

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.

NOTES

LOS ANGELES INTERGROUP

Los Angeles Intergroup
PO Box 945
Venice, CA 90294
323/957-4881
www.slaalosangeles.org

Intergroup
Service
Manual

THIS INTERGROUP SERVICE MANUAL BELONGS TO:

MEETING NAME _____

MEETING LOCATION _____

MEETING TIME _____

****PLEASE PASS THIS MANUAL ON TO THE INCOMING INTERGROUP REPRESENTATIVE WHEN YOUR TERM IS OVER****

(updated 07/10/2011)

The 12 Traditions of Sex and Love Addicts Anonymous

1. Our common welfare should come first; personal recovery depends upon SLAA unity.
2. For our group, 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 two or more persons gathering together for mutual aid in recovering from sex and love addiction may call themselves an SLAA group, provided that, as a group, they have no other affiliation.
4. Each group should be autonomous except in matters affecting 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. An SLAA group or SLAA as a whole ought never 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 nonprofessional, but our service centers may employ special workers.
9. SLAA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. SLAA has no opinion on outside issues; hence the SLAA name ought never 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.

where, without his vote, there is (a) a tie, or (b) one more in the affirmative than in the negative.” (II, §4, p 52)

The chair may decide matters himself when his decision will be met with no objection.

“In cases where there seems to be no opposition in routine business or on questions of little importance, time can often be saved by the procedure of unanimous consent. ...The method of unanimous consent can be used either to adopt a motion without the steps of stating the question and putting the motion to a formal vote, or it can be used to take action without even the formality of a motion. ...To obtain unanimous consent the chair may ask “Is there any objection to...?” He then pauses, and if no member calls out, “I object,” the chair announces that, “Since there is no objection, the action is decided upon.” (II, §4, p 53)

Calling for abstentions is a waste of time.

“The chair should not call for abstentions in taking a vote, since the number of members who respond to such a call is meaningless.” (II, §4, p 44)

The Twelve Steps of Sex and Love Addicts Anonymous

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.

A member’s right to debate is limited.

“In the debate, each member has the right to speak twice on the same question on the same day, but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question on the same day has exhausted his right to debate that question for that day.” (II, §4, p 42)

“**Calling the Question**” is a motion that must itself be voted upon, and which must garner a majority.

Standard Descriptive Characteristics:

1. Takes precedence over all debatable or amendable motions to which it is applied.
2. Can be applied to any immediately pending debatable or amendable motion.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is not debatable.
6. Is not amendable.
7. Requires a two-thirds vote.
8. Can be reconsidered before any vote has been taken. (VI, §16, p 195)

“The presiding officer cannot close debate so long as any member who has not exhausted his right to debate desires the floor, except by order of the assembly, which requires a two-thirds vote.” (II, §4, p 43)

Further statements regarding the chair:

The chair should not participate in debate.

“If the presiding officer is a member of the society, he has as an individual the same rights in debate as any other member; but the impartiality required of the chair in an assembly precludes his exercising these rights while he is presiding. Normally, especially in a large body, he should have nothing to say on the merits of pending questions. On certain occasions which should be extremely rare the presiding officer may believe that a crucial factor relating to such a question has been overlooked and that his obligation as a member to call attention to the point outweighs his duty to preside at that time.” (XII, §42, p 389)

The chair should abstain from voting in all but two cases, from which he may also abstain.

“If the presiding officer is a member of the assembly or voting body, he has the same voting right as any other member. Except in small boards or committees, however, the chair protects his impartial position by exercising his voting right only when his vote would affect the outcome, in which case he can either vote and change the result, or he can abstain. ...On a motion requiring a majority for adoption, the outcome will be determined by the chair’s action in cases

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WELCOME TO INTERGROUP!

As Los Angeles Intergroup has grown larger and more active, it has become more and more difficult for new Intergroup reps to get acclimated. Some new reps have complained that they could not follow all the new terms and acronyms. Others found that it took their entire term to learn how Intergroup works. This manual was created to help new Intergroup Reps get oriented and “hit the ground running.” We hope it will help you better serve the Fellowship, your meeting, and your own recovery.

A Note About The 12 Traditions: This manual will often refer to the Twelve Traditions. In fact, if this is your first service commitment above the group level, you may be surprised at first to hear so much more talk at Intergroup about the Twelve Traditions and so much less about the Twelve Steps and personal recovery. However, Intergroup meetings are business meetings, not recovery meetings. Our business decisions are guided by the Traditions, so you may want to keep them close at hand.

