

Information for the new Utah Soaring
Intergroup member.

Utah Soaring Intergroup Rep Manual

2020 Edition

Utah Soaring Intergroup

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- March 2020 Remove *Lifeline* references.
Correct email link addresses.
Update Communications Committee roles.

Welcome

WELCOME to Utah Soaring intergroup. We are grateful you are giving service to your group in this way!

We have put together this package of information to support you in this service position. We realize you might be a “newcomer” to intergroup and want you to have a positive experience.

Included here you will find:

- A brief description of suggested actions for this service position.
- Also, brief descriptions of the Service Board and our committees. (You can find a list of the Service Board members, contact information and brief description of their duties on the website also www.oautah.org.)
- The Standing Rules of Order used by our intergroup.
- A Simple Version of Roberts Rules of Order which we use to run our meeting smoothly.
- Our current Bylaws

Please let us know how we can serve you. We welcome your questions, thoughts and ideas in general and suggestions for this manual.

We hope this is a fun, not-often tedious service for you. Service beyond the group level is serious and important commitment. The “me” and “we” come with the steps and traditions of Overeaters Anonymous. Now you are recognizing and serving the organization at our local level. This is that special case in Tradition Nine where there is a service board and a few committees to help the groups (“we”) as the fellowship (“me”) sees fit. You’ll see that there is also an “us” which is the organization, Overeaters Anonymous, where the “service beyond the group level” occurs. Sit back (well... get to work) and enjoy the ride!

Who will serve?

Please consider service to your area groups! Your intergroup is headed into a couple of exciting and busy years. Please seriously consider serving and being part of this thrilling time. Can you serve as a service board member of intergroup? Can you think of someone who you would like to nominate for a Service Board position? How about someone to serve on, or lead, one of the committees?

What does the Intergroup Representative do?

Each group elects an intergroup Representative who meets regularly with representative from the neighboring groups. The intergroup Representative represents the group in tasks undertaken jointly with other groups in the area and tries to keep the group well-informed about the jobs the local intergroup is doing. Many group problems can be solved by sharing experiences with representatives from other groups.

The following is a list of monthly actions for the intergroup Representatives of Utah Soaring: (Adopted from page 14 of the Overeaters Anonymous Group Handbook.)

1. Attend the monthly intergroup meeting.
2. Take note of all the events and discussions that take place to the best of your ability. Many representatives take their notes on the Agenda that is handed out. (The secretary is taking detailed notes that will be distributed a few days after the meeting.)
3. Gather sufficient handouts and/or fliers to take back to your group. If unsure how many to take, ask another intergroup representative for guidance. When you take them back to your group share excitement and details about workshops and other events.
4. Give your group's 7th tradition donation each month to the intergroup treasurer. An envelope is usually passed around for the donations. (Utah Soaring Intergroup breaks down the group donations and sends the predetermined split to Region III and World Service so the group's treasurer does not have to.)
5. **Make sure the Vice Chair and Chair have your phone number and email address so that you can be contacted about intergroup business.**
6. Act as the representative for the group to vote on motions, decisions, elections, etc.
7. Take your enthusiasm for Overeaters Anonymous, service and intergroup happenings back to your group. Share with them the information and your experience. 8. Encourage others to attend intergroup – **anyone and everyone can visit!**

We come together monthly to meet with the representatives of all the groups to discuss and plan the strength and service that can be accomplished by no one group alone. This is our purpose.

The Twelve Concepts of Overeaters Anonymous

In Overeaters Anonymous, the Twelve Steps serve as the spiritual principles that support our personal recovery from compulsive overeating. The Twelve Traditions aid us, individually and collectively, in maintaining unity of purpose within the Fellowship. The Twelve Concepts of OA Service, adopted by the World Service Business Conference (WSBC) in 1994, help us apply the Steps and Traditions in our service work, which is an important part of the OA program. The Concepts define and guide the practices of the service structures that conduct the business of OA.

These Concepts depict the chain of delegated responsibility we use to provide service throughout the world. Although they focus on OA world services, the Concepts direct all OA's trusted servants to well-considered actions for group participation, decision making, voting and the expression of minority opinions. The Twelve Concepts support our primary purpose of carrying OA's message of recovery to the still-suffering compulsive overeater.

1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to the World Service Business Conference the active maintenance of our world services; thus, the World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The right of decision, based on trust, makes effective leadership possible.
4. The right of participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws, Subpart B.
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
 - (a) no OA committee or service body shall ever become the seat of perilous wealth or power;
 - (b) sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
 - (c) no OA member shall ever be placed in a position of unqualified authority;
 - (d) all important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity;
 - (e) no service action shall ever be personally punitive or an incitement to public controversy; and

- (f) No OA service committee or service board shall ever perform acts of government, and each shall always remain democratic in thought and action.

Utah Soaring Resources Available to You

There are several sources of information available to you to make your representation of your group easier.

1. The intergroup Secretary will email the upcoming intergroup meeting agenda and all reports just prior to the meeting for your consideration and, if needed, discussion with your group. As mentioned, soon after the intergroup meeting, the Secretary will send out the minutes of that meeting to you. Be sure that he/she has your email address for this exchange.
2. The oautah.org website has a lot of material that may be helpful.
 - a. The current Intergroup agenda, minutes, and reports are all available at oautah.org/business.html if you miss the Secretary's mailing. You'll also see the time and location of the upcoming intergroup meeting. There are links on this page to the Utah Soaring Bylaws and this Group Representative manual. If you want to send your 7th Tradition contribution to the Treasurer electronically, there is a button at the bottom of the page where you may do that.
 - b. The Service Board job descriptions and current member are available at oautah.org/servants.html. You will also find the application form for membership to the Service Board there.
 - c. The oautah.org/committees.html page of the website describes the four standing committees of intergroup and who is working with them. Some of these committees have developed a sub-page going into detail on the goals, expected time commitment, and roles involved in their service.
 - d. The Recovery Materials page (oautah.org/downloads.html) has a lot of different documents that may be useful to you. Take a look at *Welcome to the Newcomer*, the *Abstinence Presentation*, and *Strong Meeting Checklist* for your group.
3. The Utah Soaring "Blaster" is an electronic (very) mini makeup of a newsletter for the fellowship. You, and anyone in your group, can subscribe by sending an email to <mailto:oautah.blaster@gmail.com>. The Blaster will send announcements and news from OA that could be of interest to the fellowship.

Other OA Resources

There are many other internet resources available for OA. You can find all sorts of interesting information at: **World Service Organization Links**

[World Service Organization](#):

The main OA WSO web-page. Find a meeting anywhere in the world. Inspiring stories and articles. To navigate within WSO, be sure to pass your mouse over the menu bar to see the drop-downs with many sub-topics.

Here are several links to interesting pages within the WSO web-site. This is just a small sampling; go to the main page for lots of great material!

[OA Literature](#)

OA literature store.

OA Podcasts

Whether you're a newcomer or a longtime, you can find powerful inspiration and instruction in OA's podcast series.

Bienvenido a Comedores Compulsivos Anónimos: The OA WSO website is available in the Spanish language.

OA Regions

Region 1: Alaska, Idaho, Montana, Oregon, Washington, Wyoming, Alberta, British Columbia, Northwest Territories, Saskatchewan and Yukon.

Region 2: California, Hawaii, Mexico, Northern Nevada.

Region 3: Arizona, Colorado, Nevada, New Mexico, Oklahoma, Texas, Utah.

Region 4: Illinois [except the Chicagoland area], Iowa, Kansas, Missouri, Minnesota, Nebraska, North Dakota, South Dakota, Manitoba, Northwest Ontario, and Nunavut Territory, Canada.

Region 5: Northern Illinois, Indiana, Kentucky, Michigan, Ohio, Southern Ontario, Wisconsin.

Region 6: New York, Connecticut, Massachusetts, Rhode Island, New Hampshire, Maine, Vermont, Central and Eastern Ontario, Quebec, Newfoundland, New Brunswick, Nova Scotia and Prince Edward Island.

Region 7: Delaware, Maryland, New Jersey, Pennsylvania, Virginia, Washington DC, and West Virginia.

Region 8: Alabama, Arkansas, Bermuda, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina and Tennessee; the Caribbean Islands; Central America; and South America. Puerto Rico and the Virgin Islands, and the rest of the Caribbean Islands with Central America and South America.

Region 9: Africa, Europe, the Middle East.

Region 10: Australia, New Zealand, countries and territories in the Far East, South East Asia and the Western Pacific Basin.

Trusted Servants

Tradition Two: For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern. The following positions make up the Service Board. You can find the current people serving on our website www.oautah.org.

| Service Position | Email |
|--------------------|----------------------------------------------------------------------------|
| Chair | oautah.chair@gmail.com |
| Vice Chair | oautah.vicechair@gmail.com |
| Secretary | oautah.secretary@gmail.com |
| Treasurer | oautah.treasurer@gmail.com |
| Delegate | oautah.delegate@gmail.com |
| Alternate Delegate | oautah.altdel@gmail.com |

The intergroup will have an election every year in November to fill the positions that are open in the following year. The election involves the entire fellowship represented by the Utah Soaring Intergroup. It is a three-month process and a very important process for the fellowship. The timeline for applying is described at <http://oautah.org/elections.html>.

Descriptions

The following descriptions are intended to summarize the definition and requirements for serving on the Utah Soaring Intergroup Service Board and do not supersede or modify in any way the formal descriptions or requirements contained in the Bylaws of the Utah Soaring Intergroup.

All the positions require the applicants to be abstinent (according to their own definition) and maintain abstinence throughout their term. All service board members serve a one-year term. Nominations will be conducted at the October intergroup meeting and elections at the November intergroup with new office holders taking their position in January of the following year.

To serve in one of the intergroup Service Board positions, you must have attended two intergroup meetings by the October intergroup meeting and submit an application. The meetings attended do not necessarily have to be consecutive, but nominees need to have a grasp of what goes on at intergroup meetings.

You can download an application for service positions at
<http://www.oautah.org/reports/Application.docx>.

Chair:

Presides at intergroup meetings, can appoint a parliamentarian to help conduct the intergroup business meeting, and is an ex-officio (honorary) member of all committees. The Chair prepares an agenda for each intergroup meeting. The Chair will e-mail all intergroup service board members, committee chair-persons, and intergroup meeting representatives a copy of the agenda, the preliminary minutes from the preceding meeting, the preliminary Treasurer report and all committee reports at least one week before each intergroup meeting.

Vice-Chair:

Assumes duties of Chair in case of his/her absence or resignation until a new Chair is selected; handles all World Service Office inquiries for information about Utah Soaring Intergroup, and keeps a current list of contact persons for meetings in the Utah Soaring Intergroup. The Vice-Chair will maintain a list of all committee chairs and members and report any vacancies to the intergroup.

Secretary:

Must be present at all Service Board and intergroup meetings or arrange for the taking of minutes. The Secretary provides preliminary set of minutes to the Chair for distribution to the intergroup. They will furnish a written copy of the minutes of all business meetings to the Service Board and all Intergroup Reps (Make sure your email address is on file with the Secretary!) and others upon request; keeps an up-to-date collection of the meeting minutes for two years, a list of corrected policies, and Northern Utah OA By-Laws.

Treasurer:

Receives and records all donations and maintains a checking account for the intergroup; provides a written report at each monthly meeting, or arranges for someone else to give the report in the event of their absence from a business meeting. The Treasurer report is to be sent to the Chair in time for the distribution to the intergroup a week before the intergroup meeting.

The Treasurer will also be responsible for maintaining and filing all legal documents regarding the intergroup.

