Spoke?](#)" [proposal](#). There is a column in the spreadsheet to indicate which will need a Spoke.

### Groups this affects

Spokescouncilcouncil, Working Groups

### Work required

1. Identify whether WGs marked "Not Sure" in the spreadsheet need a Spoke
2. Set a date for 1st Spokescouncil meeting
3. Solidify our "What is Spokescouncil" explainer doc + translate it into Spanish (at least)
4. Prep a set of questions / statements about Spokescouncil to send to all Spokes
5. Split up the Spokes among Spokescouncilcouncil, and a. For each Spoke, send prepped materials + questions in relevant Signal chat(s) **at least 2 weeks before the meeting**  
b. For Spokes without representation in the Spokescouncilcouncil, connect with the Spoke IRL. c. Remind all spokes 1 week before and 1 day before the Spokescouncil meeting

### Individual or group doing labor

Frankie + seeking volunteers from Spokescouncilcouncil

### Money required

None

# Proposals

## Part 1: Process

I propose that we follow the steps in the "Work Required" section. In particular, I think it'll be useful to prep uniform comms to send to all Spokes, then divy up the work of reaching out.

## Part 2: Key aspects of comms

1. Comms should be sent to working groups well in advance of proposed spokes date (min 2 weeks)
2. Comms should tell Spokes a. When meeting will be b. What a Spokes council is (or link to an explanation) c. That any members of WG are welcome to attend, in the fishbowl d. What proposal(s) will be discussed at the 1st Spokes council e. How to submit proposals to future Spokes councils
3. Comms should ask Spokes a. To send 2 Spokespeople (one talking, one listening) to the Spokes council meeting b. To identify 2 backup Spokespeople (in case either of 1st two cannot show up) c. What language(s) their WG members are most comfortable speaking, reading, listening? d. Are there members of your WG who would feel comfortable translating between English and another language at a Spokes council meeting?

## comments (format: commenter name: comment)

- Ash: this feels like a good approach. a question i have is about the "proposed agenda". does this mean the wg's we invite can make ammendments and add to the agenda in advance? if so, how do they do this?
  - update: Maybe an agenda stack can be posted on page where the upcoming WG reps can add to the item list. A format like, "WG, rep name, description of item, link to proposal if relevant." Then someone/group can make the agenda for the upcoming meeting and triage items based on need.
- Ash: invitation could be a simple flyer with the explainer link and text and diagrams added into the flyer as graphics. we can make it cute and simple :)
- Ash: explainer can have a couple of suggestions for a simple way to pick spokespeople and what the spokespeople can expect
- paul: For the groups that don't (I think) have current representation in this spokescouncil planning group (gardening, yoga, food fight, research group) i think we should make an effort to do some in-person outreach to them to get a temperature check and set some expectations (I feel like I have to keep telling people "the spokescouncil does not exist yet") before/around sending them a document to read and asking them to do this stuff and show up to a meeting. also maybe I'm assuming it's a given we would do that within the groups we're a part of as well.

# 2/6/2025: First Spokescouncil Agenda

## Person or group submitting

Frankie

## Proposal History

- Submission Date: 2/6/25
- Vote date: 2/6/25
- Vote result: pass

## Friendly ammendments:

- Needs reworking for cleaning project explanation of current cleaning situation
- Directorship intro included with time for them to speak, need to coordinate how much time they need with consideration for what spokes planning had already prioritized
- Adjust time allotted for items

## Motivation

I believe that an effective Spokescouncil meeting must have an agenda that creates a container for great conversations to happen.

Proposal overview ~~slightly less tiny~~  
~~summary here~~

# Details

## Background info

- [Information on a "fishbowl" style spokescouncil](#) --> Use this link just for "fishbowl" definition and diagram. Other sections aren't specifically needed.
- See Ash's [previous agenda draft proposal](#), which is inspiration for this one

## Groups this affects

All Spokescouncil attendees, WGs.

## Work required

1. This agenda assumes that Facilitator(s) exist who are **not** functioning as spokes. They will help keep time and steer the conversation
2. Some agenda items assume that Greeter(s) exist who help people get settled in the meeting and ask/answer questions.
3. The agenda also presumes that some materials exist and are distributed. We'll need to get these:
  - paper for exit slips
  - name tags
  - printed versions of the agenda (ideally, translated)

## Individual or group doing labor

Frankie + seeking volunteers

## Money required

Does it cost anything? TODO: come back once costs are established

## Proposals

The following is a proposed agenda. Each item functions somewhat independently. We can discuss re-ordering or adding/dropping chunks. I propose that the whole thing last no more than 1.5 hours, including breaks. So the group can discuss how to form an agenda from these building blocks.

# Agenda (~90 mins)

## Greeting

When folks arrive, they should be received by greeters who will:

- Ask each attendee whether the WG(s) they represent have upcoming events
- Ask whether attendee is a speaking or notetaking delegate.
- Provide an (optional) nametag for each attendee, with a little marking on nametags for speaking or notetaking delegates
- Give each attendee a paper copy of the exit ticket (see section below for exit ticket details)

## Small group activity: Why are you here? (10 mins)

All attendees form small groups of N (maybe 4?), ideally with people they don't know. In small groups, attendees:

- Introduce themselves (name, pronouns, where-ish they live)
- Share what brings them to Woodbine as a space/community
- Share what brought them to the Spokescouncil meeting

There is no "report out" after the small groups chat.

This agenda item provides the opportunity for everyone at the meeting to speak, not just Spokespeople. This gives non-Spokespeople a way to make themselves heard as individuals. Builds relationships across individuals in different Spokes, and hopefully reveals some common values/motivations across Spokes.

I'd expect that the small group discussion would take about 6 minutes, and that directing people into and out of small groups would take about 4 minutes.

I think this would be a good way to start the meeting, since it creates a "soft start" if people show up late. They can arrive and find a small group, rather than disrupting a meaty topic.

# Working Groups Assemble (10 mins)

Attendees gather with their working groups to say hi to each other, review the proposals that will be discussed at the spokescouncil meeting, make sure that speaking delegate and notetaking delegate are selected and up to speed.

## Gathering Paradise (2 mins)

During check in, Greeters ask attendees whether the WG(s) they represent have upcoming events, requests for help, or offers of resources to shout out (e.g. "On Wednesday Feb 5 at 3pm, Food Pantry is giving away bonbons.") Greeters collate these into a list.

During the meeting, of the Facilitators reads off these shout-outs in chronological order, pointing out the relevant Spoke/WG with whom people can follow up if interested. To keep it tight, Facilitators limit this to 2 minutes at most. Events that come later chronologically may not be mentioned aloud. The list of gathered items can be posted after the meeting for folks to peruse asynchronously.

While this arguably isn't the most "efficient" way to disseminate information about upcoming events, the goal is to create a felt sense of all of the cool things that happen at Woodbine, and help people see that Woodbine is many things / groups have lots of orthogonal stuff going on.

