

SLAA UNITED KINGDOM INTERGROUP OPERATING PROCEDURES AND GUIDELINES

Version Five (06/04/2017)

The Twelve Steps of SLAA

- 1) We admitted we were powerless over sex and love addiction - that our lives had become unmanageable.
- 2) Came to believe that a Power greater than ourselves could restore us to sanity.
- 3) Made a decision to turn our will and our lives over to the care of God as we understood God.
- 4) Made a searching and fearless moral inventory of ourselves.
- 5) Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
- 6) Were entirely ready to have God remove all these defects of character.
- 7) Humbly asked God to remove our shortcomings.
- 8) Made a list of all persons we had harmed and became willing to make amends to them all.
- 9) Made direct amends to such people wherever possible, except when to do so would injure them or others.
- 10) Continued to take personal inventory and when we were wrong promptly admitted it.
- 11) Sought through prayer and meditation to improve our conscious contact with a Power greater than ourselves, praying only for knowledge of God's will for us and the power to carry that out.
- 12) Having had a spiritual awakening as the result of these steps, we tried to carry this message to sex and love addicts and to practice these principles in all areas of our lives.

The Twelve Traditions of SLAA

- 1) Our common welfare should come first; personal recovery depends upon SLAA unity.
- 2) For our group purpose 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 2 or more persons gathered together for mutual aid in recovering from sex and love addiction may call themselves a SLAA group, provided that as a group they have no other affiliation.
- 4) Each group should be autonomous except in matters affecting other groups or 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) A SLAA group or SLAA as a whole ought never to 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 non-professional, but our service centres may employ special workers.
- 9) SLAA as such ought never to be organised, but we may create service boards or committees directly responsible to those they serve.
- 10) S.L.A.A. has no opinion on outside issues; hence the S.L.A.A. name ought never to 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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SLAA UNITED KINGDOM INTERGROUP OPERATING PROCEDURES AND GUIDELINES

Version Five (01.02.17)

ARTICLE I. NAME:

The name of this organisation shall be 'SLAA UK Intergroup' henceforth referred to as 'Intergroup'.

ARTICLE II. PURPOSE, FUNCTION, and SERVICES:

SECTION A. PURPOSE:

The primary purpose of Intergroup is to serve the meetings and facilitate carrying the SLAA message to the sex and love addict who still suffers. Intergroup originated in accordance with tradition 9:

“SLAA as such ought never to be organised, but we may create service boards or committees directly responsible to those they serve.”

SECTION B. FUNCTION:

Intergroup acts as a communications and service centre for all SLAA meetings in the United Kingdom and also as the main point of communication between Fellowship Wide Services (FWS) and SLAA UK.

SECTION C. INTERGROUP SCOPE:

Matters that relate to major policy affecting Sex and Love Addicts Anonymous in the UK shall be referred to the Intergroup for discussion and resolution. Matters that relate to SLAA as a whole shall be referred to the Augustine Fellowship, Fellowship-Wide Services Board of Trustees through the position of the Chairperson and when instituted, the Delegate to Fellowship-Wide Services.

SECTION D. SERVICES:

Intergroup shall coordinate and provide services that reflect the needs of SLAA groups.

Within the Fellowship in the United Kingdom:

Publish/upload and update meetings lists regularly from information given by the GSRs, Meetings Officer and through the web site.

Provide a forum to share ideas, exchange suggestions for growth and promote unity within SLAA.

Assist group formation with guidance and information on running meetings and the structure of SLAA.

Initiate correspondence/communications between meetings, Intergroup and FWS in the spirit of sharing our experience, strength and hope.

Provide Fellowship Wide Services (FWS) with current lists of Intergroup Officers.

Provide a channel through which new literature can be produced, edited and submitted to FWS, if required.

Inform FWS of ongoing activities of Intergroup.

Provide a format for selection of Delegates to Fellowship Wide Services (FWS) Annual Business Meeting (ABM).

Provide a forum for any SLAA member or group to discuss interpretation and application of the Traditions on any issue that may affect the fellowship as a whole.

Provide a web site for SLAA UK.

Outside the Fellowship in the United Kingdom:

Further the SLAA program in accordance with the Twelve Steps and Twelve Traditions of SLAA.

Provide telephone service (with meeting) information.

Educate the public with knowledge of SLAA recovery through the SLAA web site, regional papers, radio, TV and other public media, staying within the Traditions of SLAA.

Circulate meeting lists, information and literature to the professional community, for example hospitals, prisons and secure hospitals, mental health facilities, rehabilitation centres, refuges and hostels.

Assist health care and other professionals by providing speakers for non-SLAA organisations who are interested in our recovery program and help these professionals to establish a SLAA group at their facility if requested.

ARTICLE III. MEMBERSHIP:

SECTION A. CLASS:

The membership of Intergroup shall consist of a Group Service Representative (GSR) from each SLAA group desiring to participate in Intergroup as well as the Officers of Intergroup.

All groups registered with the Intergroup Secretary shall be deemed members.

To qualify to register as a group, the group conscience must accept the 12 steps and 12 Traditions of SLAA and read the SLAA Preamble at every meeting. Each group must also accept the premise of these SLAA UK Procedures and Guidelines.

SECTION B. ELECTION OF GSRs:

It is required that each GSR have a minimum of six months of sobriety and be working with a sponsor, with continuous active participation in the meeting/group conscience they wish to represent.

Each meeting is autonomous and should elect a GSR according to a group conscience adhering to the above suggestion if they so wish. Anyone acting as a temporary or replacement GSR must still be elected by the group they will represent.

SECTION C. TERM:

It is suggested that each GSR shall serve for a 12-month term, always subject to recall by the group they represent. When necessary another GSR will be elected thus ensuring equality of representation.

SECTION D. VOTING PRIVILEGES:

Each group registered with the Intergroup Secretary shall be entitled to one (1) vote in all business matters.

Only the GSR duly elected by their group and registered with the Intergroup Secretary may vote at any meeting of the Intergroup. The vote that is cast should reflect the collective conscience of the group the GSR represents. Visitors or non-registered groups are encouraged to participate in the discussions only and will have no voting privileges. Whenever possible, all those voting shall have a minimum of 30 days of sobriety at the time of the Intergroup meeting.

The Officers of Intergroup (except the Chairperson) shall be entitled to one (1) vote in all business matters.

ARTICLE IV. MEETINGS:

(See 'Robert's Rules for the Running of Intergroup Meetings' - ARTICLE XIII)

SECTION A. REGULAR MEETINGS:

Intergroup shall meet for its regular business meeting at least four times a year.

