

Cocaine Anonymous

Greater Missouri Area Service Manual



2012 Edition

DESCRIPTION OF THE GREATER MISSOURI AREA AND THE GREATER MISSOURI AREA SERVICE COMMITTEE

THE AREA

An Area is usually a geographic unit with defined boundaries. The conference may also recognize Areas whose boundaries do not fit a geographic description. The primary function of the Greater Missouri Area is to serve the common needs of its District(s) and Group(s) and to facilitate unification of the Fellowship. A World Service Delegate comes from an Area.

Additionally, our purpose is to spread the message of C.A. where C.A. is not known in the Area.

The Greater MISSOURI Area serves the Fellowship by distributing chips and literature, handling financial contribution of the Fellowship for the Area, and communicating with the C.A. World Service Office. The primary function of the Greater MISSOURI Area is to serve the common needs of its District Members and to facilitate unification. The Greater MISSOURI Area Service Committee should establish a permanent mailing address and bank account. If need arises, the Greater MISSOURI Area should establish an Area Central Office. The Area should also stay in contact with the C.A. World Service Office for purposes of registering/updating its meeting information in the World Directory and communicating information regarding Area functions such as Service Conferences, Conventions, and other special events to promote and ensure unity within the C.A. Fellowship as a whole.

Suggested Area Functions

1. The Area Service Committee is entrusted with local Fellowship Incorporation.
2. Coordinates Area Telephone Services, if necessary.
3. Distributes new meeting packets to new C.A. meetings upon request.
4. Standing Committees may include:
 - a. Telephone (Helpline)
 - b. Hospitals and Institutions
 - c. Public Information
 - d. Archives
 - e. Convention
 - f. Chips and Literature
 - g. Finance
 - h. CPC (Cooperation with Professional Community)
 - i. Special Events
 - j. Unity
 - k. Internet
5. Maintains and updates a list of all Area meetings.
6. Maintains ongoing communications with the Districts.
7. Maintains ongoing communications with the World Service Office and WSC.
8. Publishes newsletter, if applicable.
9. Publishes and distributes Area Meeting Schedules, when appropriate.
10. Publishes Area Website.
11. Elects Delegates to the World Service Conference.
12. Holds Assemblies and/or bi-monthly Service Meetings.
13. Sponsors service days and workshops.
14. Sponsors Area Conventions.
15. Establishes and administers a Central Office, if appropriate.
16. Maintains a bank account.

Area Service Committee Officers

Chairperson Vice Chairperson Secretary Treasurer Parliamentarian

AREA SERVICE COMMITTEE OFFICERS DUTIES AND QUALIFICATIONS

Chairperson

- a. Two years continuous sobriety.
- b. Two year commitment.
- c. One year of active service in C.A.
- d. Presides over bi-monthly meetings and arranges agenda.
- e. Assumes responsibilities of coordinating all activities within the Area.
- f. Encourages trusted servants to chair various Standing Committees.
- g. Only votes in case of a tie.
- h. Recommends replacement of Area; officers, committee chairs, delegates and alternate delegates for non-performance of duties to steering committee.

Vice Chairperson

- a. One year of continuous sobriety.
- b. Two year commitment.
- c. One year of active service in C.A.
- d. In absence of the Chairperson performs those duties of the Chairperson.
- e. Chairperson of one standing committee of your choice
- f. Coordinates general committee activities.
- g. Recommends replacement of Area, officers, committee chairs, delegates and alternate delegates for non-performance of duties to steering committee.

Secretary

- a. One year of continuous sobriety.
- b. Two year commitment.
- c. Six months of active service in C.A.
- d. Keeps accurate minutes of each meeting.
- e. General communication throughout the area.
- f. Records the number and location of each meeting in the Area.
- g. Recommends replacement of Area; officers, committee chairs, delegates and alternate delegates for non-performance of duties to steering committee. **Treasurer**

- a. Two years continuous sobriety.
- b. Two year commitment.
- c. One year of active service in C.A.
- d. Gainfully employed or financially secure.
- e. Receives and deposits contributions from meetings and special events.
- f. Maintains bank account(s) with checks requiring two (2) signatures.
- g. Gives monthly financial report.
- h. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms).
- i. Pays all expenses.
- j. Passes on contributions to the Area and World Service.
- k. Recommends replacement of Area officers, committee chairs, delegates and alternate delegates for non-performance of duties to steering committee.
- l. Allow the Treasurer to appoint committee chairs, officers or Delegates, to collect, count and deposit monies for the Treasurer or the Finance Chair at an event if they are not available.

