

KBDM Procedure

How to gather information to make an Informed Group Conscience?

In a Knowledge-Based Decision-Making (KBDM) environment, ideas are brought to the Chairperson for AWSC agenda consideration through the links of service. The Chairperson may appoint a thought force to gather supporting information including background and a completed KBDM Questionnaire. When the thought force reports back to AWSC, it will be determined whether to go forward, to gather more information, assign a task force, or proceed with a motion. (See the procedures for making motions on Page 14?)

The KBDM Questions

Versions of the KBDM Questions are listed below. For further information and details, please see references in *Al-Anon/Alateen Service Manual, version two (2)*, pgs. 70-72 including the footnote on page 70].

Question 1

What do we know about our members' or prospective members' needs, wants and preferences that is relevant to this discussion?

Question 2

What do we know about the resources and our vision for the organization (Al-Anon and our meetings) that is relevant to this discussion? [What do we know about our finances, membership participation, resources and capacity?]

Question 3

What do we know about the current realities (membership, culture) and evolving dynamics of the world and our fellowship's environment (technology, our Legacies and spiritual principles) that is relevant to this discussion? What are the Pros and Cons? [What do we know about what's currently happening within our groups?]

Question 4

What are the ethical implications of our choices (pros and cons)?
In other words, will our decision be consistent with our spiritual principles, policies, and Twelve Traditions?

Question 5

What do we wish we knew, but don't? [What else do we need to know before moving forward?]

Oregon Area Flyer Eligibility Guidelines

Criteria for Flyer Approval:

To be eligible for posting on the Area website, printed in the *Communicator*, and/or distributed at Area events or through Area email lists, flyers (events/activities) must meet the following criteria:

- Be program related¹ and put on by or connected to an Oregon Area Registered Al-Anon/Alateen Family Group², **or**
- Be program related¹ and put on by or connected to an Oregon Area Al-Anon/Alateen Service Arm^{2,3}, **or**
- Be program related¹, put on by or connected to A.A. in Oregon, following A.A. guidelines, with Oregon Al-Anon/Alateen participation (speakers, workshops, meetings) connected to a Registered Al-Anon/Alateen Group or an Al-Anon Service Arm.^{2,4} “An A.A. event must have Al-Anon participation in order to have Alateen participation.”⁵
- The Flyer Committee will only approve flyers for events and activities that welcome any Al-Anon member (including newcomers).⁶
- “All events that include Alateen participation must be in compliance with the Area Alateen Safety and Behavioral Requirements of the Area in which the event is held.” The Area has responsibility for use of the Alateen name in the Area and must be made aware of proposed Alateen events through contact with the Area Alateen Coordinator.⁷
- “The Al-Anon/Alateen name cannot properly be used to identify or publicize retreats, events or activities sponsored by others. This applies when most or even all the participants are members of Al-Anon/Alateen. Otherwise there could be a misunderstanding of Al-Anon’s purpose and function.”⁸

Criteria for Event Contact Information

The assurance of anonymity is essential. “On any website accessible to the public, whether an Al-Anon site or not, full names, phone numbers, or other identifying information are not posted if they are identified as belonging to an Al-Anon/Alateen member.”⁹

The WSO recommends only the use of email addresses as a contact on flyers posted on public websites such as our Area website. It is suggested to use an Al-Anon Group, AIS, District, or Area email address. If using a personal email address, use an email address that protects anonymity and does not include a member’s last name. Members’ business email addresses should not be used, as they could imply affiliation and may not be confidential to the member.

An AIS/Intergroup phone number can be used, but personal phone numbers are not recommended.¹⁰ When a personal phone number is submitted on a flyer as the contact, the Flyer Committee will recommend not including a name, and the flyer committee Chairperson, in the interest of assuring anonymity, will call the contact person to confirm the use of their phone number. The Chairperson will seek to ensure that the contact person is aware of the risks to anonymity and that there is no other desired or safer method of contact available.

“Alateen names, email addresses, and phone numbers should never be posted as contacts.”¹¹

Determination Process:

The ultimate decision and responsibility for determining which flyers are approved belongs to the Flyer Committee. In order to assure that all criteria are met, the Flyer Committee reserves the right to obtain additional information about an activity or event prior to approving a flyer.

The Flyer Committee will be made up of three current Area World Service Committee (AWSC) members to be appointed by the Chairperson. Their determination will be final.

Autonomy of Service Arms When Announcing Events:

“Whether to announce a particular event is a matter of autonomy, keeping in mind groups, the District, AIS, or the Area may have different criteria.”¹²

Links to Regional, National and International Events:

Recognizing the principle of participation and the importance of linking members to Al-Anon events, the Oregon Area Website can post links to regional, national and international events.