The date, time and place of Intergroup meetings shall be set 12 months in advance and posted on the SLAA UK web site. To facilitate this all reports should be distributed 4 weeks prior to the meeting via the SLAA UK group email address (slaaukintergroup@googlegroups.com) in order to use this email address to discuss and clarify any reports and proposals before the next Intergroup. All authors of reports to state clearly in the subject box of the email the report being sent out.

SECTION B. NOTIFICATION:

The Secretary shall notify the GSRs and other Officers of the meeting dates, times and places to be received one month (30 days) prior to the date of the event (communicated through the SLAA intergroup email address and web site). It is the responsibility of the GSRs and Officers to advise their SLAA group of forthcoming Intergroup meetings and to circulate information from Intergroup.

SECTION C. SPECIAL MEETINGS:

A special, additional Intergroup meeting (i.e. for discussion of a major matter that a normal IG meeting would not provide enough time for) may be called at any time by the Chairperson and/or a majority vote by the following Intergroup Officers: (Vice Chairperson, Secretary and Treasurer).

SECTION D. AGENDA:

All agenda items for a regular or special meeting of Intergroup should be discussed in the SLAA meetings' group consciences.

To facilitate this all reports are to be distributed 4 weeks prior to the meeting. This is to allow the SLAA meetings to discuss these reports and submit any queries or motions for the agenda.

The agenda will be put together and distributed 2 weeks prior to the meeting. (This is to allow time for GSRs to discuss agenda items/motions with their groups and vote as per group conscience.)

The Chairperson will then prioritise, establish and maintain the agenda for each regular or special meeting. Items that have not been discussed in the groups may be deferred to the next meeting by a vote at Intergroup.

Emergency situations may call for action to be decided by Intergroup vote; wherever possible decisions will be made via the process outlined above.

The fixed agenda for the regular business meeting shall be:

OPENING

Moment of Silence

Serenity Prayer

SLAA Preamble

SLAA Twelve Steps and Twelve Traditions

Introductions of Attendees and Apologies

PREVIOUS MINUTES

Read and approve minutes of previous Intergroup meeting

SPIRITUAL REMINDER

Volunteer required for the meeting

PARLIAMENTARIAN ('Robert's Rules')

To clarify voting and running procedures of Intergroup during the meeting and as required

REPORTS (brief summary to be given at IG)

Treasury/Finance Committee

Literature

Telephone Service

Web site Committee

Convention Committee

Public Information Committee

Procedures and Guidelines Committee

ABM Delegate

Meetings Officer

Other

PROPOSALS

NOMINATIONS AND VOTING FOR SERVICE POSITIONS (if applicable)

ANY OTHER BUSINESS (AOB)

REQUESTS FOR NEW BUSINESS

CLOSING

Date and Venue of Next Meeting

Tradition 7

Serenity Prayer

ARTICLE V. QUORUM:

SECTION A. INTERGROUP ISSUES:

At an Intergroup business meeting held upon proper notification, those GSRs and Officers present shall constitute a quorum and a two-thirds majority of eligible votes shall govern for voting purposes. (See 'Robert's Rules').

SECTION B. FELLOWSHIP-WIDE SERVICES ISSUES:

At an Intergroup meeting held upon proper notification, which is meant to establish a regional consensus or group conscience affecting SLAA as a whole, a vote of two-thirds of the total groups present shall govern.

SECTION C. EXCEPTIONAL VOTING BY EMAIL:

As a last resort an email vote may take place in an emergency situation. Where an urgent vote needs to take place outside of regular and/or special Intergroup meetings. All Officers and GSRs are to be notified of the proposal via the SLAA UK group email. Chair Person, Vice Chair, Secretary and Treasurer meet to discuss a request for an urgent email vote, and then vote using a two-thirds majority whether or not the email vote goes ahead.

Once agreed, the proposal is to be sent out to all GSRs and Intergroup Officers using the SLAA UK group email address (slaaukintergroup@googlegroups.com) giving 14 days to allow for meeting consultation and to reply with their vote by using the above email address. Any GSR not replying within this time frame will be considered to be abstaining. A three-quarters majority of Yes/No responders shall govern.

Responders are asked to vote with 'Yes', 'No' or 'Abstention' and provide information to identify which meeting the vote represents. Only those voting with a 'Yes' or 'No' will be counted toward

the final vote. For the purposes of email voting a quorum will consist of a minimum of fifteen (15) responders (including those responding with 'Abstention') although abstentions will not contribute toward the outcome.

ARTICLE VI. OFFICERS AND GROUP REPRESENTATIVES:

SECTION A. NOMINATION AND ELECTION OF OFFICERS:

Election of Officers can be held at any time. When a service post is available, the posting will go out with the previous Intergroup meeting minutes to enable nominations for application from the fellowship. This will be noted in the following meeting agenda. The meeting will be chaired by the out-going Chairperson, or in his or her absence, by the Vice-Chairperson.

To provide continuity to the Intergroup leadership, all out-going Officers will support newly elected Officers in their respective roles.

The term of all Officers shall be 2 years. The election and end of terms of Officers are to be staggered to provide continuity to Intergroup. An Officer may step down at any time, preferably giving notice of this at the previous Intergroup or sooner. At the end of the 2-year term the Officer position will automatically complete. Nominees for the post will be called for, after which the outgoing Officer may put their name forward. There will then be a vote on all nominees to elect an Officer. Nominees must advise of all positions they currently hold at Intergroup.

Nominations for Intergroup Officers will be made from the floor by any member of the Intergroup voting body at the time of the agenda. A Nominating Committee will be considered when the size of Intergroup warrants it.

To be eligible for election as an Intergroup Officer at the time of the election it is required that the nominee should:

Be an active SLAA attendee for at least 12 months and have provided a minimum of 6 months of service in a registered UK SLAA group; have a minimum of 2 years of sobriety free from sex and love addiction; and/or completed the 12 Steps, be working with a sponsor and attending meetings. Where possible, candidates are to have attended 3 of the 4 previous Intergroup meetings.

Be present at the election meeting.

Possess the qualities necessary to carry out the responsibilities of his/her office: good judgement; experience; stability, willingness and faithful adherence to the 12 Steps and 12 Traditions of SLAA.

To be elected as an Officer a person must receive a two-thirds majority vote of the GSRs and Officers present at the meeting.

Any Officer (or committee representative) not present at 2 consecutive Intergroup meetings, without sending apologies and a report, shall forfeit their Officer position and be advised of this and a new Officer shall be elected.

Ideally members should hold only one Officer position at Intergroup. Nominees must advise of all positions they currently hold at Intergroup.

It is recommended that committee members have a good deal of experience in SLAA and long term sobriety. The committee Chairperson uses their discretion in forming the committee.

SECTION B. SUGGESTIONS ON SOBRIETY:

It is vital that anyone taking on an Officer role has a SLAA sponsor and is working the 12 Steps of SLAA. This should also apply to committee members, GSRs and anyone holding a service position at a SLAA meeting (though all meetings are autonomous except in matters affecting SLAA as a whole).

In SLAA, our addictive behaviours vary widely, therefore individuals' "bottom lines" and recovery paths also vary widely. One year of sobriety can mean very different things for different individuals so sobriety periods cannot be accurately used as a measure for a person's level of recovery, certainly not in the way that they could possibly be used in AA where everyone shares the same bottom line – not drinking. For this reason, it is perhaps more relevant for candidates to have experience in SLAA and SLAA Intergroup and possess the capabilities and qualities required for the role needing to be filled. These qualities may include: integrity, diplomacy, organisation, solvency (in positions where money is involved) calmness, reliability, balance, tolerance, accountability, commitment, humility, self-discipline, teamwork and patience.

The required minimum sobriety amounts are really to communicate that high levels of recovery are necessary for the roles to be done as intended.

The eligible voters have the responsibility of deciding whether the candidates have the qualities, capability and recovery necessary to perform the duties of an Officer.

Ideally, committee members will have a good level of experience in SLAA, long-term sobriety, have a SLAA sponsor and be working the 12 Steps of SLAA. However, it is down to the Chairperson of each committee to decide who is suitable to fill the roles.

The chairperson of any committee must use his/her discretion in selecting members to form the committee. Generally, members will approach the chairperson (Officer) and ask to join the

committee and usually the Officer will welcome them into the committee (if there are not too many members already). Diversity of opinions is advantageous for a democratic process and Officers must ensure that they do not just choose their friends, those who share their opinions or those who will never challenge their approach. Even with differences of opinion the committee needs to be able to work constructively and respectfully. If this is not happening the chairperson will need to take action to correct the situation, which, may eventually involve the chairperson asking a committee member to leave the committee.

At times, there may be a lack of individuals with the ideal credentials coming forward to take on the positions and if this happens Intergroup may decide to appoint an 'Acting' or 'Interim' Officer to perform the duties until someone with a longer term of sobriety is elected. At times Officers without long-term sobriety have been elected, often because no members with long-term sobriety have come forward. This is not ideal but as SLAA is relatively small and young it has been necessary in order for the fellowship to progress.

Sometimes, Officers have had lapses in their sobriety. None of us are immune to slipping, no matter how far down the road of recovery we have come. Generally, Officers who have broken a bottom line/s (and therefore no longer have the minimum sobriety required for being an Officer) will advise the next Intergroup meeting (details of the slip are not required), giving anyone questioning the Officer's ability to continue in his/her role the opportunity to voice their concerns and to propose a vote on whether the Officer should continue. If the Officer feels that he/she is not sober enough to continue with their duties, they may decide to resign to focus more on their own recovery.

SECTION C. GUIDELINES ON DE-ELECTION:

1. A motion to de-elect an officer is put on the agenda of intergroup
2. The fellow bringing the motion to de-elect an officer to intergroup is given time to present their case as to why they feel the officer in question is no longer fit to hold that position.
3. The officer is given time to state their case, and explain any points raised by the previous speaker if they choose to.
4. The proposal is then opened up to the floor and both parties can receive questions.
5. The officer is asked to leave the room.
6. Time is given for any further discussion.
7. A vote of is taken.
8. If a two-thirds majority is reached, then the position becomes vacant; if not the incumbent officer remains in the post.
9. Officer is asked back into the room and informed of the result and thanked for their service.

SECTION D. DUTIES AND RESPONSIBILITIES OF OFFICERS AND COMMITTEES:

CHAIRPERSON

- Presides over all Intergroup meetings.
- Serves as Parliamentarian, or may choose to obtain one, following 'Robert's Rules of Order'.
- Establishes and maintains the agenda for each Intergroup meeting. All matters of Intergroup policy shall be referred to the group for decision and action with respect to the 12 Traditions.
- Delegates any duties of any individual Officer if/when necessary.
- Acts as liaison to Fellowship Wide Services (along with the current delegate) and delegates tasks when and if necessary.
- All incoming mail and email to be read by the Chairperson and circulated to the appropriate person or committee.
- Alternate signatory on cheques for Intergroup account.
- Calls special meetings as and when required.
- In liaison with the treasury committee picks an auditor for the annual Treasurer's audit.
- Works with the incoming Chairperson in transferring the duties of the role at the end of his/her term.
- To be informed of committee/sub-committee meetings and liaise/attend those meetings if deemed necessary.
- Liaises with Vice Chair, Intergroup Officers and other persons where applicable.
- Other duties that may arise.

(See also '***Some Duties of the Intergroup Chairperson***' within the 'Robert's Rules' section **ARTICLE XIII**).

NB: *The Chairperson is not eligible to vote.*

Sobriety requirement: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

VICE-CHAIRPERSON

- Presides over Intergroup meetings in the absence of the Chairperson.
- Serves as Parliamentarian, or may choose to obtain one, in the absence of Chairperson.
- Assumes all other responsibilities in the absence of Chairperson.
- Alternate signatory on cheques for Intergroup account.
- Liaises with Chairperson, Intergroup Officers and other persons where applicable.

Sobriety requirement: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

SECRETARY

- Takes minutes of all regular or special Intergroup meetings and sends these out to all GSRs and Officers within 2 weeks of the last Intergroup meeting.
- Types and makes copies of the minutes and files with all previous minutes for reference.
- Notifies all GSRs and Officers of Intergroup meetings 30 days prior to the meeting.
- Submits minutes for amendments and/or approval at each meeting of Intergroup.
- At the end of the term, turns over the minutes of previous Intergroups and any other relevant information.
- Types correspondence, as directed by the Chairperson.
- Submits a verbal Secretary's report at each meeting of the Intergroup, updating appropriate activities since the last meeting, if necessary.
- Maintains an up-to-date record of the name, and contact details of Intergroup Officers (Treasurer, Chairperson, Vice Chairperson and Secretary) and keeps this information confidential. (See '*Data Protection*' **ARTICLE XII**)
- Keeps the dates of election to office of all Intergroup positions (GSRs and Officers).
- To liaise with other Intergroup Officers and GSRs where applicable.
- At the end of the term, turns over correspondence for the term and any other relevant information and works with the incoming Secretary in transferring the duties of the role.
- Other duties that may arise.

