

NORTH FLORIDA AREA CONFERENCE  
MOTION SUBMISSION FORM

Do you have an idea that you think will make A.A. better?

Consider presenting a motion.

Here are some guidelines and considerations.

**Before submitting your motion ask yourself these questions:**

Does this need to be a motion? Did I check Structure and Guidelines and Advisory Actions for any history of the topic?

Should the motion be presented before an Administrative Committee? If so, which one? Your motion could gain additional value if supported by committee. If it belongs in one, and the motion maker doesn't take it there, the chair may refer it back and the action is delayed an entire assembly.

Is my motion well written, easily understood and supported by accurate background material? Background material should support the need for the action stated in the motion, state why the motion should be supported and provide a suggestion of how the motion will benefit the membership, area or A.A. as a whole.

Whenever possible copies of the background material given to the membership is helpful.

Does this motion change Structures and Guidelines? If so, am I following the correct process to have my motion heard? Motions that change S&G are tabled when presented so that the motion and any background material may be printed in the minutes of that meeting. This allows for sufficient discussion for an informed group conscience vote at the following assembly. The motion should begin by stating, 'Modify Structures and Guidelines'...and indicate the section to be changed.

Any details such as dollar amounts for funding changes and specific dates for actions to begin and end should be included in the motion.

Did I ask a fellow Trusted Servant for direction if my path is unclear?

**As per Structures and Guidelines please email or deliver a copy of this form to the Area Chair, Area Secretary, Delegate, Parliamentarian and Translator.**

**Whenever possible, provide a copy of your motion to the chair by 4:30 on Saturday.**

Motion presented by \_\_\_\_\_ Date: \_\_\_\_\_

**State the Motion exactly as it is to be presented to the body:**

**Examples of a clear Motion:**

If the Motion changes Structures and Guidelines:

- **Motion:** Moved to change Structure and Guidelines, section “Officer Funding “from one night accommodations at each assembly to two nights’ accommodations at each assembly effective beginning April 2021.
- **Background:** To make available the trusted servant on Friday night for the benefit of our members.

If the Motion does not change Structures and Guidelines:

- **Motion:** Moved to increase funding for pencils for the Sunday business meeting from \$10.00 per assembly to \$20.00 per assembly beginning with the April 2021 Assembly.
- **Background:** We have provided the same number of pencils on the tables at the business meeting for 5 years. As our attendance has increased, we frequently don’t have enough pencils for all members to take notes.