

NORTH FLORIDA AREA CONFERENCE MOTION WRITING GUIDELINES

Do you have an idea that could benefit Area 14? Consider making a motion.

Before submitting your motion, please review the following:

Does this need to be a motion?

Check Structures & Guidelines, Advisory Actions and past meeting minutes to see if the topic has been addressed before.

Should it go to an Administrative Committee first?

Consider whether an Area Committee should review the motion, as committee support may strengthen your motion. If you are unsure about which committee to present your motion to, seek guidance for a suggestion before submitting the motion. If the motion is submitted on the floor, the Area Chair may refer it to a committee, which could delay consideration until a future Assembly.

Is the motion clear and complete?

The motion should be easy to understand and supported by accurate background information. Explain:

- Why the action is needed.
- Why the motion should be supported.
- How it could benefit the Area, the membership, or A.A. as a whole.

Whenever possible, provide copies of relevant background information.

Changes to Structures & Guidelines

If your motion changes Structures & Guidelines, it must follow the required process. The motion will be printed with its background information in the minutes so A.A. members have time to discuss it before an informed group conscience vote at the following Assembly. Begin the motion with: "Modify Structures & Guidelines..." and clearly identify the section you want to change. Include any important details in the motion itself, such as needed funding, and/or effective dates. Also, consider if the proposed motion affects multiple sections of Structures & Guidelines. If so, include modifications to those sections in the motion.

Not sure how to proceed?

Ask a fellow Trusted Servant, panel member, Past Delegate or your service sponsor for guidance or to review your written motion.

Submitting Your Motion

As required by Structures & Guidelines, email or provide a copy of the motion to the:

Area Chair • Area Secretary • Delegate • Parliamentarian • Translator

Whenever possible, please provide a copy of your motion to the Area Chair by 4:30 p.m. on Saturday.

MOTION SUBMISSION TEMPLATE

Motion Present by (Name and Position): _____

Assembly Quarter Presented: _____

State the Motion Exactly as It Is to Be Presented to the Body:

Background/Reason for the Motion: