



Los Angeles Intergroup of Overeaters Anonymous  
**Board of Directors Manual**



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**This manual belongs to:**  
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Prepared by the Los Angeles Intergroup of Overeaters Anonymous as of May 2014  
Portions of this manual are quoted from the By-Laws of the Los Angeles Intergroup  
and from *Robert's Rules of Order*, published by Webster's New World.

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# Welcome Aboard

*Welcome to the Board of Directors of the Los Angeles Intergroup. Members like you who are willing to do service above the meeting level help maintain the well-being of the Los Angeles Intergroup. Thank you for your service.*

- **Directors often find board service to be a great way to boost their program, live and practice the 12 Steps and the 12 Traditions, carry the message of recovery and serve their fellows.**
- **It's important to remember that according to the 2nd Tradition, as Directors we do not govern, but are simply trusted servants.**
- **Still, we have many responsibilities to those we serve that require a commitment of time, skill and resources.**
- **Your ideas, energy, suggestions and efforts during your term as a Director are essential as the Board strives to serve the Intergroup.**

*The following pages will outline the role of board members in our Intergroup. We hope it will be helpful.*

# Eligibility & Term of Office

## Eligibility

**To be eligible for election to the Board of Directors a member must, at the time of election, satisfy the following requirements:**

- Regularly attend a meeting of the Los Angeles Intergroup.
- Have abstained from compulsive overeating continuously for at least one year immediately prior to and including the date of election.
- Have completed Steps 4 and 5 of the 12 Steps of Overeaters Anonymous.
- Be practicing the 12 Steps to the best of his/her ability and be committed to living the 12 Traditions.
- A nominee or candidate must be present at the time of the election.
- Self-nomination is permitted. No second is required.
- A nominee or candidate may not be a paid professional staff member or employee of the Overeaters Anonymous World Service Office, Region 2 or the Los Angeles Intergroup of Overeaters Anonymous.

## Term of Office

- The Los Angeles Intergroup Board of Directors consists of 10 members.
- Elections to the Board of Directors take place each year at the regular October delegates' meeting.
- The regular term of office for a Director is two years.
- For the sake of continuity, five Directors are elected in odd-numbered years, and five Directors are elected in even-numbered years.
- A Director who has completed two consecutive terms on the Board is considered "termed out" and ineligible to return to the Board for one year.
- Here is the procedure to follow if a vacancy occurs on the Board of Directors before the end of a regular term:
  - a.) The Chair may appoint an interim Director to serve until the first opportunity for an election.
  - b.) A special election will be held at the next delegates' meeting 30 days or more after notice has been given.
  - c.) Delegates vote to approve the appointment, if one has been made, or elect a director to fill the vacancy.
- A Director elected to fill a vacancy serves the remainder of the term vacated. If that period is more than half the original term, the new Director is deemed to have served a full term.

# What Do Board Members Do?

*Board members of the Los Angeles Intergroup serve a vital role in keeping the fellowship informed of events, policies and group-conscience decisions that affect the Intergroup as a whole.*

## Basic Duties and Responsibilities

- Attend monthly Board of Directors meeting of the Los Angeles Intergroup on the first Tuesday of the month, except when a change has been announced.
- Attend monthly delegates meeting of the Los Angeles Intergroup on the third Saturday of the month, except when a change has been announced.
- If a Director needs to be excused from a Board or Delegates meeting, he/she must notify both the Office Manager and the Chair *prior to the meeting*.
- Read minutes of previous Board and delegates meetings (emailed by L.A. Intergroup office manager) prior to the upcoming meeting and be prepared with any corrections before the vote to accept takes place.
- Discuss and vote on issues and policies presented at the Board and delegates meetings, one vote per member (except Chair, as noted).
- Report on activities as officer or committee chair.
- Keep Publications Chair informed about upcoming events and submit ads, articles and flyers needed for the 12th Stepper and the delegates meeting.
- Conduct meeting business and debates with appropriate decorum, following the precepts of Robert's Rules of Order. These are outlined in later pages.
- Represent the Los Angeles Intergroup at any OA function by upholding the 12 Traditions of Overeaters Anonymous and placing principles before personalities.



# Your Contact Information

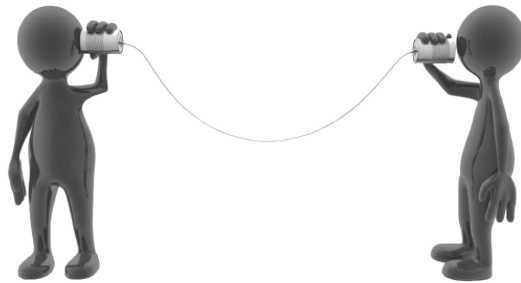
*Board members are in direct communication with the Office Manager, other Board members, delegates and the fellowship as a whole through the 12th Stepper and other methods.*

## Email

- Board members often communicate through emails, to discuss a matter, provide information and sometimes vote on a matter. Sometimes the flow of messages is heavy and can jam up personal or business email accounts.
- It is recommended that Board members create a separate email address to be used specifically for Board matters throughout their term. The Publications Chair or the Office Manager will send a list of the email addresses to the web master.
- That email address will then be linked to an “Intergroup email address,” such as *chair@oalaig.org*, according to the office or committee position held.
- Each Board member’s “Intergroup email address” will be published in the 12th Stepper and posted on the LAIG website. But any email sent to that address will be automatically routed to the Board member’s specified email account.

