

Los Angeles Intergroup  
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# **Los Angeles Intergroup Service Manual**

(Updated November 2017)

## **The 12 Traditions of Sex and Love Addicts Anonymous**

1. Our common welfare should come first; personal recovery depends upon SLAA unity.
2. For our group, there is but one ultimate authority – a loving God as this Power may be expressed through our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for SLAA membership is the desire to stop living out a pattern of sex and love addiction. Any two or more persons gathering together for mutual aid in recovering from sex and love addiction may call themselves an SLAA group, provided that, as a group, they have no other affiliation.
4. Each group should be autonomous except in matters affecting SLAA as a whole.
5. Each group has but one primary purpose – to carry its message to the sex and love addict who still suffers.
6. An SLAA group or SLAA as a whole ought never endorse, finance, or lend the SLAA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every SLAA group ought to be fully self-supporting, declining outside contributions.
8. SLAA should remain forever nonprofessional, but our service centers may employ special workers.
9. SLAA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. SLAA has no opinion on outside issues; hence the SLAA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, TV, film, and other public media. We need guard with special care the anonymity of all fellow SLAA members.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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## **WELCOME TO LOS ANGELES INTERGROUP!**

This manual was created to help new Intergroup Reps get oriented to how Intergroup service works, understand the terms and acronyms, and “hit the ground running.” We hope it will help you better serve the Fellowship, your meeting, and your own recovery.

A Note About The 12 Traditions: Intergroup meetings are business meetings, not recovery meetings. This manual will often refer to the Twelve Traditions. In fact, if this is your first service commitment above the group level, you may be surprised at first to hear so much more talk at Intergroup about the Twelve Traditions and so much less about the Twelve Steps and personal recovery. However, our business decisions are guided by the Traditions, so you may want to keep them close at hand.

## **WHAT IS INTERGROUP?**

Intergroups have the job of linking the individual groups in their area to SLAA as a whole. Generally, any two or more groups in any area that wish to work together to assist the meetings they represent to grow and to help other sex and love addicts who still suffer may form an Intergroup. In the case that a specific locality that has only one group, that group may function as an Intergroup. Intergroups act as guardians of the 12 Steps and 12 Traditions – meaning they help groups interpret the Steps and Traditions and encourage their use at meetings and in individual recovery to make SLAA safe for all who wish to attend. Intergroup participants tend to be the people who live in the area that the Intergroup serves. These people usually have a strong sense of the 12 Steps and 12 Traditions of the program, continuous self-defined sobriety, and awareness of group conscience in his or her area. Intergroup members are representatives who provide the feelings, thoughts, and ideas of the individual group they attend regularly and are representing. (From the Conference Service Manual)

Los Angeles Intergroup includes meetings in Atwater Village, Brentwood, Burbank, Culver City, East Hollywood, Hancock Park, Hollywood, Long Beach, Mar Vista, Pasadena, Santa Monica, Sherman Oaks, Silver Lake, Venice, Ventura, West Hollywood, and Woodland Hills. Neighboring Intergroups include Monnterey, Orange County and San Diego.

## **L.A. INTERGROUP WEBSITE**

**www.slaalosangeles.org** contains information about meetings, events, Intergroup (including Intergroup meeting minutes, the Intergroup service manual, officer email contact info, etc.), as well as other service opportunities. Submit flyers and info about meetings, events, etc. via email to [webmaster@slaalosangeles.org](mailto:webmaster@slaalosangeles.org)

## **ACRONYMS AND TERMS YOU'LL HEAR OFTEN:**

### **FWS**

**The Fellowship Wide Services (FWS)** office is the Board-of-Trustee-run office that is the direct link to all SLAA groups and individual members world-wide. The office is responsible for assisting the Board of Trustees in performing its duties and legal requirements.

The main responsibility of the FWS office is to help SLAA as a whole achieve its primary function – to help the addict who still suffers. To do this, the Board of Trustees and the FWS staff work together to:

- Direct people seeking SLAA to available meetings, members, and resources;
- Reprint, sell, and distribute Conference Approved Literature (pamphlets, SLAA Basic Text, tapes, medallions, etc.)
- Keep financial records and create legal and other reports for the government and SLAA membership
- Assist individuals in starting new SLAA meetings – world-wide
- Help groups address SLAA-related problems via the Twelve Steps and Twelve Traditions
- Provide the means to hold the ABC/M and assist the Conference committees to communicate their needs to the program-at-large

The FWS Office can be reached at:

1550 NE Loop 410, Ste. 118

San Antonio, TX 78209

(210) 828-7900 / e-mail [slaafws@slaafws.org](mailto:slaafws@slaafws.org)

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

## **ABC and ABM**

**The Annual Business Conference (ABC)** is a yearly event that brings together SLAA group representatives and members of our service structure to convene the Annual Business Meeting (ABM), creates connection and community among the recovering members and provides time for a Fellowship Wide Services (FWS) fundraising event. The ABC is held in conjunction with the ABM and was created to allow Conference members a chance to meet recovery needs, in addition to fellowship wide needs.

