



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 midday 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 submitted Assembly Bids Forms which are found in Section 10, Form 10F.

5. Bids:

Districts are requested to research suitable facilities, obtain quotes for the required services outlined in the Bid Form and submit a bid to the Executive by May 1st or at the AWSC meeting the year prior to Assembly. See Assembly Bid Form for details. The successful District will form a Host Committee.

6. Registration and 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 Assembly.

Onsite funds will be collected at the registration table and given to the Area Treasurer as directed.

7. Registration Form:

The registration form is to be completed and submitted online. All members attending Assembly are required to register.

8. Costs for 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.
- AIS Chairpersons costs are covered by the District(s) they represent.
- Executive, Coordinators, Ontario South Alateen Advisory Committee (OSAAC) 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, as per Group and/or District autonomy, 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.

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 5B.

A Hospitality Room is an optional part of an Assembly. It may also be restricted by the particular facility. 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:

The Executive will plan the details of Assembly at an Executive meeting far enough in advance to allow time for information to be distributed through the links of service. Ensure that the Alateen Safety Guidelines are being implemented. See Section 11E.

11. Notice of Agenda and Information Package:

The Area Chairperson is responsible for informing DRs of Assembly details. Assembly information packages will be emailed to AWSC members two months prior to Assembly to give time for distribution and discussion. Some Districts do not meet every month. DRs are responsible to distribute the Assembly package to their GRs. GRs then discuss the information and Discussion Topics with Group members and take a group conscience to bring to Assembly.

12. Roll Call:

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

13. Vote to Establish Procedures:

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

Eligible Voters

Every group has one vote. The members of ASSEMBLY that have a vote include: The Group Representative, or Alternate Group Representative, or a member designated by the group to represent them. The Area Chairperson may vote only if a vote is split exactly evenly.

Voice

Every member of ASSEMBLY has a voice and may share from the floor during discussion. Members come to the microphone to be recognized by the Chairperson.

During discussion members are asked to address their comments at the microphone, state their name and District/position, and speak only once to a topic. Time at the mic is limited to 2 minutes, which may include up to 3 questions, for each topic. A timer will be used. There is no time limit for responses to questions. The Chairperson may use discretion to extend or curtail time for discussion for the good conduct of the business.

Voting Procedure

A simple majority vote is required to pass a motion. This means that 50% plus 1 of the votes cast must be in favour of the motion for it to be carried (or passed).

Votes will be cast using a stand-up, sit-down method. If the Chairperson can visually determine a majority for or against without a count, the Chairperson may declare the motion passed or defeated. If the vote cannot be called visually, the Chairperson may request that voting members stand and number off.

An abstention represents the decision to refrain from voting, and as a consequence, there can be no such thing as an abstention vote. An abstention counts as zero and has no bearing on the outcome of the vote. The Chairperson takes only the ayes and the nay votes, and does not ask for abstentions.

At the Chairperson's discretion, a recount may be requested.

Voting Procedure in an Election Year

In an election year, voting for Area Executives will be done by written ballot. Two-thirds (2/3) of votes cast will be required to elect the Delegate. A simple majority, 50% plus 1 of the votes cast, is required for the other Executive positions.

Advisors collect and count the written ballots and report the count to the Area Chairperson.

The incoming GRs vote at the Assembly where the incoming Executive are elected. (motion passed Assembly 1976)

14. Timekeeper:

A non-voting 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.

15. 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.

16. Discussion Topics and Items for Consideration:

WHAT IS A DISCUSSION TOPIC?

Discussion Topics are the topics OSA discusses at either AWSC or Assembly.

HOW DO DISCUSSION TOPIC(S) COME ABOUT?

Discussion Topics come from various sources:

The membership may wish to put forward an Item for Consideration;
DRs may ask in advance for an Item for Consideration to be included;
Items for Consideration may be carried forward from the previous Assembly or previous AWSC;

Motions passed at a previous AWSC, may be brought forward if necessary;
Area Coordinators may bring forward issues related to their area of service.

Executive may bring forward a Discussion topic that is time-sensitive.

WHAT IS AN 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 Knowledge Based Decision Making (KBDM) format, and a response will be given by an Executive member. Should the item require action other than administrative, the item may become a Discussion Topic and moved forward to AWSC where the KBDM format will be used. 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.

Once the Discussion Topic(s) have been researched and background information has been completed, the Discussion Topics are to be distributed 2 months prior to the annual Assembly meeting. This allows an opportunity for the Discussion Topics to be circulated from the Executive to the DRs, from the DRs to the GRs for discussion using KBDM by group members to allow questions and a group conscience to be brought to Assembly.

17. The Motion Process:

The original discussion process is general until a member submits a motion to focus on a specific option. Motions are the outcome of the group decision making process, and will be invited after discussion is complete as determined by the Chairperson. Motions from the floor must be submitted by a voting member, on a Motion Form obtained from the Advisors. Motions must be written legibly and duly seconded by another voting member. A second simply means that another member thinks the motion should be discussed, and does not mean that the member is necessarily in favour of the motion. Motions are to be reviewed with the Advisors before being presented to the Chairperson.

Once a motion is presented and read aloud to the membership by the Chairperson, it becomes “ASSEMBLY property” and cannot be changed by the mover without consent of the members. If opposing motions are received, the Chairperson will advise the ASSEMBLY of this fact and a discussion may result.

After a motion has been presented, members will have opportunity to discuss the specifics of the motion using the principles of making an informed group decision. The mover is allowed to speak first to a motion. The mover may only speak again after other speakers are finished, unless called upon by the Chair. When discussion is complete, a vote will be taken.

What happens to a motion at ASSEMBLY?

- If it pertains to a Discussion Topic at ASSEMBLY, it may be discussed (if the Chairperson presents it to the members) and then may be voted on.
- If it is an amendment to a motion already on the floor, it may be discussed and voted on before returning to the Main Motion.
- If the “question is called” that means a verbal motion has been made to end the discussion and move to a vote.
- The fact that a motion has been made and seconded does not place it before the ASSEMBLY for consideration, as the Chairperson alone can do that. If, for example, it is a new motion, not related to the Discussion Topics at ASSEMBLY, it will be read and recorded, and will be reviewed at the next meeting of the Executive and, if appropriate, may be tabled at a future AWSC.

What happens to a motion once it is considered at ASSEMBLY?

- If the motion PASSES (is carried), it will be implemented by the parties involved.
- If the motion is DEFEATED, it does not go any further (status quo).
- If a motion is passed at AWSC, it may be brought forward to the Assembly. If the motion is defeated at Assembly, it is status quo.

18. 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 - (nine) 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, Technology and Website.

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

AIS Chairpersons - 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 Section 7 Trillium Convention & Committee

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

19. Election of Ontario South Executive:

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

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. (motion passed Assembly 2007) See Section 2A. 1. Eligibility Criteria for All Executive Positions. Candidates willing to stand will be allowed 2 minutes at the microphone to share.

OSA Eligibility Criteria, (motion passed October 1995), states that the positions of Executive members are open to incoming DRs, outgoing DRs, past DRs or any other area level service position in which the individual has completed their three-year term and remained an active Group and service member. An Area level position is an Executive or Coordinator position.

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

20. Ask-It-Basket:

Members may submit questions on an Ask-It-Basket Form. Four volunteers will be picked from willing members to join the Advisors to review the questions, and research various Al-Anon reference material 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 the Ontario South newsletter.