Having events gathered by Greeters and all read off by one Facilitator helps limit excessive yapping by eager WG participants. Everybody wants to talk for 5 minutes about their own event. The goal is instead to quickly summarize a bunch of events.

## Introducing the Spokespeople/Coming Together (5 mins)

Spokespeople from the various Spokes simply go around and state their name, pronouns, and which Spoke/Working Group they represent.

## Explanation: How will this meeting work? (10 mins)

Facilitators explain what a Spokescouncil is in concept.

Facilitators explain the agenda of the meeting, and who will play what roles in the meeting:

- Agenda wrangler / Facilitator: guides the group through the sections of the agenda, transitions from one topic to the next
- Timekeeper -- tracks how long is spent on agenda items
- Stacktaker -- tracks who's up next to speak
- Spokespeople -- relay opinions/conclusions of their Spoke, take notes for Spoke members who can't attend

Facilitators explain useful hand signals:

- jazz hands, for agreement without interrupting
- raised hand + eye contact for stacktaker, for getting on stack
- other ones?

Facilitators take questions from all attendees about how the meeting will work.

## Directorship Speaks! (10mins)

Directors introduce themselves, talk about how they relate to Woodbine.

## Explanation: How did this meeting come to be? (10 mins)

The Spokesperson of the Spokescouncil Planning Spoke shares information about how and why the Spokescouncil has formed, addressing the questions:

- Who set this agenda + set up the spokescouncil structure (aka us), and how'd we end up with that role?
- How did we decide who counts as a "Spoke"?
- What motivated the creation of the Spokescouncil Planning group?
- What problems do we hope that the Spokescouncil can solve?
- How does the Spokescouncil relate to the MOUs and the Woodbine "Board of Directors"?

## Break (5 mins)

## Discussion: Cleaning Project Proposal (30 mins)

TODO --> FILL IN DETAILS FOR CLEANING PROPOSAL HERE

# Explanation: How to make a proposal (10 mins)

Someone explains how to make proposals. The most important thing to communicate is:

- who can help people understand + do the process
- where can people find + review proposals
- when proposals will be discussed (i.e. at the next Spokescouncil meeting!)
- Deadline for proposals before the next Spokescouncil meeting

The goal is not to clear up everyone's questions about how to write proposals, but rather introduce the idea that people can write proposals, and provoke questions that can be answered outside the Spokecouncil meeting itself.

## Closing: Summary + Next Steps (10 mins)

Facilitators summarize decision(s) or action items from the Cleaning Proposal. They shout out what attendees can expect to happen next, for instance:

- getting added to a signal chat
- writing/reading proposals (+ where to find them)
- writing feedback about the meeting on exit slips (blank paper given to all at check in)
- when the next Spokes meeting will be
- how to get involved with making the next Spokes meeting happen
- get volunteers for various roles

## Exit tickets

Facilitators encourage attendees to fill in their exit ticket (given to them by greeters on entry) and put them in a box by the door as they leave.

### Exit ticket questions

On a scale 1-5 where 1 = Strongly Disagree, 5 = Strongly Agree:

- I am glad I came to this meeting.
- I understood how the Spokescouncil meeting worked and how to participate.
- I understand how to make proposals.
- I understand how to read and give feedback on proposals.

What did you like about this Spokescouncil meeting?

What can be improved for the next Spokescouncil meeting?

Anything else you want the Spokescouncil Planning WG to know?

# Comments

# 02/06/2025: How to prioritize submitted proposals

## Post-Vote Overview

Proposals are submitted by some deadline before a given Spokescouncil meeting. Between that deadline and the Spokescouncil meeting, Spokes review proposals and indicate which ones they think are the most important to discuss.

# How to Prioritize Submitted Proposals

## Person or group submitting

Frankie

## Proposal History

- Submission Date: 2/6/25
- Vote date: 2/6/25
- Vote result: Pass

Friendly Ammendments:

- Setting agenda in advance important
- Debate over voting as individuals or having WG reps vote
  - voting as individuals makes fewer meetings necessary for the WG reps
  - Impetus for individuals to vote may force ppl to read proposals
  - large WGs may have more sway
- Visuals: Pins, stickers, markers on proposal to prioritize proposals
  - Counting dots of everyone can be arduous v reps
- Need clear description of who can vote on this at Woodbine

# Motivation

To make the Spokescouncil truly participatory, Spokes must have a way to introduce proposals **and** prioritize which proposals get discussed. Creating a structured and transparent process for prioritizing proposals will help the Spokescouncil discuss the things most important to the various Spokes.

# Proposal overview ~~slightly less tiny~~ ~~summary here~~

Proposals are submitted by some deadline before a given Spokescouncil meeting. Between that deadline and the Spokescouncil meeting, Spokes review proposals and indicate which ones they think are the most important to discuss.

# Details

# Background info

- [How to make a proposal](#)
- [How to announce a proposal](#)

# Groups this affects

All Spokescouncil participants

# Work required

1. Set a clear deadline for proposals to be submitted
2. Create + maintain a way for Spokes to indicate their priorities
3. Ask + remind Spokes to indicate their priorities
4. Announce the selected proposals

Some work will vary depending on which flavor of proposal is selected below.

# Individual or group doing labor

Volunteers from Spokescouncil Planning group

# Money required

Probably free (?)

# Proposals

First, I'll propose the outline of the process. Then there are different flavors below suggesting different methods for carrying out the process. We can choose between flavors, or combine them.

The process:

1. People submit proposals for a given Spokescouncil meeting before a deadline
2. Once the deadline arrives, Spokes review proposals and decide which N (probably 3) proposals they want to prioritize *discussing*
  - Note: The Spoke is **not** deciding which N proposals they support. They are deciding which they want to discuss.
3. Spokes share their priorities with the broader Spokescouncil
4. The top N most prioritized proposals are the ones that will be discussed at the next Spokescouncil meeting. These are announced to all Spokes before the meeting.
5. Between announcement and the meeting, Spokes can discuss the prioritized proposals among themselves. Spokespeople can come to the next meeting with synthesized decisions or questions from their Spokes.

## A) Spokes submit preferences via Google Form (or equivalent non-Google form)

1. Spokes submit the form, indicating which Spoke they are and which proposals they are prioritizing.
  - Proposals are listed in a multi-select in the form; submitter can only choose N
  - If two people independently submit for the same Spoke, Spokes council Planning Group reaches out to the Spoke, sorts it out.
2. Results are visible to any / all participants (not just Spokespeople or the Spokes council Planning Group)
3. After the prioritization period ends, Spokes council Planning Group announces the proposals that will be discussed in the Signal group for Spokes council stuff

## B) Spokes council Planning Group solicits preferences via Signal

Members of Spokes council Planning Group ask individual Spokes for their preferences. They tabulate most-prioritized proposals privately, then announce the results in the Signal group for Spokes council stuff

## C) Spokes submit preferences in person at Woodbine before Spokes council meeting

We have some sort of ballot box where Spokes can submit paper slips indicating their Spoke + preferences. Spokes council planning group looks through the results after the prioritization deadline and announces the selected proposals before the next Spokes council meeting.

