

Anchorage Alaska Intergroup Of Overeaters Anonymous

Nominating Committee Chair Manual

“Leadership Begins with the Nominating Committee”

The Nominating Committee is a special committee. The Nominating Committee’s responsibility is to present the best qualified nominees for office.

Property of

If found, please return manual to the AAI Nominating Committee Chair.

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

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Definition of the Anchorage Alaska Intergroup Officers

POLICY

The Officers of Anchorage Alaska Intergroup shall include Literature Chair, Newsletter Editor, Standing Committee Chairs: Oasis, (Finance Committee [Budget and Ways and Means], Outreach [Public Information, Professional Community, Institutions Health Fairs, and Young People], Publications, Retreat, Twelfth Step Within, Technology, Lifeline, Tape Library, Archive. Also, Ad hoc Committee Chairs (By-Laws Committee, Special Events [Workshops and Marathons] Committee. Further, all WSBC and Region One Delegate(s).

Definition of the Anchorage Alaska Intergroup Board Officers

POLICY

The Standing Committee Chairs/Newsletter Editor/Literature Chair of Anchorage Alaska Intergroup shall include Literature Chair, Newsletter Editor, Standing Committee Chairs: Oasis, Finance Committee [Budget and Ways and Means], Outreach [Public Information, Professional Community, Institutions Health Fairs, and Young People], Publications, Retreat, Twelfth Step Within, Technology, Lifeline, Tape Library, Archive. Also, Special Committee Chairs (By-Laws Committee, Special Events [Workshops and Marathons] Committee. However, this list is not exclusive and may include other committee chairs.

Terms of Office for the Anchorage Alaska Intergroup Board Officers

POLICY

Terms of Office – Standing Committee Chairs/Newsletter Editor/Literature Chair and Special Committee Chairs.

Terms of service for all Committee Chairs/Newsletter Editor/Literature Chair shall commence on the first day of January. Special Committee Chairs serve as they are needed according to the Intergroup.

Duties and Responsibilities of Anchorage Alaska Intergroup Officers (Nominating Committee Chair)

POLICY

The Nominating Committee Chair has the responsibilities of presiding at the Nominating Committee, submitting committee reports at the AAI meetings, overseeing, with the committee, AAI programs and events to reach out to existing members, be the spokesperson for the Nominating Committee, planning, with the committee, and with the approval of AAI, the events, preparing an annual report, and preparing an annual budget.

PROCEDURE

1. The Nominating Committee Chair's responsibilities are the following:
 - a. prepare the agenda for the committee meeting,
 - b. preside at all Nominating Committee meetings,
 - c. call committee members to order,
 - d. maintain order at committee meetings,
 - e. explain and decide questions of order,
 - f. announce business (motions and decisions),
 - g. state/restate all motions,
 - h. put questions to a vote and announce results,
 - i. cast the deciding vote to break a tie,
 - j. put questions to a vote and announce results,
 - k. ensure that the minority voice is heard,
 - l. enact and abide by decisions of the majority,
 - m. sign necessary documents,
 - n. act as a spokesperson for the committee,
 - o. prepare and present the Committee Report at the AAI meeting,

- p. propose to AAI programs and events to assist local members in the fellowship who are still suffering,
- q. prepare an annual report,
- r. submit bills to the AAI treasurer (only AAI treasurer can pay bills), and
- s. prepare an annual report.

According to the AAI Bylaws

ARTICLE VI - COMMITTEES

Section 1 - Committee Procedures

Each standing or special committee shall be responsible for calling and holding meetings (face-to-face, via the telephone, SKYPE, or e-mail), and establishing its method of procedures, subject to the approval of the Intergroup board and the guidelines of the Twelve Traditions and Twelve Concepts of OA.

Section 2 - Committee Responsibility

Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of an approved budget, shall require approval by the Intergroup prior to implementation. Each standing committee chair shall submit a written or oral report at to the Intergroup meeting. If monies are expended from an approved budget, a detailed and itemized report shall be included with the committee report.

Section 4 – Ad Hoc Committees

The board shall designate such Ad Hoc committees as are deemed necessary for the welfare and operation of the Intergroup [including but not limited to bylaws, nominating, Special Events [workshop, and marathon] committees].

Section 5 – Ad Hoc Committee Chair Appointment

The Chair shall nominate, with the approval of the majority board and Intergroup representatives, and appoint an Ad Hoc Committee Chair.

Section 6 – Ad Hoc Committee Chair Vacancies

Should a vacancy, resignation, or removal of a special committee chair occur, all pertinent information shall be turned over to the Intergroup Chair. The Intergroup Chair shall then appoint a new Ad Hoc Committee Chair to serve the remainder of the unexpired term.

Section 7 - Removal of Ad Hoc Committee Chairs

An Ad Hoc Committee Chair may be removed from office for cause by a two-thirds vote of the Intergroup Board.

ARTICLE IX - PARLIAMENTARY PROCEDURE

The current edition of Roberts Rules of Order Newly Revised shall govern this Intergroup in all cases where they are consistent with these bylaws, the Overeaters Anonymous, Inc. Bylaws, Subpart B, or any special rule of order this Intergroup may adopt.

The Role of the Committee Chairperson

In such a committee meeting, there is little need to refer to this procedure, as this is implicit in the established etiquette, namely:

- The chair presides over the meeting.
- All remarks are addressed through the chair.
- Members do not interrupt each other.
- Members aim to reach a consensus.
- Call a vote.
- The majority wins the vote.
- All members accept the majority decision.

When discussion is underway, it is the chairperson's responsibility to ensure that it continues to flow smoothly by involving all members present and by not permitting one or two people to dominate the meeting.

Summarizing by the chairperson during meetings can:

- Indicate progress, or lack of.
- Refocus discussion that has wandered off the point.
- Conclude one point and lead into the next.
- Highlight important points.
- Assist the secretary if necessary.
- Clarify any misunderstanding.

The chairperson should pace the meeting, ensuring it runs to time. If the planning has been properly executed, this should not prove to be a problem.

The Basic Responsibilities of the Committee Chairperson

- Chair the committee meetings
- Plan committee meetings and develop the agenda
- Ensure the effective operation of the committee
- Ensure that decisions made at meetings are implemented
- Act as a spokesperson for the committee at AAI meetings

An Effective Committee Chairperson

- Does not dominate meetings
- Listens
- Encourages and facilitates each member of the board to participate
- Is able to direct the meeting in such a way that all views are heard without the meeting becoming bogged down on one item
- Is impartial in letting all views be heard

Purpose of a Nominating Committee

The purpose of the Nominating Committee is to determine which members are best suited for each of the officer positions of AAI. The Nominating Committee is to identify and recommend for nomination individuals qualified to be officers of AAI.

In furtherance of its purpose, the Committee will have the following authority and responsibilities:

1. In obtaining the names of possible new nominees, the Committee may make its own inquiries and will consider suggestions from members willing to serve as an officer.
2. The Committee will in each case evaluate the suitability of potential nominees for membership on the Board, taking into consideration member's expertise, and considering the general qualifications of the potential nominees, such as:
 - a) Meets the qualifications stated in the AAI Policies and Procedures,
 - b) Ability to exercise sound, mature and independent business judgment in the best interests of OA as a whole, and
 - c) Willingness and capability to take the time to actively participate in Board and committee meetings and related activities.

Nominating Committee Information

In every organization, the process of nominating and electing officers and board members is very important. The Anchorage Alaska Intergroup then decides by a majority vote.

This manual explains the nominating process from start to finish. It discusses the ways AAI nominates a candidate.

