NEVADA AREA GUIDELINE #15

ASSEMBLY PROCEDURES

Adapted from the World Service Conference Procedures. Update 1-16-16

Assembly has a primary goal – to conduct the bi-annual business of Nevada Area Al-Anon and Alateen. Each GR or alternate GR representing a WSO registered group has both VOICE and VOTE. AWSC members have voice but no vote. Any other members attending do not have voice or vote; they are represented by their GR. Orderly transaction of business is important for group unity and harmony. It is important to note that the purpose of the Assembly Procedures is to make it easier for the Assembly to conduct business in a timely manner.

PHOTOS

Out of respect for others please do not take photographs, videos and recordings during Assembly sessions. Outside of Assembly sessions be considerate when taking photographs, using care that you do not capture images of Al-Anon/Alateen members, or their guests who did not give their permission and may not wish to appear in your pictures. In the spirit of Tradition 11, please do not post recognizable photos of identifiable Al-Anon, Alateen members or their guests on websites accessible to the public, including unrestricted pages on social networking sites (pg. 43 of the 2014-2017 Service Manual).

ASSEMBLY AGENDA

- ➢ The Area World Service Committee plans the Assembly agenda.
- ➢ Input is gathered and careful consideration is given to suggestions from any Nevada Area Al-Anon member.
- ➢ During Assembly session the Area Chair can alter the agenda if circumstances warrant.
- ➢ Assembly Minutes and Financial reports (**with the exception of the Budget**) do not require a written motion. Once the reports are presented and corrections or additions are made the Area Chair asks for a show of hands to accept the Minutes/financial reports.

DISCUSSION

WARRANTY THREE states that all-important decisions be reached by discussion**,** vote and whenever possible, by substantial unanimity. This principle guarantees that all matters of importance will be extensively debated, and substantial majority can support every critical decision.

KNOWLEDGE BASED DECISION MAKING (KBDM)
To Reach an Informed Group Conscience. (As modeled in the 2008 WSC Summary available on the Members' Website)

In a Knowledge-Based Decision-Making culture, full discussion of an idea takes place (with background information introduced to frame the topic) before a motion is presented. Sometimes these discussions go on over a longer period of time (several Assemblies) before any decision for a motion or action is made. KBDM requires research and information gathering before and during the discussion. At the end of discussion, further information and knowledge may be necessary to come to an informed group conscience. A motion need not be made after every discussion. Premature action (such as making or amending motions prior to discussion) can divert attention from the topic at hand, thus confusing and/or delaying Assembly business.

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ASSEMBLY PROCEDURES (continued)

With KBDM, the decision reached is usually one of substantial unanimity.
There are FIVE key elements to the KBDM process to reach an informed group conscience.
      1) Open communication between leadership and membership
      2) Dialogue before deliberation
      3) All decision makers have common access to full information
      4) Existence in a culture of trust
      5) Confidence in the competency of our partners

Background information used to frame a topic is usually the result of answering these
FIVE KBDM questions:
      1) What do we know about our proposed needs or preferences that are relevant to this discussion?
      2) What do we know about the capacity and strategic position of the organization relative to this issue?
      3) What do we know about the current realities and evolving dynamics that are relevant to this discussion?
      4) What are the ethical implications of our choices (pros and cons?)
      5) What do we wish we know, but don't?

METHOD FOR PROPOSING A TOPIC FOR AN ASSEMBLY AGENDA ITEM

1) Any GR can submit a proposed topic to any AWSC member prior to Assembly. The proposed topic includes background information, answers to the FIVE KBDM questions, and written text, framing the discussion. All items noted are valuable so that discussion can be fully understood by all Assembly members.
2) The Area Chair chooses a place on the agenda to allow ample time for the Assembly to have a discussion on the topic- and may choose to ask the Assembly members, by a show of hands, whether the Assembly wishes to discuss the topic.
3) When the Assembly agrees to discuss the topic, the voting members should be provided the background information and answers to the FIVE KBDM questions, so that all are prepared to discuss the topic.
4) At the appointed time, the member proposing the topic begins the discussion by framing the topic. The floor is then opened for discussion. Assembly members, who wish to speak, would line up at the mic and are called on in order. Any discussion on the proposed topic follows the guidelines outlined in the "Guide for Discussion."
5) Following discussion, the Chair may ask for consensus **(**by show of hands) in order to determine if any additional actions are necessary based on the discussion.