# D) Spokes submit preferences in person at the beginning of the Spokescouncil meeting

Spokespeople come to the Spokescouncil meeting ready to relay which proposals their Spoke selected. During the Spokescouncil meeting, facilitators count up the votes and then move to discussion of the most-prioritized proposals.

## Comments

- briar: if all woodbine members voted independently, the working groups would only need 1 meeting instead of 2

# 02/06/2025: How to post agenda items

## Post-Vote Overview

A wall of woodbine will be dedicated to posting proposals. Any member of woodbine may post a proposal following the proposal template. (Printers are available on site.) The proposal remains on the wall for up to three months, at which point it is taken down. If it is elevated to being an agenda item, it is also taken down after the meeting.

## How to post a Proposal

### Person or group submitting

Briar

## Proposal History

- Submission Date: 01/05/2025
- Vote date: 2/6/25
- Vote result: Pass

### Friendly Ammendments:

- Need a digital wall too
  - Why we need it: Physical space centers woodbine, announces way to participate in space, lower barrier to posting , printers at woodbine, physical way to vote
- Role to consolidate online/physical walls (TBD)
- Signal chat for discussing proposals (TBD)
- Physical process only to get started, worry about digital wall later

# Motivation

To provide the woodbine membership with a mechanism for posting proposals

## Proposal overview ~~slightly less tiny~~ ~~summary here~~

A wall of woodbine will be dedicated to posting proposals. Any member of woodbine may post a proposal following the proposal template. (Printers are available on site.) The proposal remains on the wall for up to three months, at which point it is taken down. If it is elevated to being an agenda item, it is also taken down after the meeting.

## Details

### Background info

We need a centralized place for woodbine membership to find and review proposals. Since participation at woodbine necessitates being physically present on occasion, having proposals on a highly visible wall will give all members an opportunity to encounter the proposals. By physically displaying them, we also make the participatory nature of the spokes council visible to anyone walking by. Beyond these reasons, I was unable to find an online platform that both allowed users to post proposals and prioritize them.

### Groups this affects

Woodbine membership

### Work required

1. Find an appropriate wall for the proposals
2. Create and post a banner over the wall proclaiming "Spokes Council Proposals"
3. Create and post an explainer sheet beside the wall. The explainer should briefly summarize how proposals are made, link users to the proposal template, and provide instructions for connecting to the printer
4. Demarcate the wall with tape (or something similar)
5. Hang a pen and some take from a string beside the wall
6. Ongoing: take down proposals that are 3+ months old or have already been elevated to agenda items

### Individual or group doing labor

briar will prepare the wall and table, though if anyone has graphic design experience, your help would make the banner and explainer sheet more visually appealing. all members have the authority to remove outdated proposals.

## Money required

minimal money for supplies. briar will cover those costs

## Proposals

I propose that we designate highly visible wall space at woodbine to post proposals. Anyone who is a member of a woodbine working group may post a proposal. Proposals must adhere to the proposal template. The proposal remains on the wall for up to three months, at which point it is taken down. If it is elevated to being an agenda item, it is also taken down after the meeting.

### comments (format: commenter name: comment)

- paul: Is the assumption here that they'll be on a wiki or online somewhere as well? Given that the proposal section has a comments section I was assuming that would happen during the actual proposal refinement process.  
Given that we're encouraging sub-proposals (alternative versions of the general proposal that anticipate specific concerns) in each proposal document, some of the documents themselves might be kinda long to have hanging on the wall.  
So maybe the printout is just the front-matter (title, date, motivation, proposal overview) and a link / qr code to the proposal doc?
- frankie: +1 to paul's thoughts here. proposals might be long, and printing them might not be the best way to disseminate. however i am very in favor of some physical/visual space at Woodbine being dedicated to educating people about the proposal process and what proposals exist.

# 02/06/2025: Communicating outside of meetings

## How spokes communicate outside of meetings

### Person or group submitting

Briar

### Proposal History

- Submission Date: 01/04/2025
- Vote date: 2/6/25
- Vote result: pass

### Friendly Ammendments:

- Worries expressed that discussion chat protocols need to be enforced
  - Admins can figure out as they go, but some norms/protocols should be set in advance
- Reword so there is no confusion about the representatives inviting new ones
- suggestion proposed that any discussion should be wirtten inside the proposals themselves
- Can the discussion chat be a free space to discuss? provides place for Working groups to discuss together
- Does this proposal cause an issue with some admin metabolizing comments into meetings? Too much work, could be messy
- discussion chat could be a “free play space”
- Prep people for change i.e. “this is an experiment”

- What is the relationship b/w this and the coordinators chat? (TBD pending directors sit down and refining the scope of the spokescouncil)
  - Anyone can join the spokes chats v coordinators chat is currently only people who signed MOUs
- QR codes to join chats

## Motivation

To provide the spokes council with a means to discuss proposals outside of meetings, as well as to disseminate announcements to the larger body of the Woodbine membership.

## Proposal overview ~~slightly less tiny~~ ~~summary here~~

Two Signal chats will be created: 1) Woodbine Spokes Council Announcements, 2) Woodbine Spokes Council Chat. The first is purely for announcements (such as which proposals passed) and meant to be consumed by the entirety of the Woodbine membership. The latter is a chat for freeform discussion about upcoming proposals.

## Details

### Background info

To keep meetings moving quickly, we need a place for spokes representatives to discuss proposals before the meeting even starts. In addition, we need a way to keep the entirety of the Woodbine membership on the same page. These two chats will fulfill those functions.

### Groups this affects

Spokes council

### Work required

1. Create the 'Woodbine Spokes Council Announcements' Signal group and assign several members to administer it. Restrict messages to only the administrators.
2. Create the 'Woodbine Spokes Council Chat' Signal group and assign several members to administer it. Anyone can post in this chat.
3. Ongoing: Announcements chat administrators must follow up after meetings by consulting the meeting notes and share with the chat the outcome of the various agenda items.

4. Ongoing: people in the Announcements chat should invite new Woodbine members to join the chat.
5. Ongoing: after a spokes rep completes their term, they must invite the next rep to the Council Chat. They may choose to exit the chat at this point, though that is not required.