**The Annual Business Meeting (ABM)** is a yearly event that convenes SLAA group representatives and members of our service structure primarily to discuss, brainstorm, and vote on business/issues that affect the whole of SLAA. It is also when a Board of Trustee election is held in order to replace the three outgoing members. The ABM is like an “Intergroup of Intergroups.” Intergroups send representatives (delegates) to SLAA’s business meeting (ABM). Any SLAA member may submit motions, brainstorming items and items for discussion to the ABM. Because the ABM is only several days a year, however, and there is always a long agenda, it may take several years for an item to come to the floor.

## **BOT (Board of Trustees)**

The **BOT’s** duties and responsibilities (according to the SLAA Bylaws) is as follows. Please note that the following description is a limited view, and the duties and responsibilities can require expansive work and commitment on the part of the BOT member to achieve the Board’s primary function.

a. The [BOT] shall act as the guardian of the Twelve Steps and Twelve Traditions, ensuring that there are no alterations except by action of the [FWS] SLAA Conference, as set forth in these Articles. This guardianship shall in no way infringe on the right of any individual groups as set forth in the Traditions, but the [BOT] may call to the attention of any group or individual a violation of the 12 Traditions it determines has been made. The Board, however, shall not have power or control over any group or individual and shall act only in an advisory capacity on matters affecting the Fellowship as a whole. The principle to be followed in all matters regarding the relationship of the corporation to others is to be according to the spirit of the 12 Traditions, especially those that state “the Fellowship ought never to engage in public controversy.”

b. The [BOT] shall act as spokesperson for the Fellowship in all matters affecting SLAA as a whole; provide for and supervise publications of the Fellowship; provide counsel and guidance to member groups and to new groups; furnish a medium for the interchange of ideas between groups and arrange for the [FWS] SLAA Conference Annual Meeting.

## THE CONFERENCE

**The Conference** is the voting body of the ABM, comprised of a large number of recovering and experienced SLAA members representing SLAA groups from all over the world, the Board of Trustees, FWS administrative staff who are also SLAA members, and Editor of *The Journal*. This body is responsible for all votes necessary to advise the Board of Trustees. When you hear that literature (or anything else) is “Conference Approved” that means that it has been passed by a vote of the Conference at an ABM.

## RECOVERY CONVENTION

The **Recovery Convention** is a separate, non-business SLAA event, emphasizing workshops and speakers sharing experience, strength, and hope in the spirit of recovering from the effects of sex and/or love addiction. The event often happens at a different time and location from the ABC/M, but may be combined with the ABC/M for simplicity.

## THE JOURNAL

*The Journal* is SLAA’s magazine – a meeting in print! It is published every other month by FWS. Any member may submit a story, poem, picture, cartoon or sketch, and answer to “Question of the Day” for publication in *The Journal*. There is no sobriety requirement. Send submissions and/or subscription requests to the Journal Rep, via [www.slaalosangeles.org](http://www.slaalosangeles.org).

## WHAT DO I DO AS AN INTERGROUP REP?

Intergroup Reps are the conduit between meetings and individual members, and Intergroup, and by extension, with the fellowship as a whole. As a Rep, you’ll attend Intergroup meetings to vote on Intergroup business, fill literature orders for your meeting and bring your meeting’s donation to the Intergroup Treasurer. Then you will report back to your meeting.

You may occasionally be asked to seek a group conscience at your meeting on a specific issue and report the results back to Intergroup. Likewise, you may occasionally be asked to bring an issue from your meeting for action at Intergroup or even for possible submission to the ABM. Intergroup also offers many opportunities to do service for the fellowship, including committee work and special projects. You may come forward to participate in them as you choose.

## **WHO DOES WHAT? INTERGROUP SERVICE POSITIONS**

Intergroup officers are elected at the end of the year, for service beginning in January. These service commitments are open to any member of the fellowship, not just Intergroup Reps.

### **SECRETARY**

(1 year term; 1 year sobriety)

Acts as chair for monthly Intergroup meetings. Intergroup has not voted to adopt parliamentary procedure, but Roberts Rules of Order (Newly Revised, 9th Edition, edited by Henry M. Robert III.) describes of the duties and responsibilities of the chair as follows:

Duties of the presiding officer of an assembly: (XV, §46, p 441)

- To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda or program, and with existing orders of the day.
- To recognize members who are entitled to the floor.
- To state and put to a vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
- To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- To enforce the rules relating to debate and those relating to order and decorum within the assembly.
- To expedite business in every way compatible with the rights of members.