Flyer Approval Procedure:

To have a flyer published on the Oregon Area website, put into the *Communicator*, and/or distributed at an Area event:

- Important: Plan for the whole process, from approval (by the Flyer Committee) to posting of your flyer on the website to take up to 2 weeks (assuming you respond in a timely manner to any requested edits or clarifications).
- Please use the Flyer Guidelines checklist (on the following page) when making up your flyer.
- When your flyer is ready, go to the Oregon Area website (www.oregonal-anon.org) and click the ‘Contact’ tab, then scroll down to the Flyer Committee email contact and click to send an email to the Flyer Committee (flyerapprovalcommittee@oregonal-anon.org). This will send the flyer to all three members of the committee at once.
- Attach and submit the flyer for review in either PDF, Microsoft Word or Google Docs, along with the following information in the text of your email:
 - Submitter name(s)
 - Submitter phone number(s)
 - Submitter e-mail address(es)
- The Flyer Committee Chairperson will send a confirmation email within 2 days of receipt of the flyer submission.
- The Flyer Committee Chairperson will send the final approved flyer to the Website Coordinator, The *Communicator* Editor, all AWSC members, and the submitter of the flyer. The Website Coordinator will send a confirmation to the Flyer Committee Chairperson when the flyer is posted.

Oregon Area Electronic (Virtual) Flyer Guidelines:

Flyers for electronic (virtual) events must meet all the above criteria. Please include the following specific electronic (virtual) application information.

- Website address and/or link of event or email address to request the event link/web address.
- Email address to request password (if password is required). All information necessary to login including link, meeting ID number, passcode and phone call in information.

Footnotes:

1. “...we keep our events focused on Al-Anon principles and topics.” From *Al-Anon/Alateen Service Manual 2018-2021*, version two (2), pg. 93
2. Referenced in *Al-Anon/Alateen Service Manual 2018-2021*, version two (2), pgs. 91-92 and G-40
3. Service Arm is defined as Al-Anon Information Service/Intergroup, District or Area.
4. The Flyer Committee reserves the right to contact the Oregon Alternate Delegate to obtain information about an event and ensure it is considered an A.A. event.
5. *Al-Anon/Alateen Service Manual 2018-2021*, version two (2), pg. 90
6. In keeping with The Traditions and *Al-Anon/Alateen Service Manual*, version two (2), pg. 85
7. Referenced in *Al-Anon/Alateen Service Manual*, version two (2), pgs. 90, 97; G-16, G-20 and G-7.
8. *Al-Anon/Alateen Service Manual*, version two (2), pg. 92, and Tradition 6
9. *Al-Anon/Alateen Service Manual*, version two (2), pg. 98
10. Referenced in *Al-Anon/Alateen Service Manual*, version two (2), pgs. 98-101 and input from the WSO Public Outreach Coordinator
11. G-40, pg.2
12. *Al-Anon/Alateen Service Manual*, version two (2), pg. 93

Oregon Area Flyer Guidelines Checklist

Flyers should include the following information (if applicable):

Name or theme: This is the title of the event, e.g.: “A Day in Al-Anon”.

What is it? A brief description of the event, e.g.: “Fun, Fellowship and Education”.

Host Organization(s): Identify who is putting on/hosting the event and their location, e.g.: “Your Group, AFG, Your City, OR”. Please remember to state that this is an Al-Anon, Alateen or Al-Anon and A.A. event as sometimes Al-Anon and A.A. have the same district number and sometimes Al-Anon and A.A. groups have the same name.

Speakers: If this is a speaking event, give information on the speaker(s), e.g.: “Mary D. from South Florida”

When (date of the event): Include the full date (month, day, year).

Time of the event: List the starting and ending time of the event including AM or PM. If there are various events with different start times, list the start time for each event or give a website where the schedule can be found.

Where: List the full address including City, State and Zip Code.

Instructions: In cities where there may be multiple streets with the same name, include a simple but clear map and, if possible, include driving instructions for out of town guests.

Who’s invited: Identify who is invited, e.g.: Al-Anon, Alateen, or Al-Anon and A.A. members, etc. If members of the public (observers) are welcome to attend, please identify this on the flyer.

Additional information about the event: List what will be taking place, e.g.: 50/50 drawing, auction, spaghetti feed, or any other activities taking place.

Proceeds for: Include the name of the entity or group receiving the proceeds from this event.

Contact Information: Include the appropriate event contact information on the flyer as recommended in the section ‘Criteria for Event Contact Information’ on pg.1 of the “Oregon Area Flyer Eligibility Guidelines”.

Registration Form: If your flyer has a registration form, these are things to remember:

- Include the amount of the registration fee and to whom it applies. Specify if it is a voluntary contribution or not;
- Include the full address where to send the registration;
- Specify to whom to write the checks;
- Registration deadline date; and
- Specify if pre-registration is required, and/or if you will accept registrations at the door.

