

Minutes of the
August 3rd, 2022
Meeting of the Board of Directors of
The New York Cycle Club, Inc.

Held via Zoom

ATTENDEES: Leora Rosenberg (President and Chair), Colin Taber (Secretary), Gerald Ross (VP of Rides), Allan Friedman (Escape New York Ride Director), Robert Gilbert (Treasurer), Sheila O'Conner (Content Manager), Neile Weissman (Public Relations Director), Denise Alvarez-Heller (Special Events Coordinator), Kym Blanchard (Membership Director), Steve Vaccaro (B-Rides Coordinator), Marc Simkin (C-Rides Coordinator), Natan Elman (Webmaster), Charmaine Dixon, (Volunteer Coordinator), Michael Diener (A-Rides Coordinator), and Peter Storey (Past President).

1. CALL TO ORDER - Weds Aug 3rd 6:22 The Chair called the meeting to order
2. The Chair noted the distribution of updated procedure rules (see addendum)
3. MINUTES - Last month's meeting minutes were approved with no objections.
4. POPCORN UPDATES - Each board member had the opportunity to share minor updates related to the ongoing execution of their duties. No notable discussion.
5. UPCOMING ELECTION - The Chair asked all members to privately inform her if they planned to run for re-election in the upcoming election.
6. OPEN VP OF PROGRAMS - The Chair reminded the board that the position of VP of Programs is currently vacant. She stated that she was considering and conducting exploratory discussions with a number of candidates to fill the role for the remainder of 2022, and hopes to have a choice or choices to discuss in time for the next board meeting. She encouraged all members to refer any candidates to her for consolidation and consideration.
7. BYLAW AMENDMENTS - A sub-committee had been previously formed to examine the Club Bylaws. The Board reviewed their proposal at today's meeting and moved to present it to the membership for approval as part of the year-end election cycle.
8. ENY 2023 CONTRACT - The board further discussed the proposal to hire Glen Goldstein to take on logistics tasks within Escape New York, with Allan presenting a proposed contract by which the club could do so. The board was generally supportive of the proposal but requested changes to several portions of the contract. The board authorized Allan and Peter to conduct additional negotiations with Glen on these issues and to approve a final version of the agreement.
9. ADJOURNMENT - The meeting was adjourned at 8:28 pm.

ADDENDUM

NYCC Parliamentary Procedure

Purpose: The primary goals of these governing rules is to ensure that the NYCC board meetings are focused and efficient, that all board members have opportunity to be heard, and that we proceed through decisions in an orderly manner.

General Rules

- The President will take the role of Chair and will be responsible for moderating the meeting. The Chair's responsibilities include setting the agenda, stopping arguments, and interrupting discussions that have gone on too long.
- All members are responsible for keeping the discussion on track, sticking to the topics at hand without going off on tangents. Additionally, all members are expected to take a professional tone, focusing on the goals of the club, and keeping any personal issues or ulterior motives out of the discussion. Members must remain courteous, respectful, and congenial in all meeting interactions and are encouraged to assume that others are making good faith efforts to govern the club.

The Agenda

- The agenda consists of the items of business to be discussed at a meeting. The chair is responsible for creating the agenda, in consultation with the other members. Any change to the agenda can be made by a motion, which will require a second and majority vote to pass.
- The most common types of agenda items are a) proposals, which require the members to vote on a decision and b) reports, which can be informal and may not require discussion or decisions.

Rules of Discussion

- Proposals may be introduced as agenda items or they may emerge spontaneously from the board's discussion. When a need for a specific decision emerges from a discussion, any board member may introduce a proposal. The proposal will require a second to be considered.
- An agenda item will typically begin with a presentation from a member or meeting attendee, which may be followed by a Q&A session in which members will direct informational questions to the presenter and the presenter will respond. If members feel that a Q&A session is needed, they should request one via the chat. Discussion will then generally follow a format in which all members are allowed equal opportunity to speak.
- To seek recognition, a member will cause his or her hand icon to be raised. The chair will call on participants to speak in a fair order, allowing everyone who wants to speak on an issue to have their turn.
- A member recognized by the chair may speak to the item under consolidation or may:

- Ask an informational question, which should generally be addressed to a specific board member (ie, “point of information”). The chair will then recognize the member to whom the question is directed. In the event that the speaker does not know which member is best equipped to answer the question, they should direct the question to the chair.
- Motion to refer an issue to the committee (requires a second and majority vote)
- Motion to table an issue to a later date (requires a second and majority vote)
- Motion to close the debate: this cuts off discussion and brings the group to vote on the pending motion (requires a second and a majority vote).
- Motion to unanimous consent: If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.
- Debate will be limited to two minutes for each speech and to the time allocated on the agenda for each topic. Time will be kept by a member designated by the chair. The Chair may direct the speaker to confine their remarks to items under consideration.
- Members should not interrupt discussion for questions about these rules or callouts about individual technical issues. These issues should be raised via the chat.
- If a member is unsure that the chair has announced the results of a vote correctly, he or she should immediately interrupt the discussion to request a recount.

Decorum:

- The chair is responsible for maintaining decorum and may interrupt a speaker if decorum is not being observed. The chair should remain calm and firmly remind the member of the proper rules of debate.
- If the member continues his or her behavior, the chair’s next step is to call the meeting to order. The chair states, “The member is out of order.” The chair may choose to take back control of the floor and continue the proceedings.
- Participants will mute their microphone when not speaking. The chair may direct the muting or temporary disconnection of a participant’s connection if it is causing undue interference with the electronic meeting.
- Members and guests will sign into the meeting using a name clearly identifying the person.
- The chat window should be used primarily for resolving technical issues, or sharing links to relevant information. The chair may restrict the use of the chat if messages are disruptive to the meeting or to the chair’s ability to see key information.