Sobriety requirement: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

FINANCE COMMITTEE

- Treasurer/Chair of the finance committee must be solvent. (Need definition of solvent - Michael?)
- Maintains a detailed accounting ledger of the financial activities of Intergroup.
- Maintains as many bank accounts in the name of UK Augustine Fellowship as may be required. As of March 2013 there are three accounts; a Main current account, a Convention current account and a Literature savings account. Signs all cheques or arranges online payments.
- Deposits all donations received by Intergroup into these accounts and retains a small amount of Petty Cash of not more than £125.
- Writes cheques or makes payments to cover all authorised Intergroup expenses from these accounts, with authorised co signatory e.g. Budget/Earmark Holder (if applicable) AND Co-Signatory on Finance Committee or Chairperson or Vice Chairperson.

- From the ledger, submits a written and verbal Treasurer's report at each business meeting of Intergroup containing the following information to be included in the minutes:
- Total of donations received since last report.
- Total of expenses incurred since last report.
- Cash balance in bank account.
- Any outstanding debts owed by Intergroup.
- Net balance after considering indebtedness.
- Receives all special monies, i.e. from conferences, literature. Communicate money received in bank accounts with Treasurers appointed by committees such as Literature and Convention or take on the finance function within these committees.
- When necessary, reports on projected expenditures in the Earmark/Budget section of the Treasurer's report.
- Prepares the books for a yearly audit at Intergroup's request.
- Makes recommendations for contributions to Fellowship-Wide Services. To be proposed and agreed at Intergroup.
- At the end of the term, will hand over the books and explain the accounting systems to the new Treasurer and support them into the role.
- Any expenditure greater than £500 to be proposed and voted on at Intergroup. Suggest change to "Only make payments voted for by Intergroup. In the event of an unexpected expense needs paying before the next Intergroup meets, the Finance Committee may take the decision up to the value of the Prudent Reserve. This would then be documented in the next Treasurer's report and raised at the next Intergroup.
- To be responsible for maintaining at least a £1,000 prudent reserve in the Intergroup account.
- Other duties that may arise.

*(Please also refer to **ARTICLE VII: FINANCIAL STRUCTURE OF SLAA.**)*

Sobriety requirements: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

LITERATURE SECRETARY

- Has a functional knowledge of the literature available from SLAA related sources, i.e. Fellowship Wide Services, Intergroup and AA.
- Is alert to the need for new types of literature, i.e. pamphlets, handouts, public information notices and periodicals.
- Orders stocks (paying either through own account or SLAA Finance, full refunds will be given by SLAA Finance).
- Photocopying of HOW literature. Payment and refund as above.
- Keeping records of purchases and sales; carrying out audits; chasing non-payment and dealing with queries.
- Arranges postage to meetings outside London.
- Ensures web site information on Literature is up to date.

- Works with the incoming Literature Secretary (at the end of term) in transferring the duties of the job.
- Ensures all the above tasks are covered by the committee. It is recommended that the committee consist of at least four members.

Sobriety requirement: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

TELEPHONE SERVICE

NB: The SLAA Telephone Service is an INFORMATION line only. It is NOT a counselling service or HELP line.

Telephone Service Officer (Chairperson of Tel. Service Committee)

- Liaises with/co-ordinates the volunteers. Participates in the volunteer's duties outlined below.
- Arranges cover (preferably from within the committee) for anyone unable to serve for a short period of time, e.g. due to being abroad.
- Passes on caller details to another member of the team in order for them to return the call when appropriate.
- Gives a written report prior to each Intergroup meeting and verbal report during each Intergroup meeting.

Sobriety requirement: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

Telephone Service Volunteers

- Checks messages received on the Information line and returns calls within 24 hours.
- Listens to callers' questions and directs them to meetings, refers them to the web site for meeting lists and further info and/or the online/Skype SLAA communities. The list of Skype meetings can be found on the FWS (Fellowship Worldwide Services) web site: www.slaafws.org/meetings
- Does NOT leave voice or text messages unless caller has requested such a response. Protects the anonymity of all callers as well as all SLAA members.
- Liaises with the other members of the telephone committee in order to cover absences and/or pass on a caller who would be better served by another member of the team. For example, a female caller may prefer to speak to a female member of the telephone service committee.
- Copies/shares correspondence with the other members of the committee when appropriate.
- Keeps personal information confidential. No general dissemination of contact details e.g. telephone numbers, email addresses and surnames.

(See 'Data Protection' **ARTICLE XII**)

Sobriety requirement: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

WEB SITE COMMITTEE

- To facilitate a web site for SLAA UK as per FWS guidelines: www.slaafws.org/download/core-files/LocalWebsiteGuidelines.pdf)
- Liaises with the Public Information Committee to ensure that all material is consistent, and also to pool resources, ideas and content so that information is available through different channels.
- Must have the knowledge and skills necessary for updating and amending the web site and any maintenance it may require.
- Ensures the web site is updated within 24 hours of receiving information.
- Provides a written report prior to each Intergroup meeting and verbal report at each Intergroup meeting.

Sobriety requirement: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

PUBLIC INFORMATION COMMITTEE

- Facilitates the availability of Information about SLAA to the public in accordance with the 12 Steps and the 12 Traditions of SLAA in order to reach the Sex and Love addict who still suffers.
- Liaises with Web Site Committee to ensure that all material is consistent, and also to pool resources, ideas and content so that information is available through different channels.
- Liaises with the FWS Public Information committee.
- Provides a written report prior to each Intergroup meeting and a verbal report at each Intergroup meeting.

Sobriety requirements: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

ANNUAL BUSINESS MEETING DELEGATE/S

- To Attend the FWS Annual Business Meeting (ABM), representing SLAA UK.

- To provide a written and verbal report to Intergroup following the ABM.
- To liaise with FWS and/or conference committees as required and disseminate information to SLAA UK Intergroup.
- To submit proposals on behalf of SLAA UK for the ABM.

Sobriety requirements: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

MEETINGS OFFICER

- Facilitates and encourages meetings/Intergroup communication.
- Maintains an up to date record of meetings and liaises with Web Site Committee for updating the Web Site.
- Maintains contact list for meetings.
- Encourages meetings to elect GSR's.
- Recommends that GSR's and other members attend Intergroup meetings & participate in the discussions there.
- Encourages GSR's to announce/discuss Intergroup agenda/meetings/minutes.
- Encourages GSR's to invite members (as non-voters) to attend.
- Assists new meetings to start.
- Assists meetings to communicate with SLAA services (Google group, literature, web sites, PI, telephone services, FWS)
- Other duties that may arise.

CONVENTION COMMITTEE

Positions: **Chairperson, Venue Finder, Venue Organiser, Ticket Sales, Finance, Programming, Catering, and Entertainment.**

Provides an enjoyable and informative convention, in line with the 12 Steps and 12 Traditions of SLAA that supports SLAA recovery and promotes unity within SLAA.

Prepares a plan and a budget with committee.

Aim is to break even (**alternative opinion - aim is to be a funding exercise**).

During the handover period, works with the incoming Convention Committee and, ideally, remains available to them for consultation.