Parliamentarian

- a. Two years continuous sobriety. Two year commitment.
- b. One year of active service in C.A.
- c. Responsible for ensuring the use of correct procedure during Area meetings
- d. Thorough working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, Area Bylaws, Area Standing Rules, Robert's Rules of Order. Have read the minutes of the previous Area meeting.
- f. Have read and understand the World Service Manual.
- g. Knowledgeable in parliamentary strategies.

STEERING COMMITTEE

A Cocaine Anonymous corporation of any Area must have for legal reasons a certain number of Directors. These vary from state-to-state or province-to-province. These Directors shall at all times be accountable to their Area Service Committee. These Directors should never be excused from the responsibility to render proper reports of ALL significant actions taken. The Directors are directly responsible to their Area and should consult their Area Service Committee before an important decision or action is taken. Our C.A. program rests squarely upon the principle of mutual trust. For purposes of advice and guidance, Area Service may create Advisory Boards or Steering Committees directly responsible to those they serve, principally the Area Service Committee. NOTE: The only "Board of Trustees" recognized and existing within Cocaine Anonymous is the World Service Board of Trustees (WSBT), which is directly responsible to the World Service Conference. The title "Board of Trustees" should not be used at the Area service level. The Steering Committee meets at least twice yearly.

Steering Committee Members

Chairperson, Vice Chairperson, Finance Chair, Structure and Bylaws Chair, Treasurer, Secretary, Delegates

Steering Committee Duties

- Long range planning.
- Agenda
- Financial planning
- Goals – Conduct business referred / deferred by Area Committee
- Replaces Officer, Committee Chair, Delegate and Alternate Delegate non-performance of duties

Meets at least twice annually

AREA AND DISTRICT COMMITTEES

It is suggested that the following Committees exist at both the District and Area levels. When appropriate, Committees may be combined or added.

TELEPHONE (HELPLINE): Responsible for the provision of information and assistance to individuals seeking aid by phone, and with the communication of messages received for other committees.

HOSPITALS AND INSTITUTIONS: Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.

PUBLIC INFORMATION: Responsible for the distribution of literature and information to the public.

ARCHIVES: Responsible for the storage of documents and memorabilia. Compiles and stores all Area Service Committee meeting agendas and meeting minutes.

CHIPS AND LITERATURE: Responsible for the distribution of literature and chips to C.A. Districts, Groups, members and interested institutions.

FINANCE: Responsible for all matters relating to records, finances and expenditures. The committee makes recommendations on all matters pertaining to the administration and operation of finances and expenditures. The Finance Committee shall implement and oversee controls necessary to safeguard the assets of the Fellowship, including employment of a CPA (Certified Public Accountant) to make periodic audits.

CONVENTION: Responsible for the coordination of conventions to carry the message of recovery, unity and service to members of Cocaine Anonymous.

COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC): Responsible for a unique brand of 12-Step work by carrying the message of recovery to professionals, who in their line of work, may have some sort of supervisory capacity over or direct contact with individuals who may have a cocaine problem. The committee informs the professional community about C.A.: what we are, where we are and what we can and cannot do to help the addict who still suffers. The committee attempts to establish communication between C.A. members and the professional community to find productive methods of cooperation, not affiliation, within the C.A. traditions.

C.A. UNITY COMMITTEE: Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the C.A. message. It is also suggested that these committees sponsor annual workshops and other forums to promote C.A. unity.

INTERNET COMMITTEE: Responsible for matters relating to the creation, update and maintain Area and/or District websites, in accordance with the World Service Conference Internet Committee Workbook Guidelines. C.A.'s First Tradition: "Our common welfare should come first; personal recovery depends upon C.A. unity."

WORLD SERVICE CONFERENCE DELEGATE

The Delegate's Job is a Spiritual One!

