

**Table of Meeting Procedures**  
Los Angeles Area Intergroup Association  
and  
Central Service Committee  
of  
Alcoholics Anonymous

This Table of Meeting Procedures is established in accordance with the intergroup motion of November 14, 1991, and approved May 13, 1992.

- a) The Chair of the L.A. Intergroup/CSC, with appropriate consultation with committee members and others having meeting procedure experience, be require to present at the May 1991 Intergroup a Table of Meeting Procedure to be accepted or corrected and accepted at the May 1992 Intergroup meeting;
- b) This Table will me made available to each Zone Delegate or Alternate Delegate before March 31, 1992, in order to allow each of the zones the opportunity to review it before its adoption or correction and adoption;
- c) This Table of Meeting Procedures shall reflect fully the Spirit of AA's 12 Steps, 12 traditions, and 12 Concepts;
- d) After adoption by the Intergroup, the Intergroup instructs the CSC to conduct all its meetings according to these procedures;
- e) This Table of Meeting Procedures may be changed by any subsequent Intergroup by a simple majority, or FOR ONE MEETING ONLY, by a two-thirds majority of the Delegates present at a monthly CSC meeting. This Table of Meeting Procedures is understood to not affect the by-laws of the Los Angeles Area Intergroup Association in any way.

**This motion passed 15 in favor; 7 opposed and 4 abstentions.**

The PURPOSE of this Table is to:

1. Aid us in the efficient, thorough and fair conduct of the business entrusted to us by the groups.
2. Provide us with a document we can refer to when questions of “How to...” arise in the conduct of our meetings.
3. Provide each participant with a guide to enhance their participation.

In general, the philosophy of Robert’s Rules of Order has been followed in the preparation of these procedures, except when particular A.A. Traditions or Concepts warranted special consideration.

Ultimately, the aim of these procedures is to make Intergroup and CSC meetings more attractive so that more groups want to participate.

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#### **I. Rules of Discussion**

A. All discussion requires listening.

1. Questions shall only be asked at the conclusion of the speaker's remarks.
2. We are listening for the benefit of the groups we serve. The importance of courtesy is paramount.
3. A speaker shall never be interrupted, except when a question of procedures arises. Never interrupt a speaker to disagree. On a question of procedure, stand and say, " I rise to a question of procedure." The Chair must recognize immediately anyone who rises to a question of procedure. State the question. The Chair will decide if the question is in order or out of order. You may appeal the decision by saying: " I appeal the Chair's decision." The Chair must put the question to a vote by saying: " All those who agree with the question of procedure, please raise your hand." A count of hands is taken. " All those who agree with the Chair that the question is out of order please raise your hand." A count is taken. If the majority supports the question of procedure, the Chair says: " The question of procedure is sustained." The appropriate action is taken. If the majority supports the decision of the Chair, or if the vote is a tie, the Chair says: " The decision of the Chair is sustained. The speaker may resume."

B. Primary questions on which it is permissible to interrupt the speaker:

1. Speaking off the topic.
2. Too long for the speaker.
3. Repeating previous points at length.

A motion to close the discussion requires a 2<sup>nd</sup> and must be voted upon immediately. If successful, any motion under discussion must be voted upon after the Chair has given those opposed (to the motion to close discussion) one last chance to speak for two minutes each. After the last speaker, the motion is voted upon. If the discussion was not related to a motion, the Chair announces the next item on the Agenda.

## **II. Who Participates and Votes**

A. Anyone may participate in discussion, except the Chair, who must vacate the Chair to join in the discussion. The Vice-Chair or another committee member fills the Chair until all discussion is concluded.

B. Except as excluded in the by-laws, voting and introduction of motions or nominations are limited to:

1. At the semi-annual intergroup meetings: CSRs of registered groups only.
2. At the monthly CSC meeting: Delegates or Alternate Delegates from active zones only.
3. Delegates may not vote as CSRs at the intergroup meeting: Alternative Delegates may vote as CSRs if they are registered as a group CSR and the Zone Delegate is present. ( See also Section IV.C.8 To Vote by Roll Call and Section V. Voting.)