- To decide all questions of order, subject to appeal, unless, when in doubt, the presiding officer prefers initially to submit such a question to the assembly for decision.
- To respond to members' inquiries relating to parliamentary procedure or factual information bearing on the business of the assembly.
- To authenticate by his or her signature, when necessary, all acts, orders and proceedings of the assembly.
- To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.

### **RECORD KEEPER**

(1 year term; 3 months sobriety)

- Keeps the minutes at each of the Intergroup meetings
- Reads highlights from last month's minutes at current meeting
- Sends monthly minutes to Webmaster for posting on [slaalosangeles.org](http://slaalosangeles.org) website

### **TREASURER**

(1 year term; 1 year sobriety)

- Fill out all paperwork for bank accounts (co-signers, tax docs, records and charters)
- Balance accounts
- Deposit/Transfer funds
- Review checks to verify proper name & endorse with acct #
- Recover money from bounced and uncashable checks
- Pay current bills via mail, BillPay or auto-pay
- Track late bills and set aside money
- Track expenses through monthly spreadsheet
- Receive group donations and verify monies for each
- Reimburse members for literature-related and other expenses
- Buy office and post office supplies
- Present current financial situation for each Intergroup meeting
- Send donations to FWS on a quarterly basis

- Create a quarterly report of donations and expenses; give to website coordinator for posting on website
- Keep storage of archived records

**ASSISTANT TREASURER**

(1 year term; 6 months sobriety)

- Has read-only access to Wells Fargo accounts, no check writing.
- Fills in when treasurer is not able to attend I.G. meetings.
- The only money handling done by the assistant is when filling in for the Treasurer at the I.G. meetings, and taking the deposit to the bank.
- The person should be good with excel and good with money, and should be willing to be a trusted servant.

**JOURNAL REPRESENTATIVE**

(1 year term; 6 months sobriety)

- Create, copy and distribute flyers for the Journal, SLAA’s “Meeting in Print,” a bimonthly magazine distributed by FWS.
- Pitch meetings and individuals to increase Journal Subscriptions.
- Encourages members to contribute their stories for submission

**LITERATURE INVENTORY ADMINISTRATOR**

(1 year term; 1 year sobriety)

- Able to order up to \$2,200 at one time.
- Communicates with FWS regarding availability of literature. Maintains literature stock, and orders literature from FWS as necessary. Verifies that orders received from FWS are accurate, and consolidates order into existing literature stock.
- Maintains a “prudent reserve” of 20 books and 20 of each pamphlet
- Coordinates with Intergroup Copier to ensure availability of Intergroup self-printed materials. Sorts Newcomer Packets in groups of 10.
- Stores up to fourteen boxes filled with literature in home or apartment.
- Transports several heavy boxes (with dolly) to and from Intergroup meeting; sets up literature for distribution at meeting.
- Receives e-mail (online) orders, assembles and labels them and has them ready to pick up at the next Intergroup meeting. Fills orders received at Intergroup meeting, if stock is available.

- Responsible for receiving money, confirming accuracy of orders, giving change.
- Counts and deposits money with the Treasurer, and requests checks/ reimbursements for FWS orders.
- Communicates with Webmaster to ensure SLAA LA website literature order form reflects most recent literature availability.
- Provides a status report during Intergroup meeting.
- Responsible for receiving money, confirming accuracy of orders, giving change.
- Counts and deposits money with the Treasurer, and requests checks/ reimbursements for FWS orders.
- Communicates with Webmaster to ensure SLAA LA website literature order form reflects most recent literature availability.
- Provides a status report during Intergroup meeting.

### **LITERATURE ASSISTANT**

(1 year term; 6 months sobriety)

- Assists with Literature Position's duties and helps run literature during the Intergroup meeting.

### **LITERATURE COPIER**

(1 year term; 1 year sobriety)

- Maintains master digital files of all literature that requires copying. (This refers to pamphlets that are not ordered from F.W.S., but are copied "in house," and sold at our cost or provided free.)
- Communicates with Literature Service officer to know when inventories are low. Copies additional materials and brings to the Intergroup meeting.
- Copies 1000 Newcomer pamphlets at a time, approximately every three months, requires a \$300 out-of-pocket expense.
- Copies 100 Intergroup Service Manuals approximately every eight months. This requires a \$150 out-of-pocket expense
- Gives receipts to Treasurer at I.G. Meeting for reimbursement.
- Updates Intergroup Service Manual with new items/changes as noted in the Intergroup Meeting minutes.

## **MEETING REGISTRAR**

(1 year term; 6 months sobriety)

Responsible for maintaining and updating the sign-in sheet of current meetings/Intergroup Representatives and their contact information.

- Brings updated sign-in sheet and clipboard to monthly Intergroup meetings
- Before *Bottom Line* Editor distributes newsletters, insures that:
  - 1.) Each Representative is signed in
  - 2.) Each Rep has updated contact info
- Takes the list with them after each meeting
- Follows up with Reps who do not show up and do not send a substitute to keep list current
- Responds to any inquiries regarding current status of SLAA meetings

## **BOTTOM LINE EDITOR**

(1 year term; 6 months sobriety; must be computer literate)

Produces & distributes *The Bottom Line*, the S.L.A.A. Los Angeles monthly publication.

