

## Guidelines for It Starts with Us NFG Group Conscience

(updated 03-SEP-22)

As a member of the Group Conscience, we request that members have their cameras on for discussion and voting purposes. If a member cannot have their camera on, please notify the body so we can count your vote in an alternative fashion. Otherwise, members who do not have cameras on will be considered observers, without voice or vote.

Here at ISWU GC, we practice the 36 principles of Nar-Anon, including remembering to place principles above personalities. We strongly urge all members to employ active listening.

To ensure that we are following the Nar-Anon traditions, concepts of service, and guidelines, as well as Robert's Rules of Order (RRO) as adopted, the following definitions were determined on \_\_\_\_\_ as a guide for ISWU GC. **Adopted 3-4-21**

### **Straw Polls: Adopted 3-4-21**

The Chair takes Impromptu straw polls to see if there is enough support for an idea to devote more meeting time to it. The goal of a straw poll is to see if a continuing discussion is warranted. The recording of straw polls gets included in the minutes under "discussion" as it is technically part of the discussion.

### **Unanimous Consent: Adopted 3-4-21**

The Chair can call for any opposition to the question at hand. If no opposition is heard the question at hand passes similar to how a motion is passed. *Abstentions do not count as an opposition.* If there is opposition, the question can either **1)** continue as a discussion that will help lead to a decision **2)** table discussion to a later date.

### **Motions: Adopted 3-18-21**

A motion can be made by a member of the body, excluding the Chair. The Chair can request a motion, call a straw poll or unanimous consent. A motion should be concisely worded to include all parts. Amendments to the motion must be made by the member who made the motion. For a motion to be brought to the table, it must be seconded by another member. Following the motion, the body may enter into further discussion or a call the question, taking it to a vote. A motion passes when more of the body is in favor than not. Following the vote, those opposed, known as the lone voice, may share their reason for opposition. Following those shares, the Chair will ask the body if anyone would like to change their vote. If yes, another vote will be taken. A motion can be sent to the Chair prior to the meeting to be brought to the group, or a motion can come to fruition based on the discussion on a topic brought up in the agenda.

### **Voting: Adopted 3-4-21**

The spirit of the group conscience is that all decisions be reached by discussion vote and whenever possible by unanimity.

Substantial unanimity, (2/3) Two-thirds majority of the voting body, is required for a motion vote to pass. The voting body is defined as the number of members present (camera on, unless otherwise specified), able, and willing to vote.

- Abstentions reduce the total number of voting members. For example, if the total number of voting members is 20, and there are (2) two abstentions, the total number of voting members becomes 18. A (2/3) Two-thirds majority would be 2/3 of 18.

Members must be present and visible to cast a vote. Proxy voting is not allowed.

**Discussion: Adopted 3-18-21**

Following a motion, a full discussion on the topic will occur by the body.

- Raise your virtual hand and wait to be called on by the Chair.
- Shares are limited to 2 minutes (revisit on April 15, 2021)
- The maker of the motion has the right to speak first.
- Speak even if your voice shakes.
- If your perspective has already been stated by someone else. It is not necessary to repeat it to the body.
- If your perspective is different from others or has not yet been mention, please use your lone voice and share it with the body.
- No one may speak a second time unless everyone who wants to talk has spoken.
- Use the words "point of information" when you have a question or seek clarification.
- Discussion is confined to the merits of the motion.
- Presume Goodwill.
- Listen with an open heart and mind to the conscience of the group as it develops.
- Carefully consider all viewpoints.
- Reference and think in terms of our traditions, concepts of service, and guidelines.
- Place the principles of recovery above the personalities of others

**Ad Hoc committee: Adopted 3-18-21**

Ad Hoc Committee is a group of GC members assembled to address a specific issue. It is a task force that deals with a particular topic that would be too time-consuming or a large task to tackle at the GC meeting. The Chair can call for an ad hoc without a motion, or members can request an ad hoc with a motion.

- The members who volunteer to an open ad hoc committee will do the necessary work to meet and address the specific issue set forth by the Chair or the GC body.
- The ad hoc reports back their findings and recommendations to the GC body. The ad hoc reports back the findings either verbally or via shared virtual screen with a proposal (i.e. motion). The proposal does not need to be seconded as it was previously determined there was a need for the ad hoc to do the work.
- Once the motion reaches group conscience, it belongs to the body and no longer belongs to the committee that recommended it.

**Key Terms to use during Group Conscience: Adopted 3-18-21**

- **Point of privilege:** refers to a member calling attention to the body for a specific item not related to the current topic, such as "it's time to go to a breakout room."
- **Point of Information:** A request made to the Chair to obtain information about the business at hand.
- **Point of order:** Infraction of guidelines/principles that must be made immediately following the infraction.
- **Calling the question:** Following full discussion, a member may call the question to bring the motion on the floor to a vote.

**Election Terms: Adopted 3-18-21**

Any member wishing to stand for an elected position is asked to send an email to the ISWU Chair at [ItStartsWithUs365@gmail.com](mailto:ItStartsWithUs365@gmail.com)

Anyone standing for a position must be at group conscience during the vote. **Adopted 5-13-21**

To start the election, the Chair calls simultaneously for nominations and those standing for the position.

**Nominations:** When there is an available position open, members may nominate another member for the position. If a member is nominated, they should be asked if they are willing to serve and respond "yes" before being added to the slate of possible electees.

**Standing:** When there is an available position open, members who are able, available, and willing may stand for the position.

**Election process:****Single Candidate: Adopted 10-21-21**

If there is only one candidate, a vote to elect that candidate still takes place. Home Group Members may vote to keep the position vacant by selecting "blank slip" on the Google Form ballot. If the "blank slips" wins, the Group Conscience is responsible for determining when a second election will be held.

**Two or more:** If there is more than one person who was nominated or stood for a position, both individuals share on their length of time in Nar-Anon, previous positions held, if applicable to the position, their knowledge of Nar-Anon's Traditions and Concepts of Service, and Guidelines, and why they would like to be elected to the position. The individuals leave the virtual room by going to another virtual room. Before the vote, the Chair creates a google form with the names of the candidates along with "blank slip." The Chair puts the link in the chat. Members use the link to cast their anonymous votes. This ensures a 3rd neutral party (Google forms) counts the votes and provides a record of the votes. The individuals return to the body, and the Chair or another neutral party announces the name of the person elected to the position.

**Voting:** The person with the most votes is elected. If there are more than two people and there is a tie, there is a run off with the top voted candidates. If there is still a tie, the elect is decided by virtual lot.

**Who leads Group Conscience GC? Adopted 3-25-21**

If the Chair is not able to make GC, the GSR would take over, if the alt. GSR cannot take over, the treasurer will take over.

**Agenda Items: How to Add or Remove Adopted 4-1-21**

Anyone is a HG member when they say they are, and anybody can email the Chair to propose an agenda item but needs to be at the GC to address the agenda item.

**Interim Elections:** Interim Elections are held on the first Thursday of the month, unless it is an emergency. **Adopted 5-13-21**