## Phone

- Each Board member’s phone number is published on the back page of the 12th Stepper and occasionally in ads, flyers or other OA-related materials.
- For this reason, some board members prefer to use a separate phone number for Board-related matters. This is up to the individual to decide.



## Address

- Each Board member’s address is given to the Office Manager at the beginning of the term of office and is included on Board sign-in sheets each month. This information is not published or disseminated in any other way.
- If there are any changes to this information, please contact the Office Manager at the earliest convenience.

## How to Contact the Office Manager

### **Phone:**

Office: 323-653-7652

Fax: 323-653-7436

### **Email:**

*laintergroup@sbcglobal.net*

# Meeting Commitments

*Board members make a commitment to attend the monthly Board of Directors and delegates meetings. In the interest of unity, it is hoped that Directors will uphold these commitments faithfully and to the best of their ability.*

## Board Meeting Information

### Date

1st Tuesday of each month

### Time

7-9 p.m. (length of meeting is approximate)

### Place

Los Angeles Intergroup Office  
6404 Wilshire Boulevard, Suite 710  
Los Angeles, CA 90048  
(Building is at the corner of La Jolla Ave. Turn right into alley and enter parking lot. No charge after hours. During the day, the Office Manager will give you a validation sticker.)

### Phone

Office: 323-653-7652

Fax: 323-653-7436

### Email

*laintergroup@sbcglobal.net*

### Website

*www.oalaig.org*

## Delegates Meeting Information

### Date

3rd Saturday of each month

### Time

11 am-12 noon (Meetings occasionally run longer. Please plan accordingly.)

### Place

For up-to-date location and room information, check the 12th Stepper or the LAIG website at:  
*oalaig.org*.

### Note:

Board members and delegates will be informed via email of changes in date and/or location because of holidays or scheduling conflicts.

# A Typical Board Meeting

*Directors are trusted servants of the Los Angeles Intergroup and do not govern. They are dedicated to upholding the 12 Traditions to the best of their ability. Meetings of bodies less than 12 are considered to be informal. However, the Board follows Robert's Rules of Order when deciding policy that requires a vote.*

## A Few Guidelines

- The Chair presides over the meeting. In the Chair's absence, the Vice Chair presides.
- A quorum must be present to conduct business at Board meetings. According to the Los Angeles Intergroup By-Laws, a quorum consists of 5 Directors.
- The meeting comes to order at 7 p.m.
- The meeting opens with the Serenity Prayer and someone reads the 12 Traditions.
- The minutes are reviewed and accepted as is, or as amended and then accepted as amended.
- The agenda is followed, allowing each officer and committee chair to present his or her item(s).
- Discussion is focused on ideas and not personalities. All remarks are made in a courteous tone.
- The Chair does not take sides in debates but simply keeps it on track.
- Interrupting while another Director is speaking is discouraged. Waiting to be recognized by the Chair is encouraged.
- If discussion on an agenda item leads to a policy decision, the Chair may ask for a motion. The motion, if seconded, is then discussed using the basics of Robert's Rules.
- A summary of how to handle motions according to Robert's Rules of Order is included in this manual.
- The Chair votes in the event of a tie.
- If an agenda item seems to be taking longer than normal, the Board may vote to limit the time for discussion or postpone it until the next meeting's agenda.
- The meeting is adjourned at the end of business (by 9 p.m., if possible).
- The meeting then closes with the 3rd Step Prayer.





# How to Submit Agenda Items

*Directors submit items they wish to discuss at Board and delegates meetings by sending an email to the Office Manager, copied to the Chair.*

## Call for Agenda Items

- The Office Manager will send an email to board members about two weeks prior to Board or delegates meetings asking for agenda items.
- Please be mindful of deadlines, as it takes time for the Office Manager to compile the agenda, send it back to Board members for review, make the necessary changes and prepare the final copy.
- Items should be sent to the Office Manager at [laintergroup@sbcglobal.net](mailto:laintergroup@sbcglobal.net) and a copy to the Chair at [chair@oalaig.org](mailto:chair@oalaig.org).

## How to Submit an Item for the Board Meeting Agenda

- If you have an item to discuss, such as an upcoming event, committee report or new business, send it to both the Office Manager and the Chair. Indicate which category it should go under: Your Committee, New Business, etc.
- The item need not be detailed if it will be discussed at the meeting.
- You may wish to prepare copies of intricate or important items so all members can follow along.

