



UA-UK INTERGROUP  
**Procedures & Guidelines**

V1: 14/08/2021

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## **1: NAME**

The name of this organisation is “Underearners Anonymous UK Intergroup”, hereinafter known as “UA-UK IG”.

## **2: LEGAL DEFINITION**

UA-UK IG is an Unincorporated Association, i.e. a collection of individuals. All members are unpaid volunteers. UA-UK IG is legally separate from the UA groups in the UK that it serves, which are each legally separate Unincorporated Groups.

## **3: PURPOSE, FUNCTION, SCOPE AND SERVICES**

### **Section 1 – Purpose**

- A) The primary purpose of UA-UK IG is to serve the UK meetings registered with it and facilitate carrying the UA message to the underearner who still suffers.
- B) Intergroup originated in accordance with Tradition 9:  
*UA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.*

### **Section 2 – Function**

- A) UA-UK IG acts as a communications and service centre hub for all UA-UK meetings/groups in the United Kingdom registered with UA-UK IG, and is also the main point of communication between UA General Service Office (UA GSO) and the UA-UK fellowship. See Appendix 5.

### **Section 3 – Intergroup Scope**

- A) Matters from the GSO and the World Service Conference that relate to UA in the UK shall be referred to the UA-UK IG for discussion and resolution.

### **Section 4 – Services**

- A) UA-UK IG shall coordinate and provide services that reflect the needs of registered UA groups.
- B) Within the fellowship in the UK...
  - 1) Publish and regularly update meeting lists on a webpage from information provided by the GSRs.
  - 2) Provide a forum at the monthly intergroup meeting to share ideas, exchange suggestions for growth, and promote unity within UA.
  - 3) Assist new meeting/group formation with guidance and information on running meetings and the structure of UA.
  - 4) Initiate correspondence/communications between groups, Intergroup and the UA GSO in the spirit of sharing our experience, strength and hope around giving service.
  - 5) Provide UA GSO with the current list of UA-UK IG Officers.
  - 6) Provide a channel through which new UA literature can be produced, edited and submitted to UA GSO, if required.
  - 7) Inform UA GSO of ongoing activities of UA-UK IG.
  - 8) Provide a process for selection of Delegates to the annual UA World Service Conference (UA WSC), and to create a pending plan on how to fund their attendance.

- 9) Provide a forum for any UA member or group at the monthly intergroup or special business meeting to discuss the interpretation and application of the UA Traditions on any issue that may affect the fellowship as a whole.
  - 10) Provide a website for UA-UK.
  - 11) Organise an annual UA-UK Convention and an UA-UK Annual General Meeting.
  - 12) Responds to the needs of the UA-UK fellowship regarding adhoc recovery workshops.
  - 13) And archive the development of UA-UK IG.
- C) Outside the fellowship in the UK...
- 1) Further the UA programme in accordance with UA's Twelve Steps and Twelve Traditions.
  - 2) Educate the public with knowledge of UA recovery through the UA-UK website, regional papers, radio, TV, online and other public media, staying within the Traditions of UA.
  - 3) Share the UA-UK meeting list, information and literature to the professional community.
  - 4) Assist health care and other professionals by providing speakers for non-UA organisations who are interested in our recovery program and help these professionals to establish a UA group at their facility if requested.

## **4: MEMBERS**

### **Section 1 – Voting Membership**

- A) UA-UK IG is an elected service committee made up of members of the UA-UK fellowship.
- B) Voting membership of UA-UK IG shall consist of the following:
  - 1) Intergroup Officers.
  - 2) Group Service Representatives from each UA meeting/group in the UK or designated alternate.
  - 3) All UA visitors to the monthly intergroup meeting are welcome and encouraged to participate concisely in the discussion but have no vote.

