

SUGGESTED MEETING GUIDELINES FOR SENY COMMITTEE MEETINGS:

1. The running of AA business meetings is guided by the principles outlined in AAs Three Legacies – Twelve Steps, Twelve Traditions and Twelve Concepts for World Service. Among those principles:
 - a. We are reminded why we are here (Tradition 5).
 - b. We are reminded to act with humility in the greater interest of the area and AA as a whole (Traditions 1 and 12), and with faith (Tradition 2).
2. Where our by-laws provide insufficient guidance, we fall back on Robert's Rules where consistent with our by-laws and principles.
3. Who is a SENY committee member?
 - a. All elected officers, appointed standing committee chairs, past delegates.
 - b. All DCMCs, DCMs and their alternates.
 - c. Interested AA members are welcome and encouraged to attend our meetings, however they do not have a vote.
4. Basic ideas
 - a. Common courtesy and common sense- Principles before personalities (Tradition 12); everyone wants to be heard.
 - i. Wait to be recognized by the chair before speaking.
 - ii. Keep your sharing brief (suggested not more than 2 minutes) and to the question.
 - iii. There is no need to restate a point already made.
 - iv. Let others be heard once before seeking to be heard a second time on a question.
 - b. **Motions** need to be **seconded** to be considered; the chair facilitates the discussion. Motions may be **amended**. Amendments are themselves motions and are handled before the main motion to which they pertain. Compound motions/amendments tend to be confusing, and often confound the discussion.
 - c. Motion to **table** or **postpone**- Further discussion and decision on a question may be deferred. To table means to set the question aside until a motion to take it up again is passed. To postpone means to set the question aside until a specified later meeting. A motion to take up a postponed question is not needed. The postponed question becomes "old business."
 - d. **Votes**- Decisions are reached by majority vote (either 2/3 or a simple majority) while allowing for minority opinion. Policy decisions are reached by 2/3 majority, substantial unanimity. Most procedural questions can be decided by a simple majority. Officers, past delegates, standing committee chairs, DCMCs and DCMs may vote. Alternates vote only in the absence of their principal. Although the Area Chair may participate in discussions and vote, he/she generally remains impartial during discussions. Exceptions may include: (1) a vote break a tied vote, and (2) a wish to participate in the discussion, in which case the Area Chair may ask a fellow officer (except the Area Treasurer) to chair that segment of the meeting.
 - e. **Minority opinion** invites additional new sharing on an already decided question from the minority side only. It is not a reopening of discussion. On hearing the minority opinion, if any member who voted with the majority decides to change his/her vote, he/she may offer a motion to **reconsider** the question. (Such a motion must come from the majority.) If seconded, it requires a simple majority to carry. If carried, the question is reopened to discussion and vote.
 - f. A **point of order** calls a presumed procedural error to the chair's attention. The chair accepts or rejects the point subject to appeal to the meeting.
 - g. A **point of information** asks for information on a question. It does not offer information on a question. Information on a question is offered in the usual course of discussion.