NEW DISTRICT 15 GENERAL SERVICE PACKET

Welcome to District 15 General Service!

"Keepin It Green In District 15"

MAKE-UP OF DISTRICT 15 *(see chart of District 15 Structure in this packet)*

- 5 Officer Positions: (1) Chairperson, (2) Alternate Chair, (3) Treasurer, (4) Registrar, and (5) Recording Secretary.
- 6 Sub-District DCMs and
- 8 Standing Committee Chairs: (1) Archives, (2) Corrections, (3) Grapevine, (4) Literature, (5) PI/CPC (Public Information/Cooperation with the Professional Community), (6) Accessibility (Special Needs), (7) Treatment and (8) Website.
- Intergroup Liaison (At Large Position)
- GSRs who represent their groups. (*Unfortunately, not all groups have a GSR)*

NOTE:

- Individuals holding District 15 Officer positions, a DCM position, or a Standing Committee Chair are subject to removal after three (3) consecutive unexcused absences from the regular monthly District 15 Business Meetings.

SOBRIETY REQUIREMENTS

District Officers:

- District Chairperson, Alternate Chair and Treasurer - a minimum of five (5) years continuous sobriety
- Registrar, and Recording Secretary – a minimum of three (3) years continuous sobriety

Committee Chairs:

- Standing Committee Chairs - a minimum of two (2) years of continuous sobriety and at least one (1) year of involvement in the committee. For Alternate Chairpersons one (1) year of continuous sobriety is required.

DCMs:

- DCM and/or an ACM - a minimum of two (2) years continuous sobriety.

It is recommended that any person standing for a District 15 officer position (Chairperson, Alternate Chair, Treasurer, Recording Secretary or Registrar have previously served in at least one of the following positions: DCM, ACM, GSR, or Alternate GSR. and have at least one (1) year experience in District 15 service.

POSITION RESPONSIBILITIES

Chairperson (included but not limited to)

- Preside at all District 15 meetings
- Conduct all meetings using established parliamentary procedures as outlined in the A.A. Service Manual to ensure proper and efficient order.
- Prepare brief, factual, written district reports for presentation at the South Florida Area 15 General Service Quarterly Business Meeting.
- Coordinate geographic assignments of Groups. Assure that each Group is assigned to a Sub-District.
- Attend the District Chairpersons' Committee meeting at each South Florida Area 15 General Service Quarterly and report findings to district.
- Monitor the voting of District personnel at South Florida Area 15 General Service Quarterly Assembly Meetings for purposes of accurate representation.

NOTE:
Helpful hints based on experience of persons that held this position are:

a) Become familiar with the "A.A. Service Manual"
b) Have some knowledge of procedures to facilitate a meeting (Robert's Rules)
c) Ability to delegate tasks when necessary

Alternate Chairperson (included but not limited to)

- All the duties of the Chairperson in his/her absence.
- Make an effort to attend District Chair Meetings at the South Florida Area 15 General Service Quarterly Business Meeting.
- Serve as Special Events Coordinator

NOTE:
Helpful hints based on experience of persons that held this position are:

a) Have time to coordinate and oversee District events, e.g., Anniversary Dinner in March, Founder's Day in June, and Gratitude Dinner in November
b) Able to negotiate with personnel in charge of facilities when contracting for District 15 events
c) Good people skills (play well with others)
d) Ability to delegate tasks/responsibilities associated with events

Treasurer (included but not limited to)

- Deposit all contributions in a designated checking account.
- Pay all authorized District 15 expenses by check.
- Prepare a comprehensive monthly cumulative written report of all receipts and expenses for presentation at the District Business Meeting.
- Keep all receipts, vouchers and checking records for a minimum of three (3) years.
- Be responsible for booking rooms for Area 15 Quarterlies.
- Submit an annual budget of projected income and expenses.
- Attend the District Treasurers' Committee Meeting at each South Florida Area 15 General Service Quarterly and report findings to district.
- Perform any other duties that may relate to finance at District 15.

NOTE:
Helpful hints based on experience of persons that held this position are:

a) Be proficient in Excel
b) Be willing to learn other software applications that may need to be used to track finances
c) Take time to regularly retrieve mail from P.O. Box

Recording Secretary (included but not limited to)

- Prepare minutes of monthly business meetings.
- Distribute copies of the minutes of each business meeting as soon as practical to the District members ***(at least 3-weeks before next business meeting)***
- Maintain records of attendance at monthly business meetings of DCM's, ACM's, GSR's, Alt. GSR's, Officers and Committee Chairs.
- Maintain record of motions at the District level.
- Submit an annual budget of expenses.
- Attend the District Recording Secretary's meeting/workshop at each South Florida Area 15 General Service Quarterly and report findings to district.

