

**WORLD SERVICE CONFERENCE MEMBER
MANUAL**

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INTRODUCTION

The purpose of this manual is to help all World Service Conference (WSC) members be prepared for FA's annual World Service Business Convention in order to be of maximum service to our Fellowship.

By serving as a WSC member, you are contributing to the strengthening and broadening of FA's work around the globe, and therefore helping to reach the suffering food addict in ways that cannot be foreseen. Your service as a WSC member is very important and greatly appreciated. Thank you in advance for your commitment and willingness to serve.

WSC MEMBER REQUIREMENTS AND RESPONSIBILITIES

Each registered FA meeting is asked to elect one member from the meeting to serve as a WSC member. The bylaws of World Service, Inc (WSI) require that WSC members have a minimum of five years of continuous abstinence in FA, be regularly attending the meeting, and have completed at least one FA AWOL. If a meeting does not have anyone who fulfills these requirements by March 1st then the meeting is unable to elect a WSC member for that given year.

The WSC member:

- Registers as a WSC member at www.foodaddicts.org. → My Login → login → Register For → Conference Member Registration → Agree and Proceed.
- Serves as a WSC member for one year, from March 1 of the year the member was elected to March 1 of the following year.
- Carefully reads all materials sent to WSC members in order to prepare for the annual World Service Business Convention.
- Attends the Convention as a member of the voting body.

Please note: The WSC member is elected by the meeting, but does not represent the meeting. The member is elected as a trusted servant who attends the Convention as a voting member, and who votes in accordance with his or her own conscience, keeping in mind the needs of FA as a whole rather than serving as the voice of an individual meeting.

Prior to each year's Convention, the WSC member will find it helpful to become familiar with the documents included in this manual:

- World Service Conference Mission Statement
- Organizational Overview: The Organization of FA at a Glance and FA World Service Terminology
- The Twelve Concepts of FA (Short Form)
- Voting: Elections, Motions, Procedures for Emergency New Business, Parliamentary Procedure Basics

Additionally, the WSC member may also find it helpful to review the following documents on the FA website:

- FA WSI Bylaws
(www.foodaddicts.org → Members → For Members → World Service Inc Documents → Governing Documents → FA Bylaws)
- FA WSI Continuing Effect Motions Manual (CEMM)
(www.foodaddicts.org → Members → For Members → World Service Inc Documents → Governing Documents → FA Continuing Effect Motions)

World Service Conference Mission Statement

(Adopted by the WSC June 2011)

In accordance with Concept One, the voting body at the annual FA World Service Business Convention, also known as the “Conference,” serves as the active voice and collective conscience of the FA fellowship.

In accordance with the Twelve Traditions and the Twelve Concepts of FA, our mission is to:

- 1) Carry forward the world services of FA, in an effort to reach the food addict who still suffers.
- 2) Vote in accordance with the dictates of our individual consciences, in conjunction with what will best serve FA as a whole.
- 3) Rely upon our trusted servants (the World Service Board) to act freely and effectively in our absence.
- 4) Ensure our future effectiveness by supporting rotation of leadership at all service levels.

Guiding Principles:

In carrying out this mission, we are committed to the six core principles defined in Concept Twelve:

- 1) We shall never become the seat of perilous wealth or power.
- 2) Sufficient operating funds plus an ample reserve shall be our prudent financial principle.
- 3) No member should ever be placed in a position of unqualified authority over another.
- 4) All important decisions shall be reached by discussion, vote, and, whenever possible, by substantial unanimity.
- 5) Our actions shall never be personally punitive nor incite public controversy.
- 6) We will never perform any acts of government and will always remain democratic in thought and action.

[The above statement articulates a vision of the central purpose and guiding principles of the work of the World Service Conference. It is intended to help clarify for all in our Fellowship the role and function of the conference and it will help the conference remember the central purpose that should guide its decision making.]

SECTION 1: ORGANIZATIONAL OVERVIEW

The organizational flow below depicts the reverse pyramid structure that is true to FA. In our service work in general, and especially as WSC members, we are wise to remember that the individual FA member is most important to our organization. He or she is supported by FA meetings, the meetings are supported by chapters and intergroups, and the chapters and intergroups are supported by WSI.

The Organization of FA at a Glance

FA Member

An FA member is an individual who desires to stop eating addictively and who is part of the fellowship of Food Addicts in Recovery Anonymous (FA).

Meetings

Meetings are formed when two or more food addicts come together to share experience, strength, and hope, are registered with a local FA chapter or intergroup, and practice the 12 Steps of Food Addicts in Recovery Anonymous.

