SEX AND LOVE ADDICTS ANONYMOUS

CONFERENCE SERVICE MANUAL

2024 EDITION

2026 CORRECTIONS & ADDENDUM

The 2024 CSM script was created for an in-person ABM, and some areas were subsequently modified for use at a virtual ABM. It still contains terminology used at in-person ABC/Ms, such as "going to the microphone" or "hand counting the votes" – now which are handled by the "raise hand" feature in Zoom and the Zoom Digital Poll feature. Language may be adjusted for online participation.

SPECIFIC CORRECTIONS

- The 2024 CSM misuses "spiritual reminder" as a person with a spiritual minding role. The official name of the designated person is "spiritual minder."
- The 2024 CSM occasionally uses terms like "for" or "against". Any time these terms appear, they should be replaced with the terms "in favor" and "oppose."
- The 2024 CSM designates that individuals who are not voting members of the conference to choose that vote during the voting process, but the tech host removes non-voting members from the room during voting processes. The vote option will be removed. The related instruction is therefore unneeded and is deleted.

ADDITION TO OFFICIAL DOCUMENTS:

- The CCC Facilitation Working Group has created visualizations found at the ABM website: CCC Approved 10 July 2026 which will be included in the next revision of the CSM, but may be referenced during the ABC/M as official ABM documents.
  - Visualizations link appears at **https://abm.slaafws.org**.

CCC Approved 10 July 2026

THE S.L.A.A.
CONFERENCE SERVICE MANUAL

Revised 2024

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F.W.S. Website: www.slaafws.org

1996	First Edition	Conference Charter Committee
1997	Second Edition	Conference Charter Committee
2001	Third Edition	F.W.S. Office
2003	Fourth Edition	F.W.S. Office
2004	Fifth Edition	F.W.S. Office
2005	Sixth Edition	F.W.S. Office
2007	Seventh Edition	F.W.S. Office
2008	Eighth Edition	F.W.S. Office
2009	Ninth Edition	Conference Charter Committee
2010	Tenth Edition	Conference Charter Committee
2011	Eleventh Edition	F.W.S. Office
2012	Twelfth Edition	F.W.S. Office
2013	Thirteenth Edition	Conference Charter Committee and F.W.S. Office
2016	Fourteenth Edition	Conference Charter Committee
2017	Fifteenth Edition	Conference Charter Committee
2018	Sixteenth Edition	Conference Charter Committee
2019	Seventeenth Edition	Conference Charter Committee
2020	Eighteenth Edition	Conference Charter Committee
2021	Nineteenth Edition	Conference Charter Committee
2022	Twentieth Edition	Conference Charter Committee
2024	Twenty-First Edition	Conference Charter Committee

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List of Diagrams and Charts

FOREWORD

This Conference Service Manual (CSM) was created in 1995-1996 from the materials and experiences of members who had participated in S.L.A.A. service since the first Annual Business Meeting (ABM) in 1982. The Conference Charter Committee (CCC) and the F.W.S. Office have continued to update and revise this service manual to provide Annual Business Conference/Meeting (ABC/M) Delegates with knowledge of the business process and worldwide service.

This document is a work in process and continues to evolve.

We hope that you find the information helpful.

- *2009-2024 Conference Charter Committee and the Conference Service Manual Revision Work Group (CSM RWG)*

We're Better When We're United

The S.L.A.A. F.W.S. Board of Trustees (BOT) stands for unity among our members. We celebrate the rich, diverse tapestry of our global membership by fostering supportive spaces for individuals of all ethnicities, gender identities, ages, religions, sexual orientations, physical or mental abilities, histories, legal consequences, and experiences.

The S.L.A.A. F.W.S. BOT encourages all S.L.A.A. members to value our differences and bring our authentic, whole selves to the rooms. Our diverse voices bring tremendous value to our fellowship. It is our hope that all sex and love addicts feel welcome and accepted in these safe spaces of recovery.
Board Approved 2021

Code of Ethics

To keep each of our meetings safe and productive, we:

- **Communicate our views honestly and respectfully** on issues raised. We do not raise our voices, stoop to sarcasm, or try to bully others into our way of thinking.
- **Are tolerant** when we differ. We share our meeting time fairly so that each of us has an equal opportunity to comment.
- **Are willing to put our egos aside** when our opinions do not win favor with others. We are able to let go, trust our group conscience, and work for the greater good.
- **Encourage one another** by doing our part to maintain a safe and supportive atmosphere.

These points have proved to be our blueprint for success. We ask your cooperation in continuing these traditions as we work together in the coming months. Thank you for helping the CLC by contributing your time and talents. Your Twelfth Step work is deeply appreciated!

The above was developed by the Conference Literature Committee (CLC) and used here with CLC permission. December 2021

Chapter One: Overview of S.L.A.A. Conference Service

Introduction to Service

Brief History of the Annual Business Conference

What we now know as S.L.A.A. began December 30, 1976 with four people who found each other through Alcoholics Anonymous and believed they were suffering from sex and love addiction. These people agreed to meet on a regular basis to foster support and as a means to stop the obsessive and compulsive behavior that was causing them pain. From this first meeting, the program has grown worldwide into what it is today: As of September 30, 2023, we had 74 Intergroups and 1,398 Groups registered. Based on an Intergroup survey in April 2013, there are an estimated 1,200 meetings and 16,000 Fellowship members worldwide.

As the program began to flourish, there came a need to address issues that were affecting the Fellowship as a whole in a formal and constructive way. In 1980, S.L.A.A. adopted a Motion to incorporate in the state of Massachusetts. The state laws required that there be an election of Officers yearly, so on January 14, 1984, the first meeting, known then as the "F.W.S. Conference," was held at the Grace Episcopal Church in Newton, Massachusetts. Eighteen people attended that first business meeting of the Fellowship.

The business items included:

1. A decision to publish the S.L.A.A. Basic Text manuscript;
2. Creation of a committee to develop a compensation plan for the book's authors and editors;
3. Changing the 12th Step from "all our affairs" to "all areas of our lives;"
4. A progress report from the San Francisco Bay Area (their first meeting was August 9, 1982);
5. A financial report showing for the 1983 fiscal year $1,115 in donations and $663 in expenses.

Workshops were held on the following topics:

- Experiences Carrying the Message;
- Experiences Starting New Groups;
- The Experiences of Recovery — Personal Stories; Getting Current.

The Fellowship has held an annual meeting every year since then, with the exception of 1986. Along the way, the Fellowship's meeting was changed from the "F.W.S. Conference" to the "S.L.A.A. Annual Business Conference/Meeting (ABC/M)". The participants meet mainly to conduct the business of the Fellowship.

During 1990-1991, the recovery portion of the Fellowship's meeting became the "S.L.A.A. International Recovery Convention" (IRC). A decision was made to hold the ABC/M in the same location every year. This was later changed to alternating the host city by U.S. geographical location (east, west, north and south) to include wider representation of the Fellowship. The Travel Equalization Fund (TEF) was approved by the Conference in 1996. This was to support members who may have higher travel costs due to a greater distance to the ABC/M, and to encourage greater participation, group conscience and a sense of unity.

In 2006, the F.W.S. Office moved from Boston, Massachusetts to San Antonio, Texas. In 2013, the Conference approved a Motion to move the state of incorporation from Massachusetts to Texas. Texas and Massachusetts law were not conducive to a reincorporation or merger and a new corporation had to be formed in Texas and transfer of assets was necessary. This was completed in 2015 with the transfer of assets from The Augustine Fellowship, Sex and Love Addicts Anonymous, Fellowship-Wide Services, Inc. (the Massachusetts Corporation which was then dissolved), to the new Texas Corporation, The Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc.

Our history continues to be written and you are a part of this unfolding story.

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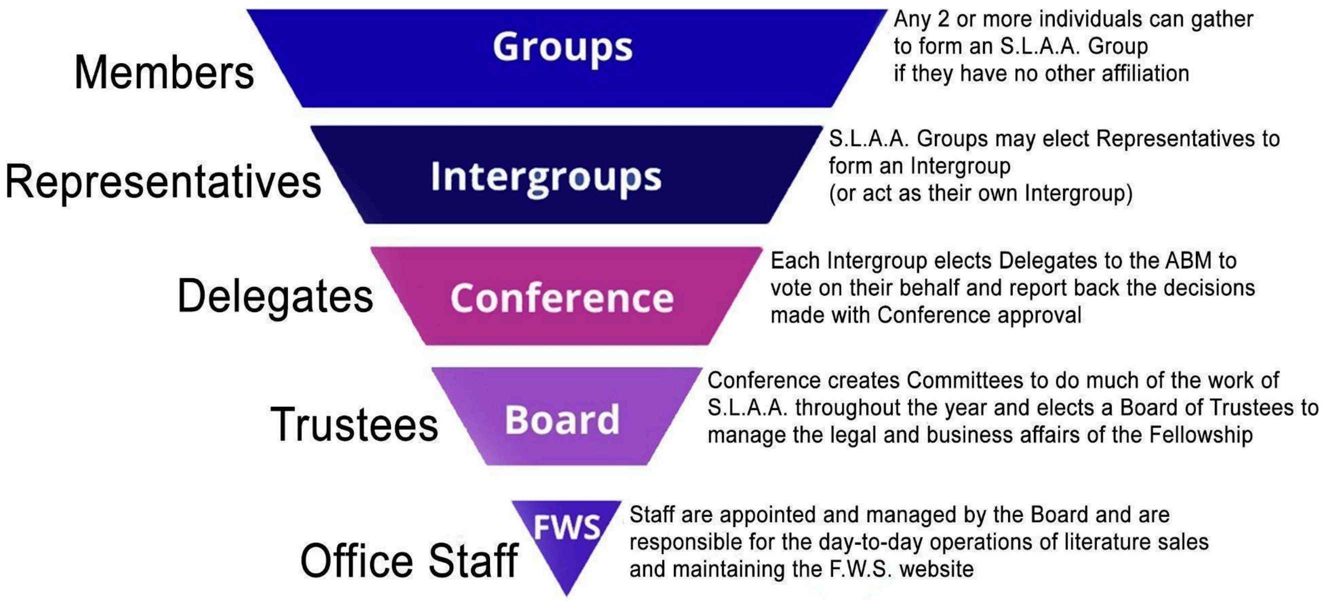
Service and Responsibility in S.L.A.A.

At all levels of service in S.L.A.A., we work together to achieve our primary purpose to help the sex and love addict who still suffers. **Concept One** states that "Ultimate responsibility and authority for S.L.A.A. world services always reside in the collective conscience of our whole Fellowship." The image of an inverted triangle illustrates the service structure of S.L.A.A. that begins with S.L.A.A. Groups. Service entities of F.W.S. and the Board of Trustees (BOT) are responsible to the Conference, Intergroups, Groups, and members as well as the public asking for information.

The Inverted Triangle



Annual Business Conference Structure

The following Conference Service Organization Chart details the service structure of the inverted triangle. Individuals gather to form an S.L.A.A. Group. An S.L.A.A. Group may or may not elect to participate in a regional/local Intergroup, or function as an Intergroup. An Intergroup or a Group functioning as an Intergroup (see By-Laws Article IV, Section 1b) may choose to select a Delegate to attend the Annual Business Conference/Meeting. The Conference creates Conference Committees to accomplish much of the Fellowship's work throughout the Conference Year. The Conference also elects the Board of Trustees to manage the legal and business affairs of the Fellowship, as well as oversight of the F.W.S. Office.

Conference Service Organization Chart

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Conference Language — Terms used in Service

(see Appendix A for Abbreviations and Acronyms Used Frequently)

Annual Business Conference (ABC): Refers to the once-a-year event at which S.L.A.A. members and other members of our service structure conduct the Annual Business Meeting. The ABC may include other activities such as recovery meetings, a fundraising auction, and entertainment.

Annual Business Meeting (ABM): Refers to the full-assembly business meeting at the ABC. This is the working portion of the ABC where members participate in discussion of F.W.S. business and ideas that will affect the Fellowship as a whole. According to The Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc. By-Laws, it is a requirement to hold an annual meeting to, at least, elect new Trustees. Often the ABC and ABM are referenced together as the ABC/M.

ABM Agenda: The business agenda, with a list of Motions and Items for Discussion (IFDs), which is addressed at the ABM.

Board of Trustees (BOT): An elected or appointed group of up to 9 members who act as the guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts of S.L.A.A., and manage the affairs and activities of the Corporation including the oversight of the F.W.S. Office. The Board also acts as spokesperson for the Fellowship in matters affecting S.L.A.A. as a whole, supervises Fellowship publications, guides public information and attraction efforts of the Fellowship, and provides guidance to Groups.

BOT Liaison: A board member that serves as a resource to one or more Conference Committees facilitating the flow of information and communication from Board to Conference Committees and vice versa. The decision of whether to be a fully participating member of the Conference Committee is mutually agreed upon via Group Conscience.

By-Laws: The legal document that governs The Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc. (See also: ABM Process for By-Laws Motions, page 54)

Chair (Facilitator): The person who is leading the meeting or responsible for acting as the key facilitator of the work being done by the groups of which they are a part. During the General Assembly of the ABM, this person is known as the Facilitator.

Charter: The body of principles and relationships which set out the structure of the S.L.A.A. Conference and its service entities. Article V of the By-Laws establishes the framework of the Conference Charter. Conference Committee charters are drafted by the Conference Committees, themselves, and generally represent a description of the Conference Committee or its mission statement.

Closed Meeting or Session of a Business Meeting: A portion of a business meeting frequently used to vote for a Chair, Vice-Chair or Co-Chair or discuss confidential matters. It is usually not recorded but the vote or consensus of discussion is provided.

Conference, the: Refers to the voting body of the ABM as outlined in the By-Laws, Article V, Section 8c that includes "delegate members, members of the Board of Trustees, senior staff as interpreted by the Board of Trustees, members of the F.W.S. Administrative Staff, the Chair of the Conference Charter Committee, and the *Journal* editor."

Conference-approved Literature: The term refers to literature (books, booklets and pamphlets) that has been approved by the Conference at an ABM.

Conference Charter Committee (CCC): This Conference Committee ensures the facilitation and implementation of the Conference Charter as stated in the By-Laws, Article V. The CCC acts as liaison to the Conference Committees and facilitates the ABC/M in cooperation with the BOT.

Conference Committee: A group of Conference and non-Conference members that work throughout the year to help accomplish the work of the Conference. There are up to or often 15 Conference Committees that vary in focus and activity. During the ABC, Conference Committees meet to discuss the ABM Agenda, projects, priorities, funds required, and membership.

Conference Newsletter (CN): A quarterly publication created by the CCC in 1996 to facilitate discussion and communication throughout the year among Conference attendees. Originally called the Delegate Newsletter 1991-1996 the last publication was June 2009.

Conference Service Manual (CSM): A document that opens with a history of S.L.A.A. services, then explains the Service Conference structure and its year-round importance. Chapters cover the overview of S.L.A.A. Conference service, preparation for the ABC/M including the roles and responsibilities of Intergroup Reps (IRs), Delegates, Board of Trustees (BOT), what takes place during and after the ABC/M, scripts for the ABM Motions and Items for Discussion (IFDs) as well as what happens at the F.W.S. Office and the *Journal*.

Conference Theme: One of the 12 Traditions is selected for the ABC/M as a theme and for a panel of speakers and for BOT candidate(s) to discuss. The Tradition selected is the one following the previous year's Tradition.

Conference Year: Begins immediately after the last General Assembly that closes the ABM through the last General Assembly of the ABM the following year.

Delegate Member: The member elected by an Intergroup or Group(s) to represent them at the ABC/M and to bring back the results of that meeting.

Designated Representative/Presenter: During ABC/Ms and Conference Committee Chairs meetings a Conference Committee may designate a member of the Conference Committee or BOT Liaison to present reports on behalf of the Conference Committee.

Facilitator: This person chairs a General Assembly of the ABM and focuses on moving the Conference through the ABM Agenda. When the process or procedure is vague or unclear, the Facilitator, after hearing input by those who are experienced in Conference procedure (if needed or requested), is responsible for making a judgment call on how to proceed. The Facilitator must always remain neutral and may be supported by the Assistant Facilitator, whenever necessary. (See also: Who Conducts/Moderates the ABC/M, page 41)

Facilitator, Assistant: The person in this role supports the Facilitator, offering whatever service the Facilitator deems helpful. In addition, the Assistant Facilitator watches the Conference for questions or concerns that may not be noticed by the Facilitator. This person provides input when requested by the Facilitator as described above.

Facilitator, Back-up: This person is available to step into either the Facilitator or Assistant Facilitator role if, for whatever reason, one of these people cannot continue in this role. The Back-up is often present in a training and development capacity and advises the Facilitator when asked.

Fellowship-Wide Services (F.W.S.): The service office that is the direct link to S.L.A.A. Intergroups, Groups and individual members worldwide. F.W.S. is responsible for assisting the Conference and Conference Committees as well as the BOT in performing its duties and legal requirements and to help S.L.A.A. as a whole achieve its primary purpose — to carry the message to the sex and love addict who still suffers.

General Assembly: Refers to the time during the ABC/M when the Conference reviews and discusses the ABM Agenda and other Fellowship business.

General Member: "Any person who has a desire to stop living out a pattern of sex and love addiction" as defined in Article III Section 2 of the By-Laws.

International Recovery Convention (IRC): A separate, S.L.A.A. recovery event, emphasizing S.L.A.A.-related workshops, topic meetings, and S.L.A.A. speakers who share their experience, strength, and hope in recovering from sex and love addiction. This event may happen at a different time and location from the ABC/M, or may immediately follow an ABC/M and is often hosted by the Intergroup sponsoring the ABC/M.

Item for Discussion (IFD): A matter presented to the Conference for formal discussion at the ABM. No vote is taken on an Item for Discussion, but the subject of the IFD may be brought to the Conference as a Motion at a subsequent ABM. (See also: ABM Process for Items for Discussion, page 42)

Motion: A request, directive, policy statement, or By-Laws change that is presented to the Conference for a vote at the ABM. The process of submitting and considering Motions is structured to provide the greatest possible group conscience of the Fellowship. (See also: ABM Process for Motions, page 45)

Observer: Any individual who registers and attends the ABC/M but is not a voting member of the Conference. Observers are frequently members with previous ABM service experience and may help facilitate General Assemblies and lead other activities of the ABC; e.g. the Delegate Orientation.

Historically, at face-to-face ABC/Ms, an observer pays the registration fees and housing/food costs like the voting Conference members, but does not pay into, nor is eligible for, the Travel Equalization Fund (TEF).

Quorum: The minimum number of voting members necessary to conduct business and Board of Trustee elections at the ABC/M. The By-Laws (Article V, Section 4b) state that a quorum shall consist of 4/5 (80%) of all Conference members. It is important that all voting members be present at all General Assemblies.

Spiritual Minder: This person has primary responsibility for calling for a period of silence whenever emotions seem to be rising, if it is time for a difficult vote, or whenever it seems appropriate to restore the spirituality of the meeting. The Spiritual Reminder is a returning Delegate chosen by the facilitator.

Spiritual Reminder: The purpose of the spiritual reminder is a period of silence for "30 seconds of silence" or "60 seconds of silence." Although one person is designated as the Spiritual Minder,(page 42); any member can private message the assigned Spiritual Minder and request for a 30- or 60-second period of silence, as appropriate.

Regardless of what is going on at that moment the entire Conference must honor the call for silence. This time is ideally used to meditate on the will of our Higher Power and to remain, or regain, our spiritual centeredness. The Spiritual Reminder is not used to control another individual or the Conference.

The Time Keeper will announce when the period of time is up by saying, “Time”. The Facilitator will presume the meeting, at the point prior to when the Spiritual Reminder was called.
(See also Time Keeper and Spiritual Reminders (page 42) and Spiritual Minder (page 42).

theJournal: An independent, bi-monthly, self-supporting S.L.A.A. magazine that highlights members’ stories focusing on recovery, experience, strength and hope: Established in 1989.

Time Keeper: The individual selected to help monitor time guidelines. (

Volunteers: Members of the Fellowship who attend the ABC/M and may assist the F.W.S. Staff. These volunteers may be part of the local area Intergroup or offer technical support . Some may be permitted in meetings or locations of the ABM, but can not participate in the business decision making processes.

Groups

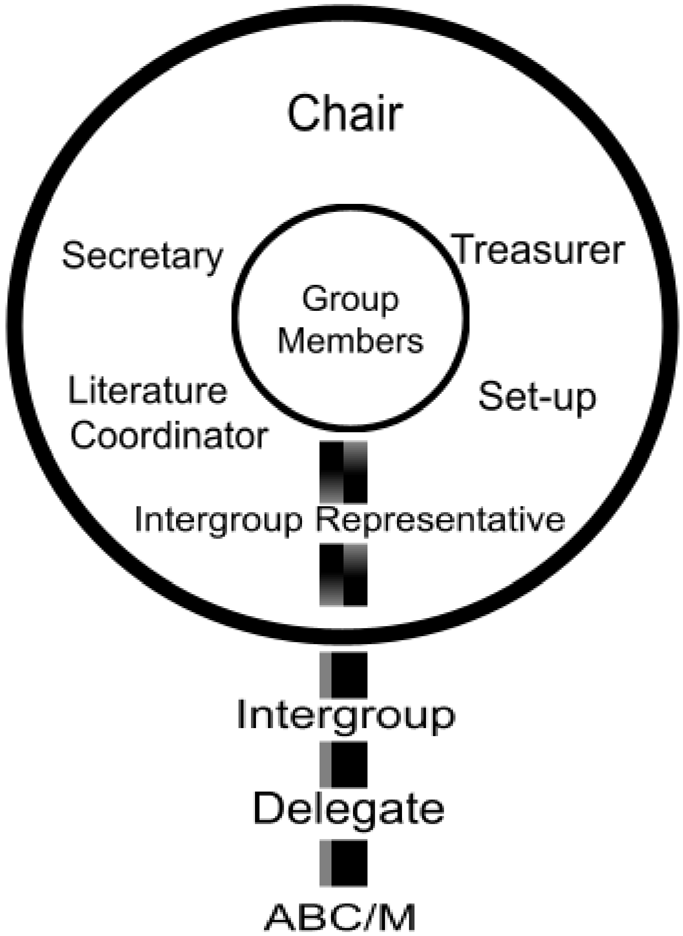
Tradition Three describes an S.L.A.A. Group: “The only requirement for S.L.A.A. membership is a desire to stop living out a pattern of sex and love addiction. Any two or more persons gathered together for mutual aid in recovering from sex and love addiction may call themselves an S.L.A.A. group, provided that as a group they have no other affiliation.”

For many members of the Fellowship participation in a Group is essential to sobriety. In a Group, members accept service responsibilities; learn to set boundaries and to build friendships. In addition, all members have the right to vote (**Concept Four**) on issues that affect the Fellowship as a whole regardless of the length of sobriety.

This right of participation (**Concept Four**) at the Group level is the basis of the service structure. It is suggested that an S.L.A.A. Group be chosen as the home Group. This is where business meetings are attended and the right to participate and vote as part of the group conscience (**Tradition Two**) of the Fellowship is exercised.

Group service positions may include set-up, secretary, treasurer, literature coordinator, chair and Intergroup Representative and are usually the way members first experience service. The circle below shows a suggested Group service structure.

Group Service Positions Diagram



The Intergroup Representative (IR)

The Intergroup Representative is the link between the Group and S.L.A.A. as a whole. The IR represents the group conscience, reporting to the Intergroup and to the Delegate, who passes this on to the Conference during an ABM. This communication is reciprocal making the IR responsible for bringing back to the Group actions and discussions that took place at the Intergroup meeting and the ABC/M. Only when an IR keeps the Group informed, and communicates the group conscience, can the Conference truly act for S.L.A.A. as a whole.

Qualifications

Experience shows that many IRs have been active in Group, Intergroup, or other service and have encountered situations in which the Twelve Traditions and Twelve Concepts have been used to solve problems. IRs have time available and the confidence of the Group, plus the ability to listen to all viewpoints. The suggested length of sobriety is three months self-defined continuous sobriety. Length of time in the program may also help Group members decide on the best IR for the Group.

Responsibilities

IRs attend Group and Intergroup business meetings, provide Intergroups and Delegates with up-to-date Group information, learn about the Twelve Traditions, Twelve Concepts and Twelve Recommended Guidelines for Dealing with the Media, and may work with Group treasurers to develop ideas for Group support of F.W.S. IRs encourage the Group to support the Intergroup, and are familiar with the free pamphlet, "Supporting S.L.A.A. The 60/40 Way."

Term and Method of Election

It is suggested that IRs be nominated and elected by Group members to represent the Group for two years. An alternate IR may be elected at the same time, in case the IR is unable to attend all Intergroup meetings, and to share in the responsibilities of the IR.

Intergroups

Intergroups are the link between Groups and the S.L.A.A. Fellowship as a whole. Generally, any two or more Groups in an area may form an Intergroup and work together to assist the Groups represented. If there is only one Group, that Group may function as an Intergroup as outlined in Article IV, Section 1b of the By-Laws. (See Conference Service Organization Chart page 9).

Intergroups act as guardians of the Twelve Steps, Twelve Traditions, Twelve Concepts, and Twelve Recommended Guidelines (Article I of the By-Laws) aiding Groups in interpreting the Steps, Traditions, Concepts and Recommended Guidelines for Dealing with the Media/Public Relations Opportunities, as well as encouraging the use of these spiritual principles at meetings and in individual recovery.

Intergroups ask that each Group provide at least one representative to serve at the Intergroup level. This member is called the Intergroup Representative (IR) as described in the section on Groups above. F.W.S. relies heavily on Intergroups to help carry the message to current and potential members of the program. (See the F.W.S. Website **www.slaafws.org** for the most recent list of Intergroups worldwide.)

Intergroup service positions may include chair, treasurer, record keeper, meeting list. newsletter editor, public information chair, convention/event chair, literature person, prison outreach chair and phone/mail/website coordinator. Intergroups do a variety of activities for the Groups represented including creating meeting lists and newsletters, running conventions and workshops, holding special meetings and fundraising events.

The Delegate

The Delegate is a member that represents an Intergroup at the ABC/M. Delegates use their own experience, strength and hope and understanding of the Twelve Steps, the Twelve Traditions, the Twelve Concepts, and the Twelve Recommended Guidelines for Dealing with the Media. As elected trusted servants, they contribute by discussing and communicating Intergroup issues and input in relation to Motions, IFDs, and Fellowship business that are addressed during the ABC/M.

Qualifications

The Delegate is selected for judgment, experience, stability, willingness and faithful adherence to the Twelve Steps, Twelve Traditions, Twelve Concepts, and Twelve Recommended Guidelines of S.L.A.A. It is suggested that a Delegate have a minimum of six months of continuous sobriety prior to the date of submitting qualifications and continuing to the date of the ABC/M as per Article V, Section 5 of the By-Laws.