Chairperson - Fills service positions, motivates team, coordinates team, manages conflicts of opinion, and carries overall responsibility.

Interim reporting on progress to Intergroup meeting (and SLAA UK Google Group) and in order to ratify decisions.

Provides a written report prior to each Intergroup meeting and a verbal report at each IG meeting.

Venue Finder - Finds and books a suitable venue for set dates or sets convention dates (via Intergroup vote) to coincide with venue availability.

Programming – Books guest speakers to discuss various topics that cater for newcomers, intermediates and veterans.

Includes coffee breaks in the schedule to facilitate informal networking and socialising.

Ticket Sales - Informs fellowship about the convention and sells tickets at a reasonable price.

Finance - Procedure for expenditure and accounting including on-going and final financial reporting.

Venue Organiser, Catering and Entertainment position holders are to organise and implement tasks pertaining to the area referred to in their title but also to participate in convention discussions and the exchanges of ideas.

Sobriety requirement: Chairperson - Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

PROCEDURES AND GUIDELINES COMMITTEE

- The Procedures and Guidelines Committee clarifies/sets protocol for various scenarios that have arisen or may arise at Intergroup level for outlining the general running of Intergroup and for forming a type of SLAA UK Intergroup Handbook for clarifying procedures and offering guidelines.
- Debate/discuss the pros and cons of various possible approaches (e.g. email voting) in order to propose measures (to be adopted or rejected via Intergroup voting process) to promote an even more productive and smoothly running Intergroup, and therefore SLAA unity.
- To create a reference document that SLAA members can consult outlining the running of Intergroup, Intergroup meetings, Special Intergroup meetings, Officers' and Committees' roles and duties, GSRs roles and duties and Intergroup's purposes and goals.
- Updates/alters the document after decisions made by an Intergroup vote necessitate that changes are made.
- Circulates the updated document throughout the fellowship via all communication channels within the fellowship.
- To debate/discuss/create new material deemed appropriate by Intergroup for inclusion in the Procedures and Guidelines document as required.
- Provides a written report prior to each Intergroup meeting and a verbal report at each Intergroup meeting.

Sobriety requirements: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

PARLIAMENTARIAN

- Assists the Chairperson and Vice-Chairperson in the interpretation and application of 'Robert's Rules' to facilitate the smooth running of Intergroup.
- To be conversant with the main points of 'Robert's Rules' and 'Robert's Rules' within this document, and the SLAA UK 'Procedures and Guidelines' document.

Sobriety requirements: Minimum 2 years of sobriety, and/or completed the 12 Steps, be working with a sponsor and attending meetings.

ADDITIONAL OFFICERS / COMMITTEES

Additional Officers may be appointed following a successful vote after a motion specifying requirements and duties of the Officer/Committee. The Officer may then form a committee to assist them.

SECTION E. COMMITTEES:

The Chairperson, together with the Intergroup Officers and GSRs, shall appoint such committees at an Intergroup meeting, as required in order to carry out the purpose of the Intergroup. Each group shall submit quarterly reports on activities and expenditures.

A committee head shall be appointed from those GSRs duly elected.

Any committee head not present at 2 consecutive Intergroup meetings without sending notifications and/or a report via the SLAA UK group email shall forfeit their Officer position and be advised of this and a new Officer shall be elected.

SECTION F. DUTIES AND RESPONSIBILITIES OF THE GROUP SERVICE

REPRESENTATIVE (GSR):

The GSR represents the voice of their group conscience by one vote per group at all Intergroup meetings.

They know what material is available from conference approved literature, Intergroup – meeting lists, newsletters, bulletins – and work with their home group to promote its use.

Submits verbal GSR report at each meeting of Intergroup if necessary. Submit a verbal report to their meeting of the most recent Intergroup and provide Intergroup reports to their meeting for information and discussion.

They are familiar with the books ‘Sex and Love Addicts Anonymous’, ‘12 Steps and 12 Traditions’; are guardians of the Traditions for their group and are encouraged to learn whatever they can about Intergroup’s vital traditions and customs.

As part of their activities within their home groups, they work with the group Treasurer to establish a proposal for a regular contribution plan to Intergroup. They help prioritise the proportion of surplus funds allocated to their own home group, then Intergroup and finally Fellowship Wide Services if their group conscience deems it appropriate.

If approved by their home group’s conscience, they will serve as contact person for their meeting place for the length of their term.

They often help with planning, advance registration, and publicity for Intergroup functions, e.g. announcing forthcoming Intergroup meeting. Following these events, they make reports (verbal or written) to their group for the benefit of those who could not attend.

They may be on the mailing list for Fellowship Wide Services if they wish.

It is suggested that each GSR registers with the meetings Officer giving contact information that will remain confidential. It is the responsibility of the GSR to update their details through the Meetings Officer.

They can receive any fellowship wide newsletter (through FWS) or bulletin and keep their groups abreast of SLAA activities all over the country.

Works with the incoming GSR at end of their term in transferring the duties of the job.

(See **ARTICLE III, SECTION B.**)

It is required that each GSR have a minimum of six months of sobriety and be working with a sponsor, with continuous active participation in the meeting/group conscience they wish to represent.

Each meeting is autonomous and should elect a GSR according to a group conscience adhering to the above suggestion if they so wish. Anyone acting as a temporary or replacement GSR must still be elected by the group they will represent.

ARTICLE VII. FINANCIAL STRUCTURE:

SECTION A. CONTRIBUTION

The activities of the Intergroup shall be financed primarily by the contributions of its member groups. Since this support is crucial, each group is encouraged to establish a regular schedule for contributing. It should be noted, however, that contributing to the Intergroup is not a requirement for a SLAA group's affiliation with the Intergroup. Contributions to Intergroup can be made at any time.

SECTION B. LITERATURE SALES

A secondary source of financial income to the Intergroup may be from occasional Intergroup projects or activities or sale of Intergroup literature.

SECTION C. ACCEPTABLE DONATIONS/BEQUESTS

The Intergroup may accept donations and bequests of up to £1,000 per year from individual members in accordance with the 12 Traditions and general practices of SLAA Intergroup.

SECTION D. PROHIBITED DONATION/BEQUESTS

The acceptance of donations or bequests from any outside source is prohibited, as outlined in Tradition Seven.

SECTION E. OUTSIDE FUNDS

The Intergroup shall not accept the responsibility, trusteeship or enter into the distribution or allocation of funds set up outside of Intergroup.

SECTION F. DISSOLUTION

Upon dissolution of the Intergroup, after paying or adequately providing for any debts or obligations, the remaining assets shall be donated to SLAA Fellowship Wide Services.

