

**Anchorage Alaska Intergroup
Of Overeaters Anonymous
Recording Secretary Manual**

Property of

If found, please return manual to the AAI Recording 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

Policies and Procedures.....	2-3
Qualifications for Executive Officers	
Terms of Office – Executive Officers	
Definition – Executive Officers	
Duties and Responsibilities of Anchorage Alaska Intergroup Executive Officers (Recording Secretary)	
Basic Role and Responsibilities.....	4-5
The Role of the Recording Secretary	
The Responsibilities of the Recording Secretary	
Duties of a Recording Secretary	
Keeping Minutes	
TAKING MINUTES	
Record-Keeping	
Archives	
Agenda.....	6
Motion.....	7
Minutes Template (Hard copy, you will be provided with a file).....	8
Debate of Issues.....	9
Behavior During Debates.....	10
Making a Motion.....	11
What is a Main Motion?	
Criteria for Main Motions	
Secondary Motion.....	12
Ladder of Motions in Order of Rank.....	13
Subsidiary Motion I.....	14
Subsidiary Motion II.....	15-16
Privileged Motion I.....	17
Privileged Motion II.....	18
Incidental Motion.....	19-20
Definitions.....	21
OA Terminology	
What Is?	
Contact the Anchorage Alaska Intergroup.....	22
Notes	23

Qualifications for Executive Officers:

All officers of AAI shall meet the following qualifications at the time of their elections or appointment:

1. One year of membership in Overeaters Anonymous,
2. Six months of current, continuous direct participation in the activities of AAI,
3. Six months of continuous recovery in Overeaters Anonymous as evidenced by
 - a. Six months current continuous abstinence; and
 - b. Physical, emotional and spiritual recovery as a result of working the Twelve Steps.

If no qualified candidate for an office can be found, the members may waive any or all of these qualifications.

No person who holds any office in another Intergroup of Overeaters Anonymous, or who represents another Intergroup at World Service Conference or a Regional Assembly may concurrently serve as an Officer of AAI.

Officers meet (via e-mail, face-to-face, telephone, or other available means) before the scheduled IG meeting to discuss the agenda. The agenda will be available to all members of AAI. Motions are put on the agenda by an officer.

Terms of Office – Executive Officers

POLICY

Terms of service for all Intergroup Executive Officers shall commence on the first day of January.

Definition – Executive Officers

POLICY

The Executive Officers of Anchorage Alaska Intergroup shall be comprised of a Chair, Vice-Chair, Treasurer, Corresponding Secretary, and Recording Secretary.

Duties and Responsibilities of Anchorage Alaska Intergroup Executive Officers (Recording Secretary)

POLICY

The Recording Secretary has the responsibilities of recording the minutes of the AAI and executive board meetings, maintain all files, minutes, and documents pertinent to AAI, and maintain all records of AAI.

PROCEDURE

1. The Recording Secretary's responsibilities are the following:
 - a. record minutes of AAI and executive board officers meetings,
 - b. keep minutes, and all records, files, minutes and documents relating to or generated by Anchorage Alaska Intergroup and Intergroup Executive Board meetings (except for financial records kept by the Treasurer) at the Oasis,
 - c. maintain a file of all minutes of past meetings,
 - d. maintain all records of activities of Anchorage Alaska Intergroup for five years prior to the current fiscal year (including any amendments to these By-Laws and Policies and Procedures), and shall make such records available to any interested member of the fellowship of Overeaters Anonymous,
 - e. have immediately available at each Intergroup meeting, minutes of meetings for the prior 12 months,
 - f. prepare, with the Chair and other executive board officers, the agenda at least one week before the AAI meeting,
 - g. obtain, compile and print the agenda and all written officer and committee reports for each Anchorage Alaska Intergroup meeting,
 - h. include in the minutes of each AAI meeting shall include:
 - i. call of order
 - ii. list of those present
 - iii. summary of committee reports
 - iv. summary of unfinished business
 - v. summary of new business motions made, seconded, and the outcome vote
 - vi. announcements
 - vii. time of adjournment

- i. email the Minutes to AAI groups, officers, and Webmaster, and
 - (1) send the minutes to the regional trustee.