## Individual or group doing labor

1. I will create both chats and invite Ash, Frank, Paul, Ella, LP, Andrew, and Iris to be admins
2. Whoever is representing the spokescouncil at the first meeting should announce the two chats at the first council and get everyone present to join the two chats.
3. The note-taker at each council meeting should message one of the Announcements administrators and send them the notes.
4. The Announcements administrator must forward the outcome of all agenda items to the Announcements group.
5. Spokes representatives must invite the incoming reps to the Chat group and invite new members of their working group to the Announcements chat

## Money required

None

# Proposals

## Proposal #1: The Woodbine Spokes Council

### Announcements group

I propose that we form a Signal group called 'Woodbine Spokes Council Announcements,' which will be a platform through which the spokes council can communicate with the entirety of the Woodbine body. While everyone will have view access, only administrators will be allowed to send messages. New administrators can be voted in during a spokes council following the standard proposal process, and initial admins will include Ash, Frank, Paul, Ella, LP, Andrew, and Iris. Council note-takers are responsible for sending a link to the notes to one of the administrators, and that admin is responsible for forwarding the outcome of all agenda items to the group. Spokes representatives are responsible for inviting new working group members into the chat.

## Proposal #2: The Woodbine Spokes Council Chat'group

I propose that we form a Signal group called 'Woodbine Spokes Council Chat',' which will be a platform through which the spokes reps can communicate prior to a meeting. Everyone will have both view access and the ability to send messages. Initial admins will include Ash, Frank, Paul, Ella, LP, Andrew, and Iris, though additional admins can be voted in via the group chat with 5+ thumbs up. After their terms, spokes representatives are responsible for inviting the new rep into the chat. Any member of a woodbine working group can join the chat, regardless of whether they are, have

been, or will be a rep.

## comments (format: commenter name: comment)

Ash: I like this idea. Seems a very simple and robust way to begin. To make sure we are embodying non-hierarchical values, we can caveat when we introduce the chats and the protocols to the wider group that the chats and their administration are open to changes via proposals, as anything else would be.

I have a question about this part: "After their terms, spokes representatives are responsible for inviting the new rep into the chat." Are we, as admin, only inviting the first round of delegates? Or are we adding everyone who is invited to the spokescouncil via a flyer?

briar: as admins, we need to ensure that the first round of delegates join, but anyone else is welcome to join too.

frankie: i like the idea of these chats! perhaps QR codes to join them can be posted in our glorious proposals area in Woodbine (as suggested in the other proposal)

LP: I'd like to consider condensing some of these various roles we're developing if possible? Again, in basement we had: Agenda wrangling, Meeting page posting, and Invites were one person, like "Convener." Might be

# 02/06/2025: Meeting Length

## How long are meetings

## Person or group submitting

Briar

## Proposal History

- Submission Date: 01/04/2025
- Vote date: 2/6/25
- Vote result: pass

## Motivation

To provide the spokes council with consistent and sustainable time constraints for their meeting

## Proposal overview ~~slightly less tiny~~ ~~summary here~~

Spokes council meetings will be capped at 2.5 hours, with the option to extend them through full consensus. The first half hour is non-mandatory social time.

## Details

### Background info

Meetings can be exhausting and people's lives are often tightly scheduled. By capping the meeting time, we can help protect spoke representatives' time.

# Groups this affects

Spokes council

## Work required

1. Ensure that the council is aware of the meeting time limit by announcing it during the first meeting

## Individual or group doing labor

Whoever is representing the spokecouncilcouncil at the first meeting.

## Money required

None

# Proposals

I propose that spokes council meetings are capped at 2.5 hours, with the option to extend them through full consensus. Even with consensus, if reps leave and the council falls below quorum, further proposals cannot be voted on. The first half hour is non-mandatory social time, but the main part of the meeting starts promptly afterwards regardless of if attendees are late.

## comments (format: commenter name: comment)

Ash: Yes! Meeting harm reduction. We can always have a follow up meeting before one month elapses if we need to.

Might be nice to have 30 min prior to the start of the meeting for people to mingle and the hard start and end of the meeting is 2 hrs long, if you aren't there on time, we start without you.

briar: addressed

frankie: i propose a 1.5 hour long meeting agenda with a soft start in [the 1st agenda proposal](#). i'm open to extending the meeting to 2 hours with a soft start, if we think that much time is needed/beneficial for the first meeting. all in all, i strongly agree that pre-deciding a meeting length cap is helpful for managing burnout and wrangling agenda items.

# 02/06/2025: Deciding Meeting Roles

## Post-Vote Overview

At the beginning of the meeting, spokes representatives can volunteer to fill a meeting role. Any other spokes representative has the power to veto someone taking a role, though that can be overturned with consensus - 2.

## How meeting roles get decided

### Person or group submitting

Briar

## Proposal History

- Submission Date: 01/04/2025
- Vote date: 2/6/25
- Vote result: pass

## Friendly Ammendments

- Systematize rotating roles
- Training, shadowing, collaborating to get ppl doing roles
- Not just spokes planning people filling roles
- Will figure out next roles at the end of the meeting

## Motivation

To provide the spokes council with a mechanism for deciding on meeting roles

# Proposal overview ~~slightly less tiny~~ ~~summary here~~

Spokes representatives can fill roles by volunteering for them at the start of a meeting. Suggested roles include facilitator, note-taker, stack, vibes, and time-keeper.

## Details

### Background info

Meeting roles can help provide structure to the meeting, ensuring that someone present is attending to important tasks such taking notes.

### Groups this affects

Spokes council

### Work required

1. Ensure that the council is aware of the role-taking process by announcing and then demonstrating it during the first meeting

### Individual or group doing labor

Whoever is representing the spokecouncilcouncil at the first meeting.

### Money required

None

## Proposals

I propose that at the beginning of a spokes council meeting, spokes representatives can volunteer to fill a meeting role. Any other spokes representative has the power to veto someone taking a role, though that can be overturned with consensus - 2.

### comments (format: commenter name: comment)

Ash: seems good to me. If the roles are always being filled by the usual suspects, we will have to address that via training people to get them more confident (esp facilitation) and encouraging people to sign up and even collaborate on a role if it's intimidating.

briar: definitely agree, though i don't think we need to outline that in the proposal itself so much encourage that as a culture

frankie: i have a blocking concern with this proposal: i think that for a meeting of this size, we'd benefit from folks attending solely to fulfill these roles. that is, members of the Woodbine community who come to the meeting **not** as Spokes, but just as facilitator, timekeeper, etc. this way, folks don't have to juggle representing their Spoke with wrangling a potentially very large meeting. we can call for volunteers for the next meeting at the end of the current meeting

LP: 3/5 fist-to-five/non-blocking - I think before is good, just to be prepped. In basement, we experimented with one person being a role for a month of weekly meetings. Seemed to work ok-ish. Not sure how that works with spokes sched.

LP: If we like the idea of action-item wrangling, that could serve also as a note-taking shadower. I like the idea of a "skill development pipeline."