Responsibilities

- Review all materials and communications sent from F.W.S., the Executive Director., and the CCC
- Discuss ABM Agenda Motions and Items for Discussion (IFDs) with the members of the Intergroup; and, report back the outcomes and comments that took place during the ABC/M;
- Option to prepare Motion(s) or IFDs for the ABM Agenda;
- Attend and learn about various Conference Committees and commit to actively participate in at least one after the end of the ABC/M (See page 77 - 78 of this CSM);
- Work with the F.W.S. office by registering on the F.W.S. website in the dates and deadlines;
- Assist in local fundraising for Delegate expenses and carry the message for how participation in the ABC/M benefits the Groups and Intergroup.
- Attend General Assemblies of the ABC/M as a voting member of the Conference.

Term and Method of Selection

Wherever possible, Delegates and alternates shall be selected at least 120 days before the annual ABC/M and their names forwarded to the F.W.S. Office. Each Delegate is elected for a term of two years and serves for no more than four consecutive years, respecting the tradition of rotation of leadership, except for reasons decided by the local Intergroup as outlined in Article V, Section 5 of the By-Laws.

The ABC, the ABM, and the Conference

Annual Business Conference

The Annual Business Conference (ABC) is the yearly event during which the business of the S.L.A.A. Fellowship is conducted. The ABC includes a new Delegate Orientation, presentations by the Board of Trustees (BOT), Board and Conference Committee meetings, recovery activities, and other events held by the hosting Intergroup, in addition to the general business meetings called General Assemblies. A schedule of events is distributed to all Conference members in advance of the ABC to identify the activities which will occur during the ABC.

Annual Business Meeting

The Annual Business Meeting (ABM) is that part of the ABC in which all members of the Conference convene formally in General Assemblies to review the ABM Agenda and other Fellowship business. During the ABM, a Board of Trustees election is held to fill open Board positions on the last morning.

The ABM Agenda is distributed to all Conference members as well as the Fellowship. The ABM Agenda lists the Motions and IFDs which have been formally submitted to the Conference via the CCC Agenda

Review Subcommittee (ARS). Most of the ABM Agenda will have been previously distributed to the Fellowship to solicit responses. Responses from the BOT and Conference Committees regarding Motions/IFDs on the ABM Agenda are included on the final ABM Agenda which is distributed at the ABM.

The Conference

The Conference of S.L.A.A. consists of the following voting members: The Delegates, *theJournal* Editor, the CCC Chair, the Board of Trustees, and Staff of the F.W.S. Office as determined by the Board of Trustees. The majority of Conference participants are Delegates, representing Intergroups. Delegates have discussed the matters scheduled to come before the Conference at the ABM with their Intergroups and are prepared to communicate the substance of these prior discussions to the Conference.

The By-Laws of the Fellowship describe the Conference this way:

> "The Fellowship-Wide Services Conference of S.L.A.A. is the guardian of the world services and of the Twelve Steps, Twelve Traditions, Twelve Concepts, and Twelve Recommended Guidelines of S.L.A.A. The Conference shall serve the Fellowship only; it is not meant to be a government for S.L.A.A., in keeping with the Second and Ninth Traditions as well as the First Concept and Warranty (f) of Concept 12." Article V, Section 1

The By-Laws determine the authorized voters and quorum for the Conference as:

> "The Conference shall consist of all authorized voters who have checked in at an Annual Business Meeting. The number of Conference members shall be the number of authorized voters checked in at any time during the course of the Annual Business Meeting. The number of Conference members can increase but not decrease during the course of an Annual Business Meeting. If an alternate replaces a Conference member the number of Conference members does not change. quorum shall consist of 4/5 of all Conference members." Article V, Section 4b

The By-Laws also outline the relationship between the Conference and S.L.A.A. as follows:

> "The Conference will provide direction and constancy to Fellowship-Wide Services, and it will also be the primary channel through which the widest possible group conscience can be formulated. Delegates are free to:
> a. Vote as their conscience dictates, and
> b. Decide what questions should be taken to the Intergroups or group level for information, discussion or direct instruction,
> c. Participate in agenda making decisions,
> d. Propose Motions to amend the By-Laws as described in Article XIV." Article V, Section 3

The By-Laws continue to highlight the relationship between the Conference and the Board of Trustees and the Corporation of our Fellowship in this way:

- "The Fellowship-Wide Services Conference will act as advisor to the Board of Trustees and its related service Corporation." Article V, Section 4a
- "A two-thirds vote of all Conference members at an Annual Business Meeting shall be considered binding upon the Board of Trustees. However, no vote by the Conference may impair the right of the Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc., Board of Trustees to conduct business, meet legal obligations, and exercise its fiduciary obligations to the Corporation." Article V, Section 4c

Conference Responsibilities
Quoting the By-Laws again, the responsibilities of the Conference are identified as follows:

a. Review financial and policy reports of the Board of Trustees, to ensure maintenance of sufficient operating funds plus a prudent reserve, taking care that the Conference never becomes wealthy or powerful;
b. Advise with the Board of Trustees and office staff upon all matters affecting S.L.A.A. as a whole;
c. Engage in debate so that all important decisions are reached by discussion and vote;
d. Appoint necessary committees directly responsible to the appointing body;
e. Pass appropriate resolutions for the direction of the Board of Trustees and staff members, refraining always from punitive actions or public controversy;
f. Discuss and recommend appropriate action respecting violations of the Twelve Traditions, Twelve Concepts, and the Twelve Recommended Guidelines;
g. Draft any By-Laws as needed;
h. Name its own officers and committees by methods of its own choosing, remembering that no Conference members be given unqualified authority over any of the others;
i. Draft a full report of such proceedings to be supplied to all delegate member(s) and a condensed report sent to all S.L.A.A. groups and Intergroups." Article V, Section 7

Conference Committees

Description of Conference Committees
At each ABM, Conference members may decide that some of the ABM Agenda Motions, IFDs and ideas may need to be addressed throughout the year. Smaller groups of people (primarily, but not limited to, members of the Conference) join or form Conference Committees. Conference Committees normally meet monthly throughout the year and provide written reports at the Conference Committee Chairs calls and an annual report to the ABM.

Conference Committees develop suggestions, recommendations, and resolutions for the entire Conference — helping to streamline the ABM process. Past experience has shown that work can be done more effectively by smaller groups than by asking the Conference, as a whole, to address it during the ABM.

Included in the ABC/M Schedule are Conference Committee meetings. During the ABC, Conference members choose the Conference Committee(s) in which they or their respective Intergroup wish to join. It is preferred that each conference member identifies at least one or two Conference Committees on which to serve.

During these meetings the Conference Committee members identify their membership, elect or select their leaders (Chair, and Vice-Chair or Co-Chair), review current projects, and determine new projects for the Conference Year. The Conference Committees develop projects, action plans with a time frame, and a budget for each approved project.

Conference Committees meet on a monthly basis by conference telephone or audio/visual call. Work between regular meetings also occurs by email. Many Conference Committees have subcommittees or work groups which draft materials or processes for review and action by their Conference Committees.

Creation of Conference Committees

All Conference Committees are confirmed annually by a voice vote at the end of an ABM. When a new Conference Committee needs to be created, that is done by submitting a Motion to an ABM and having the Conference vote to approve it. The new Conference Committee will then be added to the list of Conference Committees confirmed at the end of an ABM.

Merging of Conference Committees

Occasionally, Conference Committees become inactive and the Conference Committee Chairs may decide to merge the inactive Conference Committee with another Conference Committee (see Appendix F Policy for Merging Conference Committees). This merger is approved by the Conference Committee Chairs and the CCC, then confirmed by the Conference at the end of an ABM.

Conference Committees and Their Responsibilities

Currently there are over a dozen Conference Committees. However, not all Conference Committees are active at all times. A Conference Committee is active if there are Conference members and other S.L.A.A. members who want to work in a specific area or on a particular project. If these people do not exist, a Conference Committee is said to be "inactive." Conference Committees that have been created and authorized for funding by the Conference are as follows:

Conference Anorexia Committee (CAC)

Responsible for carrying the message to the S.L.A.A. community that sexual, social, and emotional anorexia can be an inherent part of sex and love addiction and encourages integrating this idea into all areas of the Fellowship and its literature.

Conference By-Laws Committee (CBC)

Responsible for maintaining and updating the current S.L.A.A. By-Laws, in cooperation with the BOT. It acts in an advisory capacity to the BOT, Fellowship-Wide Services, and the Conference with regard to potential or requested By-Law changes. The Committee also works with the BOT to facilitate amendments to the By-Laws passed in accordance with Article XIV of the By-Laws.

Conference Charter Committee (CCC)

Responsible for the planning and facilitation of the ABC/M in cooperation with the BOT and F.W.S. (In the absence of a CCC, the BOT and F.W.S. are responsible for running the ABC/M.) Creates the ABM Agenda, chairs the ABC/M, and is liaison for the entire Conference to the BOT and F.W.S. The Chair of the CCC is a voting member of the Conference.

Conference Diversity Committee (CDC)

Devoted to fostering an inclusive environment within our Fellowship that ensures that we are welcoming to the full diversity that exists across those who are in the Fellowship, and those who still suffer.

Conference Finance Committee (CFC)

Responsible for the allocation of funds to the various Conference Committees based on their requests and the available funds provided by the BOT and F.W.S. Works with the BOT and F.W.S. to help increase financial support from the individual Groups, Intergroups, and other sources that are available to The Augustine Fellowship within the guidelines of the Twelve Traditions of S.L.A.A.

Conference Healthy Relationships Committee (CHRC)

Responsible for the development and implementation of resources and tools that enhance our recovery as sex and love addicts by increasing our capacity for building and sustaining healthy relationships of all types.

Conference Intergroup Communications Committee (CICC)
Responsible for the ongoing open communication between the existing and new Groups and Intergroups of S.L.A.A. It focuses on sharing information and working together to make the Fellowship more accessible and effective.

Conference the Journal Committee (CJC)
Responsible for the creation of the bi-monthly "meeting in print" magazine focusing on S.L.A.A. recovery and related issues. The committee works with the BOT and F.W.S. to ensure publication and to address *the Journal policies.*

Conference Literature Committee (CLC)
Fosters quality literature in support of SLAA recovery; guides the planning, writing, and editing of literature from writers, writing groups or service bodies within S.L.A.A.; and approves draft literature prior to submission for full Conference approval.

Conference Member Retention Committee (CMRC)
Responsible for the development and implementation of tools and methods to retain members, as well as accessing the wisdom, experience, strength, and hope of long-time members.

Conference Public Information Committee (CPIC)
Carry the S.L.A.A. message to sex and love addicts by:(a) working with national and international service entities, intergroups, and local groups to convey S.L.A.A. information to the potential members and their supporters; (b) providing materials to help members carry the S.L.A.A. message; and (c) supporting service bodies to do outreach at intergroup and group levels.

Conference Service Committee (CSC)
Carries the message of sobriety through service by attracting, educating, and unifying members to be of service, giving back to the S.L.A.A. community what we continue to freely receive.

Conference Sponsorship Committee (CSPC)
To support and strengthen all forms of S.L.A.A. Sponsorship.

Conference Steps, Traditions, and Concepts Committee (CSTCC)
Promote the study, understanding and application of the Twelve Steps, Twelve Traditions and Twelve Concepts throughout the S.L.A.A. fellowship.

Conference Translation and International Outreach Committee (CTIOC)
Responsible for providing support to International S.L.A.A. Intergroups and/or groups to carry the message of recovery to the suffering sex and love addict in their own language.

The Board of Trustees (BOT)

The BOT is composed of up to nine people. Terms of service are staggered so that three members are elected each year.

Qualifications

S.L.A.A. members "must have three years of continuous sobriety as of the date of their election and maintain their sobriety during their tenure." (By-Laws Article VI, Section 2)

Those Trustees who are not qualified members of the Fellowship shall be persons from the community at large who have made substantial contributions to the purposes of the Fellowship principles stated in the Twelve Traditions and Twelve Concepts. (By-Laws Article VI, Section 2)

Responsibilities

The BOT's duties and responsibilities (according to the By-Laws) are as follows:

"The Board of Trustees shall act as the guardian of the Twelve Steps, Twelve Traditions, and Twelve Concepts, ensuring that there are no alterations except by action of the Fellowship-Wide Services S.L.A.A. Conference, as set forth in these By-Laws. This guardianship shall in no way infringe on the right of any individual to personal interpretation of the Twelve Steps, the autonomy of the individual groups as set forth in the Concepts, but the Board of Trustees may call to the attention of any group or individual a violation of the Twelve Traditions it determines has been made. The Board, however, shall have no power or control over any group or individual and shall act only in an advisory capacity on matters affecting the Fellowship as a whole. The principle to be followed in all matters regarding the relationship of the Corporation to others is to be in accordance with the spirit of the Twelve Traditions and Twelve Concepts, especially Tradition 10 and Warranty (e) of Concept Twelve regarding public controversy." Article VI, Section 3a

"The Board of Trustees shall act as spokesperson for the Fellowship in all matters affecting S.L.A.A. as a whole; provide for and supervise publications of the Fellowship; supervise and guide public information and attraction efforts of the Fellowship; provide counsel and guidance to member groups and to new groups; furnish a medium for the interchange of ideas between groups and arrange for the Fellowship-Wide Services S.L.A.A. Conference Annual Meeting." Article VI, Section 3b

Please Note: BOT work requires a commitment of a minimum of 20-30 hours/month on the part of the BOT member to achieve the Board's primary function.

Term and Method of BOT Selection

At the ABC/M, an election is held for the three Board positions that are opened every year. Any S.L.A.A. member who meets the criteria is requested to contact the Board Development Committee (BDC) or F.W.S. Staff/Office for details and a Written Questionnaire. Once the Written Questionnaire is received, an Oral Interview will be arranged with two members of the BDC. Both documents are submitted to the Conference for review before the BOT election on the morning of the last day of the ABC/M.

Nominations may be received during the ABC/M. This is done for two reasons:

1) to allow nominations from newly interested members who have had a chance to participate in the ABC/M process; and
2) so that Conference members have a chance to discuss possible candidates among themselves who may not have been considered in the past by the BOT.

The Board can also appoint people to serve on the BOT when positions are not completed to full term. The same Written Questionnaire and Oral Interview process is performed. Appointed BOT members are placed on the ballot at the next ABC/M, so the Conference can confirm the Board appointments. If an appointed term is less than one year, there is no need to confirm that appointment.

Throughout the year, the BDC posts flyers on the F.W.S. Website and sends reminders to S.L.A.A. Intergroups/members to nominate those individuals they feel would be appropriate additions to the BOT.

Board of Trustees Committees

Board Finance Committee (BFC) is mandated by the By-Laws and focuses on matters of a financial nature or which have potential financial implications. Specifically:

- Reviews and develops budgets, including the overall Conference budget, for each fiscal year and recommends a budget to the BOT for approval
- Regularly reviews financials of F.W.S. requesting clarification if needed, recommending adjustments and present these to the BOT for further presentation to the membership
- Provides a detailed report of the financial condition to the Annual Business Conference/Meeting Delegates
- Interacts with banking, insurance and other persons who provide financial services to F.W.S.
- Selects a reviewer, compiler or auditor for recommendation to the BOT, and then monitors interaction with the reviewer, compiler or auditor and presents final auditor recommendations to the BOT
- Approves expenditures beyond the authority of the F.W.S.Executive Director and presents higher dollar purchase recommendations to the BOT
- Is involved with review and negotiation for financial transactions such as leases and insurance
- Provides recommendations for decisions regarding investment and money management issues to the BOT
- Initiates and manages processes of risk identification and provides mitigation suggestions as is deemed prudent
- Develops policy relative to financial processes that occur at the F.W.S. Office
- Monitors that all required local, state and federal filings are completed by the date due

Board Copyright Translation Committee (BCTC) focuses on protecting and maintaining copyright and trademarks and following up on royalties from the translation of literature. Specifically:

- Copyright, trademark, and service mark protection
- Licensing and assignment agreement authorization
- Translation requests and submission approvals
- Website guidelines of material copyrights
- S.L.A.A. Core Documents, Basic Text, and *theJournal* copyright oversight

Board Development Committee (BDC) focuses on the internal activities, systems and procedures of the BOT to insure its long-term effectiveness. Specifically:

- Determines the need for new Trustees, what qualifications are needed and then recruits candidates, functioning as a nominating committee by presenting candidates to the Conference or BOT
- Facilitates the nomination, appointment, and election of BOT members
- Processes and also takes the lead in succession planning and with issues related to BOT terms
- Identifies and works to develop members of the Fellowship who have future service potential and skills with an eye to providing them greater service responsibilities to prepare them for possible Board service

- Reviews the BOT's functions and effectiveness, and assists the BOT Chair, as needed, to manage the annual BOT self-assessment process, strategic planning and retreats. Supports the BOT to ensure that meeting focus is primarily on strategic matters rather than operation issues
- Reviews By-Laws, internal policies and procedures, then recommends amendments as necessary
- Designs, revises and sets up the orientation of new BOT members as well as assists new members to become fully integrated, both functionally and socially. Also verifies BOT members are on at least one committee.
- Provides guidance to the F.W.S. Office on the implementation and interpretation of policies adopted by the BOT
- Functions as a resource to the F.W.S. Office in connection with the Annual Business Conference and facilitates the implementation of Conference direction
- Reviews and updates BOT Manual

Board 7th Tradition Committee (B7TC) abides with all Traditions, especially the 7th, the primary mission of the B7TC is to help ensure the long-term financial well-being and fiscal sustainability of the Fellowship. Specifically:

- Develops and designs programs for contributions towards specific projects or general revenue
- Prepares information regarding the programs for prospective donations
- Works with the Board Finance Committee (BFC) in separately tracking the contributions and expenses of any specified program.

Board Human Resources/Personnel Committee (BHR/PC) focuses on all matters related to staff and volunteers in or associated with the F.W.S. Office. Specifically:

- Ensures a comprehensive, fair and equitable performance management system.
- Ensures up-to-date job descriptions for all paid positions.
- Sets performance goals for all paid positions.
- Establishes procedures to evaluate performance against goals and to address any issues.
- Ensures a comprehensive, fair and equitable reward and acknowledgement system.
- Selects overall compensation basis (e.g., base pay, merit, combination, etc.) for all positions.
- Establishes compensation ranges for all job descriptions.
- Identifies how compensation is determined for each person in each role.
- Ensures the personnel policies manual is updated and distributed to all staff and that policies and procedures are implemented in a consistent manner.
- Ensures that policies are reviewed and updated by an employment law expert.
- Ensures all personnel review and designate willingness to comply with policies.

Board Outreach Committee (BOC) focuses on oral or written communications emanating from F.W.S. relating to Outreach. Specifically:

- Sets policies, coordinates with the BOT, and acts as a consultation resource to the F.W.S. Office on:
    - Public information issues, including supporting the CPIC in their coordination of media opportunities and public outreach
    - Clarifying the Fellowship's desired public image including but not limited to brand (i.e., S.L.A.A. life preserver logo, "You Are Not Alone", etc.)
    - Strives to inform interested parties of any S.L.A.A. resources (i.e., members and their families, employers, community leaders, institutions, mental health professional, clergy, etc.)
    - Communicating the S.L.A.A. program in accordance with Tradition 11 (i.e., attraction rather than promotion)

- o Communicating with entities outside of S.L.A.A.

- Brainstorms ways to reach the addict who still suffers
- Recommends policies or actions to the BOT in response to inquiries about the 12 Steps/ Traditions/Concepts and provides assistance to the F.W.S. Office
- Supports *theJournal* as it relates to written and oral outreach

Board Programs and Membership Committee (BPMC) provides guidance, oversight, and support to successfully implement the ABM/IRC, maintain the F.W.S. Newsletter, and other projects to benefit members of the Fellowship.

Specifically:

- Identify new programs to meet the needs of the Fellowship; develop new or updated Program Plans and provide outcomes that benefit members
- Obtain Board of Trustee approval for each Program Plan
- Identify activities and resources needed to deliver new programs or update current ones
- Facilitate the planning of the ABM, IRC and other programs as developed
- Provide oversight of the quarterly F.W.S. Newsletter
- Support delivery and implementation of each program assigned to the committee
- Identify opportunities to serve the addict who still suffers
- Create and organizes S.L.A.A. archives

Board Publication and Distribution Committee (BPDC) was formed in July 2020 and focuses on the BOT role in editing, approving, publishing, and distributing literature.

Board Technology Committee (BTC) assists the BOT in oversight and proactive management of its technology and innovation agenda considering the rapidly changing environment in which the Fellowship operates. Specifically, charged with the oversight that the role technology and innovation play in executing the Board's strategy to support locally, regionally, and globally the S.L.A.A. addict, avoidant, and anorexic that still suffers.

The Fellowship-Wide Services (F.W.S.) Office

The F.W.S. Office is the direct link to all S.L.A.A. Intergroups, Groups, individual members and the public worldwide. The F.W.S. Office is responsible for assisting the BOT in performing its duties and legal requirements. The F.W.S. Staff includes a General Manager/Executive Director and additional staff. In addition, the F.W.S. Office retains independent contractors that provide professional services to the F.W.S. Office.

Responsibilities

The main responsibility of the F.W.S. Office is to help S.L.A.A. achieve its primary function which is to help the addict who still suffers. To do this, the BOT and the F.W.S. Office work together to:

- Direct people seeking S.L.A.A. to available meetings, members and resources;
- Publish, sell, and distribute Conference-approved Literature (pamphlets, S.L.A.A. Basic Text, audio media, chips, medallions, and other inventory items);
- Keep financial records and create legal and other reports for the government and S.L.A.A. membership;
- Assist individuals in starting new S.L.A.A. meetings worldwide;
- Help Groups address S.L.A.A.-related problems utilizing the Twelve Steps, Twelve Traditions,

Twelve Concepts, and Twelve Recommended Guidelines;
- Coordinate with the CCC and BOT to facilitate the ABC/M;
- Support Conference Committees.

theJournal

The Journal is an independent, bi-monthly S.L.A.A. magazine that highlights members' stories focusing on recovery, experience, strength and hope. *The Journal* was established in 1989 and is distributed by subscription in print and electronically. *The Journal* has a Journal Production Team (see updated Appendix G). The Conference Journal Committee is a Conference Committee that provides support to *theJournal* as well as develops other projects.**In 1991 the Conference affirmed with a Motion "the S.L.A.A. *Journal* is a critical tool of our recovery and growth of our program, worthy of our time, energy and prayer, and commit ourselves to support *theJournal* in whatever creative ways we can."**

Responsibilities

A large part of developing *theJournal* is delegating and appointing various subcommittees to collect stories and other writings to be included in the magazine (see Appendix G) for Service Positions relating to *theJournal*). The final product is ultimately the responsibility of the Editor. The Editor may recruit Journal Representatives (responsible for soliciting writings from local members and forwarding the work to the Editor for final selection) and a Journal Production Team (responsible for helping in the selection and editing of the items to be published). The Editor works closely with the F.W.S. Office to coordinate reproduction and distribution of *theJournal*.

Description of the Editor of *theJournal* and Voting Member of the Conference

The Editor of *theJournal* is a volunteer member responsible for final production of *theJournal and* has editorial or writing experience. *The Journal* Editor is a voting member of the Conference as per the By-Laws Article V, Section 2.

Chapter Two: Preparation for the Annual Business Conference / Meeting (ABC/M)

Delegate — General Information and Registration

Announcements for the ABC/M along with information are sent six (6) months in advance. These announcements are sent to participants of the previous ABM by email as well as subscribers of the **F.W.S. Newsletter** via a Special Edition in January or February. All information is also posted on the F.W.S. Website.

The information includes:

- ABC/M General Information
- ABC/M Registration Form
- Deadlines

Additional information distributed to the Fellowship includes:

- ABM Agenda First Version
- Agenda Review Subcommittee (ARS) Process — See pages 28-32
- Motion and IFD Submission Form
- By-Laws Amendment Motion Submission Form
- BOT Nominees/Candidates Flyer

Other information is provided closer to the ABC/M, such as:

- Delegate Sign-up Confirmation Letter
- Auction Items Suggestions (if applicable)
- Preliminary ABC/M Schedule
- Local planning committee information or host information

Intergroups are asked to provide a list of Delegates and alternate Delegates who will attend the ABC/M, refer potential nominees to serve on the BOT according to the By-Laws, and develop Motions or IFDs for the ABM Agenda.

Once a Delegate is selected and registered for the ABC/M by the Intergroup, the Delegate receives all Conference-related preparatory materials and a confirmation packet with the necessary information. The F.W.S. Website also has a page that includes all relevant information for the ABC/M.

Mentoring First-Time Delegates

First-time Delegates will be matched with experienced Delegates before the ABC/M to help prepare the first-time Delegate. Experience has shown considerable benefit from a Delegate who has been to the Conference supporting and orienting the first-time Delegate. There is a sub-committee within the CCC which connects both parties with suggested materials to review.

Discussion of the ABM Agenda

First-time Delegates who want to continue in this role of service, need to ask their Intergroup to re-register them for the second year, or to support their re-election for the second year, before the registration deadline.

First-time Delegates may find it helpful to ask former Delegates from their local area to share ABC/M experiences. It is important to review all the materials and communications from F.W.S., the CCC, and any Board or Conference Committees as well as the most current CSM. This information is instrumental to the participation and decision-making at the ABC/M.

Once Delegates have had a chance to review materials for the ABC/M, they may want, and need, to:

- Originate and discuss existing Motions/IFDs with the Intergroup being represented. Delegates are encouraged to:
    - Request a special business meeting to discuss the ABM Agenda or request their represented Intergroup adds this to their meeting agenda;
    - Contact the Intergroup Representatives of the meetings and ask them to hold a meeting to share their opinions, ask questions or express any concerns to the Delegate;
    - Request the Intergroup hold a special meeting where the Delegate(s) and Intergroup members can listen to the opinions, concerns, and issues related to the ABM Agenda.

- It is important that the ABM Agenda be circulated to all the Intergroups prior to the meeting where the Motions/IFDs will be discussed. This will allow members time to think about the Motions/IFDs, talk among themselves, and develop an interest in the process of doing Fellowship business. In addition, a greater group conscience will be obtained. This is an excellent opportunity to introduce new people to service.
- Originate new Motions/IFDs based on the discussions the Intergroups/Groups have had and forward them to the ARS for inclusion on the ABM Agenda.
- Review the descriptions of Conference Committees on pages 18-20 to determine which Conference Committee(s) the Delegate and/or Intergroup may be interested in doing service. Delegates are expected to commit, join, and serve on at least one Conference Committee during the Conference Year.
- Assist in local fundraising for Delegate registration costs and serve as spokesperson for how participation in the ABC/M benefits the Groups.