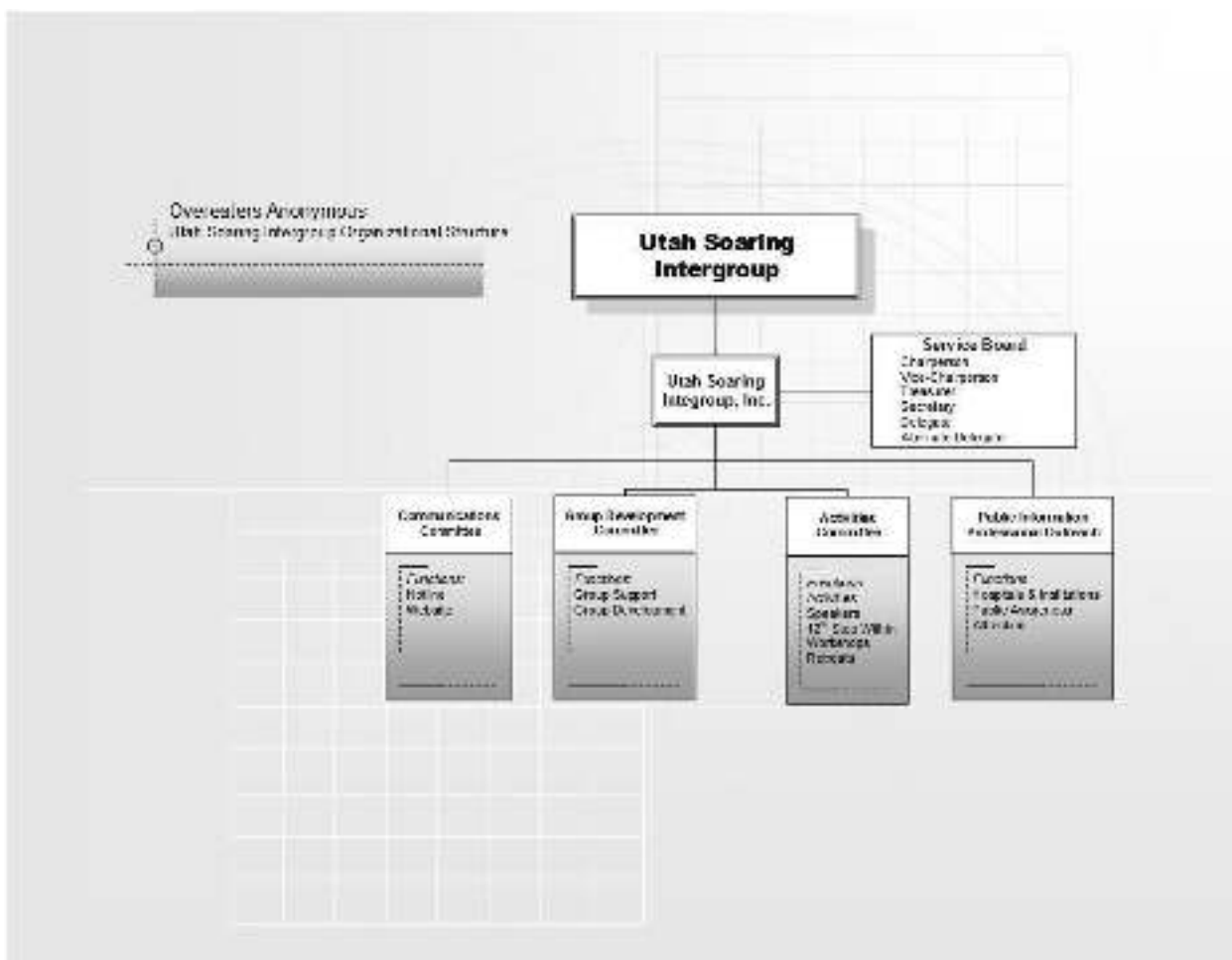
Regional Representative and World Service Business Conference Delegate:

Attends the Region Three Assemblies and World Service Business Conference, representing the Utah Soaring Intergroup and the fellowship. The Delegate will report to the intergroup any WSO information of interest at each intergroup meeting.

Regional Representative and World Service Business Conference Alternate Delegate:

Attends the Region or World Service business conferences in the absence of the Delegate.

Intergroup Committees



Our committees are formed to support the compulsive eater outside the program (PI/PO – Public Information and Professional Outreach) or within the fellowship (Group Development and Activities) and support (Fundraising and Communications).

As a Group Representative you are encouraged to choose one of the committees or subcommittees for your support.

Committee Descriptions

Activities

A highly creative committee! Activities will create, promote and staff a fund-raising event for the Delegate Fund. The activities are generally one day or half-day workshops and seminars on the steps, traditions, tools, just every aspect of living a happy, joyous and free life in the OA program.