- Designs the layout of the current month's publication, gathering stories, information and news items. Coordinates with Secretary and Treasurer for required postings:
- Required postings: L.A. Intergroup contact information; Fellowship Wide Services contact information; Reach out phone numbers; L.A. S.L.A.A. website address; Updated Los Angeles Meetings List (2-sided)
- Collects 1 copy of flyers for new meetings, workshops, retreats, etc. at Intergroup Meeting for inclusion into current *Bottom Line*.
- Suggested Postings: New Meetings Information; Workshops and Retreats information; Other local and FWS S.L.A.A. approved information that needs to be disseminated to the local fellowship.
- Oversees production of publication to printer: Layout is 11/17 sheet folded to make a 4-page document, all inclusive; printed and folded at print store
- Brings copies of *Bottom Line* to Intergroup Meeting for handing out. Each meeting receives 10 free copies; 10 additional copies can be purchased for \$3.00.
- Gives cash collected to Treasurer at Intergroup Meeting.

- Maintains interim contact with Webmaster to provide updates as needed. Emails completed *Bottom Line* to Webmaster for posting on website

## **WEBMASTER**

(1 year term; 6 months sobriety)

- Updates and maintains Los Angeles SLAA website and Los Angeles SLAA email addresses.
- Posts Intergroup meeting notes on website when received from Record Keeper; quarterly expense reports when received from Intergroup Treasurer; new *Bottom Line* newsletter and current meeting list when received from *Bottom Line* editor; new meetings on website when notified via email; Journal Question-Of-The-Day when received from Journal editor; updates information on SLAA events, literature, committees, ABC/ABM, service opportunities, etc.
- Responds to and/or redirects website and email inquiries to the appropriate people.
- Maintains backup of website for disaster recovery purposes.
- Periodically checks website for broken links, downtime, and other errors.
- Maintains channels of communication with other SLAA websites, as appropriate.
- Keeps current list of contact information for Intergroup officers.
- Trains Assistant Webmaster to carry out Webmaster duties.

## **WEBMASTER ASSISTANT**

- Assists with Webmaster's duties.

## **WORKSHOPS AND RETREATS LIAISON**

(1 year term; no time requirement)

- Serves as an informational liaison to disseminate information and flyers about the Workshops and SLAA Retreat at Intergroup meeting.
- Finds speakers for the workshops

## **MAIL CLERK**

(1 year term; 6 months sobriety)

- Picks up mail at P.O. Box and delivers to monthly Intergroup meeting.

## **PHONE LINE MONITOR**

(1 year term; 3 months sobriety)

- Return phone messages and thoroughly answer inquiries.
- Relay any interim meeting time changes or relocations, workshop or retreat information.
- Maintain acceptable outgoing message.
- Liaison with the voice mail service
- Liaison with the treasurer to make sure voice mail service is paid

## **SPEAKER LIST OFFICER**

(1 year term; 1 year sobriety)

- Maintains a Master Speaker List of people who have volunteered to be available to speak at SLAA meetings
- Distributes blank copies of the list to Intergroup Reps to bring to their meetings for sign up and return to Speaker List officer.
- Compiles information into a Master Speaker List.
- Speaker list officer contact information will be listed on Website
- and in Bottom lines, both for people to request copies of Master List, or to be added to the Speaker List.
- Re-distributes blank form to Intergroup Reps biannually to collect additional names for List.

## **ABM DELEGATES**

(2 year term; 10 months sobriety at time of the ABM)

These are L.A. Intergroup's delegates to the ABM. As Intergroup Reps are the conduits between meetings and Intergroup, so ABM reps are the conduit between Intergroup and the ABM.

Note: FWS permits 1 delegate for every 5 meetings.

Term of Position: 2 Years (2 terms suggested for institutional memory).

Number of Positions: 4.

Election Period: Staggered terms, 2 elected each year.

Three Primary Responsibilities:

- 1.) Prepare for and attend the Annual Business Meeting (ABM), generally held on a Tuesday through Friday during the summer at some location in the U.S. requiring air travel.
  - Read and understand the Conference Service Manual (CSM) in advance of the ABM.
  - Make travel and registration arrangements for the ABM in advance enough of the ABM that any price breaks are received.
  - Read the ABM Agenda and form an initial impression on the issues to be discussed and voted on at the ABM.
  - Attend the ABM and each business-related session, at least.
  - At the ABM, present a good impression of Los Angeles to the international S.L.A.A. community.
- 2.) Join and actively participate on at least one Conference Committee for the entire duration of term as delegate.
  - Conference Committees typically meet via conference call, with varying degrees of frequency. Some committees do work between calls. There are different types of committees to appeal to different interests.
- 3.) Serve as an informational link between FWS and the L.A. area.
  - Attend every LA Intergroup meeting.
  - Attend local meetings, as requested, to answer questions and make presentations regarding the ABM, FWS, and international service.
  - Stay informed on FWS/Conference-related happenings via Conference Committee activity and FWS news publications.
  - Act as an informational resource or mentor to new or potential delegates.

