

Delegate Training Subcommittee

April Teleconference 2019

Serving as a Delegate: Gentleness, Humor, Love and Respect

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Introduction of delegates, attendees and committee members.

In these upcoming weeks information is being updated rapidly. Today we will be giving general information so please keep in mind there may be some changes that we cannot foresee at this time.

The Suggested Commitment to Service

I perform service so that my program will be available for myself, and through those efforts, others may benefit. I will perform service and practice my recovery by:

1. Affirming that the true power of our program rests in the membership of the meetings and is expressed through our Higher Power and through group conscience.
2. Confirming that our process is one of inclusion and not exclusion; showing special sensitivity to the viewpoint of the minority in the process of formulating the group conscience so that any decision is reflective of the spirit of the group and not merely the vote of the majority.
3. Placing principles before personalities.
4. Keeping myself fit for service by working my recovery as a member of the program.
5. Striving to facilitate the sharing of experience, strength, and hope at all levels: meetings, Intergroups, Regional committees, service boards, and World Services.
6. Accepting the different forms and levels of service and allowing those around me to each function according to their own abilities.
7. Remaining willing to forgive myself and others for not performing perfectly.
8. Being willing to surrender the position in which I serve in the interest of unity and to provide the opportunity for others to serve; to avoid problems of money, property, and prestige; and to avoid losing my own recovery through the use of service to act out my old behavior, especially in taking care of others, controlling, rescuing, being a victim, etc.
9. Remembering I am a trusted servant; I do not govern.

(BRB, pp 601-602)

Curiosity Over Criticism

Your questions are very important and helpful to the DTSC as they will direct our service to the delegates. Although we may not be able to answer them all today; we will work towards getting them answered as well as using them for future training. You may also email questions to us at dtsc@acawso.org .

The Purpose of the Annual Business Conference

To bring unity and consistency to the ACA fellowship. Toward this end it may establish guidelines for service and communication links within ACA.

Serving as a Delegate:

- Requires familiarity with the Steps, Traditions, Concepts and The Commitment to Service, and a good measure of Gentleness, Humor, Love and Respect!
- The Getting Started link was developed to educate the new delegate on their role for the ABC.
- If your group has not read the service section of BRB p.594, Group Organization and Procedures for business meetings, it is best to encourage it.
- As you continue in serving you may find it helpful to review the Operating Policy and Procedures Manual and Bylaws.

Attracted to Promotion?

While accepting Committee Reports during the ABC, it is asked that we consider service when listening.

Delegate Assistance

Many documents have been created over the 3 years the DTSC has been serving, including a FAQ page. While we expect many answers to be found here, among the most common questions are:

How does a delegate pay for attendance at the ABC?

Depending on the financial condition of their group, Intergroup or Region, partial or full reimbursement of expenses to the ABC is encouraged as it provides participation for all group's voices to be heard in the voting process.

What is the Term of Service for a Delegate?

Term of Service is determined by individual groups. While it is important to have a 1 year minimum that runs from ABC to ABC, two years may be suggested for continuity.

The Delegate Binder

Each delegate will receive a copy of the binder at the ABC. It will also be available online by April 10th. The Binder includes Annual Reports, Bylaws, The Operating Policy and Procedures Manual, a Delegate Information section and more. Delegate information will include an example of how to provide a written report back to your group and a template for recording the results of the proposals which made it to the ABC.

The 12 Concepts: Providing Guidance for World Service

What is the purpose of the 12 Twelve Concepts and their relation to the ABC?

The Twelve Concepts keep our world services and groups focused on carrying a consistent ACA message while maintaining a service structure responsible to the fellowship voice. The Concepts help trusted servants discern the will of ACA and carry out the responsibilities granted by the fellowship. BRB p. 615.

What Concepts are helpful to know in order to vote at the ABC?

A Delegate may find Concepts 1 through 5 helpful. Particularly, the Right of Decision, Right of Participation and Right of Petition, BRB p. 615-6.

The ACA Twelve Concepts

Concept I – The final responsibility and the ultimate authority for ACA World Services should always reside in the collective conscience of our whole fellowship.

Concept II – Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our whole fellowship.

Concept III – As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA WSO Board of Trustees, and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional Right of Decision.

* *The right of decision as defined herein refers to:

- 1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;
- 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;
- 3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;
- 4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.