Submit Flyer to the Flyer Committee Email Address:

flyerapprovalcommittee@oregonal-anon.org

Oregon Area Group Records Procedures

Updating Group Information

In accordance with Oregon Area Procedures, our Area Group Records Coordinator updates the information into the WSO Online Group Records database and submits updates to the Oregon Area Website Coordinator. District Representatives (DR) work with the Group Records Coordinator and their Groups to maintain current and accurate Group Records. Our goal is to emphasize how important it is to keep information up to date. Any questions can be referred to group-records@oregonal-anon.org.

Registering a New Group

When a newly formed group is ready to register with the World Service Office (WSO), the group should contact the DR. The DR will fill out the online form at <https://al-anon.org/for-members/group-resources/group-records/>. If there is no DR, a member of the group may fill out the form. This form is on the WSO website and is emailed directly to the Group Records Coordinator. The Oregon Area Group Records Coordinator enters the new information into the WSO Online Group Records database and submits updates to the Oregon Area Website Coordinator.

Specific Forms for New Groups and for Group Changes

There are two different forms to fill out according to the needs of the group. To register or change information for a group click on the link below:

1. Face-to-Face/Hybrid Meetings

New Al-Anon Group Registration (hold control button and click with mouse)

<https://al-anon.org/for-members/group-resources/group-records/new-al-anon-group-registration/>

Al-Anon Group Change

<https://al-anon.org/for-members/group-resources/group-records/changes-existing-al-anon-group/>

The form is processed and WSO emails the Area Group Records Coordinator the updated information and WSO Group ID number. This information will be forwarded to the appropriate District Representative and the person who submitted the form for confirmation. After confirmation, the Group Records Coordinator will send the information to the OA Web Coordinator to update on Oregon Area website.

2. Temporary Electronic Change Form (Discontinuing June 2024) Note: Temporary Electronic Groups have until June 2024 to register as Electronic Groups in the Oregon Area¹, or register to the GEA, or return to meeting face to face/hybrid.

Due to the COVID-19 pandemic, some meetings have moved from face-to-face to temporary electronic meetings. To post your temporary electronic meeting information and the link to the meeting on the WSO and Oregon Area websites, click on the below link to fill out this form.

Temporary Al-Anon Electronic Meeting Change Form

<https://form.jotform.com/201006291804141>

3. Electronic Meetings¹

Some groups meet only electronically. For those groups, click on one of the links below to fill out the appropriate form. The form is processed and WSO notifies the Area Group Records Coordinator who proceeds as noted in subsection 1, above, and the footnoted policy, below.

Electronic Meetings Registration

<https://al-anon.org/for-members/group-resources/group-records/new-electronic-meeting-registration/>

Electronic Meetings Change

<https://al-anon.org/for-members/group-resources/group-records/electronic-meeting-change/>

¹ See Policy and Procedure for Accepting Electronic Groups into the Oregon Area, Section VII Pgs. 6-7

Policy and Procedure for Accepting Electronic Groups into the Oregon Area

Groups meeting electronically may be accepted into the Oregon Area (OA) Service Structure after following the procedure listed in this document. The policy and procedure defines the process for electronic groups, whether registered in the Global Electronic Area (GEA) or other geographic areas of the World Service Conference (WSC) structure, to transfer to the OA. The WSC structure includes USA, Canada, Bermuda, and Puerto Rico. Electronic groups registered in the OA can transfer out of the OA.

1. Oregon Area Electronic Groups Affected by the Policy and Procedure

- a. A group currently registered as an in-person Oregon Area group, temporarily meeting as an electronic group, that wishes to remain electronic; will retain their registration ID# per the World Service Office (WSO) and can officially join the OA as an electronic group. The group submits an Electronic Group Change form on the WSO website. All registration, change, and transfer forms can be found at al-anon.org>Members>Group Resources>Group Records.
- b. If a currently registered in-person OA group has split into two separate groups, one electronic and one in-person, the in-person group retains the existing WSO ID#. The electronic group will register as a new meeting following the WSO on-line process.
- c. Registered groups in the OA may request to move from their current district to another OA geographic district or to the Oregon Area Electronic District, or vice versa. Groups then submit a request by email to the Area Group Records Coordinator (AGRC). It is suggested this move be approved once in a 2-year period.

2. The Oregon Area Electronic District (OAED) – District 18

- a. The Oregon Area will create an electronic District. The motion to create the OAED, District 18, is generated by the AWSC and voted on by the Assembly as outlined in the Oregon Area Handbook (OAH) Section V, p.3. The OAED will become an active district when the first electronic group is assigned to it.
- b. An electronic group may choose to join an OA geographic District or the OAED.