Preparing and Submitting Motions and Items for Discussion (IFDs)

Motions are voted on and IFDs are discussed by the full Conference at the General Assemblies of the ABM. Motions and IFDs have many different origins, but all follow a similar path.

The suggested process is as follows:

- Ideas are encouraged to be submitted to the home Group for feedback and for help in formulating a final proposal, Motion or recommendation.
- The proposal is then forwarded to the Intergroup, if any, for further feedback, refinement and definition of the idea.
- The Intergroup or individual member submits the Motion or IFD using standardized forms to the ARS.
- Motions and IFDs are accepted any time after an ABM.
- Submissions are reviewed by the ARS using a process described in the following section.
- Motions or IFDs accepted by the ARS are placed on the ABM Agenda.

Agenda Review Subcommittee (ARS) Process

Purpose
The purpose of the Agenda Review Subcommittee (ARS) is to facilitate the development of well-crafted Motions and Items for Discussion (Motions/IFDs) for inclusion on the Annual Business Meeting (ABM) Agenda and to facilitate the efficient functioning of the ABM. This process was approved by the CCC July 3, 2016 for the Conference Year 2016-17 (see Appendix B for a detailed description of this standing subcommittee of the CCC).

Submission of Agenda Motions/IFDs
Motions/IFDs can be submitted any time of the year. However, there are deadlines for inclusion on any one given year's ABM Agenda (See also: Deadlines, page 34).

Motions/IFDs can be submitted to the F.W.S. Office or directly to the ABM Agenda Editor between ABMs.

For a Motions/IFDs to receive ARS consideration, it must be submitted on the submission form developed for this purpose or provide all the pertinent information identified on the form.

The Submitter of a Motion/IFD must be clearly identified along with valid contact information. Each Motions/IFD must be submitted by an S.L.A.A. member, or if not a member of the Fellowship, then a member of the Conference, Intergroups, Conference Committees or the Board of Trustees. Members of the Conference who are not members of the Fellowship might include F.W.S. Office staff, members of the BOT, and/or others as may be determined by future Conferences.

Incomplete submissions will be returned to the Submitter, with a note that it does not meet the criteria for consideration. A Motion/IFD can be modified to satisfy the requirement for ARS consideration and can be resubmitted.

Liaison between ARS and the Submitter
The ARS will designate a member to serve as ARS Liaison to the Submitter of each Motion/IFD. The ARS Liaison will facilitate communication between the ARS and the respective Submitter throughout the process and will, as applicable, help the Submitter correct incomplete submissions, eliminate reasons that caused the ARS to not further review the Motion/IFD, make revisions to the Motion/IFD and otherwise facilitate the development of well-crafted Motions/IFDs for inclusion on the ABM Agenda.

Submitters' Key
The ABM Agenda does not identify any Submitter, instead assigning a number to each Submitter of a Motion/IFD on the ABM Agenda. The ARS prepares a key that identifies each numbered Submitter (using first name and last initial for any individual). This Submitters' Key is not circulated to the Conference until after all Motion/IFDs on the ABM Agenda have been addressed at the ABM, in keeping with the Tradition to "place principles before personalities."

Literature
To ensure the integrity of literature being submitted for Conference approval, all submissions of literature must come from the CLC. IFDs and Motions may be co-submitted by the writing group or author, but the actual submission form and the literature attachment must come from the CLC, preferably directly from the CLC Chair. It is up to the CLC to submit the most recent CLC approved copy of the literature. The ARS reserves the right to request that submitted literature be in a preferred format, (i.e. Word document, Adobe PDF, etc.). It is also the CLC responsibility to submit literature that has been approved by the Conference to the appropriate Board Committee to start the "Publication of Approved Literature Stage" from Appendix H.

Preliminary Review

Though the emphasis of the ARS Process is designed to facilitate the placement of Motions/IFDs onto the ABM Agenda, the ARS will first consider whether a Motion/IFD is one or more of the following:

1. Motion or IFD to create, produce, or approve literature where the literature in question has not gone through the Conference approved review and approval process;
2. Motion or IFD to take an action that is already being taken, including repackaging existing Conference-approved Literature;
3. Motion or IFD containing date-specific information, where the date has passed and was an essential portion of the Motion/IFD;
4. Motion or IFD which cannot be enforced;
5. Motion or IFD:

    a. Motion the goal of which is identical to a Motion or portion of a Motion that was defeated or withdrawn after being brought to the floor at the immediately preceding ABM (Exception: literature approved and submitted by the CLC may be brought to the next ABM);
    b. IFD the subject of which is identical to an IFD or portion of an IFD that was brought to the floor at the two immediately previous ABMs (Exception: draft literature submitted as an IFD may be brought back to subsequent ABMs);

6. Motion or IFD submitted to the Conference that would be more appropriately addressed by another body such as the BOT, a particular Conference Committee, or F.W.S. (not including circumstances relating to Article V, Section 4, of the By-laws where the BOT is seeking input regarding a Motion/IFD that is otherwise within its sole purview).

If the Motion/IFD is one or more of the foregoing, the Motion/IFD will not be placed onto the ABM Agenda and there will be no further review of the Motion/IFD under this ARS Process, subject to the Appeal procedure as described below. This decision is not to be based on ARS members' personal opinions or preferences.

The decision that the Motion/IFD will not be placed onto the ABM Agenda and there will be no further review of the Motion/IFD under this ARS Process must have a majority vote of the members of the ARS voting or abstaining on that Motion/IFD. One member may never constitute a majority. A majority vote is unanimity, or 2 out of 3 (whether the third member votes no or abstains), or 3 out of 5 (whether either or both of the others vote no or abstain) or 4 out of 5 (whether the fifth member votes no or abstains). To assure that there is an odd number of possible votes on a Motion/IFD, the ARS may designate one member to sit out a particular vote.

Motions and IFDs from the Board of Trustees

Motions and IFDs submitted by the Board of Trustees must be placed onto the ABM Agenda by the ARS. However, the ARS may offer the BOT its opinion and make a request for possible revision or withdrawal of a BOT Motion/IFD guided by the ARS Process.

Further Review for Acceptance or Requests for Revision of Received Motion or IFDs

Questions for the ARS to ask regarding each Motion or IFD receiving further review before deciding whether to include the Motion or IFD as is or send it back to the Submitter with a request for revision:

1. Is the Motion or IFD's goal already effectively accomplished by a Motion previously adopted by the Conference;

2. Is the Motion or IFD's goal identical to a Motion or portion of a Motion already included in the ABM Agenda for the current year;

3. Is the Motion or IFD best combined with another Motion or IFD, at which time the ARS can suggest teamwork between multiple Submitters of Motions or IFDs;
4. Has the window of time in which a Motion or IFD's goal already passed as of the time of the submission, or will it pass before the Motion or IFD can be voted upon by the Conference;
5. Does the Motion or IFD's goal exceed the scope of authority of the service entity expected to exercise such authority;
6. Does the Motion or IFD contain names of people, places or things; dates; times; or other specifics that are not integral to the effectiveness of the IFD or execution of the Motion (Integral to means central to and necessary for);
7. Does the Motion or IFD contain date-specific information, where the date is not an essential portion of the Motion or IFD;
8. Does the Motion or IFD assume previous agreement, action or processes that may not be the case;
9. Is the Motion or IFD unclear, confusing, vague, ambiguous, or in some other way not comprehensible to the ARS as a whole;
10. Does the Motion or IFD fail to clearly identify implementation of the decision, at least at a conceptual level that can be developed by the Conference, the Board of Trustees, and/or the F.W.S. Office as delegated by the Board of Trustees;
11. Does the Motion fail to respect the right of the Board of Trustees to determine the method of execution of Fellowship-wide priorities (nonetheless, priorities can be set by the Fellowship as a whole through the Conference per Traditions Two and Nine.);
12. Is there an insufficient body of supporting or background information included for the Conference to make an adequately informed decision or comment on the Motion or IFD (per Tradition Two.);
13. Is the Motion or IFD longer than necessary and can be trimmed considerably without losing effectiveness, scope, or understandability;
14. Would the Motion or IFD more effectively be combined with other Motions or IFDs?

These are subjective elements, which will invariably be interpreted differently by individuals. The ARS members are trusted servants and should be accorded that trust in accordance with the Twelve Traditions and Twelve Concepts. ARS members may consider other elements in lieu of, or in addition to, these suggested elements, so long as such elements are chosen by group conscience of the entire ARS. The ARS will objectively evaluate Motions/IFDs in the form submitted. The ARS shall not research the history and merits of a Motion/IFD.

Acceptance of a Motion/IFD without Change

Answers of "No" to those 14 Questions will point toward accepting the Motion/IFD without change onto the ABM Agenda while answers of "Yes" will point toward making a request for revision. Nevertheless, there is no formula for this decision and a Motion/IFD may be accepted without change despite the ARS having answered one or more Questions with a "Yes," just as the ARS may request a revision based on elements not addressed in the 14 Questions.

For a Motion/IFD to be accepted without change onto the ABM Agenda, the Motion/IFD must have a majority vote of the members of the ARS voting or abstaining on that Motion/IFD. One member may never constitute a majority. A majority vote is unanimity, or 2 out of 3 (whether the third member votes no or abstains) or 3 out of 5 (whether either or both of the others vote no or abstain) or 4 out of 5 (whether the fifth member votes no or abstains). To assure that there is an odd number of possible votes on a Motion/IFD, the ARS may designate one member to sit out a particular vote. A majority vote to accept a Motion/IFD without change will result in 1) adding the Motion/IFD to the ABM Agenda without

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change, and 2) inclusion of a note on the right side of the ABM Agenda stating: *This Motion/IFD was accepted without change onto the Agenda by a vote of x-x-x*.

<u>When a Motion/IFD does not receive a majority vote of the ARS for inclusion onto the ABM Agenda without change, it will be considered for the revision process as follows:</u>

Revision of Received Motions/IFDs

For a Motion/IFD to have a request for revision, the request must have a majority vote of the members of the ARS voting or abstaining on that Motion/IFD. One member may never constitute a majority. A majority vote is unanimity, or 2 out of 3 (whether the third member votes no or abstains) or 3 out of 5 (whether either or both of the others vote no or abstain) or 4 out of 5 (whether the fifth member votes no or abstains). To assure that there is an odd number of possible votes on a Motion/IFD, the ARS may designate one member to sit out a particular vote.

If the Submitter provides a revised Motion/IFD, a majority vote of the ARS (as described above) will be needed to place the revised Motion/IFD onto the ABM Agenda. If the revised Motion/IFD is placed onto the ABM Agenda, a note on the right side of the ABM Agenda will read: *This Motion/IFD was revised by the Submitter and accepted onto the ABM Agenda by a vote of x-x-x.* If there is a minority exception to the vote, that exception may be included as well.

If the Submitter chooses to not accept the ARS recommendation to revise, the ARS will continue to work with the Submitter on the requested revision, calendar permitting. If there is insufficient time for further revision or if the Submitter chooses to not accept the recommendation to revise, the ARS will either 1) reject the Motion/IFD or 2) place the Motion/IFD onto the ABM Agenda and a note on the right side of the ABM Agenda will read: *The ARS requested a revision by a vote of x-x-x; however, the Motion/IFD was not revised by the Submitter.*

Appeal of Motions/IFDs Receiving Only Preliminary Review by the ARS

The Submitter may appeal to the ARS for reconsideration of a decision based on Preliminary Review that the Motion/IFD will not be placed onto the ABM Agenda and there will be no further review of the Motion/IFD.

If the Submitter appeals, the ARS will prayerfully reconsider its decision taking into account any new information and hold another vote on whether the Motion/IFD will not be placed onto the ABM Agenda (this Appeal is not available for Motions/IFDs submitted at the ABM).

If the ARS does not change its decision, the Submitter may choose to appeal the decision to the CCC. If the Motion/IFD is appealed, then the ARS will provide the reason (s) for the decision and forward the applicable ARS meeting (s) minutes to the Conference Charter Committee (CCC) Chair, to be handled at the next CCC meeting.

Conference Charter Committee Process for Handling Appeals

Any Appeal by a Submitter of an ARS decision based on Preliminary Review that the Motion/IFD will not be placed onto the ABM Agenda shall be handled at the next CCC meeting following the Appeal. Minutes of the ARS discussions (regarding the decision and the Appeal) will be provided to CCC members prior to the CCC meeting at which the Motion/IFD will be addressed. The Submitter may also provide materials that will be provided to CCC members prior to the CCC meeting at which the Motion/IFD will be addressed.

At the CCC meeting, the proposed Motion/IFD, and the reason(s) for the decision will be read. Because of the amount of in-depth discussion at the ARS level, the Motion/IFD will go to an immediate 1st vote, with no preliminary pro and con discussion.

The normal voting process will be used:

- a 1st vote, with an opportunity for minority opinion; then
- a 2nd vote, if necessary, with an opportunity for minority opinion; and then
- a 3rd and final vote, if necessary.

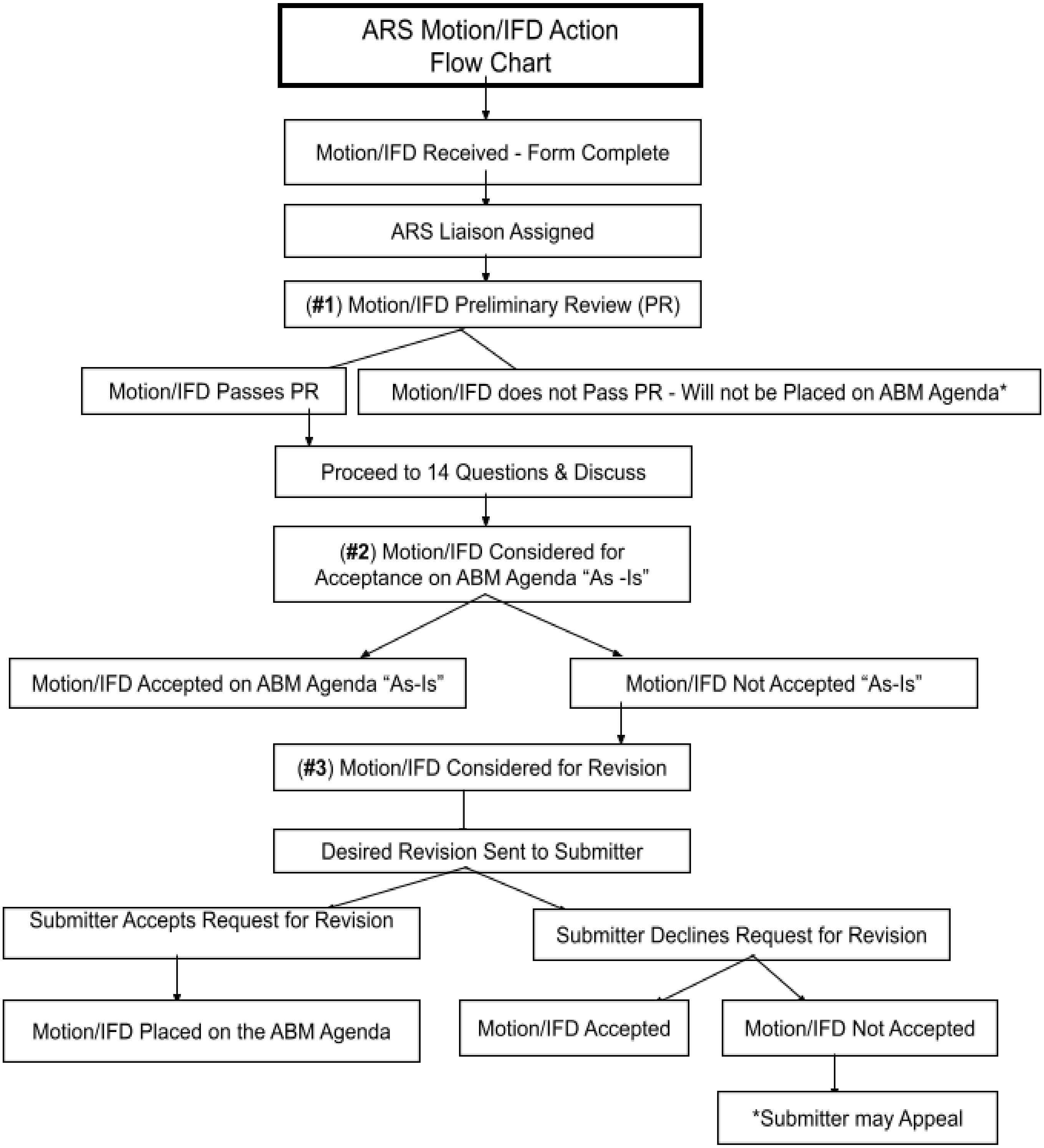
Group conscience of the CCC will be required for the inclusion of the Motion/IFD onto the ABM Agenda.

If the ARS decision is not reversed by the full CCC, then the ARS Liaison will communicate the Appeal results, the reason(s) for the Appeal results, and alternative avenues for consideration to the Submitter.

Communications Re: ARS Activities

This ARS Process is published at least once a year in relevant publications and the F.W.S. Website at the same time as the first communication of the ABM Agenda submission deadline. Further, any Motion/IFD not placed onto the ABM Agenda based on Preliminary Review shall be noted in the ARS minutes submitted to the CCC and included in the CCC report to the ABM along with the reasons for the decision.

Agenda Review Subcommittee (ARS) Flow Chart



Deadlines

The following is a schedule of distribution and submission deadlines created by the CCC to help meet ABC/M needs and By-Laws requirements. Actions related to registrations of Conference Delegates for the Annual Business Meeting (ABM) are in **Bold Text**.

DESCRIPTION	ACTION	APPROXIMATE TIME FRAME
● Announcement of ABC/M to Fellowship ● **Delegate Registration Forms Distributed** ● Conference Service Manual (CSM) ● BOT Nomination Forms Distributed ● ABM Agenda First Version Distributed to entire Fellowship	Sent	180 days (6 months) prior to ABC/M
● Motion/IFD Submissions for ABM Agenda Second Version Due	**Due**	120 days (4 months) prior to ABC/M
● ABM Agenda Second Version Distributed to entire Fellowship and request for Conference Committees Feedback/Comments	Sent	95 days (3 months, 1 week) prior to ABC/M
● **Early ABC/M Registrations Due**	**Due**	75 days (2½ months) prior to ABC/M
● Conference Committees Feedback/Comments for ABM Agenda Third Version Due ● Motion/IFD Submissions for ABM Agenda Third Version Due ● Board of Trustees Nominations Due	Due	60 days (2 months) prior to ABC/M 60 days
● **Final Regular ABC/M Registrations Due** ● ABM Agenda Third Version Distributed to entire Fellowship	**Due** Sent	45 days (1½ months) prior to ABC/M

Although it is strongly recommended that the deadlines for submitting to the ABM Agenda be met, it is understood that this may not be possible. Motions and IFDs may be submitted to the ARS Chair or, in their absence, the CCC Chair no later than 7:00 PM on the first day of the ABC/M in the time zone of the FWS office.

The Four Versions of the ABM Agenda

- The ABM Agenda First Version contains all the Motions/Items for Discussion (IFDs) on the previous ABM Agenda Fourth Version that were not fully acted upon by the Conference at the preceding ABM. This provides the opportunity for the Fellowship members worldwide to submit Motions based upon the IFD's discussed, and to encourage submission of appropriate new Motions and new IFDs for the next ABM.
- The ABM Agenda Second Version contains Motions carried forward that were not fully acted upon at the preceding ABM. The Second Version also contains any Motions submitted relevant to IFDs discussed at the preceding ABM. Finally, the Second Version contains any Motions or IFDs received after 7:00 pm deadline for the previous ABM Agenda Fourth Version that have been accepted onto the current ABM Agenda. Conference Committees can submit comments about Motions/IFDs appearing on this Second Version
- The ABM Agenda Third Version adds Conference Committee feedback to Motions and IFDs appearing on the ABM Agenda Second Version, as well as any Motions or IFD's that have been accepted onto the current ABM Agenda since distribution of the ABM Agenda Second Version
- The ABM Agenda Fourth Version contains Motions carried forward that were not fully acted upon at the preceding ABM. The Fourth Version also contains Motions submitted relevant to IFDs discussed at the preceding ABM. Finally, the Fourth Version will add Conference Committee feedback to Motions and IFDs appearing on the current ABM Agenda Second Version, ABM Agenda Third Version as well as any Motions or IFDs that have been accepted onto the current year ABM Agenda since distribution of the ABM Agenda Third Version.

Motions submitted relevant to IFDs will retain the same place on the next ABM Agenda as the IFD held on the previous ABM Agenda. If by the deadline for the Second Version of the ABM Agenda, no Motion is submitted relevant to an IFD, it will be removed from the ABM Agenda. Motions can be submitted by any service body or individual, and multiple submissions are possible. As with all submissions, Motions received through this process are subject to the Agenda Review Subcommittee (ARS) Process.

For Motions/IFDs to have the optimal opportunity for discussion and feedback by Conference Committees, as well as Groups and Intergroups, prior to the next ABM, submit Motions or IFDs to the ARS as soon as possible. The ARS has limited time to consider Motions/IFDs that are submitted after the distribution of the ABM Agenda Third Version and up to the 7:00 pm deadline for the ABM Agenda Fourth Version. There is little or no time for the ARS to work with Submitters, where Motions or IFDs do not meet the ABM Agenda criteria, or to correct clerical errors.

Considerations for Submission of a Motion/IFD to the ABM Agenda

The CCC and the ARS request submitting all Motions/IFDs in a timely manner. There are advantages to submitting a Motion/IFD at least 120 days prior to the start of the ABC/M including:

1. The ARS or others will be able to help the Submitter revise a Motion/IFD, if required.
2. The ARS and CCC can assist the Submitter in having a Motion/IFD placed on the ABM Agenda Second Version.
3. Allows time for comments from Conference Committees on a Motion/IFD to be placed on the ABM Agenda Third Version.
4. Delegates and other Conference members will have the opportunity to fully review the Motion/IFD prior to the ABM.

Alternatively, submitting a Motion/IFD after the suggested submission due dates for the ABM Agendas (Second Version or Third Version) or submitting a Motion/IFD just prior to the 7:00 pm deadline at the start of the ABM creates several disadvantages, including:

1. The Fellowship will not be able to provide comments regarding the Motion/IFD prior to the ABM and an informed group conscience will not be possible.
2. Places an undue burden on members of the ARS and the CCC who are preparing the ABM Agenda Fourth Version for the ABM for distribution the next morning.
3. A 'last minute submission' does not provide time for revision thus jeopardizing the chance of the Motion/IFD being placed on the ABM Agenda Fourth Version.

All submissions will continue to be accepted for review until the 7:00 pm deadline on the first day of the ABM in the time zone of the FWS office.

Chapter Three: At the ABC/M

Safety Statement

🆕 Please see the 2026 Updated Statement at the ABM Digital Binder

The Board cares about the safety of all members of the Fellowship and is prepared to take immediate and appropriate action if an individual or group feels threatened. Our group endeavors to provide a safe meeting place for all attendees and encourages each person here to contribute to fostering a secure and welcoming environment. As our Traditions remind us, the formation and operation of a group resides with the group conscience. Therefore, we ask that group members and others refrain from any behavior compromising the safety of others.

Also please take any precautions you feel necessary to ensure your personal safety. If you feel your safety is in jeopardy, or a situation breaches the law, the individuals involved should take appropriate actions. Calling the proper authorities does not violate any Traditions and is encouraged when someone has broken the law or endangered the safety of another person.

We ask that comments or chats from all attendees of this ABM refrain from any behavior compromising the safety of others, that is insulting or that is attacking any other Fellowship member. Any ABM attendee may call a Spiritual Reminder at any time.

If necessary, we have set up a special breakout room to discuss issues with members that are deemed to be overly disruptive to the General Assembly.

The Board of Trustees reserves the right to modify and update this Safety Statement.

Delegate Orientation

For the first-time Delegate a training session is offered to provide information on the process, the vocabulary, and the expectations that may still be unfamiliar. All first-time Delegates are expected to participate in this training and returning Delegates may find it helpful, too.

During the Annual Business Conference/Meeting (ABC/M), Board, F.W.S. Office Staff and others make presentations regarding the budget, the F.W.S. Office, and other Fellowship matters. Delegates are responsible to learn as much as possible about the Fellowship and the work of the Conference. This information is provided so that it can be communicated back to the Intergroup represented by the Delegate. In addition, Delegates communicate the viewpoints of the Intergroup they represent to the Conference, while making decisions for the best interest of the Fellowship as a whole. The Twelve Steps, Twelve Traditions, Twelve Concepts, and Twelve Recommended Guidelines, combined with each Delegate's own experience, form the basis for this two-way communication between the Conference and the represented Intergroup.

During the ABC/M, each Delegate is expected to attend meetings of at least two different Conference Committees. As part of those Conference Committees' group conscience, Delegates respond to Motions and IFDs on the ABM Agenda. Delegates also participate in these Conference Committee meetings to fill key Conference Committee positions, to help determine tasks for the coming year, and to assist with developing a Conference Committee budget for the next year.

Each Delegate is expected to join at least one Conference Committee, and to actively participate in that Conference Committee's activities throughout the Conference Year. Delegates add their names to the Conference Committee Membership Form (Appendix D-1) and work with the Conference Committee to achieve its goals and complete the tasks identified for the coming year. During subsequent years as Delegates, most members continue on the Conference Committees they have chosen during their first ABC/M. Delegates often choose to join a second or even third Conference Committee in subsequent years and continue service on Conference Committees after being a Delegate.

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It should be noted that all S.L.A.A. members both those who have previously served as Delegates, and those who have never been Delegates, are invited to participate on the Conference Committees of their choice.

Importance of Your Vote at the Annual Business Meeting (ABM)

As a member of the Conference, you have the right to vote on Motions that are brought to the floor of the ABM. With the right to vote, there are also responsibilities. If you or the Intergroup you represent has an opinion about a Motion being considered, it is your responsibility to vote. If you do not vote the Conference will decide without your vote. By abstaining it is in effect, voting with the prevailing side.

Things to Know

All Motions have discussion prior to the voting process. This is where you get a chance to voice your opinion as well as listen to others' opinions. It is not uncommon for someone to change how they plan to vote after hearing the discussion and minority opinions.

Once the voting process starts, all discussion about the Motion stops. The only discussion allowed after the voting process starts, is related to the voting process. Each member gets one vote. If for some reason, you are representing two service entities (e.g. CCC Chair and Delegate), you still only get one vote.

Virtual attendance

In the General Assemblies you are expected to have your camera on and be visible in front of it to be counted as present. If you turn the camera off or are not in front of the camera, then you will be considered as having left the room and you may miss the opportunity to vote or interrupt the business of the Conference.

Explanations of For, Against and Abstain During Voting

For – This means that you support the Motion and wish it to be passed.
Against – This means that you are against the Motion and do not wish it to be passed.
Abstain – This means that you do not wish to vote on the Motion. This is technically not a vote, because by definition "To Abstain" means not to vote at all. However, abstaining may have an effect on the outcome of a vote. For example:

- Abstaining may have the effect of supporting the majority position; e.g. If the vote is 20 in favor and 19 opposed, and you abstain, the Motion will pass because of your abstention. If you had voted against, the Motion would have been tied and not passed.

- Abstaining can also have the effect of undermining the majority position; e.g. If there are 45 members voting on By-Laws or Literature motions and 28 vote for the By-Laws or Literature motion, 10 vote against it and 7 abstain, the By-Law will not be changed or the literature will not be approved because of the need for two-thirds vote.

- Abstaining may have no effect. If 30 vote for and 9 against, and you abstain, your abstention has no effect at all; e.g. If you had voted "For" or "Against", neither vote would have made a difference in the outcome.

Quorum

The quorum is the minimum number of voting members necessary to conduct business. The By-Laws (Article V, Section 4b) state that a quorum shall consist of 4/5 (80%) of all Conference members. Conference members are authorized voters who have checked in at any time during the course of the ABM. The quorum may go up during the ABM but does not decrease. It will go up if someone shows up late to the ABM, but if someone leaves early, the quorum will not change. If 45 members checked in during the ABM, the minimum number of members required to conduct business is 36.

It is expected that all voting members are to be present at each and every session of the General Assembly in order to meet the requirements of the quorum. Absence by just a few members can interrupt the vital business of the Conference and possibly stop it all together.

While there is a vote in progress, all voting members should remain present, absent a medical emergency.

Majority Vote and Two-Thirds Votes

A Majority Vote is more than 50% of the Conference members checked in at the ABC/M.
By way of example, if there are 45 Conference members checked in at the ABC/M, a Majority Vote is 23 or more votes.

A two-thirds vote is two-thirds or more of the Conference members checked in at the ABC/M.
By way of example, if there are 44 Conference members checked in at the ABC/M, a two-thirds vote is 30 or more votes.

This number may increase during an ABC/M but does not decrease. The Majority Vote is used to approve Motions, when there is a Challenge to the Group Conscience and Tabling a Motion. (page 74)The two-thirds vote is used to approve By-Law Motions and Motions to approve Literature.

Binding on the Board

A two-thirds vote (Article V, Section 4c) of all Conference members at an Annual Business Meeting shall be considered binding upon the Board of Trustees. Using the example of 45 members checked in at the ABC/M, if a Motion gets 30 votes, it is *binding on the board*. It should be noted that if there is a quorum of 36 members present out of 45 possible voting, *binding on the board* still requires two-thirds of all Conference members or 30 votes. (The “binding on the Board of Trustees” concept does not apply to amendments to the By-Laws or to proposals to approve new or revised literature as of the 2023 Conference approved Literature, Creating and Editing Process (LCEP). If the amendment proposal receives such a two-thirds vote, the By-Laws shall have been amended. If less than two-thirds, the Motion fails regardless of the views of the Board. If a Literature Motion does not receive a two thirds vote, the literature does not move to the Publication of Approved Literature Stage regardless of the views of the Board). However, no vote by the Conference may impair the right of The Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc., Board of Trustees to conduct business, meet legal obligations, and exercise its fiduciary obligations to the Corporation.

Minority Opinion

After each vote, those in the minority will be given an opportunity to speak to their position. If a Motion to amend the By-Laws or approve literature passes with a two-thirds vote, those who voted against it are the minority and may speak.

If a By-Laws Motion or a Motion to approve literature fails to pass for a lack of a two-thirds vote, those who voted in favor may speak. Anything less than a two-thirds vote is a minority.

With other Motions, if the majority votes in favor of the Motion, those who voted against may speak, and if the majority votes against the Motion, those who voted in favor may speak.

Tie Vote
A Tie Vote at any time (1st, 2nd or 3rd vote) on a Motion from the ABM Agenda means the Motion has not passed and is removed from the ABM Agenda.

When Approved Motions Take Effect
Unless explicitly stated otherwise in the body of the Motion, a Motion that passes is effective immediately.

How Business is Conducted — The ABM Process

Background of the ABM Process
At first, the BOT ran the meeting (appointing one of its members to act as Chair of the Conference). Then the CCC Chair ran the meeting. Presently, the CCC and the CCC Chair are the primary designees to keep the Conference moving forward, but there is a coordinated effort with the BOT, F.W.S. Office staff, and other experienced members of the Fellowship who are attending throughout this event as Observers (page 12).

Rather than using Robert's Rules of Order, the Conference decided to create a less rigid process that encompassed the spirit of our Twelve-Step program that would enable us to work together to achieve our goal of completing the business at hand. The current process includes some voting methods of Robert's Rules of Order but allows members of the Conference and our Higher Power to be heard.

In 1992 the Conference voted to arrange the meeting room chairs and tables in a circle so that all members of the Conference are facing each other in order to create an atmosphere of equality, harmony, and unity at the ABM.

Virtual ABM

In this case of Virtual attendance at an ABM, so that all may see one another, it is *expected that all attendees or participants are present and have their camera turned on during all General Assemblies of the ABM*

Who Conducts/Moderates the ABM Process

Roles Established Prior to the ABM

- ***Facilitator:***
  The person in this role is primarily responsible for guiding the Conference through the ABM Agenda. This person explains what "in favor," "opposed," and "abstaining" votes mean in relation to the Motion being addressed. When the process or procedure is vague or unclear, the Facilitator alone, after hearing input by those who are experienced in Conference procedure (if needed or requested), is responsible for making a judgment call on how to proceed. The Facilitator must remain neutral at all times and may be supported by the Assistant Facilitator, whenever necessary.

- ***Assistant Facilitator:***
  The person in this role supports the Facilitator, offering whatever service the Facilitator deems helpful. In addition, the Assistant Facilitator watches the Conference for questions or concerns that may not be noticed by the Facilitator. This person provides input when requested by the Facilitator as described above.

- ***Back-up Facilitator:***
  This person is available to step into either the Facilitator or Assistant Facilitator role if, for whatever reason, one of these people cannot continue in this role. The Back-up is often present in a training and development capacity and advises the Facilitator when asked.

- ***Exceptions:***
  Each facilitator (in any facilitation role) must step down if they are the Submitter of the item or a member of the service body that is the Submitter.

  If for any reason any Facilitator (in any facilitation role) steps down or can not be fulfilled, the next tier Facilitator would fill in that role. e.g. If the Facilitator steps down, then the Assistant Facilitator would become the Facilitator.

- ***Record Keeper:***
  This person is selected by the ABM Planning Committee and is generally the same person throughout the entire ABC/M. The Record Keeper is responsible for producing the first draft of the ABM Minutes which is subject to review of the ABM minutes revision work group. (See Appendix K).The Record Keeper is not a voting member of the Conference.

Roles Established at the ABM in Each General Assembly

- ***Vote Counter:***
  Two members of the Conference are selected to count the number of votes "in favor," "opposed," and "abstaining." Each person counts the votes independently and then compares with each other. If the counts agree, then the results are given to the Facilitator. If the counts do not agree, the Vote Counters ask the Facilitator to ask for another vote. If the second counts do not agree, the Facilitator may call for a verbal vote, where the Conference members count off for each voting option ("in favor," "opposed," and "abstaining").

- ***Time Keeper:***
  The person in this role assists the Conference in following the time guidelines that have been established by the Facilitator. The Time Keeper also monitors and announces when a Spiritual Reminder has concluded. The Time Keeper will announce when a period of time is up by saying "Time".

- ***Spiritual Minder:***
  This person has primary responsibility for calling for a period of silence whenever emotions seem to be rising, if it is time for a difficult vote, or whenever it seems appropriate.The Spiritual Minder is a returning Delegate chosen by the facilitator.

  Typically, this period of silence is called for specifically as "30 seconds of silence" or "60 seconds of silence." Although one person is designated as the Spiritual Reminder, any member can private message the assigned Spiritual Minder and request for a 30- or 60-second period of silence, as appropriate.

  Regardless of what is going on at that moment the entire Conference must honor the call for silence. This time is ideally used to meditate on the will of our Higher Power and to remain, or regain, our spiritual centeredness. The Spiritual Reminder is not used to control another individual or the Conference.

  The Time Keeper will announce when the period of time is up by saying, "Time". The Facilitator will resume the meeting, at the point prior to when the Spiritual Reminder was called.

The ABM Process for Items for Discussion (IFDs)

1. The Facilitator reads the number of the IFD from the ABM Agenda, and identifies the:

   a. page number of the IFD in the ABM Agenda and
   b. page numbers, if any, in the ABM Agenda Attachment.

   "The page number we are starting on for this IFD is ____. The item number is ______ and _______."

   The Facilitator then says:

   "Please remain present and keep your camera turned on until the discussion process is completed in its entirety."

   The Facilitator (or someone else at the Facilitator's request) reads the IFD aloud to the Conference, including the IFD itself, its intent, and its requirements, as stated in the ABM Agenda. *Appendices and related materials are generally not read aloud.*

2. The Facilitator then directs the Conference to the comments in the Feedback/Discussion column on the final ABM Agenda.

   "*Please refer to the Feedback/Discussion column, shown on the right side of the ABM Agenda."*

3. The Facilitator calls on the Submitter or Designated Representative of the IFD to provide additional information.

"If the Submitter of this IFD would like to speak please unmute to comment for 90 seconds or let us know there are no additional comments".

4. Then the BOT is asked to provide a statement;

   "Does the BOT have a prepared statement for this IFD? **Please unmute to share the statement or let us know if there is no statement at this time."**

   Please Note: Although there is no time limit for the BOT to address a IFD it is rare for the BOT to comment without having prepared a written statement.

5. Next, Conference Committees, unless they are the Submitter, are asked to provide statements if appropriate of (90 seconds).

   "Are there any Conference Committees that would like to address this IFD? If so, please raise your virtual hand. Time for a comment is 90 seconds. **A Conference Committee that is the Submitter and has spoken already is not permitted to speak again."**

6. The Facilitator calls for discussion from Intergroups or groups functioning as an Intergroup

   "Are there any Intergroups or groups functioning as an Intergroup that would like to address this IFD. Please go to our ABM microphone by raising your virtual hand. Time is 90 seconds. An Intergroup that is the Submitter and has spoken already is not permitted to speak again".

7. The Facilitator calls for discussion from others (comments are not restricted to voting members only):

   "If you have discussion, please go to our ABM microphone by raising your virtual hand. There are no 'Pro' or 'Con' microphones for IFDs. We will have discussion for a total of 10/15/20 minutes" **[at the Facilitator's discretion].**

   "We will hear comments based on the order hands are raised. Please wait for the Facilitator or assistant Facilitator to call on you to unmute. Please limit statements to 90 seconds. The Time Keeper will announce when the time has expired by calling "Time".

   "We ask that if you have already spoken once, that you wait until others who have not had an opportunity to speak, go next. If time allows, we will invite you to speak again."

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When the discussion period has expired (noted by the Time Keeper), the Facilitator announces:

> ***"The time for discussion of this IFD has expired. This IFD is closed for this ABM."***
>
> ***"The information gathered during discussion will be captured in the official minutes of this ABM."***
>
> ***"Space will be reserved for a Motion related to this IFD in the ABM Agenda First Version for next year's ABM."***

The ABM Process for Motions

1. The Facilitator reads the number of the Motion from the ABM Agenda, and identifies the:

   a. page number of the Motion in the ABM Agenda and
   b. page numbers, if any, in the ABM Agenda Attachment.

   "The page number for the Motion is ____. The Agenda attachment page is ____."

2. The Facilitator (or someone else at the Facilitator's request) reads the Motion aloud to the Conference, including the Motion itself, its intent, and its requirements, as stated in the ABM Agenda. Appendices and/or related materials are generally not read aloud.

   The Facilitator then says:

   "Please remain present and keep your camera turned on until the Motion process is completed in its entirety.

3. The Facilitator then states:

   "To be adopted, this Motion requires a favorable vote of more than 50% of the voting members checked in at this ABC/M."

4. The Facilitator then directs the Conference to the comments in the Feedback/Discussion column on the final ABM Agenda.

   "*Please refer to the Feedback/Discussion column shown on the right side of the ABM Agenda."*

5. The Facilitator calls on the Submitter or Designated Representative of the Motion to provide additional information.

   "If the Submitter of this Motion would like to speak, please raise your virtual hand and unmute to comment for up to 90 seconds or let us know there are no additional comments."

6. The Facilitator asks the BOT to provide a statement;

   "Does the BOT have a prepared statement for this Motion? **Please unmute to share the statement or let us know if there is no statement at this time."**

   Please Note: Although there is no time limit for the BOT to address a Motion it is rare for the BOT to comment without having prepared a written statement.

7. Next Conference Committees are asked to provide statements if appropriate (90 seconds).

   "Are there any Conference Committees that would like to address this Motion? If so, please raise your virtual hand. Time for a comment is 90 seconds. **A Conference Committee that is the Submitter and has spoken already is not permitted to speak again."**

8. The Facilitator calls for statements from Intergroups or groups functioning as an Intergroup:

   "Are there any Intergroups or groups functioning as an Intergroup that would like to address this Motion? If so, please raise your virtual hand. Time is 90 seconds. An Intergroup that is the Submitter and has spoken already is not permitted to speak again."

9. The Facilitator calls for discussion from individuals (comments are <u>not restricted</u> to voting members only):

   "At this time we will now take 3 'pro' comments and 3 'con' comments. Shortly we will enable the chat for participants to enter the word 'pro' or 'con.' At that time, the Facilitator will select 3 comments from each group in the order they appear. We will alternate 'pro' and 'con' comments until the limit of three each has been reached or until there are no further comments, whichever comes first. Members may speak only once during this time."

   The facilitator will now enable the Chat to all participants (or designate out loud to a specific tech host) and then announces:

   "The chat has now been enabled for participants to enter the word 'pro' or 'con.' No other comments should be made in the chat feature other than the word 'pro' or 'con'."

   <u>***Note***</u><u>*: It is at the sole discretion of the Facilitator to take additional comments beyond the three pros and cons.*</u>

10. When the pros and cons are completed, the facilitator or designee will set the chat feature back to Host/Cohost Only to prevent further use of the chat.

    The Facilitator moves to a <u>**1st Vote**</u>.

    The Facilitator announces:

    "We have heard three 'pros' and three 'cons'. There is a Motion on the floor to… **(Facilitator reads Motion)*****. We will now move to a <u>1st Vote</u> on that Motion.***

    A vote to approve the Motion means that we will be obligated to _______________________.

    A vote opposed to the Motion means that we will NOT be obligated to _______________________."

    The Facilitator then asks:

    "Are there any questions on the voting options ONLY? If so, please raise your virtual hand."

    If there are questions, the Facilitator will call on the questioner:

    The Facilitator then provides an answer to the voting question, relying on input from others at the

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facilitators discretion.

It is important that the Facilitator **not allow** discussion on the Motion at this time. If a question goes beyond voting options, the Facilitator must state:

> ***"The question is not related to voting options and is therefore not appropriate at this time."***

The Facilitator asks:

> ***"At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?"*** *(pause for this to happen)*
>
> ***"Can we have the Executive Director give us a total number of voting members present at this time?***
>
> ***Please remain present and keep your camera turned on until the voting process is completed in its entirety.***
>
> ***After I say "Let's Vote," we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: "In Favor," "Opposed," or "Abstain" and click on Submit. All non-voting members should select "Not a Voting Member" and nothing else and then click on Submit.***
>
> ***We will have 30 seconds of silence."***

The Facilitator then announces:

> ***"Please remember that all voting members must participate in the voting process by selecting "In Favor," "Opposed," or "Abstain." All non-voting members should select "Not a Voting Member You will have 45 seconds to make and submit your selection as timed by the Timekeeper.***
>
> ***Let's Vote!***
>
> **The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections."**

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

> **"Tech host, please bring back the non-voters."** (and pause for this to happen)
> **"Please remove the poll and post the results for everyone to see."**

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

***Note**: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).*

The Facilitator then states:

> **"*For the record the vote is x in favor/ y opposed/ z abstaining and xx non voting***

members.”.

***Note**: if the vote is unanimous and passes (see letter f) /unanimous and does not pass (see letter g)/not-unanimous (see letter h)*

If the 1st Vote is unanimous and passes (abstentions do not count), the Facilitator will declare:

> ***“This Motion has* passed *by a unanimous group conscience of the Conference and* is *binding upon the Board of Trustees.***
>
> ***This Motion is closed for this ABM and removed from the ABM Agenda.”***

If the 1st Vote is unanimously opposed to the Motion (abstentions do not count), the Facilitator will declare:

> ***“The vote is unanimously opposed and therefore the Motion has not passed. This Motion is closed for this ABM and removed from the ABM Agenda.”***

If the 1st Vote is NOT unanimous, the Facilitator will declare:

> ***“The vote is not unanimous. There is now an opportunity for those in the minority to speak; if no one in the minority speaks, the first vote will stand.***
>
> ***Those (in favor/opposed) are in the minority. Is there anyone who voted in the minority who wishes to speak? If so, please raise your virtual hand.”***

If no one wishes to speak, the Facilitator states:

> **“*No one from the minority (meaning in favor/opposed) wishes to speak, the first vote stands.***
>
> ***This Motion has* (passed/not passed) *by a group conscience of the Conference.***
>
> ***The Motion* (has/has not) *been adopted by a 2/3 vote, which (*is/would have been) *binding upon the Board of Trustees.***
>
> ***This Motion is closed for this ABM and removed from the ABM Agenda.”***

If anyone wishes to speak, the Facilitator states:

> ***“There are members of the minority meaning (in favor/opposed) who wish to speak at this time. We will call on as many members to speak as time allows* at the Facilitator’s discretion. *Members may speak for up to 60 seconds each. Each member may speak only once.”***

***Note**: At the Facilitator’s discretion, a member may speak again to provide new information.*

11. Once minority opinion has been heard, the Facilitator moves to the **2nd Vote**.

    The Facilitator announces:

    > ***“Minority opinion has been heard. We will now move to the 2nd vote.”***

“Please remember that all voting members must participate in the voting process.”

The Facilitator then asks:

“Are there any questions on the voting options ONLY? If so, please raise your virtual hand”

If there are questions, the Facilitator will call on the questioner:

The Facilitator then provides an answer to the voting question, relying on input from others at the facilitators discretion.

It is important that the Facilitator **not allow** discussion on the Motion at this time.

If a question goes beyond voting options, the Facilitator must state:

“The question is not related to voting options and is therefore not appropriate at this time.”

The Facilitator asks:

“At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?” *(pause for this to happen)*

“Can we have the Executive Director give us a total number of voting members present at this time?

Please remain present and keep your camera turned on until the voting process is completed in its entirety.

After I say “Let’s Vote,” we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: “In Favor,” “Opposed,” or “Abstain” and click on Submit. All non-voting members should select “Not a Voting Member” and nothing else and then click on Submit.

We will have 30 seconds of silence.”

The Facilitator announces:

“Please remember that all voting members must participate in the voting process by selecting “In Favor,” “Opposed,” or “Abstain.” All non-voting members should select “Not a Voting Member.” You will have 45 seconds to make and submit your selection as timed by the Timekeeper..”

“Let’s Vote! **The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections.”**

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

“Tech host, please bring back the non-voters.” (and pause for this to happen)
“Please remove the poll and post the results for everyone to see.”

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

***Note**: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).*

The Facilitator then states:

> ***"For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member".***

***Note**: if the vote is unanimous and passes (see letter f) /unanimous and does not pass (see letter f) / not-unanimous and majority changes(see letter g)*

If the 2nd Vote is unanimous in either direction (abstentions do not count), or the majority does not change from in favor to opposed or from opposed to in favor (even if the number of votes changes), the Facilitator will declare:

> ***"This Motion has* (passed/not passed) *by a group conscience of the Conference. The Motion* [has/has not] *been adopted by a 2/3 vote, which* (is/would have been) *binding upon the Board of Trustees.***
>
> ***This Motion is closed for this ABM and removed from the ABM Agenda."***

If the 2nd Vote is not unanimous and the majority changes from in favor to opposed or from opposed to in favor, the Facilitator will document the new majority is now opposed or in favor and announces:

> ***"The vote is not unanimous and the outcome has changed from (in favor to opposed) or (opposed to in favor).***
>
> ***There is now an opportunity for the minority meaning those (in favor/ opposed) to speak.***
>
> ***Is there anyone who voted (in favor]/[opposed) who wishes to speak? If so, please raise your virtual hand."***

If no one wishes to speak, the Facilitator states:

> **"*No one wishes to speak. The 2nd Vote stands.***
>
> ***This Motion has* (passed/not passed) *by a group conscience of the Conference.***
>
> ***The Motion* (has/has not) *been adopted by a 2/3 vote, which* (is/would have been) *binding upon the Board of Trustees.***
>
> ***This Motion is closed for this ABM and removed from the Agenda."***

If anyone wishes to speak, the Facilitator states:

> ***"There are members of the minority meaning (in favor/opposed) who wish to speak at this time. We will call on as many members to speak as time allows* at the Facilitator's discretion. *Members may speak for up to 60 seconds each. Each member may speak***

only once."

***Note**: At the Facilitator's discretion, a member may speak again to provide new information.*

12. Once minority opinion has been heard, the Facilitator moves to the **3rd Vote**.

    The Facilitator announces:

    > ***"Minority opinion has been heard. We will now move to the 3rd Vote."***
    >
    > ***Please remember that all voting members must participate in the voting process."***

    The Facilitator then asks:

    > ***"Are there any questions on the voting options ONLY? If so, please raise your virtual hand"***

    If there are questions, the Facilitator will call on the questioner:

    The Facilitator then provides an answer to the voting question, relying on input from others at the facilitators discretion.

    It is important that the Facilitator **not allow** discussion on the Motion at this time.

    If a question goes beyond voting options, the Facilitator must state:

    > ***"The question is not related to voting options and is therefore not appropriate at this time."***

    The Facilitator asks:

    > ***"At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?"*** *(pause for this to happen)*
    >
    > ***"Can we have the Executive Director give us a total number of voting members present at this time?***
    >
    > ***Please remain present and keep your camera turned on until the voting process is completed in its entirety.***
    >
    > ***We will have 30 seconds of silence."***

    The Facilitator then announces:

    > ***"Please remember that all voting members must participate in the voting process by selecting "In Favor," "Opposed," or "Abstain." All non-voting members should select "Not a Voting Member." You will have 45 seconds to make and submit your selection as timed by the Timekeeper.."***
    >
    > ***After I say "Let's Vote," we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: "In Favor," "Opposed," or "Abstain" and click on Submit. All non-voting members should select "Not a Voting Member" and nothing else and then click on***

Submit.

"Let's Vote! **The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections."**

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

"Tech host, please bring back the non-voters." (and pause for this to happen)
"Please remove the poll and post the results for everyone to see."

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

***Note**: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).*

The Facilitator then states:

"For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member".

Based on the numbers of the 3rd Vote, the Facilitator declares:

"For the record the vote is x in favor/ y opposed/ z abstaining

This Motion has* (passed/not passed) *by a group conscience of the Conference. The Motion* (has/has not) *been adopted by a 2/3 vote, which* [is/would have been] *binding upon the Board of Trustees.

This Motion is closed for this ABM and removed from the Agenda."

13. Challenge to the Group Conscience.

This applies only to a vote to approve a Motion on the ABM Agenda (whether or not that Motion has been amended); not to Motions to Table, Remove or Withdraw. Once a Motion is closed and removed from the ABM Agenda there cannot be a Challenge to the Group Conscience.
(See also: Other Procedural Options and Notes, page 74)

If the Facilitator declares the Motion to be APPROVED, any member of the Conference may immediately and verbally offer a **"Challenge to the Group Conscience" by raising your virtual hand.**

If this happens, the Facilitator must conduct an immediate vote, and states:

"There has been a Challenge to Group Conscience. We will move to an immediate yes or no vote on whether the final vote represents the group conscience. A vote In-favor means yes, the final vote represents the group conscience and a vote Opposed means the final vote does not represent group conscience. There will be no discussion. A Majority Vote rules, with no minority opinion.

The Facilitator asks:
"At this time, will our tech hosts remove non-voting and-or inactive participants to the

Zoom waiting room?” *(pause for this to happen)*

“Can we have the Executive Director give us a total number of voting members present at this time?

Please remain present and keep your camera turned on until the voting process is completed in its entirety.

We will have 30 seconds of silence.”

The Facilitator announces:

“Please remember that all voting members must participate in the voting process by selecting “In Favor,” “Opposed,” or “Abstain.” All non-voting members should select “Not a Voting Member.” You will have 45 seconds to make and submit your selection as timed by the Timekeeper..”

After I say “Let’s Vote,” we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: “In Favor,” “Opposed,” or “Abstain” and click on Submit. All non-voting members should select “Not a Voting Member” and nothing else and then click on Submit.

“Let’s Vote! **The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections.”**

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

“Tech host, please bring back the non-voters.” (and pause for this to happen)
“Please remove the poll and post the results for everyone to see.”

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

Note: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).

The Facilitator then states:

“For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member”.

The Conference has voted that the final vote **[was/was not] the** ***group conscience. As a result, the Motion is*** **[approved/not approved].**

This Motion is closed for this ABM and removed from the ABM Agenda.”

The ABM Process for By-Laws Motions

1. The Facilitator reads the number of the By-Laws Motion from the ABM Agenda, and identifies the:

   Page number of the By-Laws Motion in the ABM Agenda reading:

   i. How the By-Laws currently reads;
   ii. The new wording, using "strikethrough and underline" format;
   iii. The intent and requirements set forth in the ABM Agenda.

   ***Note**: Page numbers, if any, in the ABM Agenda Attachment. Appendices and related materials are generally not read aloud*

2. The Facilitator then states:

   "By-Laws Motions require a 2/3 vote (or more) of all voting members checked in at this ABC/M."

   "Amendments from the floor are not allowed for By-Laws Motions."

3. The Facilitator then directs the Conference to the comments in the Feedback/Discussion column on the final ABM Agenda.