## How to Submit an Item for the Delegates Meeting Agenda

There are two components to the Delegates Meeting Agenda:  
Front Page and Back (or Announcements) Page.

### **Front Page**

- For the front page of the agenda, write a *very short* description of what you will discuss at the meeting. (10 words or less is recommended.)
- If you need to discuss more than one item, number them to avoid confusion.
- If it is something strictly for the delegates to hear, you do not need to include an item for the back page.

### **Back (Announcements) Page**

- For the Back (or Announcements) Page of the agenda, write EXACTLY what you would like the Delegates to READ at their meetings.
- Try to keep the item **under 25 words**, as many meetings have time limits for reports and there may be a number of items to report.

### **Example**

**Front Page:** Treasurer:  
Monthly Income and Expense Report

**Back Page:** Treasurer:  
For the month of March, income was \$35,769.99 and expenses were \$28,131.01, for a net income of \$7,638.98. The bulk of the income and expenses was from the Birthday Party.

# Officers and Committee Chairs

*In addition to attending monthly Board and delegates meetings, each Director commits to serving as an Executive Officer or Committee Chair.*

## Attendance

- Directors are expected to attend the monthly meeting of the Board, held at the Intergroup office, and the monthly meeting of the delegates.
- If a Director is unable to attend, he/she must inform the Chair and the Office Manager **before the meeting** in order to be excused.
- According to the OA LAIG By-Laws, a Director who misses two (2) consecutive Board and/or delegates meetings without notifying the Chair in person, by telephone or in writing via fax or email prior to the meeting, will be deemed to have resigned their position and will no longer be able to sit on the Board.

## Officers

- At its first meeting after October elections, the Board of Directors elects the Executive Committee from its own members and by closed ballot. The Executive Committee consists of Chair, Vice-Chair, Secretary and Treasurer.
- The Chair is elected for a one-year term and may serve no more than two consecutive terms in that office.
- Other Officers are elected for a one-year term and may serve no more than four consecutive terms in that office.
- Officers are not required to hold specific committee positions but may oversee other Intergroup task areas.

## Committees

- The Board may establish committees deemed necessary for the welfare and operation of the Los Angeles Intergroup.
- The Los Angeles Intergroup has established the following committees but is not limited to these committees:  
**Annual OA Birthday Party, Publications, Public Outreach, Special Events, Workshops & Fellowship, and Young People.**
- Directors elect Committee Chairs at the first meeting of the Board after October elections.
- Only Directors may chair a committee. But Committee Chairs may appoint assistants to help run their committees.

## Decorum

- Directors are to conduct themselves appropriately while attending Board meetings, delegates' meetings and group meetings. Inappropriate behavior is defined as speaking or acting in an abusive, offensive or objectionable manner.

*See the Los Angeles Intergroup By-Laws for additional information on inappropriate conduct and nonperformance of duties by Directors. The By-Laws are posted on the Intergroup website: [oalaig.org](http://oalaig.org).*

# Executive Board

*Directors play a vital role in setting policies and procedures that affect the entire Intergroup. The Chair, Vice Chair, Secretary and Treasurer make up the Executive Board. Officers have a responsibility to conduct their duties to the best of their ability.*

## Chair

- Primary duty is to preside over Board and delegates meetings.
- Votes at Board or delegates meetings only in the event of a tie.
- Is a signator on all intergroup accounts held at financial institutions.
- Is an unofficial member of each committee.
- Picks up and returns materials for the delegates meeting to the office.

## Vice Chair

- Fills in for the Chair as necessary.
- Is a signator on all intergroup accounts held at financial institutions.
- Attends the WSO business Conference and R2 Assemblies and is reimbursed by the Intergroup for necessary expenses.
- Oversees the activities of the World Service and Region 2 representatives.
- Keeps Intergroup informed of activities and issues concerning Lifeline.

## Secretary

- Is responsible for maintaining accurate minutes and records of the Board and delegates meetings.
- Maintains and oversees the Meeting Directory.
- Is responsible for communications and notices to members, other Intergroups, Region 2, and the World Service Office as authorized by the Board.

## Treasurer

- Is the custodian of all funds received and disbursed by the Los Angeles Intergroup, and oversees creating a budget for the coming fiscal year.
- Is a signator on all Intergroup accounts held at financial institutions.
- Guides new officers in procedures for transfer of signatory duties at the bank.
- Makes monthly financial reports at the Los Angeles Intergroup Board and delegates meetings.
- Makes quarterly reports to the delegates of the Intergroup's financial status.
- Makes an annual report on the finances regarding the OA Birthday Party.
- May appoint a Financial Oversight Committee to oversee fiscal policies, procedures and accounts.
- May call for a professional audit of Intergroup accounts as needed.
- Oversees quarterly and annual reports, account statements, tax and insurance payments and other expenditures.
- Reviews the monthly 7th Tradition statement to be published in the next 12th Stepper to ensure its accuracy.

