

MOTION FORM

DATE:

MADE BY: Handbook and Bylaws Committee

Ginny C., Chair

SECONDED BY:

(Name)

(Position – GR & Grp Name / Officer / Coordinator / Cmte Chair)

MATTER UNDER CONSIDERATION: Clarify the responsibilities of the Secretary in the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc.

MOTION:

Move to make changes to the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc. (October 2022) as written below:

Delete Section III Motions A. (p.4)

Replace with:

Section III Motions

- A. All motions must be written on electronic, or paper forms provided by the Secretary. A second may be given with the motion or called for when the motion is presented.

Delete Section V. C.4. Area Secretary (p.5-6)

Replace with:

Section V. Area Officers

C.4. Area Secretary

- a. Prepares for and records the proceedings of the AWSC and the Area Assembly meetings.
- b. Sends minutes to the Group or District Representatives as indicated in Section VI. D. Area Secretary.

- c. Maintains accurate attendance file of all Assembly and AWSC members for the purpose of establishing eligibility for elections.
- d. Maintains current records of the Groups Representatives (with the Area Group Records Coordinator). The Secretary serves as the Co-Group Records Coordinator.

Delete Section VI. C. 2. (p.7)

Replace with:

**Section VI. Job Descriptions and Responsibilities-Area Officers
C. Area Chairman**

2. Asks Secretary to send out notices of all Area business.

Delete Section VI. D. (p.8-9)

Replace with:

Section VI. Job Descriptions and Responsibilities-Area Officers

D. Area Secretary has voice and vote at all Area World Service Committee meetings but has vote at Assemblies only if a current Group Representative.

Responsibilities (motion 2023/05 - # byla)

1. Takes the minutes of all Area World Service Committee meetings and distributes them via email to all AWSC members.
2. Takes the minutes of all Area Assembly meetings and distributes them via email to all AWSC members, Group Representatives (GRs) and Current Mailing Addresses (CMAs).
3. Sends out all notices of Area Assembly meetings to all AWSC members, GRs and CMAs via email. Sends out notices of all AWSC meetings to AWSC members (listed on the Ohio Area roster).
4. Keeps a record of attendance at all Area Assembly and AWSC meetings. The Secretary maintains an electronic record of attendance of all meetings for each three-year period for election eligibility. The Registration record shall be given to the Secretary at the end of each meeting.
5. Maintains a post office box for the receipt of all mail addressed to the Area, forwarding it to the appropriate Officer, Coordinator, or Committee Chairman.

6. Obtains and maintains the bulk mailing permit, if needed, in the name of the Area, at the post office in the location where the Secretary resides.
7. Maintains the original minutes of meetings for a period of two years, after which time they are passed along to the Archives Coordinator for permanent retention. The minutes for each meeting should have the registration record and passed motions attached to them.
8. A copy of all required documents should be placed in a notebook to be passed along to the successor. The required documents include the maintained minutes, registration records, blank motion forms and passed motion forms.

MOTION #: _____ **Motion for:** Handbook _____ Bylaws _____

Simple Majority (votes needed): _____ **Substantial Unanimity (votes needed):** _____

FOR: _____ **AGAINST:** _____ **ABSTENTION:** _____ // **PASS:** _____ **FAIL:** _____