NOTE:

Helpful hints based on experience of persons that held this position are:

a) Have at least 8-hrs. a month to compile minutes, make changes to the "Book of Motions" when necessary, and create & update an email list for distribution to District 15 trusted servants.
b) Good organizational skills
c) Proficient in Word and Excel
d) At every District 15 Business Meeting, get a list of those in attendance for updating the list of District 15 Trusted Servants with Position, Name, Phone #, & Email

Registrar include but are not limited to:

- Maintain current records of all Groups in the District, including group name, meeting location, time, and G.S.R. or group contact.
- Maintain current records for names, addresses, and phone numbers of all elected officers, Committee Chairs, GSR's. and DCM's.
- Submit all current information of elected officers, Groups, and Committees to the Area 15 Registrar.
- Attend the District Registrar's meeting/workshop at each South Florida Area 15 General Service Quarterly and report findings to district.
- Individuals holding this office are subject to removal after three (3) consecutive unexcused absences from regular District business meetings.

NOTE:

Helpful hints based on experience of persons that held this position are:

a) Have passable computer skills
b) Be willing to learn or have a slight understanding of data bases
c) Have 1 to 4 hrs. a month to perform core required duties

DCM (included but not limited to):

- Provide a forum to communicate with GSR's and groups within their Sub-District.
- As voting members, attend the South Florida Area 15 General Service Sunday Business Meeting to carry the voice of groups that do not have a GSR or can't afford to send their GSR.
- Attend the DCM Sharing Sessions at each South Florida Area 15 General Service Quarterly and report findings to their Sub-District.

NOTE:

Helpful hints based on experience of persons that held this position are:

a) Have time to visit and be available to the groups in your Sub-District.
b) Be diligent about giving information regarding upcoming District & Area Motions so they can make an informed decision.
c) Be willing to report results of motions and other business affecting groups or A.A. as a whole.
d) Be willing to share your learning experience from attending Quarterlies or District events.

Standing Committee Chairs (include but not limited to)

- Conduct monthly meetings with their committee members.
- Attend their respective meeting/workshop at each South Florida Area 15 General Service Quarterly and report findings to district.
- In general, the chairpersons and members of the standing committees have discretion within their area of responsibilities to best accomplish their objectives by following the standing committee workbooks.

NOTE:

Some helpful hints based on experience of persons that held these positions are:

a) Be willing to devote the time and energy to make your committee most effective.
b) Learn all you can about your committee and how it can "Carry the Message"
c) Keep an open mind and be receptive to new ideas.
d) Reference the *Workbooks provided by GSO* pertaining to the Committee you chair. They will be part of your kit but can also be accessed on the aa.org website.
e) Be willing to set-up displays at District 15 events and answer questions about your committee.
f) Make a conscious effort to recruit enthusiastic committee members.

Standing Committee Chairs in District 15 make up the body of the Standing Committees in South Florida Area 15; however, we do not have all the Committees that are part of Area 15.

STANDING COMMITTEES

Archives Committee: It would be helpful if the Committee Chairperson has some archival experience. Their responsibilities include: to receive, classify, and index all relevant material, such as administrative files, correspondence, literary works considered to have historical importance to District 15. Any member of A.A. is eligible to be a member of the Archives Committee. The Committee, when requested, provides displays at District Events, Group anniversaries, or at Group requests. The Archives Committee also records the audio memories of long timers at speaker meetings and individually.

Corrections Committee: The Corrections Committee is responsible for placing meetings in Federal, State and County prison facilities wherever possible and for holding A.A. meetings in these facilities on a regular basis. The Chairperson attempts to form and keep communications ongoing with the facility and to schedule individuals for orientation classes to learn proper conduct in the facilities and how and what will be allowed in the meetings when A.A. visits. The main purpose of the committee is to carry the AA message of recovery to the in-mates that cannot attend our meetings outside the walls. Volunteers need only be willing to stay sober, carry the message of A.A. and have at least one year of continuous sobriety. They also need to be cleared through the Florida State Department of Corrections.

Grapevine Committee: The Grapevine Committee promotes subscriptions to the AA Grapevine, the International Journal of Alcoholics Anonymous and LaVina, a bimonthly publication for Spanish-speaking members of A.A. We call them "our meeting in print". The committee coordinates with group Grapevine Representatives; stays abreast of Grapevine activities at the Area and GSO levels, maintains a Grapevine display for group or other AA functions.

Literature Committee: The Literature Committee is responsible for reviewing and discussing changes in our literature. Any of these recommendations are brought to the attention of our Area delegate every April through the Area Literature Committee. It is also responsible to provide and maintain a display of current literature for all District 5 events. Committee members are any AA who wants to get involved in service work and enhance their sobriety. It is recommended that GSRs and their alternates be involved on a Committee during their term in service.

