

SIAFG Policy Guidelines

The following guidelines are meant to help our meetings be inclusive of all Al-Anon members, run efficiently, and with transparency. These guidelines are meant to serve as a general template and may evolve over time as the needs of our membership change.

Agenda(s):

Please provide any agenda items to the Chairperson in advance of meetings. For agenda items requiring a vote, please see “Motions” section below. (See Appendix A: Agenda Guidelines).

Coordinator Reports:

Routine coordinator reports that do not include any motions for vote or that are not seeking guidance for action by the SIAWSC will be given at the SIAFG Assembly meeting. In the event that a Coordinator cannot be present, please send your report with another Al-Anon member. Coordinators please submit written reports with any recommendations for action to the recording secretary and to our webmaster to be posted on our Area website under Coordinator Updates section of the Member’s Area.

Courtesy Guidelines:

It will be the responsibility of the Area Chairperson to provide copies of the courtesy guidelines at our meetings and to help us adhere to these guidelines during our meetings. (See Appendix B: Courtesy Guidelines).

Motions:

1. Whenever possible, all suggestions for change(s) requiring a vote of the SIAFG Area Assembly (Group Representatives) will first be offered for discussion on our Knowledge-Based Decision Making (KBDM) Discussion Forum on our Area website www.siafg.org. SIAFG officers, past delegates, and other interested Al-Anon members will help explore and clarify the suggestion(s), and, as appropriate, help refine the resulting motion(s) before they are communicated to the SIAFG membership. Any Al-Anon member can propose suggestions for change. Anyone wishing to propose such a suggestion who does not have access to the Discussion Forum on our Area website, may submit suggestion(s) to any SIAFG officer for posting on the (KBDM) Discussion Forum, or may present their suggestion in person at any Southern Illinois Area World Service Committee (SIAWSC) meeting.
2. Whenever possible, any motion(s) requiring a vote of the SIAFG Area Assembly (Group Representatives) will be communicated to the membership by being posted on our Proposed Motions Discussion Forum on our Area website, www.siafg.org, and be sent to the membership at least 45 days before the next meeting with the announcement of the meeting, to ensure that all members, including those without access to our website, will receive the motion(s).

Timekeeper:

The Chairperson will ask for a volunteer timekeeper at the beginning of the meeting who will inform the group when we reach 10 minutes on any given agenda item (by raising his or her hand and announcing the time). At ten minutes and at each five-minute increment thereafter, the chairperson will ask for a simple consensus (yea or

nay) to continue the discussion. If the group consensus is to discontinue the discussion, it will be tabled until the next meeting. *For any topic on which the group is unable to reach consensus, a subcommittee (Thought Force or Task Force) may be formed as appropriate to explore the topic between meetings and present relevant findings to the group for further discussion.*

Voice and Vote:

All Al-Anon members have *voice* in SIAWSC and SIAFG Assembly meetings. Only District Representatives, SIAFG officers and coordinators, and past delegates have *vote* in the SIAWSC meetings. Only elected Group Representatives (or Alternate GRs when the GR is not attending) have *vote* in the SIAFG Assembly meetings. Visitors who are not Al-Anon members have neither voice nor vote.

Welcoming New Members:

1. The chairperson will ask for anyone new to the meeting (at the beginning of the meeting during introductions). He or she will then ask each new member if they would like to sit by a resource person in case they have any questions during the meeting. The chairperson will then ask for or appoint resource person(s), ideally from among members who are not currently serving as officers or coordinators (such as past delegates who have experience but will not be distracted by actively reporting during the meeting). In addition to answering questions, explaining acronyms, and mentoring the newcomer(s) the resource person(s) would ideally also make sure the newcomer has someone to sit with at lunch and give them contact information in case they have questions between meetings.
2. New member orientation will include an information packet clarifying the responsibilities of new GRs and DRs, an explanation of acronyms used in our meetings (bookmark), and other pertinent information.

