

**FA WORLD SERVICE BUSINESS CONVENTION
Procedure for Submitting Motions**

Introduction

FA's Twelve Concepts remind us that the FA World Service Conference (WSC), the voting body at the annual FA World Service Business Convention, has "the principal responsibility to act on behalf of FA as a whole in the maintenance of our worldwide services." The Conference assembles annually to discuss and act upon matters related to general policy, finance, and our efforts to strengthen service at all levels of our fellowship. The Conference consists of the following members:

- Individuals, elected by FA meetings to represent the needs of the fellowship as a whole, who have at least five years of abstinence and have completed one AWOL;
- The Officers and members of intergroup and chapter boards who have at least five years of abstinence and have completed one AWOL;
- FA WSI Officers and Committee Chairs.

Voting and discussions are limited to members of the Conference, but Business Convention sessions are open to any FA member interested in doing service for FA, especially at the chapter, intergroup, and World Service levels.

Background

A motion is "a formal statement of a proposal or question to an assembly to take action or express certain sentiments" (from *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*). Motions may be submitted by any FA chapter, FA intergroup, WSI Committee, or the World Service Board (WSB). All motions must be in accordance with FA bylaws and within the spirit of FA's Twelve Steps, Twelve Traditions, and Twelve Concepts (posted in the "For Members" section www.foodaddicts.org). Requests for routine changes in procedures should be directed to the appropriate WSB Committee.

The following motion submission process reflects the changes adopted in the bylaws at the 2008 World Service Business Convention:

- Motions may be submitted by (1) executive boards or committees of FA chapters or FA intergroups, (2) individual WSI Committees or (3) the WSB. Motions proposed by chapters and intergroups that meet the criteria described below will be sent to all WSC members for a vote to determine if they will be placed on the Convention agenda. Motions that receive a simple majority of all who vote will go to the convention floor for a discussion and vote by the Conference. (Motions submitted by WSI committees and the WSB are placed directly on the agenda.)

Motion Submission Process

A Resolutions Committee will receive and consider the submitted motions. The Resolutions Committee will also work with the motion-makers to ensure that their intent and meaning is clear and that the motion does not duplicate or conflict with the FA WSI bylaws or continuing effect motions. The Committee is charged to welcome each motion, listen to it, gather the opinions of any World Service committees affected by the motion, hear the full range of differing views, investigate facts and background, and help clarify language if necessary. The Committee may present the motion to the body with a brief summary of differing views to help clarify the implications of passing or failing to pass the motion and its own opinion regarding the motion.

The WSI Secretary will forward all finalized motions to every WSC member along with the relevant committee's recommendations or notes from the Resolutions Committee.

Please Note: The responsibility for placing such submitted motions on the convention agenda—or not—is held entirely by the World Service Conference, not by the WSB or any reviewing committee.

Procedure:

- FA intergroups or chapters that want to submit a motion should familiarize themselves with the bylaws.
- The motion submission form, found on the FA website, must be submitted at least 90 days prior to that year's Convention. The completed form is automatically forwarded to the WSB secretary.
- Motions will be reviewed by the Resolutions Committee, which will consult with the relevant WSI Committee and contact the motion-makers to clarify any questions and to thoroughly understand the background and facts regarding the motion.
- The finalized motions, along with the relevant committee's recommendations or notes from the Resolutions Committee, will be sent to all FA WSC members for their consideration at least 60 days prior to the Convention.
- Ballots from WSC members regarding the motions submitted by an intergroup or chapter, must be emailed to the WSB Secretary by the established deadline for that year.
- If the majority of the WSC members vote to accept the motion for the Business Convention agenda, the motion will be placed upon the agenda.
- All FA meetings will receive a Convention agenda and relevant materials prior to the Convention, so that WSC members will have time to prepare for the meeting.

Charge to the Resolutions Committee

The Committee's purpose is to assist groups who wish to bring motions to the floor of the Convention and to serve the fellowship through its deliberations. The Committee is *not* to decide the merits of the motions proposed, but it will make a recommendation to the fellowship, offering its opinion on whether or not any motion ought to be presented on the floor. The Committee is appointed by the FA WSI Chair. It shall consist of five to seven members who are geographically representative of the fellowship. It is not a standing committee and the Chair and members are appointed on an annual basis.

Prior to the Business Convention, the committee shall:

1. **Assist the motion makers.** The Committee should directly contact the motion-makers to discuss their motion. The Committee's role is to confirm that the motion as submitted meets the motion-makers' intent, that the language is clear and grammatically correct, and that the proposed motion does not duplicate or conflict with already existing provisions in the bylaws or procedures. The Committee should encourage awareness of the context created by our Traditions and Concepts.
2. **Gather facts.** Setting aside any of its own opinions, the Committee should seek the opinions of those who might wish to comment on the motion—either in favor or opposed—soliciting in particular the viewpoint of any WSI Committee responsible for the area covered by the motion.
3. **Issue an opinion.** The Committee should return the motion to the WSI Secretary and Chair with its recommendation regarding whether or not the Conference should hear the motion, noting its reasoning and that of any relevant WSI committee. The Resolution Committee's recommendation will be included with the motion when it is sent to FA groups for their consideration and vote regarding whether it should be placed upon the Business Convention agenda.

After the deadline for submission of motions, the committee will assume the functions of what has been traditionally called the "Emergency New Business Committee." It shall:

- Receive any emergency motions that are submitted fewer than 90 days prior to the start of the WSBC or during the WSBC;
- Assist the motion makers in drafting the resolution as fully as time allows;
- Consider the motion in light of our Traditions, bylaws, policies and procedures, and Concepts;
- Consult with relevant Committee Chairs; and recommend to the Conference whether or not the motion is a true emergency and if it should be heard.