

**Anchorage Alaska Intergroup
Of Overeaters Anonymous
Group Representatives Manual**

Property of

Meeting Name:

Time:

Day:

Place:

If found, please return manual to the meeting secretary.

Prepared by Anchorage Alaska Intergroup of Overeaters Anonymous
Portions of this manual are quoted from *Robert's Rules of Order*, published by Webster's New World

Table of Contents

| | |
|--|-------|
| Group Rep Welcome..... | 2 |
| What Group Reps Do | |
| Meeting Information | |
| Basic Duties..... | 3 |
| Term of Office | |
| Group Reps Sign-In | |
| Introductions | |
| Roll Call | |
| Reading of Minutes | |
| Basic Responsibilities..... | 4 |
| Elections | |
| Northern Lights Newsletter | |
| Group Reps Report | |
| Issues Affecting Intergroup | |
| Polls at Meetings | |
| Meeting Information Changes..... | 5 |
| Debate of Issues..... | 6 |
| Behavior During Debates..... | 7 |
| Making a Motion..... | 8 |
| What is a Main Motion? | |
| Criteria for Main Motions | |
| Secondary Motion..... | 9 |
| Ladder of Motions in Order of Rank..... | 10 |
| Subsidiary Motion I..... | 11 |
| Subsidiary Motion II..... | 12-13 |
| Privileged Motion I..... | 14-15 |
| Privileged Motion II..... | 15 |
| Incidental Motion..... | 16-17 |
| Definitions..... | 18 |
| OA Terminology | |
| What Is? | |
| Contact the Anchorage Alaska Intergroup..... | 19 |
| Notes | 20 |

Group Representative - Welcome

Welcome to the Intergroup (IG) meeting of the Anchorage Alaska Intergroup.

You serve a vital role in keeping the fellowship informed of events, policies and group-conscience decisions. Thank you for your service.

What Group Reps Do

1. Attend monthly IG meeting of the Anchorage Alaska Intergroup on the first Saturday of the month, except when a change has been announced.
2. Follow the 12 Traditions to the best of your ability, especially placing principles before personalities when debating issues.
3. Read minutes of previous IG meeting (emailed by Intergroup Correspondence Secretary) prior to the upcoming meeting and be prepared with any corrections before the vote to accept takes place.
4. Represent your meeting in discussion of issues.
5. Vote on issues presented at the IG meeting, one vote per member.
6. Report back to your meeting the policies, activities and announcements that affect the intergroup as discussed or provided at the IG meeting.
7. Take Northern Lights Newsletters and other flyers, etc. to distribute at your meeting.
8. Let the Intergroup Correspondence Secretary know of changes in your meeting's officers, time and/or location, focus and Contact Person.

Meeting Information

Date

1st Saturday of each month, except July (we don't meet)

Time

12 noon to 1:30 PM (length of meeting is approximate)

Place

OAsis

Note:

Group Reps. will be informed via email of changes in date and location because of holidays or scheduling conflicts.

Please be sure the Correspondence Secretary has your email address, if you don't know it contact the webmaster (oawebmaster@oa-alaska.org).

Basic Duties

The Group Rep. is a representative of his/her meeting at the Anchorage Alaska Intergroup meeting.

Term of Office

- Group Reps. generally are elected by their group to a twelve-month term. Rotation of service is suggested.
- A Group Rep. who is unable to attend a monthly meeting may ask another member of his/her meeting to fill in as a substitute, or your group may elect an alternate.

Introductions

So that we may get to know each other, members of the IG meeting will be asked to introduce themselves.

Roll Call

- The Recording Secretary will read a list of meetings.
- Please respond when the meeting you are representing is called.

Confirming Meeting Information (Conducted semi-annually)

- Twice a year, a printed copy of all meeting contact information will be passed around at the IG meeting.
- Group Reps should confirm that the information for their meeting is correct and initial the entry.
- If information is incorrect, Group Reps should circle the incorrect information and enter the correct information for updating in the system.