### **Section 2 – Group Eligibility**

- A) Membership of UA-UK IG is open to the representative of any UA meeting/group within the UK that is registered with Intergroup. A group is formed of two or more people who wish to abstain from new unsecured debt, who abide by UA Traditions, meet regularly, and define themselves as a group.
- B) Each group is responsible for registering its name, time and meeting place with the UK Meetings Rep Officer; this registration is for an indefinite term.
- C) No group may be registered with another UA Intergroup.
- D) Each group is responsible for registering itself annually with the UA GSO to be listed on the global UA website [www.underearnersanonymous.org](http://www.underearnersanonymous.org); and if they choose the annual UA WSC, if the group chooses to send a delegate.

### **Section 3 – Group Service Representatives (GSRs)**

- A) GSRs shall be selected by the group conscience of the meeting/group that they represent. Each GSR shall serve for a period designated by their group, always subject to recall by the group they represent.
- B) GSRs may also hold Intergroup Officer service positions, however they only have one vote.
- C) The primary responsibility of the GSR, or designated alternate is to:
  - 1) Represent and vote on behalf of their group at all meetings of the UA-UK IG.
  - 2) Give a verbal group status report at the UA-UK IG meeting.

- 3) To act as a liaison between the UA-UK IG and their group.
- 4) To see that all communications pertaining to UA-UK IG are made available and where requested, read aloud to the group during their meeting announcements.

#### **Section 4 – Absences of GSRs**

- A) If the GSR is unable to attend a UA-UK IG meeting, apologies and a written meeting/group status report must be sent to the Executive Secretary in advance of the meeting.
- B) If possible, a designated alternate should attend who would deliver the group status report and will be able to vote on the group's behalf.
- C) The Executive Secretary shall notify the representative group of any GSR absence by emailing the group's alternative contact.

#### **Section 5 – Membership with voice, but no vote**

- A) Any member of the fellowship who is not a duly elected GSR or a designated alternate.

### **5: THE INTERGROUP OFFICERS**

#### **Section 1 – Intergroup Officers**

- 1) Chair
- 2) Vice Chair
- 3) Executive Secretary
- 4) Recording Secretary
- 5) Treasurer
- 6) Website Officer
- 7) Email Reply Officer
- 8) UK Meetings Representative
- 9) Literature Secretary
- 10) Events Coordinator
- 11) Public Information Officer
- 12) Newsletter Officer
- 13) Global GSR Officer
- 14) World Service Conference (WSC) Representative
- 15) Archivist

#### **Section 2 – Qualifications**

- A) Intergroup Officers should have been working the Twelve Steps of UA for at least 6 months with a UA sponsor.
- B) Be familiar, or willing to familiarise themselves with, the Twelve Traditions of UA.
- C) Intergroup Officers should be solvent for six months as defined with their UA sponsor.
- D) Be part of a home UA group in the UK.
- E) The Chair should have completed Step 12 and be working with a UA sponsor.
- F) The Vice-Chair should have completed Step 7 and be working with a UA sponsor.
- G) The Executive Secretary should have completed Step 9.
- H) The Treasurer should have worked up to Step 9 and must be solvent for at least six months as defined with their UA sponsor.
- I) The Public Information Officer should have completed Step 9.

### **Section 3 – General Responsibilities**

- A) Shall email the Executive Secretary with an officer report ahead of each UA-UK IG meeting, describing actions taken since the last meeting.
- B) Shall save copies of all documents needed to perform their officer role in the UA-UK IG Google Drive and maintain archives as necessary.
- C) Shall perform all other necessary duties pertaining to their role as requested in UA-UK IG meetings.
- D) Shall handover to the next officer and be available for the period of one month after the term of office.
- E) Shall familiarise themselves with the Simplified Robert’s Rules of Order (Appendix 4).
- F) Shall act in accordance with the General Data Policy Protection (*Work in progress*), and related policies, to ensure that personal information is collected and used fairly, stored securely and not disclosed unlawfully.
- G) Shall read and respond to IG emails between UA-UK IG meetings.

