



**1. Background:**

Assembly is a gathering of OSA members where discussions are entered into regarding issues that affect the OSA, such as the election of the Executive and Trustees, and the presentation and voting on of motions. This is the area group conscience.

**2. Attendance:**

Any Al-Anon member may register for and attend Assembly.

**3. Timing:**

OSA members shall meet at Assembly every year in late October or early November. Assemblies are organized to run from Friday evening to Sunday mid-day to allow sufficient time to travel and attend to the business of the area. The main business of the Assembly will be presented on the Saturday.

**4. Location:**

It has been traditional to rotate the location from East to West to Central to allow all members to experience an Assembly. A central location is preferred for the year when elections will be held to allow as many groups as possible to be represented. The Executive will choose the location from the bids submitted.

**5. Bids:**

Districts are requested to research suitable facilities, obtain quotes for the required services outlined in the Bid Forms and submit a bid to the Executive at the AWSC meeting **the year prior** to Assembly. See Assembly Bid Forms for details. The successful district will form a Host Committee.

**6. Registration:**

The registration fee will be set by the Executive. Funds from the pre-registration process will be collected by the Area Treasurer. On site funds will be collected at the Registration Table and given to the Area Treasurer as directed. This fee helps to cover the costs of the meeting rooms for Assembly.

**7. Costs:**

Costs include: Registration, travel, accommodation and meals. The group covers the GR's costs. The district covers the DR's costs. Where the same member is a GR and a DR, the group and the district, as decided by their respective group consciences, could share costs.

For AIS Chairpersons costs are covered by the district(s) they represent. For Executive, Coordinators, Ontario South Alateen Advisory Committee Chairperson, Trillium Chairperson, and LOC Members, OSA covers costs.

Members attending Assembly are responsible for making their own hotel registrations.

Rooms are based on double occupancy. Three or four members may share a room to reduce costs. There are no group meals provided. Attendees are responsible for organizing their own meals.

A group or district may decide on a set amount for meals and mileage similar to the guideline set by the area for those members whose expenses are covered. For example, set an amount for breakfast, lunch and dinner, or a daily maximum amount. If the amount is exceeded, the member would cover it.

#### **8. Registration Form:**

The form will be developed by the Executive. It will be included in the information package sent to DRs.

#### **9. Host Committee:**

The Host Committee requires the following volunteers: Chairperson (usually the DR of the host district); Registration Person; Literature Person; Information Person; Art Person; Secretary and Greeter Person. These positions and their respective responsibilities are detailed in Section 5 (B).

A Hospitality Room is an optional part of an Assembly. It is the decision of the district bidding whether there will be a Hospitality Room or not as the District must bear the expense for the room. A person may be added to the Host Committee to be responsible for the Hospitality Room.

#### **10. Planning Assembly:**

The Executive will plan the details of Assembly at an Executive meeting far enough in advance to allow time for information to be distributed to DRs, Area Coordinators, and Chairpersons.

#### **11. Notice of Assembly, Agenda & Motions:**

The Area Chairperson is responsible for informing DRs of Assembly details. Assembly mailing packages should be mailed to DRs with consideration given to the time required to hold District meetings. Some districts do not meet every month. DRs are responsible to make copies of the mailing package and to distribute it to GRs. GRs then present the information and motions to group members and take a group conscience to bring to Assembly.

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## 12. Vote to Establish Procedures:

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

For elections: the OSA has followed the procedures in the WSO Service Manual. Written ballots will be used for the election of Executive positions **EXCEPT** when there is only one candidate standing, then a stand up sit down vote may be taken.

Non-voting members are selected by the Chairperson to collect and count the written ballots. The count is then reported to the Chairperson.

A two-thirds majority will be required to elect the Delegate. A simple majority is required for other Executive positions.

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 vote is required to pass a motion. This means that more than half the votes cast must be in favour of the motion for it to be passed.

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.