# 02/06/2025: Style of Consensus

## Post-Vote Overview

Consensus - 2, with the exception of liability concerns, voluntasking individuals or groups, and telling groups how to perform their roles which have the power to block proposals

## Style of consensus

## Person or group submitting

Briar

## Proposal History

- Submission Date: 01/04/2025
- Vote date: 2/16/25
- Vote result: Pass

## Friendly ammendments:

- Woodbine has liability to be considered and respected, concerns were voiced that proposals must respect liability
- Proposals should include some caveat that anything regarding changes to finance structure need to include the finance team, should consult them while drafting any proposal that touches finances
- Proposals should include awareness and respect for the legacy of how things have been operating without being stuck in old ways if they are clearly not working, those drafting proposals are expected to research this and talk to people working in the areas their proposal touches
- Proposals need to be concerned with working groups being asked to do labor

- Proposals should involve awareness of/research into who at Woodbine has expertise in an area that the Proposal touches (i.e. consult dinner wg for any dinner related proposals)
- Proposals need to including an explanation/ proof of the problem it is trying to solve

## Motivation

To provide the spokes council with a mechanism for making decisions together

## Proposal overview ~~slightly less tiny~~ ~~summary here~~

In order for a proposal to pass, it must reach consensus minus two. In other words, all spokes representatives present at the meeting must agree, with the exception of up to two dissenters.

## Details

### Background info

To learn more about consensus, read [this book](#).

### Groups this affects

Spokes council

### Work required

1. Ensure that the council is aware of the consensus -2 process by announcing it during the first meeting

### Individual or group doing labor

Whoever is representing the spokecouncilcouncil at the first meeting.

### Money required

None

## Proposals

I propose that the spokes council has the authority to make decisions if the proposal can achieve consensus - 2, with the exception of liability concerns, voluntasking individuals or groups, and telling groups how to perform their roles which have the power to block proposals

## comments (format: commenter name: comment)

Ash: Lol, i'm being pedantic but PG's book is only 75 pages long including appendix. That is not long for a book. It's easy to read and calling it long may discourage people from reading!

Ash: We can also refer to PG's "Consensus" book and use it as a reference to present a basic pros and cons overview of consensus minus two and why we are going with it. the main con is that it can be a fall back rule that allows people to avoid conflict. We can use consensus minus two but with the understanding that blocks warrant dicussion and people should feel encouraged to engage in conflictual discussion. if it comes up over and over this needs to be addressed by the spokes council.

Briar: fair lol i was definitely being a bit of a troll. i removed the "very long"

Frankie: ☐ I think consensus minus 2 is a decent place to start. "Good enough for now, safe enough to try". I don't have strong opinions about whether it'll be the best approach long term. Honestly, I think seeing the Spokes council operate will inform my opinion on it (and probably others' too). This can always be revisited in a subsequent proposal as needed.

# 02/06/2025: Quorum

## Person or group submitting

Briar

## Proposal History

- Submission Date: 01/04/2025
- Vote date: 2/6/25
- Vote result: pass

## Friendly Ammendments

- Take attendance, Outreach if ppl aren't showing up
- Explain difference b/w Tabling v blocking
- Possibility of bad faith actors not showing up to keep something from moving forward
- This qourum proposal is a working rule but we can address something fishy or bad faith if we sense it

## Motivation

To ensure that enough spokes representatives are present to avoid decisions being made that do not reflect the overall interests of the council and its spokes

## Proposal overview ~~slightly less tiny~~ ~~summary here~~

At least 5 spokes representatives must be present at a council meeting in order for the council to make decisions. If fewer than 5 are present, the council can still convene to discuss matters, but cannot make decisions.

## Details

# Background info

According to initial [research](#) by Frank, we have 12 initial spokes with another 15 potentially meeting spoke criteria.

## Groups this affects

Spokes council

## Work required

1. Ensure that the council is aware of quorum by announcing it during the first meeting

## Individual or group doing labor

Whoever is representing the spokescouncil at the first meeting.

## Money required

None

# Proposals

I propose that spokes council meetings require a quorum of at least 5 spokes representatives to have the authority to vote on proposals. If a working group cannot send a representative to the meeting but an agenda item will heavily effect their group, they can postpone it to the next meeting.

## comments (format: commenter name: comment)

Ash: this makes sense in general. one catch i see is, if there is a proposal that affects heavily or is put forward by a specific WG that isn't present, it makes less sense to push it through or reject it even if we have quorum. if that WG's reps arent there that meeting, imo, that should warrant pushing the passing of the proposal back until that WG can be represented at the spokescouncil or finding an asynchronous way to move it along.

briar: makes sense. i revised the proposal to giving absentee wgs the choice to block proposals that effect them

frankie: this seems to me like a reasonable place to start. quorum might get reevaluated as the Spokescouncil meets and takes on more consequential decisions, and i think that's ok.

# 01/13/2024: How to format a Proposal

Person or group submitting

LP

## Proposal History

- Submission Date: 2024/12/13
- Vote date: 2024/12/13
- Vote result: Pass

## Motivation

A template prompts the writer to answer some baseline questions.

Proposal overview ~~slightly less tiny~~  
~~summary here~~

This template appears to cover some good basic points.

## Details

# Background info

I'm bureacratic and like organization I guess.

# Groups this affects

All

# Work required

Template has been created. Could be made easier to use.

# Individual or group doing labor

LP+?

# Money required

No

# Proposals

See template here: <https://basement.woodbine.nyc/spokes-proposal-template>

# 01/13/2024: Who is a Spoke?

A Spoke is a group of 5 or more people who self-identify as having a stake in Woodbine (the space) or Woodbine (the concept) and a common goal/reason to collaborate amongst themselves

## Person or group submitting

Frankie

## Proposal History

- Drafted date: dec/8/24
- Submission Date: dec/13/24
- Vote date: dec/13/24
- Vote result: Pass

## Motivation

We need to figure out what the spokes are.

## Proposal overview ~~slightly less tiny~~ ~~summary here~~

This describes and defines a spoke based on member participation.

## Details

# Background info

We need to determine what a spoke is.

## Groups this affects

All

## Work required

Documentation

## Individual or group doing labor

LP?

## Money required

No

# Proposals

- A Spoke is: - a group of 5 or more people WHO - self-identify as having a stake in Woodbine (the space) or Woodbine (the concept) AND - a common goal/reason to collaborate amongst themselves
- What if your group is less than 5 people? - Identify a larger working group that you can caucus with. Perhaps one that uses the space at similar times or in similar ways. - Still come to the Spokes council meeting to observe and recruit members!
- The proposal contains no opinion on how Spokes decide on a Spokesperson
- This proposal is a *descriptive* heuristic for (a way of approximating) the groups of people that operate in Woodbine + who care about it. Spokes are not approved or decided by any body. Spokes self-associate in advance of each spokes council meeting.
- The proposal allows that in the future, the Spokes council itself may decide to change the method for determining spokes.

# 01/13/2024: How to Announce a Proposal

## How to Announce a Proposal

1. hang proposal physically in the space
2. post somewhere linkable
3. send to all groups via groupchats

12/13/2024: Who from the spokescouncilcouncil should attend the 1st spokes meeting? And how should they participate?