   "*Please refer to the Feedback/Discussion column shown on the right side of the ABM Agenda."*

4. The Facilitator calls on the Submitter or Designated Representative of the Motion to provide additional information.

   "If the Submitter of this Motion would like to speak, please raise your virtual hand and unmute to comment for up to 90 seconds or let us know there are no additional comments."

5. Then the BOT is asked to provide a statement;

   "Does the BOT have a prepared statement for this Motion? **Please unmute to share the statement or let us know if there is no statement at this time."**

   ***Note:** Although there is no time limit for the BOT to address a Motion, it is rare for the BOT to comment without having prepared a written statement.*

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6. Next Conference Committees are asked to provide statements if appropriate (90 seconds).

   "Are there any Conference Committees that would like to address this Motion? If so, please raise your virtual hand. Time for a comment is 90 seconds. A Conference Committee that is the Submitter and has spoken already is not permitted to speak again."

7. The Facilitator calls for statements from Intergroups or groups functioning as an Intergroup

"Are there any Intergroups or groups functioning as an Intergroup that would like to address this Motion? If so, please raise your virtual hand. Time is 90 seconds. **An Intergroup that is the Submitter and has spoken already is not permitted to speak again."**

8. The Facilitator calls for discussion from individuals (comments are <u>not restricted</u> to voting members only):

   "We will now take three 'pro' comments and three 'con' comments. Please type PRO or CON in the chat if you would like to comment. The Facilitator will select 3 comments from each group. We will alternate pro and con comments until the limit of three each has been reached or until there are no further comments, whichever comes first. Members may speak only once during this time."

   <u>***Note:*** *It is at the sole discretion of the Facilitator to take additional comments beyond the three pros and cons.*</u>

9. When the pros and cons are completed, the Facilitator moves to a <u>**1st Vote**</u>. The Facilitator announces:

   "We have heard three pros and three cons. There is a By-Laws Motion on the floor to… **(Facilitator reads the proposed By-Laws Motion)*.***

   We will now move to a <u>1st Vote</u> on that By-Laws Motion.

   A vote to approve means that we have amended the By-Laws as and when proposed.

   The written By-Laws will be updated to reflect this change.

   A vote opposed means that we have NOT changed the By-Laws."

   The Facilitator then asks:

   "Are there any questions on the voting options ONLY? If so, please raise your virtual hand."

   If there are questions, the Facilitator will call on the questioner.

   The Facilitator then provides an answer to the voting question, relying on input from others at the facilitators discretion.

   It is important that the Facilitator **not allow** discussion on the By-Laws Motion at this time.

   If a question goes beyond voting options, the Facilitator must state:

   "The question is not related to voting options and is therefore not appropriate at this time."

The Facilitator asks:

"At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?" *(pause for this to happen)*

“Can we have the Executive Director give us a total number of voting members present at this time?

Please remain present and keep your camera turned on until the voting process is completed in its entirety.

After I say “Let’s Vote,” we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: “In Favor,” “Opposed,” or “Abstain” and click on Submit. All non-voting members should select “Not a Voting Member” and nothing else and then click on Submit.

We will have 30 seconds of silence.”

The Facilitator then announces:

“Please remember that all voting members must participate in the voting process.”

Let’s Vote! The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections.”

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

“Tech host, please bring back the non-voters.” (and pause for this to happen)
“Please remove the poll and post the results for everyone to see.”

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

Note*: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).*

The Facilitator then states:

“For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member”.

Note: if the vote is unanimous and passes (see letter f) /unanimous and does not pass (see letter g)/not-unanimous (see letter h)

10. **If the 1st Vote is unanimous and passes** (abstentions do not count), the Facilitator will declare:

    “This By-Laws Motion has **passed** ***by a unanimous group conscience of the Conference.***

    This By-Laws Motion is closed for this ABM and removed from the ABM Agenda.”

11. **If the 1st Vote is unanimously opposed** (abstentions do not count), the Facilitator will declare:

    “This By-Laws Motion has not passed by an unanimous vote and therefore the

By-Laws Motion has not passed by the group conscience of the Conference.

This By-Laws Motion is closed for this ABM and removed from the ABM Agenda."

12. **<u>If the 1st Vote is NOT unanimous but passes with a 2/3 vote</u>**, the Facilitator will declare:

"The vote is not unanimous but passes with a 2/3 vote of the voting members checked in at this ABM. There is now an opportunity for those that voted against the By-Laws Motion to speak; if no one that voted against the By-Laws Motion speaks the first vote will stand. Is there anyone in the minority who wishes to speak? If so, please raise your virtual hand.

If no one wishes to speak, the Facilitator states:

"*No one from those that voted against the By-Laws Motion that did pass by a 2/3 vote wishes to speak. The first vote stands.*

"This By-Laws Motion has* been adopted *by a 2/3 vote of the Conference.

This By-Laws Motion is closed for this ABM and removed from the ABM Agenda."

If anyone wishes to speak, the Facilitator states:

"There are members of the minority meaning opposed who wish to speak at this time. We will call on as many members to speak as time allows* at the Facilitator's discretion. *Members may speak for up to 60 seconds each. Each member may speak only once."

<u>***Note**: At the Facilitator's discretion, a member may speak again to provide new information.*</u>

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13. **<u>If the 1st Vote is NOT unanimous and does not pass with a 2/3 vote</u>**,

The Facilitator will declare:

"The vote is not unanimous and does not pass with a 2/3 vote. There is now an opportunity for those that voted for the By-Laws Motion to speak; if no one that voted for the By-Laws Motions speaks, the first vote will stand. Is there anyone in the minority who wishes to speak? If so, please raise your virtual hand."

If no one wishes to speak, the Facilitator states:

"*No one from those that voted for the By-Laws Motion that did not pass by a 2/3 vote wishes to speak. Therefore the first vote stands.*

"This By-Laws Motion has* not been adopted *by a 2/3 vote of the Conference.

This By-Laws Motion is closed for this ABM and removed from the ABM Agenda."

If anyone wishes to speak, the Facilitator states:

"There are members of the minority meaning opposed who wish to speak at this time.

We will call on as many members to speak as time allows* at the Facilitator's discretion. *Members may speak for up to 60 seconds each. Each member may speak only once."

Note: At the Facilitator's discretion, a member may speak again to provide new information.

14. Once minority opinion has been heard, the Facilitator moves to the **2nd Vote**.

The Facilitator announces:

"Minority opinion has been heard. We will now move to the 2nd vote."

"Please remember that all voting members must participate in the voting process."

The Facilitator then asks:

"Are there any questions on the voting options ONLY? If so, please raise your virtual hand"

If there are questions, the Facilitator will call on the questioner:

The Facilitator then provides an answer to the voting question, relying on input from others at the facilitators discretion.

It is important that the Facilitator **not allow** discussion on the Motion at this time. If a question goes beyond voting options, the Facilitator must state:

"The question is not related to voting options and is therefore not appropriate at this time."

The Facilitator asks:

"At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?" *(pause for this to happen)*

"Can we have the Executive Director give us a total number of voting members present at this time?

Please remain present and keep your camera turned on until the voting process is completed in its entirety.

After I say "Let's Vote," we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: "In Favor," "Opposed," or "Abstain" and click on Submit. All non-voting members should select "Not a Voting Member" and nothing else and then click on Submit.

We will have 30 seconds of silence."

The Facilitator announces:

"Please remember that all voting members must participate in the voting process by selecting "In Favor," "Opposed," or "Abstain." All non-voting members should select "Not a Voting Member." You will have 45 seconds to make and submit your selection

as timed by the Timekeeper.."

"Let's Vote! **The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections."**

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

"Tech host, please bring back the non-voters." (and pause for this to happen)
"Please remove the poll and post the results for everyone to see."

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

***Note**: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).*

The Facilitator then states:

"For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member"

***Note**: if the vote is unanimous and passes /unanimous and does not pass / not-unanimous and majority changes*

15. **If the 2nd Vote is unanimous and passes** (abstentions do not count).

    The Facilitator will declare:

    "This By-Laws Motion has passed by a unanimous group conscience of the Conference.

    This By-Laws Motion is closed for this ABM and removed from the ABM Agenda."

16. **If the 2nd Vote is unanimous and does not pass** (abstentions do not count)

    The Facilitator will declare:

    "This By-Laws Motion has not passed by a group conscience of the Conference. The By-Laws Motion has not been adopted by a 2/3 vote.

    This By-Laws Motion is closed for this ABM and removed from the ABM Agenda."

17. **If the 2nd Vote passes with a 2/3 vote and this result is the same as the 1st vote (even if the number of votes changes).**

    The Facilitator will declare:

    "This By-Laws Motion has passed by a group conscience of the Conference. The By-Laws Motion has been adopted by a 2/3 vote.

    This By-Laws Motion is closed for this ABM and removed from the ABM Agenda."

18. **<u>If the 2nd Vote does NOT pass by a 2/3 vote and this result is the same as the 1st vote (even if the number of votes changes),</u>**

The Facilitator will declare:

> ***"This By-Laws Motion has not passed by a group conscience of the Conference. The By-Laws Motion has not been adopted by a 2/3 vote.***
> ***This By-Laws Motion is closed for this ABM and removed from the ABM Agenda."***

19. **<u>If the 2nd Vote is NOT unanimous and the position has changed from not passed by a 2/3 vote to passed by a 2/3 vote</u>**,

The Facilitator will declare:

> ***"The vote is not unanimous but passes with a 2/3 vote of the voting members checked in at this ABM. There is now an opportunity for those that voted against the By-Laws Motion to speak; if no one that voted against the By-Laws Motion speaks the second vote will stand. Is there anyone in the minority who wishes to speak? If so, please raise your virtual hand.***

If no one wishes to speak,

The Facilitator states:

> **"*No one from those that voted against the By-Laws Motion that did pass by a 2/3 vote wishes to speak. The second vote stands.***
>
> ***"This By-Laws Motion has* been adopted *by a 2/3 vote of the Conference.***
>
> ***This By-Laws Motion is closed for this ABM and removed from the ABM Agenda."***

If anyone wishes to speak, the Facilitator states:

> ***"There are members of the minority meaning opposed who wish to speak at this time. We will call on as many members to speak as time allows* at the Facilitator's discretion. *Members may speak for up to 60 seconds each. Each member may speak only once."***

<u>***Note**: At the Facilitator's discretion, a member may speak again to provide new information.*</u>

20. **<u>If the 2nd Vote is NOT unanimous and the position has changed from passed by a 2/3 vote to not passed by a 2/3 vote</u>**,

The Facilitator will declare:

> ***"The vote is not unanimous but did not pass with a 2/3 vote of the voting members checked in at this ABM. There is now an opportunity for those that voted in favor of the By-Laws Motion to speak; if no one that voted in favor of the By-Laws Motion speaks the second vote will stand. Is there anyone in the minority who wishes to speak? If so, please raise your virtual hand.***

If no one wishes to speak, the Facilitator states:

“*No one from those that voted in favor of the By-Laws Motion that did not pass by a 2/3 vote wishes to speak. The second vote stands.*

“This By-Laws Motion has* not been adopted *by a 2/3 vote of the Conference.

This By-Laws Motion is closed for this ABM and removed from the ABM Agenda.”

If anyone wishes to speak, the Facilitator states:

“There are members of the minority meaning in favor who wish to speak at this time. We will call on as many members to speak as time allows* at the Facilitator’s discretion. *Members may speak for up to 60 seconds each. Each member may speak only once.”

***Note**: At the Facilitator’s discretion, a member may speak again to provide new information.*

21. **Once everyone who wishes to speak has spoken, the Facilitator moves to the 3rd Vote.**

The Facilitator then asks:

“Are there any questions on the voting options ONLY? If so, please raise your virtual hand”

If there are questions, the Facilitator will call on the questioner:

The Facilitator then provides an answer to the voting question, relying on input from others at the facilitators discretion.

It is important that the Facilitator **not allow** discussion on the Motion at this time. If a question goes beyond voting options, the Facilitator must state:

“The question is not related to voting options and is therefore not appropriate at this time.”

The Facilitator asks:

“At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?” *(pause for this to happen)*

“Can we have the Executive Director give us a total number of voting members present at this time?

Please remain present and keep your camera turned on until the voting process is completed in its entirety.

We will have 30 seconds of silence.”

The Facilitator announces:

“Please remember that all voting members must participate in the voting process by selecting “In Favor,” “Opposed,” or “Abstain.” All non-voting members should select

"Not a Voting Member." You will have 45 seconds to make and submit your selection as timed by the Timekeeper.."

"Let's Vote! **The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections."**

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

"Tech host, please bring back the non-voters." (and pause for this to happen)
"Please remove the poll and post the results for everyone to see."

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

Note: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).

The Facilitator then states:

"For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member"

22. **If the 3rd Vote passes by 2/3 vote**, the Facilitator will declare:

    "This By-laws Motion has been adopted by a 2/3 vote of the Conference.

    This By-laws Motion is closed for this ABM and removed from the ABM Agenda."

23. **If the 3rd Vote does not pass by 2/3 vote**, the Facilitator will declare:

    "This By-Laws Motion has not* passed *by a group conscience of the Conference. The By-Laws Motion* has not *been adopted by a 2/3 vote.

    This By-Laws Motion is closed for this ABM and removed from the ABM Agenda."

24. Challenge to the Group Conscience.
    This applies only to a vote to approve a Motion on the ABM Agenda (whether or not that Motion has been amended); not to Motions to Table, Remove or Withdraw. Once a Motion is closed and removed from the ABM Agenda there cannot be a Challenge to the Group Conscience.
    (See also: Other Procedural Options and Notes, page 74)

    If the Facilitator declares the Motion to be APPROVED, any member of the Conference may immediately and verbally offer a **"Challenge to the Group Conscience by raising their virtual hand. .** If this happens, the Facilitator must conduct an immediate vote, and states:

    "There has been a Challenge to Group Conscience. We will move to an immediate yes or no vote on whether the final vote represents the group conscience. A vote In-favor means yes, the final vote represents the group conscience and a vote Opposed means the final vote does not represent group conscience. There will be no discussion. A

Majority Vote rules, with no minority opinion.

The Facilitator asks:

"At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?" *(pause for this to happen)*

"Can we have the Executive Director give us a total number of voting members present at this time?

Please remain present and keep your camera turned on until the voting process is completed in its entirety.

After I say "Let's Vote," we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: "In Favor," "Opposed," or "Abstain" and click on Submit. All non-voting members should select "Not a Voting Member" and nothing else and click Submit.

We will have 30 seconds of silence."

The Facilitator announces:

"Please remember that all voting members must participate in the voting process *by selecting "In Favor," "Opposed," or "Abstain." All non-voting members should select "Not a Voting Member." You will have 45 seconds to make and submit your selection as timed by the Timekeeper.*."

"Let's Vote! The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections."

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

"Tech host, please bring back the non-voters." (and pause for this to happen)
"Please remove the poll and post the results for everyone to see."

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

<u>***Note**: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).*</u>

The Facilitator then states:

"For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member"

***The Conference has voted that the final vote* [was/was not] the *group conscience. As a result, the Motion is* [approved/not approved].**

This Motion is closed for this ABM and removed from the ABM Agenda."

The ABM Process for Motions to Approve New or Revised Literature

The Facilitator reads the number of the Motion from the ABM Agenda, and identifies the:

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1. page number of the Motion in the ABM Agenda and
2. page numbers, if any, in the ABM Agenda Attachment.

The Facilitator (or someone else at the Facilitator's request) reads the Motion aloud to the Conference, including the Motion itself, its intent, and its requirements, as stated in the ABM Agenda. Appendices and/or related materials are generally not read aloud.

The Facilitator then states:

"Literature Motions require a 2/3 vote of all voting members checked in at this ABM."

The Facilitator then directs the Conference to the comments in the Feedback/Discussion column on the final ABM Agenda.

"*Please refer to the Feedback/Discussion column shown on the right side of the ABM Agenda."*

The Facilitator calls on the Submitter or Designated Representative of the Motion to provide additional information.

"If the CLC Representative would like to speak, please raise your virtual hand and unmute to comment for up to 90 seconds or let us know there are no additional comments."

Then the BOT is asked to provide a statement;

"Does the BOT have a prepared statement for this Motion? **Please unmute to share the statement or let us know if there is no statement at this time."**

Note: *Although there is no time limit for the BOT to address a Motion, it is rare for theBOT to comment without having prepared a written statement.*

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Next Conference Committees are asked to provide statements if appropriate (90 seconds).

"Are there any Conference Committees that would like to address this Motion? If so, please raise your virtual hand. Time for a comment is 90 seconds. A Conference Committee that is the Submitter and has spoken already is not permitted to speak again."

The Facilitator calls for statements from Intergroups or groups functioning as anIntergroup.

"Are there any Intergroups or groups functioning as an Intergroup that would like to address this Motion? If so, please raise your virtual hand. Time is 90 seconds. **An Intergroup that is the Submitter and has spoken already is not permitted to speak again."**

The Facilitator calls for discussion from individuals (comments are <u>not restricted</u> to voting members only):

> ***"At this time we will now take 3 'pro' comments and 3 'con' comments. Please type PRO or CON in the chat if you would like to comment. The Facilitator will select 3 comments from each group in the order they appear. We will alternate 'pro' and 'con' comments until the limit of three each has been reached or until there are no further comments, whichever comes first. Members may speak only once during this time."***

<u>***Note:*** *It is at the sole discretion of the Facilitator to take additional comments beyond the three pros and cons.*</u>
When the pros and cons are completed, the Facilitator moves to a **<u>1st Vote</u>**.

The Facilitator announces:

> ***"We have heard three pros and three cons. There is a Literature Motion on the floor to…*** **[Facilitator reads the Literature Motion]*.***
>
> ***We will now move to a <u>1st Vote</u> on that Literature Motion.***
>
> ***A vote In favor means that we will be obligated to proceed to the Publication of Approved Literature Stage of our process.***
>
> ***A vote Opposed means that we will NOT publish the new or revised Literature."***

The Facilitator then asks:

> ***"Are there any questions on the voting options ONLY? If so, please raise your virtual hand."***

If there are questions, the Facilitator will call on the questioner.

The Facilitator then provides an answer to the voting question, relying on input from others at the facilitators discretion.

The Facilitator then provides an answer to the voting question.

It is **important** that the Facilitator **not allow** discussion on the Literature Motion at this time.

If a question goes beyond voting options, the Facilitator must state:

> ***"The question is not related to voting options and is therefore not appropriate at this time."***

The Facilitator asks:

> ***"At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?"*** *(pause for this to happen)*
>
> ***"Can we have the Executive Director give us a total number of voting members present at this time?***
>
> ***Please remain present and keep your camera turned on until the voting process is completed in its entirety.***

[TOC]

After I say "Let's Vote," we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: "In Favor," "Opposed," or "Abstain" and click on Submit. All non-voting members should select "Not a Voting Member" and nothing else and click Submit.

We will have 30 seconds of silence."

The Facilitator then announces:

"Please remember that all voting members must participate in the voting process *by selecting "In Favor," "Opposed," or "Abstain." All non-voting members should select "Not a Voting Member." You will have 45 seconds to make and submit your selection as timed by the Timekeeper.*."

Let's Vote!

The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections."

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

"Tech host, please bring back the non-voters." (and pause for this to happen)
"Please remove the poll and post the results for everyone to see."

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

***Note**: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).*

The Facilitator then states:

"For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member"

If the 1st Vote is unanimous and passes (abstentions do not count), the Facilitator will declare:

"This Literature Motion has* passed *by a unanimous group conscience of the Conference.

This Literature Motion is closed for this ABM and removed from the ABM Agenda."

If the 1st Vote is unanimous and does not pass (abstentions do not count), the Facilitator will declare:

"This Literature Motion has not passed by a unanimous group conscience of the Conference.

This Literature Motion is closed for this ABM and removed from the ABM Agenda."

If the 1st Vote is NOT unanimous but passes with a 2/3 vote, the Facilitator will declare:

> ***"The vote is not unanimous but passes with a 2/3 vote of the voting members checked in at this ABM. There is now an opportunity for those that voted against the Literature Motion to speak; if no one that voted against the Literature Motion speaks the first vote will stand.***

If anyone wishes to speak, the Facilitator states:

> ***"Members who voted against this Literature Motion that passed with a 2/3 vote of the Conference may speak at this time. You may use either microphone and we will alternate between them."***

***Note**: At the Facilitator's discretion, all members who voted against the Literature Motion may speak, or the Facilitator may request that subsequent speakers after the first only provide new information.*

If no one wishes to speak, the Facilitator states:

> ***"No one from those that voted against the Literature Motion that did pass by a 2/3 vote wishes to speak. The first vote stands.***
>
> ***"This Literature Motion has* been adopted *by a 2/3 vote of the Conference.***
>
> ***This Literature Motion is closed for this ABM and removed from the ABM Agenda."***

If the 1st Vote is NOT unanimous and does not pass with a 2/3 vote, the Facilitator will declare:

> ***"The vote is not unanimous and does not pass with a 2/3 vote. There is now an opportunity for those that voted for the Literature Motion to speak; if no one that voted for the Literature Motions speaks, the first vote will stand.***

If anyone wishes to speak, the Facilitator states:

> ***"Members who voted for this Literature Motion that did not pass with a 2/3 vote of the Conference may speak at this time. Please raise your virtual hand. "***
>
> ***Note**: At the Facilitator's discretion, all members who voted for the Literature Motion may speak, or the Facilitator may request that subsequent speakers after the first only provide new information.*

If no one wishes to speak, the Facilitator states:

> **"*No one from those that voted for the Literature Motion that did not pass by a 2/3 vote wishes to speak. The first vote stands.***
>
> ***"This Literature Motion has* not been adopted *by the required 2/3 vote of the Conference.***
>
> ***This Literature Motion is closed for this ABM and removed from the ABM Agenda."***

Once everyone who wishes to speak has spoken, the Facilitator moves to the **2nd Vote**.

The Facilitator announces:

"Those wishing to speak have had the opportunity to speak concerning the Literature Motion. We will now move to the <u>2nd vote</u>."

"Please remember that all voting members must participate in the voting process."

The Facilitator then asks:

"Are there any questions on the voting options ONLY? If so, please raise your virtual hand."

If there are questions, the Facilitator will call on the questioner.
The Facilitator then provides an answer to the voting question, relying on input from others at the facilitators discretion.

The Facilitator then provides an answer to the voting question.

It is important that the Facilitator **not allow** discussion on the Literature Motion at this time.

If a question goes beyond voting options, the Facilitator must state:

"The question is not related to voting options and is therefore not appropriate at this time."

The Facilitator asks:

"At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?" *(pause for this to happen)*

"Can we have the Executive Director give us a total number of voting members present at this time?

Please remain present and keep your camera turned on until the voting process is completed in its entirety.

After I say "Let's Vote," we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: "In Favor," "Opposed," or "Abstain" and click on Submit. All non-voting members should select "Not a Voting Member" and nothing else and click Submit.

We will have 30 seconds of silence."

The Facilitator then announces:

"Please remember that all voting members must participate in the voting process *by selecting "In Favor," "Opposed," or "Abstain." All non-voting members should select "Not a Voting Member." You will have 45 seconds to make and submit your selection as timed by the Timekeeper.*."

Let's Vote!

The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections."

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

"Tech host, please bring back the non-voters." (and pause for this to happen)
"Please remove the poll and post the results for everyone to see."

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

<u>***Note**: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).*</u>

The Facilitator then states:

"For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member"

<u>**If the 2nd Vote is unanimous and passes**</u> (abstentions do not count), the Facilitator will declare:

"This Literature Motion has passed by a group conscience of the Conference. The Literature Motion has been adopted by a 2/3 vote.

This Literature Motion is closed for this ABM and removed from the ABM Agenda."

<u>**If the 2nd Vote is unanimous and does not pass**</u> (abstentions do not count), the Facilitator will declare:

"This Literature Motion has not passed by a group conscience of the Conference. The Literature Motion has not been adopted by a 2/3 vote.

This Literature Motion is closed for this ABM and removed from the ABM Agenda."

<u>**If the 2nd Vote passes with a 2/3 vote and this result is the same as the 1st vote (even if the number of votes changes)**</u>, the Facilitator will declare:

"This Literature Motion has passed by a group conscience of the Conference. The Literature Motion has been adopted by a 2/3 vote.

This Literature Motion is closed for this ABM and removed from the ABM Agenda."

<u>**If the 2nd Vote does not pass with a 2/3 vote and this result is the same as the 1st vote (even if the number of votes changes)**</u>, the Facilitator will declare:

"This Literature Motion has not passed by a group conscience of the Conference. The Literature Motion has not been adopted by a 2/3 vote.

This Literature Motion is closed for this ABM and removed from the ABM Agenda."

<u>**If the 2nd Vote is NOT unanimous and the position has changed from not passed by a 2/3**</u>

vote to passed by a 2/3 vote, the Facilitator will declare:

> ***"The vote is not unanimous but passes with a 2/3 vote of the voting members checked in at this ABM. There is now an opportunity for those that voted against the Literature Motion to speak; if no one that voted against the Literature Motion speaks the 2nd vote will stand.***

If anyone wishes to speak, the Facilitator states:

> ***"Members who voted against this Literature Motion that passed with a 2/3 vote of the Conference may speak at this time. Please raise your virtual hand."***

***Note**: At the Facilitator's discretion, all members who voted against the Literature Motion may speak, or the Facilitator may request that subsequent speakers after the first only provide new information.*

If no one wishes to speak, the Facilitator states:

> ***"No one from those that voted against the Literature Motion that did pass by a 2/3 vote wishes to speak. The 2nd vote stands.***
>
> ***"This Literature Motion has been adopted by the 2/3 vote of the Conference.***
>
> ***This Literature Motion is closed for this ABM and removed from the ABM Agenda."***

If the 2nd Vote is NOT unanimous and the position has changed from passed by a 2/3 vote to not passed by a 2/3 vote,

The Facilitator will declare:

> ***"The vote is not unanimous and does not pass with a 2/3 vote of the voting members checked in at this ABM. There is now an opportunity for those that voted for the Literature Motion to speak; if no one that voted for the Literature Motion speaks the 2nd vote will stand.***

a. If anyone wishes to speak, the Facilitator states:

   "Members who voted for this Literature Motion that did not pass with a 2/3 vote of the Conference may speak at this time. Please raise your virtual hand."

   Please Note: At the Facilitator's discretion, all members who voted for the Literature Motion may speak, or the Facilitator may request that subsequent speakers after the first only provide new information.

b. If no one wishes to speak, the Facilitator states:

   "No one from those that voted for the Literature Motion that did not pass by a 2/3 vote wishes to speak. The 2nd vote stands.

   "This Literature Motion has not been adopted by a 2/3 vote of the Conference.

   This Literature Motion is closed for this ABM and removed from the ABM

Agenda."

