

Al-Anon District 6 Guidelines

Updated 12/4/2014

District Meeting

The following are guidelines designed to help structure District 6 (D6) business meetings in such a way that members can fully participate in a safe and productive meeting environment so that the message of Al-Anon can be carried with maximum effectiveness. Anytime the DR is unable to perform functions of DR, the alternate DR will fulfill obligations. * In this document, the word 'officers', is used for any position holder at the district(e.g. coordinators, web master, secretary, treasurer, DR, Alt. DR etc.)

1. Agenda

- a. Group Representatives (GR) and officers* may propose agenda items to the District Representative (DR). These must be received at least two weeks before a district six (D6) meeting, via email submission to: district-6@oregonal-anon.org.
- b. The DR will provide the agenda to the D6 webmaster for posting on the website at least one week before the district meeting.
- c. The DR will email the agenda, along with the minutes of the previous meeting to all GRs and officers* at least one week before the district meeting.

2. Meeting minutes

- a. GRs and officers* will review the minutes **before** the D6 meeting and bring corrections to the meeting. There will be **NO TIME** for review at the meeting. Time on the agenda will be allocated for corrections to the minutes.
- b. The Secretary will email the minutes to the DR and D6 webmaster for posting on the website.

3. Reports

- a. Reports will be given by the coordinators, officers, or invited guest(e.g Delegate, Oregon Area coordinator, AIS chair). Time will be allocated for brief clarifying questions and answers. If further discussion is needed it can be added to a future agenda.
- b. A copy of written or emailed reports are to be submitted to the secretary before the report is given.

4. Old and New business

- a. The DR will ask for a volunteer to be the time keeper.
- b. For each agenda topic, GRs, officers, and past DRs will be given the opportunity to provide voice on topic. The input method will be “around the room”, with a 2 minute time limit/person.
- c. For each agenda topic, after GRs officers, and past DRs have given input, interested parties (IP) may speak on topic once, for a maximum of one minute.
- d. When appropriate, and as time allows, an additional one minute/GR, officer and past DR “around the room” discussion will follow the input provided by IPs.
- e. GRs, officers, and past DRs can request a short break for informal discussion, prayer, or to spend the time as members feel fit. It is up to the discretion of the DR whether to take the break or not and the time length of the break.
- f. Whenever possible all new business will be taken to groups for comment before a vote is taken.

5. Voting

- a) Only GRs may vote at D6 Business Meetings with the exception of meeting logistics (e.g. meeting time, length, breaks, or location). In that case, the officers also have vote.
- b) Before a vote is taken, it will be established whether a simple majority is needed or substantial unanimity and if substantial unanimity, what percentage is required. The voting members will be counted and then applying the correct percentage, it will be determined the number of positive votes needed for the motion to pass.

Amendments

June 2014 minutes

- "When an agenda item is proposed, the person making the request must be present at the district meeting to explain said proposal. The voting members will then consider and vote as to whether or not to take district time for said agenda item. Clarifying questions may be asked."

August 2014 minutes

- " If someone uses concept 5 and files a minority voice petition, that it be heard at district meeting and entered into the minutes "