Who from the spokescouncilcouncil should attend the 1st spokes meeting? And how should they participate? Paul, created 12/13/24, date approved/rejected/edited: TBD

Proposal is that the meeting should be open to all to observe. People who have been involved with the spokescouncil planning group are encouraged to attend-- especially if they plan to stick around in the possible "spokes research group" that could keep meeting as the council actually comes into being, but they should not have any special role in the spokescouncil meeting and should participate as any other member of a working group. I feel like there's still some confusion about what we've been doing as a planning group, especially since the MOUs popped up. I think showing that we don't hold privileged positions in this new structure would help build trust.

## comments (format: commenter name: comment)

- ella: Agreed. We could consider making the spokescouncil council a "spokes" / working group that is open to everyone who wants to be involved in the process of refining the spokes model as it unfolds.
- Ash: the spokes council working group idea is interesting. especially if we conduct research and more ppl get interested in the meta process and it adds a layer of transparency.
- Ash: sokesouncil was already agreed to be a fishbowl format that invites ppl in working groups who are not currently the spokes. by saying "everyone should be encourages to observe" do you mean ppl who are not in working groups but have heard about the spokescouncil meetings and are curious? I think a fishbowl model could support this by having a "layer" of ppl not in working groups around the circle but who understand that they are in a purely observational role and can get involved by joining a wg later.

# 12/13/2024: How often should the spokescouncil meet?

## How often should the spokescouncil meet?

Proposal is to meet monthly. Meeting biweekly may lead to burnout. We could send out one poll to the spokes signal group to set rotating monthly meetings for the first round to minimize the time spent on creating and filling out polls.

# 12/08/2024: Spokescouncil Signal Group Policy

## Spokescouncil Signal Group Policy

Person or group submitting

Frankie

## Proposal History

- Submission Date: 12/8/24
- Vote date: ---
- Vote result: Pass

## Motivation

Once the Spokescouncil meets for the 1st time, things will probably come up that need to be circulated among Spokes. For example, circulating a link to some resource that a Spoke agrees to provide during the meeting. We should have a plan for setting up this type of Signal chat.

## Proposal overview ~~slightly less tiny~~ ~~summary here~~

I propose that the Woodbine Spokescouncil itself should decide on an initial Signal group structure. The Spokescouncil Working Group can use existing Signal chats to contact Working Groups and initiate the first Spokescouncil meeting. During the meeting, the Spokescouncil can identify a way of maintaining async communication, if one is necessary. I don't think deciding this in advance is a precondition for a successful 1st Spokescouncil meeting.

# Details

## Background info

Woodbine primarily uses Signal to async organize today. It seems like folks are largely comfortable using the platform.

## Groups this affects

All

## Work required

1. None right now 2. Submit a proposal to the 1st Spokes council meeting about forming a Signal chat version of the Spokes council 3. Create a Signal chat that includes the Spokesperson(s) from each Spoke who attend

## Individual or group doing labor

- Frankie -> writing + submitting the proposal to the Spokes)
- Frankie (or anyone else) -> creating the actual chat

## Money required

None

# Proposals

## Defer decision on chat policy for the Spokes

- We need not decide on chat policy for the Spokes council right now (as a Spokes council)
- We can bring a proposal for a chat to the 1st Spokes council meeting, let Spokes decide on it

## comments (format: commenter name: comment)

- Ash: this makes sense to me. as a council, i agree, we don't have to have it all worked out in advance (and shouldn't) but I think it's good to have some basic structures and pitfalls in mind to work into the discussion and prompt people to think through. i suggest we don't make the signal group at all until a signal chat protocol proposal is made and agreed upon as a group because chats get messy fast and they can be a huge detriment to moral and process if culture and protocols aren't agreed upon early (i sadly know this from

experiencing almost total burn out of a group and broken friendships while organizing for a large event, even despite agreeing on these protocols early on). some examples are:

1. what is the signal chat for?
  2. what kinds of discussions and decisions can be made there v irl?
  3. admin protocols/privelages
  4. who is in the chat? how are people added? (ex. does a newbie who joins the tues reading group for one session, get added to the chat?)
  5. digital conflict culture (aka "take it offline") and a plurality of screen boundaries
  6. posting irrelevant content like upcoming events at wb (some ppl can find this distracting if a chat is very heavily decision/action based v socializing)
  7. expectations around the allowed time for people to respond to an in-chat proposal before moving on (ex. 2 days to 1 week depending on the urgency).
- paul: I sometimes imagine this as a system where it's a signal group where only admins can post. anyone from the working groups can join and lurk but the only admins are the people who are the currently-acting spokes for their groups. I feel like this would help limit the traffic in the spokes chat as any working-group-talking-amongst-itself chatter would have to happen elsewhere. but this also feels maybe a big complicated to implement and might be too much to ask of a spokesperson.
  - paul: ok actually here's maybe an example of what we could propose to the spokesconcil itself:

“ == Proposal for the "Spokesconcil Fishbowl Chat" == This chat exists in order to facilitate inter-WG communication between all the various working groups at WB, while keeping intra-WG conversation to other channels. Anyone is free to join and view, but only the designated spokesperson(s?) for each working group is able to post.

Things that make sense to post in this chat:

1. Working out when the next meeting should be
2. Announcing that you are proposing something for discussion at the next council meeting, ideally with a link to the proposal write up
3. Announcements that potentially affect all WGs: "there will be no power in the building until tomorrow afternoon", "the door code is about to change".
4. A question that a working group has where it's unclear who to direct the question to.
5. ... ?

# 12/8/2024: Woodbine Points of Unity

## Woodbine Points of Unity

I propose that the Woodbine Spokescouncil itself should decide on points of unity, if or when the Spokes think it's relevant and necessary. I don't think it's a precondition for the existence of a functional Spokescouncil. And I think it would benefit the Working Groups of Woodbine to come to this understanding together as a larger body, rather than deciding this as the Spokescouncil Working Group ourselves.

### comments (format: commenter name: comment)

- Ash: i agree. "points of unity" is a proposal we can work out later, together as a spokescouncil when we feel we have a good level of attendance from working groups. it could be a brainstorming/"whiteboard" session that is synthesized into a formal proposal that gets presented to the group. the synthesizers can volunteer as a temporary, cross-working group, ad-hoc team.
- Ella: I agree that working groups should collaboratively construct points of unity.

# 12/08/2024: Spokescouncil Goals

## Spokescouncil Goals

I propose that the goals of the Woodbine Spokescouncil should be decided by the Spokescouncil (i.e. by the Working Groups of Woodbine) themselves. The Spokescouncil, as I understand it, is meant to be a mechanism that serves the needs and goals of the various Working Groups. By setting an agenda for a 1st Spokescouncil meeting that helps groups come together and identify what's working and not working at Woodbine today, I believe that appropriate Spokescouncil goals can emerge. I don't think an established set of goals is a precondition for a successful 1st Spokescouncil meeting.