3. Electronic Groups Transferring into the Oregon Area from the GEA or another Area

- a. Procedure for Groups Transferring In
 - i. There has been a group conscience to request the transfer.
 - ii. The group will follow the transfer procedure of the WSO, the area it is leaving, and the Oregon Area. The group will submit the WSO on-line Transfer Request Form.
 - iii. The AGRC will assign the group to an Oregon Area District as requested by the group.
 - iv. The group will familiarize itself with the Oregon Area Handbook.
 - v. The Group Representative or other Officer of the transferring group will attend an informational meeting prior to the transfer.
- b. Procedure for the Oregon Area for Groups Transferring In
 - i. The Delegate is notified by the WSO of the request for transfer and informs the AGRC and District Representative (DR).

- ii. The AGRC and the DR will hold an informational meeting with a representative of the transferring group as noted in 3.a.v. The meeting includes an introduction to the Oregon Area Handbook. The AGRC and the DR notify the Delegate after this meeting.
- iii. The Leadership Team, together with the AGRC, will discuss the request. The Leadership Team votes to approve or not approve if there is concern that the transfer would harm the District or the Area.
- iv. The Delegate notifies the WSO of the transfer vote, approved or not approved.

4. Electronic Groups Transferring Out of the Oregon Area

- a. Procedure for Groups Transferring Out
 - i. The group has held a group conscience to request the transfer.
 - ii. The group submits the on-line transfer request form through the WSO. The group follows the OA transfer procedure for leaving the OA.
 - iii. The group agrees to give up participation in the OA.
 - iv. The GR or another group Officer attends an exit meeting with the DR and/or the AGRC.
- b. Procedure for the OA for Groups Transferring Out
 - i. The Delegate is notified by the WSO of the transfer.
 - ii. The Delegate notifies the DR, AGRC, and the Leadership Team.
 - iii. The DR and/or the AGRC schedule an exit meeting with the GR or a representative of the group transferring out as noted in 4.a.iv.
 - iv. The Delegate is notified upon completion of this meeting, and then notifies the WSO of the transfer.

5. Electronic Group Service Position Considerations

- a. "Membership entitles a person to vote and to hold office." 2022-2025 AI-Anon/Alateen Service Manual, p. 86
- b. When electing members to service positions, electronic groups should consider the member's ability to follow the links of service at the District and/or Area level.
- c. All members of OA AFGs can serve at the group, district, or area levels. Members standing for a position must meet the qualifications outlined in the OAH, Section II. The only exception pertains to members of AI-Anon who are also members of AA. See 2022-2025 AI-Anon/Alateen Service Manual pp. 59, 86-87.
- d. The OA has committed to hybrid meetings for the AWSC and Assemblies. The OA does not require that all Districts commit to hybrid meetings.

6. Terms and Support of this Policy and Procedure

- a. The Task Force on Accepting Electronic Meetings into the Oregon Area recommends this policy and procedure be approved by the OA Assembly for a two-year trial period. The Task Force recommends at the end of two years, the Assembly reviews the policy, makes any appropriate changes, and determines if it becomes permanent.

Procedures for Listing Groups on OA Website

Guideline for Oregon Al-Anon/Alateen Website -- Listing Group Meetings

This guideline is to encourage unity & consistency amongst groups listed on the Oregon Al-Anon/Alateen Website using the spiritual principles found in Conference Approved Literature.

Group meetings are listed on the www.OregonAl-Anon.org website when groups:

1. Are registered with World Service Office (WSO) and have an ID#
2. Hold regularly scheduled meetings
3. Abide by Al-Anon Policy found in current Al-Anon/Alateen Service Manual
 - a. Only allows the use of Al-Anon tools and materials; i.e., Conference Approved Literature, current Al-Anon/Alateen Service Manual, the Forum, etc. (See Al-Anon/Alateen Service Manual; Literature and Service Materials)
 - b. Respects the anonymity of all Al-Anon, Alateen & AA members
4. Abides by the Twelve Traditions, the Twelve Concepts of Service and the Al-Anon Principles as follows:
 - a. Welcomes anyone who has a problem of alcoholism in a relative or friend
 - b. Allows all members to share experience, strength and hope as equals and peers
 - c. Encourages all members to leave other affiliations outside meeting rooms
 - d. Presumes goodwill
 - e. Group members avoid the obstacles of gossip, dominance, and discussions of religion
 - f. Creates unity of purpose by keeping in mind the well-being of Al-Anon worldwide.

If a member(s) feels a group is not following the spiritual principles of the program, including the Twelve Traditions and Twelve Concepts of Service a presumption of goodwill and attempt for education shall be the first steps. The preferred method of conveying any non-adherence from the above is to speak directly with the Group, Group Representative and/or District Representative. The District Representative can offer education on the topic to the member concerned and/or the Group.

If after the education from the DR there is still a concern, refer to the Do Not Refer Process.

