

## **Al-Anon District 6 Business Meeting Guidelines**

Updated 3/5/21 (DRAFT)

The following are guidelines designed to help structure District 6 (D6) business meetings in such a way that members can fully participate in a safe and productive meeting environment so that the message of Al-Anon can be carried with maximum effectiveness. As set forth in "Concept Five", *Paths to Recovery*, this District acknowledges that "The inclusion and consideration of every member's opinion in our fellowship of democracy fosters our unity."

1. District Representative (DR) and Alternate DR
  - a. Anytime the DR is unable to perform functions of DR, the alternate DR will fulfill obligations.
  
2. Agenda Development
  - a. Group Representatives (GR) and officers\* may propose agenda items to the District Representative (DR).
  - b. Suggested agenda items must be received at least two weeks before D6 meeting, via email submission to: [district-6@oregonal-anon.org](mailto:district-6@oregonal-anon.org).
    - i. When an agenda item is proposed, the person making the request must be present at the district meeting to explain the proposal.
    - ii. At the meeting, the agenda item is introduced and clarifying questions may be asked of the person proposing the topic. A simple majority vote will decide whether, or not, to take district time for said agenda item.
  - a. The DR will provide the agenda to the D6 webmaster for posting on the website at least one week before the district meeting.
  - b. The DR will email the agenda, along with the draft minutes of the previous meeting to all GRs and officers\* at least one week before the district meeting.
  
3. Meeting minutes
  - a. GRs and officers\* will review the minutes before the D6 meeting and bring corrections to the meeting. There will be NO TIME for review at the meeting.
  - b. Time on the agenda will be allocated for corrections to the minutes.
  - c. The Secretary will email minutes to the DR and D6 webmaster for posting on the website within 10 days after the meeting.
  
4. Reports
  - a. Reports will be given by the coordinators, officers, or invited guests (e.g Delegate, Oregon Area coordinator, AIS chair).
  - b. Time will be allocated for brief clarifying questions and answers. If further discussion is needed, it can be added to next month's agenda.
  - c. A copy of written or emailed reports are to be submitted to the secretary before the report is given.

\* In this document, the word 'officers', is used for any position holder at the district (e.g. coordinators, web master, secretary, treasurer, DR, Alt. DR etc.)

## 5. Old and New Business Procedures

- a. The DR will ask for a volunteer to be the time keeper.
- b. After the topic has been introduced, the DR, GRs, officers, and past DRs will be given voice.
  - i. The input method will be “around the room”, with a 2 minute time limit/person.
  - ii. Individuals without new comments are encouraged to pass or say ditto to what has already been said.
- c. For each agenda topic, after GRs officers, and past DRs have given input, interested parties (IP) may speak on topic once, for a maximum of one minute.
- d. When appropriate, and as time allows, an additional one minute option for GR, officer and past DR “around the room” discussion will follow the input provided by IPs.
- e. The DR, GRs, officers, and past DRs can request a short break for informal discussion, prayer, or to spend the time as members feel fit. It is up to the discretion of the DR whether to take the break or not and the time length of the break.
- f. The DR will then ask if a GR would like to bring a motion to the table.
- g. If possible, and when requested by the DR, GRs or Officers, new business topics will be taken to groups for comment before a vote is taken.

## 6. Voting

- a. Only GRs may vote at D6 Business Meetings, with the exception of meeting logistics (e.g. meeting time, length, breaks, or location). In that case, the officers also have vote.
- b. GRs can bring a motion to the table, and motions must be seconded by a different GR before voting procedures begin.
- c. Before a vote is taken:
  - i. It will be established whether a simple majority is needed or substantial unanimity and if substantial unanimity, what percentage is required.
  - ii. The voting members will be counted, and then applying the correct percentage, it will be determined the number of positive votes needed for the motion to pass.
  - iii. The DR will entertain new comments for or against the motion, until there is no response. (Note: this should not take long, as the issue was discussed during “around the room” procedure)

## 7. Minority Opinion Petition

- a. After a vote is recorded, any member can file a Concept 5 written minority voice opinion to the DR.
- b. If someone uses Concept 5 and files a minority voice petition, it shall be read at the D6 Business Meeting and entered into the minutes.
- c. After reading of the Concept 5 position, the voting members will follow new topic guidelines to determine if district will re-open the issue

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### **Quick Meeting Summary:**

1. Agenda topic suggestion closes 2 weeks before meeting
2. Agenda is created and sent out, along with previous month's minutes, 1 week before meeting
3. Minutes are to be reviewed BEFORE MEETING!
4. Minutes amended as needed at meeting.
  - a. Motion
  - b. Seconded
  - c. Discussion offered
  - d. Vote
5. Officers send written reports to secretary
6. Officers give reports
  - a. Short discussion as needed. If longer, add to next month's agenda
7. Time Keeper Chosen
8. Old and New business topic brought up (Vote to use time on new topics)
9. Discuss topic:
  - a. 2 min per DR/GR/Officer/Past DR
  - b. 1 min IP
  - c. 1 min last comments by GR/Officer/Past DR
  - d. Motions will be entertained
10. Vote on successfully seconded motions:
  - a. Determine number of votes needed to pass
  - b. Discussion offered- pause on voting until next month if voting member requests bringing topic to their group first
  - c. (Candidates leave room)
  - d. Vote is taken
  - e. Tally votes
  - f. (Candidates return)
  - g. Results read
11. Repeat 8-10 for other topics
12. Read any minority opinions at next meeting and enter into minutes

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