The Role of the Recording Secretary

Recording secretaries keep a comprehensive log of items discussed and debated during meetings (AAI, executive, and special), conferences, workshops, and brainstorming sessions. These records, also known as minutes, may cover what was accomplished, said or set at the meeting, and may exclude individual opinions from group members. Recording secretaries may note the members who are present, record group decisions and write down actions in the order that they occurred. Once the session is complete, recording secretaries may make formal reports and copies of the minutes for distribution.

The Responsibilities of the Recording Secretary

What should the secretary take to the meeting?

- Paper for ballot voting or prepared ballots
- File or correspondence received and responses (if there is no corresponding secretary)
- Motion blanks
- Notepad (to write down anything that the Chair might need after the meeting)
- File to hold copies of motions, reports, materials distributed by the group Supplies which include pens, pencils, paper clips, stapler, post-it notes, tape, scissors, and anything else required for the meeting

Duties of a Recording Secretary

In addition to keeping the legal account of each meeting or workshop, recording secretaries must maintain records of past meetings, which may include indexing discussion topics. This involves noting amendments to previous minutes, reports of general matters and proposals under discussion. Additionally, recording secretaries may work with the presiding member and other executive officers to create an agenda for the meeting and discussion points. Should the group vote on any issues, the recording secretary may help with the process.

Keeping Minutes

The most important job of a recording secretary is keeping the legal, official minutes of organizational meetings. For an AAI officer, this may mean recording the proceedings of AAI, executive board, and special meetings that determine the fate of AAI. Minutes are official documents that may be given to both internal and external audiences, a recording secretary must know what to track and what to omit. That might include recording that a proposal was discussed, but not directly quoting from the discussion -- and how to format it for those who were not present. This may even mean preparing a report or summary of the minutes. Minutes are factual reports of regular business and actions taken at meetings. This means that you need not, and should not, record discussions or quote individuals.

TAKING MINUTES – What main points should always be included in the minutes?

- Name of the association
- Kind of meeting (AAI, executive board, special)
- Date, time and place of meeting
- Name and title of presiding officer
- Disposition of minutes of previous meeting (approved as read/printed/committee or approved as corrected)
- Treasurer's report as given
- Record of all bills approved for payment and/or ratification
- Record of each motion voted upon (unless withdrawn), with the name of the member who made the motion—the member who seconded the motion need not be recorded—and whether the motion carried or failed

- Copy of any resolutions and/or Policies and Procedures adopted
- Record of results of any election
- Brief notation of program – topic, names of participants, method of presentation
- Time of adjournment
- Title and signature of secretary

A few “quick tips”:

- Record what is done, not what is said.
- Organize notes into clear statements (not opinions), and record them in a permanent bound book.
- Record in the order that the business happens.
- Include copies of treasurer and financial secretary reports, budgets, and specific committee reports in their entirety, if need be.
- Be prompt and accurate.

Record-Keeping

Part of keeping accurate minutes and making them available at the necessary time is tracking ongoing items that take place over several meetings. For instance, a proposal made at one meeting may be voted upon at a later meeting. When the latter meeting takes place, the recording secretary needs to be able to read back the proposal before any vote. The recording secretary may also be responsible for recording the votes themselves, not just in terms of the result, but who voted for or against the proposal.

Archives

Recording secretaries are also responsible for maintaining the organization's records, including past minutes and votes. In the event previous minutes are amended, or a policy voted on at one meeting is changed at another, the recording secretary needs to have the necessary information at his fingertips. Recording secretaries also may need to distribute copies of the minutes electronically or in print to meeting attendees or others who need to know what transpired.

What records should be stored by the secretary?

- Copies of the previous minutes
- Copies of agendas
- The bylaws, policies and procedures, and standing rules
- Current membership list (includes date member joined)
- List of officers and committees
- Copies of current reports



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



OVEREATERS ANONYMOUS
Anchorage Alaska Intergroup
Meeting Minutes
Date

Present:

The meeting opened with the Serenity Prayer at 12:05. The Twelve Traditions was read, Concepts (Short Version) was read and Concept (Number corresponding to the month) (Long Version) was read.

The minutes from (Date) was read. A motion to accept the minutes as revised was made by (Name) and seconded. The motion passed.