# Getting Started After Board Elections

*Certain financial responsibilities and other security measures must be transferred from the outgoing Executive Board to the newly elected Executive Board.*

## Security

- At the end of their terms, the Chair and Treasurer relinquish their keys to the OA office. The newly elected Chair and Treasurer receive keys at the first meeting of the new board.
- The Chair, Vice Chair and Treasurer will be signators on some or all of the Los Angeles Intergroup accounts. At the earliest convenience after election, they must go to the bank with the former Treasurer to sign the necessary forms and update the signator information.
- The Los Angeles Intergroup holds accounts at the Bank of America, 8501 Pico Blvd., at the corner of La Cienega Blvd. Included are the General Fund, the Birthday Party account and the Prudent Reserve account.
- All Executive Board members are given passwords to the office computer.
- The Chair, Vice Chair and Treasurer also are given passwords to the QuickBooks account on the office computer.
- It is recommended that the passwords be changed whenever the Executive Board membership changes.
- The Executive Board shall have access to an Employee Information Sheet for the Office Manager in case of emergencies.

## Finances

- Checks will be prepared by the Office Manager or bookkeeper to pay Intergroup bills twice a month. Each check requires two signatures, usually Chair, and Treasurer. The Vice Chair may sign when the Chair is unavailable.
- Officers are not permitted to sign blank checks.
- The following procedure is suggested:
  - At each Board Meeting, the Chair (or Vice Chair) and Treasurer shall sign checks that are filled out with bearer and amount.
  - Invoices for these expenditures shall be provided whenever possible.
  - Before each delegates meeting, the Office Manager will place the checkbook in the bag of meeting materials. The Chair (or Vice Chair) and Treasurer shall sign checks that are filled out with bearer and amount. The checkbook shall be returned to the office that same day.
  - If needed, another time to meet may be set up with the officers to sign checks at the OA Office.
- The Chair is the considered the “owner” of the BofA online bank account. The Treasurer, Vice Chair and Office Manager have access to these accounts. Bank of America online or phone help services can guide the new “owner” in this process.
- Board policy is that all bank account notifications are sent to the Chair at [chair@oalaig.org](mailto:chair@oalaig.org). The new chair will be receiving such notification as soon as the email routing address changes.

# Committee Chairs

*Directors who are not a member of the Executive Board take on the chairmanship of a Committee and are responsible to the fellowship for conducting their duties to the best of their ability.*

## Publications

- Handles production of the Intergroup's monthly newsletter, *The 12th Stepper*.
- Is responsible for having the monthly newsletter printed and disseminated at delegates meetings.
- Works with Board and committee members on the production and printing of flyers for LAIG-sponsored events; disseminates such materials at delegates meetings and prepares them for posting on the website.
- Oversees content on the Intergroup's website [www.oalaig.org](http://www.oalaig.org).
- Works with the Intergroup's webmaster to post the monthly 12th Stepper and Meeting Directory page on the website.
- Keeps the webmaster apprised of upcoming meetings, activities and events to be posted on the website Events Calendar and/or home page, providing graphics and flyers as needed.

## Public Outreach

- Communicates with the media as well as coordinates with hospitals, institutions and professionals to increase awareness of the disease of compulsive overeating and recovery through the 12 Steps of Overeaters Anonymous.
- Disseminates information at events held outside the fellowship.
- The Public Outreach Chair may appoint an assistant and gather a committee to help with manning booths at these events, handing out literature, speaking on panels and other activities.

## Special Events

- The Los Angeles Intergroup hosts several Special Events each year, including but not limited to the annual July 4th in the Park, Thanksgiving in the Park and Promises Meeting. The OA's Got Talent Show and other events may be scheduled on an occasional basis.
- Is responsible for obtaining locations and speakers for these events and overseeing their operation.
- The Special Events Chair may appoint an assistant and gather a committee of volunteers to help with these endeavors.

## Workshops & Fellowship

- The Workshops & Fellowship Committee presents workshops, panel discussion and other educational events to members of the Intergroup.
- Reaches out to members of the Intergroup who are ill or otherwise unable to attend meetings as part of the Intergroup's 12th Step Within program.
- The Workshops & Fellowship Chair may appoint an assistant and gather a committee to help with organizing these endeavors.

# Committee Chairs cont'd

## Young People

- The Young People Committee focuses on reaching out to suffering compulsive overeaters under 30 and those who came into OA before the age of 30.
  - The Young People's Chair may appoint an assistant and gather a committee to help with forming meetings, holding workshops and panels, and speaking at schools.
- The YP Committee will also develop meeting formats and activities tailored to young people.