Nominations

AAI can nominate candidates in a couple of ways:

- By a nominating committee (Proposing a slate of officers)
- From the floor

Most often, a nominating committee presents nominations, and AAI has the opportunity to present additional nominations from the floor. The nominating process should not be confused with the election to office. Robert's Rules of Order states that a person does not have to be nominated to be elected to office. If the vote is taken by ballot, there is always the opportunity to write in a name. In this case, a person can win as a write-in candidate without ever being nominated.

Nominations by Committee

According to our bylaws, since the nominating committee is an ad hoc committee, the AAI Chair appoints a member to the position of Nominating Committee Chair during the September AAI Meeting, and AAI elects the member to the position.

Nominations from the Floor

As soon as the chair opens nominations from the floor, any member can bring forth a nomination. However, the rules for a member nominating a candidate are the same as for the nominating committee. A member should know beforehand if the person he or she wishes to nominate is both eligible and willing to serve.

When the nomination is from the floor:

- A member can call out a name while still seated.
- A person can nominate himself or herself.
- A nomination does not need a second.
- A member can be nominated for more than one office.
- A member can't nominate more than one person for an office until everyone has had the opportunity to make nominations.
- Nominees do not have to leave the room during the nominations, when the vote is taken, or when the vote is counted.
- The presiding officer can continue presiding, even if he or she is one of the nominees for the office.
- A member can rise and decline the nomination during the nominating process.

After each nomination, the Chair repeats the name to the intergroup. For example, the Chair says:

Chair: Denise Harmon, for chair. Are there further nominations for Chair?

A motion to close nominations is proposed or moved.

Usually the Chair closes nominations when no further nominations come forward from the intergroup.

If at any time during the nominating process a member realizes that he or she will be unable to serve if elected, the member should stand and request that his or her name be removed from nomination. Removing your name during the nomination process is better than waiting until after you are elected.

Duties of a Nominating Committee

The duty of a nominating committee is to find the best candidate for each office. According to Concepts 3 and 9; the committee should find the best candidate for each office. Persons serving on the committee can be nominated for office.

The AAI Chair should give the committee a copy of our bylaws, policies and procedures, officers' manuals (a description of the duties of each position), AAI Officer Service Contract, and the eligibility requirements. The committee must carefully review the eligibility requirements for each office and see that the nominees meet these requirements. If anyone is elected, and it is discovered after the election that the person is not eligible, the election of that officer is null and void. The committee then has to find a new nominee, and the members have to vote again.

The committee should meet, carefully review the membership, and select the people who they think will do the best job in each office. The Nominating Committee Chair should contact each nominee to see if he or she is willing to serve if elected. If someone is not willing to serve, the committee needs to meet again and find another candidate.

If no candidate is found, the committee can leave that slot open for nominations from the floor. Or, they can tell members publicly that they do not have a nominee for a certain office; this allows members to volunteer. No one should be nominated without his or her consent because, if elected, the person may decline to serve and members will have to hold another election.

Responsibilities of the Nominating Committee

- Verify that nominee is a member of your AAI area..
- Select the best-qualified candidate possible for each office to be filled. The offices to be filled are specified in our bylaws and policies and procedures.
- Solicit suggestions for nominees from the members.
- Select at least one nominee for each office and prepare to state qualifications of each nominee.
- Give careful consideration to qualifications of candidates. Check policies and procedures for duties of each office.
- Keep in mind Concepts 3 and 9 when considering candidates.
- Screen, evaluate and nominate candidates for officers.
- A subjective evaluation of the candidates based on qualifications and skills will be made to result in a nomination of a candidate to AAI.
- If possible, contact prospective nominees while committee is meeting. Fully outline the duties of office when contacting potential nominees and give them a clear understanding of responsibilities and time commitment of that office.
- Allow time for nominee to consider the position before asking for a decision. You do not have to ask the person currently serving in an office to serve another term.
- If a member of the Nominating Committee is being considered for an office, he/she must leave the room during the discussion and return when the vote is taken.
- All votes taken by the Nominating Committee must be by ballot and require a majority vote to pass/carry.
- If a member is approached before the committee meets, be sure he/she understands that he/she is only giving permission for his/her name to be submitted as a **suggested nominee**.
- The Nominating Committee Chair prepares and presents a report for October, November, and December AAI meetings, listing nominees for each office on a ballot.
- It is not necessary for all members of the committee to sign the report for it to be valid, only a majority of the committee. If a committee member does not agree with the report, they do not have to sign it.
- Post the proposed slate of officers at the December meeting.