Do Not Refer Process for Meetings (Oregon Al-Anon/Alateen Website) [Approved by Area, Awaiting WSO Acceptance]

1. The District Representative will e-mail the Chairperson and Delegate asking for review of the concern, stating the remedies tried and the result.
2. The Chairperson may appoint a Task Force to do further investigation and education.
 - a. Chairperson, and/or Delegate direct the Task Force to research using written, verbal, and/or actual observation(s) of the Group.
 - b. At AWSC the Task Force presents their findings:
 - i. Makes recommendation(s)
3. Chairperson sends a letter to the Group with the recommendations and/or actions required to bring it into compliance with the Twelve Traditions and the spiritual intent of the Twelve Concepts of Service, with a deadline of three (3) months to respond, demonstrating the Group's intentions to remedy the issue(s) and how that will be done.
4. Completing the Process
 - a. When this process is complete, if the Oregon Al-Anon Family Group successfully demonstrates that it has remedied the issue(s), the resolve will be placed on the AWSC Agenda to present the actions taken to remedy the issue(s),
 - b. When this process is completed, if the Group chooses not to demonstrate that it has remedied the issue(s), the group's meeting listing on www.oregonal-anon.org will be removed.

- i. The Area Group Records Coordinator will
 1. Notify the Website Coordinator to remove the group listing from the website www.oregonal-anon.org
 2. Send a Letter to the Group, District, AIS, Literature Depot or Intergroup in the area of the Area's decision to remove the group from the Oregon Area Website.
 3. Send a letter to the World Service Office asking to have the group removed from their meeting referral list, the toll-free number and the www.al-anon.org website.

Request for Re-Listing Policy

[Approved by Area, Awaiting WSO Acceptance]

1. A group placed on the Oregon Do Not Refer list may have their Group Website Listing re-listed after the following has taken place.
 - a. A minimum of 1 year has passed since the meeting had their Website Privileges revoked.
 - b. Member(s) from the group meeting petition AWSC by sending the Chairperson a request stating the changes that have taken place to act in accordance with the Twelve Traditions and the spiritual intent of the Twelve Concepts of Service.
2. The District Representative is asked to attend the group meeting to confirm the past issue(s) have been remedied. The District Representative reports the findings to the Chairperson and Delegate.
 - a. The District Representative presents to the AWSC.
 - b. AWSC discusses the findings of the District Representative:
 - i. Makes recommendation(s)
3. Chairperson sends a letter to the Group with the decision.
 - a. If the Oregon Al-Anon family group has successfully demonstrated that it has remedied any issue(s) and removal from the Do Not Refer list is granted, the Area Group Records Coordinator will have the Group Re-Listed on www.oregonal-anon.org, and notify the District, AIS, Intergroup, and WSO with the decision to Re-List.
 - b. If the Group has not remedied the issue(s), the group will remain on the Do Not Refer list. A request for reinstatement can be made at a later time following the Request for Re-Listing Policy.

Area Election Procedures

To find good personal leadership, as suggested by Concept Nine, elections must be conducted with Al-Anon spiritual principles in mind, setting aside personalities. The following guidelines have been established to create a structure that will enhance the decision-making process for filling service positions. Providing Group Representatives with timely and appropriate candidate information using the Service Resume, is the cornerstone of our election process. Maintaining a spiritual tone and Higher Power connection during elections is a necessity.

Oregon Area Al-Anon follows the procedure in the Al-Anon/Alateen Service Manual for Area elections. (See Election Assembly Procedures, *Al-Anon/Alateen Service Manual, version two (2)*, pp. 151-153). It is important that everyone understands the method agreed upon for the election of Area Service Positions.

Pre-Election Assembly Preparations

1. The last year of the current panel is considered the election year for the next panel. Elections will also occur, as needed, to fill vacant positions.
2. Throughout the election year, information and training on elections will be provided. (e.g., Service Resume, skit, procedures, job fair)
3. One Area Officer will be appointed by the Chairperson and designated as the "Election Official".
4. Candidates are highly encouraged to complete and email a Service Resume to the Election Official (oregonareaelectionofficial@gmail.com) six weeks prior to the election assembly. (Service Resume follows these procedures.)
5. The Election Official will forward Service Resumes to all District Representatives (DR) or district contacts.
 - a. DR's are encouraged to promptly share with all GR's.

Election Assembly Preparations

1. The Election Official will bring Service Resume copies to the assembly.
 - a. The Election Official is not responsible for providing copies of Service Resumes submitted the day of the assembly.
2. The Election Official will provide copies of the Election Procedures at the election assembly.
3. At the election assembly, the chairperson selects 2 non-voting members to collect ballots and assist secretary with tallying and displaying voting results.
 - a. Tally's will be removed from view before candidates re-enter the assembly room.

