

**Anchorage Alaska Intergroup  
Of Overeaters Anonymous  
Literature Chair Manual**

**Property of**

**If found, please return manual to the AAI Literature 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

# Table of Contents

<b>Policies and Procedures.....</b>	<b>2</b>
<b>Definition of the Anchorage Alaska Intergroup Officers</b>	
<b>Definition of the Anchorage Alaska Intergroup Board Officers</b>	
<b>Terms of Office for the Anchorage Alaska Intergroup Board Officers</b>	
<b>Duties and Responsibilities of Anchorage Alaska Intergroup Officers (Literature Chair)</b>	
<b>Basic Role and Responsibilities.....</b>	<b>3</b>
<b>The Role of the Literature Chair</b>	
<b>The Basic Responsibilities of the Literature Chair</b>	
<b>Agenda.....</b>	<b>4</b>
<b>Motion.....</b>	<b>5</b>
<b>Debate of Issues.....</b>	<b>6</b>
<b>Behavior During Debates.....</b>	<b>7</b>
<b>Making a Motion.....</b>	<b>8</b>
<b>What is a Main Motion?</b>	
<b>Criteria for Main Motions</b>	
<b>Secondary Motion.....</b>	<b>9</b>
<b>Ladder of Motions in Order of Rank.....</b>	<b>10</b>
<b>Subsidiary Motion I.....</b>	<b>11</b>
<b>Subsidiary Motion II.....</b>	<b>12-13</b>
<b>Privileged Motion I.....</b>	<b>14</b>
<b>Privileged Motion II.....</b>	<b>15</b>
<b>Incidental Motion.....</b>	<b>16-17</b>
<b>Definitions.....</b>	<b>18</b>
<b>OA Terminology</b>	
<b>What Is?</b>	
<b>Contact the Anchorage Alaska Intergroup.....</b>	<b>19</b>
<b>Notes .....</b>	<b>20</b>

*Taken (and slightly edited) from the Anchorage Alaska Intergroup Policies and Procedures*

### **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 (Literature chair)**

#### **POLICY**

The Literature Chair has the responsibilities of maintaining the literature at the Oasis, reporting balances at the AAI meetings, and submitting an annual report.

#### **PROCEDURE**

1. The Literature Chair's responsibilities are the following:
  - a. order and maintain an adequate inventory of OA and AA conference approved literature as decided by AAI group conscience,
  - b. prepare a Literature Chair report for each AAI meeting,
  - c. submit an annual report and inventory at the annual meeting,
  - d. maintain a checking account for the purpose of purchasing literature for AAI, and
  - e. be a signatory on the Literature checking accounts (Each check issued by the Literature Chair must be co-signed by the Literature Chair and one other authorized signatory. Authorized signatories shall be designated by the Executive Officers of AAI. The Literature Chair must obtain the necessary paperwork from the bank and collect the signatures of the Executive Officers).

## **The Role of the Literature Chair**

The Literature chair has a watchdog role over all aspects of financial management of the literature fund.

## **The Responsibilities of the Literature Chair**

The Literature Chair acts as an information and reference point for the Chair and other AAI members:

- clarifying financial implications of proposals;
- confirming legal requirements;
- providing current monthly reports at AAI meetings; and
- retrieving relevant documentation.

## **Duties of a Literature Chair**

The following points outline the financial duties of the AAI Literature Chair:

### **1. General financial oversight**

- Oversee and present financial statements to the AAI meetings
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of AAI
- Ensure compliance with relevant legislation.

### **2. Funding**

- Ensure use of funds complies with conditions set by AAI
- Ensure effective monitoring and reporting

### **3. Financial reporting**

- Present regular reports on AAI's literature fund financial position
- Present accounts at the AAI meetings

### **4. Banking, book-keeping and record-keeping**

- Manage bank accounts
- Set up appropriate systems for book-keeping and payments
- Ensure proper records and documentation

### **5. Control of literature fund**

- Ensure proper records are kept
- Ensure required insurances are in place.

In all of these areas the Literature Chair is responsible for ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements.



