

**MOTIONS IN EFFECT FOR THE
ALBERTA/N.W.T. AREA ASSEMBLY
Updated: June 1, 2024**

Al-Anon Central Service Office	Page 2
Area World Service Committee	Page 2 & 3
Assembly	Page 3 & 4
Elections	Page 4
Finances	Page 5
Website	Page 6
Alateen	Page 6 & 7
General	Page 7
Newsletter	Page 7
Convention	Page 8
Rules of Procedure	Page 9 & 10

This pamphlet contains the motions in effect in the Alberta/N.W.T. Area. Please keep it close to your service manual and pass it on to the Group Representative succeeding you at the end of your term.

AL-ANON CENTRAL SERVICE OFFICE (ALBERTA)
(A.C.S.O.A.)

1. That A.C.S.O.A. be located in Calgary.
2. That the A.C.S.O.A. Committee be given the freedom to make the decision whether they can afford a fulltime employee.
3. To rescind the by-laws of A.C.S.O.A. dated May 2017 and accept the Special Resolution to amend the by-laws so they are in accordance with the Society Act of Alberta (May 2021).
4. That the amounts donated to A.C.S.O.A. by each group be published by A.C.S.O.A. at Assembly (Sept. 1987).
5. The sole purpose of A.C.S.O.A. is literature distribution in Alberta and N.W.T.
6. That the Area reimburses A.C.S.O.A. the total cost of literature, including any shipping costs, for the purpose of a starter kit of literature to all new groups in our Area (Sept. 16, 2023).
7. Alberta/N.W.T. membership commits to supporting A.C.S.O.A. to continue providing our Area with a Literature Distribution Center through orders, donations and volunteers, when able, to the bookstore (May 30, 2015).

AREA WORLD SERVICE COMMITTEE (A.W.S.C.)

1. All Past Delegates have a voice and a vote at A.W.S.C. meetings (Sept. 1987).
2. That the Alberta/N.W.T. Area Coordinators choose their own Alternates (Sept. 1991).
3. That the officers be given the authority to adjust the registration and food costs to reflect actual costs for Assembly as well as A.W.S.C. meetings (May 2021).

4. To hold the March A.W.S.C. meetings for a three-year period (2023-2025) online to be reviewed after the trial period (May 2022).

ASSEMBLY

1. That the expenses for Alternate Coordinators be paid by the Area only when the Coordinator cannot attend Assembly (May 2021).
2. That we hold a one-day Assembly in the spring and a one and one-half day Assembly in the fall (Sept 1987).
3. That we use Evaluation Sheets at Assembly.
4. That Group Representatives write their W.S.O. Identification Registration Number on all Alberta/N.W.T. Assembly registration forms for the September 1998 Assembly and all Assemblies thereafter (May 1998).
5. That the districts pay a registration fee for A.W.S.C. meetings in March and May (May 1998).
6. Be it resolved that AB/N.W.T. Area Assembly increase registration fees as follows: Group Registration Fee for Assembly to be \$30.00; District Registration for A.W.S.C. to be \$20.00; Alateen Registration to be \$9.00 for Assembly (Sept. 2015).
7. That the position of Alternate Secretary be removed from the Area Officers. The Area Secretary will select an alternate who may or may not be a member of the Assembly (May 2000).
8. To give Area Officers the authority to find appropriate accommodation to hold Area assemblies and A.W.S.C. meetings as necessary (May 2005).
9. That the Area increase food costs from \$15.00 to \$35.00 to include snacks, coffee, hot and cold water, but excluding pop, juice, and bottled water (Sept. 2016).

10. That the officers are given the discretion to determine if a “Virtual Area Meeting” should be held replacing the in-person meeting (May 2021).
11. That the area accepts Permanent Electronic Groups (PEGs) into the Alberta/N.W.T. Area (Sept. 2021).
12. That AB/N.W.T. accepts the policies and procedures suggested by the PEG Task Force for accepting PEGs to our area (Sept. 2022).

