



**1. Background:**

The AWSC meeting is a gathering of invited OSA members where discussions are entered into regarding issues that affect Ontario South, motions are presented and voted upon and subsequently brought to the following assembly.

**2. Members:**

AWSC is comprised of the seven Executive Members: Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer, two Advisors; eight Co-ordinators, the Ontario South Alateen Advisory Committee Chairperson, Trillium Chairperson, AIS Chairperson(s), LDC Office Manager and Literature Office Committee (LOC) Members not already mentioned, and thirty DRs.

ADRs are encouraged to attend as observers to allow them to experience an AWSC meeting and although they have a voice, they have no vote, unless acting as the DR for their district.

**3. Timing:**

AWSC shall be held every year in late May or early June. AWSC meetings are organized to run from Friday evening to Sunday mid-day to allow sufficient time to attend to the business of the area.

**4. Location:**

The location will be chosen, by the Executive, from any bids received. If no bids are received, a member of the Executive will obtain quotes for services as outlined in the bid forms.

**5. Bids:**

Bids are no longer required per Executive motion January 2009.

**6. Registration & Fee:**

The registration process will be managed by the Area Treasurer. The Registration fee will be set by the Executive and will be collected by the Area Treasurer. This fee helps to cover the costs of AWSC.

**7. Registration Form:**

The registration form will be developed by the Executive. It will be included in the AWSC mailing package.

**8. Accommodation:**

The Area Treasurer will book rooms. Members who wish to share with another specific member will be able to indicate that on the registration form. Accommodation is two to a room. (AWSC motion 2004)

**9. Meals:**

Meals for Saturday breakfast, lunch, dinner and Sunday breakfast are arranged as part of the package with the facility. When needed, members are responsible for arranging their own meals Friday evening and Sunday lunch due to travelling time. At some locations food services may not be available other than the set meals. i.e. university locations may not have any cafeteria services on Friday evening or Sunday after breakfast.

**10. Costs:****Registration:**

For DRs, ADRs and AIS Chairperson(s) paid by the District(s) represented.

**Travel:** For five Executive, two Advisors, eight Coordinators, Ontario South Alateen Advisory Committee Chairperson, Trillium Chairperson, LDC Office Manager, and other Literature Office Committee (LOC) members, covered by OSA according to the current mileage rate.

For DRs travel, all groups in Ontario South (except Alateen meetings in schools) contribute to the equalization travel fund. An amount is first calculated to cover the cost of travel for all DRs to the AWSC location. From this cost an amount is determined and paid by each group to cover the costs. This equalization information is included in the mailing package sent to the DRs. The amount is to be sent in with the DRs registration. Districts are expected to pay the equalization amount whether their DR attends or not. DRs submit a form to be reimbursed according to mileage travelled and current mileage rate. Motion passed May 30,1998 and revised May 26,2001.

For AIS Chairs and ADRs travel is paid by their District(s)

**Accommodation:**

For five Executive, two Advisors, eight Coordinators, Ontario South Alateen Advisory Committee Chairperson, Trillium Chairperson, LDC Office Manager, and other Literature Office Committee (LOC) members and thirty DRs, OSA covers accommodation.

For AIS Chairs and ADRs accommodation is paid by their District(s).

Meals: OSA covers all meals, including meals required due to travel time, for five Executive, two Advisors, eight Coordinators, Ontario South Alateen Advisory Committee Chairperson, Trillium Chairperson, LDC Office Manager, and other Literature Office Committee (LOC) members.

For DRs meals with the accommodation package are covered by OSA. AIS Chairs and ADRs paid by their Districts as part of the payment of the accommodation package.

For DRs, AIS Chairs and ADRs, meals required due to travel time are covered by their District(s).

\*Trustees attending pay their own costs unless they are invited by the area, in which case, OSA covers the costs.

### 11. Planning:

The Executive will plan the details of AWSC at an Executive meeting far enough in advance to allow time for information to be distributed to DRs, Area Coordinators, Ontario South Alateen Advisory Committee, and Trillium Chairpersons. Ensure that the Alateen Safety Guidelines are being implemented.