Concept IV – Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

Concept V – Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.

Concept XII – In all its proceedings, Adult Children of Alcoholics World Service Organization shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.

Concept III

Voting the Right of Decision: At the conference you may be presented with new or additional information that requires you to vote for the greater good of ACA. This may or may not conform with your group's conscience.

Concept IV

Right of Participation

It is a delegate's responsibility to its group to present its view making sure the opinion was part of the voting process.

How does a Delegate proceed when new information comes about that your group was not aware of?

As Delegates we are responsible to vote in a manner that represents our group's conscience. As a trusted servant we vote on what comes to us at the conference. We rely on The Traditions and what is best for ACA as a whole.

Robert's Rules of Order (RRO)

Although we keep RRO in thought and action as ACA's we do honor some differences in being heard. It is more important that we feel safe to participate than to be overly concerned with rules. A Parliamentarian or skilled person along with the Conference Chair will assist us with the Rights of Participation, Decision and Petition (Concepts III, IV, V). Additionally, a mock session of RRO will be presented at the ABC in a morning workshop.

How and when is it appropriate to speak up at the conference?

- Only Delegates may speak for their group**.
- When speaking you will identify yourself by your meeting ID.
- You will speak at the microphone*.
- There will be a time limit for each person at microphone.
- If your group's opinion has been expressed by a previous delegate, it is not necessary to repeat it. Your vote will reflect your group's decision.
- If your group's opinion has not been expressed it is your right to bring it to the microphone. (Concept IV Right of Participation)
- **Minority Opinion and the Motion to Reconsider** (Concept V Right to Petition—the redress of grievances will be carefully considered).
- **Points of Order:**
 - Do not need to be seconded:
 - **Point of Order** - made immediately, by anyone, to state when rules are not being followed correctly. Chair will rule and explain rule.
 - **Point of Privilege**-ex: can't hear, comfort, safety. Only interrupt if necessary.
 - **Point of Information** - When one needs to understand the process or consequences of the voting.

*Remote delegates will be using the chat feature in Zoom.

** Check to see if others from a group may speak

How Proposals on the ABC Agenda are Dealt With (OPPM, p.35)

All Proposals on the ABC agenda do not automatically become motions.

The process is as follows:

1. The Proposal is read by the Conference Secretary.
2. Delegates briefly discuss its merits.
3. Any delegate may then choose to create a motion from the proposal, citing that it is a motion derived from which specific Proposal number that was originally submitted by the registered group listed on the Ballot.
4. Another delegate must then second the motion. If so done, it proceeds like any motion using parliamentary procedures.
5. There will be limited time provided for discussion, based on the number of Proposals on the agenda and the remaining needs of the agenda.
6. Delegates may only speak once about a motion, unless there is time remaining after all have spoken.
7. A simple majority vote of the delegates is required for a motion to be passed and forwarded to the WSO Board for possible action. (See Concepts VI, VII, and VIII for detail on the relationship and responsibilities of the ABC and WSO Board.)
8. If the vote is not unanimous, the minority may make a case. If there are many people in the minority, a time limit for rebuttal will be set at the start.
9. The majority is then asked if any one of them have changed their vote. If not, the original vote stands. If so, a new vote is taken. The results of that vote determine the conclusive outcome.

Concepts VI, VII, VIII:

Concept VI – On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.

Concept VII – The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics. It is further understood that our World Service Organization relies upon the force of tradition and the power of the ACA purse for its final effectiveness.

Concept VIII – The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators.

Staying Connected

SLACK.com – the service workspace for WSO committees

ABC Attendee Channel, information, forums, committees, a way to stay connected to service. If you would like an invitation to SLACK. Email us at dtsc@acawso.org

Are you interested in a Conference Buddy, someone to provide context of what's happening and will happen at the conference? Do you have previous conference experience? Would you be willing to provide information to a **new** attendee? Email us at dtsc@acawso.org to be matched with a Buddy or at the Welcome Table and we will do our best to help you connect.

If you haven't already done so, please sign up for the **Traveler Newsletter** at <https://adultchildren.org/newsletter/>

Let's look forward to a great conference, meeting new friends with gentleness, humor, love and respect in Sweden!

I tianst/In service,

Erin D
DTSC Chair