Chapters

Chapters are formed when a group of meetings within a geographical area doesn't have enough meetings to form an intergroup (see below). They can form a chapter to carry out the message of FA recovery to food addicts in the local vicinity. Chapters are affiliated with a particular intergroup and operate based on legal documents that are adopted from those of the affiliate intergroup. A chapter comes under the umbrella of the incorporation and tax-exempt status of its intergroup, and can use the guidance of the intergroup for ideas and resources. Chapters have their own officers and committee chairs.

Intergroup

When there are many meetings spread over a large geographical area, local meetings and other interested meetings can combine to form regional intergroups, which work together with and are supported by FA World Service, Inc. (WSI). Intergroups have elected officers and committees that function within their region. FA intergroups are separately incorporated, non-profit organizations that take on the expense of incorporating and obtaining federal tax-exempt status. The intergroup serves as a model and as a source of guidance and information for its chapters.. An intergroup must be established as a legal non-profit entity, under the applicable state laws.

WSI (World Service, Inc.)

The day-to-day management of FA's world service operations is housed at the World Service Office (WSO). The board of trustees, also called the World Service Board (WSB), is made up of elected officers and the chairs of the WSI committees. WSI is a serving organization rather than a controlling one. The FA groups are the main voice of the fellowship, and choose members to vote at the FA annual business convention. Chapters, intergroups, and the WSI itself exist only to serve the groups and FA as a whole. All FA groups are registered with a local chapter or intergroup, which forward each meeting's registration information to the WSI. Revised 4/28/09

FA WSI Terminology

As you prepare for the convention, and during the convention itself, you will hear many acronyms and terms that may currently be unfamiliar to you. You may find it helpful to familiarize yourself with this glossary beforehand and/or to keep it on hand during the convention.

Acronyms

World Service Office (WSO): the central FA Office in Massachusetts

World Service Board (WSB): the Board of Trustees of FA

World Service, Inc. (WSI): FA's central operating organization

World Service Conference (WSC): the voting members of FA, the "voice of FA"

World Service Business Convention (WSBC): the annual business meeting of FA

World Service Conference or **WSC** refers to people who are voting.

World Service Business Convention or **WSBC** refers to the annual gathering in Massachusetts.

Therefore: **conference = people; convention = meeting.**

The WSC consists of "members," not "delegates," because those elected to serve are asked to think of the needs of the whole of FA. They are not delegates who represent individual meetings.

Additional Terminology

FA WSI Bylaws: Our primary governance document.

Continuing Effect Motions Manual (CEMM): The documents which houses all conference-adopted policies voted in by the body.

WSI Procedure Manual: Houses procedures for all WSI standing committees and for all their subcommittees.

WSB Manual: Defines the responsibilities and procedures related to all activities of the WSB, the WSB standing committees, and recurrent special committees.

WSC Service Manual: Contains all pertinent information for being a WSC member.

WSB Standing Committees: Committees that serve the World Service Board (Finance, Personnel, Design, Inquiry Response, Board Motions Review, Audit [pending])

WSI Standing Committees: Committees that serve the conference (Bylaws, Service Group Support Committee, *connection*, Convention Planning, Literature, Office, Public Information, Traditions Review, and Twelfth Step).

Special Committees: short-term or *ad hoc* committees to serve essential services for WSI (e.g. resolutions committee, emergency new business committee).

Conference-Approved Literature: consists of works intended for the entire FA fellowship and made available to the public at large. Any new literature shall be written or revised by or under the direct supervision of the literature committee. Currently the conference-approved literature includes: *Twenty Four Hours A Day (Hazelden)*, *Alcoholics Anonymous (AA)*, *The Little Red Book (Hazelden)*, *The Twelve Steps and Twelve Traditions (AA)*, and all FA pamphlets and books that have been approved by the World Service Conference, including both those in English and those translated into languages other than English.

Conference-Recognized material: consists of works intended for the entire fellowship and made available to the public at large, but such works are not written or revised under the direct supervision of the literature committee. Examples of such material include both *connection* (the FA magazine) and Gratitude in Action (a quarterly e-letter).

WSI Board-Approved material: consists of works intended for the entire fellowship and sometimes made available to the public at large. Such works are not brought before the conference prior to distribution, e.g. *Your FA Seventh Tradition Reaching the Suffering Food Addict*.