SECTION G. ACCEPTABLE/PROHIBITED PAYMENTS

No part of the net earnings of the Intergroup shall ever inure to or be for the benefit of, or distribution to its members, trustees, officers, or other private persons, except that the Intergroup shall be empowered to pay compensation for services rendered and to make payments and distributions in furtherance of the purpose for which it was formed.

ARTICLE VIII. SLAA EVENTS:

There is no SLAA events committee. The purpose of SLAA is to reach out to the sex and love addict who still suffers and to share with them the recovery program that is returning us to sanity, should they decide to accept it. The SLAA convention is a great way of doing this and a

lot of SLAA resources are assigned to fulfil this purpose. There may be a social element to it but the intention is to spread the message and to further recovery.

Although we acknowledge that it can be healthy behaviour to nurture friendships with our fellows outside of SLAA we believe this is something individuals should organise for themselves. We remind anyone organising an event that they cannot name or refer to it as a "SLAA _____" without Intergroup agreeing to it first. However, anyone wishing to announce an event at a SLAA meeting could refer to it as an "SL Fellows_____".

"SL Fellows" events should not be for personal profit and we strongly recommend that if any profits are made they be donated to SLAA Intergroup.

Tradition 5: "Each group has but one primary purpose - to carry its message to the sex and love addict who still suffers."

Tradition 6: "A SLAA group or SLAA as a whole ought never endorse, finance, or lend the SLAA name to any outside enterprise, lest problems of money, property or prestige divert us from our primary purpose."

ARTICLE IX. PRIVACY:

Anonymity is the spiritual foundation of SLAA. This means that:

Within the fellowship

First names are all that are required. Each member decides if they feel safe to disclose other information and when and to whom. A SLAA member can disclose as much or as little as they wish within the fellowship including last names, phone numbers, addresses, emails, social media and web addresses, personal photos. This is at their own risk. No one should pass this information on even within the fellowship without permission. This includes who is in SLAA and who was at a meeting.

As is said at the meetings, "who you see here, what you hear here, when you leave here, let it stay here". In communicating with a fellow member, all means of communication should be assumed to be public unless a prior agreement has been made as to what can be communicated and when and how. For example, for one member, phone calls mentioning SLAA may be OK but texts or voicemails mentioning SLAA may not.

It should also be borne in mind that members' circumstances may change in minutes, such as if they are at work or at home or if someone else can now see their email account or perhaps they've even left SLAA, so it may sometimes be necessary to recheck with them. If a member says, "I can't talk right now" or "Don't use that email address any more" other members should try to accept it with serenity and respect their anonymity.

Outside the fellowship

Your SLAA membership is not to be revealed except at your discretion to close family and friends. It is recommended that employers, colleagues, acquaintances and others not be told

but individual SLAA members may find it appropriate to do so in some circumstances. The SLAA membership of others, even of deceased members, should not be revealed at all.

In public

SLAA membership is not to be revealed. It is allowable to discuss sex and love addiction in public but not SLAA. No mention of SLAA should be made in public without Intergroup approval. Care should be taken in using smart phones or computers or other devices in public with a view to who can see or hear them.

ARTICLE X: SOCIAL MEDIA:

Definition of Social Media

Interactive online media (Social Media) facilitates instant communication between people and/or groups of people and can include the sharing of data in a public forum/s.

Social media covers, but is not limited to, Facebook, Twitter, YouTube, My Space, Tumblr, Instagram, SnapChat and Flickr.

Responsible use of Social Media

In both personal and business use of social media it is recommended that you:

- a) Use your common sense before you post anything and think about what you are saying to the world at large.
- b) Ensure that you do not post any disparaging or defamatory statements about any person or committee connected with SLAA, or any other organisation or person/s.
- c) Refrain from breaching privacy, data protection and anonymity/confidentiality of SLAA and its members.
- d) Refrain from revealing any information that could link you or others to SLAA.
- e) Not use social media to bully, harass, gossip or discriminate against any SLAA member.
- f) Refrain from posting images, links, documents, audio files, videos or any file/text with inappropriate content.
- g) Refrain from any illegal activity.
- h) Refrain from on line fights, personal attacks or hostile postings.
- i) Please remember that whatever you post is permanent even once you've deleted it.

The golden rule - ask yourself whether what you are about to post links to any of the above or could breach anonymity, cause harm to SLAA and its members or cause offence to anyone. If the answer is yes, or you are not sure, then do not make the post. In line with tradition 11, to protect the anonymity of all SLAA members please do not post anything that could breach the anonymity of any SLAA members, its Committees and Officers.

Social media in your personal life

Your online conduct can have a massive impact (positive and/or negative) on your professional and private life so it is suggested that you give careful consideration to anything that you post, your privacy settings, your friends and/or followers (and their friends and/or followers). You may consider it best to remove tags from photos, videos etc. and even to refrain from the use of social media altogether.

ARTICLE XI: 12 RECOMMENDED GUIDELINES FOR DEALING WITH THE MEDIA/PUBLIC RELATIONS:

1. We try to avoid drawing undue attention to SLAA as a whole from the public media.
2. SLAA has no opinion on outside issues, hence the SLAA name ought never to be drawn into public controversy.
3. Our public relations policy is based on attraction rather than promotion. (We do not court publicity.)
4. Any unilateral action by any SLAA member acting on his/her own, to place SLAA before the public media at any level is expressly discouraged.
5. Group conscience-based decisions need always be made regarding the appropriateness of accepting or declining any and all media or public relations opportunities and, if an opportunity is accepted, regarding in what ways to respond, within the spirit of these guidelines.
6. All media or public relations offers which are extended to SLAA under condition of a "deadline," which, in order to accept such an offer, would make it necessary to circumvent or short-circuit appropriate group conscience decision-making regarding the offer, should be declined.
7. Public relations or media situations that are entered into need always be handled by at least 2 sober SLAA members. Participating SLAA members should make it clear that they speak only as individuals, and not for SLAA as a whole. No SLAA member should ever be in a position in which there is the appearance that he/she speaks for SLAA as a whole.
8. Any SLAA members involved in responding to media/public relations offers should utilize first name pseudonyms for this purpose. Visual anonymity is strongly recommended in all media situations involving TV, film or video. We need always maintain personal anonymity at the level of press, radio, TV, film and other public media.
9. We avoid participating in public forums, workshops or other media events in which there appears to be any possibility that SLAA would be pitted against opposing or adversarial viewpoints or spokespersons representing other interests or causes.
10. The appropriate level of "group conscience" to be consulted in matters of media or public relations is that level which represents the geographical area of SLAA to be impacted, or affected, by the prospective publicity. Media/public relations opportunities which would affect a larger level of SLAA fellowship should be referred to the "group conscience" body operative at the larger level of SLAA. Each level of "group conscience" within SLAA may, if it chooses, appoint a media/public relations conscience committee, responsible directly to the "group conscience" which appoints it, to serve as the "group conscience" decision-making body regarding media/public relations offers, at each respective SLAA service level.
11. Any media/public relations opportunities that have an aspect to them that could potentially affect SLAA as a whole should be referred to the "group conscience" decision-making body operative at the Fellowship Wide level, c/o the Board of Trustees.