PI/CPC: *(Public Information & Cooperation with the Professional Community)*: Volunteers on this committee fulfill speaking engagements at non-AA functions, such as D.U.I. schools, community organizations and schools. The committee's primary goal is to provide information about AA to those who have contact with alcoholics through their profession. Examples are clergy, lawyers, social workers, physicians, nurses, union leaders and industry managers, as well as those working in the field of alcoholism. It is the committee's endeavor to find creative and productive ways of effecting cooperation without affiliation, between AA and the professional communities in our District.

Accessibilities/Special Needs Committee: The purpose of the Accessibilities/Special Needs Committee is to carry the message of Alcoholics Anonymous to members who are blind or visually impaired; physically impaired, deaf or hard of hearing; chronically ill or home bound, and those who are developmentally or physically disabled.

Treatment Committee: The Treatment Committee places and coordinates restricted A.A. meetings for clients/patients in Treatment Facilities throughout District 15. Individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities work through this committee. The Chairperson is responsible for making first contact with the facility and then a committee member acts as coordinator for that facility.

At times people in treatment request help getting to their first A.A. meetings after release from the facility. The Committee coordinates a "Bridging The Gap" program, matching volunteers with these new people in the individual's community, wherever that may be.

Website Committee: The Website Committee is responsible for maintaining the District 15 website, and updating the information contained in our website, located at www.aapasco.org. The committee consists of a Web Chair and/or Webservant and other volunteers. It meets to discuss any needed changes, and to ensure our 11th and 12th Traditions are adhered to when posting any information on the website.

The District Standing Committees are not autonomous nor self-supporting. Each committee will submit a proposed yearly budget of expenditures for the next calendar year by November for approval by the body.

Helpful Information for all positions

- Understand that standing for any position requires a commitment of time and dedication to perform the duties of the position.
- Be willing and have the time to attend District 15 Business Meetings on the 3rd Tuesday of each month.
- Be willing and have the time to attend and participate in the South Florida Area 15 Quarterly Assemblies and the workshops related to your position. Quarterlies are held in January, April, July, and October.
- It is suggested that DCMs and Standing Committee Chairs make an effort to recruit an Alternate for your position. The Alternate can fill in for you when necessary so there is no gap in service to our membership.
- For all positions, it is strongly suggested to have the following: 1) access to or own a computer, 2) some computer skills, 3) access to Wi-Fi (Internet), and 4) an email address.
- It would be very helpful to have reliable transportation.

VOTING PROCEDURES

- The election of officers shall be by "Third Legacy Procedure". Each candidate will be given the opportunity to state his/her qualifications. Where there is more than one candidate for an office, the voting shall be by written ballot. If only one candidate is standing, election will be by show of hands and the candidate must receive a majority vote of eligible voters.

- The Chairperson or the Alternate Chair in the Chair's absence shall vote ONLY in a tie vote.
- All GSR's or Alternate GSR's (AGSR) in the GSR's absence, all DCM's or ACM's in the DCM's absence, and Committee Chairs or Alternates in the Chair's absence shall have the right to vote.

In the spirit of rotation, terms of office for all District positions is two (2) years beginning on the 1st of January following October elections. The exception is if a person began serving a vacated position with less than one (1) year remaining, they may stand to continue serving in that position.

***TO THE GSR** (General Service Representative)*

The GSR is elected within their group and should be financially supported by their group to attend the Area 15 General Service Assemblies. As you grow in your GSR responsibility, your perspective of the Fellowship will broaden, you will make many friends, and your sense of gratitude will deepen. While all this might be new and confusing, stay with us and give us the opportunity to help you understand. We will try to make it as easy as possible for you to understand the principles and concepts of General Service. This work requires, time, patience and love, as it is with all step work. You might be surprised to find that you enjoy general service and feel that you are truly a part of the whole *(see chart of GSO Structure in this packet).*

When you register your name with the District 15 Registrar your name will be listed as contact for your group in the next printing of the Eastern US A.A. Directory. The General Service Office of Alcoholics Anonymous in New York will send you a GSR kit of valuable information, plus the bimonthly bulletin Box 4-5-9. You will receive other mailings from GSO. Share this material with your group. Remember, you are your group's link to A.A. as a whole.

The person to contact for guidance or assistance (in addition to your service sponsor, if you have one) is your District Committee Member (DCM). Your DCM will be able to assist you with any questions that you may have or that may arise in your home group. Your DCM is also available to attend your home group's business meeting, if you ask. It is important to attend District 15 business meetings that are held on the third Tuesday of every month at 6:30pm in the Central Office Meeting room at 7119 U.S. 19, New Port Richey, FL. 34652.

A South Florida Area 15 General Service Assembly and Business Meeting is held every three months at alternating locations such as Tampa and Boca Raton. These meetings bring all 19 Districts in Area 15 together to discuss carrying the message and share the experiences and business of South Florida Area 15, and A.A. as a whole. Many groups encourage their GSRs to attend these Quarterlies and help defray some or all the costs.