Balloting Procedures for Delegate, Alt. Delegate, Chairperson, Secretary, Treasurer, Area Alateen Process Person (AAPP)

1. The Area Chair will ask all who have actively served at the Oregon Area level during the current or previous panel and have served as a District Representative at any time in the past, to stand. The Chair will ask those willing to stand for [Position] to remain standing.
2. The candidates will read their Service Resumes, as written.
3. The Oregon Area Chairperson invites assembly members to ask a clarifying question.
 - a. The purpose of a clarifying question is to make something more clear or easier to understand.
 - b. Examples:
 - i. When you said _____, what did you mean?
 - ii. I think I heard you say _____, is that correct?
 - iii. Could you please clarify _____?
4. Candidates leave the room once clarifying questions have been answered.
5. While the votes are cast, the chairperson encourages quiet amongst the members.

6. In the spirit of substantial unanimity, the first candidate to receive a two-thirds vote is elected.
7. If no one received the required two-thirds vote after two ballots, the Chairperson will approach the candidates and share the names of the two candidates who received the most votes and suggest that the others withdraw.
8. Whether or not names are withdrawn, another ballot is taken.
9. If after 3 votes, no election occurs, the names of the 2 candidates with the most votes will be drawn by lot. (See *Al-Anon/Alateen Service Manual, version two (2)*, Concept 9, pg. 194)
10. The first one drawn is elected.

Balloting Procedures for Coordinators, Alateen, Archives, Cooperating with the Professional Community, Forum, Group Records, Literature, Public Information, Technology, Website

1. The Chair will ask members to stand that are willing to serve as [position].
2. Each position is open to any qualified (see position descriptions in Oregon Area Handbook) Al-Anon member willing to serve.
3. The candidates will read their Service Resumes, as written.
4. The Oregon Area Chairperson invites assembly members to ask a clarifying question.
 - a. The purpose of a clarifying question is to make something more clear or easier to understand.
 - b. Examples:
 - i. When you said _____ what did you mean?
 - ii. I think I heard you say _____, is that correct?
 - iii. Could you please clarify _____?
5. Candidates leave the room once clarifying questions have been answered.
6. While the votes are cast, the chairperson encourages quiet amongst the members.
7. The candidate with the most votes (simple majority) received will be elected.

Officers Elected:

Delegate _____
 Alternate Delegate _____
 Chairman _____
 Secretary _____
 Treasurer _____
 Area Alateen Process Person (AAPP)

Archives _____
 Cooperating with the Professional Community (CPC) _____
 Forum _____
 Group Records _____
 Literature _____
 Public Information (PI) _____
 Technology _____
 Website _____

Coordinators Elected:

Alateen _____

AI-Anon/Alateen Service Resume
To stand for an Oregon Area position, it is highly desirable
to have served a 3-year term as Group Representative

The information submitted on this form is to demonstrate my interest, intent and commitment to standing for an Oregon Area position. The information is provided with the expectation that the contents will be treated as confidential and used exclusively for Oregon AI-Anon/Alateen purposes only.

Name (First and Last): _____ Phone: _____

Email: _____

Home Group: _____ District #: _____

Years in Alateen: _____ Active years in AI-Anon: _____ Years in AI-Anon Service: _____

Position/s sought (please list all): _____

Have you read the position description/s in the Oregon Area Handbook for all of the positions listed above? _____ Yes _____ No

If there are guidelines from the WSO for any of these positions, have you read them?
 _____ Yes _____ No

How many assemblies/AWSC's have you attended this panel? _____

Are you prepared to attend 3 AWSC meetings and 3 assemblies/year? _____ Yes _____ No

If any of these positions require technical skills, do you have these skills? _____ Yes _____ No

Please list required skills: _____

Do you currently have a Service Sponsor? _____ Yes _____ No

Service Positions (Group, District, Area, AIS, speaker, event, etc.)

Position	Years	Months

Why do you want to serve at Oregon Area? (Please limit response to space provided below.)

By signing below, I agree that I have read and agree to adhere to the service position description specific to the position(s) for which I am standing.

I understand that should I become unable to fulfill my service responsibilities; I will step aside.

Signature Date submitted

Candidates are highly encouraged to complete and email a Service Resume to the Election Official (oregonareaelectionofficial@gmail.com) six weeks prior to the election assembly.

Area Insurance Coverage and Instructions

In 2017 Oregon Area voted to have insurance coverage for all events in the state. It will include AWSC, Assemblies, State Speakers Meeting, OAC, groups and/or Districts. The insurance company that covers the area is Nova Casualty Company. A Certificate of Liability Insurance will be provided to the AI-Anon point person and the person/group requesting the certificate. Meetings are not required to have this coverage. However, if a venue or meeting location requests it then it will be provided.

The written policy or PDF copy is kept with the Treasurer's records.