- The committee's work is completed and it is automatically discharged when its report has been presented to the membership at the election meeting. However, if a nominee withdraws before the election is held, the committee reconvenes and elects another candidate.
- At the December AAI meeting, the Chair of the Nominating Committee reads the Slate of Nominees and hands it to the AAI Chair. (Sample report enclosed.)
- In the event the Nominating Committee cannot secure a nominee for an office, it must report that fact to AAI. Nominations from the floor shall be called for at that time.
- Participate fully as a member of the Nominating Committee

Nominating Committee Meetings

- Bring the bylaws, policies and procedures, member list, officer manuals, **(Fill in year) AAI Officer Nominating Forms**, current AAI officers list, phone book, ballots and pens/pencils.
- Meet where there is access to a phone to contact each person recommended.
- The meeting may legally be conducted if a majority of the committee is present.
- Allow sufficient time to study and discuss candidates.
- Matters discussed by the Nominating Committee are **strictly confidential**, and no names should be revealed until they are released according to established procedures.
- All committee members should be present at the meeting, if possible.
- Committee meetings are open only to committee members. Discussions must be open and honest, and above all, confidential. Should confidentiality be breached, it is the chair's responsibility to counsel the member. If the chair breaches confidentiality, it is each member's responsibility to bring it to the attention of the AAI Chair.
- Only a majority of the committee must agree on the nominees.

Nomination Committee Member Information

- Meet as soon as possible so a second or third meeting can be held if needed.
- Set rules of the Nominating Committee at beginning of meeting.
- Study carefully the skills, qualification and interviewing questionnaire of members before presenting their name as a nominee.
- Check the member list to be sure the nominee is a member of AAI.
- Chair calls nominee for consent to nominate. ***Remember you are only asking permission to nominate them for the position.***
- Remember the committee ***discussion is confidential.***
- See that the report of the Nominating Committee is posted at the December AAI meeting.
- Sign the Nominating Committee Report if you agree with the nominees.
- Members of the Nominating Committee may be nominated.
- Keep the interview questionnaire documents with the other confidential record keeping process and destroy everything when the slate is complete.
- Make sure a new interviewing questionnaire is used for future nominations for the same candidate.

Tools of the Nominating Committee

- Current bylaws, policies and procedures, and officers manuals.
- **(Fill in year) AAI Officer Nominating Form.**
- Log for meeting dates and committee activities.
- List of nomination candidates.
- Two copies of completed Nominating Committee Report dated and signed by each committee member.
- Meeting place with phone, paper, pens, positive attitudes and pleasant personalities!

Nominating Committee Procedures

- Nominating Committee members consult with potential nominees to solicit their interest and to interview them before proposing their name to the Nominating Committee.
- The Nominating Committee members meet and bring the completed **(Fill in year) AAI Officer Nominating Form.**
- The Nominating Committee decides who to nominate by a group (committee) decision, not individuals.
- The Nominating Committee Chair ask potential nominees if they are willing to be nominated and serve.
- The Nominating Committee Chair will provide potential officers with the manuals, policies and procedures, bylaws, and Officer Service Contract.

Be Fair

All AAI members should have an opportunity to serve on the nominating committee.

Any member on the Nominating Committee should possess the following skills:

- Demonstrated fair, ethical and impartial judgment when evaluating people or situations,
- Demonstrated ability to listen and ask penetrating questions,
- Demonstrated ability to keep confidential information,
- Understanding of the OA 12 Concepts, 12 Traditions, AAI Policies and Procedures, and AAI Bylaws, and
- Understanding of Robert's Rules of Procedures

Be Careful

The total number of committee members must be an odd number.