Reading and Approving the Minutes

- Each Group Rep will be sent a copy of the previous IG meeting's minutes a few days before the upcoming meeting.
- Please carefully read the minutes and be prepared to amend the minutes, accept the minutes or accept the minutes as amended.
- It is the responsibility of the outgoing Group Rep to see that the new Group Rep has the minutes of the previous meeting.

Questions?

Questions may be directed to the Correspondence Secretary at ocorrsecretary@oa-alaska.org.

Responsibilities

Group Reps play a vital role in keeping the fellowship aware of matters affecting the entire intergroup and of the many events and services available to the members.

Information

The primary duty of a Group Reps is to keep his/her meeting informed of Intergroup events, policies and decisions made by the Group Reps or by the Board of Officers. Each Group Rep has one vote.

Elections

A second duty of a Group Rep is to elect members of the Board of Officers as well as AAI's Delegates to the Region 1 Assemblies and the World Service Business Conference. Elections are held each December and whenever necessary to fill a vacant position.

Pick Up Flyers

Be sure to collect materials before the meeting starts.

A third responsibility of a Group Rep is to pick up current copies of the Northern Lights; the intergroup's monthly newsletter, and flyers of upcoming OA-sponsored events. Bring these back to your meeting to share with other members.

The Northern Lights contains announcements and important information, including the intergroup's Meeting Directory, which is especially important for newcomers.

Group Reps Report

At the next possible date after the monthly meeting, a Group Rep makes a report at his/her meeting. A summary of the report is provided on the back page of the Group Reps meeting agenda. This can simply be read at the meeting. Any decisions affecting the intergroup that were made at the IG meeting can also be reported at this time.

Issues Affecting the Intergroup

From time to time issues affecting the intergroup come before the Group Rep and require a group conscience. It is the responsibility of Group Rep to represent their meetings to the best of their ability. This may require a familiarity with simple parliamentary rules.

Basic knowledge of how to make and amend motions helps Group Reps handle these issues in a fair and timely fashion. As stated in the AAI Bylaws, debate at IG meetings follows parliamentary procedure.

Each Group Rep is encouraged to be familiar with the rules of debate. A detailed description of how to make a motion and the various types of motions is included in the manual.

Polls at Meetings

Occasionally, Group Reps must poll their meetings on

- a.) changes to intergroup bylaws as mandated by the World Service or
- b.) whether items should be placed on the Region 1 or World Service business meeting agendas.

The Group Reps then vote their meeting's decision at the next IG meeting.

Meeting Information Updates

Each delegate helps to keep the intergroup informed of meeting changes. The intergroup supplies a Meeting Information Update form in print and online for this purpose. It should be filled out as soon as possible after elections, or whenever any change is made to your meeting. See next page for details.

Meeting Information Changes

One duty of a Group Rep. is to let the Intergroup know when his/her meeting's name, officers, time and / or location, focus and/or Contact Person change.

How to Get a Form

Forms can be accessed at the AAI website: www.oa-alaska.org. Choose "Printable Meeting Information Sheet" to download and print a form. See the Intergroup Correspondence Secretary at each IG meeting for a printed form. To download a form on the internet, go to:

<http://oa-alaska.org/anchorage-alaska-intergroup/forms/>

Making Meeting Information Changes

A printed form must be filled out **EACH TIME** a change is made to any meeting location, day, and time and/or officer position. Please fill in new information for whatever has changed **AND** check the type of change you are making in the box at the right-hand side of the form.

Please include the information currently listed in the Northern Lights Newsletter or online in the required box at the top of the form, as well as the name of the meeting, the ZIP Code and the WSO code for the meeting (found in the online listing). Day/time changes should be noted in the box at the right-hand side of the form. Address, specific location and meeting emphasis code change should be noted in the spaces provided.

Meeting Officers Info

The AAI Correspondence Secretary keeps records of the name, phone number and email address of the Secretary, Treasurer and Group Rep. for each meeting for internal use. This information is not published. The treasurer's address is also requested if questions about 7th Tradition donations arise.

