

Ground Rules for Region Nine Assembly 2015

1. Each Representative and Alternate will be registered by the Secretary and issued Assembly materials including an identification badge to be worn at all meetings.
2. A Minutes Approval Committee consisting of the Chairman and two (2) appointed Representatives shall approve the minutes of the Region Nine Assembly.
3. Representatives from at least five countries constitute a quorum in accordance with Article VI of Region 9 Bylaws.
4. The voting membership of the Assembly is defined in Article IV of Region 9 Bylaws, Section 2 (I) as follows:
 - a) Representatives from Intergroups who are registered with the World Service Office and who are within the geographical boundaries of Region Nine,
 - b) Representatives from National/Language Service Boards who are registered with the World Service Office and who are within the geographical boundaries of Region Nine, National/Language Service Boards shall not represent Intergroups that have sent Representatives to the Assembly. However, if all Intergroups are represented, the National/Language Service Boards will still be entitled to one Representative,
 - c) Region Nine Board Members,
 - d) The Chair shall have no vote at the Assembly, except to break a tie and for elections,
 - e) Committee Chairs, who are not Intergroup or National/Language Service Board Representatives. In the event of a Region Nine Representative from a registered unaffiliated group receiving a voice as per Article IV, Section 2 (II) c) of these Bylaws, they may also be given a vote, subject to majority approval of the voting body. See Article IV – Section 2 (I)
5. The non-voting membership of the Assembly is defined in Article IV of Region 9 Bylaws, Section 2 (II) as follows:
 - a) The Region Nine Trustee is entitled to a voice but no vote at the Assembly,
 - b) Region Nine OA members who are not represented, are entitled to a voice but no vote at the Region 9 Assembly,
 - c) A Representative from a registered unaffiliated group within Region Nine may be given a voice if they receive the majority approval of the voting body. Consideration may also be given to giving such a Representative a vote – see Article IV, Section 2 (I) f) of Region Nine Bylaws,
6. OA visitors are very welcome at the Region Nine Assembly. In accordance with Article IV of Region 9 Bylaws, Section 2 (III):

- a) Visitors from Region Nine who are already represented will not be given a voice or a vote.
b) The Region 9 Assembly is open to OA visitors from outside Region Nine. In order to be given consideration to speak at the Assembly, the visitor shall give proper notice to the Chair for the Agenda. Pertinent suggestions may be written and handed to the Chair for consideration.
7. Robert's Rules are the basic parliamentary guidelines that will be used for conducting the Assembly.
 8. No personal voice-recorders are to be used during business sessions of the Assembly, except the Secretary.
 9. In all deliberations, group conscience is more important than the technicalities of the actual motion.
 10. In accordance with the above, there is no limited debate (although intent is to stick to the timetable), subject to the Chair bringing the Assembly back to a sense of meeting. Only voting members of the Assembly may enter into debate on actual motions proposed at the Assembly, or make said motions.
 11. Executive Committee sessions are possible, according to Robert's Rules.
 12. Region 9 Committee Chairs may be appointed by the Region 9 Chair or elected by the voting members of the Assembly.
 13. Procedure for voting on Bylaw Amendment proposals will be:
 - a) The chair will present the Consent Agenda to the Assembly which will enable automatic adoption of motions listed on the Consent Agenda. Representatives who wish to discuss any of these motions will request that they be pulled from the Consent Agenda. Each motion not voted in the Consent Agenda will be discussed and voted upon separately.
 - b) The Bylaws Committee or the maker of the motion will present the motion, describing the purpose and intent of the proposal. This will be considered as the first pro speaker of the motion,
 - c) There will be up to three (3) pro and three (3) con speakers on the motion, including the presenter, and each speaker will be limited to three (3) minutes.
 - d) Up to fifteen (15) minutes will be allowed for questions on the motion,
 - e) Thereafter the vote will be taken by a show of hands,
 - f) Written ballots may be used upon request,
 - g) Bylaw amendments require a two thirds majority to be adopted in accordance with Region Bylaws Article XI, Section 1.
 - h) Up to two (2) amendments to the motion will be accepted. There will be up to two (2) pro and two (2) con speakers on the amendment, including the presenter. Each speaker will be limited to three (3) minutes. Then, up to 5 minutes will be allowed for questions on the amendment. Thereafter the vote will be taken by a show of hands.
 - i) If a proposal gets stuck in discussion and/or more than two (2) amendments are proposed, the motion will be referred back the Ad Hoc Reference Committee session. This Committee will discuss the proposal and bring back a recommendation at the time allotted at the end of the

business. The amended proposals will be submitted to the Secretary prior to discussion and voting,

j) Adopted Bylaw amendments take effect from the end of the current Assembly.

14. Procedure for voting on New Business Motions will be:

a) Each motion not on the Consent Agenda will be discussed and voted upon separately,

b) There will be up to three (3) pro and three (3) con speakers on the motion, including the presenter. Each speaker will be limited to three (3) minutes,

c) Up to fifteen (15) minutes will be allowed for questions on the motion,

d) Thereafter the vote will be taken by a show of hands,

e) Written ballots may be used upon request.

f) New Business motions require a normal majority to be adopted,

g) Up to two (2) amendments to the motion will be accepted. There will be up to two (2) pro and two (2) con speakers on the amendment, including the presenter. Each speaker will be limited to three (3) minutes. Then, up to 5 minutes will be allowed for questions on the amendment. Thereafter the vote will be taken by a show of hands

h) If a proposal gets stuck in discussion and/or more than two (2) amendments are proposed, the motion will be referred back to the Ad Hoc Reference Committee. This committee will discuss the proposal and bring back a recommendation at the time allotted at the end of the business. The amended proposals will be submitted to the Secretary prior to discussion and voting,

i) New Business motions that are adopted will take effect from the end of the current Assembly.

15. Procedure for conducting Committee sessions:

a) The participants at the Assembly are divided into groups and assigned to different Committees.

b) Committee sessions will be chaired by the Committee Chair. If the Chair is not present, the Region Nine Chair will appoint a temporary Chair for the session.

c) A Minutes Secretary will be appointed by the Committee.

d) The session will be conducted according to the agenda prepared by the Committee Chair, plus any items that may arise out of the reports presented previously to the Assembly.

e) Visitors may join a Committee and have a voice but no vote during the committee sessions.

f) The minutes of the Committee sessions will be submitted in writing to the Region Nine Secretary at the end of Committee sessions. This will include any motions the Committee is proposing to the Assembly.

16. Emergency New Business motions have to be submitted to the Chair in writing by 9:00 on Friday October 30, 2015.