Once everyone who wishes to speak has spoken, the Facilitator moves to the **<u>3rd Vote</u>**.

c. The Facilitator announces:

*"**Those wishing to speak have had the opportunity to speak concerning the Literature Motion. We will now move to the <u>3rd vote</u>."***

"Please remember that all voting members must participate in the voting process."

The Facilitator then asks:

"Are there any questions on the voting options ONLY? If so, please raise your virtual hand."

If there are questions, the Facilitator will call on the questioner.

The Facilitator then provides an answer to the voting question, relying on input from others at the facilitators discretion.

The Facilitator then provides an answer to the voting question.

It is important that the Facilitator **not allow** discussion on the Literature Motion at this time.

If a question goes beyond voting options, the Facilitator must state:

"The question is not related to the voting options and is therefore not appropriate at this time."

The Facilitator asks:

"At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?" *(pause for this to happen)*

"Can we have the Executive Director give us a total number of voting members present at this time?

Please remain present and keep your camera turned on until the voting process is completed in its entirety.

After I say "Let's Vote," we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: "In Favor," "Opposed," or "Abstain" and click on Submit. All non-voting members should select "Not a Voting Member" and nothing else and click Submit.

We will have 30 seconds of silence."

The Facilitator then announces:

"Please remember that all voting members must participate in the voting process *by selecting "In Favor," "Opposed," or "Abstain." All non-voting members should select*

“Not a Voting Member.” You will have 45 seconds to make and submit your selection as timed by the Timekeeper..”

Let’s Vote!

The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections.”

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

“Tech host, please bring back the non-voters.” (and pause for this to happen)
“Please remove the poll and post the results for everyone to see.”

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

***Note**: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).*

The Facilitator then states:

“For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member”

If the 3rd Vote passes by 2/3 vote, the Facilitator will declare:

“This Literature Motion has passed by a group conscience of the Conference. The Literature Motion has been adopted by a 2/3 vote.

This Literature Motion is closed for this ABM and removed from the ABM Agenda.”

If the 3rd Vote does not pass by 2/3 vote, the Facilitator will declare:

“This Literature Motion has not* passed *by a group conscience of the Conference.
The Literature Motion* has not *been adopted by a 2/3 vote.
This Literature Motion is closed for this ABM and removed from the ABM Agenda.”

Challenge to the Group Conscience.
This applies only to a vote to approve a Motion on the ABM Agenda (whether or not that Motion has been amended); not to Motions to Table, Remove or Withdraw. Once a Motion is closed and removed from the ABM Agenda there cannot be a Challenge to the Group Conscience.
(See also: Other Procedural Options and Notes, page 74)

If the Facilitator declares the Motion to be APPROVED, any member of the Conference may immediately and verbally offer a **“Challenge to the Group Conscience” by raising your virtual hand. .** If this happens, the Facilitator must conduct an immediate vote, and states:
“There has been a Challenge to Group Conscience. We will move to an immediate yes or no vote on whether the final vote represents the group conscience. A vote In-favor means yes, the final vote represents the group conscience and a vote Opposed means the final vote does not represent group conscience. There will be no discussion. A Majority Vote rules, with no minority opinion.

The Facilitator asks:

"At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?" *(pause for this to happen)*

"Can we have the Executive Director give us a total number of voting members present at this time?

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"Please remember that all voting members must participate in the voting process *by selecting "In Favor," "Opposed," or "Abstain." All non-voting members should select "Not a Voting Member." You will have 45 seconds to make and submit your selection as timed by the Timekeeper*."

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After the Timekeeper calls the end of the 45 seconds, The Facilitator then states:

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The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

***Note**: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).*

The Facilitator then states:

"For the record the vote is x in favor/ y opposed/ z abstaining and xx Not a Voting Member"

The Facilitator announces:

***The Conference has voted that the final vote* [was/was not] the *group conscience. As a result, the Motion is* [approved/not approved].**

This Motion is closed for this ABM and removed from the ABM Agenda."

Other Procedural Options and Notes

1. **Point of Order:** At any point during the General Assembly Session, a member of the Conference may raise a point of order. A point of order may interrupt the regular business process. These questions are procedural, asking if the rules of the process are being properly followed. The person raising the point of order goes to a microphone, addresses the Facilitator, and states that they have a point of order. The Facilitator will ask,

    "What is the point of order?"

    The person making the point of order will respond. The Facilitator alone, after hearing input from those who are experienced in Conference procedures (if needed or requested), will make a formal ruling regarding the question.

2. **Point of Clarification/Information:** This point is used to ask for information that is essential to the understanding of the discussion. It cannot be used to give information; only to ask for information.

3. **Amendments to Motions:** During discussion of a Motion, any member of the Conference may offer an amendment. The person proposing an amendment should come to the microphone, call on the Facilitator to be recognized and after recognition, state the proposed amendment.

    If the Submitter of the Motion thinks that the amendment improves the Motion, the Submitter may accept the amendment as a friendly amendment, with no debate by the Conference.

    If the Submitter of the Motion does NOT accept the amendment and the person presenting the amendment wishes to proceed, it must be resolved using the full voting process of pros and cons, and minority opinion with subsequent votes, as necessary.

    Since this process requires a considerable amount of the limited ABM time, the Conference does not entertain more than one amendment per Motion. It is recommended to discuss proposed amendments with the Submitter prior to the Motion coming to the floor so that the process is not lengthened.

4. **Motion to Table:** <u>During the discussion</u> of a Motion any member of the Conference may make a Motion to Table. The person wishing to make a Motion to Table should come to the microphone, call on the Facilitator to be recognized, and after recognition, move that the Motion before the Conference be tabled to the next ABM. The Facilitator will ask,

    "Is there a second? Please raise your virtual hand"

    If it is not seconded, the Motion dies.

    If it is seconded, the Facilitator states,

    "It has been moved and seconded that this Motion be tabled until next year's ABM. This Motion is not debatable and abstentions do not count.

    A vote in favor of the Motion to Table will postpone any further action on Motion _____ until next year's ABM; a vote opposed to the Motion to Table will allow action on Motion # _____ to continue in this ABM.

The Facilitator then asks:

"Are there any questions on the voting options ONLY? If so, please raise your virtual hand."

If there are questions, the Facilitator will call on the questioner.

The Facilitator then provides an answer to the voting question, relying on input from others at the facilitators discretion.

It is important that the Facilitator **not allow** discussion at this time.

If a question goes beyond voting options, the Facilitator must state:

"The question is not related to voting options and is therefore not appropriate at this time."

The Facilitator asks:

"At this time, will our tech hosts remove non-voting and-or inactive participants to the Zoom waiting room?" *(pause for this to happen)*

"Can we have the Executive Director give us a total number of voting members present at this time?

Please remain present and keep your camera turned on until the voting process is completed in its entirety.

After I say "Let's Vote," we will post a Zoom poll that we will use to vote. The poll includes a numerical designation that is used only to preserve the result of each particular vote. At the time the poll appears, all voting members must make one selection: "In Favor," "Opposed," or "Abstain" and click on Submit. All non-voting members should select "Not a Voting Member" and nothing else and click Submit.

We will have 30 seconds of silence."

The Facilitator then announces:

"Please remember that all voting members must participate in the voting process *by selecting "In Favor," or "Opposed," All non-voting members should select "Not a Voting Member." You will have 45 seconds to make and submit your selection as timed by the Timekeeper.*."

The Facilitator asks the Vote Counter(s):

"Can we have the Vote Counter(s) give us a total number of voting members present at this time?"

"Please remain present and keep your camera turned on until the voting process is completed in its entirety."

"We will have 30 seconds of silence."

The Facilitator announces:

"Please remember that all voting members must participate in the voting process."
"Let's Vote! Let's Vote! The poll has been posted. Timekeeper, give us 45 seconds to make and submit our selections."

After the Timekeeper calls the end of the 45 seconds, the Facilitator then states:

"Tech host, please bring back the non-voters." (and pause for this to happen)
"Please remove the poll and post the results for everyone to see."

The Vote Counters reach agreement on the number of votes In Favor and Opposed, the number of Abstentions and the number of non-voting members and report the count to the Facilitator(s).

Note: the Vote Counters will be made Co-Hosts so they may use the chat function with each other and then report the vote to the Facilitator(s).

The Facilitator then states:

"For the record the vote is x in favor/ y opposed/ and xx Not a Voting Member"
"For the record the vote is x in favor and y opposed and xx Not a Voting Member

The Conference has voted (to or not to) table the Motion.

***Note**: If the Motion to Table receives a Majority Vote, action on the Motion stops for the current ABM and is tabled to next year's ABM.*

If the Motion to Table does not receive a Majority Vote, action on the Motion continues where it was before the Motion to Table.

Tabling a Motion stops discussion and it can be brought back in the exact same format at the next ABC/M. The purpose of tabling is only to give the Fellowship more time to discuss the Motion. No changes are allowed while tabled. The Motion may only be tabled once. The Submitter must request that it be returned to the ABM Agenda.

5. **Removal of Motions:** At any time before a Motion is read by the Facilitator of an ABM General Assembly session, that Motion may be removed by the Submitter and resubmitted in the future without consequence

   "This Motion has been removed by the Submitter from this ABM Agenda and closed for this ABM"

6. **Withdrawal of a Motion:** At any time after a Motion is read but before it is voted on, its Submitter may withdraw it.

   Only the Motion's Submitter may withdraw it, but if the Submitter cannot be present at the ABM, they may authorize another member of the Fellowship who will be present to withdraw the Motion on their behalf.

   The Submitter (or a Designated Representative) must come to a microphone and state that the Motion is being withdrawn. Following the withdrawal, the Facilitator will announce,

“This Motion has been withdrawn by its Submitter (or designated representative) and is removed from this ABM Agenda and closed for this ABM,”

Business will proceed to the next Motion/IFD on the ABM Agenda.

***<u>Note</u>*:**

1. The Motion may be resubmitted without any revision after one year (after sitting out one ABM).

2. If there is a “substantial” change to the Motion the Motion can be resubmitted the following year (next ABM) to the ARS.

   “Substantial” is defined as a revision which alters any of the major points included in the Motion thereby creating a new concept for discussion/action which was not offered in the original wording.

7. **Spiritual Reminder** (Non-Procedural Option): At any point during the Annual Business Meeting, a Conference member may request a Spiritual Reminder — 30 or 60 seconds of silence.

   The member initiates this process by simply requesting “30 seconds of silence” or “60 seconds of silence” out loud, in an audible volume.

   Message the Spiritual Minder if you would like to call a Spiritual Reminder. The Spiritual Minder will unmute to call 30 or 60 seconds.

   Upon hearing the request, the Facilitator says,

   “All activity by Conference attendees will now stop for 30 (or 60) seconds and the Time Keeper will notify the Conference when the time is up by calling ‘Time’.”

   Although anyone may request a Spiritual Reminder to the Spiritual Minder at any time, it is expressly intended for times when there is tension, when emotions are rising, or when it is time for a vote.

   The Facilitator will ensure that whatever business was happening prior to the Spiritual Reminder continues when the time has elapsed.

8. **Calling the Vote (Inapplicable to the ABM):** A common practice in *Robert’s Rules of Order* is the use of “calling the vote” or “calling the question.” In the *Rules*, this essentially serves to end discussion and move the Conference to an immediate vote. Because the business process used at the ABM was specifically designed to <u>encourage</u> discussion (within appropriate boundaries), calling the vote is NOT utilized by the Conference. If someone attempts to “call the question,” the Facilitator will gently remind the Conference that:

   “Calling the vote or calling the question is not a tool used at the ABM. We will continue with our regular business process.”

Work of the Conference Committees

The work of the Conference Committees begins at the ABC before the first General Assembly of the ABM. One of the first meetings of the ABC is the meeting of Conference Committee Chairs. Chairs will already have submitted a written annual report to F.W.S. for inclusion in the ABM Binder, so this meeting has an opportunity to review these reports together.

The Chairs meeting serves two purposes. First, it provides each Conference Committee the opportunity to report on what projects were undertaken and what progress was made on these projects. All projects identified at the beginning of the Conference Year need to be addressed as this meeting is a key part of the accountability of Conference Committees to the Conference. The second purpose of the meeting is to discuss matters that are common to all Conference Committees, especially as they affect or are affected by the ABC. The perspective of Conference Committee Chairs, Vice-Chairs, Co-Chairs or Designated Representatives is a valuable resource to the Conference. Chairs of Conference Committees will be required to attend three quarterly meetings, along with the one held during the ABC/M (or designate someone if they are unable to attend personally).

Delegates are encouraged to review the list of Conference Committees prior to attendance at the ABC. During the ABC, Delegates have the opportunity to talk with other Delegates about the Conference Committees in which they are interested.

During the ABC/M, each Delegate is expected to attend meetings of at least two different Conference Committees. As part of those Conference Committees' group conscience, Delegates respond to Motions and IFDs on the ABM Agenda. Delegates also participate in these Conference Committee meetings to fill key Conference Committee positions, to help determine tasks for the coming year, and to assist with developing a Conference Committee budget for the next year.

Each Delegate is expected to join at least one Conference Committee, and to actively participate in that Conference Committee's activities throughout the Conference Year. Delegates add their names to the Conference Committee Membership Form (Appendix D-1) and work with the Conference Committee to achieve its goals and complete the tasks identified for the coming year. During subsequent years as Delegates, most members continue on the Conference Committees they have chosen during their first ABC/M. Delegates often choose to join a second or even third Conference Committee in subsequent years and continue service on Conference Committees after being a Delegate.

It should be noted that all S.L.A.A. members both those who have previously served as Delegates, and those who have never been Delegates, are invited to participate on the Conference Committees of their choice.

During the last General Assembly of the ABM, each Conference Committee gives a report using Forms D-1, D-2 and D-3 from the Appendix with the following information:

- Name(s) of the Chair and Vice-Chair or Co-Chair
- List of names and contact information of members attending
- Projects planned for the coming year,
- Proposed budget,
- Date and time of the first Conference Committee meeting/call, and
- Who is responsible for contacting the members of the Conference Committee about the first meeting.

As one of the last acts of the ABM, the Conference approves the Conference Committees for the next year.

Either before or after the last General Assembly Forms D-1, D-2 and D-3 from Appendix D are sent to the CCC Chair. The CCC Chair provides copies to the F.W.S. Office, and CFC Chair. A copy is sent to the respective Chair of the Conference Committee if requested.

Election Process of the Board of Trustees

The Election process is facilitated by the Board Development Committee (BDC). The BDC chair or designated member of the BDC speaks to Conference members about the BOT nomination/election process. It is often on the opening day (Day 1) of the ABC/M that this explanation takes place. During this explanation the following points are made:

- Current nominees/candidates are recognized.
- Outgoing BOT members are recognized.
- Notice of when nominations from the floor will be opened and accepted. (Generally, Day 2).
- Deadline for written applications from floor nominees. (Usually 9:00 PM Day 2).
- Describe the question and answer (Q&A) process:
    - How questions for nominees are to be submitted; and
    - When the Q&A will take place. (Generally, Day 3)
- Explain that the nominees will have a chance to speak:
    - Length of time;
    - Who leads;
    - How the Q&A are moderated.
- The election will happen the morning of the last day of the ABM.

Explanation of the Election Process

The BDC explains to the Conference members what it takes to become elected to the BOT.

- Candidates must receive at least 50% of the eligible vote.
- If the candidate does not receive at least 50% they are not elected to the BOT. (See By-Laws, Article VI, Section 4 — Election.)
- In the case that there are more than 3 people running for the 3 open seats and more than three of the candidates receive at least 50% of the vote, the 3 with the highest vote count over 50% are elected to the BOT.

Floor nominations moderated by the BDC

Floor nominations are usually held during Day 2 of the ABM.

Anyone can volunteer or nominate another person present. They do so at the microphone and the nominee must accept the nomination officially.

Once the nominee has been identified, the BDC asks the following questions:

1. "Are you willing to serve on the BOT?"
2. And,
    a. In the case of an S.L.A.A. member being nominated — "Do you meet the sobriety requirement?"
    b. In the case of a non-S.L.A.A. member being nominated — "Are you willing to follow the principles and Steps, Traditions and Concepts of the S.L.A.A. program?"

All nominees that volunteer or accept the nomination must complete the Written Questionnaire by the deadline set out by the BDC. In addition, they must be available for the Oral Interview prior to the Q&A.

A Written Questionnaire is provided immediately following the nominations. A specific BDC or Subcommittee member is appointed to receive the completed questionnaire by the assigned deadline (usually 9:00 PM of Day 2 of the ABM in the time zone of the F.W.S Office).

BDC Follow-Up to Written Questionnaires

The BDC or Subcommittee reviews the questionnaires and assigns two committee members to perform the Oral Interview (one to lead and the other to record).

Once the Oral Interview has taken place, the BDC or Subcommittee has the Interviewee review the answers to questions to be sure of accuracy of recording. Once approved the materials are copied for distribution at the ABM General Assembly.

Candidate Q&A on the floor moderated by the BDC

The evening before the election, candidates are asked to speak for 5 minutes on the Theme of the ABC/M (generally a Tradition). A Q&A period is provided for the Conference to ask the candidates from the floor.

Alternatively, questions may be submitted prior to the session and asked by the BDC.

There are pros and cons to both methods. The BDC or Subcommittee determines the best way to hold the Q&A prior to the event.

Suggested timing is as follows:

- Allow 30-45 minutes for the candidates to speak and the Q&A.
- Each candidate can introduce him/herself for 2-3 minutes each.
- Q&A can be timed with 1-2-minute responses, based on the number of candidates being questioned.

Voting

Voting is held on the last day of the ABM prior to the first in-person BOT mandatory meeting of the new Conference Year.

Absentee ballots

May be accepted by the BDC or Subcommittee but must be arranged in advance by the voting member that will not be able to be present at the election. Absentee ballots will only be given to voting members that are not able to attend the last day of the ABM. Any absentee voting must be completed prior to the beginning of the official voting time.

Conduct the election

The BDC or Subcommittee prepares the ballot once the candidates have been finalized. The BDC or designated member of the BDC takes one last opportunity to explain what the voting members are deciding. It could be any of the following options, based on the current make-up of the BOT:

- Election of particular people to a 3-year term.
- Confirmation of particular people to a previously appointed term.

At the appointed election time, the doors are locked (no one arriving late will be admitted), and the ballots are distributed. The doors are not opened until the ballots are collected, counted and the results announced.

Count the results
The BDC or subcommittee and the impartial observer along with two vote talleyers go to a virtual room and count the results of the vote (vote to be documented by a physical download shared with FWS for record retention).

- 1 person to open the ballots
- 2 people to tally
- 1 impartial observer to witness the counting (not a candidate and not a BOT member.)

The vote tally takes place immediately after the election for whatever amount of time required. This is usually done during the General Assembly when the CCC is explaining what needs to happen during the last committee meetings.

Announcement and Recording of Election Results:
The results of the election are announced after the vote has been calculated. The only thing the BDC or the Subcommittee reveals is the names of the people who were elected to the BOT. The actual vote count is not announced, and the ballots are given to the Executive Director (ED) for confidential keeping at the F.W.S. Office.

Candidates are allowed to know their own count by talking to the Executive Director. This information is not communicated to anyone else or by anyone else.

The foregoing represents the process to be followed at an in-person ABC/M. In the event of a virtual or hybrid ABC/M, the process will follow the foregoing to the extent possible given the circumstances.

Chapter Four: After the ABC/M

Communicating about the ABM

One of the duties of the Delegate is to report to their Intergroup what happened at the ABM.

As a voting member of the Conference, it is part of the Delegate's responsibility to share their experience, strength and hope about the event.

Communicating with the Intergroup before, during and after the ABC/M is vital to developing the S.L.A.A. service structure and encouraging group conscience (Tradition 2).

It is the responsibility of the Delegate to report to the Intergroup the following information (see *Summary of Motions IFDs for the ABM* posted on the F.W.S. Website):

- What happened to the IFDs/Motions that were submitted by the Intergroup to the ABM;
- What happened to the IFDs/Motions where feedback was provided or there was a concern;
- Decisions made at the ABM that affect them directly (or indirectly);
- What Conference Committees (newly created or continuing) are doing, their focus or goals, and how members can participate or contribute;
- How to participate in the ABM process in the coming year, using the Delegate as a liaison and resource.

<u>Delegate Reports to Intergroups and Groups/Meetings</u>
Reporting the information outlined above and communicating about the Conference experience to Intergroup or local Group(s)/meetings can take several forms. The following suggestions have worked for other Conference members:

- Attend Intergroup meetings and give a verbal and written report; and, if possible, go to each Group's meeting within the Intergroup.
- Write a report and distribute it to the Intergroup Representatives (IRs). Be available to answer questions.
- Create and distribute a special newsletter, or an article to the Intergroup newsletter.
- If there is more than one Delegate representing a large Intergroup, Delegates may choose to work together to create the report for the Intergroup newsletter or a special edition of a newsletter.

There are many resources available to assist with the Delegate report. These resources include: other Delegates, Conference Committees, F.W.S. Staff, the BOT, and the CCC (liaison to the Conference).

Conference Committee Work

Each Conference Committee is made up of Conference members and other S.L.A.A. members who are interested in the Conference Committee's mission statement. Conference Committee members meet and work on projects throughout the year developed and submitted during the ABM via conference, telephone or audio/visual calls and email.

How Conference Committees Work Between ABC/Ms
Conference Committees typically meet on a monthly basis between ABC/Ms. The first priority of each Conference Committee is to ensure that all members have access to Conference Committee meetings and communications. Web networks, such as Google Groups, provide a mechanism for communicating with all Conference Committee members as well as archiving Conference Committee discussions and documents. In addition, each Conference Committee receives an email link on the F.W.S. Website to receive communication from the Fellowship

Meetings are most commonly held via conference telephone or audio/visual calls..

Prior to meetings, the conference meeting access information is distributed to Conference Committee members by the Chair as part of the agenda.

Examples of outcomes as a result of Conference Committee work include:

- New S.L.A.A. literature developed and published
- Efforts to make S.L.A.A. a more diverse community
- Methods of doing Conference business, in line with the principles of the 12 Steps,12 Traditions, and 12 Concepts
- *theJournal* established and produced on a bi-monthly basis
- The organizing and facilitating of the ABC/M
- Posting of Conference Committee information on the F.W.S. Website and in the F.W.S. Newsletter

Submitting IFDs, Motions and Comments to the ABM Agenda
Motions and IFDs to be decided or discussed by the full Conference often begin in Conference Committees. After a Conference Committee develops a Motion or IFD, it is submitted to the ABM Agenda Editor or the F.W.S. Office using the same process as individuals, Groups, and Intergroups.

Conference Committees (along with the BOT and the Board Committees) are provided the opportunity to include written comments on Motions/IFDs.

Note: *The ABM Agenda Second Version is distributed 95 days prior to the ABM. Comments and submissions for the ABM Agenda Third Version are due 60 days prior to the ABM. This requires Conference Committees to plan their meeting schedules accordingly. Comments may be submitted after the 60-day deadline, but they will only appear on the ABM Agenda Fourth Version which is distributed during the ABM.* *Refer to the list of ABC/M Deadlines on page 34.*

Conference Committee Accountability

This process includes goals defined by the Conference Committee, deadlines, budgets, evaluations and a conflict resolution process. The accountability process also includes the opportunity for feedback by Conference members regarding Conference Committee work. See Appendix D.

Conference Chairs' Calls

The CCC hosts a conference telephone or audio/visual call quarterly during the Conference Year inviting all Conference Committee Chairs (Vice-Chair or Designated Representative). At this meeting, the Chairs have an opportunity to update the CCC, the CFC, and the other Conference Chairs as to what their Conference Committees are working on, how they are doing it, request help if needed, talk about their budget needs, ask questions and voice concerns. Occasionally, the CFC will use these meetings to announce adjustments made to Conference Committee budget allocations. These meetings help encourage year-round communication within the Conference, and often identify similar projects and common approaches.

Conference Committee Financial Support

The BOT tries to accommodate the financial needs of the Conference Committees based on available money. Annually, when the F.W.S. budget is created, the BOT allocates the total funds available to the Conference Committees. The money each Conference Committee receives is then determined by the Conference Finance Committee (CFC) based on the amount requested, the amount spent in previous years, the amount available in the F.W.S. budget, and the amount other Conference Committees have requested.

The Board Finance Committee (BFC) and the CFC work together in considering requests from the Conference Committees and preparing the Conference Committees budget. Conference Committees submit financial requests at the final General Assembly of the ABM. If a Conference Committee does not submit a financial request in writing to the CFC, it risks the possibility that inadequate funds will be allocated to the Conference Committee. This could significantly affect the work the Conference Committee intends to do in the coming year.

Reimbursement Process.
The CFC is responsible for overseeing the distribution of the funds allocated to the Conference Committees.

There are times additional support outside the Conference Committee and its volunteers is required. There is an Office-Board Policy (*Policy for Support to Conference Committees*- Appendix J that details how to request this support).

Conference Committee Support by Intergroups

The suggestions as to what an Intergroup (or member) can do to support Conference Committees include:

- Choosing a Conference Committee in which the Intergroup members have an interest.
- Providing a member from the Intergroup to that Conference Committee.
- Reading and sharing information forwarded to the Intergroup from the Conference Committee.
- Discussing Conference Committee work and relevant updates at Intergroup meetings.
- Providing members to work on the Conference Committee or its specific projects or subcommittees.

Anyone interested should contact the Chair of the Conference Committee directly.

Conference Committee Conflict Resolution Process

Sometimes there is conflict within a Conference Committee and between Conference Committees. The following is intended to provide a process of resolution, ensuring that all members of the Conference Committee(s) are heard and to provide a group conscience in the spirit of Tradition 2.

1. When any member(s) of a Conference Committee or the Conference feels that some experience or behavior within a Conference Committee threatens its work, member(s) are encouraged to request a group conscience meeting.

   The group conscience meeting needs to be either in-person or by teleconference, thus allowing all members of the Conference Committee to participate equally. All information about the conflict is presented directly by the person requesting the group conscience at the same time and prior to any vote.

   Once all information has been presented and questions asked and answered, there is a vote. While anyone at the meeting may participate in the discussion, only those who are recognized as members of the Conference Committee prior to the group conscience may vote.

2. If the member(s) expressing concern does not feel the conflict has been resolved, it may be presented to the CCC. A summary of the discussion and result of the vote at the Conference Committee meeting where the conflict was discussed is provided to the CCC. The CCC will then discuss and vote as to whether it agrees to address the conflict.

   If the CCC by a vote of two-thirds of its voting members present agrees that there is a conflict to discuss, the CCC will convene and host a meeting with the Conference Committee in question. The discussion and meeting requirements are the same as outlined in “1” above. The vote will be by only those members of the Conference Committee in question.