### **Section 4 – Role Responsibilities**

1. Individual role responsibilities are listed in the document ‘Officer Role Responsibilities’.

### **Section 5 – Method of Election**

- A) Election/re-election of the Chair, Executive Secretary, and Treasurer shall be held at the annual UA-UK AGM.
- B) Elections of other officers shall be held at the monthly UA-UK IG meetings.
- C) If required an interim Chair, Executive Secretary, and Treasurer can be voted in at the monthly UA-UK IG meetings.
- D) To be eligible for election as an Intergroup Officer, the nominee must:
  - 1) Meet all the Intergroup Officer qualifications (Section 2).
  - 2) Understand the responsibilities of the position as defined in the role (Section 4).
- E) The nominee must be present at the election meeting.
- F) Nominees must give a brief summary of their previous record of service to the fellowship and their suitability for the post.
- G) Voting will be by a secret ballot, and a simple majority vote shall be sufficient to confirm the selection for each post.
- H) Newly elected officers shall begin service at the Intergroup meeting following their election.

### **Section 6 – Term of Office**

- A) Intergroup Officers shall be elected to serve for a period of two years.
- B) Intergroup Officers shall serve no more than two consecutive terms in the same office.
- C) After an interval of four years a member may be eligible for election to their prior office.

### **Section 7 – Vacancies and Resignations**

- A) Any Intergroup Officer may resign at any time for any reason by giving the Chair and the Executive Secretary written notice via email.
- B) If an Intergroup Officer fails to attend three consecutive meetings without sending their apologies to the Executive Secretary, their position may be declared vacant by a simple majority vote of those members present. The Executive Secretary will be responsible for contacting the

Intergroup Officer on the first occasion that they fail to attend the meeting without sending their apologies.

- C) If an Intergroup Officer has either violated UA's 12 Traditions or 12 Concepts, or is not fulfilling their assigned duties/responsibilities as outlined in Section 8 the Officer will first be contacted by the Chair to check on any support needed. If they are still unable to carry out their role, and only as a last resort, a Special Meeting can be called to remove an Officer.
- D) A Special Meeting can be called by a group conscience by a simple majority vote for this sole purpose. The Intergroup Officer subject to removal, and all voting members of UA-UK IG, require 15 days advance notice of this Special Meeting.
- E) The Intergroup Officer may be removed from their position by a two-thirds vote of the UA-UK IG members present at the Special Meeting.

### **Section 8 – Filling of Vacancies**

- A) Vacancies can be filled by a majority vote at the meeting in which the vacancy occurred, or at the next meeting of the UA-UK IG, to serve a two year term.
- B) For the Chair, Executive Secretary and Treasurer, such persons chosen to fill these vacancies shall serve for the remainder of the unexpired term.
- C) A person chosen to fill any Intergroup Officer vacancy shall meet the qualifications as defined in Section 2 and be aware of the role responsibilities as described in Section 4.

## **6: MEETINGS**

### **Section 1 – Quorate**

- A) Four voting members will constitute a quorum at any meeting of the UA-UK IG.

### **Section 2 – Regular Meetings**

- A) UA-UK IG meets monthly at a time and place (in-person or virtually) designated by a majority of the voting members.

### **Section 3 – Annual Meetings**

- A) An Annual Business Meeting (ABM) shall be held annually for strategic, business and financial planning for the next calendar year.
- B) An Annual General Meeting (AGM) shall be held annually for service reports from Intergroup Officers, with reference to their role descriptions and any goals set for the year, GSRs, and Intergroup Officer elections.

### **Section 4 – Special Meetings**

- A) A Special Meeting may be called at any time by a majority vote of UA-UK IG by giving notice to the Executive Secretary as prescribed in Section 5 below.
- B) An Emergency Group Conscience can be called if proposed and seconded by voting members at any time, though the IG committee (officers & GSRs) reserves the right to limit discussion time by group conscience vote, giving one week's notice.