The committee doesn't nominate a member simply because he or she wants a position, the committee decide who is to be nominated to officer positions.

The future of your AAI is determined by the leadership qualities of the people selected by the Nominating Committee.

“A nomination is a proposal that a person serve as a member of a committee, delegate or an officer.”

- *Robert's Rules of Order Newly Revised*

Do's for the Nominating Committees

- DO study carefully the qualifications of members before presenting the name as a nominee.
- DO check the member's service record to make sure the member has served well.
- DO remember that committee DISCUSSION is left in the meeting room.
- DO see that the report of the Nominating Committee is publicized through the proper channels.
- DO sign the committee report if you agree with it.
- DO accept the office if you are sincerely interested in the purpose of the organization.

Don'ts for the Nominating Committees

- DON'T report the results of the Nominating Committee until it has been publicized through the proper channels.
- DON'T sign the report of the committee if you DO NOT agree with it.
- DON'T nominate a member for the office if he or she is only interested in having a position or because their sponsor told him or her to serve at intergroup.
- DON'T nominate someone with the idea of getting him/her involved if there are doubts about their interest or ability to perform the duties of the office.
- DON'T nominate anyone who accepts the office for title only.
- DON'T submit a member's name as a nominee because he is a friend of yours
- DON'T repeat what was said in the committee meeting.
- DON'T nominate a person with the thought that it's a good way to get him into membership.
- DON'T Post interviewing questionnaires and responses for public viewing.

Suggested Qualifications of Candidates

- Knowledgeable about and adheres to the purposes and basic policies of AAI.
- Knowledgeable about and adheres to the 12 Steps, 12 Traditions, and 12 Concepts.
- Knowledgeable about and adheres to AAI Bylaws and Policies and Procedures.
- Knowledgeable about and adheres to Robert Rules of Order and parliamentary procedure.
- Experienced in AAI service.
- Willingness to make AAI a high priority in his/her schedule.

Report of the Nominating Committee

The report of the nominating committee is usually given under "ad hoc committee reports." When called on to give the report, the chair of the Nominating Committee states the nominations for each office.

Chairman of Nominating Committee: "Chair, the nominating committee submits the following nominations: for Chair, Judy Smith; for Vice-Chair, Dave Jones; for Recording Secretary, Ricky Shores; and for Treasurer, Sarah Thomas, and so on [hands the nominations written on a sheet of paper to the chair and sits down]"

Sometimes there is a split in the nominating committee over who to nominate. If a minority of the committee wishes to nominate someone else, the members in the minority can make the nomination when nominations are taken from the floor.

As soon as the committee reports, it is discharged from its duties. Sometimes the committee is revived to make nominations to fill vacancies. After the committee reports, the chair states:

Chair: The nominating committee nominates Judy Smith for chair, Dave Jones for vice-chair, Ricky Shores for recording secretary, and Sarah Thomas for treasurer, and so on. Nominations are now open from the floor. Are there any further nominations for chair?

Nominating Committee Report

- Make report public according to bylaws and policies and procedures.
- Prepare a written report.
- Have the Nominating Committee Chair and members who agree with report sign the report.
- Allow a member who does not sign the report to nominate from the floor.
- Have the Nominating Committee Chair read the report.
- Have the Nominating Committee Chair hand the report to the AAI Chair who will conduct the meeting.

Reminder: A motion to elect does not need a second.

Extra Pointers:

- If a nominee withdraws before the election is held, the Nominating Committee meets and presents the name of another candidate.
- When discussing a member of the committee, ask the member to leave meeting during the discussion.
- Nominating Committee Chair reads Slate of Nominees.
- A motion to elect does not need a second because it is coming from a committee.
- Bring the bylaws, membership lists, job descriptions, current board membership list, phone book, ballots and pens/pencils to Nominating Committee meetings.
- Meet where there is access to a phone to contact each person recommended.
- Be very forthright with a potential candidate in discussing the duties of the office to be filled.
- The Nominating Committee's work is complete after elections.

Please keep in mind that people are able to give back to the program at different levels, at different times in their lives. Do not disqualify someone because they do not have OA service in their background. Probe to understand why the candidate has not had a background in OA service and why they want to get involved at AAI. Find out what matters to them.

Dissolution of Committee

A Nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until balloting for nominees has begun. If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee. When an officer resigns after election, this creates a vacancy in office. If this person was president, he/she is considered a past president even though he/she may never have had the opportunity for active service in office. The vacancy is then filled according to the bylaws.



Nominating Committee Report

(Read by the Nominating Committee Chair, then presented to the AAI Chair)

Mr./Ms. Chair, the Nominating Committee submits the following nominees:

Chair	
Vice-Chair	
Treasurer	
Recording Secretary	
Corresponding Secretary	
Literature Chair	
Newsletter Editor	
Standing Committees Chairs	
Oasis Committee Chair	
Policies and Procedures Committee Chair	
Finance Committee Chair	
Outreach Committee Chair	
Publications Committee Chair	
Retreat Committee Chair	
Twelfth Step Within Committee	
Technology Committee Chair	
Lifeline Committee Chair	
Tape Library Committee Chair	
Archive Committee Chair	
Delegates	
WSBC Delegate(s). (odd years)	
Region One Delegate(s).(even years)	

Signed and Dated:



(Fill in year) AAI Officer Nominating Form

Only current AAI members may be nominated. Committee members should consult potential nominees to inform them that they are being considered by the Nominating Committee to be placed on the ballot. Please use a separate form for each nominee. Forms must be submitted by the deadline date listed below.

I nominate the following member for the office of:

<input type="radio"/> Chair	<input type="radio"/> Treasurer
<input type="radio"/> Vice-Chair	<input type="radio"/> Literature Chair
<input type="radio"/> Recording Secretary	<input type="radio"/> Newsletter Editor
<input type="radio"/> Corresponding Secretary	

Standing Committees Chairs	
<input type="radio"/> Oasis Committee Chair	<input type="radio"/> Twelfth Step Within Committee
<input type="radio"/> Policies and Procedures Committee Chair	<input type="radio"/> Technology Committee Chair
<input type="radio"/> Finance Committee Chair	<input type="radio"/> Lifeline Committee Chair
<input type="radio"/> Outreach Committee Chair	<input type="radio"/> Tape Library Committee Chair
<input type="radio"/> Publications Committee Chair	<input type="radio"/> Archive Committee Chair
<input type="radio"/> Retreat Committee Chair	

Delegates	
<input type="radio"/> WSBC Delegate(s). (odd years)	<input type="radio"/> Region One Delegate(s).(even years)



*Anchorage Alaska Intergroup
Meeting Agenda*

Date

12:00PM

OAsis, Anchorage

- I. Call to order
- II. Serenity Prayer
- III. Traditions
- IV. Concepts – Short Version
- V. Concept (the month) – Long Version
- VII. Approval of minutes from last meeting
- VIII. Reports
 - A. Treasurer
 - B. Correspondence Secretary
 - C. Region 1 Delegate
 - D. Literature Chair
 - E. Newsletter Editor
 - F. Committees
 - 1.**
 - G. Ad hoc Committee
 - 1.**
- IX. Unfinished Business
 - A.
 - B.
- X. New Business
 - A.
- XI. Announcements
 - A.
 - B.
- XII. Adjournment



(Date)

MOTION:

I, move to

RATIONAL:

Maker of the motion:

Committee:

Date:

Adopted _____ **Defeated** _____

Turn in to Recording Secretary

You will receive a Word version of this document.

