Guidelines for North Carolina / Bermuda
Al-Anon / Alateen Assembly

PURPOSE:
The purpose of the Area Assembly is to give Al-Anon / Alateen members an opportunity to hear the Delegate's report from the World Service Conference (WSC), to learn more about service and the Al-Anon program. This is accomplished by presentations given by Area World Service Committee (AWSC) members and the participation of all members in service discussions.

GENERAL INFORMATION:
- Area Assemblies are held in the Spring and Fall.
- The Assembly site is identified six months in advance.
- The Election Assembly occurs in November every third year (eg. 2003, 2006, etc.).
- Area Assemblies are closed business meetings.
- The Assembly business session is one day only from 10:00 a.m. to 4:00 p.m. Registration begins at 8:30 a.m.
- Assemblies observe the North Carolina / Bermuda Al-Anon / Alateen Assembly Voting Procedures. See Addendum B.
- The $20.00 Al-Anon and $10.00 Alateen registration fee pays the Assembly expenses: lunch, meeting room and supplies. The lunch provided considers dietary requirement.
- A limited number of handouts are available from the Area Secretary, including the minutes of the previous Assembly, The Treasurer's Report and, when applicable, the proposed budget. Other reports will be sent to groups within two weeks following Assembly.

ALTERNATE DELEGATE IS RESPONSIBLE FOR:
- The Alternate Delegate visits the Assembly site (if possible) to ensure the size is sufficient for holding an Assembly prior to the facility contract being submitted to and signed by the Area Chairperson.
- The Alternate Delegate visits the site (if possible) to ensure the size is sufficient for holding an Assembly. The Alternate Delegate inquires about recycling facilities and includes a plan for recycling in coordination of the Assembly. The Alternate Delegate negotiates the final contract with the facility (if required) and submits the contract to the Area Chairperson to be signed.
- As the Assembly Coordinator, in planning for lunch the Alternate Delegate ensures waste reduction by minimizing disposables that cannot be composted or recycled. Whenever possible, leftover handouts will be recycled and reusable products will be utilized. The Alternate Delegate may appoint members to assist in accomplishing this goal.
- Rents a PA system if the meeting facility does not have one.
- Identifys a member to remain at the registration tables until 10:30 a.m. to help with late registrants, tally the registration sheets, collect all registration sign-in sheets bringing them to the Alternate Delegate.
- Ensures the room temperature is comfortable for the fellowship.
- Provides to the Area Secretary the names, addresses, telephone numbers, websites, and rates of motels/hotels near the Assembly site, including directions to the Assembly facility for members driving in for the day, and directions from each hotel to the Assembly facility.

AREA CHAIRPERSON IS RESPONSIBLE FOR:
- Compiles background information and the agenda and forwards these documents to the Area Secretary.
- Chairs all Assemblies using Knowledge-Based Decision Making format to reach an informed group conscience.
- Signs all contracts and provides Certificates of Insurance. This includes, but is not limited to hotel, caterer, church, etc.
- Provides the Alternate Delegate with a copy of all signed contracts.

AREA SECRETARY IS RESPONSIBLE FOR:
- Sends the "Notice of the Assembly" six weeks in advance to all active groups.
- Mails and/or emails the "Notice of Assembly" including all handouts to all AWSC members.

AREA TREASURER IS RESPONSIBLE FOR:
- Brings sufficient petty cash for making change during registration.
- Oversees registration.
- Prepares a financial accounting of all Assembly expenses and distributes the document to all AWSC members within two weeks following Assembly.

AREA WEB SITE COORDINATOR IS RESPONSIBLE FOR:
- Posts Assembly handouts on the Area website.

DISTRICT REPRESENTATIVES ARE RESPONSIBLE FOR:
- Emails the Notice of Assembly including all handouts to all active groups.
- Informs all members of their District, especially Group Representatives, to bring their service manual, paper, pen, all distributed materials that are mailed, emailed, and/or downloaded from the Area Website with them to Assembly.
- Reminds members of their District number.
- Suggests members bring a sweater or jacket to ensure personal comfort.
- Staffs the registration tables directing their members to the correct voting and non-voting registration table.
- Directs new GRs or any member interested in serving as a GR to the GR Orientation.
- Directs Al-Anon Members Involved in Alateen Service (AMIAS) or any member interested in serving as AMIAS to the Alateen Orientation.
- Sits with the members of his/her District.
- Provides GRs with Motion Forms and reviews the wording of the motion for clarity.
- Ensures that only voting GRs make motions, second motions, and vote.
- Distributes a copy of the Assembly Financial Statement to all groups that is provided by the Area Treasurer after each Assembly.

GROUP REPRESENTATIVES ARE RESPONSIBLE FOR:
- Attends the Assembly. Should the GR be unable to attend, the Alternate GR or a member appointed on behalf of the group can register and vote.
- Attends the Group Representative Orientation that is held from 9:00 a.m. - 9:45 a.m. This is chaired by the Alternate Delegate. See Addendum A.

FACILITY SET-UP:
- A table is defined as an 8 foot rectangular table.
- Designate head tables for Area officers near a power source.(suggest a minimum of 2 tables with 5 chairs, podium and microphone).
- The floor microphone(s) is placed at the front of the meeting room for ease of access and visibility by all.
- Literature tables (suggest a minimum of four 8' tables)
- Archives table (suggest one 8' table)
- Table for the Delegate (suggest one 8' table)
- Table for the Newsletter Editor (suggest one 8' table)
- Table for Convention Chairperson and Area Alateen Coordinator to share (suggest one 8' table)
- Public Outreach (suggest one 8' table)
- Designate and label tables by district number. Plan for four (4) people sitting at an 8' table and three (3) people at a 6' table. If only round tables are available, seat only 5 people at one table.
- Ensure all seats are facing forward with space to write on a table. (suggest 2' per person)
- Designate an outdoor area for smoking.
- Have a separate room for Group Representative Orientation (30 seats) and Alateen Sponsor Workshop (15 people).
- Recycling bins are highly visible and accessible for attendees to utilize.

FRIDAY NIGHT OPEN HOUSE AND FELLOWSHIP:
- The Assembly site will be open from 5 pm for set up and from 7:00 to 9:30 pm for meet and greet/socializing and speaker meeting or other activity.

ELECTION PROCESS / GENERAL INFORMATION:

- That we continue to follow the election procedure passed by the Spring 1991 Assembly as follows:
- "That the outgoing Group Representatives vote for all offices from the outgoing District Representatives and past District Representatives who have remained active on the Area level.
- That the outgoing Group Representatives vote for the District Representatives from the outgoing Group Representatives and past Group Representatives who have remained active at the District level."
- A person, not running for any office, is selected by the AWSC and presides over the election process. He/She reads the service history of each person willing to stand for office at the area level. Each individual stands while their history is read. See Addendum "C" Al-Anon / Alateen Profile / Résumé form attached.
- Each DR is provided a supply of voting pads to distribute to eligible GRs during the voting process.
- Secure a caucus room (if needed) for any District that has not elected a District Representative.
- Any Area World Service Committee member that is willing to stand for an office needs to submit their service résumé to the Area Secretary by September 1st prior to the Election Assembly for inclusion with the agenda which is sent to the Group Representatives. Any Area World Service Committee candidate that does not submit their service résumé by the deadline brings sufficient copies for the Group Representatives at the Election Assembly.
- Résumé forms can be downloaded from the Area Web site (www.ncbermudaafg.org)
- The names of the eligible candidates are displayed on the screen. As each office is voted, those willing to stand for the office will remain displayed on the screen.
- The DR is responsible for counting all votes for his/her specific district.
- Any ballot that has an incorrect name will not be counted.

ELECTION PROCESS / DELEGATE AND ALTERNATE DELEGATE:

- The Delegate and Alternate Delegate are elected by a 2/3 majority of eligible votes.
- If, after two ballots no one candidate has received a 2/3 majority of eligible votes, the names of the two candidates with the most votes remain for a third ballot and vote.
- After the third ballot and vote, should no candidate have a clear 2/3 majority the Election Chairperson asks for a motion to either a) have a fourth vote between the top two candidates and the candidate that receives a majority vote is elected or .b) to draw the top two candidate's name by lot.
- If the names are drawn by lot, the person presiding over the Election process draws from the two slips; the name drawn is elected.

ELECTION PROCESS / AREA CHAIRPERSON, AREA SECRETARY, AND AREA TREASURER:

- The Area Chairperson, Secretary and Treasurer are elected by a majority of votes.
- If, after two ballots, no one candidate has received a majority vote, the names of the top two candidates with the most votes remain for a third ballot and vote.
- After the third ballot and vote, should no candidate have a clear majority the Election Chairperson asks for a motion to either a) have a fourth vote between the top two candidates and the candidate that receives a majority vote is elected or, b) to draw the top two candidates name by lot.
- If the names are drawn by lot, the person presiding over the Election process draws from the two slips; the name drawn is elected.

Group Representative Orientation for Area Assemblies

GENERAL:
- The Alternate Delegate is responsible for chairing the Group Representative Orientation at Area Assemblies.
- The GR Orientation begins at 9:00 a.m. and concludes at 9:45 a.m. at each Assembly.
- "Welcome to General Service!" packets are provided to the GRs.
- Members that attend, who are non-voting members at the current Assembly, will be provided with an overview sheet listing all items in the GR orientation packet.

OUTLINE:
- Serenity Prayer
- Briefly review the suggested items:
- Responsibilities / Qualifications of the Group Representative (GR)
- Group Representative, Al-Anon Guideline (G-11)
- Al-Anon Registration Group Records / Change Form (GR1 Al-Anon 1-08)
- "How to Fill Out the Al-Anon Registration / Group Records Change Form"
- Al-Anon Member Involved in Alateen Service application (AMIAS form) and approval process
- "How to Start an Alateen Group" (downloaded from the WSO members web site)
- Tips for GRs as *The Forum* Representatives (F-2)
- "The Forum – a meeting in my pocket"
- Order form for Al-Anon / Alateen Conference Approved Literature (CAL)
- Taking a Group Inventory (G8a and G8b).
- Information about forming a Group Conscience (reprinted from 1980 WSC summary)
- Joy of Service pamphlet (S-57)
- Service Sponsorship pamphlet (P-88)
- Seventh Tradition pamphlet (S-21)
- Links of Service pamphlet (S-28)
- Map of North Carolina / Bermuda Al-Anon / Alateen Area by District
- North Carolina / Bermuda Area Newsletter
- How It Works: Our North Carolina / Bermuda Assembly
- The Knowledge Based Decision Making Process To Reach An Informed Group Conscience (amended 5/19/07 Spring Assembly)
- North Carolina / Bermuda Al-Anon / Alateen Assembly Voting Procedures and Motion Definitions (amended 5/19/07 Spring Assembly)
- Voting Procedures Flowchart (approved 5/19/07 Spring Assembly)
- Voting Procedures for Group Representatives at Election Assembly
- Stress that the GRs are the main communication link and how important they are to the Area and World Service Office. Emphasize that the links of service flow from the group members to the GR, the GR to the DR, the DR to the Area World Service Committee, and the Area World Service Committee to the World Service Office.
- Ask about questions or if anyone has anything that they would like to say. If time does not permit answering of all questions, ask the attendees to write their questions and give them to their DR.
- Closing Prayer

North Carolina / Bermuda Al-Anon / Alateen
Assembly Voting Procedures
Amended 05/19/07 Spring Assembly

The Purpose:
The purpose of these procedures is to inform and make it easier for the Assembly members to conduct its business. Procedures exist to allow the Assembly to do what it needs to do to carry out the will of the fellowship by reaching an informed group conscience.

The legitimate rights of the minority are protected by Concept Five (The Rights of Appeal and Petition protect minorities and assure that they be heard.) and its observance throughout the Assembly.

Progression of a Motion:
Every Al-Anon/Alateen member has a voice, but only <u>Group Representatives may vote</u>. <u>Only Group Representatives may make motions or second motions</u>. They must give their full name and the name of the group they are representing.