1. Conference Delegates are required to have a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service and the World Services Conference Charter.
2. Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Every Conference Delegate, after his or her election, will notify the World Service Office (WSO) in order to be placed on the mailing list and to receive all Conference materials, which require several hours of study.
3. After the Conference, the Delegate transmits the information back to his or her Area through Area and District Meetings as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of CA
4. Delegates shall encourage their Areas to generate funds to help support World Services.
5. Delegates must be prepared to attend District, Area and Regional service meetings. They must understand the issues in their Areas to be better able to present them to the Conference.
6. Delegates cooperate with WSO by providing local meeting schedules and local CA information numbers.
7. Delegates provide CA leadership by helping to solve local problems involving the CA Traditions. In the spirit of this leadership need, it is suggested that, if possible, Delegates and Alternate Delegates not hold any other service commitments at the District or Area level. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms.
8. Delegates visit Groups in their Districts/Areas and are sensitive to their needs and reactions. They should learn how the Groups have reacted to Conference reports. Delegates know communication is a two-way street, with information moving in both directions.
9. Delegates serve on a World Service Conference Committee and work closely with Committee members throughout the year. It is the Delegate's responsibility to work closely with other members of their WSC committee to ensure that it is in action throughout the year.
10. Delegates keep Alternate Delegates fully informed so that the Alternate can replace the
11. Delegate in an emergency.
12. Delegates shall help all newly elected WSC Delegates from their Areas by passing on knowledge of WSC procedures. They are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.

PROCEDURES FOR DELEGATE/ALTERNATE ELECTION
TO THE COCAINE ANONYMOUS WORLD SERVICE CONFERENCE

1. Delegates and Alternate Delegates are to be elected to the WSC by each Area. Each Area shall have three (3) votes which may be carried by up to three (3) Area Delegates or Alternate Delegate(s), in person or by proxy, as set forth in the Standing Rules for the Cocaine Anonymous World Service Conference. If an Area has more than 75 meetings per week of its groups (excluding H&I), then that Area will be entitled to one additional vote for every fifty (50) meetings per week of its groups (or portion thereof). If an Area has any question concerning the number of votes to which it is entitled, that Area should contact its Regional Trustee or the WSO.
2. The purpose of the Alternate Delegate is to assist the Delegate and to assume the responsibilities of the Delegate when necessary. Suggested requirements and qualifications are the same as those for Delegates. Any Alternate who replaces the Delegate at the WSC will remain on the WSC and Regional mailing list as that Area's delegate for the balance of the unexpired portion of the original Delegate's term until the WSO and the Regional Trustee is informed otherwise by the Area Chairperson. Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a full Delegate term.
3. The Area must decide at the Delegate election who is eligible to be a Delegate and who is eligible to vote for the Delegate. It is suggested that the GSR, District Officers, Service Committee Chairpersons, Area Officers, and other members who are involved in CA service qualify for election. It is further suggested that Delegates have four years of continuous sobriety.
4. The Delegates and Alternate Delegates are to be elected for a term of four (4) Conferences, within a period of four (4) consecutive years. It is suggested that the spirit of rotation be followed.
5. When necessary, Delegate elections are to be held 120 days prior to the World Service Conference. It is recommended that all new Delegates for the current WSC be elected prior to the Regional Service Assembly.

DESCRIPTION OF A REGION AND REGIONAL SERVICE ASSEMBLY

A Region is defined as a loosely structured division of areas, from which a Regional Trustee comes to the World Service Board of Trustees. A Region's purpose is inter-Area communication, selection of CAWS Regional, At-Large, and Non-addict Trustee candidate nominees (and World Service Trustee for the Pacific South Region only). The regions currently recognized by the WSC are designated by the chart located on page 27.

An Area requesting a change of Region must be approved by the WSC and must submit a completed "Petition to Change Region". An Area or a group of Areas seeking recognition as a new Region must be approved as such by the WSC and must submit a completed "Petition to Become a Region."

REQUIREMENTS TO CHANGE REGION OR BECOME A REGION

1. Two-Thirds approval in person or in writing of all GSR from the Area(s).
2. Two-Thirds approval in person or in writing of all World Service Delegates from the Area(s).
3. Submission of a Petition not later than one hundred and twenty days prior to the World Service Conference and approval thereof.
4. A change of Region or recognition of a new Region will become effective at the end of the World Service Conference at which it was approved.