WHAT IS INTERGROUP?

Intergroups have the job of linking the individual groups to SLAA as a whole. Generally, any two or more groups in any area that wish to work together to assist the meetings they represent to grow and to help other sex and love addicts who still suffer may do so. In the case that a specific locality has only one group, that group may function as an Intergroup. Intergroups act as guardians of the 12 Steps and 12 Traditions — meaning they help groups interpret the Steps and Traditions and encourage their use at meetings and in individual recovery to make SLAA safe for all who wish to attend.

Intergroup participants tend to be the people in the area that the Intergroup serves. These people usually have a strong sense of the 12 Steps and 12 Traditions of the program, continuous self-defined sobriety, and awareness of group conscience in his or her area. Intergroup members are representatives who provide the feelings, thoughts, and ideas of the individual group they attend regularly and are representing, helping to ensure expansive experience, strength, and hope that will better enable the Intergroup to help those they serve — that is, the groups, their individual members AND those who still suffer. (From the Conference Service Manual)

Los Angeles Intergroup includes meetings in Atwater Village, Brentwood, Burbank, East Hollywood, Hancock Park, Hollywood, Long Beach, Mar Vista, Pasadena, Santa Monica, Sherman Oaks, Silver Lake, Venice, Ventura, West Hollywood, and Woodland Hills. Neighboring Intergroups include Monterey, Orange County and San Diego.

ACRONYMS AND TERMS YOU’LL HEAR A LOT:

FWS

The Fellowship Wide Services (FWS) office is the Board-of-Trustee-run office that is the direct link to all SLAA groups and individual members world-

objects to his modified motion then the motion has been so modified. If there is even one objection then the modification must be handled by a motion to amend.

Members, debate and voting:

Members must be recognized by the chair before speaking.

“Before any member in an assembly can make a motion or speak in debate he must obtain the floor; that is, he must be recognized by the chair as having the exclusive right to be heard at that time. If two or more [raise their hands] at about the same time, the general rule is that, all things being equal, the member who [raised his hand] and addressed the chair first after the floor was yielded is entitled to be recognized. A member cannot establish prior claim to the floor by [raising his hand] before it has been yielded. In principle, it is out of order to [raise one’s hand] while another person has the floor except for the purpose of making one of the motions or taking one of the parliamentary steps that can legitimately interrupt at such a time.” (I, §3, p 28) (I here substituted “hand-raising” for the text’s “rising.”)

There should be no debate before the debate.

“The general rule against discussion without a motion is one of parliamentary procedure’s powerful tools for keeping business “on track” and an observance of its spirit can be an important factor in making even a very small meeting rapidly moving and interesting. ...Under parliamentary procedure, strictly speaking, discussion of any subject is permitted only with reference to a pending motion. When necessary, a motion can be prefaced by a few words of explanation, which must not become a speech; or a member can first request information, or he can indicate briefly what he wishes to propose and can ask the chair to assist him in wording an appropriate motion. In general, however, when a member has obtained the floor when no motion is pending unless it is for a special purpose, such as to ask a question he makes a motion immediately. “ (II, §4, p 33)

The chair should let the floor alternate.

“The chair should let the floor alternate, as far as possible, between those favoring and those opposing the measure. “ (II, §3, p 30)

Principles before personalities.

“When a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, but he must avoid personalities, and under no circumstances can he attack or question the motives of another member. “ (XII, §42, p 387)

Sticking to the subject.

In debate a member’s remarks must be germane to the question before the assembly that is, his statements must have some bearing on whether the pending motion should be adopted. “ (XII, §42, p 387)

\$1000 (to be used in the case of financial hardship for Intergroup.)
\$200 to be used for printing a batch of Newcomer Packets (NCPs).
Authorized regular monthly expenses:
Rent: \$10
Phone
P.O. Box
Office Supplies
Printing (Newcomer packets, pamphlets & Bottom Lines)
Delegate fund: \$500.00/month (used to send delegates to the ABM) put in savings account.
FWS Donation:
S.L.A.A. Meetings typically send funds to support FWS. Most Los Angeles meetings have chosen to send money to FWS via L.A. Intergroup rather than send money directly to FWS. Therefore Los Angeles Intergroup automatically donates any monthly surplus, beyond expenses and prudent reserve, to FWS. Any profit from retreats and workshops is used to reimburse the committees for the expense of the event and the surplus is sent to FWS as a donation. Intergroup can appropriate money for other expenses by majority vote. The Retreat and Workshop Committees are financially self-sustaining.