### **Section 5 – Method of Notification**

- A) Notification of all UA-UK IG meetings shall consist of an email prepared by the Executive Secretary and the Chair and sent to each Intergroup Officer and GSR, 5 days prior to the date of the meeting.

## **Section 6 – Voting Procedures**

- A) Business at UA-UK IG meetings is conducted through presenting motions, each motion will need a proposer and a seconder before it can be discussed. If there isn't a seconder, a motion cannot be discussed.
- B) The UA-UK IG meetings will be conducted in a manner which is democratic in spirit and action. Wherever possible, agreement will be reached by general consensus by acclamation, but if there are any objections, a vote will decide the action. The number of abstentions will be recorded but will have no effect on a simple majority vote.

## **7: COMMITTEES**

- A) Tradition 9: UA, as such, ought never be organised, but we may create service boards or committees directly responsible to those they serve.

## **8: FUNDS**

### **Section 1 – Source of Funds**

- A) Voluntary contributions from the UA-UK meetings/groups shall be the primary source of funds.
- B) UA-UK IG may accept direct contributions from UA members.
- C) A secondary source of surplus income may be such projects or activities as authorised by the UA-UK IG according to Tradition Six and Seven.
- D) The acceptance of bequests of donations from outside sources is prohibited.

### **Section 2 – Prudent Reserve**

- A) The UA-UK IG prudent reserve is £750.
- B) This is based on three months UA-UK IG rent and expenses for hosting monthly UA-UK IG meetings and special meetings, plus one year's Public Liability Insurance, plus seed funding for workshops and the annual convention, plus a contingency fund.

### **Section 3 – Bank Signatories**

- A) UA-UK IG has its own bank account, with the Treasurer as the main signatory, plus the Chair and Executive Secretary as co-signatories.
- B) Transactions over £150 require two signatories.
- C) A Bank Mandate is a list of people who are authorised to manage the bank account and is maintained by the Treasurer.

### **Section 4 – Public Liability Insurance (PLI)**

- A) UA-UK IG provides PLI for the UA-UK Fellowship meetings/groups that are registered with UA-UK IG, and for UA-UK IG events.

### **Section 5 – Contributions**

- A) UA-UK IG makes an annual contribution to UA General Service Office if and when there is a surplus to our annual spending plan including contingency, by group conscience vote.

## **9: DECISION MAKING**



### **Section 1 – Simplified Robert’s Rules of Order**

- A) UA-UK IG runs its meetings guided by the UA Traditions and Concepts, and guided by the “Simplified Robert’s Rules of Order for use at AA Business Meetings”. See Appendix 4.

## **10: AMENDMENTS TO DOCUMENT**

### **Section 1 – Amendments**

- A) The Procedures & Guidelines document may be amended at any time by a quorate 2/3 majority vote\* of the UA-UK IG voting members present at any regular or special meeting of UA-UK IG, provided a copy of the proposed amendment has been submitted in writing and received by each meeting/group affiliated with this Intergroup at least 30 days prior to the meeting in which action is to be taken on the amendment.

(\*E.g. if 10 voting members are present and 7 vote yes and 3 vote no, then this would pass; if 6 vote yes and 4 vote no as this is less than 2/3 voting members present this would not pass.)

## **APPENDICES**

### **Appendix 1 – The Twelve Steps**

The Twelve Steps are:

- 1) We admitted we were powerless over underearning — that our lives had become unmanageable.
- 2) Came to believe that a Power greater than ourselves could restore us to sanity.
- 3) Made a decision to turn our will and our lives over to the care of God as we understood God.
- 4) Made a searching and fearless moral inventory of ourselves.
- 5) Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
- 6) Were entirely ready to have God remove all these defects of character.
- 7) Humbly asked God to remove our shortcomings.
- 8) Made a list of all persons we had harmed and became willing to make amends to them all.
- 9) Made direct amends to such people wherever possible, except when to do so would injure them or others.
- 10) Continued to take personal inventory and when we were wrong promptly admitted it.
- 11) Sought through prayer and meditation to improve our conscious contact with God as we understood God, praying only for knowledge of God's will for us and the power to carry that out.
- 12) Having had a spiritual awakening as the result of these steps, we tried to carry this message to compulsive underearners, and to practice these principles in all our affairs.

