

AFG Area 9 – Florida North Procedures

Excerpt from Area Elections

Elections Conducted Virtually

These election procedures are provided for clarification of election procedures in the Florida North (FL-N) Area, to increase the unity of purpose as we transition from one Panel to the next, and to provide stability for members who are interested in serving the Area as a whole. The spiritual principles in the Concepts – including good personal leadership, participation, and responsibility – are the foundation of this document.

XII. Required Resources and Process for a Virtual Election

- A. Equipment: Paper ballots, containers, and writing implements, Zoom video conferencing software, meeting poll.
 1. Created after the meeting starts by a non-voting member (NVM)/Meeting Co-Host/Tech Helper pre-determined by the Area Chairperson.
 2. The Area Chairperson selects the non-voting members, in advance, that will be drawing from containers. The NVM(s) will have the container prepared in advance and keep their video camera on during the actual drawing.
 3. Trusted Servant Profile, fillable PDF.

XIII. Virtual Selection Procedures for Coordinators

- A. If an eligible candidate knows which position(s) they would like to stand for, they are highly encouraged to email their completed Trusted Servant Profile to their District Representative (DR) and copy the Area Chairperson ahead of time, preferably by midnight of the Thursday before the Area elections. The Area Chair will then forward the candidate's info via email to the specified NVM that has the container for that Coordinator position.
 1. Completing and emailing the Trusted Servant Profile before the election takes place is preferred to create a smoother and less time consuming election. However, time will be given before the Coordinator selection for members whose Higher Power gave them a nudge at the last minute. An interactive Trusted Servant Profile PDF will be available on the Area website at: www.afgarea9.org/area-doc-library.
- B. For entries received the day of elections, the candidate will contact (Private Chat, email, call or text) their DR and provide their name, address, phone number, district number and desired position. The DR will Private Chat the predetermined NVM, and forward the candidate(s) information. In the absence of a DR, another elected person from that district may perform this task.

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- C. The NVM will place a written paper ballot with each interested and eligible candidate's name, address, phone number, district number and desired position in the appropriate container(s).
 - D. After the paper ballot has been placed in the appropriate container, the NVM will private-chat the DR, or eligible member, confirming the candidate has been entered. If the paper ballot was filled out in advance, the NVM will email the DR and the eligible member confirming the candidate has been entered.
 - E. Prior to the drawing, a non-voting member(s) will ensure there are no duplicate entries in each container. If there are no entries for a particular Coordinator position, the NVM will let the Chairperson know via Private Chat. All paper ballots at the end of the Assembly are destroyed as appropriate.
 - F. With the NVM's video on the NVM will shake the container effectively, randomly pick one paper ballot and read the selected member's first name, last initial, and district number out loud. If attendees wish to view the picking of the paper ballot, it is recommended to change the view from Gallery View to Speaker View.
 - G. After the drawing, the selected coordinator will read their Trusted Servant Profile out loud and email the completed profile document to the Area Chairperson, if not already done in advance. If the selected Coordinator is not present, they may pre-select a member to read the profile for them.

XIV. Virtual Election Procedures for Officers

- A. The Chairperson/Acting Chairperson begins the election and asks all eligible candidates who are able to serve the Officer's position being considered to please raise their virtual blue hand (currently in Zoom). Those willing to serve in the position will be asked to keep their blue hand raised, all other eligible members, who are not interested in standing for the particular position, will lower their virtual hand.
- B. A virtual poll, currently Zoom, for the position is created and voting members will take the poll for the willing candidates. There will be at least one poll per each position.
- C. The Officer candidates will email the completed Trusted Servant Profile document to the Chairperson. Officer Candidates are highly encouraged to email their completed profile to the Area Chairperson ahead of time, preferably by midnight of the Thursday before the Area elections.
- D. Completing and emailing the Trusted Servant Profile ahead of time is preferred to create a smoother and less time consuming election, however, time will be given before the Officers' election for members whose Higher Power gave them a nudge at the last minute. An interactive Trusted Servant Profile PDF will be available on the Area website at: www.afgarea9.org/area-doc-library.

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- E. The Officer candidates will read their Trusted Servant Profile out loud before the vote takes place.
 - F. The host will assign candidates about to be voted upon to a breakout room after profiles are read.
 - G. The Poll Tech Helper will launch the vote, one virtual poll per each position, will contain one question listing all the candidates' first names and last initials only and an option for "Non-Voting." If only one candidate stands, the poll options will be Yes, No or "Non-Voting."
 - H. Each poll will be left up for two-minutes to allow members to Private Chat their vote to the Poll Tech Helper if necessary. To maintain anonymity, voting members who cannot submit their vote via the Zoom poll, will Private Chat their vote to the Poll Tech Helper. If the voting member is experiencing challenges with the Private Chat, they may Public Chat they are experiencing difficulties and a pre-determined Tech Helper or NVM will provide assistance.
 - I. The Poll Tech Helper will Private Chat the grand total of each vote to the Area Chairperson or presiding officer.
 - J. The Area Chairperson or presiding officer will announce whether a two-thirds majority vote has been reached or not.

XV. Virtual Balloting Procedures for Officers

- A. On any vote, a candidate who receives two-thirds of the votes cast is elected. If there is only one candidate a virtual poll will be launched with the options of "yes" or "no" and an option for "Non-Voting." A two-thirds majority is needed to be elected.
- B. If there are only two candidates and a two-thirds majority of votes cast is not reached on the first vote:
 - 1. A second virtual poll (vote) is taken and a two-thirds majority of votes cast is still needed to win.
 - 2. If a two-thirds majority of the votes cast is not obtained on the second vote, the presiding officer will draw a name to fill the position. The presiding officer is the Chairperson, if the Chairperson is not available or is a candidate, the presiding officer will be the Delegate, Alternate Delegate, Secretary, and Treasurer, in that order. From the *AI-Anon/Alateen Service Manual*, "...Two-thirds vote or by lot greatly reduces political friction..." (See "Concept 9," *AI-Anon/Alateen Service Manual*)
- C. If there are more than two candidates and a two-thirds majority of the votes cast is not obtained on the first Virtual Poll (vote) the Chairperson/presiding officer may ask candidates, via breakout room, if they wish to withdraw their names:

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1. A second vote is taken and a two-thirds majority of votes cast is still needed to win.
 2. An updated Zoom Poll is relaunched
 3. The Chairperson/presiding officer may privately ask, using the virtual breakout room, the candidates if anyone is interested in withdrawing.
- D. If a two-thirds majority of the votes cast is not obtained on the second vote, the Chairperson/presiding officer will draw a name to fill the position. The current Area Delegate may wish to prepare by having paper ballots and a container on hand prior to Assembly.
- E. The Host will close the breakout room(s) once a majority is reached so the candidate(s) can rejoin the main meeting room.