Parliamentary Procedure: Statements from Robert's Rules Agreement on Rules

“A deliberative assembly that has not adopted any rules is commonly understood to hold itself bound by the rules and customs of the general parliamentary law to the extent that there is agreement in the meeting body as to what these practices are.” (I, §1, p 3)*

LOS ANGELES INTERGROUP HAS NOT VOTED TO ADOPT THE FOLLOWING RULES OF PARLIAMENTARY PROCEDURE. THEY ARE PROVIDED FOR REFERENCE ONLY.

Amendments

Once a motion has been stated by the chair (or, for our purposes, seconded) it is no longer under the power of the maker of the motion - it is the property of the assembly.

An amendment is a motion in itself that must be seconded and is debatable (and even amendable, though there are no tertiary amendments). When the amendment has been put to a vote and either adopted or rejected, discussion then proceeds on the main motion so modified (or not).

There are no amendments made during a discussion that can be simply accepted by the maker of the motion, but there are two exceptions:

1. If, immediately after the motion has been made (before it is seconded in our case), another member asks for minor modifications to the motion, the maker can accept or reject them.

2. If, after the motion has been seconded, the maker of the motion wishes to modify his motion, he may ask the assembly for permission to do so. If no one

wide. The office is responsible for assisting the Board of Trustees in performing its duties and legal requirements.

The main responsibility of the FWS office is to help SLAA as a whole achieve its primary function — to help the addict who still suffers. To do this, the Board of Trustees and the FWS staff work together to:

- direct people seeking SLAA to available meetings, members, and resources;
- reprint, sell, and distribute Conference Approved Literature (pamphlets, SLAA Basic Text, tapes, medallions, etc.);
- keep financial records and create legal and other reports for the government and SLAA membership;
- assist individuals in starting new SLAA meetings — world-wide;
- help groups address SLAA-related problems via the Twelve Steps and Twelve Traditions;
- provide the means to hold the ABC/M and assist the Conference committees to communicate their needs to the program-at-large.

The FWS Office can be reached at:
1550 NE Loop 410 Ste 118
San Antonio, TX 78209
(210) 828-7900
e-mail slaafws@slaafws.org
www.slaafws.org

ABC

The Annual Business Conference (ABC) is a yearly event that brings together SLAA group representatives and members of our service structure to convene the Annual Business Meeting (ABM), creates connection and community among the recovering members and provides time for a Fellowship Wide Services (FWS) fundraising event. The ABC is held in conjunction with the ABM and was created to allow Conference members a chance to meet recovery needs, in addition to fellowship wide needs.

ABM

The Annual Business Meeting (ABM) is a yearly event that convenes SLAA group representatives and members of our service structure primarily to discuss, brainstorm, and vote on business/issues that affect the whole of SLAA. It is also when a Board of Trustee election is held in order to replace the three outgoing members.

The ABM is like an Intergroup of Intergroups. Intergroups send representatives (delegates) to SLAA's business meeting (ABM). Any SLAA member may submit motions, brainstorming items and items for discussion to the ABM. However, because the ABM is only several days a year and there is always a long agenda, it may take several years for an item to come to the floor.

BOT (Board of Trustees)

The BOT's duties and responsibilities (according to the SLAA By-Laws) is as follows. Please note that the following description is a limited view and the duties and responsibilities can require expansive work and commitment on the part of the BOT member to achieve the Board's primary function.

a. The [BOT] shall act as the guardian of the 12 Steps and 12 Traditions, ensuring that there are no alterations except by action of the [FWS] SLAA Conference, as set forth in these Articles.

This guardianship shall in no way infringe on the right of any individual groups as set forth in the Traditions, but the [BOT] may call to the attention of any group or individual a violation of the 12 Traditions it determines has been made.

The Board, however, shall not have power or control over any group or individual and shall act only in an advisory capacity on matters affecting the Fellowship as a whole.