REGIONAL CONVENTION

Many regions throughout the year our fellowship hold a regional convention on a rotating basis once a year. In some instances, the regional service assembly is held in conjunction with these conventions, but not always. The region itself established the rotation of the hosting of these conventions and also how the net proceeds are distributed.

REGIONAL SERVICE ASSEMBLY

A Region should hold a Service Assembly at least once per year, preferably five months prior to the annual World Service Conference. The Regional Service Assembly should be hosted by one Area. Attendance is open to all CA members; however, voting is exclusive to those members representing the Region: Trustees residing in the Region, WSC Delegates, Alternate Delegate, and Area Chairpersons. Any of these voting members may carry no more than two votes at the Regional Assembly (one proxy pursuant to WSC voting procedures). Voting agenda should include only the selection of Trustee Candidates pursuant to the procedures outlined herein and proposed locations for future Regional Assemblies. It is suggested that the Regional Assembly adopt the CA Manual to govern its proceeding and voting process. The Regional Assembly can then make appropriate modifications.

Possible topics of discussion may consist of:

1. Area and District structure.
2. Finance.
3. Various Committees (see Area/District Committees).
4. Tradition breaks.
5. How to carry the message.

Regional Service Assemblies should be presided over by a Chairperson elected from the voting members at the beginning of the Assembly. The Chairperson shall preside for that Assembly only. Voting Delegates', Alternate Delegates', and Area Chairpersons' expenses to the Regional Assembly should be provided exclusively by their local Areas.

It is suggested that the Region, or Regional Service Assembly, not maintain bank accounts or corporate structure; nor should it sponsor social events. It is however, acceptable for one or more Areas within a Region to present social events.

REGIONAL CAUCUS

During the WSC, the WS Convention, or at other times necessary to conduct the business of the Region, the Region may hold a Regional Caucus. The Caucus may determine the appropriate voting procedures.

During the WSC, each Region shall hold at least one Regional Caucus. It shall be attended by all WSC Delegates, Alternate Delegates, Conference & Committee Officers, and Trustees within the Region. The first order of business is to establish voting qualifications. Those persons who have a vote at the WSC should make this determination. It is suggested that voting shall be open to all of the participants. Another order of business shall be the election of the Delegate to represent the Region in the Trustee Election Committee.

ELECTION OF TRUSTEE CANDIDATES BY REGIONAL ASSEMBLY

The Pacific South Region shall annually elect up to six but not less than four candidates to fill Trustee positions as needed. The remaining five regions shall annually elect up to four but not less than two candidates to fill Trustee positions as needed. Candidates from each Regional Slate shall be submitted to WSC for ratification by two-thirds vote of the WSC. The full

Regional Slate shall be considered as nominees for Regional Trustee for that Region. The full Regional Slate from the Pacific South Region shall also be considered as nominees for World Service Trustee. The two Regional nominees receiving the highest number of votes at the Regional Assembly shall be considered the Region's nominees for Trustee-At -Large.

Where possible the Region should also elect first and second alternate candidates.

The Trustee from the Region shall maintain continuous contact with the Areas during the election process and monitor the status of candidates in order to act accordingly if a candidate becomes "unqualified" or withdraws from candidacy. If a nominee candidate is not present at the Regional assembly the candidate shall be contacted and his or her candidacy confirmed within 7 days of the Assembly. The Regional Trustee must submit names of the candidates to the Trustee Election Committee within 15 days after the Regional Assembly.

Regional Assemblies should consider adopting minimum qualifications for trustee candidates and consider references for service work done for entities outside Cocaine Anonymous.

ELECTION PROCEDURES FOR REGIONAL TRUSTEE CANDIDATES BY REGIONAL ASSEMBLY

1. Each Area may submit one or more candidates for consideration to the Region. Each candidate must satisfy existing Trustee qualifications (see: Trustee qualifications, the WSBT service structure) and submit a completed service resume and statement of willingness to serve at the Regional Assembly in order to be considered.
2. The Regional Assembly will consider the candidates submitted by each Area for nomination as Trustee. The Regional Assembly should insure that all candidates submitted are qualified to serve as a Trustee as outlined herein.
3. The Pacific South Region shall annually elect up to six but not less than four candidates to fill Trustee positions as needed. The remaining six regions shall annually elect up to four but not less than two candidates to the World Service Conference (these candidates need not be present in order to be nominated or elected).
4. The slate of qualified candidates submitted shall be considered by the voting members of the Assembly.

