



1. Background:

The Area World Service Committee (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; nine Coordinators, 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-one DRs.

ADRs and Alternate AIS Chair(s) 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 midday to allow sufficient time to attend to the business of the area.

4. Location:

The location will be chosen by the Executive.

5. 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.

6. Registration Form:

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

7. 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)

(If a member requests single accommodation the member will be required to cover the additional cost.)

8. 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 on 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.

9. Costs for Registration, Travel, Meals at AWSC, Equalization fee and Accommodations:

- Executive, Coordinators, LDC Manager, Trillium Chair and OSAAC chair: All AWSC costs are paid for by Ontario South Assembly
- DRs and AIS chairs: Registration fee, Equalization fee and meals in transit are paid for by the Districts or the AIS they represent. All other costs are paid for by Ontario South Assembly.
- Alternate Drs and AIS Alternate Chairs are encouraged to attend as observers and although they have a voice, they have no vote. All their costs are covered by the District they represent unless they are acting as the DR for their District or acting as the AIS with voice and vote. (motion passed AWSC 2023)

10. Equalization Travel Fund

For Drs and AIS Chairs travel, all groups they represent in Ontario South (except Alateen meetings in schools and institutions) contribute to the equalization travel fund. An amount is first calculated to cover the cost of travel for all Drs and AIS Chairs 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 information package sent to the DRs and AIS Chairs. The amount is to be sent in with the DRs and AIS Chairs registration. District are expected to pay the equalization

amount whether their DR or AIS Chair attends or not. DRs and AIS Chairs submit an Expense Claim Form to be reimbursed according to the mileage travelled and current mileage rate. (revised AWSC 2024) Consideration to be given prior to the event for alternate methods of travel. When travel by car is not possible, other methods of travel may be used, dependent on circumstances and should be discussed with the Executive prior to the event to be attended.

For Alternate DRs and Alternate AIS Chairs travel is paid for by the Districts they serve.

*Trustees attending pay their own costs unless they are invited by the area in which case Ontario South Assembly covers the cost.

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 through the Links of Service. Ensure that the Alateen Safety Guidelines are being implemented. (see Section 11 E)

12. Notice of Agenda & Information Package:

The Area Chairperson is responsible for informing DRs of AWSC details. AWSC mailing packages will be emailed to DRs with consideration given to the time required to hold district meetings. Not all districts meet monthly.

13. Roll Call:

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

14. Vote to Establish Procedures – for AWSC:

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.

Eligible Voters:

The members of AWSC that have a voice include: Executive, Coordinators, District Representatives (or a 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 even.

Voices:

Every member of AWSC has a voice and may share from the floor during discussion.

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 microphone is limited to two (2) minutes, which may include up to 3 questions for each topic. A timer will be used. There is no time limit for the responses to the questions. The Chairperson may use discretion to extend or curtail time for discussion for the good conduct of business.

Voting Procedures:

A simple majority vote is required to pass a motion. This means that 50% plus 1 of the votes cast must be in favor 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 vote counts as zero and has no bearing on the outcome of the vote. The Chairperson takes only the aye and nay votes, and does not ask for abstentions.

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

15. Time Keeper:

A volunteer from the floor is asked to be the time keeper. A bell or buzzer will be used to indicate the end of the two minute time.

16. Discussion Topics and Items for Consideration:

WHAT IS A DISCUSSION TOPIC?

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

HOW DO DISCUSSION TOPICS 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 a Item for Consideration to be included.
- Motions and Items for Consideration may be carried forward from previous Assembly or possibly the previous AWSC.
- Area Coordinators may bring forward issues related to their area of service.

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 AWSC 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 AWSC.

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 the 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 the member thinks the motion should be discussed and does not mean that the member is necessarily in favor of the motion. Motions are to be reviewed before being presented to the Chairperson.

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

After a motion has been presented members will have the opportunity to discuss the specifics of the motion 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 AWSC:

- If it pertains to a Discussion Topic AWSC, it may be discussed (if the Chairperson presents it to the members) and then may be voted on.
- If it an amendment to the 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 does not place it before the AWSC for consideration, as the Chair alone can do that. If, for example, it is a new motion, not related to the Discussion Topic at AWSC, 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 or Assembly.

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

- If the motion PASSES (it carried), it will be either presented to the Assembly or implemented by the Executive.

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- If the motion is DEFEATED, it does not go any further (status quo).

18. 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, researching various Al-Anon reference material and finding 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.