Communications

Communications is responsible for getting the word about OA out to the public and keeping the fellowship up-to-date on events and information within the community. It currently supports the public information and attraction by maintaining a hot-line phone service and website. The website and “blaster” email subscription service keeps the fellowship aware of news and events within the program.

Goals and Objectives

The committee’s goals and objectives will comprise the committee’s work plan, which will be approved by the intergroup Service Board.

Goal 1: Continue developing and implementing external communication with and attraction of the public to the purposes of Overeaters Anonymous and the Utah Soaring groups.

Goal 2: Provide up to date communication with the members of the intergroup and publication of information to the fellowship of events, news and policies of Overeaters Anonymous and the Utah Soaring groups.

Goal 3: Be aware of existing technologies and opportunities for the attraction and communication with the public and members of OA.

Time Commitment

Committee members should anticipate giving an average of 2-3 hours per month to complete their activities. The webmaster can expect to spend a significantly greater amount of time depending on needs and commitments to intergroup.

Roles

The Committee Chairperson will:

- Insure the committee’s adherence to all traditions and policies of OA, World Service, and the intergroup by the committee.
- Prepare monthly report to intergroup and transmit to the Secretary at the beginning of the following month.
- Attend the monthly intergroup meeting and present report; answering questions and taking suggestions for the Communications Committee.
- Presents committee action items and recommendations to the intergroup, when necessary, and reports intergroup decisions back to the committee.
- Prepare an annual budget and operating plan and present to the intergroup.
- Monitor and evaluate the committee and sub-committee objectives and work plan.
- Help sub-committees fill staff needs and work with the chairs to plan, budget and carry out their goals.
- Monitor website email address outah.comm@gmail.com for intergroup, region and World Service Organization email.
- Written monthly report of all activities of Communications and its subcommittees. Include this month’s activities, planed changes in the upcoming month and information or support needed from the intergroup.

Blaster

The Blaster is an email subscription service that sends members perhaps weekly information from World Service, Region III, or Utah Soaring. Anyone interested can sign up for the service and will then receive email with current information and events.

The Blaster will:

- Maintain a secure voluntary mailing list of members for OA news.
- Monitor OA WSO and regions for news, events and items of interest and communicate to the mailing list members.
- Work closely with the Webmaster to send announcements of important website changes of interest to the fellowship.
- Review messages suggested by meeting secretaries and intergroup for adherence to the Traditions, checking questionable messages with the Communications Chair, intergroup Vice-Chair, or intergroup Chairperson.
- Blast (transmit) approved communications to the mailing list.
- Be aware of security and privacy policies of all service providers and make members aware of these policies.
- Monitor website email address outah.blaster@gmail.com for intergroup, region and World Service Organization email.
- Written monthly report of messages sent, changes and activities to Committee Chair.

Hotline

The Hotline Subcommittee is responsible for maintaining and updating the Utah Soaring Intergroup hotline. The staff will answer voice-mail requests for information from the public and support the callers with any information and encouragement about the program and help finding a meeting or other ongoing contact to the program.

The Hotline Chairperson will:

- Maintain group of volunteers scheduling a rotation for accepting hotline calls.
- Work with the volunteers on best practices and procedures in talking to those interested in OA.
- Mail newcomer packets to "outliers" – those callers without access to face-to-face meetings.
- Work with hotline volunteers on follow-up to those showing interest in OA.
- Monitor website email address outah.hotline@gmail.com for intergroup, region and World Service Organization email.
- Written monthly report of calls received, interesting stories, accomplishments and activities to Committee Chair.

Website

The website's primary purpose is to support a point of attraction to the public of the purpose and support for the compulsive eater. The website will also provide the public and fellowship with a central point of reference on OA events and program support.

The webmaster qualifications are:

- An entry level (plus) knowledge of HTML5, CSS3, and JavaScript.

- Willingness to grow and extend technical abilities.
- Willing to explore new programming and design tools.
- A craftsman attitude toward their work.
- A commitment to documenting their work for the next volunteer.
- Able and willing to take direction from the intergroup.

