

**North Carolina/Bermuda**  
**“How Our Assembly Operates”**  
**[Update October 10, 2022]**

<b>GENERAL INFORMATION</b>
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**Purpose**

Assembly is a meeting of the AI-Anon/Alateen fellowship for the purpose of conducting Area business and “...electing a Delegate to the annual World Service Conference, an Alternate Delegate, and Assembly officers... If a District Representative has not been previously elected by the (Group Representatives) GRs of a District, his election may take place at the Assembly.” *(2022-2025 AI-Anon/Alateen Service Manual, v2, (P24-27), World Service Handbook, Terms Used in AI-Anon Service, Assembly)* Assembly is a closed business meeting held semiannually in spring and fall.

**Practices during the business meeting**

For archival purposes all who speak during the business meeting are asked to give first and last names and the home group they are representing or attend. To be recognized to speak, one must be in the queue online or in person for the microphone. The GRs voted at the Spring Assembly in 1999 to eliminate breaks. Therefore, should you need a break during the business meeting, you are requested to be as quiet as possible when exiting and entering the meeting room

**Registration and Fee**

Members are encouraged to register online prior to the day of Assembly. The Assembly registration fee pays for Assembly expenses such as technical assistance, facility use, and supplies.

**Sessions and Timelines**

On the day of Assembly, in-person registration and District sign-in begin at 8:30 am. The GR Orientation, Spanish-speaking meeting, and Alateen-sponsor information sessions are held from 9:00 am to 9:45 am. The Assembly business meeting is from 10:00 am to 4:00 pm. The GR Orientation and Assembly business meeting have an electronic component.

**Handouts**

Handouts related to the business meeting are posted on the Area website/for members/assembly meetings/select spring or fall

[\[https://ncbermudaafg.org/assembly-meetings/](https://ncbermudaafg.org/assembly-meetings/) password: NCBDAPanel62] and emailed to the District Representatives (DRs) for dissemination. When Area resources allow, a limited number of copies of some business-related handouts are available at the Assembly. Additional handouts may include reports from the Area World Service Committee (AWSC) and information about Area, District, AI-Anon Family Group, or special AI-Anon/Alateen sponsored events.

## Overview of a Motion and Voting Procedures

Assembly Voting Procedures and Voting Procedures Flowchart are the approved information source documents for our voting procedures. [Spring Assembly 05.19.2007]

### A Motion

A GR who wants to submit a motion to the Assembly completes the Motion Form with their full name, home group name and District number. The motion is written in an affirmative manner e.g. "To have 15 minute breaks at 11:00 and 2:30 during the Assembly." The GR that seconds the motion records their full name, home group name, and District number. A DR(s) confirms that the motion is written in the correct format and, also, made and seconded by groups' representatives who are registered for this meeting. **After the motion is made and seconded, it is read to the Assembly and presented for discussion before a vote.**

### Discussion of a Motion

During discussion of a motion a number of actions can be taken e.g. amend the motion, table the motion, etc. **All members who have "voice" at the meeting are encouraged to express his/her opinion and may do so only once per topic and for no longer than two minutes.** If your perspective has been expressed by someone else, please do not repeat it.

### At Close of Discussion the question will be asked, "Are you ready for a vote?"

At the beginning of each panel GRs vote to determine the substantial-majority percentage required for a motion to pass e.g., 2/3 (66%) of votes cast. Generally, votes are cast by a show of hands or confidential ballot. Abstentions are a non-vote and do not count in tallying the total votes cast negatively or positively.

## The Right of Minority Appeal and Petition

A minority appeal is submitted in writing to the Area Chairperson for review by the AWSC.

## Service Concept Five Reminder

In the spirit of unity and mutual respect to those holding a minority view, applause is discouraged in response to statements made at the microphone or following a vote.