The Group Rep's email address is vitally important because the AAI officers communicate with your meeting and it's Group Rep. via email. If a Group Rep. does know his or her AAI email address, please contact the AAI webmaster at oawebmaster@oa-alaska.org.

Contact Person Info

Each meeting must have a Contact Person to be listed in the Meeting Directory of the Northern Lights Newsletter. If your meeting does not have a Contact Person as an elected position, please ask if someone is willing to be the Contact Person for that meeting. The Contact Person agrees to have his/her name and phone number listed on the AAI Intergroup and WSO websites, and any print versions of meeting directories.

How to Submit Printed Forms

Please send the completed Meeting Information Update forms to the AAI Correspondence Secretary by email (oacorrsecretary@oa-alaska.org), or U.S. mail (Anchorage Alaska Intergroup of Overeaters Anonymous, P.O. Box 200341, Anchorage, Alaska, 99520, Attn: AAI Correspondence Secretary). You also may return it to the AAI Correspondence Secretary at the next IG meeting.

Debating Issues

In the interests of ending the IG meeting on time – and based on the example set by Region 1 – debate on motions will proceed as follows:

1. Member raises hand to be recognized by chair before speaking.
2. State the motion: “I move that ...”
3. If long, the motion should also be given to the chair in written form.
4. Second the motion: “I second.”
 - a.) Second means “Let’s discuss,” not “I agree.”
 - b.) If there is no second, the motion dies, and business of the meeting goes to the next agenda item.
5. The Chair states, “It has been moved and seconded that...”
6. Chair asks if there is discussion.
7. Three (3) pros and three (3) cons may speak for one (1) minute each.
8. Pro and con viewpoints will alternate, starting with pro.
9. If more than three members on either side wish to speak, the pros and cons may decide among themselves who gets to speak.
10. Any unused discussion time is forfeited.
11. In taking the vote, the assembly has the following options:
 - a.) voice; b.) show of hand; c.) closed ballot
12. Except where stated otherwise, a majority is required to adopt a motion. A majority is one more than half the number of the votes cast.
13. The person making the motion may vote against it, but cannot speak against it.
14. Officers may vote on all issues but the Chair votes only to make or break a tie.
15. After the vote count, the Chair rules on the vote and states the result.

Debate Behavior

We are here as trusted servants of the Anchorage Alaska Intergroup and as such are dedicated to upholding the 12 Traditions to the best of our ability. According to the bylaws of the intergroup and as outlined in Robert's Rules of Order, here is a summary of behavior during debates at an IG Meeting.

Basic Guidelines

1. The chair does not take sides in the debate but keeps the debate on track.
2. Members address all remarks through the chair, raising hand to be recognized.
3. Members address the chair as Mr. Chairman or Madame Chairman.
4. Members avoid mentioning another member by name. Another member may be referred to as "the delegate."
5. Cross talk among members is not allowed.
6. All remarks are made in a courteous tone.
7. Discussion is focused on ideas and not personalities.
7. The member who makes the motion has the first right to discuss it.
9. The member who makes the motion may speak for a second time only after other members who wish to have spoken for the first time.
10. A motion can be sent in writing by a member to the chair to have it placed on the agenda. The member need not be present at the meeting for discussion and vote to take place.

Making a Motion

What is a Main Motion?

A main motion introduces new business to the assembly.

How to Make a Motion:

1. Member raises hand to be recognized by chair before speaking.
 2. State the motion, "I move that ..."
 3. If long, the motion should be written down and handed to the chair.
 4. Second the motion, "I second."
- a.) Second means "Let's discuss," not "I agree."
- b.) Motion dies for lack of a second.
5. The Chair states, "It has been moved and seconded that ..."
 6. Chair asks if there is discussion.

Criteria for Acceptable Motions

If a motion does not fit these criteria, it may be ruled out of order by the Chair, even if there is a second.