The webmaster will:

- Maintain the Utah Soaring website insuring all information presented is accurate and up to date, especially meeting lists.
- Insure the training and participation of a second web developer.
- Insure the continuous registration of the domain name "oautah.org".
- Evaluate and select web hosting service providers for continuous presentation of the website to the public.
- Obtain and keep current the OA permission to use the OA logo.
- Create a website technical information document that includes login and passwords, vendor identification, process instructions, and other important information.
- Work with Vice Chairperson to have an accurate, up-to-date list of meetings.
- Monitor website email address oautah.website@gmail.com for intergroup, region and World Service Organization email.
- Written monthly report of all website changes and activities to Committee Chair. Include this month's website changes, planed changes in the upcoming month and information or support needed from the intergroup. Give any other changes and activities.

Group Development

Group Development will provide support and ideas to our local groups for attracting and retaining membership. Its main goal is the development of strong groups and an active fellowship.

Public Information and Professional Outreach

The PIPO Committee informs the public about our program. It tells professionals and others who work with compulsive overeaters about OA. Provides information about our Fellowship to the local community via media such as newspapers, magazines, radio and TV. Arrange booths at local health fairs. HIPM Committee carries the OA message to schools, hospitals, institutions, prisons, and military.

Committee Chair Guidelines

The intergroup, basically, only has real meaning and importance to the fellowship in the committees and the work that they do. Other than the duties and service of the Delegate and Alternate Delegate, each of the service board positions (Chair, Vice-Chair, Treasurer, and Secretary) perform tasks that serve to coordinate, finance, and guide the committees. Without the committees there would be no public or professional outreach, activities, phone hot-line, website, or group strength guidance and support.

To be effective, we need to carry the tremendous energy and enthusiasm of our monthly meetings (and the meeting after the meeting) forward through the month as well as beyond the month into a long-term plan and direction. No one planning session, workshop, or website can accomplish anything of lasting value. Nor can one direction or goal provide much service. Generating public interest alone cannot be of value if meetings are chaotic and isolated.

To help make the intergroup effective in its purpose, the Service Board put together a set of guidelines. The purpose was to warn of issues that could negatively impact the committee and to help the committee from becoming isolated, frustrated, and ineffective.

The first thought was to try to suppress the “I must do it all” thinking we are so good at. Indeed, the Chair position can be tremendously rewarding when they have a committee that is accomplishing, and the Chair is just facilitating and guiding. It is more than difficult to step back and say: “I will do none of the work.” It is painful; just ask your intergroup Chair. But it is important for so many reasons.

Next, we really need to communicate. The committees have been organized into areas of responsibility. There is the outward-facing PI/PO, the internal support of Group Development, the cross-cutting Activities that provides training and motivation, and the supporting Communications providing tools and services.

Intergroup has discussed the need for reporting and has asked that each committee provide a monthly summary of what has been accomplished the preceding month, what is intended for the following month and what problems or support is needed to make the expected goals. Reporting gives focus, accountability, communication, and direction. Reporting should be directed to where the committee is going and will be doing and what help is needed to do it. Describing what was done is only important in expressing gratitude to those that devoted time and energy to achieving the previous goals. It’s not so much describing what-was-done that is needed but where-we’re-going.

The requirement for a committee member being present at intergroup is primarily to lead the discussion on the committee’s goals and needs. The meeting is a tremendous well of energy and enthusiasm. It is where the committee can get ideas, set direction, and get help.

Format of Intergroup Meetings

The primary purpose of the Utah Soaring Intergroup is to make decisions that will support the groups and fellowship of Overeaters Anonymous and help the groups thrive.

When we work together like this we need to decide what to do and decide it in a fair and non-contentious way that allows all interests to be heard and all to feel that they were able to arrive at a decision that was made with love and understanding.

To arrive at a fair outcome and consider the views of a large group we’ve adopted a rather formal but well-respected structure of rules to govern our decision making and lay them out to our members so that the process is well defined and understood.

The basis for our decision-making process is *Robert's Rules of Order*, a document laid out originally by Henry Robert in February of 1876. He was an officer in the regular Army and was asked to preside over a meeting held by a church in his community at the last moment. It did not go well. Major Robert decided to set up a guide to the parliamentary process that would help others unfamiliar with conducting meetings. Thus, the original *Robert's Rules of Order*.

