

AFG Area 9 – Florida North Procedures

Discussion Procedures and Etiquette for AWSC Meetings

Panel 64

“The primary function of the Area World Service Committee (AWSC) is to plan for the general improvement of both the Assembly and the groups...These meetings, called and chaired by the Area Chairman, may be held at stated intervals to hear and discuss the Delegate’s report, to consider Area matters, to suggest items of interest for the Area newsletter, all with the purpose of informing and unifying the groups in the Area.”

– 2022-2025 Al-Anon/Alateen Service Manual, World Service Handbook, Area World Service Committee Meetings (p. 159)

Area 9 has adopted the following discussion procedures and etiquette for AWSC meetings. These procedures come from various WSO and Area 9 documents and agreements at previous meetings.

- We always come from a place of presumed goodwill, and our meetings exist in a culture of trust.
- Come to the mic if you wish to speak during our discussions, lining up in order. State your name and position when you reach the mic. The Chairperson will recognize you.
- The Chairperson does not enter the discussion or express opinions.
- The Chairperson or any other Area Officer can request to have a discussion tabled and reviewed at another time.
- AWSC members with a voice are allowed two minutes to ask a question or express an opinion and one time at the mic per discussion/motion. When the timer bell rings, the member may finish their sentence before relinquishing the mic.
- When a discussion is held over more than one session, the Chairperson decides whether to allow the one-time-at-the-mic rule to start over with each subsequent session.
- To ask a question for informational purposes, AWSC members with voice come to the mic while holding their Service Manual. They state their name and service position, and then say they have a question. Questions do not include personal opinions.
- To answer the question, the Chairperson may answer it or call on the appropriate person in attendance. AWSC members answering questions are not timed. Answers should not include the personal opinions of AWSC members.
- To express an opinion, the member comes to the mic without their Service Manual and states they have an opinion to share. We do not applaud opinions.
- In a KBDM culture, we seek information. We do not advocate!
- Minority rights are protected as always by Concept 5: The rights of appeal and petition protect minorities and ensure that they be heard.
- We always applaud accomplishments!
- We would appreciate a fragrance-free meeting.
- Turn off or mute your cell phones and other devices, including disabling all notification ringers.