12. It is recommended that media/public relations decision-making at any level of “group conscience” be preceded by one minute of silent meditation, so as to clear a channel through which the guiding God presence behind SLAA may make itself felt, helping to ensure that “group conscience” decisions will truly reflect this Power’s design for SLAA.

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ARTICLE XII. DATA PROTECTION

Data Protection Policy

In order to comply with the UK Data Protection Act (1998), the data protection policy of UK SLAA Intergroup is as follows:

UK SLAA Intergroup is exempt from registration as a “not for profit” organisation that administers activities for its members.

Personal data such as lists of names, phone numbers, email addresses are to be held only by Intergroup Officers. (The policy would not apply to individual emails but would apply to a contact list generated from those emails)

Personal data will only be used for the purpose of facilitating SLAA in the UK. In this context this data can be passed to other Intergroup Officers but to no one, including GSRs, without permission. It should not be transferred outside the European Economic Area.

One Intergroup Officer will be charged with administering the data protection policy.

Intergroup Officers will be given details of how to handle this data by an Intergroup Officer charged with data protection. This will include requests to amend or delete data.

Each Intergroup Officer should keep the personal data secure. Any paper copies should be locked away when not in use. Any computer data should be password protected and the computer should be secure, ideally a private computer with the individual Officers account being password protected.

Each member being added to any Intergroup Officers list should receive the following statement.

Data Protection Statement

Any personal information you give to us will be processed in accordance with the UK Data Protection Act 1998. This will only be held by Intergroup Officers for the purpose of facilitating SLAA in the UK. It will not be passed on to anyone else without permission. It can be amended or deleted at your request. Please email dataprotection@slaauk.com with any queries or requests or talk to the GSR at a SLAA meeting.

UK SLAA meetings are autonomous and may decide if they need a data protection policy. Most meetings do not keep any records. However, some meetings have phone lists that pass around and others, like Skype meetings, have online lists that they call (Only Skype meetings hosted from the UK would be affected). These meetings may consider it necessary to have a policy on this. A suggested form of such a policy, similar to the Intergroup policy, would be this:

The meeting is exempt from registration as a “not for profit” organisation that administers activities for its members.

Personal data such as lists of names, phone numbers, email addresses is to be held only by Meetings Officers. (The policy would not apply to individual emails but would apply to a contact list generated from those emails).

Personal data will only be used for the purpose of facilitating the meeting. In this context this data can be passed to other Meeting Officers but to no one else without permission.

One Meetings Officer will be charged with administering the data protection policy.

Meeting Officers will be given details of how to handle this data by a Meeting Officer charged with data protection. This will include requests to amend or delete data.

Each Meetings Officer should keep any personal data they have secure. Any paper copies should be locked away when not in use. Any computer data should be password protected and the computer should be secure, ideally a private computer with the individual Officer’s account being password protected.

Each member being added to any list should receive the following statement:

Data Protection Statement

Any personal information you give to us will be processed in accordance with the UK Data Protection Act 1998. This will only be held by the Meetings Officer for the purpose of facilitating the meeting. It will not be passed on to anyone else without permission. It can be amended or deleted at your request. Please talk about any queries or requests to the Meetings Officer charged with data protection.

ARTICLE XIII. INTERGROUP MEETING RUNNING PROCEDURES:

‘ROBERT’S RULES WITHIN THE CONTEXT OF RUNNING AN INTERGROUP MEETING’

An Intergroup meeting shall be run according to the following rules.

The Basics of Participating using ‘Robert’s Rules’

Intergroups tend to conduct their meetings using ‘Robert’s Rules of Order’ whenever they do not conflict with the Traditions, Concepts, or other S.L.A.A. principles. ‘Robert’s Rules of Order’ are a system of parliamentary procedures developed by General Henry M. Robert in the 1800s. They are the most utilised parliamentary rules in the English-speaking world. Think of them as tools for running an efficient, democratic business meeting. Parliamentarians spend many years studying Robert’s Rules of Order, so please don’t take this outline as the “be all and end all” on the subject. This is merely meant to familiarise those with little experience in business meetings with the basics of ‘Robert’s Rules of Order’. Some of these ideas, such as the importance of minority opinion, are explored briefly here for convenience.

Some Definitions That Will Come in Handy

“The Floor” refers to all those participating in Intergroup meetings, including GSRs, Officers and interested members.

“The Question” is any motion or issue currently in discussion by the Floor of Intergroup.

“Debate” refers to discussion about a motion put to the Floor of Intergroup. Voting takes place after debate has finished.

A “quorum” is the minimum number of members who must be present in order for any motions to be voted upon.

Some concepts fundamental to ‘Robert’s Rules of Order’ are outlined below.

Equality of Membership

A central idea of ‘Robert’s Rules of Order’ is that all members of any group are equal. Each member has the right to participate in debate, and to hold office if elected. While Intergroup meetings are open to all SLAA members, only Group Service Representatives (GSRs), and other elected Intergroup Officers are considered voting members and have the right to make motions and vote. The Chairperson is not eligible to vote.

The Majority Rules

A second tenet in any democratic process: “The majority rules.” All members are encouraged to make their position known during discussion before voting.

Those who hold a minority opinion are encouraged to make their position known during discussion (before the vote) and during the Minority Opinion sharing session after an initial vote has been taken. However, once a decision has been reached by a majority of voting members, the decision stands and is not available for further discussion. It is important to remember that Intergroup operates through the concept of “substantial unanimity,” and that all motions made at Intergroup must pass by a 2/3 majority. Tradition 2 behoves the minority to respect the group’s final decision: “...there is but one ultimate authority — a loving God as He may express Himself in our group conscience...”

Silence is Consent

Another concept essential to grasp with regard to parliamentary procedure is the idea that “Silence is consent.” *Those who do not express their objections to a motion during debate or during the Minority Opinion sharing session go along with the majority by their silence.* Therefore, it is absolutely critical to bring up any objections to a motion during debate before a vote and after the vote is taken during Minority Opinion.

Courtesy is Essential to the Democratic Process

Personal remarks in debate or discussion are always out of order, and the Chair of Intergroup should call them as such. Also, common courtesy dictates that only one person speaks at a time, and that all speakers wait to be recognised by the Chair before addressing Intergroup. Private conversations during the meetings are also out of order.

A Primer about Parliamentary Motions

As defined earlier, “the question” is any motion being discussed on the Floor of Intergroup. When a member is asked to confine their remarks to the question, they are being asked to speak only on what is relevant to the motion on the floor. Below are some definitions of motions and how each can be used.

Main Motions

A “main motion” is defined as a proposal that a certain action be taken or that the group express a certain position. Main motions allocate funds, give the go ahead for projects, set policies, etc. When making a main motion, use the term “I move that...” or similar and state the motion you wish to set forward to Intergroup for debate. Main motions ideally should be discussed at meetings and be listed in the agenda. However it is possible to put a main motion at the Intergroup, but a proposal to defer to the next Intergroup (thus allowing discussion at the meetings) can be called for.

Secondary Motions or “Amendments”

Secondary motions (“amendments”) change motions that have already been put to the floor for debate. However, the amendment must be proposed before a vote has been taken. Amendments can be used to change the wording of a motion, to clarify it, or to even change its original import.

Some Notes about Debate and Voting

It is strongly suggested that no member should speak twice until all members who wish to speak have been heard. Group members may move that discussion on an issue is limited to a certain amount of time per speaker or that debate be capped after a certain amount of time. Group members may also move that debate on a question be postponed. This is especially useful if an issue is very controversial. In moving that an issue be postponed, a member may choose to specify the time and date in the future for a vote on the issue being discussed. At our Intergroup, any issue postponed will be placed on our agenda for our next meeting if another time is not specified in the motion to postpone.

If discussion of a motion has become very lengthy, a member may choose to “call the question.” This forces a vote by members on the motion being discussed. This is also termed “moving the previous question.” As thorough debate is essential to an informed group conscience, it is suggested that members use this option sparingly. A motion to call the question must be seconded, and 2/3 of the voting body must agree to take the vote. If those conditions are not fulfilled, debate on the motion continues.

Using “General Consent,” the Chair of Intergroup may take action on a proposal on the assumption that it has the approval of group members. General consent is not to be used with controversial or especially important issues. Usually, group minutes and reports by Operating Committee Chairs are approved using general consent. Issues that are not especially controversial, such as whether or not to form an ad hoc committee to research a subject, can also be approved using general consent.

If the Chair forgets a piece of business, a member can call out “Point of order,” and direct this to the Chair’s attention. Points of order can be called at any time during the meeting to indicate incorrect procedures, but they should be done in a courteous manner. As our basic text says, “Love and tolerance of others is our code”.

The Life of a Motion: from Its Inception to the Final Vote

The normal flow of any motion for discussion at Intergroup is the following:

1. All motions and items for discussion are to be placed on the agenda 2 weeks prior to the meeting, following reports sent out 4 weeks prior to the meeting, which are to include motions and Items For Discussion (IFD) from committees and individual meetings. An item listed on the distributed agenda for Intergroup is brought up for discussion within the progress of the meeting.

2. If no motion is imbedded in the item, any member of Intergroup may make a motion regarding it. A motion is simply a proposal that a certain action be taken or that an opinion is expressed by Intergroup. For example, a member can move that a certain amount of money be spent for a piece of office equipment, that a project be adopted or that policy on a particular issue be set.

Any member can make a motion by using the words “I move,” or something similar, and then stating the body of their proposal. (E.g., “I move that Intergroup increase its prudent reserve from 3 months of operating expenses to 6 months of operating expenses.” Alternative wording: “I make a motion that...”)

Another member of Intergroup must second any motion put to the Floor. Any motion not seconded dies immediately and is not eligible for further discussion.

Any motion that goes against the procedures is out of order and should be called as such by any member via the Chair.

3. Once a motion has been seconded, the Chair restates the motion and opens the debate by asking for discussion on the motion. Careful, thorough discussion of a motion is essential for an informed group conscience, to good decision-making, and to the democratic process in general. To that end, several rules for debate are in place:

- a. Personal remarks or other interruptions are out of order in any debate.
- b. Speakers wait to be recognised by the Chair before addressing Intergroup.
- c. Discussion is confined to the motion made and seconded.

The Chairperson will call for a vote after having seen that everyone who wishes to has had a chance to air his or her views. The recommendation being a maximum of 2 minutes each.

Alternatively, if debate has not produced any kind of harmony on an issue, a member may choose to move to postpone the motion being discussed.

Members may make an amendment to the motion on the Floor. The chair will call for a vote on the amendment and on a simple majority, if successful, the revised motion will replace the original motion.

4. When debate has wound down on a motion, the Chair will call for a vote. A 2/3-majority of eligible voting members is required to pass any motion.

5. Once a vote has been conducted, the Chair will call for “Minority Opinion.” At this juncture, all who wish to speak against the vote just taken are invited and encouraged to do so.

6. During Minority Opinion sharing, no member may speak to the issue from the standpoint of the majority. Minority opinion is only for expression of *minority opinion*. Debate has already taken place, and it is the Chair’s duty to silence those speaking for the majority during Minority Opinion.

Per Concept 5 for World Service, this sharing by the minority is important “so that minority opinion will be heard and [that] personal grievances receive careful consideration.” It ensures that the group does not make hasty, mob driven decisions. Ideally, Minority Opinion is shared for as long as the minority wishes to express their views on the motion voted upon.

7. After sharing of the Minority Opinion, the Chair will ask if anyone has changed his vote. If anyone has changed his mind on the issue, the Chair will preside over another vote on the motion.

If the motion is again passed by a 2/3-majority, the vote stands.

If the motion is defeated during the second vote, it is defeated entirely.

Some Duties of the Intergroup Chairperson

The Chair of any business meeting is ultimately responsible for its ebb and flow. Theirs is the sometimes daunting task of keeping debate and discussion confined to the issue being discussed, and of doing so in a timely and fair way. An outline of the Chair’s responsibilities is included below:

The Chair should supervise the Floor: The Chair will recognise those members who wish to speak and will indicate that the Floor is theirs for comments. The Chair has the right and responsibility to stop any disruptions during group debate, including private discussions and other interruptions.

The Chair should preside as impartially as possible: Members who wish to speak on both sides of an issue should be recognised by the Chair and given an opportunity to do so, and also recognising those who have not yet had the chance to speak to the question. Keeping the Intergroup meeting moving in a timely, fair and effective fashion is the Chair's responsibility.

The Chair should confine debate to the motion on the Floor: The presiding Officer should not allow irrelevant comments during discussion. It is the Chair's responsibility to ask members straying from an issue to confine their remarks to the question. (It is also the Chair's responsibility not to allow debate during the sharing of the Minority Opinion, per Concept 5 for World Service.)

SLAA UK INTERGROUP PROCEDURES AND GUIDELINES

CONFIDENTIAL