1. Motion is made (All motions are presented to the Chairperson in writing; motion forms are given to all DRs at the beginning of the business session). The Chairperson will accept motions only after sufficient discussion has been held.
2. Motion is seconded
3. Discussion by all members, voting and non-voting (see Discussion Procedures). During discussion the following additional motions may be used to alter the original motion**:**
   a) Withdraw the Motion *(refer to definitions and flow chart)*
   b) Amend the Motion *(refer to definitions and flow chart)*
   c) Call the Question *(refer to definitions and flow chart)*
   d) Table the Motion *(refer to definitions and flow chart)*
   e) Suspend the Rules *(refer to definitions and flow chart)*
4. At the close of discussion, the Chairperson will ask, "Are you ready for the vote?" If no one objects, the Chairperson proceeds to take a vote.
5. To overturn a previously approved motion, a Motion may be Rescinded *(refer to definitions and flow chart).*

Discussion Procedures (for all Members):
1. Discussion begins after the Motion is made and seconded.
2. Discussion is limited to the Motion before the Assembly.
3. Proposer of the Motion may speak to the motion first; the person who seconded the motion may speak to the motion next.
4. Proposer of the Motion may not speak against his/her Motion, but may vote against it.
5. So all members can participate and hear the discussion, avoid side conversations.
6. Avoid personalities. The Motion under discussion is not the proposer.
7. Chairperson does not enter into the discussion at Assemblies.
8. Each member, voting and non-voting, may speak for two minutes.
9. Each member may only speak once to a topic.
10. Asking or answering a question does not count as time at the microphone provided the individual does not continue to discuss the issue.

Tip, Hints, and Words of Caution:
Full discussion of a recommendation should take place before the vote. Premature action (e.g. Amending a motion early in the discussion or hastily "Calling the Question") can divert attention from the subject at hand, thus confusing and/or delaying Assembly business.

A member is entitled to, and should, express his/her opinion. However, if that perspective has already been expressed by someone else, it is not necessary to go the microphone and say it again.

Out of respect to those holding a minority viewpoint, applause is discouraged when a member expresses an opinion with which others may agree.

Motion Definitions

Motion
> To introduce a subject to the Assembly floor for discussion and vote. When discussion commences, the maker of the motion speaks first.

Withdraw the Motion
> To "take back" a motion from the Assembly floor after it has been made, but **before** a vote has been taken. Only the maker of an **original motion** may withdraw it. The effect is the same as if the motion had never been made. The withdrawn motion will not be in the Assembly minutes.

Amend the Motion
> To modify or change the **original motion**. An amendment is made and seconded during the discussion of the **original motion**.

Call the Question
> This brings the discussion of the motion on the floor to an immediate halt. The motion to "Call the Question" must be seconded and a vote taken. If the vote on "Calling the Question" passes, the vote on the **original motion** on the floor is taken immediately. If the vote on "Calling the Question" does not pass, discussion of the **original motion** resumes. This motion should not be used prematurely to curtail adequate discussion of any motion.

Table the Motion
> To defer the **original motion** until later in the current Assembly or until a future Assembly. Most often this is best used when a New Business item, not on the agenda, is introduced to the Assembly and the voting members believe the item deserves more background information, time, and consideration by the groups before a vote is taken.

Suspend the Rules
> To depart temporarily from the usual Assembly practices for a specific purpose during the current Assembly. This motion is not debatable and cannot be amended. An example would be to "Suspend the Rules" to allow more than two minutes per person to discuss a business item.

To Overturn a Previously Approved Motion:

Rescind the Motion
> To "take back" a motion **after** it has been voted on and passed. This is used to cancel a previously approved motion. This will be included in the Assembly minutes. Any voting member can make this motion.

Approved 05/19/07 Spring Assembly

VOTING PROCEDURES FLOWCHART

Motion is made.

↓

Motion is seconded.

↓

Discussion of the motion. Person that made motion speaks to the motion first.

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Vote on motion.

Branches from Discussion:

Withdraw the motion.

"I move that the motion be withdrawn." Requires a second and is discussed. **Cannot be amended.**

→ Vote on whether or not to withdraw the motion from this Assembly.

→ If passes, the motion is withdrawn.

If doesn't pass, then discussion continues on **Original Motion**.

→ During the discussion the **Original Motion** can be "amended," "called", "tabled," or have the "rules suspended."