GUIDE FOR DISCUSSION

- The Assembly Chair may ask to have the discussion held at another time.
- During discussions, Assembly members who wish to speak will line up at the mic and are called on in order, by the Area Chair. Assembly members must use the mic each time they speak and state their name.
- Assembly members are allowed <u>two minutes</u> and <u>one time at the mic</u> per topic. When the two-minute time limit is ended, the member may finish their sentence before relinquishing the mic.
- In addition to the <u>two minutes</u> and <u>one time at the mic per topic</u> Assembly members are allowed to go to the mic to ask a question for information only. Asking a question begins with who, what, where, when, why and how; and does not contain personal opinion.
- When a question is asked, the Area Chair can call on the appropriate person to answer the question. To answer a question, the answer is not limited to two minutes at the mic, nor do they give up their one time at the mic per topic.
- Assembly members should express their opinions; however, if their opinion has been expressed they are asked to not repeat what has already been expressed.

GUIDE FOR DISCUSSION (continued)

- The legitimate rights of the minority are protected by CONCEPT FIVE:
  "*The rights of appeal and petition protect minorities and insure that they be heard*".
- Out of respect to those holding a different opinion, applause is not permitted during any discussion.
- During discussion and prior to a motion being made, the Area Chairperson, at his or her discretion, may take a consensus by a show of hands from the voting members to give direction as to the next steps the Assembly wishes to take.

The options may include:

- To continue the discussion
- To move forward with a motion
- Definition of a Motion:
  A motion shall change and or create area policy, Area guidelines and Area financial status
- The Assembly body asks for more information to be shared at a later time; example - the next assembly
- Stop the discussion without a motion or action

VOTING PROCEDURES

With any Assembly vote, the intent is to find" Substantial Unanimity."
A 2/3 majority vote is required for a motion to pass.
All motions are to be written on the Area Motion Form.
Motions require a second. Written motions are to be read by the Area Chair prior to the vote. A voting card is held by each GR.

> The motion is presented from the **ASSEMBLY MOTION FORM**.
> The Area Chair reads the motion as written.
> The Area Chair asks for a second.
> The Area Chair asks if there is any more discussion on the motion as presented. If needed, discussion begins again.
> The Area Chair then reads the motion again.
> The Area Chair calls for the vote.
> GR's vote using their voting cards.
> Following the voting, result will be announced by the Area Chair, and then recorded
> from the motion form by the Area Secretary. The Area Secretary updates the History of Motions section of the Nevada Area Handbook.

Amendment procedures:
> To insert or add…. To strike out…. To strike out and insert….

Tabling a Motion:
> Requires a motion and a second
> Is not debatable
> Needs substantial unanimity to pass
> Motion to reschedule at the discretion of the Area Chair.

Withdraw a Motion:
> When a motion is not ready to be considered, the originator and seconder have to agree to withdraw the motion.

ORIGINAL MOTION: _____Date

Written by GR, read from floor, and submitted to the Area Chair/Secretary:

_____

_____

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REVISION or FINAL WORDING OF ORIGINAL MOTION:

The Chair again reads motion to the Assembly before voting occurs:

_____

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_____

_____

_____

_____

Originator of Motion_____

Name of "Second" _____

Motion   Passed / Failed

Assembly Vote Count_____Yes _____No _____Abstentions

c: Area Guidelines.doc
Update 3/18/16 sm