### **III. The Minutes and Reports**

#### **A. Minutes**

1. The Chair is to prepare a summary of the previous meeting minutes, noting continued business, motions, actions, and other important items. This summary is to be read, discussed and corrected as needed. Copies of this summary are to be included in the Delegates' folders or sent with the minutes when they are mailed.
2. The minutes are approved with corrections or read and approved with corrections.
3. It is the responsibility of the Chair to ensure that the meeting is conducted in such a way that the Recording Secretary may make the most accurate and complete notes of the meeting possible. The Chair must respond to requests of the Recording Secretary for clarification.

#### **B. Reports**

1. If a report cannot be given orally at any meeting, then a written report should be prepared and included in the delegates' and alternates' folders. (1)
2. Reports for the Intergroup meeting shall include a summary of the past six months activity. Copies will be made available to the CSRs at the meeting.
3. The written report requirement for CSC meetings may be waived for the following month by a majority vote.
4. These written reports constitute the official record of our service work outside the regular Intergroup and CSC meetings. They will be kept and maintained by the Office Trustee or the Treasurer for reference.

## **IV. Motions**

There are three kinds of motions.

### **A. Motions requiring action of some kind.**

1. Must be presented in written form and seconded.
2. Must be discussed and automatically reconsidered after a vote if the minority wishes reconsideration. If one of the majority agrees to reconsider, discussion is reopened and a second vote is taken after discussion.
3. The Chair will place on the appropriate month's agenda an item to allow reporting on the results of the action taken.
4. A motion requiring action may be withdrawn by the person making it at any time prior to the vote, providing the person who seconded agrees.
5. In discussion of motions requiring action, the person making the motion has the right to speak first and last on the motion. The Chair will always ask for further discussion before giving the floor to the person who made the motion to speak last before the vote. (In the case of minority reconsideration, the person who asked for the reconsideration has the right to speak last.)

### **B. Motions which express the opinion of the Intergroup or CSC that do not require action.**

1. Not necessary to present in written form.
2. Discussion can be waived by a motion, second, and a vote.
3. Minority rights apply.

4. These motions must appear in the Chair's summary of the minutes.

C. Procedural Motions, which relate to the conduct of the meeting.

After courtesy, the correct use of procedure in the conduct of any meeting is the greatest tool. Procedural Motions allow the meeting to move forward in a fair and orderly fashion so all of the work may be completed in a reasonable amount of time. Procedural Motions include:

1. *Close discussion.* (Covered in Section I.B.4.)
2. *Table an item.* Must be seconded. Discussion is limited to once per person, unless a motion is made to waive the limitation. The item automatically becomes an old business item on the next agenda.
3. *Amend an item.* Must be seconded. The amendment must be in writing if the original item was in writing. The amendment is discussed and voted upon, then the discussion returns to the original or amended motion. Amendments may be withdrawn before the vote is taken by the person offering the amendment providing that the person who seconded agrees.
4. *Limit discussion.* This must be seconded and include exactly what the limitation will be ( a time limit or the number of times each participant may speak).
5. *Continue discussion at a later time.* Must be seconded. Must include the time for re-opening discussion on the item. The item becomes an old business item on the appropriate agenda.
6. *Re-open discussion.* Must be seconded. Refers to an item where discussion was closed and no action taken. (See Section I.B.4.)
7. *Reconsider an item.* Must be seconded. This refers to an item already decided at a previous meeting. Once the majority decides to reconsider, it is handled as a new item except that

reference is made, where possible, to the previous decision-making process (i.e.; minutes or reports).