In District 15, and in the South Florida Area 15, we use the "A.A. Service Manual" as our guideline for general business structure. We also combine some basic parliamentary procedures. We have included a Glossary of Terms in this packet to familiarize you with some of the words you will hear in Business Meetings.

On page S25 of the Service Manual you will find what a GSR is (a vital link), what a GSR does (the voice of the group conscience), general qualifications (in District 15 usually one year sobriety, but that's up to each group) and a list of GSR duties.

Exception to the information in the Service Manual is:

- aside from supplying your DCM with group information, you will also need to give your groups' information to the District 15 Registrar who handles this responsibility. The Registrar will send the information to the Area 15 Registrar who will send it to G.S.O. in New York.

We ask that groups do not send forms directly to New York.

District 15 Business Meeting Format

The District 15 Business Meeting is opened with the Serenity Prayer followed by the reading of the Preamble, Tradition of the month, Concept of the month, the Unity pledge and the Responsibility Statement. Reports are given by Officers, Standing Committee Chairs, DCMs and GSRs. Discussion or questions regarding reports given are then addressed.

Any new business decisions and actions should be brought before the district in the form of a motion by a member. All motions should be in writing and submitted to the secretary or chair three (3) weeks prior to the business meeting.

A good motion should try to include all information necessary to making an intelligent decision and understanding the resulting action. Ideally, a motion should be short, concise and include:

a) WHAT – what exactly is to be done?
b) WHO – who will do what needs to be done?
c) WHEN – when is "it" to be done?
d) HOW – how much will "it" cost; where will the money come from?
e) WHY – Background information supporting reasons for the recommended action.

Steps to the motion process

a) The motion maker reads the motion and background information
b) The motion is seconded; that is, another member, without waiting for recognition, says "I second the motion" or just "Second!" Such action does not mean that the person endorses the motion, but only that he/she wishes to have the motion considered.
c) At this point the chair opens discussion on the motion, and nothing else is done until the process is completed. After discussion and before any vote on the motion, the motion maker may feel the need to withdraw the motion or to amend the original motion.
d) The motion maker will be asked to read the amended motion and will need to be seconded. It will then be brought to the floor for discussion and a vote.
e) If the vote is not unanimous, the chair will ask for a "Minority Opinion" and those opposed can speak on the issue. Sometimes that minority opinion is so compelling that it will change the mind of one or more of the people who voted in the majority. In that case, the chair can call for a second vote on the motion.
f) The chair will ask the motion maker to restate the motion. Then a vote by show of hands will determine if the amended motion passed or failed.

About The Area Assembly

District 15 is a part of South Florida Area 15 *(see map of Area 15 in this packet).* An Assembly is a meeting of all the Districts in the Area. These meetings are held quarterly, usually in January, April, July and October. They are held at alternating locations such as Tampa and Boca Raton and they are hosted by various districts.

Currently South Florida Area 15 has two Linguistic (Spanish) Districts, #17 & 18, overlapping geographical districts on the east coast.

Registration for the Quarterly usually starts around 4pm on Friday and continues to Sunday morning. The Assembly agenda usually looks something like this:

- FRIDAY NIGHT: Speaker Meeting, English and Spanish Night Owl meetings
- SATURDAY: Starts with a 7am Early Bird meetings. Other meetings and workshops follow such as the Concepts Workshop, Committee Meetings (Archives, Treatment, Corrections, etc.), Workshops on Traditions and the Service Manual, and Sharing sessions and workshops for GSR's and DCM's. Saturday ends with a Banquet and Speaker Meeting, and a Night Owl discussion meetings.

- SUNDAY MORNING: Business meeting for South Florida Area. Your Group Conscience is carried by your vote. GSRs have the right to participate in discussions at the microphone. However, GSRs need to work with their DCM if they wish to make a motion at the Area level.
- SUNDAYAFTERNOON: In April, the Assembly reviews agenda items for the General Service Conference later that month, where Area 15 is represented by our Delegate. Every even numbered year, in October, there is an Election Assembly to elect Area officers for the next two years.

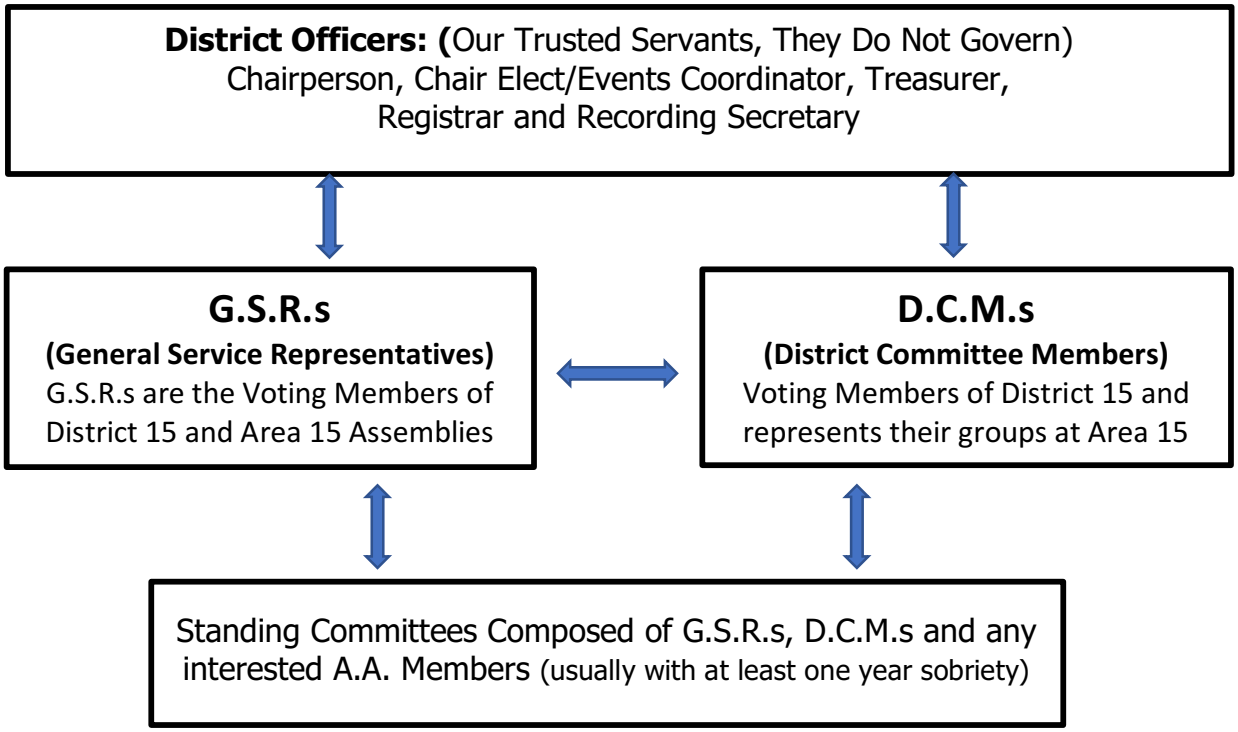
As the GSR for your group, attending the workshops offers the opportunity to meet with other GSR's for the sharing of ideas and experiences. They also assist you in keeping your group informed and help you be better able to guide them in using the Traditions. These workshops will help to assure the unity of your group and A.A. as a whole.

The Service Manual suggests that the group support their GSR in attending these meetings, including financial support, in the spirit of being self-supporting. Some groups pay the entire cost for the GSR to attend, if they are able. Others pay only a part, usually one night's hotel room. The point is that your group be aware of their responsibility and the benefit to them, if you attend the Assemblies, and that the informed Group Conscience prevails.

If your group is new, or uninformed about these matters, you might suggest that your DCM be invited to attend a business meeting and to answer their questions.