ELECTIONS

1. That out-going Group Representatives have the voting power at Assembly elections. Newly elected Group Representatives take office immediately after the election Assembly (Sept 1987).
2. That outgoing and past District Representatives are eligible to serve as Area Officers.
3. That the Group Representatives have the authority to vote. Failing this, the Alternate Group Representative, or the proxy holder, elected in accordance with group conscience policy, has the authority.
4. Elections of the Alberta/N.W.T. Area candidate for the office of Regional Trustee for Canada West will be held at the A.W.S.C. meeting. Resumes are to be submitted to the District Representative of the applicant. If there is more than one applicant per district, an election will be held in the district and the successful candidate’s name will be advance to the A.W.S.C. meeting (Sept. 1987).
5. That the Alternate Delegate serves as the Alternate Chairperson of the Assembly.
6. That the Alternate Delegate be appointed Chairperson of the Budget Committee.
7. That the current Election Procedures be amended by replacing its contents with the draft circulated with the agenda (May 2021).

FINANCES

1. That the Delegate's expenses be reviewed as required by the Budget Committee (Sept. 1987).
2. That the area will cover the expenses of all Area Officers and Coordinators to the Assemblies. If an Officer or Coordinator is also a Group Representative, District Representative, or Liaison, the expenses will be shared equally between the area and the groups (Sept. 1987).
3. That the area will cover the expenses of all Area Officers and Coordinators to the A.W.S.C. meetings. If an Officer or Coordinator is also a District Representative, the expenses will be shared equally between the district and the area (Sept. 1987).
4. That we give our Delegate \$250.00 (in Canadian funds) for a "Love Fund" to go to the World Service Conference (May 2014).
5. That there be four members authorized to sign cheques: of these, two signatures would be required on each cheque. The choice of the other three members with the signing authority is left up to the Area Treasurer.
6. That we create a line item on the financial statement to show profit and/or loss from the annual AB/N.W.T. Convention (May 2024).
7. At the end of each Fiscal Year (Jan. 1-Dec. 31) there will be an internal audit performed by two volunteers from the Assembly body, to create a financial statement for presentation at the March A.W.S.C. meeting, with comments highlighting success, concerns, and recommendation for use by future Assemblies (May 2022).
8. That AB/N.W.T. Area, when financially feasible pay the entire cost of sending our delegate to the World Service Conference and not just the delegate's equalized expenses (May 2003).

WEBSITE

1. That AB/N.W.T. Area Al-Anon/Alateen Website is the responsibility of the Area Webmaster Coordinator (May 2019).
2. To accept the guidelines for AB/N.W.T. Website (Sept. 26, 2009) (revised May 30, 2014) (revised May 2018).
3. To remove the password requirement for the online meeting list on the AB/N.W.T. Area Website (May 2022).

ALATEEN

1. To replace the Alateen requirements as presented at the May 2004 Assembly with the “draft” document presented today (Sept. 2004).
2. Moved that the Alateen Minimum Safety and Behavioral Requirements for AB/N.W.T. be revised as presented along with the inclusion of the requirement of a three-year renewal for Police Record Checks (P.R.C.s) (May 2008).
3. To change the sponsor minimum age requirement on the Alateen Minimum Safety and Behavioral Requirements from 25 to 21 years of age.
4. That the AB/N.W.T. Assembly proceed with the implementation of an Area Alateen chat room (May 2010) **No longer operating (Sept. 2021).
5. That the members of the Area Assembly accept the changes to the AB/N.W.T. Alateen Minimum Safety and Behavioral Requirements as presented by the committee. To be presented to W.S.O. as “Statement of Compliance” along with the “Steps to Become an AMIAS” documents (revised Sept. 2021).

The following are Alateen referenced items found within this document.

* Be it resolved that AB/N.W.T. Area Assembly increase registration fees as follows: Group Registration Fee for Assembly to be \$30.00; District Registration for A.W.S.C. to be \$20.00; **Alateen** Registration to be \$9.00 for Assembly (Sept. 2015). (copied from Assembly p. 3 #6).

*That the area newsletter be named, "Al-Anon/**Alateen** Keeping in Touch" (Sept. 1989) (copied from Newsletter p. 8 #1).

*That the Al-Anon/**Alateen** Convention be held annually, either the first or second weekend in June (May 2004) (copied from Convention p. 7 #3).

*That the district to host the Al-Anon/**Alateen** Convention be chosen at the May Assembly two years prior to the year of hosting (May 1987) (copied from p. 7 #4).

*To accept the suggested AB/N.W.T. Area Guidelines for **Alateen** Interprovincial Conferences (May 1988) (copied from Convention p. 7 #5).

*That Assembly accepts the AB/N.W.T. Area Convention guidelines with amendment under publicity as presented (May 2011) (copied from Convention p.9).