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### **Appendix 2 – The Twelve Traditions**

The Twelve Traditions are:

- 1) Our common welfare should come first; personal recovery depends upon UA unity.
- 2) For our group purpose there is but one ultimate authority — a loving God as is expressed in our group conscience. Our leaders are but trusted servants, they do not govern.
- 3) The only requirement for UA membership is a desire to stop underearning.
- 4) Each group should be autonomous except in matters affecting other groups or UA as a whole.
- 5) Each group has but one primary purpose — to carry the message to the underearner who still suffers.
- 6) A UA group ought never endorse, finance, or lend the UA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
- 7) Every UA group ought to be fully self-supporting, declining outside contributions.
- 8) Underearners Anonymous should remain forever non-professional, but our service centres may employ special workers.
- 9) UA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
- 10) Underearners Anonymous has no opinion on outside issues; hence the UA name ought never be drawn into public controversy.
- 11) Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
- 12) Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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### **Appendix 3 – The Twelve Concepts**

The Twelve Concepts are:

- 1) The ultimate responsibility and authority for Underearners Anonymous World Services should always remain with the collective conscience of our whole Fellowship as expressed through the UA groups.
- 2) The UA groups have delegated complete administrative and operational authority to the General Service Board. The groups have made the Conference the voice and conscience for the whole Fellowship, excepting for any change in the Twelve Steps and Twelve Traditions.
- 3) As a traditional means of creating and maintaining a clearly defined working relationship among the groups, the World Service Conference, and the Underearners Anonymous General Service Board, it is suggested that we endow these elements of world service with a traditional “Right of Decision” in order to ensure effective leadership and allow a voting representation in reasonable proportion to the responsibility that each must discharge.
- 4) Throughout our Conference structure, we maintain at all levels a traditional “Right of Participation,” ensuring a voting representation.
- 5) The traditional Rights of Appeals and Petition protect the minority opinion and ensure the consideration of personal grievances.
- 6) The Conference acknowledges the primary administrative responsibility of the Underearners Anonymous General Service Board.
- 7) The Conference recognizes that the bylaws of the Underearners Anonymous General Service Board serve as governing documents and that the Trustees have legal rights, while the rights of the Conference are spiritual, rooted in the Twelve Traditions. The Concepts are not legal instruments.
- 8) The Underearners Anonymous General Service Board of Trustees assumes primary leadership for larger matters of overall policy, finance, and custodial oversight, and delegates authority for routine management of General Service Office.
- 9) Good leaders, together with appropriate methods for choosing them at all levels, are necessary. At the World Service level, the Board of Trustees assumes primary leadership for UA as a whole.
- 10) Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
- 11) While the Trustees hold final authority for UA World Service administration, they will be assisted by the best possible staff members and consultants. Therefore, serious care and consideration will always be given to the compensation, selection, induction to service, rotation, and assignments for special rights and duties for all staff with a proper basis for determining financial compensation.
- 12) The Conference of Underearners Anonymous will observe the spirit of the Traditions, taking care not to become powerful and wealthy; having sufficient operating funds with a prudent reserve; having no authority over any other members; making important decisions by discussing and voting on issues wherever possible by substantial unanimity; not acting in a punitive way; not inciting public controversy; never performing any acts of government; and finally, always remaining democratic in thought and action.

## **Appendix 4 – Simplified Robert’s Rules of Order for use at AA Business Meetings**

Robert’s Rules of Order are used around the world to allow organizations to make decisions in a timely and mutually accepted manner.

