

# PROCEDURES FOR CONDUCTING AREA L.E.G.S. BUSINESS

(REVISED JAN 27, 2019)

- 1. Point of Information:** If a Committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the Chairperson, "*Point of information*". This means, "I have a question to ask", not "I have information to offer". One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the Chairperson or another member of the Body. Explanation: To replace present procedure on point of information. [01-19-95]
- 2. Procedure to Call for a Vote:** Any GSR may call for a vote by raising a hand and being recognized by the Chair. The person holding the floor is not to be interrupted. A second by a GSR is required and is debatable by GSR's only. Call for a vote motions can be passed by unanimous consent; unless there is an objection by one GSR. If there is one objection, a majority is needed by GSRs to pass.
- 3. Equal Time:** If in the discussion the majority of the comments are leaning to pro or con, the Chair will recognize opposing comments to equal out the discussion.
- 4. Point of Order:** If it appears to a Committee member that something is happening in violation of the Rules of Order, and if the Chairperson has not yet done anything about it, the member can ask the Chairperson for clarification of the rules at any time. The member may simply say out loud, "*Point of Order*". The Chairperson then says, "What is your point of order?" The member then states the question and asks the Chairperson for clarification. If the Chair agrees that the rules are not being followed, the Chair says, "Your point is well taken" and restates the appropriate rule. If the Chair does not agree, the Chair says "Overruled." The decision, as all others, can be appealed. Explanation: To replace present procedure on Point of Order. [02-19-95]
- 5. Withdraw a Motion:** Member who made original motion may withdraw it provided it has a second and a majority vote. It is not amendable or debatable. Member does not interrupt person holding the floor and must be recognized by the Chair.
- 6. Appeal Decision of the Chair:** Any time the Chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "*I appeal the decision of the Chair.*" If the appeal is seconded, the Chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The Chairperson then speaks

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briefly to the intent of the ruling being appealed. The Body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the Chair. Explanation: To replace present procedure on Point of Appeal. [02-19-95]

7. **To Table:** A main motion may be tabled by GSRs, Subcommittee Chairs, and all Area Officers excluding the Area Chairperson. A second is required. Only one pro/con is allowable. A majority vote is required. Member may not interrupt person holding the floor and must be recognized by the Chair. [01-15-95]
8. **Take from Table:** A tabled motion may be taken from the table by a GSR, Subcommittee Chairs and all Area Officers excluding the Area Chairperson. A second is required and it is not debatable. A majority vote is required. Member may not interrupt person holding the floor and must be recognized by the Chair. [01-15-95]
9. **To Amend:** A main motion may be amended only twice by GSRs, Subcommittee Chairs and all Area Officers excluding the Area Chairperson. A second is required. It is debatable and a majority vote is required. Member may not interrupt person holding the floor and must be recognized by the Chair. [01-15-95]
  - A. When there is obvious general approval on a minor change to a main motion; by unanimous consent the motion may be informally amended if there is no objection by any one GSR. If one objection exists refer to item #9 in Area's Procedures for Conducting Area L.E.G.S. Business. [02-19-89]
10. **To Reconsider:** A main motion may be reconsidered at the same meeting or following meeting by GSRs, Subcommittee Chairs, and all Area Officers excluding the Area Chairperson. A second is required. Member may not interrupt person holding the floor and must be recognized by the Chair. It is not amendable and is debatable by 1pro/2 cons. A majority vote is required. [01-15-95]
11. **That the definition of Business or Policy means:** *Business* – meaning GSRs will vote on the motion at the Area Service Committee meeting. *Policy* – meaning the motion will be taken back to Groups for conscience then brought back to the next Area Service Committee meeting. [06-18-89] In order to accomplish more business; if the voice vote on *Business* or *Policy* is unanimous we suspend the vote by hand.