If Delegates need support to fulfill their administrative tasks only (such as paperwork), they shall have the autonomy to request assistance from whomever they deem appropriate.

## **ABM ALTERNATE DELEGATES**

(2 year term, 10 months sobriety at time of the ABM)

Term of Position: 2 Years . Number of Positions: 2 (at least 50% of the number of currently elected delegates). Election Period: Staggered terms, 1 elected each year (at least - see above). If there is a need to elect 2 delegates during the same term there will be a 1-year alternate delegate and a 2-year alternate delegate elected to maintain the staggered terms requirement.

Suggested Candidates: Prior delegates are ideal (although not necessary), for ease in stepping into role without training or notice

Two Primary Responsibilities:

- 1.) Be available to assume the role of Delegate, should an emergency arise, and complete the remaining portion of that Delegate's term.
  - Attendance at the ABM, plus any preparations necessary to do so (both flight registration arrangements and CSM/Business Item Meeting Summary preparations)
  - Participate on at least one Conference Committee.
  - Serve as informational link between FWS/Conference Community and Los Angeles Area.
- 2.) Attend LA Intergroup meetings every month.

## **CONFERENCE LITERATURE COMMITTEE CONDUIT**

(1 year term; no time requirement)

- Makes announcements at Intergroup and requires becoming part of the FWS Literature Committee, being on emails and attending monthly meetings (1.5 hours)
- Recruit people to get involved in literature writing groups.

## **CONFERENCE TRANSLATION COMMITTEE CONDUIT**

(1 year term; no time requirement; not a voting position)

- Announces information and distributes flyers about FWS Conference Translation Committee activities at monthly Intergroup meeting.
- Makes announcements at Intergroup and requires becoming part of the translation committee, being on emails and attending monthly meetings (1.5 hours).
- Recruit people to get involved in translation.



## **SPONSORSHIP COMMITTEE CONDUIT**

- Announce information from the committee, which aims to bring sponsorship to people and meetings around the world who do not have easy access, with other alternatives including telephone sponsorship and sponsorship phone meetings.

## **ROTATING POSITIONS AT EACH INTERGROUP MEETING:**

### **TIMER**

- A volunteer who times the meeting, announcing each 15 minute interval.

### **COUNTER**

- A volunteer who counts the number of people present who can cast a vote, and the number of votes for each motion.

### **SPIRITUAL REMINDER**

- A volunteer who times the “30 Second Rule of Silence” in the event one is called for by the Secretary.

### **SERENITY COMMITTEE**

- 3-person committee of volunteers to meet outside with any disruptive individuals, in the event that two “30 Second Rules of Silence” do not remedy the situation.

## **LOS ANGELES INTERGROUP COMMITTEES:**

### **WORKSHOP COMMITTEE**

- The Workshop Committee organizes workshops, acts as liaison to workshop host locations; arranges speakers, creates and distributes flyers and workshop materials; reports to Intergroup; manages funds to keep them self-sustaining.

### **RETREAT COMMITTEE**

- Organizes the annual Thanksgiving weekend retreat. Creates and distributes flyer, sets up a phone line for information and calls, decides on the program and speakers, sets up a registration system, collects payments, and sends out a confirmation letter after receipt of deposit money. The Retreat is a major fund-raiser. “Profits” are sent to FWS. (See “How Does The Money Work?” below.)

### **HOSPITALS AND INSTITUTIONS (H&I) COMMITTEE**

- Organizes outreach efforts to local jails, prisons, hospitals, treatment facilities, half-way houses, etc.

## **DOES INTERGROUP HAVE ANY RULES?**

Not many.

### **Voting:**

Any S.L.A.A. member may attend Intergroup and participate in discussion, but only Intergroup Reps and those holding Intergroup service positions may vote. Voting is one person — one vote. Even if you represent two or more meetings, you get one vote. (Therefore any meeting that wants its fullest representation at Intergroup should seek to have its own rep.)

### **Intergroup Meeting Rules**

#### **30 Seconds of Silence Rule:**

The secretary has the responsibility to maintain order and insure a productive business meeting. Therefore, the chairperson has sole responsibility to call for a “30-Seconds of Silence.” Regardless of what is happening at that moment, all attendees must honor the call for silence by ceasing all activity. If a second “30-Seconds of Silence” does not remedy the disruptions, the secretary will call for a 5-minute break. This break will begin with a spiritual reminder and a 3-person serenity committee,

chosen from volunteers at the start of the meeting, will meet outside the meeting with the disruptive individual to hear their concerns and provide a gentle reminder of appropriate behaviors with the focus on principles before personalities. If the disruption continues, the secretary can call to close the business meeting immediately and the individual causing the disruption cannot attend the subsequent meeting.