Insurance Coverage:

1. \$1,000,000 personal injury
2. \$2,000,000 general aggregate
3. \$100,000 damage to premises
4. \$5,000 medical

Instructions for District Representatives/Group Representative to attain the certificate:

1. Contact the Insurance Liaison email: insurance@oregonal-anon.org
2. The following information is required to obtain a certificate:
 - a. Location (Church or site) name
 - b. Address of location
 - c. Person(s) who needs certificate (email or physical address)
3. The certificate will be sent within a couple of days.
4. Direct all requests and/or questions to Insurance Liaison, not the agency.

Instructions for Insurance Liaison:

When receiving request, please promptly send to designated insurance representative. Call the agency @ (707) 465-6508. Information needed by agency is: Location, name and address. Request that the certificate be sent directly to location with a copy to you and the person who sent the email asking for the certificate. Keep a copy of the email request and the certificate and put in the Insurance Liaison's binder. Update the list of certificates as needed.

General Assembly Procedures

Agenda

The agenda is derived from input through members of the Area World Service Committee (AWSC). Suggestions of all members and the membership-at-large are carefully considered.

The Chairperson can alter the agenda if circumstances warrant. However, any significant deviation from the agenda initiated by the Chairperson or any other member with voice requires a two-thirds vote.

Tips, Hints, and Words of Caution

In a Knowledge-Based culture, full discussion of an idea takes place before a motion is presented. At the end of a discussion, further discussion may be necessary. A motion need not be made after every discussion. Premature action (e.g., making or amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying business.

Proposed motions may come from the AWSC, committees, work groups, thought forces, or task forces.

The legitimate rights of the minority are protected by Concept Five (“The rights of appeal and petition protect minorities and insure that they be heard”) and are observed throughout our proceedings.

It is important to remember that the purpose of our procedures is to make it easier for us to conduct business; procedures exist to allow us to do what needs to be done in order to carry out the will of the fellowship by reaching an informed group conscience.

Voting by show of hands or closed ballot is decided at by the Area Chairman. Out of deference to those holding a minority viewpoint, applause is discouraged when a member expresses an opinion with which others may agree.

Asking for a Consensus

At times, there is a need for a consensus to obtain a sense of direction before moving forward. When a consensus is requested, the Chairman asks for a show of hands indicating “yes” or “no” expression from the members. Since this is not a formal vote, closed ballots are not necessary.

Substantial Unanimity

What constitutes substantial unanimity is decided at the beginning of each Assembly and AWSC.

Warranty Three: *That all decisions be reached by discussion, vote and whenever possible by unanimity.*

The principle of substantial unanimity does, however, have certain practical limitations. If such a time were to occur, we will have to decide, by a simple majority vote, what the requirements of substantial unanimity should be, whether two-thirds, three-quarters, or an even greater majority.

The practical and spiritual results of substantial unanimity will make itself evident.

AI-Anon/Alateen Service Manual, version two (2), pgs. 216-217

Assembly Motion Procedures

The Process:

1. When it has been decided to proceed to a motion after using KBDM:
 - a. Submit the motion to the Chairperson on a motion form. The form is available from the Secretary and in the Oregon Area Handbook. Matters that are recommended by AWSC are submitted to the members in advance, whenever possible, in the form of a proposed motion for approval. At the appropriate time, the proposed motion will be read to the membership.
 - b. **When the conscience indicates a specific motion is in order, any member with voice may prepare a proposed motion**
2. The motion will be read aloud by the Chairperson and discussion may follow.
 - a. The Chairperson invites all members with voice to participate in a discussion on the proposed motion.
 - b. The person who made the proposed motion begins the discussion in order to provide background.
3. Members who wish to speak line up at the microphones and are called on in order.
 - a. All comments are to be made at a microphone, and are limited to two minutes and only one appearance at the microphone per person per motion.
 - b. Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the microphone and say it again. If your opinion has already been expressed, you may wish to relinquish the microphone in order to hear other diverse opinions.
 - c. Out of deference to those holding a minority viewpoint, applause is discouraged when a member expresses an opinion with which others may agree.
4. When asking a question for clarity on the current discussion, hold up your *Service Manual*.
 - a. Questions begin with who, what, where, when, why, and how and do not contain personal opinion.
 - b. Questions and answers to the questions are not subject to the two-minute time limit.
 - c. If a question arises, it is the Chairperson's responsibility to call on the appropriate person to answer the question.
5. Only one proposed motion may be discussed at a time.
6. If the proposed motion as stated is unclear, the Chairperson may ask the originators to reword it.
7. Any member (including Chairperson) with voice may ask to have the discussion held at another time.
8. Focus on the proposed motion—remember we are to “presume goodwill” and practice “principles above personalities”
9. The Chairperson will ask for a consensus after each change that is proposed and a consensus that the motion proposal be acted upon at this time.
10. Once agreed upon, the Chairperson will reread the motion and a second is required from a voting member at this time.
11. The Chairperson will ask for any further discussion.
12. When discussion ends, a vote on the motion will be called for.