A. MAXIMUM NUMBER OF CANDIDATES OR LESS (6 CANDIDATES IN THE PACIFIC SOUTH AND FOUR CANDIDATES IN OTHER REGIONS):

1. All candidates will be immediately submitted for two-thirds ratification of the voting members present by secret ballot.
2. If the required, minimum number of candidates (4 in Pacific South, 2 in other Regions) receives a two-thirds affirmative vote, then those candidates receiving a two-thirds affirmative vote shall be submitted by the Region as nominees for Trustee, subject to paragraph 5 below, and the Regional election process is completed.
3. If only one candidate receives a two-thirds affirmative vote, then that candidate and the number of candidates receiving the next highest vote as needed to fill the minimum slate of candidates (4 in Pacific South, 2 in other Regions) shall be submitted by the Region as nominees for Trustee, subject to paragraph 5 below, and the Regional election process is completed.
4. If none of the candidates receive a two-thirds affirmative vote, then the candidates receiving the highest affirmative votes as needed to fill the minimum slate of candidates (4 in Pacific South, 2 in other Regions) shall be submitted by the Region as nominees for Trustee, subject to paragraph 5 below, and the Regional election process is completed. If there is a tie amongst the candidates needed to fill the minimum slate, then both of the tied candidates shall be submitted by the Region as

nominees for Trustee, subject to paragraph 5 below, and the Regional election process is completed.

5. The two candidates receiving the highest number of votes pursuant to the above election process shall be designated as that Region's candidates for Trustee-At-Large. The two nominees receiving the next highest affirmative votes will be considered as the first and second alternate Trustee-at-Large candidates, and in that order, will replace any Trustee-at-Large candidate who is unwilling or unable to be considered during the term of his/her nomination.

B. MORE THAN THE MAXIMUM NUMBER OF CANDIDATES (MORE THAN 6 CANDIDATES IN PACIFIC SOUTH, MORE THAN 4 CANDIDATES IN OTHER REGIONS):

First Ballot:

Each voting member of the Regional Assembly shall vote by secret ballot for up to the maximum number of candidates allowed on the Region's slate (6 in Pacific South, 4 in other regions). In all Regions but the Pacific South, the four candidates receiving the highest number of votes shall then be considered in the Second Ballot. If the candidates receiving the fourth and fifth highest votes are tied, then the five candidates receiving the highest vote will be considered in the Second Ballot. In the Pacific South, the six candidates receiving the highest number of votes shall then be considered in the Second Ballot. If the candidates receiving the sixth and seventh highest votes are tied, then the seven candidates receiving the highest vote will be considered in the Second Ballot.

Second Ballot:

All remaining candidates will be immediately submitted for two-thirds ratification of the voting members present. If number of candidates being considered is equal to or less than the maximum number of candidates allowed on the Region's slate (6 in Pacific South, 4 in other Regions), then the selection process follows the procedures in subsection "A" above. If more than the maximum number of candidates are being considered, and all candidates receive two-thirds affirmative vote, then vote again for all candidates. If all candidates again receive two-thirds affirmative vote then draw the maximum number of names from a hat and leave the choice to a Higher Power.