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

## 13. Introduction of Motions and Items for Consideration:

Motions and items for consideration come from various sources:

- The Executive may bring forth motions and items for consideration;
- Motions and items for consideration may be carried forward from the previous Assembly;
- Motions passed at AWSC are brought forward, if necessary;

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 and a group conscience brought to AWSC. Motions defeated at AWSC will not be brought forward to Assembly.

Motions may be brought from the floor, but must be submitted on a blue Motion Form. Unless time sensitive, motions may be tabled to the next AWSC. This will be determined by the Executive.

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.

#### **14. 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 motion has been made to end the discussion and vote.

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

#### **15. Who is Allowed to Vote:**

The WSO Service Manual states: ‘The GR or AGR, in the GR’s absence, votes at Assembly. Each group has one vote.’

If neither the GR nor AGR is able to attend Assembly, a group may designate another member to represent them.

A DR/Coordinator/Executive may only vote if they are also a GR or designated by a group to represent them. The Chairperson may vote only if a vote is split exactly evenly to decide the vote, regardless if he/she is representing a group or not. At the Chairperson’s discretion, a recount could be requested.

The incoming GRs vote at the Assembly where the incoming Executive are elected. OSA Motion November 1976.

#### **16. Time Keeper:**

A volunteer from the floor is asked to be the timekeeper. A bell or buzzer will be used to indicate the end of the two-minute time allowed for members who wish to speak from the floor (or up to three questions). Members are asked to respect this time limit. It has also been past practice to limit discussion to once per subject per member. There is no time limit for response to questions.

#### **17. Voice:**

Every member of Al-Anon/Alateen registered at Assembly has a voice and may share from the floor during discussions.

#### **18. Seating:**

The Executive will determine the seating arrangement for the business portion of the Assembly. Traditionally, district members sit together in rows with the DR at the end of the row particularly for election years to make distribution and collection of written ballots easier and quicker.

## 19. Service Positions:

OSA service positions rotate every three years. It is **expected** that service positions listed below will follow the three-year term. (See also the Sections on Service Positions and Responsibilities in this Manual for more details.)

**GRs, and DRs** - are elected by the members and groups they serve.

**Executive** – committee members (five) are elected at Assembly. They are Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer.

**Advisors** - (two) are selected from those eligible by the incoming Delegate.

**Area Coordinators** - (eight) To be chosen by the Delegate from the résumés or letters of interest submitted, in consultation with the Executive committee: Alateen Coordinator, Area Alateen Process Person, Archives, Group Records, Literature, Open Lines, Public Outreach and Website.

**Regional Trustee & Alternate Regional Trustee** - the Assembly takes a vote to recommend one candidate to WSO every three years.

**AIS Liaisons** - elected by districts they represent.

The following positions rotate every year.

**Trillium Chairperson** - to be selected by Executive annually. See Section 2 on Service Positions and Responsibilities and Trillium Convention & Committee Section 7.

**Ontario South Alateen Advisory Committee Chairperson** – position established at Assembly 2006. A motion to appoint an Interim Chairperson was passed. See Section 11F.

## 20. Ask-It-Basket:

Members may submit *questions* on an Ask-It-Basket Form. Four volunteers will be picked from willing members to join one of the Executive members to review the questions, research the Service Manual to find answers to the questions.

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

## 21. 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.

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**22. Election of Ontario South Executive:**

Mandatory résumés are required for Delegate, Alternate Delegate, Chairperson, Secretary and Treasurer. (Assembly 2007, AWSC 2009 and Assembly 2009 motions)

Candidates who have submitted résumés will be allowed 2 minutes at the microphone to share.

If résumés have not been submitted, those eligible will be asked if they are willing to stand. Past practice has been to bring Incoming and Outgoing DRs to the front of the Assembly room and ask members to indicate if they are willing to stand or decline. Then others who meet the eligibility will be asked if they are willing to stand. (Assembly 2007 motion) See Section 2A. point 1. Eligibility Criteria for All Executive Positions. Candidates willing to stand will be allowed 2 minutes at the microphone to share.

Candidates will be asked to leave the room while voting takes place and will return when the required majority has been reached.