Motions Must:

1. Be action-oriented. Move to do something.
2. Be clear.
3. Not be frivolous.
4. Be in accordance with the 12 Traditions of Overeaters Anonymous and the Anchorage Alaska Intergroup Bylaws.

Secondary Motion

There are three types of secondary motions:

- **Subsidiary**
- **Privileged**
- **Incidental**

Subsidiary Motion

Relates directly to the main motion (usually delaying it or amending it)

Privileged Motion

Motion of an emergency nature that does not relate to the pending motion

Example: time constraints, room temperature, noise problem

Incidental Motion

Concerns procedure related to the pending business

Not ranked because it is taken up immediately when made

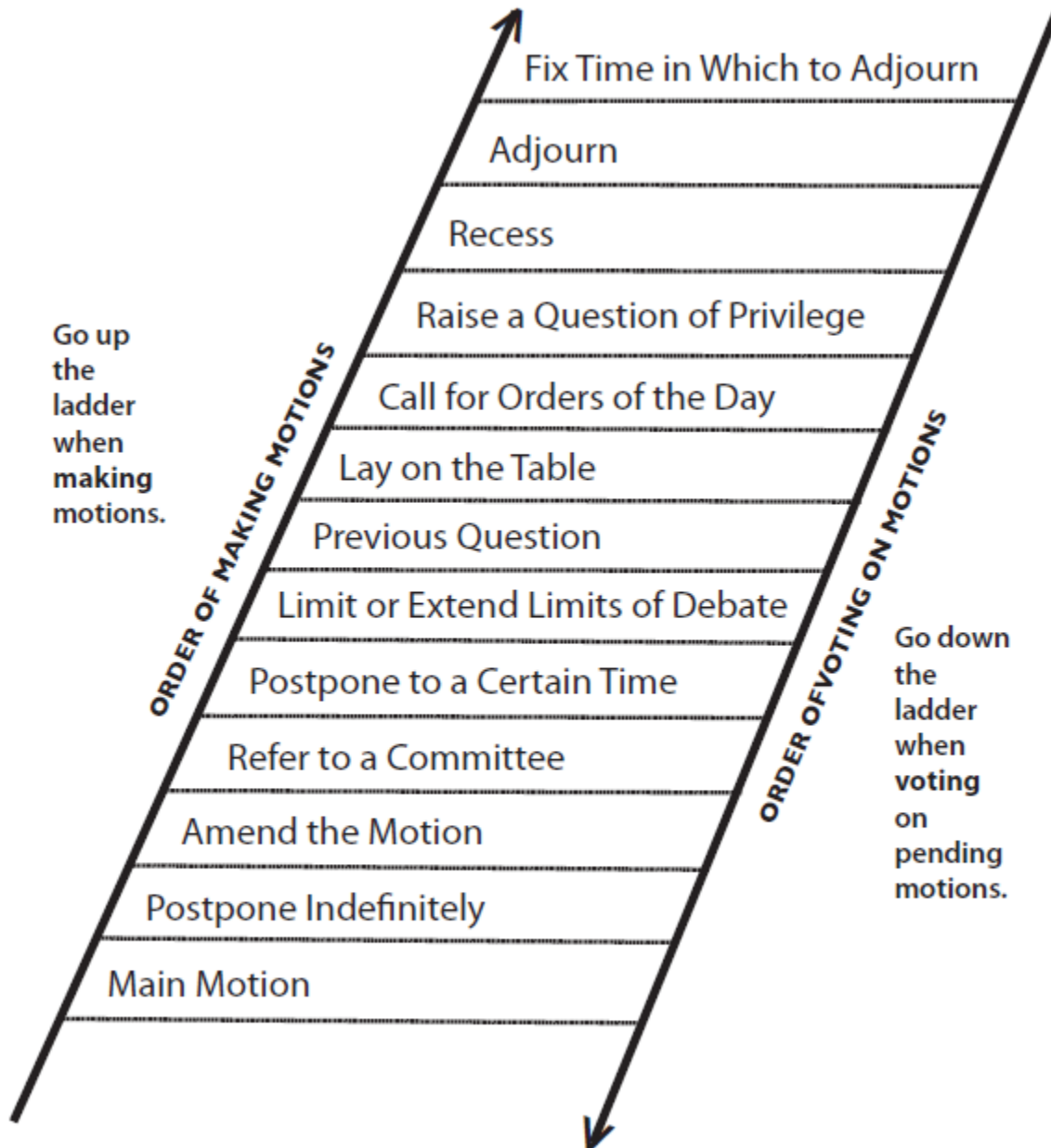
Notes:

1. A decision on a secondary motion must be made before the main motion can be put to a vote.
2. See the Ladder of Motions in Order of Rank for guidance.
3. The limits of debate of secondary motions follow those for a main motion (3 pros, 3 cons, 1 minute each).

Each type of secondary motion is explained more fully in the pages that follow.

Ladder of Motions in Order of Rank

When the main motion is being discussed, motions of a higher rank can be made. These take precedence over the main motion. Voting starts with the highest ranking motion. After the higher-ranking motions are voted on, members can vote on the main motion.



Subsidiary Motion I

Motion that relates directly to the Main Motion (usually to delay or amend it).

Postpone Indefinitely

Purpose: To kill a main motion for the duration of the meeting without taking a direct vote on it.

- Needs a second.
- Not amendable, but while this motion is pending, members can amend the main motion.
- Debatable (debate can go to the merits of the motion).
- Majority vote required to adopt.
- Members can reconsider only on an affirmative vote.

Result: Kills the main motion for the remainder of the meeting.

Amend a Motion

Purpose: To change the main motion before it is acted upon; must be related to the main motion.

Ways to Amend:

- Insert words within a motion.
 - Add words at end of a motion.
 - Strike out words.
 - Strike out and insert words.
- Needs a second.
 - Amendable: A motion may have only two amendments.
 - The secondary amendment must be related to the primary amendment.
 - Debatable: Debate goes only to the amendment. If the secondary amendment is passed, it becomes the primary amendment.
 - Majority vote required to adopt.

Result: If adopted, the proposed change becomes part of the main motion.

Refer to a Committee

Purpose: To have a small group investigate a proposal.

- Needs a second.
- Any variation in the motion is debatable.
- Majority vote to adopt.
- Can be reconsidered if the committee hasn't started considering the motion.

Result: If adopted, the motion goes to committee to investigate and does not return to the membership until the committee is ready to report or until the membership has adopted a time for the committee to report back to the assembly.

Postpone to a Certain Time

(Differs from Laying on the Table)

Purpose: To put off or delay a decision. Needs a second.

- Debatable only to the merits of postponing.
- Majority vote required to adopt.
- Can be reconsidered.

Result: Discussion and decision are put off until later in the meeting. If postponed to the next meeting, the motion comes up under Unfinished Business.

Note:

The motion to Postpone to a Certain Time has time limits, in our case until the next Delegates Meeting.

Subsidiary Motion II

Postpone to a Certain Time as a Special Order

Purpose: To ensure that a motion is taken up at a specified time.

- Needs a second.
- Debatable.
- Time is amendable.
- Requires 2/3 vote to adopt.
- Can be reconsidered.

Result: If adopted, this motion must be taken up at the specified time, even if business is pending. If members don't want it taken up at that time, the members can set aside the Special Order by calling for the Orders of the Day.

Limit or Extend Debate

Purpose:

- a. to limit or extend the time allotted for each member to speak
- b. to limit or extend time spent on the debating of the motion.

To extend the discussion, a member may say:

- a. "I move to allow pros and cons two minutes to speak." or
- b. "I move to allow four pros and four cons to speak."

To limit or extend the debate a member may say:

- a. "I move to close debate in ten minutes." or
- b. "I move to extend debate for five minutes."

- Requires a second.
- Not debatable.
- Is amendable.
- Takes 2/3 vote to adopt.