## Birthday Party

- The annual OA Birthday Party is a weekend event, sponsored by the Los Angeles Intergroup, usually held at an airport area hotel. It attracts hundreds of compulsive overeaters from Southern California and other parts of Region 2, as well as members from around the nation.
- The Birthday Party is a three-fold event, designed to enhance personal recovery from compulsive overeating, spotlight fellowship and service, and raise funds for the continued operation of the Los Angeles Intergroup.
- The Intergroup generally schedules the Birthday Party for January, to coincide as closely as possible with the Jan. 19 birthday of Overeaters Anonymous.
- The Birthday Party Chair oversees three main task areas: Activities, Marketing and Finance/Operations.
- The chair begins forming a Birthday Party Committee as soon as possible to lock in dates at hotels, begin the marketing campaign for the next year's party and decide on activities to be included.
- The chair and co-chair(s) prepare a budget for the event and present it to the Board for approval.
- The Birthday Party committee chooses a theme for that year's party and has a logo designed to go along with the theme.
- Activities at the Birthday Party can include but need not be limited to opening night speaker and entertainment, meals with keynote speakers, workshops, panels, marathon meetings, Big Book intensive, sponsor meet-and-greet, 50-50 drawing, prize drawings and literature sales.
- Registration usually opens in early October, with sign-up forms on the LAIG website as well as printed forms. Normally there are three prices for admission: Early-Bird, Pre-Registration, and OnSite. The levels have generally been in \$5 increments but can be adjusted. Meals and weekend accommodations at the hotel are extra.
- The committee may arrange for an outside company to record keynote speakers, workshops, panels and other activities. These are made available for sale.
- The Birthday Party has a separate checking account from which its bills are to be paid. The Birthday Party's treasurer keeps track of income, expenses and reimbursements to committee members as needed.
- After Birthday Party is over, a portion of the proceeds may be transferred to the Intergroup's General Fund as needed to help cover operation costs for the year.

# WSO and R2 Representatives

*The Los Angeles Intergroup elects a representative (and alternate) to attend the annual World Service Business Conference and the Spring and Fall Region 2 Assemblies.*

## World Service Representative

### Eligibility and Term of Office

- To be eligible, a candidate must have 1 year of abstinence in OA, attend a regular OA meeting each week in Los Angeles, have completed Steps 4 & 5 and be practicing the 12 Steps to the best of his or her ability. Additionally the WSO Representative and Alternate must have 2 years of service above the group level.
- Terms of office: Representative, 2 years; Alternate, 1 year.

### Responsibilities

- Attends the annual World Service Business Conference. Votes on policies and issues on behalf of the Los Angeles Intergroup.
- The annual World Service Business Conference, normally takes place for about a week in late April and/or early May in Albuquerque, New Mexico.
- The WSO Representative (or Alternate, if filling in for the representative) is reimbursed for necessary expenses to attend the Business Conference.
- Before the conference, alerts the fellowship to proposed agenda items. Each group votes on whether proposed agenda items are to be discussed and has its delegate reports back to the WSO Rep at the next delegates meeting.
- After the conference, informs the fellowship, in a report at the next delegates meeting, of WSO issues and policies affecting the Intergroup that were discussed and decided. A written report also shall be filed in the OA office.

## Region 2 Representative

### Eligibility and Term of Office

- To be eligible, a candidate must have 1 year of abstinence in OA, attend a regular OA meeting each week in Los Angeles, have completed Steps 4 & 5 and be practicing the 12 Steps to the best of his or her ability.
- Terms of office: Representative, 2 years; Alternate, 1 year.

### Responsibilities

- Attends the Spring and Fall Region 2 Assemblies. Votes on issues and policies on behalf of the Los Angeles Intergroup.
- The R2 Representative (or Alternate, if filling in for the representative) is reimbursed for necessary expenses to attend each assembly.
- Each assembly takes two days, typically a Friday evening and all day Saturday. One takes place in Northern California and the other in Southern California.
- After the assemblies, informs the fellowship, in a report at the next delegates meeting, of R2 issues and policies affecting the Intergroup as a whole that were discussed and decided. A written report also shall be filed in the OA office.

# Making a Motion

## What is a Main Motion?

*A main motion introduces new business to the assembly.*

### How to Make a Motion:

- Member raises hand to be recognized by chair before speaking.
- State the motion, "I move that ..."
- If long, the motion should be written down and handed to the chair.
- Second the motion, "I second."
  - a.) Second means "Let's discuss," not "I agree."
  - b.) Motion dies for lack of a second.
- The Chair states, "It has been moved and seconded that ..."
- Chair asks if there is discussion.

## Criteria for Acceptable Motions

*If a motion does not fit these criteria, it may be ruled out of order by the Chair, even if there is a second.*

### Motions Must:

- Be action-oriented. Move to do something.
- Be clear.
- Not be frivolous.
- Be in accordance with the 12 Traditions of Overeaters Anonymous and the Los Angeles Intergroup Bylaws.