→ Vote on motion.

Amend the motion.

"I move to amend the motion by _____." Requires a second and is discussed.

→ Vote on whether or not to accept the amendment(s).

→ If passes, discussion is based on Amended Motion.

If doesn't pass, discussion continues on **Original Motion**.

→ During the discussion the **Original Motion** can be "withdrawn," "called", "tabled," or have the "rules suspended."

→ Vote on motion.

Call the question.

"I move to call the question." Requires a second and is **not** discussed.

→ Vote on whether or not to stop discussion.

→ If passes, no further discussion.

If doesn't pass, discussion continues on **Original Motion**.

→ During the discussion the **Original Motion** can be withdrawn," "amended," "tabled," or have the "rules suspended."

→ Vote on motion.

Table the motion.

"I move to table the motion until _____." Requires a second and is **not** discussed. **Cannot be amended.**

→ Vote on whether or not to put off voting on the motion until later in the current Assembly or until a future Assembly.

→ If passes, the motion is discussed later at current Assembly or put on the agenda for a future Assembly.

If doesn't pass, discussion continues on the **Original Motion**.

→ During the discussion the **Original Motion** can be "withdrawn," "called" or have the "rules suspended."

→ Vote on motion.

Suspend the rules.

"I move to "Suspend the Rules" on this motion." Requires a second and is **not** discussed. **Cannot be amended.**
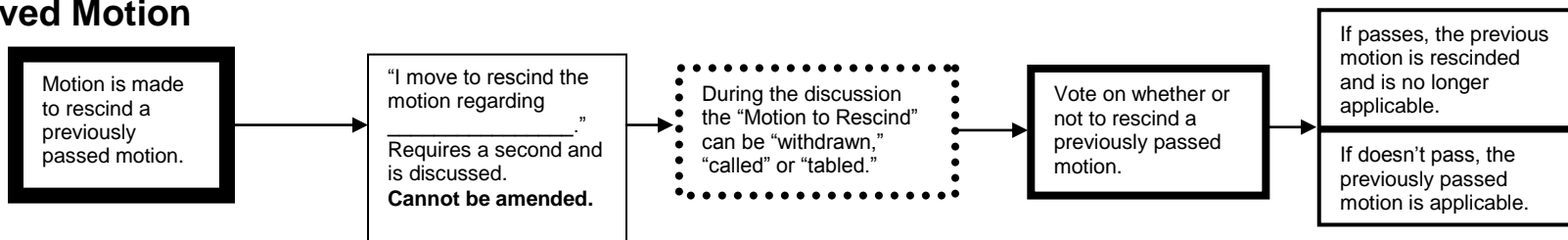
→ Vote on whether or not to suspend the rules of the Assembly for a specific purpose.

→ If passes, the rules of the Assembly are suspended for this Assembly only.

If doesn't pass, the rules of the Assembly continue.

→ During the discussion the **Original Motion** can be "withdrawn," "called" or "tabled."

→ Vote on motion.

To Overturn A Previously Approved Motion

Motion is made to rescind a previously passed motion.

→ "I move to rescind the motion regarding _____." Requires a second and is discussed. **Cannot be amended.**

→ During the discussion the "Motion to Rescind" can be "withdrawn," "called" or "tabled."

→ Vote on whether or not to rescind a previously passed motion.

→ If passes, the previous motion is rescinded and is no longer applicable.

If doesn't pass, the previously passed motion is applicable.

Guidelines for North Carolina / Bermuda
Al-Anon / Alateen Assembly

Please print or type. <u>Use this side only – no attachments – no enlargements</u>

Date: [   ]

AL-ANON / ALATEEN PROFILE / RÉSUME

Name: [   ]   **Phone:** [   ]

Address: [   ]

      Street   **City**   **State**   **Zip**

Years active in Al-Anon/Alateen: [   ]

Name and location of home group: [   ]

List current and previous Al-Anon/Alateen experience beginning with the most recent.

Summarize Group Experience: **Date: From** [   ] **To** [   ]

Summarize District Experience   **Date: From** [   ] **To** [   ]

Summarize Area Experience: **Date: From** [   ] **To** [   ]