Result: Motion changes the standard rules of debate.

Previous Question

Purpose: To stop debate and immediately take the vote.

- Needs a second.
- Not amendable.
- Not debatable.
- Requires 2/3 vote to adopt.
- Can reconsider without debate before the vote has been taken on the motion in which debate has been closed. If members vote against Previous Question, it can be made again after progress in debate.

Result: If adopted, the members vote on the immediate pending motion. If the previous question is called on all pending motions, the vote is taken on all pending motions.

Note: It is not proper to make this motion before the allowed number of members have had the right to debate. In our case, 3 pros and 3 cons would have an opportunity to speak.

Lay on the Table

Purpose: To set the main motion aside temporarily in order to take up something of immediate urgency. The intent is not to kill the motion or to put it off to the next meeting. The chair is allowed to rule whether the matter is urgent and whether the motion will be entertained.

- Needs a second.
- Not amendable.
- Not debatable.
- Majority voted required to adopt.
- Can't be reconsidered.

Result: If adopted, this motion places the main motion and any of its adhering motions on the table. It stays on the table until someone moves to take it off.

Privileged Motion I

Motion of an emergency nature that does not relate to the pending motion.

Examples: time constraints, room temperature, noise level

Call for Orders of the Day

Purpose: To make the assembly follow the agenda (Orders of the Day) or to take up a Special Order.

- A member can call for the Orders of the Day.
- Does not require a second.
- Not amendable.
- Not debatable.
- No vote is taken unless the members want to set aside the Orders of the Day, which requires a 2/3 vote.
- Cannot be reconsidered.

Result: Stops whatever the assembly is doing and the meeting proceeds to the agenda.

Question of Privilege

Purpose: Permits a member to make a request or main motion relating to the rights and privileges of the assembly, or an individual member, and to consider it immediately because of its urgency, while other business is pending.

When: If noise level or room temperature is interfering with business. (Example: "It's too hot; can we turn down the thermostat?" or "I can't hear the speaker.")

- Does not require a second.
- Not debatable.
- Chair rules on the request.

Result: Chair's ruling determines the outcome.

Recess

Purpose: To take a short break and then resume business where it left off.

- Needs a second.
- Length of recess is debatable.
- Not debatable.
- Majority vote required to adopt.
- Can't be reconsidered, but can be made again after some progress in meeting.

Result: Members take a short break.

Adjourn

Purpose: To end the meeting immediately. Takes precedence over all other motions, except Fix Time to Adjourn. Is not in order during a vote or before the results of a vote are announced by the chair.

- Needs a second.
- Not amendable.
- Not debatable.
- Majority vote required to adopt.
- Can't be reconsidered. If not approved can be made again after some progress in meeting.

Result: Meeting ends and business halts at the point where the members adjourned. Before adjournment is announced members can rise to make announcements or fix a time to adjourn. If a motion is being discussed, it will come up at the next meeting under Unfinished Business.

Fix Time to Adjourn

Purpose: To set the time to adjourn the meeting.

- When: This may be done at the beginning of the meeting, but may not be done when other business is pending.
- Needs a second.
- Time for adjournment is amendable.
- Debatable.
- Majority vote to adopt.
- Can't be reconsidered.

Result: The members must adjourn at the time set.

If members want to continue the meeting at that point, they must move to Suspend the Rules (see Incidental Motion) to continue the meeting.

Privileged Motion II

Motion of an emergency nature that does not relate to the pending motion.

Examples: time constraints, room temperature, noise level

Incidental Motion

Concerns procedure related to the pending business.

Not ranked because it is taken up immediately when made.

Point of Order

Purpose: To correct a breach in the rules.

- When: Made at time of infraction.
- No second.
- Not debatable.
- Presiding officer rules on the point.
- Can't be reconsidered.

Result: The chair's ruling stands unless someone appeals it.

Appeal Decision of Chair

Purpose: To disagree with chair's ruling and let members decide an issue by taking a vote.