# Secondary Motion

*There are three types of secondary motions:*

- *Subsidiary*
- *Privileged*
- *Incidental*

## **Subsidiary Motion**

Relates directly to the main motion (usually delaying it or amending it)

## **Privileged Motion**

Motion of an emergency nature that does not relate to the pending motion

Example: time constraints, room temperature, noise problem

## **Incidental Motion**

Concerns procedure related to the pending business

Not ranked because it is taken up immediately when made

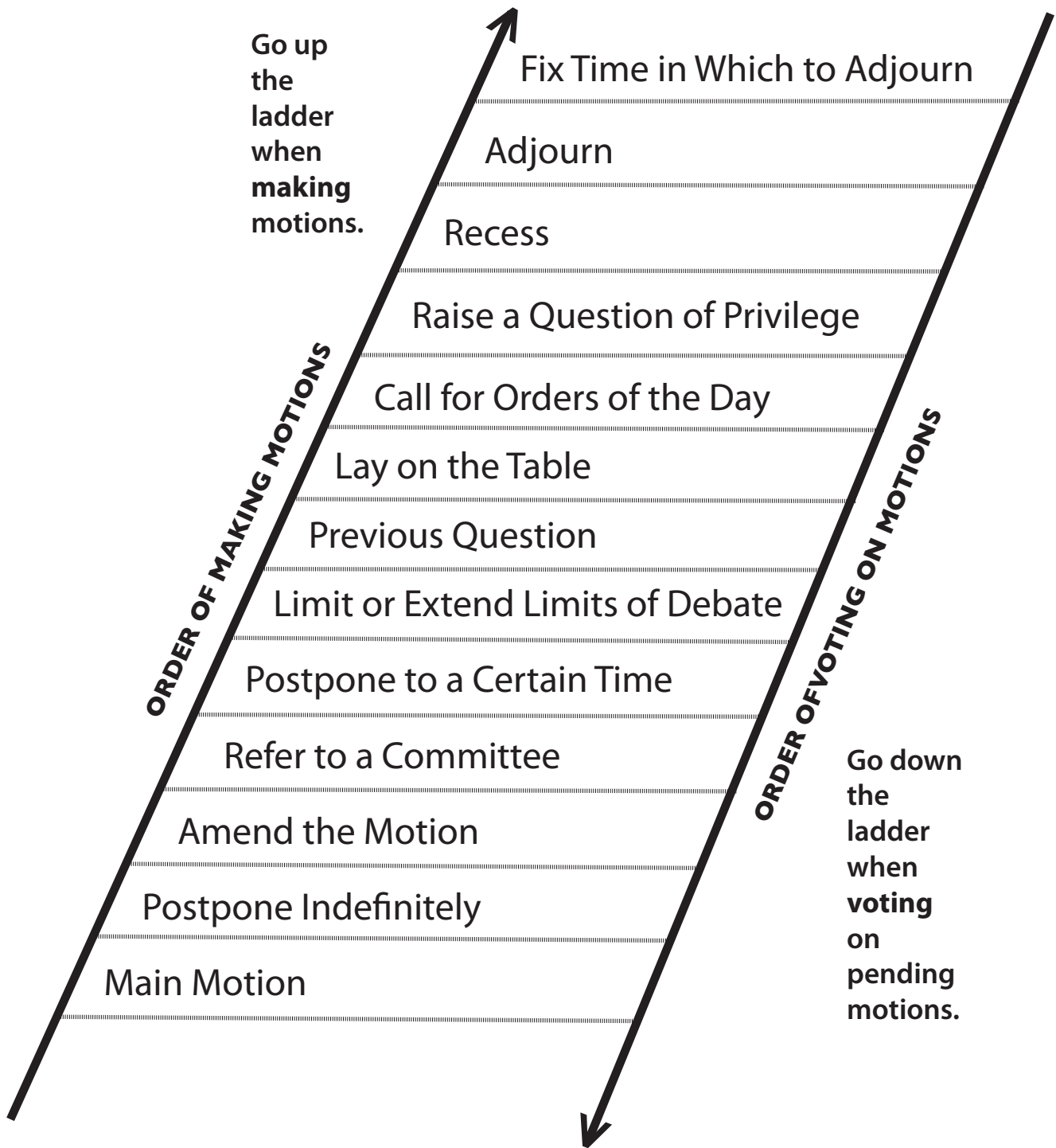
## **Notes:**

1. A decision on a secondary motion must be made before the main motion can be put to a vote.
2. See the Ladder of Motions in Order of Rank for guidance.
3. The limits of debate of secondary motions follow those for a main motion (3 pro, 3 con, 1 minute each).

*Each type of secondary motion is explained more fully in the pages that follow.*

# Ladder of Motions in Order of Rank

*When the main motion is being discussed, motions of a higher rank can be made. These take precedence over the main motion. Voting starts with the highest ranking motion. Then members can vote on the main motion.*



# Subsidiary Motion

*Motion that relates directly to the Main Motion (usually to delay or amend it).*

## Postpone Indefinitely

**Purpose:** To kill a main motion for the duration of the meeting without taking a direct vote on it.

Needs a second.

