

# **AFG Area 9 – Florida North Guidelines**

## **Area Meetings**

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An Area is a geographical segment containing a number of Districts, located relatively close to one another. The Area is the link in the service chain that connects the Districts within a geographical boundary with worldwide AI-Anon. Good Area meetings can improve the health of the Districts and the Groups within its boundaries and lead to the growth of AI-Anon and Alateen as a whole.

In Area 9, each District is represented by a District Representative (DR) and District Information Services Liaison (DISL) at an Area World Service Committee (AWSC) meeting. In addition to the DR and DISL representing their District, each Group in the Area is represented by a Group Representative (GR) at Area Assembly Meetings.

Area Meetings are one of the primary communication links between the Groups and Area (and through the Area Delegate, the World Service Conference and World Service Office). The Guidelines that follow are designed to explain who has voice (the ability to speak, express an opinion or ask questions during meetings), who can vote, and who can make or second motions. Abiding by these Guidelines ensure that Area Meetings run smoothly, efficiently and effectively.

### **Area World Service Committee Meetings**

#### ***Who has Voice***

All AI-Anon and Alateens are welcome to attend the AWSC meetings. However, only current Panel Members, Area Officers, Area Coordinators, District Representatives, and District Information Service Liaisons, Past Area Delegates and Florida North AI-Anon/Alateen Event Chairpersons have voice.

#### ***Who can Vote, Make or Second a Motion***

AWSC Officers, Coordinators, District Representatives, and District Information Service Liaisons.

### **Area Assembly**

#### ***Who has Voice***

Each and every registered AI-Anon and Alateen member attending the meeting has voice.

#### ***Who can Vote, Make or Second a Motion***

Only Group Representatives of Florida North AI-Anon or Alateen Groups. That is, the person elected to represent his or her Group at the Area Assembly.

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## **Motions**

All motions at the AWSC and the Area Assembly will be written on a motion form and submitted to the Area Chairperson. The Chairperson will consider no motions unless they are written out on a motion form with the name of the person making the motion and the second. Motion forms can be obtained from the Alternate Delegate. The mover of the motion will take special care to ensure the motion submitted from the floor is clear, concise and understandable. It will include his or her name, District number, Group name, and position. The person who seconds the motion must also be a voting member.

The Area Secretary will have prepared pre-written motion forms of all standard AWSC and Assembly motions such as accepting the Treasurer's Financial Report or accept the Minutes as amended. The Secretary will also have prepared prewritten motions concerning all recommendations from the Area World Service Committee for approval by the Area Assembly (e.g., motion to accept the recommendation of the Area World Service Committee to approve the Proposed Area Budget).

The Alternate Delegate will also be the focal point for all motions from the Floor. The written motion will be submitted to the Alternate Delegate who will review the motion for clarity and will ensure the complete information of the mover and the second of the motion are included. However, the Alternate Delegate does not judge the value or appropriateness of the motion. If the Alternate Delegate believes the motion is confusing or incomplete, it will be returned to the person making the motion as follows:

- At the AWSC, if the motion is incomplete it will be returned directly to the mover of the motion.
- At the Area Assembly, if the motion is incomplete, it will be returned directly to the mover of the motion or the mover's District Representative for clarification.

After the Alternate Delegate's review and acceptance of the motion, it will be submitted directly to the Area Chairperson without comment.

### ***How Motions Are Developed***

Motions may come from AWSC/Area Assembly members who have a Vote at that meeting. From time to time, items of interest to all are discussed at the meeting. When the conscience of the meeting indicates a specific motion is in order, the chairperson or any other voting member may ask that a motion be prepared on an Area motion form. It is the responsibility of the Chairperson to determine whether the motion is appropriate to the subject under discussion.

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## ***How AWSC Motions are Presented***

Matters that are recommended by the Area World Service Committee are submitted to the Assembly in the form of a motion for Area approval. The Area Secretary will have prewritten the recommendations on an Area motion Form. The Chairperson will ask a Group Representative to move the motion and another Group Representative to second the motion. The Chairperson will decide the appropriate time for the Area Assembly to consider that motion.

## ***Discussion of any motion***

Discussion of a motion begins after the Chairperson presents the motion to the attendees at the AWSC or Area Assembly. Discussion only begins at that point and continues to arrive at a meeting group conscience. The Chairperson invites all members with voice to participate. See the Guidelines-Discussion Procedures for Assemblies for more information.

The Chairperson or any other voting member may ask to have the discussion held at another time. The Chairperson will determine the length of the discussion. After sufficient discussion takes place, the Chairperson will ask for the vote.

## ***Voting on a Motion***

To pass, a motion requires two-thirds or more of eligible members present to vote in favor of it. Voting begins when the Chairperson rereads the motion. The reading of the motion will be followed by a moment of silence. The Chairperson calls for the vote. The following procedure will be followed at the discretion of the Chairperson. Eligible voters can vote in favor of the motion, oppose the motion, or abstain from voting.

- **Voice vote:** Eligible voting members in favor of passing the motion say, “aye” when prompted by the chairperson. Those opposed to the motion say “nay” when prompted by the Chairperson. Those abstaining can stand or raise their hand.
- **Show of hands:** All in favor of the motion vote by raising one hand. Votes for those opposed or abstaining are collected in the same way.
- **Standing vote:** All in favor signify by standing and count off when prompted by the Chairperson or an attendee or attendees selected at the Chairperson’s discretion. Votes for those opposed and abstaining are collected in the same manner, even if there are more than enough votes to pass the motion.

The results of the vote are announced by the Chairperson and recorded by the Area Secretary.

## ***Asking for a Consensus***

From time to time, there may be a need for a consensus from the AWSC or Area Assembly to obtain a sense of direction before moving forward on a project. When a consensus is requested, the Chairperson asks for a show of hands indicating yes or no expression from the AWSC or Assembly members. Since consensus is not a formal vote, no abstentions will be requested.

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The Chairperson will announce the results of the consensus, which will be recorded by the Area Secretary.

## **Meeting Room**

The Panel Assistant serves as the Area's liaison with hotel management to ensure the comfort and utility of the meeting room. Attendees who have a problem with the facility should communicate his or her concerns directly to the Panel Assistant for resolution. These items include conditions of the meeting room such as air temperature, audio/visual conditions, need for more chairs, ice water, glasses, etc. The Panel Assistant will attempt to rectify the facility problems to accommodate the general comfort for the greatest number of meeting participants. If the Panel Assistant cannot resolve these situations, then the Area Chairperson will get involved.