DISTRICT 15
GENERAL SERVICE STRUCTURE

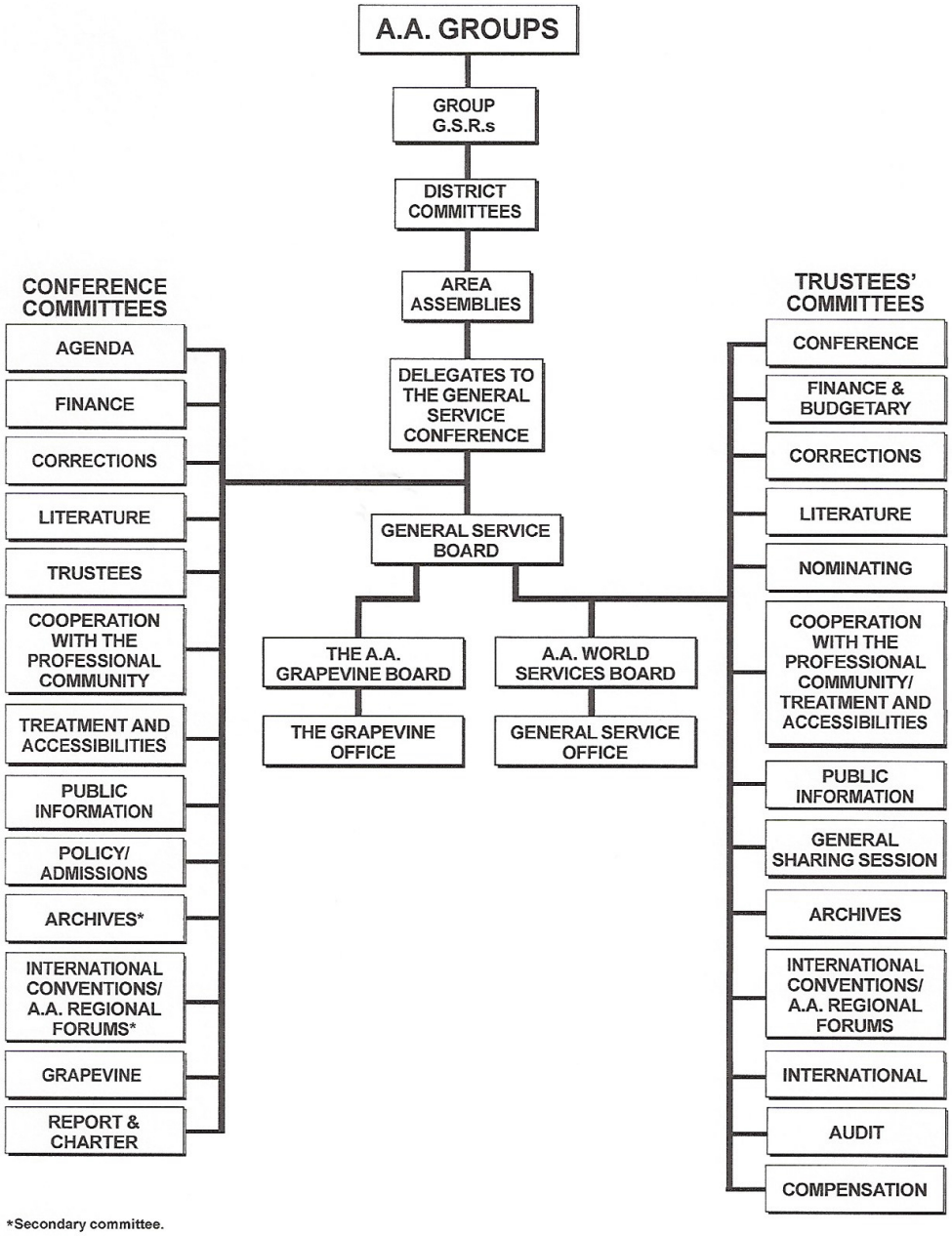
Tarpon Springs, Holiday, New Port Richey, Port Richey and Hudson



- **Archives**
- **Corrections**
- **Grapevine**
- **Literature**
- **PI/CPC**
- **Accessibility/Special Needs**
- **Treatment**
- **Website**

Service Material from the General Service Office

The General Service Conference Structure (U.S. and Canada)



*Secondary committee.

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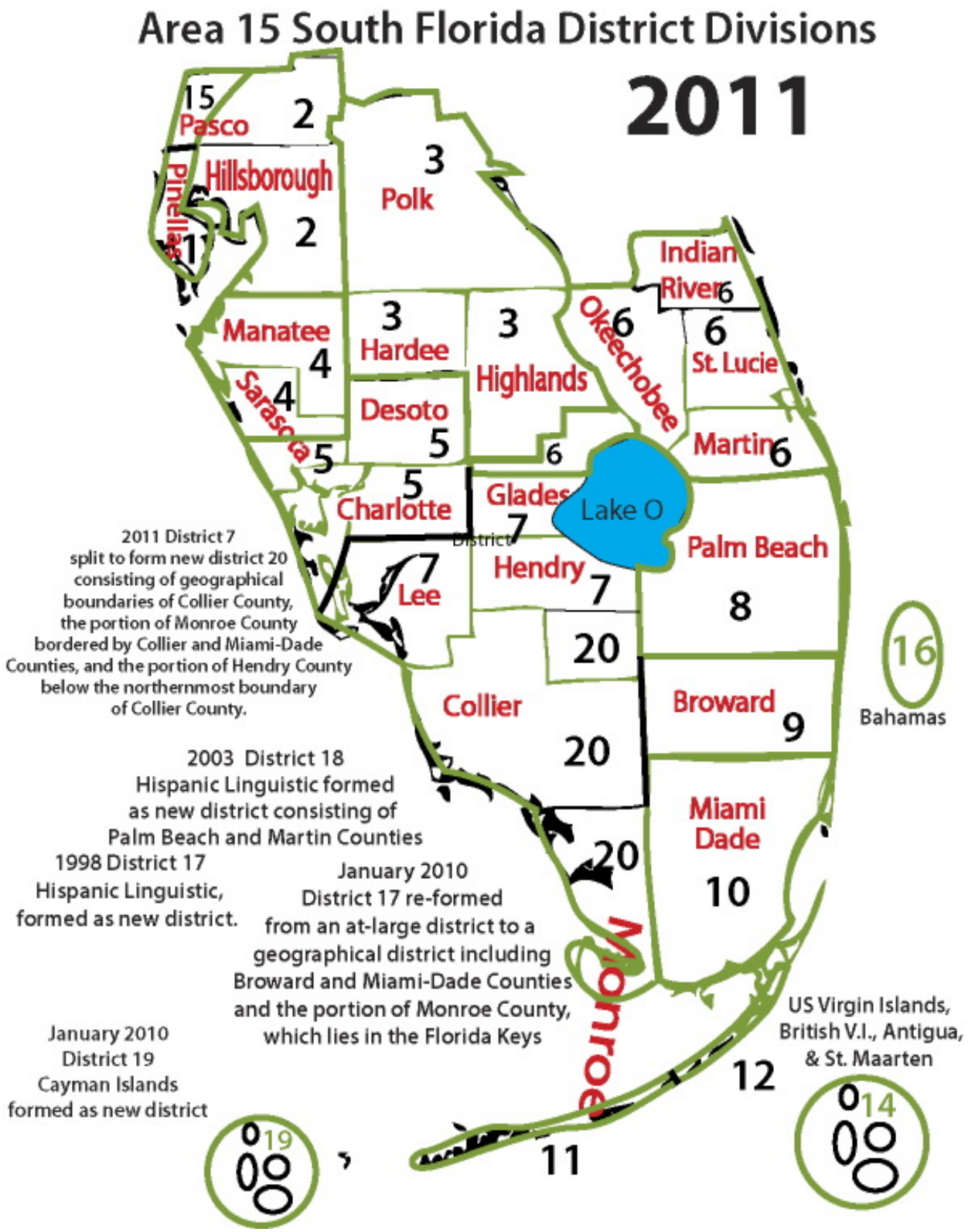