Not amendable, but while this motion is pending, members can amend the main motion.

Debatable (debate can go to the merits of the motion).

Majority vote required to adopt.

Members can reconsider only on an affirmative vote.

**Result:** Kills the main motion for the remainder of the meeting.

## Amend a Motion

**Purpose:** To change the main motion before it is acted upon; must be related to the main motion.

### Ways to Amend:

- a. insert words within a motion.
- b. Add words at end of a motion.
- c. Strike out words.
- d. Strike out and insert words.

Needs a second.

Amendable: A motion may have only two amendments.

The secondary amendment must be related to the primary amendment.

Debatable: Debate goes only to the amendment. If the secondary amendment is passed, it becomes the primary amendment.

Majority vote required to adopt.

**Result:** If adopted, the proposed change becomes part of the main motion.

## Refer to a Committee

**Purpose:** To have a small group investigate a proposal.

Needs a second.

Any variation in the motion is debatable.

Majority vote to adopt.

Can be reconsidered if the committee hasn't started considering the motion.

**Result:** If adopted, the motion goes to committee to investigate and does not return to the membership until the committee is ready to report or until the membership has adopted a time for the committee to report back to the assembly.

## Postpone to a Certain Time

(Differs from Laying on the Table)

**Purpose:** To put off or delay a decision.

Needs a second.

Debatable only to the merits of postponing.

Majority vote required to adopt.

Can be reconsidered.

**Result:** Discussion and decision are put off until later in the meeting. If postponed to the next meeting, the motion comes up under Unfinished Business.

### Note:

The motion to Postpone to a Certain Time has time limits, in our case until the next Board Meeting.

# Subsidiary Motion Cont'd

## Postpone to a Certain Time as a Special Order

**Purpose:** To ensure that a motion is taken up at a specified time.

Needs a second.

Debatable.

Time is amendable.

Requires 2/3 vote to adopt.

Can be reconsidered.

**Result:** If adopted, this motion must be taken up at the specified time, even if business is pending. If members don't want it taken up at that time, the members can set aside the Special Order by calling for the Orders of the Day.

## Limit or Extend Debate

**Purpose:**

- a. to limit or extend the time allotted for each member to speak
- b. to limit or extend time spent on the debating of the motion.

To extend the discussion, a member may say:

- a. "I move to allow pros and cons two minutes to speak" or
- b. "I move to allow four pros and four cons to speak."

To limit or extend the debate a member may say:

- a. "I move to close debate in ten minutes" or
- b. "I move to extend debate for five minutes."

Requires a second.

Not debatable.

Is amendable.

Takes 2/3 vote to adopt.

**Result:** Motion changes the standard rules of debate.

## Previous Question

**Purpose:** To stop debate and immediately take the vote.

Needs a second.

Not amendable.

Not debatable.

Requires 2/3 vote to adopt.

Can reconsider without debate before the vote has been taken on the motion in which debate has been closed. If members vote against Previous Question, it can be made again after progress in debate.

**Result:** If adopted, the members vote on the immediate pending motion. If the previous question is called on all pending motions, the vote is taken on all pending motions.

**Note:** It is not proper to make this motion before the allowed number of members have had the right to debate. In our case, 3 pros and 3 cons would have an opportunity to speak.

## Lay on the Table

**Purpose:** To set the main motion aside temporarily in order to take up something of immediate urgency. The intent is not to kill the motion or to put it off to the next meeting. The chair is allowed to rule whether the matter is urgent and whether the motion will be entertained.

Needs a second.

Not amendable.

Not debatable.

Majority voted required to adopt.

Can't be reconsidered.

**Result:** If adopted, this motion places the main motion and any of its adhering motions on the table. It stays on the table until someone moves to take it off.

# Privileged Motion

*Motion of an emergency nature that does not relate to the pending motion.*

*Examples: time constraints, room temperature, noise level*

## Call for Orders of the Day

**Purpose:** To make the assembly follow the agenda (Orders of the Day) or to take up a Special Order.

A member can call for the Orders of the Day.

Does not require a second.

Not amendable.

Not debatable.

No vote is taken unless the members want to set aside the Orders of the Day, which requires a 2/3 vote.

Cannot be reconsidered.

**Result:** Stops whatever the assembly is doing and the meeting proceeds to the agenda.

## Question of Privilege

**Purpose:** Permits a member to make a request or main motion relating to the rights and privileges of the assembly, or an individual member, and to consider it immediately because of its urgency, while other business is pending.

When: If noise level or room temperature is interfering with business. (Example: It's too hot; can we turn down the thermostat?" "I can't hear the speaker.")

Does not require a second.

Not debatable.

Chair rules on the request.

**Result:** Chair's ruling determines the outcome.

## Recess

**Purpose:** To take a short break and then resume business where it left off.

Needs a second.

Length of recess is debatable.