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- A. **Policy** – In order to table a motion voted Policy and coming back from Groups to Area L.E.G.S., it *must* be accompanied by the conscience of a second Group. Explanation: So that the second is of the Group’s conscience. [10-15-92]
- B. In the voting process on motions that after two tables we stop and poll all Groups tabling in order to understand and possibly answer any questions as to why the Groups tabled. Ten minute time limit on questions. Then we vote whether to table motion or not. If the motion is not tabled we then vote on the main motion starting with a new vote count. Explanation: To expedite the voting process. [10-17-99]

**12.** That a verbal explanation be given to the Area Service Committee when any Area Officer and/or Subcommittee Chairperson leaves early from Area meetings. [02-19-89]

**13.** Any time that the “*abstention votes*” supersede the “*no votes*”, the Chairperson will address the persons voting to abstain. Per **Robert’s Rules of Order**, abstention votes are a conflict of interest. Regarding abstention votes, if the abstention votes are in the majority, the motion in question should be ***tabled for clarification and/or input***. Explanation: To find out if there is a lack of information, understanding, or conflict of the GSR’s group conscience. To prevent a motion from failing at the Area Service Committee body due to the further need of clarification. [10-16-94]

**14. Motion to Refer:** Simple majority is required, is debatable. Sometimes the Committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a Standing Committee or an Ad Hoc Committee for further study. This can be done by a member saying, “*I move to refer the motion to such-and-such Committee.*” If the motion to refer is seconded, the Body may debate it before voting. If the motion to refer does not pass, the Committee either continues debating the main motion or votes on it. The Subcommittee to which a motion is referred will take it up at its next meeting. The Subcommittee will report back on what it has come up with at the meeting of the full Committee. Explanation: To adhere to proper procedure of conducting business. [02-19-95]

**15. Offering a Substitute Motion:** Simple majority is required, is debatable. A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled the same way an amendment is

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handled. Explanation: To adhere to proper procedure of conducting business.  
[02-19-95]

**16. To consider redress of a personal grievance** a member should:

- A. Talk to a sponsor or more experience NA member
- B. Submit all concerns in writing to an area executive committee member
- C. Submission must be made within two (2) area service committee meetings
- D. The redress is handled automatically as business on the area floor.
- E. It does not require a second and is debatable by GSR's only. [5/17/2009]

**17. That in the absence or vacancy in the position of Area Chair:**

the succession of Pro Tem (for the time being) placement would be as follows:  
Area Vice Chair, Secretary, Secretary Assistant, RCM, RCM alternate,  
Treasurer, Treasurer Assistant, After that, Subcommittee Chairs: Policy, Public  
Relations, Literature, Merchandise, Activities and H & I.

**18.** the Area Chairperson be allowed to appoint a qualified member to fill in as  
chair for a subcommittee that has no Chair, with the approval of the voting body.  
[9/12/2021]

1) the designee shall be accountable to the position as if they were chair of said  
subcommittee.

2) designation should be made only if there are more than two subcommittees  
vacant

3) designation should be for not more than a ninety (90) day period at a time  
unless someone states their willingness to fulfill the commitment

4) when the appointed Area Vice Chair is unable to fulfill said open position  
the responsibility shall become the duty of the Area Chair to find and  
appoint a qualified member; if one cannot be appointed the Full Executive  
Body shall work together to fill the duties of the open position. [3/20/2022]

**19.** the Area Chairperson be allowed to appoint a qualified member to fill a vacant  
executive position. The appointment must be approved by the voting body and  
adhere to the following guidelines. [12/1/2021]

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- 1) the designee shall be accountable to the position as if they were elected to the position
- 2) designation should be made only if there are more than one executive position vacant
- 3) designation is for a ninety (90) day period unless someone states their willingness to fulfill the commitment
- 4) when the appointed Area Vice Chair is unable to fulfill said open position the responsibility shall become the duty of the Area Chair to find and appoint a qualified member; if one cannot be appointed the Full Executive Body shall work together to fill the duties of the open position. [3/20/2022]