SECTION 2: TWELVE CONCEPTS OF FA

As individual FA members, we are guided by the Twelve Steps. FA meetings are guided by the Twelve Traditions. As a conference, we are guided by FA's Twelve Concepts. Understanding these concepts is an integral part of serving as a WSC member. At the 2005 WSBC, the conference adopted AA's Twelve Concepts, as adapted by FA. The short version of the FA Twelve Concepts is seen below. The longer version can be found at www.foodaddicts.org → Members → For Members → World Service Inc Documents → Steps, Traditions, Concepts → The Twelve Concepts—Long Form]

Note: Given the strong parallel, WSC members may find it helpful to understand the origin of AAs The Twelve Concepts. A detailed history and explanation can be found in *The AA World Service Manual combined with The Twelve Concepts 2010-2011 Edition*.

[PDF available at http://www.aa.org/pdf/products/en_bm-31.pdf]

THE TWELVE CONCEPTS OF FA (SHORT FORM)

1. Final responsibility and ultimate authority for FA world services should always reside in the collective conscience of our whole Fellowship.
2. The World Service Conference of FA is understood to be, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To ensure effective leadership, we should endow each element of the FA Conference, including the World Service Board, the group delegates, and any other corporate entities, staffs and committees that may be created in the future, with a traditional "Right of Decision."
4. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
5. Throughout our world service structure (groups, chapters, intergroups, the World Service Board, and the World Service Office), we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each individual or group of our world servants must discharge.
6. Throughout our world service structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
7. The FA Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference, acting as the World Service Board. In this capacity, the trustees shall serve as the principal planners and administrators of overall policy and finance, as well as the overseers of any subsidiary entities that may be established.
8. The bylaws of FA is a legal instrument, empowering the trustees to manage and conduct world service affairs. The FA Conference itself is not a legal entity; it relies upon tradition for final effectiveness, and its practical power will nearly always be superior to the legal power of the trustees. The trustees are the principal planners and administrators of overall policy and finance.
9. At all levels, good service leadership by those demonstrating long-term physical, mental, and spiritual recovery is indispensable for our future functioning and safety. Primary world service leadership, initially

exercised by the group of members who founded FA, must necessarily be assumed by the World Service Board of Trustees.

10. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, rights and duties, just financial compensation, and the nature of working relationships, will always be matters of serious concern.

11. Among Twelve Step programs, FA is unique in that food addicts must work with their drug, food, each day in order to survive. Therefore our program must differ from other Twelve Step programs with respect to structure and disciplines. Notwithstanding our immeasurable debt to Alcoholics Anonymous and other Twelve Step programs, our ultimate source of direction must always remain our collective experience of recovery through the FA program and our personal and our personal understanding of the will of God, as each of us understands God.

12. The FA Conference shall observe the spirit of FA tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Fellowship it serves, it will always remain democratic in thought and action.

SECTION 3: VOTING

By definition, WSC members are “voting” members. Each year’s WSBC will include time for elections of WSI officers and committee chairs, as well as motions that will be discussed, debated, and voted upon.

WSC members may be asked to vote by a show of hands, ballot or other method designated by the presiding officer. Conference members may override the method called for by the presiding officer by a majority vote.

Elections

WSI officers and committee chairs agree to serve for two years upon election, and are able to serve for two two-year terms, if elected a second time.

In even years, elections occur for the WSI chair, vice chair, bylaws chair, convention planning chair, office chair, *connection* chair, office chair, and traditions review committees.

In odd years, elections occur for the WSI secretary, treasurer, chapter and intergroup support chair, literature chair, public information chair, and twelfth-step chair.

Under our bylaws, nominations must be received at least 90 days before the convention; therefore no new candidates can be nominated at the convention. Each candidate will complete an application for the position of interest. **Completed applications will be sent to all WSC members one month prior to the convention so that you may make an informed decision when voting. Please read this material prior to the convention.** (Note: Material from some candidates may at first appear outdated. If an applicant is running for a second-term in the same position, he or she may choose to use the application already on file from his/her first term.)

Motions

The annual WSBC almost always includes discussing, debating, and the passing of motions.

Typically, motions that have been placed on the convention agenda are sent to all WSC members at least one month prior to the convention. **All WSC members are asked to read this material as soon as it is received.** The WSB welcomes questions and feedback prior to the convention. The goal is that all WSC members can arrive at the convention feeling fully prepared and having a clear understanding of the intent and impact of all motions, prior to casting a vote.

Per the FA WSI Bylaws (Article VIII, Section 3)

(a) Main motions may be submitted by (1) executive boards or committees of FA chapters or FA intergroups, (2) WSI committees, or (3) the WSB.