Draft Standing Rules

1. Only GSRs, DSRs, Area Committee Chairs, Area Vice Chair, Area Secretary, Area Delegates and Area Treasurer may make motions at the Area Service Committee Meetings and vote on all matters before the Area Service Committee except when there is a tie vote, and then the Area Chair has a vote.
2. Any member present may speak on any motion or issue on the floor. After recognition from the Chair or Vice Chair.
3. Each voting member is responsible for attending ASC meetings. There will be no absentee voting, except alternate DSRs may vote in the absence of the DSR of their district, and Alt. Delegates may vote in the absence of their Delegate.
4. Each District in the area will be able to send a DSR to the ASC meeting. For districts having more than 10 meetings the districts can send a DSR for each 10 meetings. Examples; 0-19 meetings 1 DSR, 20-29 2 DSRs, 30-39 meetings 3 DSRs.
5. Recognized voting members not elected at the ASC. DSRs, Alternate DSRs, and GSRs must report as voting members with the ASC secretary at their first meeting following their election. For the purpose of the quorum only those GSRs who have committed to attending ASC meetings should register with the secretary. The alternate GSR is permitted to vote if the registered GSR is not present.
6. Recognized voting members of the ASC. The ASC secretary should keep a current list of all voting members holding ASC positions. See rule 1.
7. A quorum shall consist of 51% of all voting members being present. The ASC Chair, Vice Chair and Secretary shall determine if a quorum is present.
8. Without a quorum the ASC may only hear reports and discuss issues. No item requiring a vote, except for a Motion to adjourn, a motion to schedule the next meeting may be brought to the floor.
9. All motions shall be given in writing to the ASC Chair before the start of the meeting whenever possible.
10. Any motion that will change the ASC structure or will have a major effect on the ASC must be read on the ASC floor one meeting prior to the actual vote. And must pass by 2/3 vote.
11. ASC agenda will consist of at least the following.....
 - a. Roll call
 - b. Approval of previous ASC meeting minutes
 - c. DSR reports
 - d. Delegate reports
 - e. Treasurer's report
 - f. Committee reports
 - g. Old business
 - h. New business
 - i. Elections as needed
 - j. Selection of next meeting date, time, and location
 - k. Sharing of area and district concerns
12. Any ASC officer, committee chair, or delegate who misses two consecutive ASC meetings without a written report sent in their absence will forfeit their position. For committee chairs new member will be elected to fulfill their position.
13. In the event a delegate position is forfeited the senior alternate delegate will move into the delegate position until the next regularly scheduled elections. At those elections the former senior alternate delegate can stand for election to a full four year term.

14. In the event the ASC chair position is vacated, the vice chair will act as chair of the meeting until the ASC elects a new chair at the next meeting. In the event Both the ASC chair and vice chair are vacated, the secretary will serve as chair until the ASC elects a new chair at the next meeting. In the event all three positions are vacated, the ASC will choose an acting chair as the first order of business, to serve as acting chair until the ASC elects a new chair at the next meeting. The senior delegate present will conduct the election for the acting chair in the event all three positions are forfeited.

15. Any new district seeking recognition by the Greater Missouri Area of Cocaine Anonymous must submit a letter stating their desire for such admission and their willingness to abide by the Twelve Traditions of Cocaine Anonymous.

16. Committees should send in their proposals and reports to the area chair and secretary at least two weeks before the area meeting. Committee actions requiring area approval included, but are not limited to; spending more than \$25.00 and letters, flyers or other information that is going out to the public. Committee reports and actions should be reported at each area service committee meeting.

17. The steering committee will recommend replacement of Officers, Committee Chairs, Delegates and Alternate Delegates to the ASC for non-performance. Any member of the ASC may refer to the steering committee any position for consideration of non-performance.

18. The Treasurer Report is not adopted/approved. The presiding officer should allow questions and then state that the report will be filed for audit. (Note: Members could not possibly do sums in their heads, nor verify bills.) An annual audit report, which checks and verifies the accuracy of the books, is voted on.

Small organizations unable to incur the expense of an annual auditing firm should create an audit committee of its members to audit the books.

WSC PARLIAMENTARY PROCEDURE GUIDELINES (Adapted From Robert's Rules of Order)

The purpose of parliamentary procedure is ...“to permit a majority to accomplish its ultimate purpose within a reasonable period of time but only after allowing the minority reasonable opportunity to express its views on the question at issue.”

- Lehr Fess, Former Parliamentarian, U.S. House of Representatives

This brief summary of parliamentary procedure, drawn largely from Robert's Rules of Order, was prepared for use at the World Service Conference. The Conference believes that it may also be of use to Areas and Districts. Please use it in the spirit that it is intended; to aid in the orderly conduct of business meetings. It does not replace or take precedence over a charter, bylaws, standing rules, or the principles upon which the traditions, the steps and the Twelve Concepts for Service are based.

A potential exists for one or more people to use parliamentary procedure to control and/or otherwise manipulate a group away from its intention. Scrupulous and incessant attention to principle is the only way to prevent these guidelines for business meetings from being used to circumvent or unjustly influence the Group Conscience.