Suggested Reading

*** A.A. Service Manual / Twelve Concepts for World Service**

This publication includes the Conference Charter and the Bylaws of the General Service Board

Important pages:

- Page S16: Chart of the General Service Conference Structure
- Page S19-21: Conference Language (Glossary of terms)
- Page S26: description of the position of G.S.R
- Page S20: Why Do We Need A Conference?
- Page S51: Leadership in AA: Ever a Vital Need
- Page S54: Can the Conference Act for A.A. as a Whole?
- Page S92-93: Area Map of U.S. and Canada
- Pages S122-124: Index
- After the Index: Twelve Concepts For World Service, Short Form
- Pages 1-3: Introduction and History of the 12 Concepts

Books:

- Twelve Steps and Twelve Traditions
- A.A. Comes of Age

Pamphlets:

- The A.A. Group *
- G.S.R. *
- A.A. Tradition – How It Developed
- The 12 Traditions Illustrated The 12 Concepts Illustrated
- Self-Support: Where Money and Spirituality Mix *
- You're A.A. General Service Office (F-6) *

Web Sites:

- www.aa.org
- www.area15aa.org
- www.aapasco.org * (Some Business Documents are Password Protected) **

***** included in your GSR Kit from GSO

****** Contact Webchair at wedchair@aapasco.org for documents password

Group Contributions: Where They Go & How They Help:

All this work is possible through the spirit of self-support found in the Seventh Tradition of Alcoholics Anonymous: "Every A.A. group ought to be fully self-supporting, declining outside contributions." Your Group's Contributions do many wonderful things.

General Service Office: General Service Office P.O. Box 459 Grand Central Station New York, NY 10163-0459	1) Carries the A.A. Message Worldwide 2) Prints and sells all A.A. Literature (including **free** Pamphlets and hand-out packets) 3) Organizes yearly delegates conference 4) Network information for International Conventions 5) Covers all office expenses 6) Provides directories of all registered A.A. groups, Intergroup and Central Offices
South Florida Area 15 General Service: Treasurer Area 15 Panel 67 PO Box 56 Sebring, FL 33870-0056 **Note:** This address changes with the 2-year rotation when new officers are elected.	1) Carries the message of our primary purpose to all AA Groups and members in South Florida 2) Holds Quarterly business meetings and Assemblies throughout South Florida at which Committees of AA meet to exchange experience, strength and hope for carrying the AA message everywhere we go. 3) The Area funds most Area Committees, reimburses some Area Committee member expenses for Quarterlies, pays Delegate expenses for Quarterlies and the yearly General Service Conference in New York.
District 15 General Service: General Service District 15 P.O. Box 692 Elfers, FL 34680	1) Carries the AA message of recovery to Tarpon Springs, Holiday, New Port Richey, Port Richey and Hudson through meetings, committees, workshops and various other activities where demonstrations of sobriety and unity are shown to bring alcoholics to a new way of living. 2) Funds District Committees, provides funds for specific District functions, holds a monthly District Meeting on the third Tuesday of each month, and reimburses District Committee Members and certain trusted servants for attending Area Quarterlies 3) Once every two years the District can bid on hosting the South Florida Area Assembly. Hosting the Assembly gives the groups and their members an opportunity to actively participate in service and fellowship.
Intergroup: Intergroup Service Committee 71721 U.S. Hwy 19 New Port Richey, FL 34652	1) Provides phone service by recovering alcoholic volunteers 2) Prints meeting lists for all groups or meetings desiring publication 3) Provides some free pamphlets and has literature for sale 4) Responsible for producing the local newsletter "0777" 5) Is a great 12th Step resource Co-ordinates with District Committees