(b) Main motions, including proposed bylaw amendments, must be submitted in writing to the secretary at least 90 days prior to the first day of the WSBC.

(c) Motions to amend the bylaws will be referred to the bylaws committee for review pursuant to Article XII. All other main motions will be referred to the resolutions committee (a special committee, as defined in

Article IX, Section 10) for review.

(d) Sixty (60) days prior to the WSBC, registered WSC members will receive written notice by first class mail, or electronically, of all proposed main motions, including proposed bylaw amendments. Upon receipt of notice, WSC members shall be entitled to vote on which proposed main motions will be heard at the WSBC. Ballots must be received electronically by the WSO within 15 days of receipt of notice. Main motions that receive an affirmative vote from a majority of the responding WSC members will be placed on the WSBC agenda.

(e)) Main motions requiring emergency action may be submitted fewer than 90 days prior to the start of the WSBC or during the WSBC. The resolutions committee will review emergency motions and make a recommendation to the WS Conference as to their hearing. The WS Conference shall decide by a 2/3 vote, without debate, whether the motion will be placed on the agenda. Main motions to approve FA literature or to amend the bylaws shall not be submitted as emergency motions, as they require prior notice for adoption pursuant to Article VIII, Section 2 (d).

(f)) Motions submitted by the WSB may be placed on the agenda without prior approval from the WSC members.

Procedures for Emergency New Business

I. Bringing Emergency New Business Motions to the Convention Floor:

- A. Motions will only be accepted on fully filled out forms and only from (1) executive boards or committees of FA chapters or FA intergroups, (2) WSI committees, or (3) the WSB and are submitted to the resolutions committee (RC)
- B. The RC will meet as often as necessary to address emergencies.
- C. The maker of the motion will be informed as to the approximate time at which their motion will be heard.

II. Procedure during the ENBC meeting

- A. Any member of the presenting intergroup or chapter executive board may speak to the motion, at the discretion of the RC chair. This will be contingent upon the volume of motions and time available.
- B. During the general business session, the committee will present to the WSC its recommendation regarding whether or not the Conference should hear the motion. The standards for a positive recommendation are the following:
 1. The motion must be an emergency that cannot wait until next year. Emergency is defined as a “sudden unforeseen crisis usually involving danger.”
 2. The motion must not be in conflict with the Twelve Traditions.
 3. The motion cannot be redundant with stipulations already made in FA governance documents (bylaws, policies and procedures, and continuing effects motions).
 4. The motion must not be frivolous.

III. Procedure at the General Business Session

- A. The RC Chair will give a report and recommendation for each motion that was presented to the RC and will give a brief summary of the process involved in determining the recommendation.
- B. The voting body will then hold a yes or no vote, without discussion, to agree with the RC or not. *The voting body has the final say.* The job of the committee is not to decide if the motion itself as merit. That responsibility falls to the Conference.
- C. If the motion receives a two-thirds vote from the body, the WSI chair places it on the agenda. Once on the agenda it proceeds as any other motion.

Parliamentary Procedure Basics

The following are some *Parliamentary Procedure* basics. Parliamentary procedure is a method of conduct that is used at many business conventions to ensure the clear communication of information and an orderly decision-making process. *The Standard Code of Parliamentary Procedures* governs all of our business sessions during the World Service Business Convention. When speaking, please state your name and your World Service Conference Member (WSCM) number for the note-takers to record. The WSI Chair will keep you informed throughout the business sessions and help you through the process.

MOTIONS AND THE MOTION PROCESS

The motion process involves the following steps:

Step 1: Making a Motion

1. Be precise.
2. Only make motions that you agree with.
3. State your motion in the affirmative.
4. Put your motion in writing.

Step 2: Seconding the motion

1. The person who seconds a motion doesn't necessarily have to agree with it. A Conference member may second a motion simply because he or she thinks it important to bring it forward for discussion.
2. Some procedural motions in the nature of requests or short statements and main motions recommended by a board or committee don't need seconds, but main motions by individuals and most procedural motions do require a second.
3. If there is no second to a motion that requires one, there is no debate and the process ends.
4. Note: certain types of motions don't need a second. (The parliamentarian will advise us on this.)

Step 3: The Chair states the motion

1. This formally places the motion before the Conference.
2. The "ownership of the motion" is transferred from the motion maker to the whole group.
3. Only the "owners" of the motion can change or withdraw the motion, so change or withdrawal at this point requires the consent of the Conference.

Step 4: The members debate the motion.

1. The motion is now considered "pending" and members of the Conference may speak to the motion (debate) or act on the motion by proposing a subsidiary motion.
2. Stand and go to the microphone to be recognized by the chair. Once you are recognized, always give your name and WSCM number before speaking.
3. While a motion is pending, members should make sure that it is worded to their satisfaction, amending it as needed.
4. When debating a motion, all members should focus their remarks on the issue and avoid straying off topic.
5. Use requests for information to ask a question, not to make a statement.

Step 5: The chair puts the question (in this context, “question” means the same thing as “motion”) to a vote.

1. Voting can be done by general consent, voice vote, showing of hands, standing and counting off, or ballot.
2. A majority is more than half of the votes cast.
3. Some actions (e.g. amending the bylaws) require two thirds (2/3) of the votes.
4. The chair can only vote if the vote is by ballot or his/her vote will change the outcome of the vote.

Step 6: The chair announces the results of the vote.

Other helpful information:

Main Motions bring business before the WS Conference. Except for Emergency New Business Motions, steps 1 and 2 above are completed prior to the convention for all main motions.

Subsidiary motions help the Conference manage main motions. These motions help get the main motion into its best form before we have to vote on it. We can change the main motion (**amend**); or send it back to a committee to do more research on it (**refer**); or put off the decision on it to the next meeting/convention (**postpone to a certain time**); or close debate (**close debate**).

Incidental motions usually relate to matters of the business meeting rather than directly to the main motions. They may be offered any time they are needed. Usually they are made when a main motion is already on the floor. Incidental motions are used to keep all members in line (**point of order**); ask questions about procedures (**parliamentary inquiry**) and issues (**point of information**); appeal the chair’s decisions (**appeal**); and make sure the vote count is accurate (**division of assembly**).

If you wish to speak or make a motion:

1. Go to the microphone and wait to be recognized by the chair.
2. Once acknowledged, state your name and WSCM number.
3. You may now speak for a motion, against a motion, or make a subsidiary motion (amend, refer, postpone, or close debate).

You may interrupt the speaker to make the following motions:

1. Appeal the decision of the chair.
2. Point of order.
3. Parliamentary inquiry or request for information.
4. Division of assembly.

See attached chart for further details and helpful hints on motion making protocol.

If you want to...	First....	Say...
Change or modify a motion... You can amend by: 1. addition (insertion) 2. deletion (striking out) 3. striking out & inserting words or phrases 4. substitution for an entire motion	Wait to be recognized by the chair, state your name, state, and WSC number	“I move to amend the motion by (1) inserting _____or; (2) striking out_____or; (3) striking out_____and inserting _____; or (4) substituting _____for the pending motion”.
Have a committee discuss a motion in detail & come back with a recommendation	Wait to be recognized by the chair, state your name, state, and WSC number	“I move to refer the motion to the _____ Committee with instructions to report at next year’s WSC with its recommendations.”
Discuss a motion later in that day’s meeting or, may be put it off until the next day	Wait to be recognized by the chair, state your name, state, and WSC number	“I move to postpone the motion until tomorrow’s business meeting.”
End debate on the motion and vote now	Wait to be recognized by the chair, state your name, state, and WSC number	“I move to close debate” or “I move to vote immediately” or “I move the previous question” (old form, not encouraged usage).
Enforce the rules or alert the conference or the chair to an error in procedure, an omission, or a mistake and secure a decision from the chair on the question raised	Without waiting for recognition, you may rise	“I rise to a point of order” or “Point of order!” State your point when the Chair asks
Ask a question about procedure or how to do something in the meeting	Without waiting for recognition, you may rise	“I rise to a parliamentary inquiry” or “Parliamentary inquiry” Ask your question when the chair recognizes you
Ask a question about the business at hand	Without waiting for recognition, you may rise	“I rise to a factual inquiry” or “I rise to request information” Ask your question when the chair recognizes you.
Withdraw a motion before the chair has stated it to the Conference	Without waiting for recognition, you may rise	“I withdraw my motion”.
Withdraw a motion after the chair has stated it to the Conference	Wait to be recognized by the chair	“I request permission to withdraw my motion.” The chair can announce the request and ask for general consent.
Question the result of a voice or hand vote	Immediately after the vote has been taken or announced and without waiting for recognition...	“Division!” or “I call for a division of the assembly” or “I call for a standing vote.”
Overrule a decision of the Chair (after a point of order)	Immediately after the chair has announced a decision without waiting for recognition...	“I appeal from the decision of the chair”