### comments (format: commenter name: comment)

- Ash: i agree, maybe we can also "whiteboard" this as a group and then synthesize a proposal via a temp, volunteer, cross-wg body. I always like to have some basic ideas and questions in mind to prompt discussion if needed, so I will suggest a few here:
  1. a goal is likely to be "re-producing the space". what does that mean? fundraising, cleaning, repairing? does that include conflict support and self-critique around with classism, racism, transphobia, agism, racism, misogyny?
  2. is a kind of "cultural cohesion" under the WB banner a goal? is this scary or exciting to people? this dovetails into developing "points of unity". for example, we may consider we are all on the same page politically, but that is not true in all cases. so would "developing resilience against the ravages of capitalism" be a viable goal for the spokescouncil? my guess is this will be a sticky point to a few people and a non issue to others. how does this line up with woodbine's historical value of being "against the collapse"?
  3. another goal might be "develop a robust collective decision making process (that supports autonomy)" dovetails into autonomy v collectivity discussion
  4. another goal might be "develop joyous accountability structures and supportive conflict culture"
  5. another goal might be to "address structural barriers that prevent diverse participation in the space"

# Proposals That Did Not Pass

Proposals that were voted on but did not pass

# 12/8/204: Who is a Spoke?

## Who is a Spoke?, Frankie, created: 12/8/24

- A Spoke is:
  - a group of >5 people AND
  - the group has access to Woodbine's physical space (i.e. can unlock the door) or Woodbine's resources (e.g. website, Instagram, lease, funds)
- What if your group is <5 people?
  - Identify a larger working group that you can caucus with. Perhaps the group that grants you access to the Woodbine space/resources
  - Still come to the Spokes council meeting to observe and recruit members
- What if our group doesn't have the door code or its own access to Woodbine resources?
  - Your spoke is the one that grants you access to the space.
    - For example, if Gym people unlock the space for you, you caucus with Gym
- The proposal contains no opinion on how Spokes decide on a Spokesperson

### comments (format: commenter name: comment)

- Ash: I like this idea of caucusing if your group is <5 people. We can talk to co-workers about this and if they want, they could caucus with yoga or another analogous wg with similar needs.
- Ash: we may need to have some suggestions on how to consider which group you will be part of during a fishbowl spokescouncil. you may be a spoke of one and the observer of another group. can you be a spoke for multiple groups at one meeting? my gut is no. this could be a structure we offer and could be good to push and allow more ppl to be spokes.
- Briar: this seems like a really elegant solution. by having straight-forward criteria about "who is a spoke," we don't need to have a process for adding new spokes. something to consider, though: who decides who has the keycode? could that person or group of people exercise undue influence over the composition of the spokescouncil?

# 12/04/2025: How to make a proposal

## “How to make a proposal”, Violet, 12/4/25

Found some good language on how to make a proposal. Am proposing this as an answer to how to make a proposal, which can come from anyone:

### **Present Proposal or Issue**

When possible and appropriate, proposals ought to be prepared in writing and distributed well in advance of the meeting in which a decision is required. This encourages prior discussion and consideration, helps the presenter anticipate concerns, minimizes surprises, and involves everyone in creating the proposal. (If the necessary groundwork has not been done, the wisest choice might be to send the proposal to committee. Proposal writing is difficult to accomplish in a large group. The committee would develop the proposal for consideration at a later time.) The presenter reads the written proposal aloud, provides background information, and states clearly its benefits and reasons for adoption, including addressing any existing concerns. (basically the food co-op method LP shared

Currently I'm thinking the express purpose/method of the spokescouncil should be to create cohesion between all of the working groups within the space and to be a means of facilitating decision-making being made by the “at-large membership” of Woodbine.

I found this to be a compelling argument against consensus, addresses a lot of concerns people have of small influences blocking functioning of the council.

<https://theanarchistlibrary.org/library/andrew-flood-a-practical-guide-to-anarchist-organisation#toc61>

Two quotes from above in the text that support this argument “In working out a libertarian concept of organization, we need to remember that the individual members not only have rights that must be respected by the organization, they also have obligations to the rest of the membership. Since the majority have the right to control their own organization, individuals must conduct themselves so as to respect this right of the majority.”

“The idea is that the main decision-making responsibility of the organization is not to be delegated to some “steering committee” or executive but is conducted directly by the membership through their own discussions and votes; this is the heart of the libertarian concept of organization.”

I think a sort of synthesis of consensus and voting could work well. Consensus works well for small groups with a cohesive purpose; the working groups of woodbine have many purposes but possibility of common ideals. if we take the elements of proposal making and reworking from the consensus process, i.e. giving everyone an opportunity to have input but removing blocking power and even the potential for a small united minority to sabotage decision-making. after an established time period the spokescouncil will take proposal with suggestions and rework into a new coherent proposal to be voted on by everyone. votes can be tallied in a transparent manner through thumbs up/thumbs down reacts in group chats and then added to a google sheet accessible by all but only editable by spokescouncil. in the case of urgent issues the spokescouncil should be empowered to decide within group chat or emergency meeting with availability for feedback from wider membership later.

So for example:

Non-urgent: there is a proposal that any group that eats food during their meeting must clean the area when their meeting is finished. if you sit on couches then vacuum couches and rug. if you sit at tables then wipe down tables and sweep underneath them. make sure all food waste and other waste go into proper receptacles. if it is a trash night please help take out trash. > two weeks have gone by and suggestions are made > spokescouncil disseminates to their working groups > groups vote > votes are tallied and proposal is implemented if passed or retooled and re-presented if failed

Urgent: refrigerator stops working and an obvious fix can't be determined by folks on site> spokescouncil votes to call electrician > after the fact there is feedback that skilled individuals in working groups could have fixed instead > proposal is made to form a repairs working group that can be tapped in case of future technical issues to save money

people would have to declare what group they vote in or something like that to not have redundant/extra votes. it might be more efficient to put decision making power more firmly in the hands of the council with the possibility for feedback from wb at large. proposal posting ahead of spokes meetings would ensure transparency and allow time for feedback. it depends on how much we want to empower individuals and how much we think the people who show up to woodbine want to run it. concentric circle structure can mitigate some of that, for example the strength collective votes on space proposals rather than the whole strength community, but that isn't moving toward the broadest sense of autonomy and community involvement imo

## comments (format: commenter name: comment)

- Ash: I agree with non-consensus model. From the linked text “The structural requirement of unanimity puts pressure on the majority to placate small minorities in order to accomplish something. Often this leads to decisions that paper over disagreements and leave everyone dissatisfied.” This is super important to remember imo. Even in smaller group

interactions in the space, we are ideally striking a balance b/w supporting minority voices that are valid (especially when we are attempting to correct structural bias like racism and misogyny) but also to make sure we are not being hamstrung by a small group or even one person's voice overriding the group moving forward. anarchists are often way too nice (because we want to see everyone as acting in good faith and want to be sensitive to our own biases)! sometimes people are assholes and bad faith actors and no one has a right to take over a discussion and it's ok for people to call that out. Something to consider as a group is we can ask ourselves if

1. if the minority voice is bringing up something the rest didn't consider but most people see as needing to be addressed
2. the minority voice is representing bad faith intentions to stall or distract people from moving forward
3. it's a good faith disagreement that most of the group doesn't concur with.