RECOGNITION

A member desiring to speak or make a motion shall raise their hand until recognized by the Chairperson. For motions not requiring recognition, the member must stand and speak, interrupting the current speaker. The ONLY motions where this is in order are:

1. The Motion to Reconsider;
2. Objection to Consideration;
3. Appeal from Decision,
4. To Rise to a Point of Order; and
5. Parliamentary Inquiry.

MAIN MOTIONS

A Main Motion is any motion that brings business before the Conference. Main Motions must be seconded, are debatable and require a majority vote for adoption. Main Motions should be simply worded and not include arguments for their adoption. Complicated or long motions may be divided by a Motion to Divide so that portions of the Main Motion may be debated and voted upon separately.

FRIENDLY AMENDMENT

The offering and acceptance of “friendly” amendments is a regular practice on the Conference floor. Speakers are permitted to suggest changes to the wording, grammar, punctuation or minor changes in the content of Main Motions. As practiced by the Conference, if accepted by the maker of the Main Motion and there are no objections from the floor, the changes are added to the Main Motion without a separate vote. If there is an objection, a Motion to Amend may be made.

AMEND

Main Motions and the Motions to Limit Debate and Refer to Committee may be amended. Motions to Amend must be seconded, are debatable and require a majority vote for their adoption. Amendments to amendments are permitted but an amendment to an amendment may not be amended.

LAY ON THE TABLE

A motion tabled may not be taken from the table the same day. “Tabling” therefore has the effect of postponing action on the motion in question. The Motion to Table requires a second, but is not debatable. It requires a majority vote to Table.

REFER TO COMMITTEE

Motions may require the attention of a standing committee (which always exists) or an ad hoc committee (created for a special purpose). The Motion to Refer must be seconded, is debatable and requires a majority to adopt. A motion “referred to committee” may be renewed on the floor after review by the committee.

CLOSE (OR LIMIT) DEBATE

Otherwise known as “Calling the Question,” the motion to Close Debate and vote immediately on the Main Question requires a second, is not debatable and requires a 2/3rds majority to pass. The Motion to Limit Debate to, for example, 20 minutes, applies only to the Main Motion being considered and requires a 2/3rds majority.

WITHDRAW THE CURRENT MOTION

A member making a motion may decide, after it has been seconded that they wish to withdraw the motion. The Chairperson will ask for objections. If there are any, the Chair will call for a vote on whether to allow the motion to be withdrawn. The Withdraw Motion is not debatable and requires a majority of those voting for adoption.

RECONSIDER

A Motion to Reconsider a previous vote, if successful, returns the previous motion to the floor as if no vote had ever been taken, and debate begins anew. The motion to Reconsider may only be made and seconded by members who voted with the prevailing side. The Motion to Reconsider must be made in the same day as the motion being reconsidered. It is debatable, if the motion to which it applies was debatable. Adoption of a motion to Reconsider requires a simple majority vote. No motion may be twice reconsidered.

RESCIND (PASSED MOTION)

The Motion to Rescind, unlike the Motion to Reconsider, overturns the passage of the previous motion. If the Motion to Rescind succeeds, the affected motion (which previously passed) now

fails. Any member may make or second a Motion to Rescind, and it may apply to any motion passed at any time during the Conference. It requires a second and is debatable. It requires a 2/3 vote, to pass unless at least one day's notice is given of the attempt to rescind. If previous notice is given, only a simple majority is required to adopt.

SUSPEND THE RULES

This Motion must be qualified by stating why the rules should be suspended, i.e. to consider a motion out of order of the agenda or accepted procedure. Suspending the rules may not be used to bypass the charter or bylaws, but may be used to suspend the effect of standing rules or previous motions only when passed by a 2/3rds majority. "Simple" suspensions, which are used to consider a motion out of its order in the agenda, require a simple majority. Neither motion is debatable; both require a second and are in effect only until the reason for suspension is resolved. EXAMPLE: I move we suspend the rules to elect a new Conference Committee Chairperson before taking action on the Conference Committee's recommendations. (Requires simple majority)

EXAMPLE: I move we suspend Standing Rule #11 to allow a motion to be displayed using an overhead projector. (Requires 2/3 majority)

OBJECTION TO CONSIDERATION

Occasionally, a ridiculous, offensive or repugnant motion is made by an obstreperous member to insult or otherwise waste the Conference's time. A member may rise without being recognized, saying, and "Madame /Mr. Chairperson, I object to the consideration of this motion." This motion requires no second and is not debatable. The Chairperson must immediately call for a vote. If more than one third vote for the consideration of the motion, the objection is overruled.

