

PARLIAMENTARY PROCEDURE

PARLIAMENTARY PROCEDURE is a set of rules that permits people to work together in groups efficiently. Done well, it speeds up meetings, maintains order and ensures equality for all members. ROBERT'S RULES OF ORDER is the most commonly recognized collection of parliamentary law. The newly revised 11th edition of 700+ pages contains far more information than is necessary for the OA Intergroup Meeting.

ROZANNE'S RULES OF ORDER, which follow are our Brandywine adaptation to Robert's Rules.

1. Our goal is to have a fair and orderly meeting.

2. Having agreed upon rules and procedures for deliberation and debate, we find this:

a) Places the whole membership on the same footing. All members have equal rights, privileges, and obligations; rules must be administered impartially.

b) Provides for constructive and democratic meetings, to help, not hinder the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate or limit full participation.

3. Rights of members

a) Attend meetings

b) Make motions, seconds, amendments, discuss, debate and vote.

c) Nominate or be nominated for office, hold office

d) Serve on Committees

4. Duties of members

a) Attend meetings

b) Follow the suggestions of the organization. Fulfill any assignments.

c) Work to achieve the goals of the organization

5. All questions will be thoroughly and freely discussed in the meeting before taking action.

This is the procedure we follow:

a) At the time of reporting, officers or committee chairs may make a recommendation.

b) Members may raise their hands to be recognized by the Chair to state their ideas.

c) During this discussion, modifications may be made to the proposal, or the recommendation may be withdrawn. If an action seems appropriate, a motion is made, and seconded.

d) The chair states the motion and then calls for pros and cons.

e) The motion is put before the Intergroup and a vote is taken. Results are announced.

6. Some motions may be made during the pro-con debate period:

a) Commit to committee – if the motion is complicated and requires more time and study, a member may make a motion to COMMIT TO COMMITTEE. He/she must state the committee that the issue is being sent to, or call for the creation of a committee to handle it.

b) Close the debate – if a member feels the debate is going on too long, he/she may make a motion to CLOSE THE DEBATE. If this passes, he/she make a motion to TABLE THE MOTION. Tabled motions should be discussed at the next regular meeting

c) Call the question – if a member feels the debate is going on too long, and he/she wishes to take the vote, he/she may CALL THE QUESTION.

7. Some motions may be made ANYTIME they are needed:

a) POINT OF ORDER – may be made by any member and calls attention to something being done incorrectly and must be raised immediately after the error is made.

b) APPEAL FOR THE SERENITY PRAYER- may be made by any member at any time he/she feels it is necessary to maintain the serenity of the meeting

8. Voting

a) Unless special rules apply, a majority decides.

b) Unless otherwise provided, voting is by voice vote.

c) Any member may request a division of the assembly, counting hands or using paper ballot, if there is uncertainty as to the true result of the vote.

d) Each member of Intergroup gets one vote, even if they serve multiple functions. Brandywine Intergroup voting members are: elected officers (except the chair), Intergroup Representatives, World Service Delegates, Region 7 Representatives, and Committee Chairs. The Intergroup Chair only votes to break a tie.

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