GENERAL

1. That the Area Chairperson, Secretary, Treasurer, and Delegate as a group be given power to act in an emergency, where time does not permit an Area Assembly.
2. That when borrowing area materials, the Coordinator pays the cost of sending the materials to the borrower and that the borrower takes the responsibility for the prompt return of the materials and the costs incurred in returning to the Coordinator (Sept. 1990).

NEWSLETTER

1. That the AB/N.W.T. Area newsletter be named, "Al-Anon/**Alateen** Keeping in Touch" (Sept. 1989).

CONVENTION

1. That the name AB/N.W.T. Area Al-Anon /Alateen Round-Up be changed to AB/N.W.T. Area Al-Anon/Alateen Convention (May 1998).
2. To Increase the Area Convention seed money from \$500 to \$1500 to be paid up to two years in advance (May 2018).
3. That the Al-Anon/Alateen Convention be held annually, either the first or the second weekend in June (May 2004).
4. That the district to host the Al-Anon/Alateen Convention be chosen at the May Assembly two years prior to the year of hosting (May 1987).
5. To accept the suggested AB/N.W.T. Area Guidelines for Alateen Interprovincial conferences (May 1988).
6. That the Assembly accepts the AB/N.W.T. Area Convention Guidelines with amendment under publicity as presented (May 2011).
7. All profits from the Area Convention to be returned to the Area Treasurer (May 2019).
8. That any shortfall in the return of the seed money of the \$1500 provided to the Area Convention Committee will be covered by area funds (May 2019).

RULES OF PROCEDURE

1. That a Resolution's Committee be initiated to assist voting members in the proper wording of motions to be presented, thus saving the Assembly precious time, avoiding confusion by improperly worded motions, and ensuring accuracy in the recording of motions in the minutes and that the Chairperson of the Resolution's Committee choose his/her committee consisting of four members (Sept. 1988).
2. To accept the revised Rules of Procedure as presented to the AB/N.W.T. Area Assembly (May 2017).

The Chairperson who will serve as Parliamentarian to the Assembly, will have good working knowledge of parliamentary procedure, have command of the English language and be a long-time member of AI-Anon. And that the attached Rules of Procedure be used at our Assembly and A.W.S.C. meetings.:

- A. Background information be provided prior to meetings, whenever possible, for review by members.
- B. Discussion to take place regarding pros and cons, implications, what we wish we knew, but don't, on the matter at hand.
- C. Members to ask questions to gain clarity. The Chairperson to request members, or anyone with direct knowledge on the matter at hand, to respond to questions. During this time, no opinions are to be given on the matter.
- D. Members involved in the discussion are to summarize what they have heard.
- E. Request confirmation from the body (Assembly/A.W.S.C.) that there is agreement in what they have heard.
- F. Members can now speak at the mic for or against the issue. Time limit of 2 minutes and limited to once at the mic per issue.
- G. Based on the information exchanged, the following could take place:
 - a. A motion may come to the floor. If a motion is to be made, the mover and the seconder would have the Resolution's Committee prepare the motion and voting would take place.
 - b. The Chairperson may suggest that the issue be sent to an appropriate committee for further information or research.

- c. No motion or decision is made.
 - H. After a motion has been moved and seconded, the mover has the first privilege of speaking followed by the seconder, then persons from the assembly body.
 - I. After the motion has been moved and seconded it may be amended.
 - J. The mover of the motion has the privilege of closing the debate.
 - K. The order of presentation of the resolutions will be decided by the Resolution's Committee.
 - L. Each speaker to a motion will be limited to three minutes and this will be enforced by a timer at the Resolution's table.
 - M. Each speaker is only allowed to speak once to a motion.
 - a. It is the privilege of any Group Representative to move the previous question if he/she considers that the discussion has been unduly prolonged, however, a Group Representatives will not be allowed to move the previous question while speaking to that question, thus in effect closing the debate. In any event if the previous question is voted on and passed, the original mover had the privilege to close the debate.
 - N. A.W.S.C. members will be given time to make necessary explanations.
 - O. Speakers must use the mic.
 - P. Wording of a resolution will consist of one or two sentences explaining the reason for the resolution, followed by the resolution. It will be signed by the mover and the seconder.
3. That the AB/N.W.T. Area Assembly adopt the Rules of Procedure on a permanent basis and that the election of the Resolution's Committee Chairperson coincide with that of other Area Officers (Sept. 1989).