3. If the CCC by Majority Vote agrees that there is a conflict to discuss, then the CCC will convene a meeting of the Conference Committee in question, the CCC, all the Conference Committee Chairs and the member(s) who presented the conflict. The discussion and meeting requirements are the same as outlined in “1” above. Similarly, the vote will be only by those members of the Conference Committee in question who were recognized prior to the conflict.

4. Again, if the Majority Vote of the CCC, the Conference Committee Chairs and the member(s) who originally presented the conflict feel that it has not been resolved, a meeting will be called. The participants of this meeting will include the Conference Committee in question, the member(s) presenting the conflict, the CCC, the Conference Committee Chairs and the Board of Trustees (BOT). The discussion and meeting requirements are the same as outlined in “1” above. The vote will still be with those members of the Conference Committee in question who were recognized as members prior to the conflict.

5. If the Majority Vote of the group conscience of the member(s) presenting the conflict, the CCC, the Conference Committee Chairs and the BOT feel the conflict is still unresolved, then it will be taken to the full Conference. This may be done at the next ABM as the first Motion on the ABM Agenda or at a Special Meeting (By-Laws Article V, Section 6). The Special Meeting is only if a Majority Vote of this same group conscience feels that the conflict presents an urgency that will not be satisfied by waiting until the next scheduled ABM. This meeting will be either in person or by teleconference.

   All sides of the Motion will be heard completely regardless of the time involved. Once all

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perspectives have been heard and 30 seconds pass with no one offering any additional discussion, the Motion will be restated. Sixty (60) seconds of silence will be observed immediately followed by a vote of the entire Conference. In case the vote is not unanimous , then the minority opinion will be heard, and the Motion again restated. Sixty (60) seconds of silence will be observed immediately followed by a second vote of the entire Conference. If the vote changes, the minority opinion process is repeated and the third vote is final.

A vote by two-thirds (2/3) of the Conference will be considered binding upon the Conference Committee in question, while a Majority Vote will be considered a recommendation. The CCC, Conference Committee Chairs, BOT or Conference will no longer concern itself with the original conflict of this Conference Committee unless the Conference Committee does not comply with a binding vote of the Conference.

In that instance, the Conference would explore and entertain options including, but not limited to, removing the Chair(s) of the Conference Committee in question and disbanding or reorganizing the current membership of the Conference Committee. This will be only by a vote of two-thirds (2/3) of the full Conference.

How Business is Conducted and Completed between ABMs (Special Meetings of the Conference)

Generally, the business or activities of the Fellowship are performed by the Conference Committees, the BOT, and the F.W.S. Office from one Conference Year to the next. At times though, a vote of the entire Conference may be required prior to the next ABC/M. This vote is done in person, or teleconference or email voting.

The CCC (or the BOT in the absence of an active CCC) is responsible for overseeing this process, which follows:

- The Motion to be voted on has gone through the usual ABM procedure — a formal Motion has been made;
- Discussion has taken place at the Conference Committee, Intergroup levels;
- Feedback has been received and distributed to the Conference, Intergroups;
- Feedback has taken place at an ABM;
- Post ABM action has occurred reflecting the requests of the Conference;
- The BOT has called a meeting of the "last seated ABC/M Conference" — all voting members from the previous year's ABM;
- By-Law requirements (Article V, Section 6) for a six-week notice of the meeting are followed;
- The CCC distributes the Motion and related materials with a ballot to all Conference members from the previous ABC/M;
- All Conference members will vote at the in person or teleconference meeting. An abstention ballot may be submitted electronically by the day of the Special Meeting set by the BOT and the CCC.

The CCC oversees the count and assures that the results are communicated to the Conference. A two-thirds (2/3) vote (see By-Laws Article V, Section 4) is binding on the Board.

Literature: From Conference Approval to Publication

The process of finalizing and publishing new or revised literature approved by the Conference is detailed in the "Publication of Approved Literature Stage" portion of Appendix H.
Please reference this section (Appendix H) for full explanation.

Appendix of Information and Forms

Appendix A
Abbreviations and Acronyms

ABC………………	Annual Business Conference
ABM	Annual Business Meeting
ABC/M	Annual Business Conference/Meeting
ARS	Agenda Review Subcommittee
B7TC……………..	Board 7th Tradition Committee
BCTC	Board Copyright Translation Committee
BDC	Board Development Committee
BFC	Board Finance Committee
BHR/PC	Board Human Resources/Personnel Committee
BOC……………….	Board Outreach Committee
BOT	Board of Trustees
BPDC	Board Publishing and Distribution Committee
BPMC	Board Programs and Membership Committee
BTC	Board Technology Committee
CSM……………….	Conference Service Manual
FWS (F.W.S.)	Fellowship-Wide Services Office
HP	Higher Power
IFD	Item for Discussion
IR	Intergroup Rep
IRC………………..	International Recovery Convention
SLAA (S.L.A.A.)	Sex and Love Addicts Anonymous
TEF	Travel Equalization Fund

<u>Conference Committees</u>

CAC……………….	Conference Anorexia Committee
CBC	Conference By-Laws Committee
CCC	Conference Charter Committee
CDC	Conference Diversity Committee
CFC	Conference Finance Committee
CHRC……………..	Conference Healthy Relationships Committee
CICC	Conference Intergroup Communication Committee
CJC	Conference Journal Committee
CLC	Conference Literature Committee
CMRC	Conference Member Retention Committee
CPIC……………….	Conference Public Information Committee
CSC	Conference Service Committee
CSPC	Conference Sponsorship Committee
CSTCC	Conference Steps, Traditions, Concepts Committee
CTIOC	Conference Translation and International Outreach Committee

Appendix B
Agenda Review Subcommittee (ARS)

The ARS is a standing subcommittee of the Conference Charter Committee (CCC)

Composition
The subcommittee must always consist of an odd number of members. Although it is preferable to have all the subcommittee members present, either 3 or 5 members may constitute the requisite number for decision making.

It is suggested that:

- No more than 2 members from the CCC.
- No more than 2 members from any one other Conference Committee.
- No more than 2 members from any one Group or Intergroup.
- At least one person not be a member of any Conference Committee.
- At least one person be a returning member.

In the spirit of rotation, each member may serve no more than two years consecutively on the ARS, followed by at least a one year break in service on the ARS.

Membership Process
The ARS Chair nominates members and provides a written service summary for each nominee. The members are subject to approval by the CCC. Members of the ARS need not be members of the CCC.

Observers
Observers may attend the meetings only with the advanced consent and agreement of the CCC Chair and the ARS Chair, in conjunction with input from ARS members.

Qualifications

1. Members need to have an understanding of the ABM, Motion/IFD Submission Form, and ABM Process for Motions/IFDs.
2. Members need to be interested in facilitating the submission of Motions/IFDs and in assisting those making submissions with clarity, practicality, effectiveness, impartiality, and efficiency/timeliness.
3. Members need to support the idea of revising, clarifying and understanding in some cases submissions may not be placed on the ABM Agenda

Tasks

1. Members work with Submitters to craft well-written Motions/IFDs.
2. Members work together to improve the quality of Motions/IFDs.
3. Members support the CCC in the production of the ABM Agenda.

.

Appendix C
Suggestions for your Conference Committee Meetings held during and after the Annual Business Conference

During each of the Conference Committee session(s) at the ABC/M, the Chair, Co-Chair, Vice-Chair or a designated representative should:

- Introduce yourself and existing members (if applicable and in attendance);
- Collect contact information of members using the D-1 form of those members who have joined the committee;
  The D-1 membership must be submitted to the CCC Chair by the end of the ABC/M;
- Share the name of your committee and the mission statement; the mission statement can be discussed and updated by the committee if desired;
- Share the Day and time
  (The day and time can be changed and determined based on all members planning to participate after the conclusion of the ABC/M);
- Determine your meeting platform (Zoom, FCC, etc.) and how often; share the meeting access information for members to join after the conclusion of the ABC/M;
- Review active projects, discuss new project ideas from returning members and new attendees interested in participating in your committee;
- Set goals and timelines for both the active and new projects you have determined to work on;
- Decide on your next meeting date following the ABC/M (at this meeting forms D-2 and D-3 will *need to be finalized* to submit to the CFC and CCC Chair;
- Elect your committee Chair, Vice-Chair and/or Co-Chair at the ABC/M or at any subsequent meeting you choose;

NOTE: A Designated Representative (often the Chair) of your committee is expected to:

1. Share a report at the final General Assembly including;
   - Name of your committee and abbreviation (ex: Conference Anorexia Committee = CAC)
   - Mission statement
   - When you meet
   - Name of your Chair, and/or Co-Chair and Vice-Chair
   - How many new members participated during your session(s) at the ABC/M
   - Goals and projects

2. Turn in your completed D-1 form;

3. Attend the Conference Chairs’ Call at the conclusion of the ABC/M;

4. Attend quarterly meetings of the Conference Chairs' Calls (page 84).

What to do at your meeting/s after the ABC/M:

- Complete a budget and projects using the forms (D-2 and D-3) and send them to the CFC and CCC Chair according to the deadline shared during the ABC/M;
- Confirm or elect new Chair, Vice-Chair or Co-Chair positions if not done during the ABC/M;
- Continue working on active projects and plan new projects.

1. Conference Committee Budget Request Form D-2*
2. Conference Committee Project(s) Progress Form D-3*

***All forms are in Appendix D**

Appendix D
The Conference Committees,
Chair Responsibilities and Accountability

Approved by Conference Committees Chairs Jan 21, 2018
Approved by CCC March 4, 2018

Summary:

1. **Introduction**
2. **Conference Committees are Accountable to the Entire Fellowship**
3. **New or Returning Conference Committee Chairs Orientation**
4. **Conference Committee Membership Form D-1**
5. **Committee Chairs, Vice-Chairs and Members: Roles and Responsibilities**
6. **Conference Committee Budget Request Form D-2**
7. **Determining Deadlines and Beginning Projects Form D-2**
8. **Conference Committee Project(s) Progress Form D-3**
9. **Any Member May Inquire about a Conference Committee**
10. **Accountability Timeline for Conference Committees**
11. **The Process for Conference Committee Conflict Resolution**
12. **Conclusion**

1. Introduction

At the 2004 Annual Business Meeting, the Conference approved the following motion:

> *For the accountability of all Conference Committees to its Fellowship and as a tool of organization, each project undertaken by S.L.A.A. Conference Committees, subcommittees, or individuals will have a projected deadline, determined by the committee members at the start of the project and an evaluation of each project done annually.*
>
> *Based on these reports and the status of each project, Conference members will be invited to provide feedback to the Conference Finance Committee (CFC) regarding continued funding of each Conference Committee and to the Conference Charter Committee (CCC) for activity accountability.*
>
> *If members have concerns about either CFC or CCC accountability they may direct comments to the Board of Trustees (BOT).*

2. Conference Committees are Accountable to the Entire Fellowship

Conference Committees and the full Conference are accountable to the entire Fellowship of S.L.A.A. The CCC and CFC facilitate this accountability of the Conference Committee during Chairs calls and ABM in-person meetings.

Feedback regarding a Conference Committee and its effectiveness in its charter (also known as mission statement or description) and projects as they relate to budgeting and funding will be provided to the CFC for budget facilitation by whoever may have a concern. Similarly, the CCC will receive feedback around inappropriate actions, activities, attitudes, and planning from whomever may have a concern.

The CCC facilitates the Chairs calls and ABM meetings, the main forum of communication for the group conscience of the Chairs and periodic reports. The CCC provides support to the Conference Committees as needed, and as appropriate evaluates the progress of the Conference Committees – both independently and with the CFC, the Chairs, or other groups or individuals.

The CCC and CFC receive the budget requests and project timelines from each Conference Committee on a date announced at the ABM. The CFC uses the information to establish budgets for the Conference Committees within the total funds provided by the BOT for Conference Committee expenses.

The CCC refers to Forms D-1, D-2 and D-3 to help with the focus and direction of Conference Committees as well as their accountability. Whenever appropriate and possible, the group conscience of the Chairs of the Conference Committees will be the forum for actions or decisions. The CFC and CCC (independently and together) have the authority to determine the appropriate forum to address any issues as they arise.

Concerns regarding the CCC and the CFC will be directed to the BOT.

3. New or Returning Conference Committee Chairs Orientation

The CCC and CFC provide guidance and direction of the roles and responsibilities of Conference Committees and Chairs, Vice-Chairs and Co-Chairs at the ABM. In addition, the *New or Returning Conference Committee Chairs Orientation* is presented by the CCC and CFC Chairs during the meeting of the Chairs after the ABM. The CCC and CFC are also available any time throughout the Conference Year to help with projects, membership, finances and budgeting.

4. Conference Committee Membership Form D-1

Form D-1 is one of three forms (Forms D-2 and D-3 are the other two) created to support the work of the Conference Committees and to facilitate communication with the CFC and CCC as well as the Conference. Form D-1 is a list of all members and contact information of the Conference Committee. It also includes mission statement, day, time and call in phone numbers, access code of the regular calls of the Conference Committee.

The D-1 form is sent to the CCC Chair after the last General Assembly of the ABM. In addition, Conference Committees will be asked to update their list of members and leadership throughout the Conference Year as they evolve.

Form D-1

Conference Committee Membership Form (for both new and existing members)

Date: ______________

Conference Committee Name/Abbreviation:____
Newly elected or reelected Conference Committee Chair:____________________________________
Newly elected or reelected Conference Committee Vice Chair/Co-Chair :_______________________

Name/State or Country (first name+last initial/e.g. CA or Sweden)	**Phone #** (specify landline/cell)	**Email Address**	**Comments**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Mission Statement:
____
____
____

Meeting Day/Time:____
Meeting ID & Access Code____

Retain original for Conference Committee use.

Page ___ of ___

5. Conference Committee Chairs, Vice Chairs and Members: Role and Responsibilities

Every member of a Conference Committee is responsible for the projects, budget and progress as well as reporting periodically to the Chairs meeting/calls. Each member needs to use discretion in electing a Chair, Vice-Chair and Co-Chair as they are ultimately responsible for updates to members' lists, progress reports and reimbursement of expenses.

Election of the Chair, Vice-Chair and Co-Chair is normally done in closed session. A closed session requires that the recording is turned off and nominees leave the call or room so members may speak freely. Only the results of the vote are reflected in the minutes.

It is the role of the Chair to ensure that projects are moving along and communication within the Conference Committee is productive. The Chair ensures that the Conference Committee is represented at the Chairs calls and ABM in-person meetings as well as to the Conference and other service bodies.

All Conference members accept a leadership or trusted servant role in the election to the Conference, and the Chairs have that same responsibility to a higher degree. Chairs, Vice-Chairs and Co-Chairs lead by serving and serve by leading as well as set the example for others to follow.

6. Conference Committee Budget Request Form D-2

The budget request Form D-2 is completed and submitted to the CCC Chair on a date requested and announced by the CCC Chair during the ABC/M. The budget request Form D-2 is taken from the CSM Appendix D and sent to the CFC who then forwards to BOT.. The original is kept by the Conference Committee Chair. This is one of three forms (D-1 and D-3 are the other two) that are used by Conference Committees in the accountability process.

All Conference Committees may receive an automatic allocation based on the total Conference Committee Budget amount determined by the BOT. This automatic allocation of funds is intended to streamline the budget request process. Additionally, this allows Conference Committees to spend more time focused on project planning rather than initial budget planning during the ABC/M.

The CFC requests that Conference Committees fill out all sections of the Form D-2 related to projects as thoroughly as possible on a date requested and announced by the CCC Chair during the ABC/M. Conference Committees may request additional funds beyond what is requested during or after the ABC/M.

Virtual meeting platform expenses must be requested and approved separately by the CFC.

7. Determining Deadlines and Beginning Projects Form D-2

New or continuing projects and tentative deadlines for completion of Conference Committee projects are up to the individuals and Conference Committees working on the projects. The CCC and CFC are available to help with establishing timelines around projects and general Conference Committee activities including the related financial requests. However, the initial Conference Committee may request future budgets no later than the date announced by the CCC Chair during the Conference..

Late submission or failure to submit a request for funding may result in inadequate funds allotted to the Conference Committee. Also, lack of representation at Chairs call/meetings and absence of responses to inquiries about a project jeopardizes the availability of funds to the Conference Committee.

If the Conference Committee Chair is unable to attend the Chairs call/meeting then it is important to have the Vice Chair, Co-Chair or designated representative from the Conference Committee attend in their place.

Form D-2

Conference Committee Budget Request

Refer to Appendix D Sections 6 and 7 of the CSM.
Due date announced by the CCC Chair during the Conference.

Date___________________ Fiscal Year (October 1st– September 30th)_______________________

Conference Committee Name/Abbreviation____

Newly elected or reelected Conference Committee Chair__________________________________

Total Conference Committee Budget Request USD$_________________________

Please Note: Current F.W.S. Contract Labor Rate is USD $20.00 per hour. The CFC allocates monies against Conference Committee requests based on total budget determined by the BOT. Virtual meeting platform expenses must be a requested project and listed on this form and approved by the CFC. **F.W.S. provides all conference committees with a Zoom room for meetings. Please do not use personal Zoom accounts.**

Project Name	**Lead Person**	**Tentative Date of Completion**	**Budget Request**
Ex: Expense for Special Project	*committee*	*End of Conf Year*	*$xxx.xx*

Explain the planned use of funds requested:

Project Name	**Lead Person**	**Tentative Date of Completion**	**Budget Request**

Explain the planned use of funds requested:

Project Name	**Lead Person**	**Tentative Date of Completion**	**Budget Request**

Explain the planned use of funds requested:

____

____

____

____

Retain original for Conference Committee use.
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[TOC]

8. Conference Committee Project Progress Form D-3

Periodic evaluations occur at the meeting of the Chairs throughout the year. It is up to the Conference Committee Chair (or the Vice Chair, Co-Chair or designated representative in the Chair's absence) to ensure that the Conference Committee is represented at the Chairs meetings/calls. Chairs Reports need to provide information as to the progress of each active project using the Form D-3.

An Annual Report of the Conference Committee is provided to the full Conference at the ABM. The deadline for Annual Reports is normally 4-6 weeks before the ABM and is announced by email and at Chairs calls. Occasionally a Conference Committee may not have a Chair, Co-Chair or Vice-Chair at the ABM on behalf of the Conference Committee. Someone should be designated to speak on behalf of the Conference Committee during the ABM to share this report and to lead any session(s) of Conference Committees during the ABM. In the past the BOT liaison to the Conference Committee has helped in this effort as needed.

Lack of representation of a Conference Committee at a Chairs meeting/call or the ABM may jeopardize continued funding of that Conference Committee. It is in the interest of all Conference Committees to ensure that it is represented.

9. Any S.L.A.A. Member May Inquire about a Conference Committee

Any member of a Conference Committee, the Conference, F.W.S., the BOT, or the Fellowship may present inquiries regarding the projects, budget, and activities of a Conference Committee and expect a response to this inquiry. There is a responsibility by all members to question that which seems inappropriate. The BOT has similar responsibilities.

At the same time it is important that inquiries are respectful and appropriate. Using the resources, tools and processes explained in this Appendix are essential. Trust in a Higher Power and in the process is encouraged.

Guidelines for Communication:

1. Invite HP into the conversation.
2. Practice principles before personalities.
3. Remember all members are equal.
4. Lead by example.
5. Focus on the solution, not the problem.

Form D-3

Conference Committee Project Progress

If more than one project use another Form D-3 Sheet

Due date announced by the CCC Chair during the Conference.

Date____________________________ Reporting Period________________________________

Conference Committee Name/Abbreviation____

Newly elected or reelected Conference Committee Chair____

Newly elected or reelected Conference Committee Vice Chair/Co-Chair_______________________________________

Project Name____

Project Leader Name____

and Contact Information: **Phone**__________________ **Email**__________________________

Project Members Names____

Project Budgeted Amount This Year______________________________ **Total**_____________

Project Expended Amount This Year______________________________ **Total**_____________

Project Percentage Progress This Year____________________________

Estimated Completion Date____

Project Milestones____

Ongoing Monthly Activities____

Details regarding any matters that are hindering the completion of this project and attempts made to obtain help:

____

____

____

____

____

____

____

Meeting Day/Time:____

Meeting ID & Access Code____

Retain original for Conference Committee use.

Page ___ of ___

[TOC]

10. Accountability Timeline for Conference Committees

1. The meeting of the Chairs at the conclusion of the ABM – The CCC and CFC have shared instructions of the three forms to be filled out by each Conference Committee. These three forms are: D-1 Membership Form; D-2 Budget Request; and, D-3 Project Progress.

   The D-1 Membership Form is sent to the CCC Chair by the New or Returning *Conference Committee Chairs Orientation* of the Chairs at the conclusion of the ABM. D-2 and D-3 Forms are sent to the CCC Chair and CFC Chair at a date announced during the ABM. Copies go to the F.W.S. Office, CFC, and CCC. The original is kept by the Conference Committee Chair.

   In addition, a New or Returning *Conference Committee Chairs Orientation* held at the conclusion of the ABC/M helps the chairs:

   - to establish service expectations for the year,
   - meeting dates and times,
   - timelines for service projects,
   - review of the D-2 budget request form,
   - and any clarification or revisions of the project requests.

   If a Chair or newly elected Chair can not attend, the Co-Chair or Vice Chair should then attend to receive this information.

2. The first Chairs meeting is 1-3 months (Aug/Sep/Oct/Nov) after the ABM to support Conference Committees and offer collaborations between Conference Committees as appropriate. A discussion on how Chairs meetings will proceed with accountability reports using Form D-3; and, a review of expectations of the Chairs plus any updates to the budgets are explained.

3. Winter (Dec/Jan/Feb) Chairs meeting – The CCC and the CFC will send the Project Progress Form D-3 requesting completion and return for review at the Chairs meeting. This meeting will focus on the progress of the Conference Committees and their projects along with support of Conference Committees requesting assistance. In addition, a review of timelines as it relates to the ABM Agenda and request for Conference Committee comments on the ABM Agenda.

4. Spring (March/April/May) Chairs meeting - More focused review of Conference Committee project progress and possible reallocation of funds. Again, support of Conference Committees upon request and presentation of timelines regarding comments for the ABM Agenda and written reports to F.W.S. for the ABM Binder.

5. The meeting of the Chairs at the beginning of the ABC/M (and before the first General Assembly of the ABM) - This meeting will review the written Annual Reports of the Conference Committees (hopefully already submitted to the F.W.S. Office for the ABM Binder) and serve as the "annual review" (mentioned in the 2004 Motion regarding the accountability process). The Project Progress Form D-3 used in the initial request from the previous ABM needs to be included in the Annual Report as well as any new projects undertaken during the Conference Year.

   The group conscience of the Chairs decides if any action is needed regarding Annual Reports and can schedule additional meetings at the ABM if further attention is required.

11. The Process

If an individual, the CCC, the CFC, the Chairs, or any other group conscience finds the need to address the progress, activities, and actions of a Conference Committee, the process entitled, *Conference Committee Conflict Resolution Process* (page 85) is to be used.

12. Conclusion

While this document is intended to employ the will of the Conference within the Motion passed in 2004, this Appendix is not and should not become "Conference Approved." This will permit evolution of this Appendix by future Conferences or by existing or ad-hoc committees as deemed appropriate.

This is submitted in gratitude and service to future Conferences and the Fellowship of S.L.A.A. by members, Conference Committees, and the BOT from the 2004/2005 Conference. We respect and honor the members of S.L.A.A. along with previous and future Conferences of S.L.A.A. with the creation of this document.

Appendix E
Request for Reimbursement Form

Who Can Use This Form?
Conference Committee members, members of Board Committees or volunteers of the F.W.S. Office may use this form to receive reimbursement for Zoom accounts or other authorized items as agreed upon by Conference Committee chairs, F.W.S. Office supervisor, Conference Finance Committee or the Board Finance Committee.

Guidelines:
1. The Board Finance Committee (BFC)/Conference Finance Committee (CFC) request that this form be used for each reimbursement check requested.
2. Single items of expense in an amount greater than $10.00 should be supported by a receipt attached to this form. Expenditures of $500.00 or more require pre-approval by the Board of Trustees (BOT).
3. Please make requests for reimbursement within 30 days of the date of expenditure.
4. All requests for reimbursement must be approved by the committee chair.
5. Send completed form to CFC chair for Conference expenses and BFC chair for Board expenses. All Conference Committee expenses must be mailed or emailed to the CFC Chair directly from the committee chair in order to document that chair's approval.
6. Complete the online form to the CFC via email to https://www.slaafws.org/cfc by mail or or email the F.W.S. Office via the address or email at bottom of this page.

Date of Receipt or Expenditure	Description	Amount
______________	______________________________	USD$
______________	______________________________	USD$
______________	______________________________	USD$
	Tota l	**USD$ ________**

Make check payable to (name): ____

Send reimbursement to (name): ____

Address US only: ____

City/State/Postal Code or PayPal information:
City: ______________________ **State:** _____________ **Zip or Postal Code:** ______________
PayPal: ______________________

Committee Name/Abbreviation _____________
Committee Chair Approval (signature) ____

Office Use Only:
Approved: CFC BFC
Chairs Name: ______________________ Date: ____________
Payment type: Check Cash Other
Via: Mail In-Person Other
Name/Title of F.W.S. Supervisor/BOT Paying
Check # ___________
F.W.S. Office Address: 2411 NE Loop 410, Suite 122 San Antonio TX 78217 or Complete an online form at: https://slaafws.org/contact/

Updated January 29, 202

Appendix F
Policy for Merging Conference Committees

Scope: The purpose of this policy is to allow the merger of existing Conference Committees by appropriate group conscience and provide the process for doing so.

Policy: Any Conference Committee can be merged with another Conference Committee pursuant to this procedure.

Procedure:

1. A request from a Conference Committee to merge with another Conference Committee must go through the Conference Committee Chairs and the Conference Charter Committee (CCC) via email, ABM or regular telephone conference call. The CCC and the Conference Committee Chairs must both approve of the merger through group conscience.

2. The CCC and the Conference Committee Chairs may suggest that an inactive or insufficiently attended Conference Committee merge with another Conference Committee when deemed that it is in the best interest of the Conference to do so. Both the CCC and the Conference Committee Chairs must determine, by group conscience, that it is in the best interest of the Conference for these Conference Committees to merge.

    a. After merging the inactive or insufficiently attended Conference Committee becomes a subcommittee of the Conference Committee it is merging with. During Conference Committee reports, the Chair provides information on the activities of the subcommittee.
    b. At any time, the subcommittee may return to an active stand-alone Conference Committee through group conscience of its own membership and by notifying the CCC and the Conference Committee Chairs of its intention.

