

**AREA 11 POLICY AND PROCEDURE MANUAL FOR THE
AREA WORLD SERVICE COMMITTEE
(AWSC)**

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AREA 11 POLICY AND PROCEDURE MANUAL FOR THE AREA WORLD SERVICE COMMITTEE (AWSC)

“A service structure is necessary if there is to be any order or efficiency in ‘carrying the message.’ It does not complicate but simplifies the whole fabric of the fellowship, doing so particularly in relation to one of Al-Anon’s most important responsibilities, the practice of the Twelfth Step all over the world.”

Lois W.

INTRODUCTION

Parliamentary procedures, or rules of order, are used by groups of all types and sizes to work out satisfactory solutions to the greatest number of questions and issues in the least amount of time. Regardless of the detail or complexity, these procedures help meetings go well when everyone agrees, and help reach decisions fairly when there is disagreement.

It is important to remember that the purpose of rules of order, or parliamentary procedures, is to make it easier for the Area World Service Committee (AWSC) to conduct its business. They are used to allow the AWSC to do what it needs to do in order to carry out the will of the fellowship by reaching an informed group conscience within the principles of our Traditions.

In general, parliamentary procedures are based on some common principles, including:

- The principle of rights
 - Right of the majority to ultimately decide;
 - Right of the minority to be heard, and
 - Right of the individual to participate in the decision-making process.
- The principle of one motion or topic at a time.
- The principle of balance.
- The principle of courtesy.

PURPOSE

The purpose of AWSC debate and guidance of the rules of order is to reach an informed group conscience, make it easier to conduct its business in a timely manner, and to carry out the will of the fellowship.

At each AWSC meeting, a working Assembly agenda is planned, information and reports are conveyed, and decisions may be made that cannot wait until the next Assembly. Topics may go directly to Assembly for consideration or may be referred to a committee, work group, thought force or task force for further consideration.

KNOWLEDGE BASED DECISION MAKING

In reaching an informed Group Conscience we use Knowledge Based Decision Making (KBDM). The four basic elements of KBDM are open communication between leadership and membership; all decision makers have access to full information; dialogue before deliberation; and a culture of trust. This allows the AWSC to thoroughly examine issues without an end or action in mind. Not every dialogue and deliberation will end with an action needed. A motion, when necessary, will follow the procedures outlined in this manual.

When to use KBDM vs. When to respond to a Minority Appeal

KBDM is used to address a new question, but to reconsider a previous action is a minority appeal. Issues that were previously discussed are not appropriate for a minority appeal unless facts not previously stated are contained in the appeal. 2017 World Service Conference Summary, page 69.

Definition of Minority Appeal: To reconsider a previous action is a minority appeal. The Rights of Appeal and Petition aim to protect and make the best possible use of minority feeling and opinion.

In the principle of the Right of Appeal, all minorities should be encouraged to file minority reports whenever they feel a majority to be in considerable error. When any minority considers an issue to be so grave that a mistaken decision could seriously affect Al-Anon as a whole, it has the actual duty of presenting a minority appeal to the body that made the decision. Al-Anon/Alateen Service Manual 2018-2021, page 186.

ROBERT'S RULES OF ORDER

We follow the most current and authorized version available of *Robert's Rules of Order* and proceed on as informal a basis as possible consistent with the rights of all concerned, with some exceptions. The exceptions help the AWSC proceed more closely in accordance with the Traditions. If there is a situation or issue not specifically addressed within the AWSC's policies and procedures, *Robert's Rules of Order* will serve as the basis to work through and resolve that situation or issue.

QUORUM

Quorum required to conduct AWSC business at any meeting in which motions are considered or elections are conducted is 50% of the number of voting members, excluding past Delegates and past Trustees.

GENERAL GUIDELINES OF DEBATE/DISCUSSION

- In the spirit of our Traditions, debate and discussion center on issues, keeping principles above personalities.
- The following members have voice: Assembly Officers, District Representatives, Coordinators, Liaisons (to any information service, i.e., MAIS), past Trustees and past Delegates (who served in any Area and are currently residing in Georgia), the Al-Anon Convention Chairperson, the Al-Anon Representative to the A.A. Prepaid Convention, the Alateen Representative to the Alateen Conference, and the Georgia Al-Anon Central Services' Treasurer (related to Georgia Al-Anon Central Services business).
- Visitors are welcome to attend the AWSC, but they do not have voice or vote unless otherwise approved by a 2/3 vote of the AWSC members.
- Only one proposed motion may be discussed at a time.
- Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated, it is not necessary to repeat it.
- Out of deference to those holding a minority viewpoint, applause is discouraged when a member expresses an opinion with which others may agree.
- The Chairperson does not enter into the debate. This does not preclude the Chairperson from answering questions or providing information.

MOTIONS

MAIN MOTIONS

FROM COMMITTEES, WORK GROUPS, THOUGHT/TASK FORCES

- Members' work may result in recommendations or motions for the attention and/or action of the AWSC. Typically, these items are reflected in the meeting agenda.
- A written motion form is to be completed for each motion and is given to the Chairperson. Motions reference Area position title and refrain from use of personal names.
- The Chairperson:
 - Reads the motion as it appears on the motion form.
 - Calls for a second by a voting member.
 - Gives a copy of the motion form to the secretary.

FROM THE FLOOR

- Matters of interest to all are discussed on the floor.
- When the group conscience indicates a specific motion is in order, a written motion form is to be completed for each motion and is given to the Chairperson. Any AWSC member can originate a motion from the floor. Motions reference Area position title and refrain from use of personal names.
- The Chairperson:
 - Is responsible for determining whether or not the motion is appropriate to the subject under discussion.
 - Reviews the proposed motion and asks the originator to reword it if it is unclear.
 - Reads the motion as it appears on the motion form.
 - Calls for a second by a voting member.
 - Gives a copy of the motion form to the secretary.

AMENDMENTS

- Must be related to the motion under consideration.
- Must be submitted in writing on a motion form.
- May be amended by a secondary amendment.
- Secondary amendments cannot be amended.
- Need only a majority to pass.

TABLING A MOTION

- Postpones discussion of the current motion.
- Must be made by a member recognized by the Chairperson.
- Requires a second.
- Is not debatable.
- Needs only a majority to pass.
- The Chairperson or any other member with voice may ask to have the discussion held at another time.
- Is rescheduled at the discretion of the Chairperson.

“CALLING THE QUESTION”*

- Suspends debate on the pending motion.
- Must be made by a member recognized by the Chairperson.
- Requires a second.
- Is not debatable.
- Requires a 2/3 affirmative vote.
- If passed, debate ceases and members proceed to vote on the pending motion.
- If not passed, debate on the pending motion resumes.

*Use with caution. The opinion the AWSC members may need to hear may not have had the opportunity to be expressed. The minority opinion may change the direction of the majority.

VOTE

- All main motions require substantial unanimity: 2/3 of the votes cast in the affirmative. All other motions follow *Robert's Rules of Order*.
- The following AWSC members have vote: Assembly Officers, District Representatives, Coordinators, Liaisons (to any information service, i.e., MAIS), past Trustees and past Delegates (who served in any Area and are currently residing in Georgia), the AI-Anon Convention Chairperson, the AI-Anon Representative to the A.A. Prepaid Convention, and the Alateen Representative to the Alateen Conference [(Motion #177 & 258).]
- Only one vote per person.
- The Chairperson rereads the motion and calls for the vote.
- Voting method, by default, is a show of hands.

COUNTING THE VOTE

SHOW OF HANDS

- The Chairperson asks those in favor to raise their hands.
- Those opposed are then asked to raise their hands.
- Those abstaining are then asked to raise their hands.
- Any voting member or the Chairperson may call for a standing counted vote.
- The vote is announced by the Chairperson and recorded by the secretary.

STANDING COUNTED VOTE

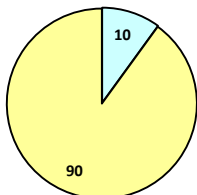
- Used when the vote is too close to determine by a show of hands or when a member requests it.
- The Chairperson asks those in favor to rise and stand until counted.
- Those opposed are then asked to rise and stand until counted.
- Those abstaining are then asked to rise and stand until counted.
- The vote is announced by the Chairperson and recorded by the secretary.

WRITTEN BALLOT FOR REGIONAL TRUSTEE NOMINATIONS

- Each voting member writes a candidate's name on a ballot.
- The ballots are then collected and tabulated by those persons designated by the Chairperson.
- Ballots marked incorrectly are considered void.
- Results are provided to and announced by the Chairperson.
- If there is no 2/3 vote for any one candidate, subsequent ballots are taken until either: a) a 2/3 vote is achieved; or b) at the Chairperson's discretion, a majority is achieved.

ABSTENTIONS

When a member abstains (does not vote) the abstention is not considered in the outcome of the vote since the result is determined by votes cast. Abstentions are noted for the record to verify that the total number of voting members present constitutes a quorum (see pie chart below).



Example of Abstentions: If 10 of 100 voters abstain, substantial unanimity is determined from the votes cast by the remaining 90 members ($2/3$ of $90 = 60$).

RECONSIDERATION OF A VOTE ON A MOTION

- Request can only be made by one who voted with the majority and now wants to change his or her vote.
- Requires a second.
- Must be made on the day of the original action.
- The motion to reconsider is debatable.
- Only a majority vote is required.
- If the majority votes to reconsider, full debate is resumed on the original motion.
- Discussion is limited to new considerations of the original motion under debate.
- No action may be reconsidered twice.

ASKING FOR AN INDICATION OF CONSENSUS OR DIRECTION

During the consideration of a topic or motion, the Chairperson may seek input from voting members by asking for a show of hands in response to a question posed by the Chairperson. This input may be used at the Chairperson's discretion to identify how best to proceed with the matter under consideration. This is not a vote of any kind – formal or informal. It is not binding and abstentions are not relevant.

UNANIMOUS CONSENT

A procedure that the Chairperson may use during routine business to decide on an action or adopt a motion without a formal motion.

- The Chairperson suggests a specific action (i.e., approval of minutes or treasurer's report).
- Any voting member may say "Objection" or "I object" to prevent the unanimous consent to adopt the action.
- If there is objection, the action is processed as a formal motion.
- If no voting member objects, the action is adopted.

STANDARD ORDER OF BUSINESS (MEETING AGENDA)

1. Opening
2. Roll Call
3. Approval of Minutes
4. Officer and Committee Reports
5. Business Items
6. Coordinator Updates
7. District News, Activities, and Issues
8. Adjourn

STANDING COMMITTEES

POLICY: The predetermined members consist of the current Delegate (who serves as Chairperson) and Area Chairperson. At the November AWSC following the September Election Assembly, all eligible AWSC members' names are written on a slip of paper.¹ From among those names the Chairperson randomly selects three AWSC members to serve on the Policy Committee. This process is repeated as needed to fill any vacancy.

FINANCE: The predetermined members consist of the Area Treasurer (who serves as Chairperson), current Delegate and Area Chairperson. Four additional members are selected by the Area Treasurer from among the eligible AWSC members.² **[As of Nov. 01, 2018, under the new By Laws, the final suggested makeup of the Finance Committee has not been determined].**

¹ Eligible members are current AWSC members who are not serving on another Standing Committee (Finance, Georgia AI-Anon Central Services, Public Outreach, etc.).

² Eligible members are current or immediate-past AWSC members who are not serving on another Standing Committee (Finance, Public Outreach, Policy, Georgia AI-Anon Central Services, etc.).

NOMINATIONS FOR REGIONAL TRUSTEE AND ALTERNATE

- Conducted every 3 years, based on regional election year for the Southeast Region, or as requested by the Board of Trustees to fill a vacancy.
- Any AI-Anon member may submit a qualifying resume for consideration based on the minimum requirements as determined by the Board of Trustees. Minimum requirements are included on the resume form.
- Deadline to submit a resume is the April AWSC (of the year preceding World Service Conference affirmation and Board of Trustees election) in order to meet the WSO deadline of August 15.
- Resumes will not be available electronically; they will be available at the AWSC in order to maintain the confidentiality of the candidate(s)' personal information. Copies will be collected for secure disposal.
- Selection will be by written ballot using the candidate(s) name(s).
- The nominee(s) are then presented to the May Assembly for their affirmation.
- The Delegate is responsible for submitting to WSO the resume(s) of those candidate(s) affirmed by the Assembly.
- If the Area nominates a Regional Trustee candidate who is subsequently elected to the Board of Trustees, that same candidate will be re-nominated by the Area for a second term if a qualifying resume is submitted – unless there is a valid and material breach of conduct or performance as a Trustee.

SUMMARY OF MOTIONS

PURPOSE	MOTION TO USE	TO PASS
To propose an action or decision to the AWSC	Motion	Substantial Unanimity (2/3)
To alter or modify the wording of a motion	Amend	Majority
To defer action until a later time	Table the motion	Majority
To stop discussion/debate	“Calling the Question”	2/3
To correct hasty action	Reconsider the vote	Majority
To send to a committee for further study	Refer to Committee	Majority
To call attention to a violation of a procedure	Point of order*	No vote required
To obtain information or make a request of any kind	Request*	No vote required
To close the meeting	Adjourn	Majority

*Does not require a second.

UPDATE OF MANUAL

This manual will be corrected, amended, or modified as necessary when such changes are approved by a two-third (2/3) vote at the AWSC.

Source documents:

- A. 2006-2009 Al-Anon/Alateen Service Manual.
- B. Conference Procedures Booklet of the World Service Conference.
- C. Area 11 Al-Anon/Alateen Assembly Information and Archives Booklet, 2010-2012
- D. Area 11 Assembly motions passed since January 2010 and therefore not included in the current Information and Archives Booklet.
- E. 2004 edition of *Robert’s Rules of Order*.
- F. *Area 11 Policy and Procedure Manual for Assembly*.