They are designed to allow groups with widely opposed factions to come to agreement. They are not the only kind of informal parliamentary procedure, but they are relatively simple and familiar in essence to many people.

This document presents a simplified version for use in the business meetings of Alcoholics Anonymous or other 12-step programs. This is not General Service Conference-approved A.A. literature, but it does reflect common practice.

### **Main ideas**

- We gather in a spirit of cooperation to discover our group conscience. We need never fear the conscience of the group.
- For each discussion, everyone should have the chance to speak once before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- The members discuss only one thing at a time.

### **The Chairperson**

The Chair performs an invaluable service by running the business meeting according to the rules of order. The Chair cannot vote, introduce motions, or participate in discussion. In general, no one should speak without first being recognized by the Chair, and if people start speaking out of turn, the chair will call for order.

### **The Secretary**

The Secretary takes notes so that they can prepare the official written record of the meeting, called the “minutes.” Clear, accurate minutes are very important – they will be used to keep track of the group’s conscience, as well as unfinished business from previous business meetings.

The Secretary need not record everything that is said; the minutes are not a transcript. But they should include:

- Officer’s reports, if any were made during the meeting.
- The exact wording of any motions introduced, and their fate (passed, defeated, referred to committee, or tabled).
- If motions were referred to committee, make sure the group specifies the duties of the committee and when their report should be delivered to the full business meeting.

If at any time the Secretary is unclear about something, he/she should ask for clarification immediately. The Secretary can vote, introduce motions, and participate in discussion.

### **A standard AA business meeting format**

Most AA business meetings are run according to the following format:

1. Minutes of the previous business meeting should be read by the Secretary. After they are read, if there are no objections to the content, a motion to accept the minutes should be passed.
2. Officers' Reports. If necessary, trusted servants (at minimum the Treasurer) report to the group.
3. Old Business.
  - a. If there are any reports due from committees, they should be delivered during this phase of the meeting.
  - b. If there are any motions pending from a previous business meeting, they should be taken off the table for consideration at this time.
4. New Business. If any member wishes to bring up a new topic for the consideration of the group, it should be done during this phase.

### **Motions**

A main motion is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After recognition by the chair, any member can introduce a main motion when no other motion is on the table. A main motion requires a second to be considered. A main motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely) before a new main motion may be considered.

A subsidiary motion affects the main motion under discussion (e.g., "I move that we amend the motion to specify that the break should be 5 minutes long"). After recognition by the chair, any member can introduce a subsidiary motion when another motion is on the table. Once a subsidiary motion has been seconded, it must be disposed of before returning to the main motion. Subsidiary motions can theoretically have their own subsidiary motions, each of which must be resolved in turn. The various kinds of subsidiary motions have different precedence and require different votes to pass (see next page).

Technically, once a motion has been introduced and seconded, it "belongs" to the group, not the person who introduced it. Instead of the mover "withdrawing" it, the group should amend it, or move to postpone the motion indefinitely (a way of killing the motion without voting it down).

#### **To bring a new idea before the group:**

After recognition by the chair, present your motion by starting "I move that we \_\_\_\_". A second is required for the motion to go to the floor for discussion, or consideration. If a motion passes, it goes into effect immediately or at a specified time. Defeated motions cannot be reintroduced for 6 months.

#### **To change or add to the wording of a motion under discussion:**

After recognition by the chair, move to amend the motion by proposing a specific amendment. Most amendments are friendly, arising naturally out of the group's discussion of the motion, and can be accepted by the original mover. But if the original mover objects, a majority vote will still amend the original motion. An amendment can completely reword or replace a motion without voting it down.

If you have heard enough discussion, either:

1. Move to close the discussion. This ends discussion and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.
2. Move to limit discussion to a set period of time or to a set number of speakers. Requires a 2/3 vote.

**To recommend more study and/or investigation be given to a motion:**

Move to refer to a committee. Refers a question to be investigated by a specified group, with a specified purpose, and a specified time to report back to the entire group. Requires a majority vote.