### 12. Notice of Agenda & Motions:

The Area Chairperson is responsible for informing DRs of AWSC details. AWSC mailing packages should be mailed to DRs with consideration given to the time required to hold district meetings. Not all districts meet monthly. See Service Positions – Executive, Chairperson, ‘Before AWSC’ mailing package.

### 13. Roll Call:

Roll call is taken at the beginning of proceedings to determine the number of eligible voters.

### 14. Vote to Establish Procedures:

At each AWSC a group conscience will be taken to approve the voting procedures for the business and for the time for sharing from the floor.

For all voting: the OSA has loosely followed the *Robert's Rules of Order* in conducting its business. An **abstention** represents the decision to refrain from voting, and, as such, counts as a zero vote. There can be no such thing as an “abstention vote.” The presiding officer takes only the ayes and nay votes. They do not ask for abstentions. A **simple majority** (50% + 1) vote is required to pass a motion.

Following past approved procedures it will be presented that a stand up-sit down, simple majority will be the method used to pass a motion. If the Chairperson can visually determine a majority for or against without a count the Chairperson may declare the motion passed or defeated. (See Election Voting below.)

If a count is required, voting members will be asked to stand and number off as directed by the Chairperson.

**15. Motions:**

Motions and Items for Consideration come from various sources:

- The Executive may bring forth motions and consideration items;
- Motions may be carried forward from the previous Assembly or possibly the previous AWSC;
- DRs may ask in advance for a consideration item to be included;
- Area Coordinators may bring forward issues related to their area of service.

Motions and Items for Consideration should first be distributed before the annual AWSC meeting. This allows an opportunity for the motions and Items for Consideration to be circulated from the Executive to the DRs, from the DRs to the GRs for discussion by group members to allow questions and a group conscience to be brought to AWSC.

Motions brought from the floor that are not related to the Items for Consideration on the AWSC agenda, must be submitted on a blue Motion Form by noon Saturday.

If a motion is carried at AWSC it is brought forward to the Assembly if necessary. If the motion is defeated, it is not brought forward.

All motions must be submitted by a voting member and seconded by a voting member.

Items for Consideration: The Executive will review these and using the 5 questions of the KBDM, the decision is made to determine the next step. **Special Note:** All items of consideration will be responded to by the Executive.

**16. Clarification of Voting/Motion Process: - dated, Oct.23-25/1998**

As a result of some confusion regarding the discussion and passing of motions, the process was clarified by the Chairperson.

- The original discussion process is general until someone submits a motion to focus on a "specific option".
- Then the discussion moves forward to the "specific" and a vote is taken. When the motion contains more than one option, then the other options are eliminated by that vote.
- An amendment to a motion differs in that the amendment is discussed and voted on and then the discussion returns to the original motion.
- When the "question is called" that means a verbal motion has been made to end the discussion and vote.

A verbal motion to continue the discussion can overturn calling the question.

**17. Voice:**

Every member of AWSC has a voice and may share from the floor during discussions. Reference item 2 above.

**18. Voting:**

The members of AWSC that have a vote are as follows: Executive, Coordinators, District Representatives (or member acting as District Representative), Trillium Chairperson, OSAAC Chairperson and AIS Chairperson(s). The Area Chairperson may vote only if a vote is split exactly evenly to decide the vote. At the Area Chairperson's discretion, a recount could be requested.

**19. Ask-It-Basket:**

Any member may submit *questions* on an Ask-It-Basket Form. Four volunteers will be picked from willing members to join one or two of the Executive (most times it is the Advisors) to review the questions, research the Service Manual and find answers to the questions. Executive members are assigned to this task when the agenda is developed by the Executive.

Responses to the Ask-It-Basket questions will be given on Sunday if time allows and printed in the following issue of Open Lines.

**20. Item for Consideration:**

Any member may submit a *suggestion* to the Executive on an Item for Consideration Form. All Items for Consideration are reviewed by the Executive using the KBDM format, and a response will be given by an Executive member. Should the item require action other than administrative, the item will be moved forward to AWSC and considered using the KBDM format. Should the item be deemed by AWSC to be substantial for an Area vote, the item will be moved forward to Assembly using the KBDM format.