- Needs a second.
- Must be made at time of ruling.
- Chair has first opportunity to speak after appeal and last opportunity to speak after debate.
- Debatable (with a few exceptions).
- Not amendable.
- Majority or tie vote sustains decision of chair.
- Can be reconsidered.

Result: If adopted, upholds chair's ruling.

Division of the Assembly

Purpose: To doubt the result of the vote.

- No second.
- Not debatable.

Result: The vote is immediately retaken in a different form (such as roll call, written ballot).

Division of the Question

Purpose: To divide a motion that has several topics that can stand as separate motions. Can be applied to main motions and amendments.

- Needs second.
- Amendable.
- Not debatable.
- Majority vote to adopt.
- Can't be reconsidered.

Result:

Motion is divided into separate parts and each is considered individually without affecting the other parts.

Suspend the Rules

Purpose: Set aside a rule of the assembly. (Excludes bylaws, principles of parliamentary procedure or rules that protect rights of members.) Example: Take up an item of business out of its regular order.

- Needs a second.
- Not debatable.
- Not amendable.
- Requires 2/3 vote to suspend a parliamentary order of order of business; requires majority vote to suspend a standing rule.
- Can't be reconsidered.

Result: Rules are set aside so that members can do something contrary to the rules.

Definitions

OA Terminology

Anchorage Alaska Intergroup (AAI)

Meetings registered with World Service (WSO) office that are held within the Anchorage Alaska area.

Group Representative

A member of Overeaters Anonymous elected to represent a meeting at monthly meetings of the Anchorage Alaska Intergroup.

Your Meeting

The meeting for which you are serving as a Group Rep.

R1

Region 1 of Overeaters Anonymous (our region). It includes intergroups from Canadian Provinces of Alberta, British Columbia, Northwest Territories, Saskatchewan, and Yukon, and the States of Alaska, Idaho, Montana, Oregon, Washington, and Wyoming.

WSO

World Service Office. The overseeing group of Overeaters Anonymous. Its main office is located in New Mexico. WSO comprises 10 Regions.

What is?

Orders of the Day

Orders of the Day means the same as the agenda.

The Question

Question is another term for Motion: A particular subject brought before the assembly for consideration.

Reconsider:

- To consider a question a second time within the same session after it has been adopted, rejected or suppressed.
- After the vote, only someone who voted on the prevailing side (pro or con) may move to reconsider. Member may say, "I move to reconsider the vote."
- If the original vote isn't reconsidered on the day it was taken and no meeting is held the next day, it can't be reconsidered at the next meeting.

Contact the AAI Intergroup

Executive Board of Officers

Use the email addresses provided below to contact board members. Names and phone numbers of current board members are listed in the Northern Lights Newsletter and webpage.

Chair

oachair@oa-alaska.org

Vice Chair

oavicechair@oa-alaska.org

Correspondence Secretary

oacorrsecretary@oa-alaska.org

Minutes Secretary

oaminsecretary@oa-alaska.org

Treasurer

oatreasurer@oa-alaska.org

Board of Officers

Newsletter Editor

oanewsletter@oa-alaska.org

Literature Chair

oaliterature@oa-alaska.org

Retreat Chair

oaretreat@oa-alaska.org

WSO Delegate

oawsodelegate@oa-alaska.org

Region One Delegate

oaregion1delegate@oa-alaska.org

Anchorage Alaska Intergroup

Address

P.O. Box 200341
Anchorage, Alaska 99520

OAsis address:

Turnagain Arts Building
4105 Turnagain Blvd., Suite D1
Anchorage, Alaska

Phone

907 279-1942 or 844 279-1942

Email

info@oa-alaska.org

Website

www.oa-alaska.org

Anchorage Intergroup #002-09001

World Service Office

P.O. Box 44020
Rio Rancho, NM 87174-4020

Region One Assembly of OA

P.O. Box 1185
Tigard, OR 97218

Notes

Thank you for your service to the Anchorage Alaska Intergroup