

Florida South (Area 10)

ASSEMBLY MEETING INFORMATION & PROCESS

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

1. Attendees at Assembly Meetings consist of Group Representatives (GRs) and Members representing their group through a group conscience, as well as Area Officers, Coordinators, District Representatives (DRs), Alt DRs, Al-Anon Information Service Liaisons (AISLs), Alt AISLs, Immediate Past Delegate/AAPP, Thought/Task Force and Committee Chairs, Past Delegates, and Members of Area 10.
2. Purpose of the Area Assembly is for Group Representatives (GRs) to:
 - a) elect/vote in the Delegate, Alternate Delegate, Area Chairperson, Secretary, and Treasurer in the 3rd year of the Panel
 - b) receive the Delegate’s Report and other Area reports and carry back that information to their groups
 - c) vote on Motions brought forth from the Area World Service Committee (AWSC) Meeting
 - d) handle new business that requires approval
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 Assembly Meetings. Panel members can ask Area Chairperson to add items to the Agenda. The Agenda is sent out to the AWSC Panel 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) Spring Assembly is a two-night stay (Friday 8pm – Sunday 12pm) every year, generally in May/June.
 - b) Fall Assembly is a two-night stay (Friday 8pm – Sunday 12pm) every year, generally in September/October.
7. All Al-Anon members are welcome to attend Assembly Meetings. Everyone has a voice.
 - a) Voting Members are:
 - Group Representatives (GRs)
 - Alternate Group Representatives (Alt GRs), if the GR of their group is not present
 - Member representing their group through a group conscious.
 - b) Non-Voting Members are all members NOT representing a group.

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8. Quorum is established (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 by a voting member, seconded by a voting member, discussed by all members, and then voted on. (Refer to Alt Delegate's Report about Motions.)
Any voting member may request a *closed-ballot* for any Motion being voted on.
 - a) The Area Secretary has ballots.
 - b) The Area Chairperson assigns non-voting members to distribute, collect, and count the ballots. Results are then reported to the Area Chairperson.
11. Motions generally brought to the floor from AWSC are:
 - a) Policies, Procedures, Guidelines, Processes
 - b) Financial Requests
 - c) End of Year (EOY) Treasurer's Report
 - d) Proposed Treasurer's Budget
 - e) Other items determined by the AWSC
12. Agenda includes the following:
 - a) Delegate Report
 - b) Alternate Delegate Report
 - c) Secretary Minutes
 - d) Treasurer Report
 - e) AAPP Report
 - f) Coordinator Reports
 - g) Thought/Task Forces and Committees bring forth information relating to their committee, if asked by the Area Chairperson to report.
 - h) Officer & Coordinator Break-Out Meeting Reports.
 - i) Board of Directors give an oral and written report on corporate actions taken on behalf of AFG FL S Area 10, Inc. since the last meeting.
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 they wish to present for discussion and a vote.

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14. In the event of a Panel member, who has a role at the Assembly, is not present, the following happens:
- a) If Delegate is not present, the Alternate Delegate will read the Delegate's Report.
Note: If the Alt Delegate is not present, the Area Chairperson will ask the Immediate Past Delegate to read the Delegate's Report.
 - b) If Alternate Delegate is not present, the Delegate will read the Alt Delegate's Report; and the Immediate Past Delegate act as parliamentarian during the meeting.
Note: If the Delegate and the Immediate Past Delegate are not present, the Area Chairperson will read the report and appoint an eligible member to act as parliamentarian.
 - 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 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).
 - h) If a District Representative (DR) is not present for Roll Call, the Alt DR or AISL or Alt AISL or a Member from their District may do Roll Call.

Things You May Want To Know

When a member arrives after Registration has closed,

- a) The member waits outside the Meeting Room.
- b) The DR brings this information to the Area Chairperson's attention.
- c) The Area Chairperson asks voting members for a Motion to accept a voting, or non-voting, member into the Assembly.
- d) A vote is taken (either Aye or count off).
 - If Motion passes, the member pays registration fee and is admitted into the room.
 - If Motion does not pass, the member is not allowed in the room.

Note: Quorum does NOT change if the member is a voting member.