## *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



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(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

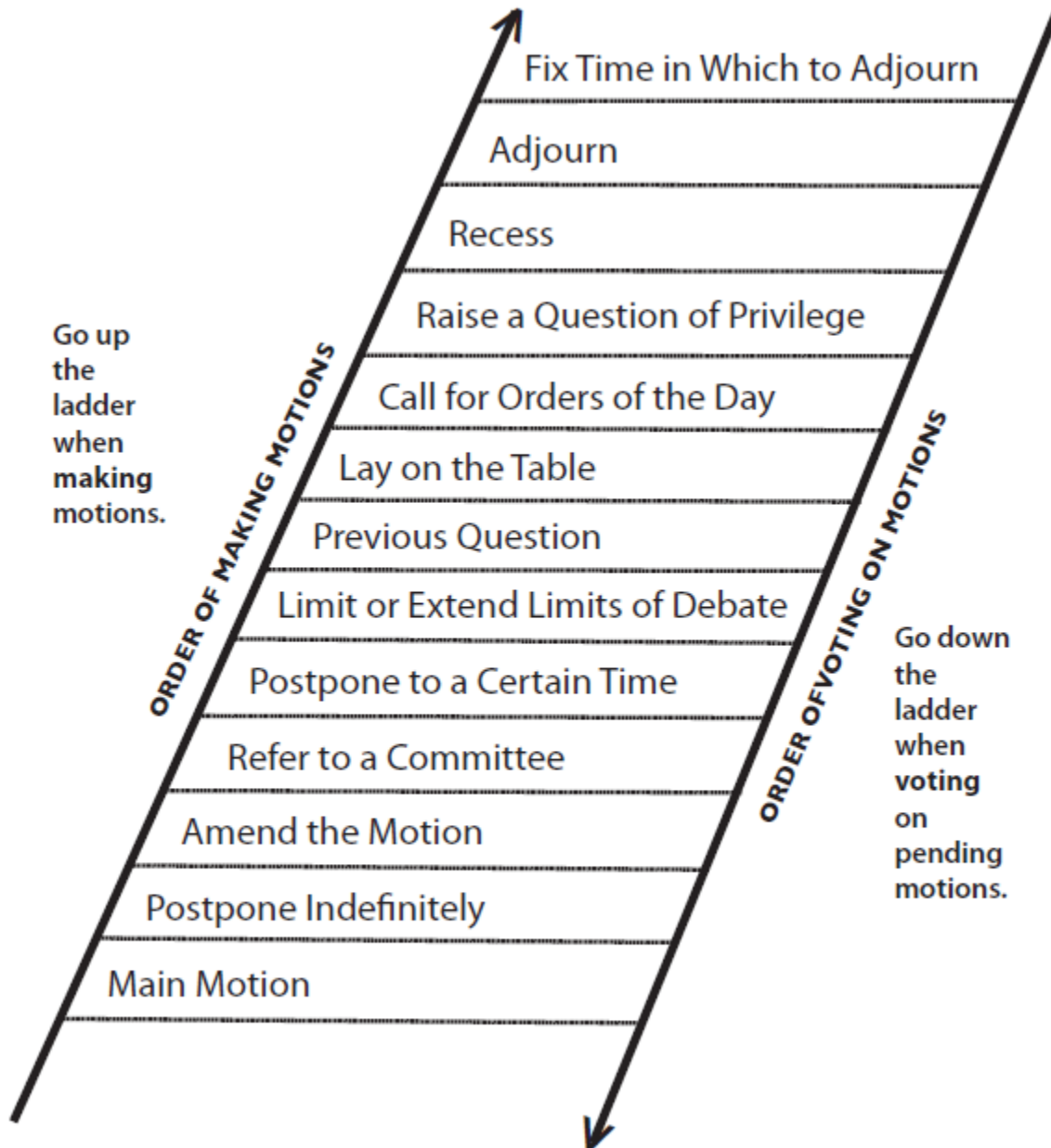
### **Notes:**

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.

### 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](http://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