8. *To vote by roll call.* Must be seconded. On a matter of extreme importance (dissolution of the Intergroup, action possibly in conflict with tradition, recall of officers, etc.) the active zones will be polled by the Recording Secretary at CSC meetings. At the Intergroup meetings, the CSRs names will be called by the Recording Secretary from the sign-in sheets.
9. *Approve minutes and accept reports.* Must be seconded.
10. *Adjourn.* Must be seconded.

## **V. VOTING**

At the Intergroup and CSC meetings, only those may vote as specified in Section II.B.1.-3. Voting is by show of hands when by roll call, as in Section IV.C.8.

## **VI. THE GROUP CONSCIENCE**

Anyone present at any Intergroup or CSC meeting may call for a group conscience on any question. If a second person agrees, the Chair will ask if discussion is necessary. If there is no response, the vote will be taken by voice, aye or nay. If it is necessary for discussion, the procedures set here apply. After discussion, a voice vote is taken. If the voice vote is unclear, a count of hands, in favor and opposed, is taken. The group conscience requires no action but ought to be considered in related actions of the Intergroup and CSC.

## **VII. AGENDA**

### **A. *Open Meeting.***

1. Serenity Prayer

2. Twelve Traditions (long form)
  3. Announcements from the Chair
  4. New topics for the agenda
- B. *Minutes and Summary of Last Meeting***
- C. *Seventh Tradition***
- D. *Presentations from Special Guests*** Persons who are not regular committee members, bringing new topics for the agenda, are offered the opportunity to make their first presentation at the beginning of the meeting. If action is required, it can be done at the same time if a motion to that effect comes to the floor. Action can be postponed to a later meeting or the new business portion of the same meeting, providing a motion to that effect is made, seconded and passed. Such presentations should include written material, with enough copies for all participants, whenever possible.
- E. *Old Business.*** Old business is taken care of before reports in order to keep the time of the meeting as short as possible, and to keep the agenda as free as possible from unfinished items.
- F. *Director and Committee Reports.*** Any items from reports, which require a vote, can be voted upon as part of the report, provided a motion is made and seconded to consider the item at that time, rather than as new business. Such votes should be taken at the conclusion of the report before the next report or before new business. These votes are all subject to the procedures in this Table.
- G. *New Business.*** Anyone may bring up items of new business for consideration. (See D. above and A.4. above). All votes are subject to the procedures in the Table.
- H. *Adjourn Meeting.*** (See IV.C.10.)

## **VIII. AUTHORITY OF THE TABLE OF MEETING PROCEDURES**

- A. In the even of a unique condition not covered here, the Chair or a participant may suggest a method of proceeding, which shall be temporarily adopted (for the one meeting) upon acceptance by a majority of the voting members present. If such cases occur frequently, the Intergroup ought to consider adopting these additional procedures permanently, adding them to those approved here.
- B. The Chair of a meeting is responsible for observing, enforcing and maintaining correct rules of procedure. Should a participant persist in holding the floor (speaking) without yielding to the requirements of these procedures, or should a participant persist in interrupting or otherwise disrupting the meeting, the Chair has the right to say, “ Will you please come to order.” If discussion continued, the Chair says, “ The meeting is called to order.” If disorder continues, the Chair should declare the meeting adjourned and vacate the Chair.
- C. Robert’s Rules of Order – Simplified ( Marjorie M. Cann. 1991 Pedigree books/Putnam Publishing) was the primary reference used in preparation of this Table. It ought to be used as reference for any question or for clarification.

## **IX. ADDITIONS**

- A. May 13, 1992

**PROPOSALS.** All proposals and other printed matter circulated to CSC members during monthly meetings (either by insertion in their folder or handed out at the meeting) be required to include:

1. Date of submission
2. A short “statement of purpose”
3. Identity of the individual and/or group submitting the proposal

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- (1) Amended at CSC Meeting 9/10/98 Motion #1
- (2) Edited for spelling and format errors (not yet approved by CSC or Intergroup) for Intergroup May 14, 2015