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

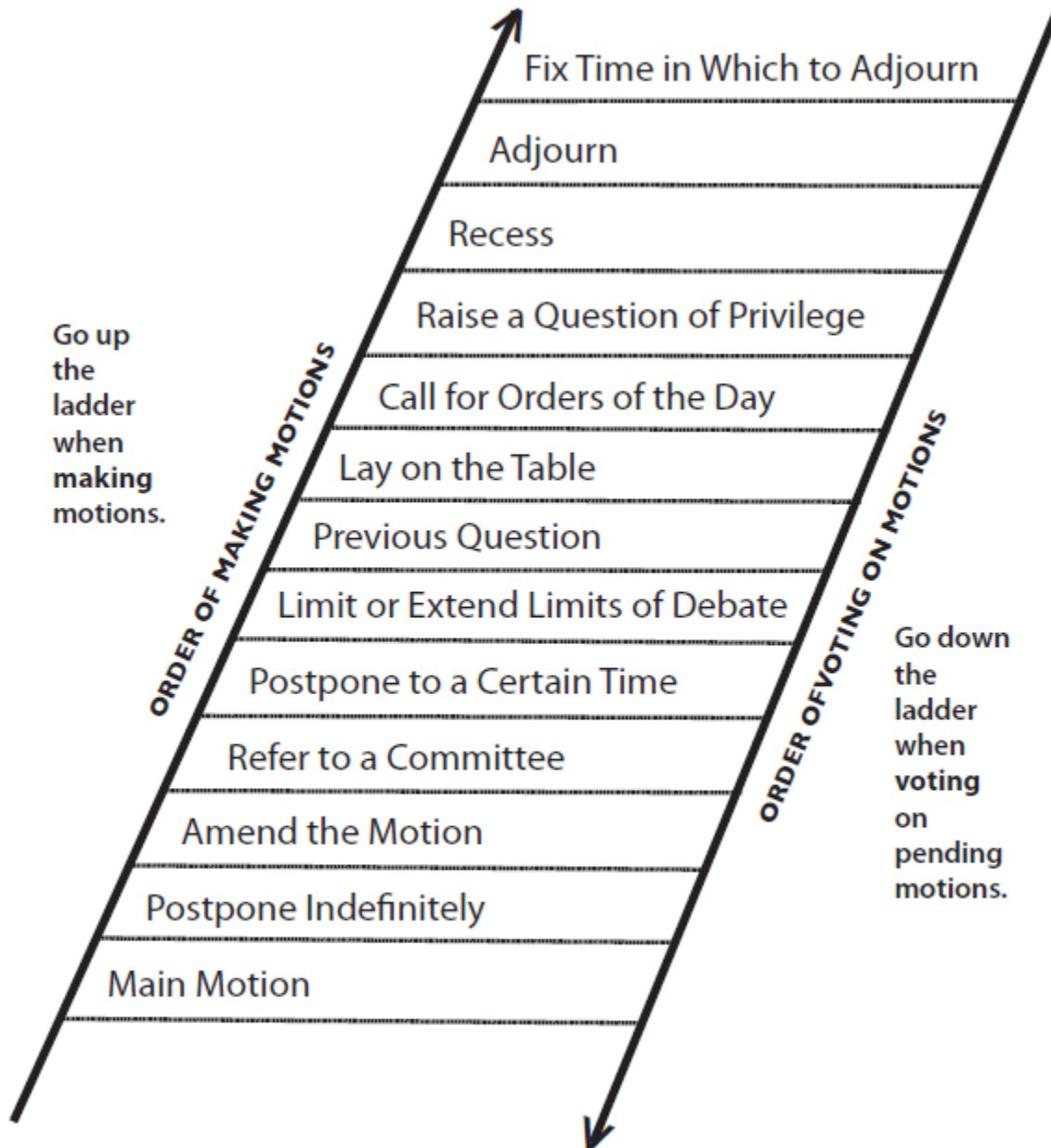
Notes:

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.

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Notes

Thank you for your service to the Anchorage Alaska Intergroup