

**Warranty 3:** "...that all decisions be reached by discussion vote and whenever possible by unanimity"

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### Foundation of Service

**Tradition 2:** "For our group purpose there is but one authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants—they do not govern."; **Concept 1:** "The ultimate responsibility and authority for Al-Anon world services belongs to the Al-Anon groups."; **Warranty 4:** "...that no Conference action ever be personally punitive or an incitement to public controversy"

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### Statement of Responsibility

*"The ultimate responsibility and authority for Al-Anon world services belongs to the Al-Anon groups."*

If you don't like how things are going and things seem in chaos please keep in mind that *"participation is the key to harmony."* Get involved!

So we are all in the same page – here are the rules for everyone. These rules will keep the meeting on task, short, and productive. It will also avoid personalities and allow us to focus on the issues at hand.

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### How Do I Introduce a Topic to be Discussed?

Below is the procedure for submitting a New Business Item (NBI) to the agenda

**Submitting a NBI:** NBIs must be submitted to the group Secretary on a New Business Slip. This must be done by the end of the first break. *Anyone may introduce a new business item.*

**Order of NBI:** All NBIs will be introduced to Intergroup in the order the Secretary receives them.

**Introducing a NBI** The sponsor of the NBI will be allowed to read their item aloud at the time of its introduction. They will be given 5 up to minutes to talk about the item.

#### **Discussion of NBI:**

- People wishing to make a comment should raise their hand at which time the Chair will recognize them.
- Comments and questions about the NBI are limited to 2 minutes.
- With the exception of the NBI's sponsor, individuals should speak only once.
- The person introducing the NBI has up to one minute to answer each question
- All discussion is limited to 15 minutes
- All motions related to the NBI are must be written on a motion form and will be placed on the old business agenda at the next Intergroup meeting.

The Chair may choose to extend debate for up to 10 minutes if he/she believes there are additional valid comments or questions.

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### Who Votes?

Only a Group Rep may vote on a motion. An Alternate Group Rep may vote only if the Group Rep from the group they are representing is not present for the Intergroup meeting (see Service Manual).

*Anyone may make a comment on a motion or new business item.*

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### How Do I Submit a Motion?

Below is the procedure for making a motion

**Submitting a Motion:** New motions must be submitted to the group Secretary on a Motion Slip. This must be done by the end of the first break. *Only a Group Rep (or voting alternate Group Rep) may introduce a motion.*

**Order of Motions:** All motions will be introduced to Intergroup in the order the Secretary receives them.

**Introducing a Motion:** The sponsor of the motion will be allowed to read their motion aloud at the time of introduction. After it is seconded they will be given 5 up to minutes to explain the reasons for the motion.

**Seconding a Motion:** All motions must be seconded by a voting Group Rep or voting Alternate Group Rep.

**Discussion:** After the motion is seconded the floor will be opened for discussion.

## Central Ohio AFG Meeting Etiquette (Adopted 03/2006 Intergroup for use through 12/2006)

### **Warranty 3:** "...that all decisions be reached by discussion vote and whenever possible by unanimity"

- People wishing to make a comment should raise their hand at which time they will be recognized by the Chair.
- Comments and questions about the motion are limited to 2 minutes.
- Anyone may comment on a motion.
- With the exception of the motion's sponsor, individuals should speak only once.
- The person introducing the motion has up to one minute to answer questions related to the motion.
- All discussion is limited to a 15 minutes debate before the Chair calls for the vote.
- The Chair may choose to extend debate for up to 10 minutes if he/she believes there are additional valid comments or questions.

### **Special Motions to Move Business Along**

Any voting Group Rep or voting Alternate Group Rep may make one of the 3 following motions at any time. These Main Motions take precedence over any motion on the floor. They also take precedence over each other in the order they are listed. Ex: 1 takes precedence over 2 and 3. Group Reps may move to:

- 1) "**Lay the question on the table**" thereby moving debate of the motion to the next Intergroup meeting
  - a. Must be seconded and approved by majority vote.
  - b. They may not interrupt someone
  - c. There is no discussion
- 2) "**Refer to committee**" thereby moving debate of the motion to a committee for a recommendation
  - a. Must be seconded and approved by majority vote
  - b. They may not interrupt someone
  - c. There is no discussion
- 3) "**Postpone indefinitely**" the motion on the floor and thereby killing the motion.
  - a. Must be seconded and approved by majority vote.
  - b. They may not interrupt someone
  - c. There is a 5 minute discussion.

### **Checking and Balancing the Chairman's Decision**

Any voting Group Rep or voting Alternate Group Rep may also "**appeal from the decision of the chair**" through an Incidental Motion. This motion allows the Intergroup to decide in a matter that the Chair has ruled on.

- Must be seconded and approved by majority vote.
- They may not interrupt someone
- Debate is limited to 5 minutes before the question is called