APPEAL FROM DECISION

Any decision by the Chairperson (or Parliamentarian) may be appealed. The appeal is debatable only if the challenged decision refers to a debatable motion. The appeal requires a second and a majority vote reverses the decision of the Chair. All appeals must be made immediately after the decision in question.

REQUESTS AND INQUIRIES

1. Parliamentary Inquiry- A member who has a question regarding parliamentary procedures, rules of order, and items in the World Service Manual or parliamentary strategies may make a parliamentary inquiry of the chair. Without being recognized by the chair, a member may rise saying "Madame/Mr.

2. Chairperson, I have a parliamentary inquiry". The question must be related to the business at hand and asks for the opinion of the chair. It is not a ruling of the chair and cannot be appealed. If a motion is made despite the chair's opinion, and the chair then rules the motion out of order, that ruling may be appealed.

3. Point of Order- A member who feels that the parliamentary procedure is out of order may rise saying "Madame/Mr. Chairperson, I rise to a point of order!". When the chairperson asks for his/her point, (s)he states where a motion is out of order, where a parliamentary procedure is incorrect, where a proposed motion violates the charter, a previously enacted bylaw, a standing rule or a motion. The Chairperson immediately rules on the validity of the point, subject only to appeals.

4. Point of Information- A "Point of Information" is a request for information about a motion or the suspected impact of a motion being considered.

MOTION TO ADJOURN (RECESS)

The Motion to Adjourn is debatable only when there are no other motions before the Conference. It is in order only when the time for the next meeting has been determined. To adjourn for a short

period (Recess), the motion to Recess may be made. The duration of the Recess is required in the motion. It is advisable that the reason for the Recess be stated.

EXAMPLE: I move we recess until 1 PM for lunch.

EXAMPLE: I move we recess for 15 minutes to get coffee.

RULES FOR VOTES ON MOTIONS

QUORUM

A quorum shall be defined to be 2/3 of the Conference votes present at Roll Call for that particular Conference Session. The membership of the Conference shall be determined by a call of the roll at the first regularly scheduled session of each Conference day. It is the Chairperson's responsibility to verify that a quorum is present whenever there is a vote on any motion. A member doubtful of the quorum may rise to a Point of Order by saying, "I question the quorum" or "I challenge the quorum." Rules and precedence are the same as for Rise to a Point of Order. NOTE: A quorum is not necessary for discussion, debate, or committee reports.

PASS/FAIL

A simple majority is defined to be 50 % plus 1 of votes cast excluding abstentions. Most motions require only a simple majority. The following motions require a 2/3rds margin:

Motion to Close (or Limit) Debate

Motion to Suspend the Rules (Charter or Bylaws)

Motion to Object to the Consideration

Determination of whether a motion passes or fails shall be as follows:

If AYES > NAYS then Motion passes.

If AYES < NAYS then Motion fails.

If AYES = NAYS then Chairperson casts deciding vote.

METHODS: Voting shall be by one of four methods.

1. Voice: If the Chairperson or a member is in doubt of the outcome, either may call "Division" of the House. The Chairperson will then call for show of Hands.
2. Hands: The Chairperson makes a visual inspection of hands raised for and against and declares the result. Questionable results will be counted.
3. Count: The Chairperson shall appoint two assistants to help count the votes. When all three counters agree, the outcome will be announced.
4. Secret: Rarely used, but the Chairperson may call for a ballot where the anonymity of votes is considered important. The Chairperson decides which method of voting will best serve the interests of the Conference, except when a Division of the House is called.

ELECTIONS

The Chairperson shall call for elections where necessary or as the agenda specifies. The procedure shall be to ask for nominations from the floor. Nominations must be seconded. After a cogent pause in nominations, the Chairperson shall ask someone to move that nominations be closed. This requires a second before voting. The Chairperson shall determine if those nominated shall speak. The election shall proceed after the candidates have left the room. If one candidate does not receive a majority of the votes, the two receiving the most votes shall remain outside the room while a runoff election is held. If a secret ballot is held, it is not necessary for the candidates to leave the room.