



## E - RULES OF CONDUCT

### AREA ASSEMBLY

1. General Description: The Area Assembly is the primary General Service meeting of the representatives of the districts in the Central California Area and announced with the annual calendar. Assemblies are rotated throughout the districts.
  - a. Traditionally the assembly begins with registration, then morning sharing sessions for GSRs and DCMs, New GSR orientation, standing committee meetings and lunch.
  - b. Agenda: The agenda is put together at the Area Committee meeting, conducted by the Central California Area chairperson. Typically, the agenda for an assembly includes:
    - i. Reports; of the officers and reports from Standing Committees Program; the program is intended to be directed toward helping GSRs in their service work. Approval of agenda; old business; new business;
    - ii. Good and welfare: Good and welfare is the opportunity for any member to address the assembly as a whole on matters that are of interest to the General Service Area and are not included in an agenda item.

#### Conduct of Assemblies:

(This section is available as a separate handout, is in the Area Chairman handbook and shall be posted on the CCAA website). The Central California Area Chairperson conducts an orderly meeting following the agenda:

1. The chairperson may announce changes to the agenda and ask for a simple majority approval;
2. The chairperson, at any time, may call for the sense of the assembly to facilitate the proceedings.
  - i. The chairperson entertains motions;
3. A **motion** can be made by anyone recognized by the chairperson;
4. All motions **must be seconded** for further action;
5. The chairperson has the discretion to entertain the motion, refer it to an appropriate committee for study, or defer it to the following assembly;
6. Following the seconding of a motion, a **discussion is held** where members of the assembly, when recognized by the chairperson, may address the motion, propose amendments or move to refer it, table it, or call the question;
  - a. A **motion to amend** requires agreement by the originator of the motion; in the absence of such agreement, the proposed amendment fails; discussion then continues either of the original motion or the amended motion;
  - b. A **motion to refer** is a motion to suspend discussion and consideration of a motion until the next assembly, and to send it to a named committee for the committee's study and recommendation; **requires a two-thirds majority**. If the motion to refer fails, discussion continues;
  - c. A **motion to table** is a motion to suspend discussion and consideration of a motion until the next assembly; **requires a two-thirds majority**. If the motion to table fails, discussion continues;
  - d. A **motion to call the question** is a motion to end discussion so a vote can be taken on the current motion; **requires a two-thirds majority** and it cannot be debated. If the motion to call the question fails, discussion continues.
7. Unless tabled or referred to a committee, following the discussion, the chairperson calls for a vote on the motion.

**Voting Procedure:** a. The motion is restated by the chairperson;

b. The chairperson has the discretion to conduct a voice vote, a vote by show of hands, or written ballot;

c. For a motion to carry, **a two-thirds majority vote is required;**

d. When a motion passes or fails, members of the defeated side may speak to their opposition, but may not move *to reconsider the vote*. Subsequently, the chairperson asks if anyone on the prevailing side wishes *to reconsider the original motion* or propose a new motion. *A motion to reconsider a vote may be seconded by anyone. Only a "simple majority" is required.* e. *If the majority votes to reconsider, full discussion, pro and con is resumed (Assembly members are urged to limit discussion to NEW considerations of the question under discussion). No action may be reconsidered twice*