**To postpone a motion until some later time:**

Move to table the motion until a specific time. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. A majority is required to table a motion.

**To end the meeting:**

Move to close business meeting. All pending motions will be tabled until next biz meeting. This motion takes immediate precedence and is not discussed. It requires a majority vote to pass.

**You are unsure that the Chair has announced the results of a vote correctly.**

Without being recognized, call for a "division of the house." At this point a standing vote will be taken.

**If you are confused about a procedure being used and want clarification:**

Without recognition, call for a "point of information." The Chair will ask you to state your question and will attempt to clarify the situation.

**If you think the rules of order have been violated:**

Without recognition, call for a "point of order." The Chair will ask you to state your question and will attempt to clarify the situation.

**To kill a just-introduced motion:**

Without recognition from the Chair simply state "I object to consideration." This must be done before any discussion. This motion requires no second, is not debatable and requires a 2/3 vote.

**If you have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.**

Move to rescind. A 2/3 vote is required.

A note about main motions: in adversarial assemblies, nothing is discussed without a motion. But in AA, cooperation is assumed, and it is often counterproductive to introduce a main motion before there has been some discussion of its subject matter. After some discussion, the intent of the group is usually clearer, and the chair can be of service by attempting to coalesce what he or she has heard into a coherent motion, and ask if anyone will introduce the motion.

**You may influence WHAT the members discuss:**

- if you would like to discuss something – motion
- if you would like to change a motion under discussion – amend

**You may influence HOW and WHEN a motion is discussed:**

- if you want to limit discussion on something – limit discussion
- if you think people are ready to vote – end discussion
- if you want a committee to evaluate the topic and report back – refer to committee
- if you want to discuss the topic at another time – table until later in meeting or next meeting

**You may INTERRUPT a speaker for these reasons only:**

- to get information about business – point of information
- to get information about rules – parliamentary inquiry
- if you see a breach of the rules – point of order

**Precedence of Motions**

Lower-numbered motions have precedence over higher numbers.

1. **Close meeting** – Not debatable; goes to immediate majority vote.
2. **Call for orders of the day** – A demand to return to the regular order of business.
3. **Table until later in meeting** – This motion is only used to set aside the pending motion to take up something more urgent, with the full expectation of returning to the motion.
4. **End discussion and vote** – A motion to close debate immediately and vote now on the pending motion. Applies only to the motion on the floor. Not debatable; requires 2/3 vote.
5. **Limit discussion** – Can be general, or for a specific time or number of speakers. Not debatable; requires 2/3 vote.
6. **Table until next meeting** – Postpones the current motion to the next session or to an adjourned meeting.
7. **Refer to committee** – applies only to the main motion.
8. **Amend** – If not accepted by mover, must be voted for by a majority to be considered and passed.
9. **Kill Motion on the floor** – Kills the motion without directly voting it down.
10. **Main Motion** – What it is you're debating and amending.

MOTION	REQUIRES SECOND	OPEN FOR DISCUSSION	CAN BE AMENDED	REQUIRED TO PASS	RECONSIDER/ RESCIND
Main Motion	Second	Discuss	Amend	Majority	Rec/Resc
Amend Motion	Second	Discuss		Majority	Rec/Resc
Kill A Motion	Second			2/3 Maj	Rec/Resc
Send to Committee	Second	Discuss	Amend	Majority	Rec/Resc
Table until later in meeting	Second			Majority	
Table until next meeting	Second	Discuss	Amend	Majority	Rec/Resc
Close Discussion	Second			2/3 Maj	Rec/Resc
Limit Discussion	Second		Amend?	2/3 Maj	Rec/Resc
End Meeting	Second			Majority	

Adapted from [www.sonoma.edu/senate/roberts\\_simple.html](http://www.sonoma.edu/senate/roberts_simple.html)

## Appendix 5 – Inverted pyramid service structure diagram

To be developed...