In the interest of order and fairness a paradox appears: to preserve freedom, the organization must impose regulation.

Each organization that needs some formability will take from *Robert's Rules of Order* the salient points that apply to their group and apply it to conducting their business. Our central organization, Overeaters Anonymous, had done this at their beginning and codified the rules in the World Service Office bylaws and policy manual. In their rules, they require that each of the regions and Intergroups form their business processes in accordance with the bylaws of Overeaters Anonymous and submit their bylaws for approval.

We'll abbreviate *Robert's Rules of Order* as RRoO, from here on out.

Bylaws of Utah Soaring

The first step to defining the Utah Soaring Intergroup is our bylaws. This document is available in the Group Representative, Committee Chair, and Service Board manuals. You can also find it on our website or obtain a copy from the intergroup Chair or Vice Chair.

The bylaws describe the organization Utah Soaring Intergroup of Overeaters Anonymous and must be modified by a very formal vote of two-thirds of the members of the intergroup attending the vote. But how they are amended is one of the topics of the bylaws itself and so this is not the "official" explanation.

The current version of our bylaws can be found at <http://oautah.org/downloads.html>.

Standing Rules of Order

The standing rules of order are the Robert's Rules of Order (RRoO) rules of holding a meeting as adopted by the Utah Soaring Intergroup. We like to keep the meetings as free-wheeling as possible, but some formality is necessary to keep the meeting going smoothly.

Agenda

The intergroup Chair is responsible for drawing up an agenda for the meeting and getting it to you a week before the meeting. The agenda will consist of:

1. An opening
2. Approval of the previous meeting's minutes
3. Approval of the Treasurer's report for the previous month
4. Delegate's report on events and information from OA's World Service Organization (WSO) and our region
5. Committee reports
6. Unfinished business
7. New business
8. Closing

The agenda you receive every month before the meeting will detail the different elements for each of these topics for the upcoming meeting.

If you or your group has topics that you want intergroup to discuss, notify the Chair as soon as possible so that your suggestions can be added to the agenda.

Discussions

Discussions are usually quite open. One of our rules is that we ask the Chair for recognition by raising our hand (or other means, but raising our hand is most appropriate). Remote attendees will signal the person at the intergroup end of the computer hookup. The Chair will recognize the request by giving the name of the requestor. The reason for this is first to insure everyone is acknowledged and can present their opinion in an orderly fashion. It will prevent side conversations. It also gives remote attendees the name of the person who will be speaking.

Decisions

Decision making is a different and formal process. When intergroup is making a decision that will change any aspect of OA for our organization, groups, or fellowship we move from discussion to a formal process where we make an explicit motion that is recorded in the minutes, seconded by another voting member of intergroup, then debated, perhaps amended, and then voted on by the voting members of intergroup that are present. RRoO and our intergroup bylaws govern this process, but we can outline them here.

Robert's Rules of Order Summary Version

For Fair and Orderly Meetings

RRoO provides common rules and procedures for deliberation and debate to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the meeting. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative meetings requires all questions to be thoroughly discussed before taking action!

The meeting assembly rules - they have the final say on everything! Silence means consent!

- Obtain the floor (the right to speak) by being the first to raise your hand when the person speaking has finished. (Raising your hand while another has the floor is out of order.) You then must be recognized by the Chair before speaking.
- Debate cannot begin until the Chair has stated the motion or resolution and asked, "are you ready for the question?" If no one objects, the chair calls for the vote.
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he or she pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair.
- The member moving the "immediately pending question" is entitled to preference to the floor.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are merely recommendations.
- When presented to the assembly and the question is stated, debate begins, and changes occur.

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.
- **Point of Information:** Generally, applies to information desired from the speaker: "I should like to ask the (speaker) a question."

- **Orders of the Day** (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists includes size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - the **previous question** (also known as "calling for the **question**", "calling the **question**", "close debate", "calling for a vote", "vote now", or other similar forms) is generally used as a motion to end debate on a pending proposal and bring it to an immediate vote.
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or

length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

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