The principle to be followed in all matters regarding the relationship of the corporation to others is to be according to the spirit of the 12 Traditions, especially those that state the Fellowship ought never to engage in public controversy.

b. The [BOT] shall act as spokesperson for the Fellowship in all matters affecting SLAA as a whole; provide for and supervise publications of the Fellowship; provide counsel and guidance to member groups and to new groups; furnish a medium for the interchange of ideas between groups and arrange for the [FWS] SLAA Conference Annual Meeting.

THE CONFERENCE

The Conference is the voting body of the ABM, comprised of a large number of recovering and experienced SLAA members representing SLAA groups from all over the world, the Board of Trustees, FWS administrative staff who are also SLAA members, and Editor of The Journal. This body is responsible for all votes necessary to advise the Board of Trustees an entire Conference year.

When you hear that literature (or anything else) is "Conference Approved" that means that it has been passed by a vote of the Conference at an ABM.

RECOVERY CONVENTION

The Recovery Convention is a separate, non-business SLAA event, emphasizing workshops and speakers sharing experience, strength, and hope in the spirit of recovering from the effects of sex and/or love addiction. The event often happens at a different time and location from the ABC/M, but may be combined with the ABC for simplicity's sake.

THE JOURNAL

The Journal is SLAA's meeting in print. It is published bi-monthly. Any member may submit a story, picture, cartoon or sketch for publication in The

Bottom Line mailing labels: Intergroup does not keep a mailing list for Bottom Line orders. Instead, write your name and address on the label, with the number of Bottom Lines your meeting wants on the corner of the label. The label will be used to mail you the latest Bottom Line. In the spirit of anonymity, the Bottom Lines will arrive in a plain envelope.

FWS newsletters (published about quarterly) for each meeting. Any meeting that has registered with FWS gets one copy by mail. Some meetings use Intergroup's post office box as their mailing address; reps for those meetings should take the FWS newsletter back to the group. Meetings are encouraged to make photocopies of the newsletter for their members.

WHAT DO I DO AFTER THE MEETING?

Staying in touch: Though certain Intergroup Servants are required to (or choose to) publish a phone numbers or email address in The Bottom Line, Intergroup does not maintain a phone list. We encourage you to exchange phone numbers with other members, and stay in touch between meetings. However, unless you join a committee, you will probably not hear from Intergroup between meetings.

Reporting back to your group:

Give your meeting a clear, complete, timely report of the business conducted at Intergroup. That means reporting announcements, upcoming events, open service positions, and Intergroup votes. You need not give details on debate.

- A complete report does not have to be long; it can easily take less than 5 minutes, often much less.

It is especially important for you to announce open service positions and special projects so members in your meetings have the chance to come forward to do service.

- Members occasionally have questions about FWS business or come forward to join Conference (international) committees. You can refer these queries to the ABM delegates.

Can't I just report the important things?

No. "Picking and choosing" means taking on governing power (we cannot decide what is important for other members) and under Tradition 2, we do not govern.

What if people complain that I'm taking too long?

Do your best to be concise, but remember, you are supported by Tradition 2.

The group conscience has elected you to do this job; you follow that group conscience by doing it thoroughly.

HOW DOES THE MONEY WORK?

Intergroup's income comes primarily from group donations. We also occasionally generate income from workshops, retreats, special collections or other fundraising events.

The money then goes to pay our monthly bills like printing, phone line, rent, post office, etc.

Prudent reserves (kept in Intergroup's savings account):

The first 15 minutes of the meeting, from 12:15 to 12:30, are reserved for giving donations to the Intergroup Treasurer and buying literature. To ensure that this business is complete by 12:30, please be prompt. When you arrive, please immediately:

- Give your donation to the Treasurer
- Fill your literature order.
- Also, this is your last chance to get an item onto today's agenda.

Giving your donation to the Treasurer

- Give the treasurer your donation as soon as you get in the room. Fill out a deposit slip & you will get it back as a receipt late in the meeting.
- If you have forgotten the money, you can make other arrangements with the treasurer to receive the money, however it's possible that your group's donation will not be published in the next Bottom Line.

At 12:30, the Secretary will call the Intergroup meeting to order.

A TYPICAL INTERGROUP MEETING MIGHT GO AS FOLLOWS:

Serenity Prayer

Meeting check-in:

Introduce yourself, say what meeting you are representing and how much the meeting is donating to Intergroup. Briefly say how your meeting is doing and announce if it needs support.

Secretary reads agenda (so we all know what is coming up.)