**** INCLUDE YOUR GROUP NAME and GROUP SERVICE NUMBER WHEN MAILING CONTRIBUTIONS! ****

Check with your Registrar if you don't know your group number.

Glossary of Terms

Additional terms are in the Service Manual on pages S19 - 21

Agenda: Order of business; program for a business meeting.

Ad Hoc Committee: Committee established for a specific purpose or a particular case.

Adjourn: To end a meeting.

Announcing the Vote: In announcing the vote on a motion, the chair should:
1) Report on the voting itself, stating which side has prevailed;
2) Declare that the motion is adopted or lost; and
3) State the effect of the vote or order its execution.

Body: those present at the meeting; the voting members.

Carries: Passed or adopted; used in referring to affirmative action on a motion.

Chair: The Chair, Chairperson: To preside over; the presiding officer.

***Commit**: To refer to a committee.

Committee of the Whole: Designation of all the members present at a meeting as members of an ad hoc committee; working as a committee of the whole allows an assembly to function informally. How the April (pre-Conference) Assembly is conducted.

Convene: To open a session.

Floor: the right to have the attention of the group. Thus, when a motion is "on the Floor" it is the topic to which everyone should direct their attention. When a member "has the floor" he /she has the opportunity to exercise his speaking rights and should be given attention.

Germane: Closely related, relevant; amendments and debate must be germane to the question at hand.

Main Motion: A motion that brings before the body some new subject upon which action of the assembly is desired.

Majority: There are two types of majority votes. First is "**simple majority**" which is a win by one vote, and the second is "**substantial unanimity**" which is 2/3 of the voting body. Simple majority may be used to get a general opinion of the body. It is all that is needed to table a matter, amend a motion, or adjourn the meeting. At the other end is unanimity which is a true consensus of the entire body with most everyone in agreement. "Substantial Unity" of 2/3 of the body, in most cases, is needed to pass a motion.

Meeting (business): An official gathering of members in one place to transact AA business for a period during which there is no interruption longer than a recess.

Minority Opinion: is known as "Right of Appeal": Strictly speaking, a democracy operates on the will of the majority, no matter how slim that majority may be. However, in A.A., we increase the actual spirit of democracy with special concessions to the feelings of the minority. The well-heard minority is our chief protection against the uninformed, misinformed, hasty or angry majority. Once a vote has been taken on a motion, the minority ALWAYS has the opportunity to speak from the floor. If someone in the majority would then like to change their vote, it becomes a motion to reconsider which needs to have a second. It is then open to further discussion before a new vote on the original motion is taken. It is not amendable and requires the same type of vote (majority or 2/3) as the original motion. Keep in mind that no vote is ever completely final as the motion can be rewritten and presented at a later date.

Minutes: Written records of the business meeting.

Motion: A proposal by a member in the meeting that asks the body to take a particular action.

Obtaining the Floor: Securing permission to speak.

Order or In Order: Correct, according to rules of parliamentary procedure.

Pending Question: A motion awaiting decision.

Point of Information: Request for information concerning a motion.

Precedence: or take precedence: Priority in rank; to outrank. Applies to motions. If motion B takes precedence over motion A, then motion B is "in order" and motion A is pending and temporarily yields to motion B. When motions are put to the vote they are in the sequence of "last made, first voted".

Question: When a member exclaims, "I call the Question!" they are calling for a vote on a motion.

Recognize: To give permission for someone to speak from the floor.

Rescind: To repeal, annul, cancel, or revoke formally.

Second: To indicate support for consideration of a motion by saying: "I second the motion."

Table: Putting in the care of the secretary; thus, laying on the table means entrusting to the care of the secretary, to be considered at a later date, after further study. It is usually dealt with as Old Business on the agenda for the next scheduled meeting.

Unanimous (or General) Consent: A means of taking action on a motion without a formal vote. When a presiding officer perceives there is little or no opposition to a motion before the body, business can often be expedited by the chair's simply calling for objections, if any. If no objection is heard, the motion is adopted; if even one member objects, the motion is brought to a formal vote by the usual procedure.

Voice Vote: A vote taken by having members call out "aye" or "no" at the chair's direction.

Yield: To give the floor to the chair, to another speaker, or to a motion taking precedence over that being considered.