Voting on the Motion

1. The Chairperson rereads the motion.
2. The Chairperson calls for the vote.
3. All members are asked to remain in the room during a discussion and during the vote.
4. The following number of votes are required to carry a motion:

- a. The members determine the percentage required to carry motions. We strive to abide by the Third Warranty principle: "That all important decisions be reached by discussion, vote and, whenever possible, by substantial unanimity."
- b. Closed or Open Voting—At the beginning of each AWSC or Assembly, it will be determined by a show of hands whether we will have closed or open voting.

Counting the Vote—Closed Ballot

1. Ballots are marked YES, NO, or ABSTAIN. *
2. Ballots are collected by those persons designated by the Chairperson.
3. The vote is announced by the Chairperson and recorded by the Secretary.
4. Abstentions are not considered as votes, so the number of voting members may vary.
5. Void Ballots—A ballot is considered void if no mark is indicated showing YES, NO, or ABSTAIN; and if more than one category is marked.

Amendments: Should there be a need for an amendment, it must be related.

Postponing Discussion on a Motion:

The Chairperson has the authority to delay or continue a discussion at his/her discretion. If the members object, it takes a motion, second, and vote of substantial unanimity to overrule the Chairperson's decision.

Tabling a Motion:

1. Requires a motion and a second.
2. Is not debatable.
3. Needs substantial unanimity to pass.
4. If passed, the motion is rescheduled at the discretion of the Chairperson, unless the motion directs a specific date.

Calling the Question:

Calling the question brings discussion to a halt while members decide whether to proceed directly to a vote (the question) or go on with discussion. A motion to call the question:

1. Is made in order at the microphone and requires a second
2. Is not debatable
3. Requires a two-thirds vote by a show of hands
4. If the question passes, discussion ceases and members proceed immediately to vote on the issue before them. If the question is not passed, discussion on the main issue resumes.

Reconsideration

A request to reconsider after the vote must be made by a member who voted with the majority and wishes to reconsider the issue.

1. Requires a motion and a second.
2. The member who is proposing reconsideration is the only member to speak to the reason for requesting the reconsideration.
3. Needs a two-thirds majority by consensus to pass.
4. If there is a consensus to reconsider, full discussion on the original motion is resumed. (Members are urged to limit discussion to new considerations of the question under discussion.)
5. The same motion may be reconsidered only once.

Area Process for Nominating a NW Regional Trustee

Background:

Al-Anon members interested in becoming a Trustee should first read the Trustee Duties and Qualifications, on the Al-Anon.org website under Members → Board of Trustees → WSO Volunteers → Board of Trustees.

If a member meets the qualifications, an online application is available under the Duties and Qualifications mentioned above. There is no paper application.

Once a member has applied to be a Trustee through Al-Anon.org, the Delegate is notified by WSO, the Area Process for Nominating NWRT can begin.

Things to consider:

- Each Area can put one candidate forward, regardless of how many apply.
- Each candidate must be approved by the Area before WSO will move the application forward in their process.
- The term length is three years or by special appointment (Partial one or two-year term).
- The Delegate, past Delegates and former Trustees within the Area can answer questions about the role of a Trustee and the process to follow to become one.
- The 2018-2021 Service Manual v.2 holds additional information on Trustees.

Important dates to keep in mind:

- To allow time to approve a candidate, the Area must approve a candidate by the June AWSC to meet the WSO deadline.
- All resumes are due to WSO by August 15 each year.

Oregon Area process in nine steps:

- 1) Submit the application to WSO. Once WSO has notified the Delegate, the candidate will send the application or a personalized service resume to the Chairperson and ask for time on the AWSC agenda.
- 2) The deadline for Oregon approval is the June AWSC of the year before the position is set to begin.
- 3) Once submitted electronically to the Chairperson, the application or service resume will be shared at AWSC and the candidate will read the WSO application/resume in person.
- 4) Once the application/resume has been heard by the AWSC, any questions pertinent to the position may be asked of the candidate.
- 5) As per Oregon Area election procedure, the candidate(s) leave the room during voting.
- 6) When all discussions are complete, the AWSC members will vote by ballot. A simple majority is needed for candidate approval.
- 7) An alternate may be selected in the same manner; the alternate candidate would only stand in for the primary candidate if something happened to the primary candidate prior to the August 15 deadline.
- 8) The approved candidate(s) would then be presented to the July Assembly for affirmation (not vote). The Delegate announces this and asks for the Assembly to affirm the AWSC's vote by group conscience.
- 9) If a candidate is approved, the Delegate then sends an email indicating Area approval for the chosen candidate. This is done using the same email the WSO originally sent, notifying the Delegate of the potential candidate's resume submission.
- 10) If the candidate is selected to be on the Board of Trustees for any term length, that candidate can be re-nominated for a second term without going through the approval process again, provided that they submit an application through the Al-Anon.org website (if necessary), and they have not experienced a breach in conduct as Trustee.