

AFG Area 9 – Florida North Procedures

Discussion Procedures and Etiquette for Virtual Assemblies

Panel 64

“The purpose of the Assembly is to assure adequate interchange of information and ideas about service activities, not only in the immediate Area but where worldwide Al-Anon is concerned.”
– 2022-2025 Al-Anon/Alateen Service Manual, World Service Handbook, Area World Service Committee Meetings (p. 160)

Area 9 has adopted the following discussion procedures and etiquette for virtual Assemblies using an online meeting platform. These procedures come from various WSO and Area 9 documents and agreements at previous meetings. They are written for the Area’s current online meeting platform, Zoom.

- Before joining the Assembly, please ensure any Zoom updates are complete and you are using their most current version.
- We always come from a place of presumed goodwill, and our meetings exist in a culture of trust.
- During the Secretary’s roll call for the Panel Members at the beginning of the meeting, use the “Raise Hand” option under Zoom’s React menu to respond. Please lower your hand after the Secretary recognizes you.
- Mute your mike when not speaking, and turn your camera off if you will be moving during the meeting. When off-mute and speaking, please silence your cell phones and other devices, including turning off all notification ringers.
- Each and every Al-Anon and Alateen Member who has registered has voice at Assembly. Registered Members are allowed two minutes to ask a question, comment, or express an opinion once per discussion/motion.
- Please do not use Zoom’s chat feature to ask questions or share opinions with all attendees. The Chairperson will not recognize questions or opinions shared in chat. Chat should only be used to ask for technical assistance.
- Registered Members can ask questions for informational purposes. If you have voice, use the “Raise Hand” option under Zoom’s React menu. The Chairperson will recognize you. State your name, home group, and service position, and then say you have a question. Questions do not include personal opinions.
- The Chairperson may answer the question or call on the appropriate person in attendance to answer. Answers are not timed, and answers should not include the members' personal opinions.
- Registered Members can also express opinions or make comments. If you have voice, use Zoom’s “Raise Hand” option under the React menu. The Chairperson will recognize you. State your name, district, and service position, and then say you want to express an opinion or comment. Please lower your hand after you are finished speaking.
- The Alternate Delegate will time the two minutes. The Alternate Delegate will be a co-host on Zoom and can mute and unmute herself and the participants. When the timer

bell rings, the speaker may finish their sentence before returning to mute. Please lower your hand after you are finished speaking.

- While all Registered Members are encouraged to express themselves, please do not repeat the same opinion, question, or comment unless you have additional facts to add.
- The Chairperson does not enter the discussion or express opinions. The Chairperson or any other Area Officer can request that a discussion be tabled and reviewed later.
- When a discussion lasts more than the scheduled time, the Chairperson decides how much time to add and whether to allow the one-time-at-the-mike rule to start over with each subsequent discussion.
- Minority rights are protected as always by Concept 5: The rights of appeal and petition protect minorities and insure that they be heard.
- We do not applaud opinions.
- We always applaud accomplishments!
- If you are experiencing a technical issue, please use Zoom's chat feature; someone will assist you.