Not debatable.

Majority vote required to adopt.

Can't be reconsidered, but can be made again after some progress in meeting.

**Result:** Members take a short break.

## Adjourn

**Purpose:** To end the meeting immediately. Takes precedence over all other motions, except Fix Time to Adjourn. Is not in order during a vote or before the results of a vote are announced by the chair.

Needs a second.

Not amendable.

Not debatable.

Majority vote required to adopt.

Can't be reconsidered. If not approved can be made again after some progress in meeting.

**Result:** Meeting ends and business halts at the point where the members adjourned. Before adjournment is announced members can rise to make announcements or fix a time to adjourn. If a motion is being discussed, it will come up at the next meeting under Unfinished Business.

# Privileged Motion cont'd

*Motion of an emergency nature that does not relate to the pending motion.  
Examples: time constraints, room temperature, noise level*

## Fix Time to Adjourn

**Purpose:** To set the time to adjourn the meeting.

When: This may be done at the beginning of the meeting, but may not be done when other business is pending.

Needs a second.

Time for adjournment is amendable.

Debatable.

Majority vote to adopt.

Can't be reconsidered.

**Result:** The members must adjourn at the time set.

If members want to continue the meeting at that point, they must move to Suspend the Rules (see Incidental Motion) to continue the meeting.

# Incidental Motion

*Concerns procedure related to the pending business.*

*Not ranked because it is taken up immediately when made.*

## Point of Order

**Purpose:** To correct a breach in the rules.

When: Made at time of infraction.

No second.

Not debatable.

Presiding officer rules on the point.

Can't be reconsidered.

**Result:** The chair's ruling stands unless someone appeals it.

## Appeal Decision of Chair

**Purpose:** To disagree with chair's ruling and let members decide an issue by taking a vote.

Needs a second.

Must be made at time of ruling.

Chair has first opportunity to speak after appeal and last opportunity to speak after debate.

Debatable (with a few exceptions).

Not amendable.

Majority or tie vote sustains decision of chair.

Can be reconsidered.

**Result:** If adopted, upholds chair's ruling.

## Division of the Assembly

**Purpose:** To doubt the result of the vote.

No second.

Not debatable.

**Result:** The vote is immediately retaken in a different form (such as roll call, written ballot).

## Division of the Question

**Purpose:** To divide a motion that has several topics that can stand as separate motions. Can be applied to main motions and amendments.

Needs second.

Amendable.

Not debatable.

Majority vote to adopt.

Can't be reconsidered.

**Result:** Motion is divided into separate parts and each is considered individually without affecting the other parts.

## Suspend the Rules

**Purpose:** Set aside a rule of the assembly. (Excludes bylaws, principles of parliamentary procedure or rules that protect rights of members.) Example: Take up an item of business out of its regular order.

Needs a second.

Not debatable.

Not amendable.

Requires 2/3 vote to suspend a parliamentary order of order of business; requires majority vote to suspend a standing rule.

Can't be reconsidered.

**Result:** Rules are set aside so that members can do something contrary to the rules.

# Contact the L.A. Intergroup

## Los Angeles Intergroup

### Address

6404 Wilshire Boulevard, Suite 710  
Los Angeles, CA 90048  
(Building is at the corner of La Jolla Ave.)

Parking is down the alley and under the building. Get validation from Office Manager.

On nights of board meetings, parking is free.

### Office Hours

**Please call before visiting.**

Tues and Wed: 11:30a-2:30p

Thurs: 3:30p-6:30p

1st and 3rd Sat. of the month: 11a-1p

### Phone

Office: 323-653-7652

Fax: 323-653-7436

### Email

[laintergroup@sbcglobal.net](mailto:laintergroup@sbcglobal.net)

### Website

[www.oalaig.org](http://www.oalaig.org)

### Office Closed

Mon, Fri, Sun, and major holidays

## Board of Directors

Use the email addresses provided below to contact board members. Names and phone numbers of current board members are listed in the 12th Stepper and on the OA LAIG website.

### Chair

[chair@oalaig.org](mailto:chair@oalaig.org)

### Vice Chair

[vicechair@oalaig.org](mailto:vicechair@oalaig.org)

### Secretary

[secretary@oalaig.org](mailto:secretary@oalaig.org)

### Treasurer

[treasurer@oalaig.org](mailto:treasurer@oalaig.org)

### Birthday Party

[bdp@oalaig.org](mailto:bdp@oalaig.org)

### Public Outreach

[outreach@oalaig.org](mailto:outreach@oalaig.org)

### Publications

[publications@oalaig.org](mailto:publications@oalaig.org)

[candles@oalaig.org](mailto:candles@oalaig.org)

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### Special Events

[events@oalaig.org](mailto:events@oalaig.org)

### Workshops & Fellowship

[workshops@oalaig.org](mailto:workshops@oalaig.org)

### Young People

[yp@oalaig.org](mailto:yp@oalaig.org)