### **Procedural Voting Statement**

In light of our First Tradition – which states: “Our common welfare should come first; personal recovery depends upon S.L.A.A. unity” – a procedural vote may be called by any member of Intergroup when our common welfare or our S.L.A.A. unity is being threatened, as well as to enhance the flow of Intergroup business. This may occur when Intergroup’s common guidelines of order are no longer being respected and adhered to – or simply to extend a meeting, to table an agenda item, to add an agenda item, to hear more than 3 pros/cons, etc. A procedural vote is a tool to help the proceedings of Intergroup get back on track again, as well as to keep business running smoothly.

When a procedural vote has been called for, the Chairperson shall pause on any business that is presently at hand, and hold an up-and-down vote of the group conscience, without discussion (with the exception of points of clarification/order), to determine the next move forward with the business of Intergroup. The member calling for the procedural vote shall propose the next indicated procedure as part of the call to vote. The decision of the group-conscience vote shall then be final. In the event that the group-conscience decision is not respected, any disruptive party may be asked to leave Intergroup at that point in time.

Example: “Since a procedural vote has been called, we will now hold an up-and-down vote, without the usual pros/cons discussion (with the exception of points of clarification/order), to determine the next move forward with the business of Intergroup. The proposal now on the floor is \_\_\_\_\_. (The Chairperson shall restate the proposal to the group.) All those in favor of moving forward with the business of Intergroup as proposed, please signify so by raising your hands? (Votes in favor are counted.) All those opposed? (Votes in opposition are counted.) Thank you, the final decision is \_\_\_\_\_. We will now proceed as indicated per the group-conscience decision.

## **Motions and Votes**

Motions carry by majority vote. (The sole exception is “calling for the question,” a motion to close debate. A 2/3 majority is required to close debate.)

## **Elections:**

Intergroup members vote for each individual Nominee separately in the order of nomination. Each Nominee must receive a majority of the total yes/no votes (more than 50%) to be eligible for confirmation. When more than one Nominee is running for more than one position at a time, such as Delegate, each eligible

Nominee(s) with the highest number of Yes votes will be elected to each respective position. Any ineligible Nominee having not received a majority of the yes/no vote may not run for the same position again until the following term, unless the group conscience votes to waive this requirement.

## **When voting for intergroup officers:**

Once a member or members have been nominated and that nomination seconded, the Chair shall ask the Nominee or Nominees to introduce themselves, including their qualifications for the Position. The Chair will then ask if anyone present wishes to ask any relevant questions of the Nominee or Nominees. This will take place before the Nominee(s) are asked to leave the room.

Parliamentary Procedure: Los Angeles Intergroup has not formally adopted a set of parliamentary rules. Excerpts from Roberts Rules of Order are included for reference later in this manual.

## **WHAT HAPPENS BEFORE THE MEETING?**

### **What do I do before the meeting?**

- Write down your meeting’s literature order, if any, and get the money to pay for it.
- Get the meeting’s intergroup donation, if any. Intergroup only accepts cash, money orders, or cashiers checks
- If you need to add anything to the agenda, contact the Intergroup Secretary.

### **Agenda Items: What are they?**

- Action items, asking for support for projects, etc. Note that it is often best for an individual or group to pursue projects independently, without seeking support or approval from Intergroup, especially projects which are not clearly supported by the Traditions.

### **How do I put something on the Agenda?**

- Contact the Intergroup Secretary before the Intergroup meeting. Contact information is in The Bottom Line on the website. If your item is time-sensitive and needs prompt attention, be sure to say so.

## **WHAT HAPPENS AT AN INTERGROUP MEETING?**

Los Angeles Intergroup meets the second Sunday of every month, from 12:15 - 1:45. Meetings are open to all S.L.A.A. Members. Intergroup reps are asked to arrive early, to take care of the following business between 12:00 and 12:15 P.M. Please be prompt:

When you arrive, please immediately:

- Check-in with the Registrar and pick up your *Bottom Lines*
- Give your donation to the Treasurer: Fill out a deposit slip & you will get it back as a receipt late in the meeting. If you have forgotten the money, you can make other arrangements with the treasurer to receive the money.
- Pick up literature orders that were placed on-line, or fill any new literature orders, if inventory is available.
- Also, this is your last chance to get an item onto today's agenda.

