

Southern Alberta Area of Cocaine Anonymous

SERVICE GUIDE



Robert's Rules of Order

-the basics-

Sample Business Meeting Agenda

1. Open meeting
 - a. Serenity prayer
 - b. Chair's opening remarks
2. Attendance and Quorum
 - a. Quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the group. Set by the Chair.
 - b. Quorum = 2/3 of attendance counted. If more than 1/3 of people present leave the room, no further business can be conducted, except to close the business meeting.
3. Reading of previous minutes
 - a. Secretary reads the minutes of previous business meeting. Note that since the minutes were sent to members beforehand, and people have had a chance to review them, the Secretary need only read the main points (i.e. attendance, treasurer closing balance, motions and results of motions, unfinished business).
 - b. Chair asks if there are any errors or omissions noted by the body (people at the business meeting). If no one raises any points to amend, then someone makes a motion to accept the minutes as read (requires a 2nd). If there are amendments, they are addressed and someone then makes a motion to accept the minutes as amended (requires a 2nd).
4. Reports (*note that your group/body may or may not have each of these positions represented in their structure and that the order of the reports is flexible*)
 - a. Treasurer's report
 - b. GSR report
 - c. Chips and Literature report
 - d. Entertainment report
 - e. Unity representative report
 - f. Public Information representative report
 - g. Supplies report
 - h. Birthday chair report
5. Old Business
 - a. Any business left over from previous business meetings
6. New Business
 - a. New motions made and discussed at this point in the meeting. It is also possible that motions might have been made out of order during reports (if the chair allowed a motion to be made out of order)
7. Announcements & Confirm time of next meeting

How to Make a Motion

1. Member raises hand and waits for recognition from the chair
2. The member gives their name and states the motion.
e.g. "I motion that" The motion must be clear, simple and specific or the chair will rule it "out of order"
3. Another member must second the motion to continue.
4. Chair restates the motion and opens discussion on this motion.
Note: The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the chair before speaking, enabling democratic discussion.
5. Chair calls for a vote on the motion.
6. Chair states results of vote and resulting action.
Note: Members may "call the question" to end the discussion on the motion if discussion seems to be dragging on or becoming redundant AND if someone else has their hand up after them; however, it is NOT acceptable to call the question in order to prevent someone from expressing their opinion or while someone is speaking. If a member calls the question, a second and a 2/3 majority vote are required (no discussion) to close discussion and proceed to voting on the motion.

How to Amend a Motion

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and waits for recognition from the chair
2. Member states the amendment (e.g. striking and/or adding words).
"I propose a friendly amendment: to strike xyz from the motion"
3. Amendment must be seconded.
Note: To avoid long debates over slight changes in motions, use a "friendly amendment". If there is no objection from the floor to the friendly amendment then the amendment passes without discussion or vote and discussion on the main motion resumes.
4. If the amendment is treated as "unfriendly" the presiding officer calls for discussion on the amendment.
5. Presiding officer calls for a vote on the amendment and announces result. (Amendment passes if there is a majority vote).
Note: If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

Helpful Resources

- Cocaine Anonymous World Service Manual
<https://ca.org/content/uploads/2015/07/World-Service-Manual.pdf>
- Southern Alberta Area C.A. – Service documents
<https://ca-ab.org/area-committee/area-service-documents/>

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