REPORTS:

Treasurer’s Report:

Correspondence Secretary:

Region 1 Delegate:

Literature Chair:

Newsletter Editor: –

Retreat Committee –

Ad Hoc Committee

UNFINISHED BUSINESS:

- Originator	Summary of motion
Motion	
- Originator	Summary of motion
Motion	

NEW BUSINESS:

- Originator	Summary of motion
Motion	
- Originator	Summary of motion
Motion	

ANNOUNCEMENT:

-
-
-

The meeting adjourned at (Time) PM.

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. Chairperson or Madame Chairperson.
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

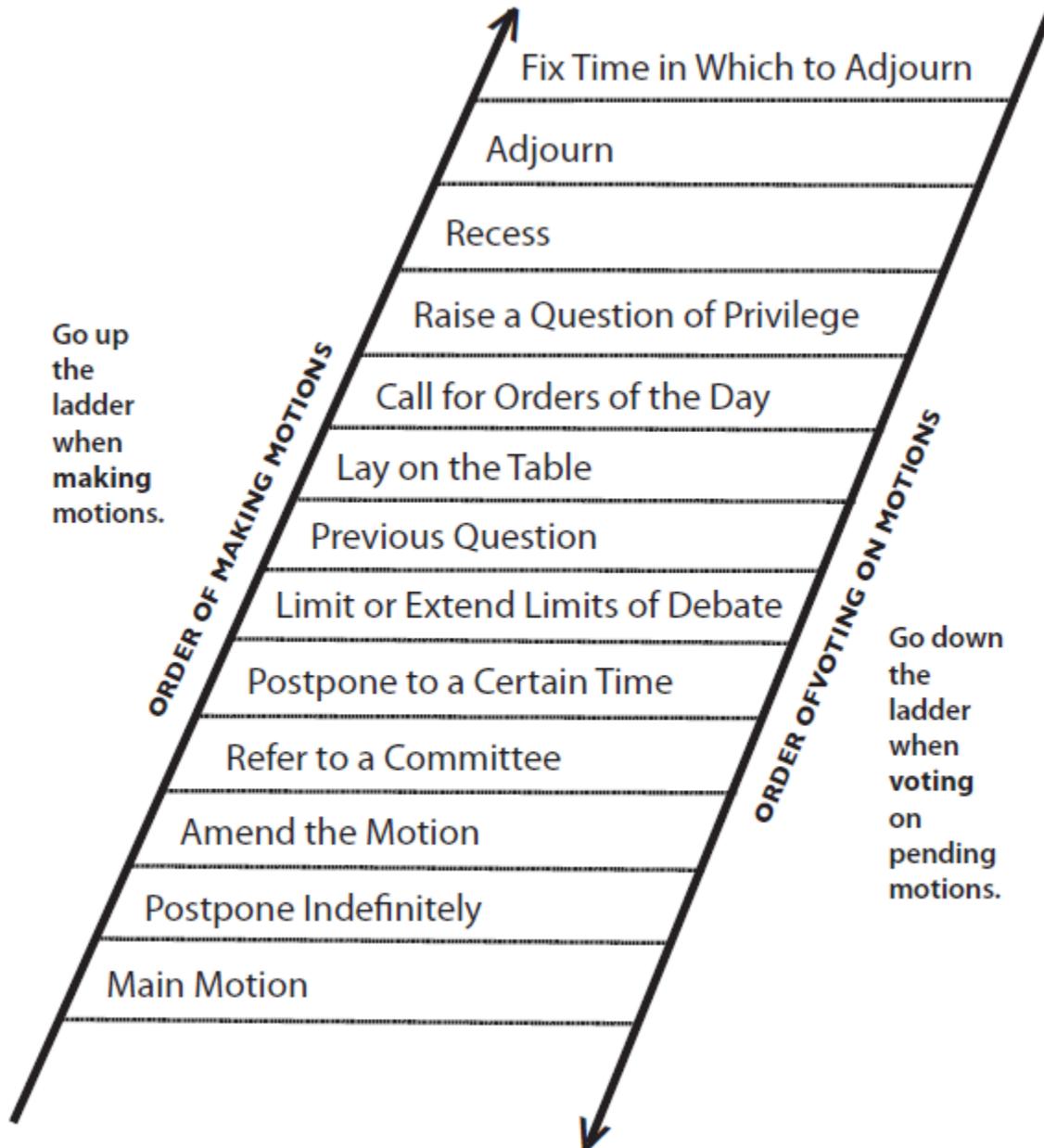
Notes:

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 844 or 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