The response to

1. is to reconsider the issue and draft a new proposal.
  2. there should be some way to publicly call this bad faith or distraction out and move forward. if
  3. acknowledge and reiterate the shared value of non-consensus and why we have that value and move forward with respect for that person's dissent. Conflict support skills might become very important in the case of 2. and 3. and we should be ready to offer that pro-actively.
- Ash: I am a little confused about how the mixture of consensus and voting ideas would happen in reality and how the signal chat would be involved. This feels like we need to dig into this irl in the meeting and talk through how this would work and weigh it against other methods including the "Proposal is passed if consensus minus 2". is this the very basic method we use to pass a proposal to start? I wonder if we can develop more complex systems as we go along and face the problems this will bring up v. overwhelming ppl with a complex process

# 12/2/2025: Who is a Spoke

## “Who is a Spoke”, Briar, 12/2/25

This is based on what I heard people saying during our last meeting. If you have amendments you'd like to make, please feel free to do so in the chat prior to the meeting.

I propose that all current working groups at Woodbine become spokes. If new working groups are formed, they can become spokes with the approval of the spokes council. The current working groups include: operations, location, programming, finance, gym, mycology, basement, pantry, research group, yoga, film screening, meditation, dinner, gardening, fundraising, writers workshop, food fight, Tuesday night reading group, and screen printing.

We may want to add something about how each spoke representative must be voted into that position by their respective group

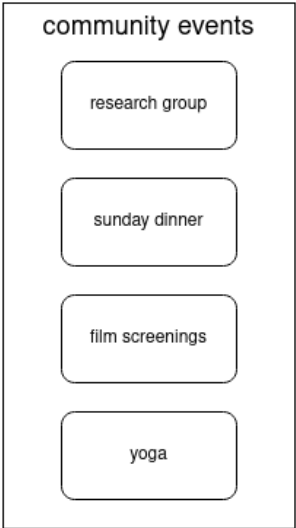
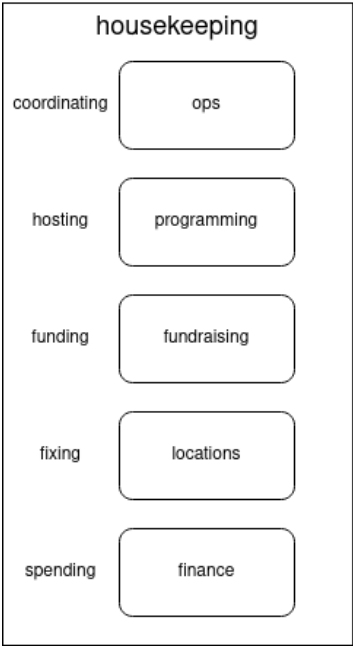
We may also want to consider the amount of influence that any given individual could exercise with the proposed spokes. We need consensus minus 2 to pass proposals. Is there any concern that with the listed working groups, a highly involved individual might be able to influence 3 or more spokes

## comments (format: commenter name: comment)

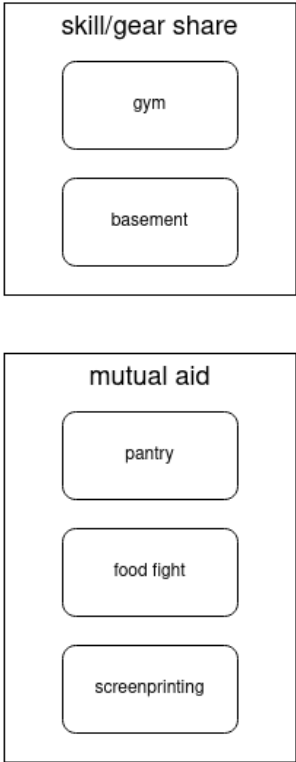
- Ash: i suggest coworking isn't a working group in the spokescouncil until there are more co-workers
- Violet: each spokesperson could be asked to commit to 3-6 months of representing their wg in the spokescouncil
- Ash: about choosing who is a “spoke” - We state that we value autonomous operation and each working group is functionally very different. Autonomy imo will help ppl feel more excited and accountable if we can also offer clear suggestions to try so ppl aren't overwhelmed with the ask. For example a working group doesn't necessarily need to do elections to choose a spokesperson if ppl step up and rotate willingly based on everyone sharing a sense of what is needed
- Ella: Agreed re: autonomy. For a suggested model, one super simple way for groups to choose spokes might be for someone to send out a text “Emoji react if you'd volunteer to be a spokes this term” and then I bet we could find some tool where one of those people who reacted to the text is randomly selected (if needed). Seems elections could become kind of toxic popularity contests, promote competition within groups etc imo
- Violet: super simple tool out there on the interwebs (just searched randomized selector)  
<https://pickerwheel.com/>
- paul: here's a little map I made grouping the WGs by how I intuit they relate to the space

•

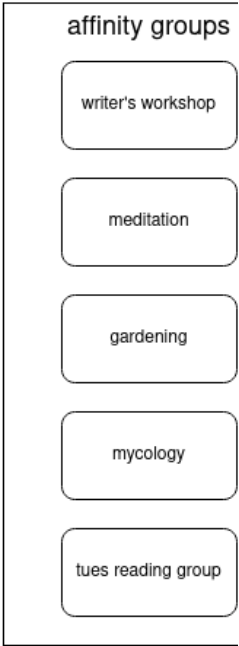
uses communal space  
high public visibility  
small organizing core  
largecasual membership



dedicated physical space  
low public visibility  
elusively open membership



low public visibility  
small core & membershi



# Spokes proposal - meeting schedule

# Spokes proposal - meeting schedule - LP

## Motivation

- I find the survey -> meet -> survey loop to be cumbersome and noisy.
- I think regularity can be good for keeping a tempo
- As we don't have a shifting role identified as convener, it vests responsibility in individuals vs the body.

Proposal: Change spokes meeting schedule to one of the following processes, or don't, and stay with what we have.

## Details

# Plenum vs klatch

Plenum: An assembly or meeting with all members present.  
Could just call a general meeting, all-hands meeting, full meeting.

Klatch: An informal group that gathers more or less frequently, especially for conversation.  
Could just call a get together, meetup...

# Groups this affects

Everyone

# Work required

General survey, or compiling data from previous surveys  
Noting selected day/times in a doc somewhere

# Money required

None

# Proposals

A, B, C, or none.

## A) 1-2-GM bounce

Identify two broadly available time/days in a general survey.  
Alternate meetings between those day/times.  
Do full surveys for GMs.

## A) 1-2-3-GM bounce

Identify three broadly available time/days in a general survey.

Alternate meetings between those day/times.

Do full surveys for GMs.

## B) Alternate GMs between survey day/times on a set timing

<https://basement.woodbine.nyc/spokes-proposal-template#>