Choose 30-second rule timer (Spiritual Reminder) and Timekeeper

Reports: Treasurer, Bottom Line, phone, ABM reps, Journal, Workshop Committee, Retreat Committee

Old business

New business

Announcements

Treasurer report

During the meeting, time permitting, the Treasurer will write the current monthly expenses and donations on the blackboard, showing any deficit or surplus. These figures are not final.

Most of us find it useful to take notes during the Intergroup meeting, including the committee reports, the agenda and the resolution of each item. This makes it much easier to give a report.

During the meeting, papers will circulate:

Receipts for donations. Take the receipt for your meeting.

The literature reps will be busy throughout the meeting filling orders that members have already given them at the 12-12:15 time slot. Please do not interrupt the meeting by trying to place an order during the 12:30-1:45 time slot.

Filled literature orders will be passed around the room with a note attached "Please pass this literature order back to _____." Please hand the order to the designated person.

Close with Serenity Prayer

Journal. There is no sobriety requirement. Send submissions and/or subscription requests to the FWS office.

WHAT DO I DO AS AN INTERGROUP REP?

Intergroup Reps are the conduit between meetings (and individual members) and Intergroup, and by extension, with the fellowship as a whole. As your meeting's Rep, that connection is as strong as you make it.

As a Rep, you'll vote on Intergroup business, fill literature orders for your meeting, bring your meeting's donation to the Intergroup Treasurer, and report back to your meeting. You may occasionally be asked to seek a group conscience at your meeting on a specific issue and report the results back to Intergroup. Likewise, you may occasionally be asked to bring an issue from your meeting for action at Intergroup or even for possible submission to the ABM.

Intergroup also offers many opportunities to do service for the fellowship, including committee work and special projects. You may come forward to participate in them as you choose.

WHO DOES WHAT? INTERGROUP SERVICE POSITIONS

Intergroup officers are elected in January each year. These service commitments are open to any member of the fellowship, not just Intergroup Reps.

Secretary (1 year term) (1 year sobriety)

The Secretary acts as chair for the meeting.

Intergroup has not voted to adopt parliamentary procedure, but Roberts Rules of Order (Newly Revised, 9th Edition, edited by Henry M. Robert III.) describes of the duties and responsibilities of the chair as follows:

Duties of the presiding officer of an assembly: (XV, §46, p 441)

1. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
2. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda or program, and with existing orders of the day.
3. To recognize members who are entitled to the floor.
4. To state and put to a vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
5. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
6. To enforce the rules relating to debate and those relating to order and decorum within the assembly.
7. To expedite business in every way compatible with the rights of members.
8. To decide all questions of order, subject to appeal, unless, when in doubt, the presiding officer prefers initially to submit such a question to the assembly for decision.

9. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
10. To authenticate by his or her signature, when necessary, all acts, orders and proceedings of the assembly.
11. To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.

Treasurer (1 year term) (1 year sobriety)

- Fill out all bank paperwork for accounts (co-signers, tax docs, records and charters)
- Balance accounts
- Deposit/Transfer funds
- Keep fund balances separately
- Band bills in \$100, roll coins.
- Review checks all made out to proper name & endorse with acct #
- Recover money from bounced and un-cashable checks
- Pay current bills and mail them
- Track late bills and set aside money
- Track expenses through monthly spreadsheet
- Receive group donations and verify monies for each
- Exchange checks as needed
- Maintain Literature money exchange and fund
- Buy office and post office supplies
- Reimburse members for misc expenses
- Budget and project cash flow for upcoming month
- Present current financial situation for each Intergroup meeting –send donations and expenses quarterly report to website coordinator for posting on website.
- Keep storage of archived records

Literature Administration (1 year term) (1 year in program)

- Assembles and distributes orders before, during, and after the meeting.
- Responsible for receiving money, confirming accuracy of order, and giving change.
- Counts and deposits money with the Treasurer, and requests checks as needed for FWS orders.
- Keeps an adequate stock of literature on hand by placing & receiving orders with FWS.
- Stores up to fourteen boxes filled with literature in home or apartment.
- Transports several heavy boxes (with dolly) to and from Intergroup meeting; sets up literature for distribution.
- Provides a status report during Intergroup meeting.
- Maintains a “prudent reserve” of 20 books and 20 of each pamphlet to avoid a repetition of those months in the past when literature has “run dry.”
- (optional) May be available to members whose meetings are experiencing a

Voting:

Any S.L.A.A. member may attend Intergroup and participate in discussion, but only Intergroup Reps and those holding Intergroup service positions may vote. Voting is one person — one vote. Even if you represent two or more meetings, you get one vote. (Therefore any meeting that wants its fullest representation at Intergroup should seek to have its own rep.)