**At 12:15, the Secretary will call the Intergroup meeting to order.**

### **HOW A TYPICAL INTERGROUP MEETING MIGHT GO:**

- Secretary calls the meeting to order
- Serenity Prayer
- Meeting check-in: introduce yourself, say what meeting you are representing and how much the meeting is donating to Intergroup.
- Secretary reads agenda (so we all know what is coming up.)
- Volunteers for 30-Second Rule Timer (Spiritual Reminder,) Timekeeper, and Vote Counter

- Reports from : Record Keeper, *Bottom Line* Editor, Phone Line, Webmaster, Speaker List, ABM reps, Journal, Workshop Committee, Retreat Committee, Treasurer, Literature
- Old business
- New business
- Announcements
- Treasurer report
- During the meeting, papers will circulate
- Receipts are circulated for group donations. Take the receipt for your meeting.
- The literature reps will be busy throughout the meeting filling orders that members have already given them at the 12-12:15 time slot. Please do not interrupt the meeting by trying to place an order during the regular meeting (12:30-1:45 time slot.) Filled literature orders will be passed around the room with a note attached “Please pass this literature order back to \_\_\_\_.”
- FWS newsletters (published about quarterly) for each meeting. Any meeting that has registered with FWS gets one copy by mail. Some meetings use Intergroup’s post office box as their mailing address; reps for those meetings should take the FWS newsletter back to the group. Meetings are encouraged to make photocopies of the newsletter for their members.
- Close with Serenity Prayer

Most of us find it useful to take notes during the Intergroup meeting, including the committee reports, the agenda and the resolution of each item. This makes it much easier for reporting back to your group.

## **WHAT DO I DO AFTER THE MEETING?**

Staying in touch: Though certain Intergroup Servants are required to (or choose to) publish a phone numbers or email address in *The Bottom Line*, Intergroup does not maintain a phone list. We encourage you to exchange phone numbers with other members, and stay in touch between meetings. However, unless you join a committee, you will probably not hear from Intergroup between meetings.

## **REPORTING BACK TO YOUR GROUP:**

- Give your meeting a clear, complete, timely report of the business conducted at Intergroup. That means reporting announcements, upcoming events, open service positions, and Intergroup votes. You need not give details on debate.
- A complete report does not have to be long; it can easily take less than 5 minutes, often much less.
- It is especially important for you to announce open service positions and special projects so members in your meetings have the chance to come forward to do service.
- Members occasionally have questions about FWS business or come forward to join Conference (international) committees. You can refer these queries to the ABM delegates.
- Can't I just report the important things?
- No "Picking and choosing" means taking on governing power (we cannot decide what is important for other members) and under Tradition 2, we do not govern.
- What if people complain that I'm taking too long?
- Do your best to be concise, but remember, you are supported by
- Tradition 2. The group conscience has elected you to do this job; you follow that group conscience by doing it thoroughly.

## **HOW DOES THE MONEY WORK?**

Intergroup's income comes primarily from group donations. We also occasionally generate income from workshops, retreats, special collections or other fundraising events. The money then goes to pay our monthly bills like printing, phone line, rent, post office, etc. Prudent reserves (kept in Intergroup's savings account) of \$1000 are to be used in the case of financial hardship for Intergroup. \$200 to be used for printing a batch of Newcomer Packets (NCPs).

### **Authorized regular monthly expenses:**

- Rent: \$10
- Phone Line & P.O. Box
- Office Supplies
- Printing (Newcomer packets, pamphlets & Bottom Lines)

- Delegate fund: \$500.00/month (used to send delegates to the ABM) put into savings account.
- Meeting Startup Kits
- Literature Reimbursements (Literature is self sustaining)

**Donation to Fellowship Wide Services:**

Los Angeles Intergroup follows the spirit of “Supporting SLAA the 60/40 Way”, and donates quarterly to FWS for: Maintaining the FWS Office; Supporting Group and Intergroup Directories; Providing assistance and starter kits to new Groups and Intergroups; Publishing SLAA Literature, the FWS Newsletter, and the Journal; Producing and shipping nearly one thousand pieces of SLAA Literature; Sponsoring the Annual Business Conference/ Meeting; Helping lone members and those in institutions; Carrying the SLAA message through public information and cooperation with professionals.

**PARLIAMENTARY PROCEDURE:  
STATEMENTS FROM ROBERT’S RULES**

**Agreement on Rules**

“A deliberative assembly that has not adopted any rules is commonly understood to hold itself bound by the rules and customs of the general parliamentary law to the extent that there is agreement in the meeting body as to what these practices are.” (I, §1, p 3)\*

\* LOS ANGELES INTERGROUP HAS NOT VOTED TO ADOPT THE FOLLOWING RULES OF PARLIAMENTARY PROCEDURE. THEY ARE PROVIDED FOR REFERENCE ONLY.

**Amendments**

Once a motion has been stated by the chair (or, for our purposes, seconded) it is no longer under the power of the maker of the motion – it is the property of the assembly. An amendment is a motion in itself that must be seconded and is debatable (and even amendable, though there are no tertiary amendments). When the amendment has been put to a vote and either adopted or rejected, discussion then proceeds on the main motion so modified (or not).