Approved by Chairs Committee May 18, 2014

Appendix G
theJournal Publishing and Production Policies

Approved CJC April 2012/updated March 2021

theJournal Publishing Policy

The 1989, 1990, and 1991 General Service Conferences of Sex and Love Addicts Anonymous adopted motions that established *theJournal*. This publishing policy is intended primarily to facilitate transitions for rotating service positions on *theJournal* Production Team by maintaining institutional memory. This policy may be revised as needed by the group conscience of the Conference Journal Committee (CJC).

Creative Contribution Requirements

- Any sex and love addict in recovery can contribute their writing or visual art to *theJournal*. Non-members may also contribute original work related to S.L.A.A. recovery. Personally identifying information, such as surnames, will be removed per the 12th Tradition of anonymity. To achieve geographical balance, contributors are encouraged to include a city/country of residence in their byline.
- All creative contributions must include citations for any references or excerpts that legally require attribution. Photographs of copyrighted artworks, such as statues or paintings, require copyright release by the appropriate artist or institution. Photographs may not include recognizable faces.

Copyright Release

- By submitting an original work, the submitter acknowledges that there is no right to compensation and grants to The Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc. (F.W.S.) the right to edit, quote, print, publish, re-publish and distribute the submission in *theJournal*, including in a collection of works or archive, whether in print, electronically, online, or in an advertisement of *theJournal*. Only entirely original work should be submitted. By accepting a contribution for publication, there is no implied responsibility on the part of F.W.S. to protect the copyright or other interests of the person submitting the work against use by third parties.

Style Guide

- The S.L.A.A. By-Laws and Core Documents may be consulted for correct spelling and punctuation usage particular to S.L.A.A., such as the inclusion of periods in the official acronym.
- Creative contributions may be published 'as is' without style guide corrections to honor a contributor's personal preferences, such as in the capitalization of "higher Power."

Branding

- *theJournal* brand was redesigned in March 2009 with the suggestion to italicize *theJournal* name when possible. On the magazine's front cover, the logo of *theJournal* appears in a dense orange with only the letter J capitalized, and the definite article hanging over the hook of the J.

Content

- The CJC oversees most policies related to publishing, acceding production concerns, such as the magazine's editorial content, to the Managing Editor and Production Team. The CJC voted in January 2010 to reference each issue of *theJournal* on the cover by the issue number. The current month is included in each issue's copyright: "© Month, Year, The Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc. All rights reserved."
- Reproduction of S.L.A.A. literature should be accurately cited and only include the most recent version available. Every Core Document must be reproduced in its entirety as on the F.W.S. Website.

S.L.A.A. Meeting Copy Policy

- The CJC voted in March 2010 to withhold permission to any meeting wanting to make copies of *theJournal*, which is a copyright infringement, and recommends that meetings purchase multiple copies for use at meetings to support the fellowship and carry the message.

Translation Policy

- The CJC supports the translation of *theJournal* into native languages through the official translation process approved and supervised by the Board Copyright Translation Committee (BCTC).

the Journal Production Policy

1. The primary purpose of *the Journal* Production Team is to reach 'the addict who still suffers' by producing each bimonthly issue of *the Journal* within an agreed upon production schedule and in observance of S.L.A.A. Traditions.

2. The auxiliary purpose of *the Journal* Production Team may include projects related to customer service, marketing, quality control, etc. the involvement of which may affect other service bodies. The Conference Journal Committee (CJC), represented by the CJC chair, is ultimately responsible for facilitating partnerships between *the Journal* Production Team and affected service bodies by first and foremost honoring Tradition One to preserve S.L.A.A. unity.

3. The Managing Editor is elected by the group conscience of the CJC after this open service position is announced to the greater S.L.A.A. fellowship for a minimum of one month. All other elections to *the Journal* Production Team are decided by the group conscience of the current Production Team chaired by the Managing Editor after similar announcements.

4. Per Concept 3, the traditional right to decide rests with the Managing Editor regarding the inner content of *the Journal*. Any Production Team member may request the group conscience of the entire Production Team regarding any production concern within a given time frame so as not to delay the production schedule. Production concerns from outside the Production Team may be directed to the CJC, which the Managing Editor is required to attend.

5. All Production Team business, including reaching the group conscience, may be conducted via email or teleconference chaired by the Managing Editor. In case of a tie, the vote cast by the Managing Editor is decisive. Anytime the group conscience is reached, production will proceed with any changes to meet any deadline. However, to settle any unresolved conflict for future policy the matter may be brought before the CJC in observance of Conference Committee standard procedures as outlined in the Conference Service Manual.

6. First draft of *the Journal* is delivered to the Production Team for review. Final draft is delivered to the entity responsible for printing and distribution. The CJC may receive a copy of the final draft for reference purposes rather than review per Concept 3. Each draft of *the Journal* must be kept private, draft issues are not for personal distribution.

7. The F.W.S. Office Supervisor oversees the management of subscriber payments and subscriber lists to maintain confidentiality in observance of the F.W.S. Privacy Policy sharing statistical information on a quarterly basis with *the Journal* Production Team. The *e-Journal* Subcommittee oversees the e-publishing of *the Journal* in electronic formats.

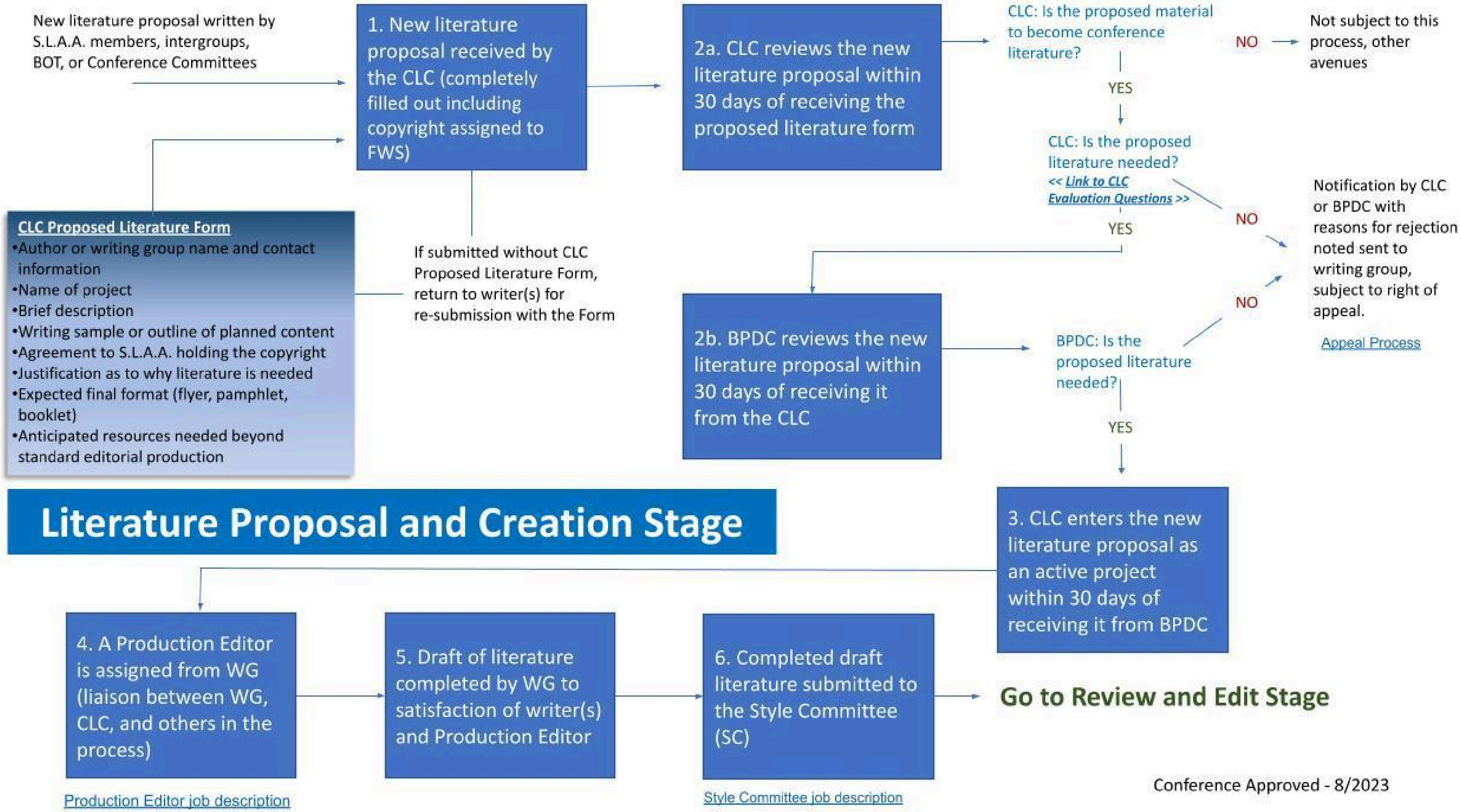
the Journal **Production Team**			
volunteer position	*description*	*requirements*	*election term cycle*
Managing Editor	2-year commitment. Oversees production of each issue of *the Journal*. Chairs discussions among the Production Team. Per S.L.A.A. By-Laws, expenses paid by F.W.S. to attend ABC/M as a voting member.	1-year sobriety, CJC attendance	January 1st every odd-numbered year
Layout Editor	2-year commitment. Works with the Managing Editor and the Art Director to provide the layout for each issue of *the Journal*.	6 months sobriety	January 1st every odd-numbered year
Outreach Director	2-year commitment. Raises awareness of *theJournal* via flyers and announcements encouraging service, creative contributions, and new subscriptions.	6 months sobriety, CJC attendance	January 1st every even-numbered year
Art Director	2-year commitment. Designs the cover and provides input and artwork.	None	January 1st every even-numbered year
Editorial Assistants	1-year commitment. Assists the Managing Editor with production efforts.	None	January 1st every year
Proofreaders (2)	1-year commitment. Proofreads each issue of *the Journal* within a given time frame.	None	January 1st every year
Other Journal–Related Service			
Contributors	Contribute writing and artwork to *the Journal*.	None	N/A

Journal Reps	Raise Journal awareness. Provide contact info to *the Journal*'s Outreach Director for announcements and flyers to distribute at local intergroups and meetings.	None, or determined by local intergroup	N/A, or determined by local intergroup
CJC members	Attend monthly teleconference meetings to decide annual projected goals and oversee policy for *the Journal* by participating in the group conscience.	None	N/A

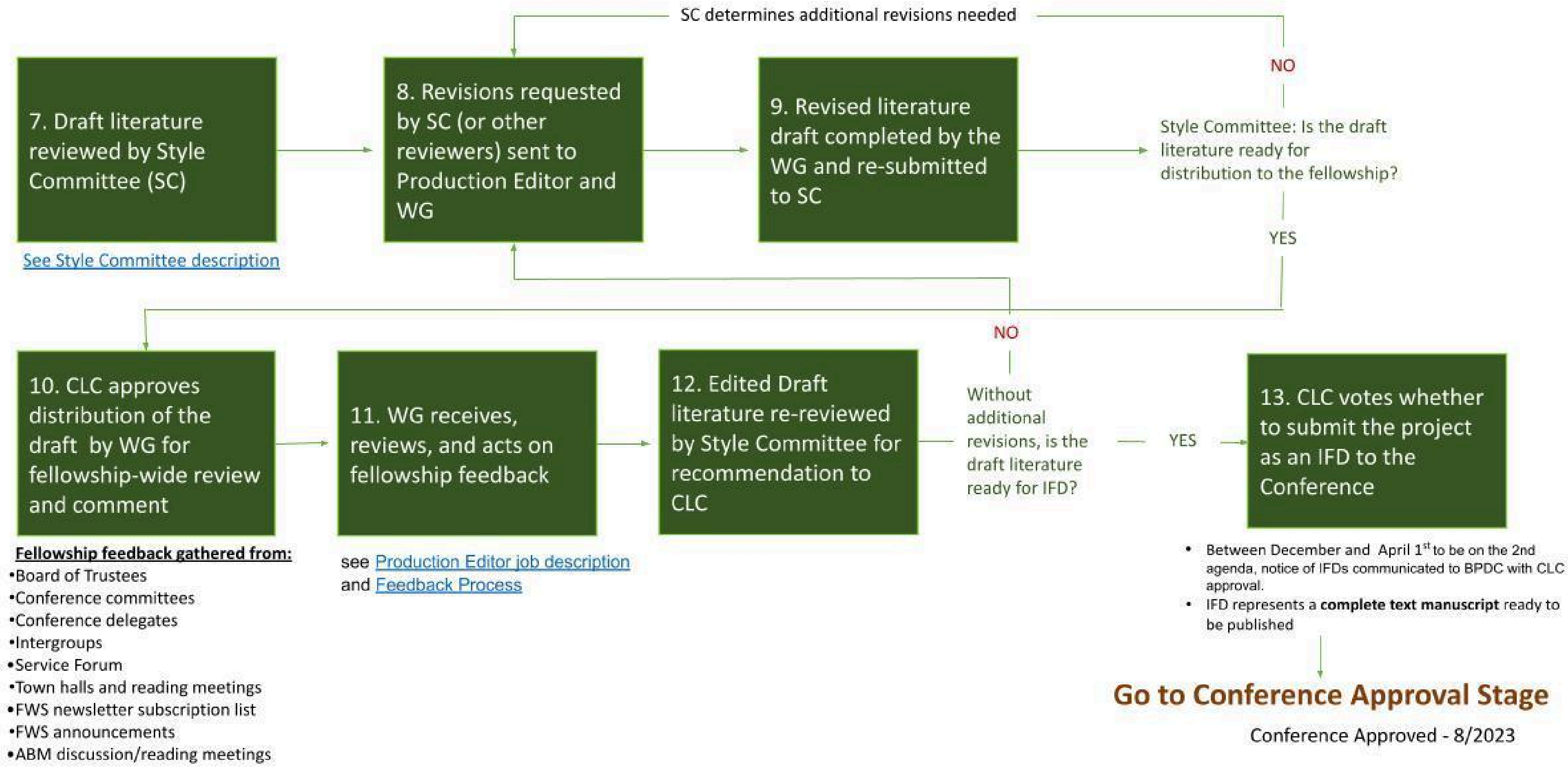
Participate on *the Journal* Production Team or the Conference Journal Committee: https://www.slaafws.org/cjc

LCEP Workflow

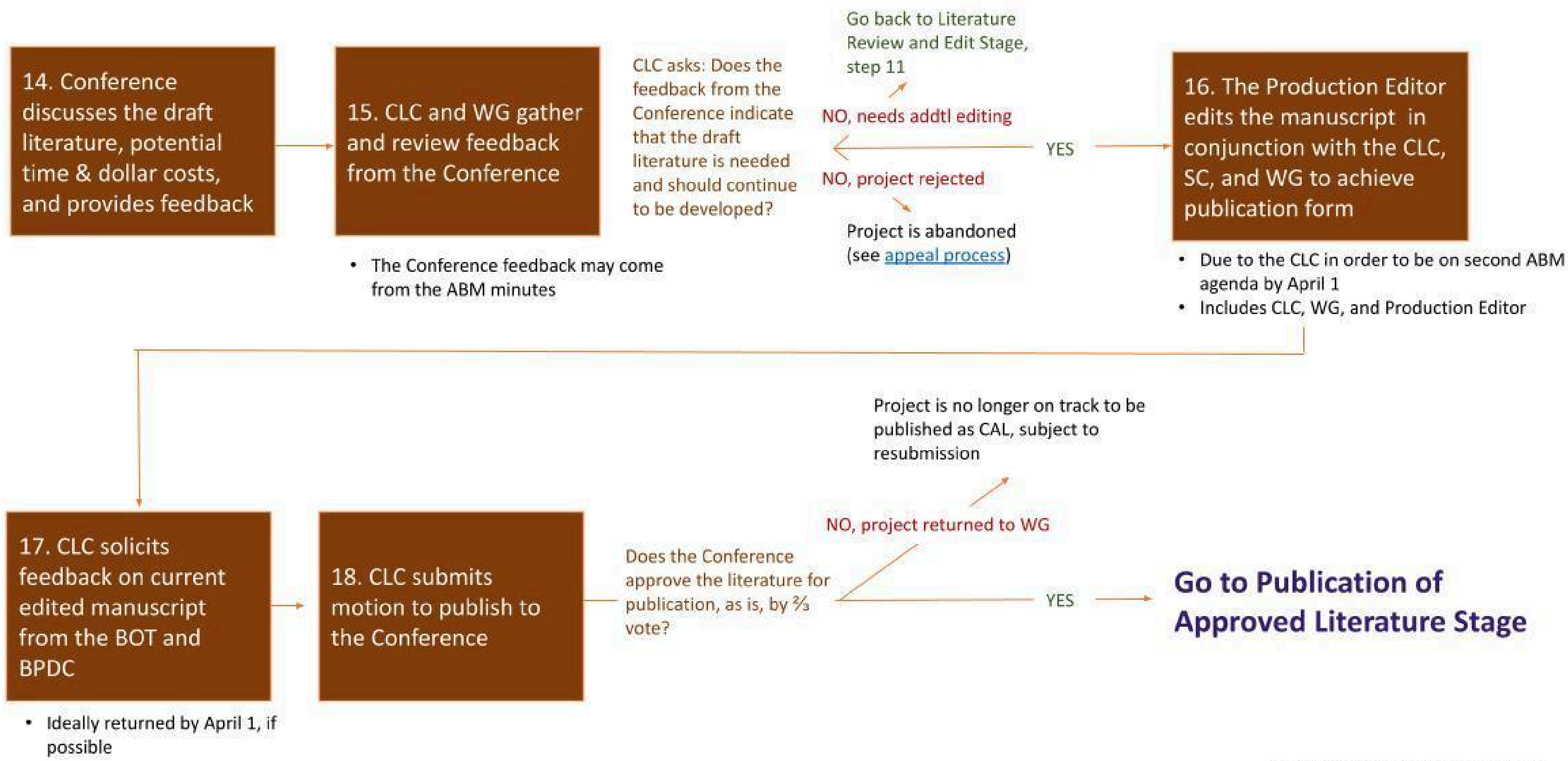
(next four pages)


New literature proposal written by S.L.A.A. members, intergroups, BOT, or Conference Committees
1. New literature proposal received by the CLC (completely filled out including copyright assigned to FWS)
CLC Proposed Literature Form
•Author or writing group name and contact information
•Name of project
•Brief description
•Writing sample or outline of planned content
•Agreement to S.L.A.A. holding the copyright
•Justification as to why literature is needed
•Expected final format (flyer, pamphlet, booklet)
•Anticipated resources needed beyond standard editorial production
If submitted without CLC Proposed Literature Form, return to writer(s) for re-submission with the Form
2a. CLC reviews the new literature proposal within 30 days of receiving the proposed literature form
CLC: Is the proposed material to become conference literature?
NO
Not subject to this process, other avenues
YES
CLC: Is the proposed literature needed?
<< Link to CLC Evaluation Questions >>
NO
YES
Notification by CLC or BPDC with reasons for rejection noted sent to writing group, subject to right of appeal.
Appeal Process
2b. BPDC reviews the new literature proposal within 30 days of receiving it from the CLC
BPDC: Is the proposed literature needed?
NO
YES
3. CLC enters the new literature proposal as an active project within 30 days of receiving it from BPDC
Literature Proposal and Creation Stage
4. A Production Editor is assigned from WG (liaison between WG, CLC, and others in the process)
Production Editor job description
5. Draft of literature completed by WG to satisfaction of writer(s) and Production Editor
6. Completed draft literature submitted to the Style Committee (SC)
Style Committee job description
Go to Review and Edit Stage
Conference Approved - 8/2023

Literature Review and Edit Stage



Conference Approval Stage



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Publication of Approved Literature Stage

19. Literature approved by ⅔ majority of the conference referred to the BOT *

Upon review, should the BOT approve the draft literature for publication, as is?

YES

20. After approval from BOT, the BOT and the BPDC publish the literature for FWS S.L.A.A.

NO

BOT determines that:

- publishing the literature as is presents a problem in allowing the BOT to satisfy its legal and fiduciary duties OR
- the manuscript does not meet the grammatical, literary, or fellowship standards expected of S.L.A.A. literature.

In either case, the BOT collaborates with key stakeholders (including but not limited to the SC and WG) to review, edit, and correct the text as necessary. An updated manuscript is produced for and sent to the CLC for review.

In the estimation of the CLC or the BOT, have the edits that brought the text up to standard materially changed the sense or meaning of the literature?

NO

YES

Manuscript to be returned to the Conference as a continuation of the motion to approve. Go back to Conference Approval Stage, box 18

* If Conference has approved the literature by a ⅔ vote, the BOT must publish the literature UNLESS publication would prevent the BOT from
1. conducting business
2. meeting legal obligations
3. exercising fiduciary obligations
(Bylaws, art. 5, sect. 4)

Glossary of Terms and Acronyms

Conference – Annual Business Conference/Meeting
ARS – Agenda Review Subcommittee
BOT – Board of Trustees
BPDC – Board Publishing and Distribution Committee
CAL – Conference Approved Literature
CLC – Conference Literature Committee
Editing text – falls into two general categories: mechanical and substantive.

- **Mechanical editing** is concerned only with consistency of style such as capitalization, spelling, grammar, punctuation, verb subject agreement and adherence to house style.
- **Substantive editing** is rewriting or reorganizing text, materially changing the sense or meaning of the literature

FWS – Fellowship-Wide Services
IFD – Item for Discussion, Conference vote required prior to submission of a motion for final approval as CAL
LCEP – Literature Creation, Editing, and Publishing Workgroup
S.L.A.A. – Sex and Love Addicts Anonymous
SC – Style Committee
WG - Writing Group or Author(s)

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Appendix I
Policy for Support to Conference Committees

Scope: The Augustine Fellowship, Sex and Love Addicts Anonymous, Fellowship-Wide Services, Inc. (F.W.S.) provides a process for Conference Committees to request and receive support from outside the Conference Committee.

Policy: F.W.S. encourages Conference Committees to utilize volunteers wherever possible; not only does the service of members help F.W.S. remain self-supporting, but special workers should not deny recovering individuals the opportunity to enhance their recovery through service. When volunteer support is not available or practical, the Conference Committee will request support from the F.W.S. Office.

Procedure:

1. When it is determined that a Conference Committee needs office assistance consistent with the budget approved by the Conference Finance Committee (CFC), the Committee Chair makes a request in writing to the Executive Director. The request must contain the following: *
    a. Name of committee making request,
    b. Contact person (Chair or otherwise) for this project.
    c. Email address and phone number for contact person.
    d. Detailed description of work to be performed.
    e. Approximate timeframe needed to complete the work (ex: 5 hours as a one-time job, 2 hours per week ongoing, 10 hours per month ongoing, etc.) and any deadlines to be aware of.
    f. Any additional information deemed necessary or helpful.
2. Executive Directorreviews the request to determine if F.W.S. Office staff can perform the services and if within the Conference Committee budget.
3. Executive Director forwards the request to the F.W.S. officers and Board Chair with recommendation (F.W.S. staff to do, or special worker to be hired).
4. The F.W.S. officers and Board Chair review the recommendation, make a determination and inform the Executive Director, Board HR/Personnel Committee Chair and the CFC Chair.
5. <u>If work is to be performed by F.W.S. office staff:</u>
    a. Executive Director prepares a work plan and sends to requesting Committee Chair for input.
    b. Executive Director and Committee Chair schedule a conference call at regular intervals (weekly, monthly, etc., as appropriate) for status updates.
    c. Upon completion of work, Executive Director advises the Board Chair, Treasurer and F.W.S. Bookkeeper of the number of employee hours used for the work and the employee time will be marked against the Committee budget according to a cost schedule developed by the Board Finance Committee.
6. <u>If work is to be performed by an outside special worker:</u>
    a. The F.W.S. officers and Board Chair in consultation with the Executive Director are responsible for hiring and contracts directly with the special worker; supervision is the responsibility of the F.W.S. Executive Director.
    b. Executive Director and special worker schedule a conference call at regular intervals (weekly, monthly, etc., as appropriate) for work supervision and status updates.
    c. Upon completion of work, contracted worker provides invoice to Executive Director for review and F.W.S. payment according to normal invoice payment processes.
    d. The payment is charged against the appropriate committee budget and the CFC Chair and the affected committee chair is notified.

*The Executive Director may, at their discretion, create an Office Assistance Application form for use by Conference Chairs.

Board HR/Personnel Approved June 8, 2015

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Approved by BOT June 13, 2015

Appendix J
Annual Business Meeting (ABM) Minutes
Review Process

The following guidelines and timeline describe a process for draft preparation, review, and finalization of the Annual Business Meeting (ABM) Minutes.

<u>Within 1 week of the close of an ABM</u>
The F.W.S. Office Executive Director ensures the ABM audio recording is provided to the ABM Record Keeper who prepares the draft ABM Minutes.

<u>Within 3-4 weeks of the close of an ABM</u>
The ABM Record Keeper forwards an electronic copy (in Word and pdf formats) to the F.W.S. Office and the three (3) reviewers:

1. Chair of the Conference Charter Committee (CCC)
2. Chair of the ABM Agenda Review Subcommittee (ARS)
3. Chair of the Board of Trustees (BOT)

If the ABM Record Keeper becomes one of the Chairs, then the CCC Vice-Chair or other appropriate trusted servant will be identified to participate in the ABM Minutes Review Process.

<u>Within 3-5 weeks of the close of the ABM</u>
The three (3) Chairs will review the draft, identify their individual suggestions for changes, and determine meeting times to discuss changes with the CCC Chair taking the lead/facilitator role as a rule.

<u>Within 4-6 weeks of the close of the ABM</u>
The three (3) Chairs review the draft together and confirm changes necessary to improve accuracy of the draft. If the audio recording is required to confirm the accuracy of the draft, then the BOT Chair is the only other person provided with the audio recording.

The draft is sent to the ABM Record-Keeper or CCC Chair for final preparation and edits (no content edits occur at this point).

<u>Within 6-8 weeks of the close of the ABM</u>
The ABM Record Keeper or CCC Chair will forward the final ABM Minutes and the recording to the F.W.S. Office. The ABM Minutes will be archived and sent for distribution to the Conference participants and the Fellowship at large (via website and media communication channels such as the F.W.S. Newsletter).The F.W.S. Office will then destroy the recording.

The CCC Chair is also responsible for distribution of the final ABM Minutes to the CCC and Conference Committees Chairs. The BOT Chair distributes to the Board members.

Updated September 30, 2018 by the 3 Reviewers
Approved CCC October 7, 2018
Approved BOT January 13, 2019