Appendix A Agenda Guidelines

The Southern Illinois Area World Service Committee (SIAWSC) agenda may include:

- five-minute warning before meeting start;
- opening with the Serenity Prayer;
- introductions and identification of new members; offer of resource people for new members; provide orientation packet(s) to new members;
- Housekeeping: explanation of the ask-it-basket, sign-in sheets, that there will be breaks, and location of bathrooms;
- reading the steps, traditions, and concepts;
- explanation of courtesy guidelines; assignment of a timekeeper;
- approval of the minutes;
- treasurer's report;
- District reports and concerns (provide written copy to recording secretary or let him/her know if they need to take notes);
- motions for consideration;
- ask-it-basket questions; ask if anyone heard an acronym they didn't understand;
- announce next SIAWSC meeting;
- closing with the Al-Anon Declaration.

At least once every three years we will conduct a SIAWSC inventory.

The Southern Illinois Al-Anon family Groups (SIAFG) Assembly agenda may include:

- five-minute warning before meeting start;
- opening with the Serenity Prayer;
- thanking the hosting district(s);
- introductions and identification of new members; offer of resource people for new members; provide orientation packet(s) to new members;
- Housekeeping: explanation of the ask-it-basket, of sign-in sheets, there will be breaks, location of cafeteria and other lunch options, and location of bathrooms;
- explanation of raffles (Forum and Ways & Means coordinators);
- discourage use of acronyms (no initials please);
- reading the steps, traditions, and concepts;
- explanation of courtesy guidelines; assignment of a timekeeper;
- Al-Anon birthdays since last meeting;
- reading of the Board of Director minutes;
- approval of the Assembly minutes;
- treasurer's report;
- coordinator reports (provide written copy to recording secretary or let him/her know if they need to take notes);
- workshop and/or delegates report;
- additional business;
- ask-it-basket questions;
- ask if anyone heard an acronym they didn't understand;
- raffles;
- announce next Assembly meeting;
- closing with the Al-Anon Declaration.

At least once every three years, we will conduct an Assembly inventory. Every three years we will hold elections for SIAFG officers

Appendix B

SIAFG Courtesy Guidelines

In keeping with Warranty Three of the Concepts, we will strive to reach our decisions by discussion, vote, and whenever possible, by substantial unanimity. With this goal in mind, and in order to have a productive and efficient meeting, please observe the following courtesy guidelines:

Please silence all cell phones during the meeting.

Please raise your hand to be called upon by the chairperson.

Once recognized by the chairperson, please stand, be prepared, stay on topic, speak to the entire group, and be mindful of the group time you are using.

Only one person will speak at a time. Please give the speaker your courteous attention. Avoid side-bar conversations.

The chairperson will take a vote to extend or table any discussion on any one agenda item lasting more than ten minutes, and every five minutes thereafter if the discussion is extended.

Appendix C SIAFG Courtesy Guidelines

SOUTHERN ILLINOIS AREA WORLD SERVICE COMMITTEE (SIWSC) GUIDELINES FOR SUPPORTING THE SUCCESS OF SIWSC OFFICERS OR COORDINATORS

It is very important to keep “principles above personalities” in all of our endeavors.

Procedure:

Area 16 (**Southern Illinois AFG**) has 15 voting officers and coordinators.. Therefore concerning those persons or any other area positions:

1. Concern by any person about the performance of any Area 16 Officer or Coordinator shall be directed to the Area Chairperson. Concerns about the performance of the Area Chairperson shall be directed to the Delegate.
2. The Chairperson or Delegate will discuss the concerns about job performance with the member in question if, in their discretion, they deem it appropriate to do so. Perhaps this will result in a satisfactory resolution.
3. If not resolved in a satisfactory manner, the chairperson and the delegate will confer as to what further action(s), if any, would be appropriate. Perhaps these further actions after mutual discussion will result in a satisfactory resolution.
4. If warranted, at the discretion of the Delegate and Chairperson, recommendations as to further actions, including removal, shall be presented for an area vote at the next area meeting. A two-thirds majority vote of voting members present will be needed for approval of the recommended action, including removal of any officer or coordinator. Just cause for removal can include, but is not limited to continual absence from area meetings, failure to carry out the responsibilities of the position, malfeasance or misuse of funds, public controversy in violation of AI- Anon principles, etc.
5. Any person so removed from a service position shall be sent notice of the removal action by mail to the last recorded address of such person.
6. Any service position that becomes vacant through this process can be temporarily filled by appointment by the Area Chairperson until the next Assembly.

Adopted March 7, 2015