**Members, debate and voting:**

Members must be recognized by the chair before speaking.



“Before any member in an assembly can make a motion or speak in debate he must obtain the floor; that is, he must be recognized by the chair as having the exclusive right to be heard at that time. If two or more [raise their hands] at about the same time, the general rule is that, all things being equal, the member who [raised his hand] and addressed the chair first after the floor was yielded is entitled to be recognized. A member cannot establish prior claim to the floor by [raising his hand] before it has been yielded. In principle, it is out of order to [raise one’s hand] while another person has the floor except for the purpose of making one of the motions or taking one of the parliamentary steps that can legitimately interrupt at such a time.” (I, §3, p 28) (I here substituted “hand-raising” for the text’s “rising.”)

**There should be no debate before the debate.**

“The general rule against discussion without a motion is one of parliamentary procedure’s powerful tools for keeping business “on track” and an observance of its spirit can be an important factor in making even a very small meeting rapidly moving and interesting. ...Under parliamentary procedure, strictly speaking, discussion of any subject is permitted only with reference to a pending motion. When necessary, a motion can be prefaced by a few words of explanation, which must not become a speech; or a member can first request information, or he can indicate briefly what he wishes to propose and can ask the chair to assist him in wording an appropriate motion. In general, however, when a member has obtained the floor when no motion is pending unless it is for a special purpose, such as to ask a question he makes a motion immediately. “ (II, §4, p 33)

**The chair should let the floor alternate.**

“The chair should let the floor alternate, as far as possible, between those favoring and those opposing the measure. “ (II, §3, p 30)

**Principles before personalities.**

“When a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, but he must avoid personalities, and under no circumstances can he attack or question the motives of another member. “ (XII, §42, p 387)

**Sticking to the subject.**

In debate a member’s remarks must be germane to the question before the assembly that is, his statements must have some bearing on whether the pending motion should be adopted. “ (XII, §42, p 387)

### **A member's right to debate is limited.**

“In the debate, each member has the right to speak twice on the same question on the same day, but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question on the same day has exhausted his right to debate that question for that day.” (II, §4, p 42)

**“Calling the Question”** is a motion that must itself be voted upon, and which must garner a majority.

Standard Descriptive Characteristics:

1. Takes precedence over all debatable or amendable motions to which it is applied.
2. Can be applied to any immediately pending debatable or amendable motion.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is not debatable.
6. Is not amendable.
7. Requires a two-thirds vote.
8. Can be reconsidered before any vote has been taken. (VI, §16, p 195)  
“The presiding officer cannot close debate so long as any member who has not exhausted his right to debate desires the floor, except by order of the assembly, which requires a two-thirds vote.” (II, §4, p 43)

### **Further statements regarding the chair:**

The chair should not participate in debate.

“If the presiding officer is a member of the society, he has as an individual the same rights in debate as any other member; but the impartiality required of the chair in an assembly precludes his exercising these rights while he is presiding. Normally, he should have nothing to say on the merits of pending questions. On certain occasions which should be extremely rare the presiding officer may believe that a crucial factor relating to such a question has been overlooked and that his obligation as a member to call attention to the point outweighs his duty to preside at that time.” (XII, §42, p 389)

The chair should abstain from voting in all but two cases, from which he may also abstain. “If the presiding officer is a member of the assembly or voting body, he has the same voting right as any other member. Except in

small boards or committees, however, the chair protects his impartial position by exercising his voting right only when his vote would affect the outcome, in which case he can either vote and change the result, or he can abstain. ...On a motion requiring a majority for adoption, the outcome will be determined by the chair's action in cases where, without his vote, there is (a) a tie, or (b) one more in the affirmative than in the negative." (II, §4, p 52)

The chair may decide matters himself when his decision will be met with no objection. "In cases where there seems to be no opposition in routine business or on questions of little importance, time can often be saved by the procedure of unanimous consent. ...The method of unanimous consent can be used either to adopt a motion without the steps of stating the question and putting the motion to a formal vote, or it can be used to take action without even the formality of a motion. ...To obtain unanimous consent the chair may ask "Is there any objection to...?" He then pauses, and if no member calls out, "I object," the chair announces that, "Since there is no objection, the action is decided upon." (II, §4, p 53)

**Calling for abstentions is a waste of time.**

"The chair should not call for abstentions in taking a vote, since the number of members who respond to such a call is meaningless." (II, §4, p 44)

**Notes:**

**THIS INTERGROUP SERVICE MANUAL BELONGS TO:**

**MEETING NAME** \_\_\_\_\_

**MEETING LOCATION** \_\_\_\_\_

**MEETING TIME** \_\_\_\_\_

\* \* Please pass this manual on to the incoming intergroup representative when your term is over \* \*