

**Florida South (Area 10)****AREA WORLD SERVICE COMMITTEE (AWSC) MEETING  
INFORMATION & PROCESS**

*“This event requires adherence to state and local laws and the Area 10 Alateen Safety & Behavioral Requirements Policy.”*

1. This committee consists of Area Officers, Coordinators, District Representatives (DRs), Al-Anon Information Service Liaisons (AISLs), Immediate Past Delegate/AAPP, Thought/Task Force and Committee Chairs.
2. Purpose of the AWSC Meeting is to meet between Assemblies to discuss Area and District matters, plan the Agenda for the Assembly, initiate projects and recommendations to the Assembly, and bring forth Motions for approval to the Assembly.
3. Meetings follow Al-Anon’s Traditions and Concepts, as well as Area 10 Policies, Guidelines, Procedures, Processes, and Motions that have passed.
4. Area Chairperson sets the Agenda for the AWSC Meetings. Panel members can ask Area Chairperson to add items to the Agenda. The Agenda is sent out to the AWSC members at least one (1) week prior to the meeting. Any changes may be done on the day of the event.
5. Roll call is taken and recorded by the Area Secretary for each meeting.
6. Meetings currently take place as follows:
  - a) Winter AWSC is a one-night stay (Saturday 10am – Sunday 12pm) every year in the first quarter, generally in February.
  - b) Summer AWSC is a two-night stay (Friday 8pm - Sunday 12pm) every year in the third quarter, generally in August.
  - c) Turn-Over AWSC is a day event (Saturday, 10am - 4pm), in the third year of the Panel in the fourth quarter (after the Fall Election Assembly), generally in November.
7. All Al-Anon members are welcome to attend AWSC Meetings. Everyone has a voice.
  - a) Voting Members on the Panel are:
    - Officers (Delegate, Alternate Delegate, Area Chairperson, Secretary, Treasurer)  
Note: Area Chairperson is not part of the Quorum and only votes in a tie vote.
    - Immediate Past Delegate/AAPP.
    - Coordinators (Alateen, Archives, Group Records, Literature, Newsletter, Public Outreach, Spanish, Web).
    - District Representatives (DRs) or Alternate DRs (Alt DRs).
    - Al-Anon Information Service Liaisons (AISLs) or Alternate AISLs (Alt AISLs).
    - Member, who has been appointed as “Interim” for a position on the Panel.

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- b) Non-Voting Members (*unless they are already a voting member*) are:
- Thought/Task Force and Committee Chairs
  - Al-Anon Convention Chair
  - Alateen Conference Chair
  - Past Delegates
  - Member, who has been appointed to fill-in for the meeting
  - Group Representatives (GRs)
  - Growth Investment Persons (GIPs)
  - Members of Al-Anon
8. Establish Quorum (*2/3 of Voting Members*)  
Once the quorum has been set, it does not change for the remainder of the meeting.  
Note: Round up to the next whole number.
9. A sixty percent (60%) majority is needed to pass a Motion.
10. Motions are made, seconded, discussed, and voted on.
- a) AWSC-approved Motions that go to Assembly are:
- Policies
  - Procedures
  - Guidelines
  - Processes
  - Financial requests
  - End of Year (EOY) Treasurer's Report
  - Proposed Treasurer's Budget
  - Other items determined by the AWSC
- b) AWSC-approved Motions that do NOT need to go to Assembly are:
- AWSC Minutes
  - Treasurer's Reimbursement Form & Process (unless there is a monetary change)
  - Job Descriptions
  - Informational documents
  - DR/AISL Report Formats
11. All Panel members give an oral and written report that includes information, such as:
- a) Officers share what has happened between meetings and/or concerns in the Area.
- b) Board of Directors give an annual written report on corporate actions taken on behalf of AFG FL S Area 10, Inc. (*such as Conflict of Interest Policy, Tax Filings, Director at Large status, legal issues, etc.*)

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- c) Coordinators share what they have been doing between meetings and share accomplishments and projects in the Area.
  - d) DRs share group information and special events, as well as concerns, in their District.
  - e) AISLs share what each of the District Chairs have been doing in their District.
  - f) Thought/Task Forces and Committees bring forth information relating to their committee.
12. Area Chairperson may assign a Chair for Thought/Task Forces and Committees; or the Area Chairperson may ask for volunteers to chair. If volunteers are requested, all members are asked to stand. Those willing to chair the position, remain standing.
- a) If more than one (1) volunteer remains standing, a ballot election takes place.
  - b) The person with the majority vote (50% + 1) is elected.
13. Area Chairperson specifically asks all DRs to stand to volunteer for (1) The “Area Service Event” and (2) for a District to do Registration at the next Assembly Meeting. The DR(s) willing to volunteer remain standing.
- a) If more than one (1) volunteer remains standing, a ballot election takes place.
  - b) The person with the majority vote (50% + 1) is elected.
13. Knowledge Based Decision Making (KBDM) may be used as a process to gather information in making an informed decision.
- Note: Any member can prepare a KBDM document on a specific topic that they wish to present to AWSC.
14. In the event of a Panel member not present, the following happens:
- a) If Delegate is not present, the Alternate Delegate will read the Delegate’s Report.
  - b) If Alt Delegate is not present, the Delegate will read the Alt Delegate’s Report; and the Immediate Past Delegate will be the Parliamentarian during the meeting.
  - c) If Area Chairperson is not present, the Immediate Past Delegate shall serve in their place. (Refer to Absence/Vacancy of Area Chairperson Policy.)
  - d) If Secretary is not present, the Area Chairperson will appoint an eligible member to be Secretary; and they will read previous Minutes and take Minutes of the current meeting.
  - e) If Treasurer is not present, the Area Chairperson will read the Treasurer’s Report(s).  
Note: Reimbursement Forms can be processed, and checks can be written out by a Past Delegate and/or an eligible member appointed by the Area Chairperson; however, the Area Chairperson would be responsible for signing the checks.
  - f) If Coordinator is not present, their report is not read.
  - g) If DR or Alt DR is not present, the DR report is not read.
  - h) If AISL or Alt AISL is not present, the AISL report is not read.
  - i) If Thought/Task Force or Committee Chairs are not present, it is at the discretion of the Area Chairperson as to read, or not read, their report(s).