Intergroup Meeting Rules

30 seconds of silence rule:

Whenever there is tension...

or if it is time for a difficult vote...

or if emotions are taking the focus off the task at hand...

or whenever it seems appropriate...

Any member may call for 30 seconds of silence. Regardless of what is going on at that moment, the secretary/chairperson of the meeting, as well as all attendees of the meeting, must honor the call for silence. This time is ideally used to meditate on the will of our Higher Power and to remain, or regain, our spiritual centered-ness. A designated time-keeper will announce when the 30 seconds are up and the secretary/chairperson will resume the meeting, without retribution to the person who called for the 30 seconds of silence.

Motions and Votes

Motions carry by majority vote. (The sole exception is “calling for the question,” a motion to close debate. A 2/3 majority is required to close debate.)

Parliamentary Procedure: Los Angeles Intergroup has not formally adopted a set of parliamentary rules. Excerpts from Roberts Rules of Order are included for reference at later in this manual.

What do I do before the meeting?

- Write down your meeting’s literature order, if any, and get the money to pay for it.
- Get the meeting’s intergroup donation, if any.

Intergroup only accepts cash, money orders, or cashiers checks

If you need to add anything to the agenda, contact the Intergroup Secretary.

Agenda Items: What are they?

- Action items, asking for support for projects, etc. Note that it is often best for an individual or group to pursue projects independently, without seeking support or approval from Intergroup, especially projects which are not clearly supported by the Traditions.

How do I put something on the Agenda?

- Contact the Intergroup Secretary before the Intergroup meeting. Contact information is in The Bottom Line. If your item is time-sensitive and needs prompt attention, be sure to say so.

What happens at an Intergroup meeting?

Los Angeles Intergroup meets the second Sunday of every month, from 12:15 to 1:45 p.m. Meetings are open to all S.L.A.A. Members.

Email & Website Coordinator (1 year term) (6 months in program)

Updates and maintains the website and responds to written email requests regarding meetings, etc.

Record Keeper (1 year term) (3 months sobriety)

Keeps the minutes at each of the monthly meetings.

Mail Clerk (1 year term) (6 months in program)

Picks up mail at PO Box and delivers to monthly IG meeting

Retreats and Workshops (1 year term) (no time requirement)

Serves as an informational liaison to disseminate information and flyers about the workshops and retreat

Conference Literature Committee Conduit Position

- Makes announcements at Intergroup and requires becoming part of the literature committee, being on emails and attending monthly meetings (1.5 hours). Recruit people to get involved in literature writing groups. No sobriety requirement, not a voting position.

Conference Translation Committee Conduit Position

- Makes announcements at Intergroup and requires becoming part of the translation committee, being on emails and attending monthly meetings (1.5 hours). Recruit people to get involved in translation. No sobriety requirement, not a voting position.

Rotating Positions

Spiritual Reminder: a volunteer who times the 30 second rule at each meeting.
Timer — announces the time at 15 minute intervals.

Standing Committees

1.The Workshop Committee organizes the bi-monthly workshops, currently held on the second Saturday of every other month, at the IHM retreat center in Los Feliz. The committee is liaison with the IHM center, arranges speakers, reports to Intergroup and manages funds to keep the workshops self-sustaining.
2.The Retreat Committee organizes the annual Thanksgiving weekend retreat, currently held at the Serra retreat center in Malibu. The committee creates a flyer and distributes it, sets up a phone line for information and calls, decides on the program and speakers, sets up a registration system, collects payments, and sends out a confirmation letter after receipt of deposit money. The Retreat is a major fund-raiser. “Profits” are sent to FWS. (See “How Does The Money Work?” below.)

DOES INTERGROUP HAVE ANY RULES?

Not many.

“literature emergency.”

Literature Copier (1 year term) (1 year in program)

- Maintains “master copies” of all literature that requires copying & brings needed copies to Intergroup meeting.
- Makes copies as needed to maintain a “prudent reserve” stock of at least 50 pamphlets. (This refers to pamphlets that are not ordered from FWS, but are copied ‘in house,’ and sold at our cost of 10 cents, or provided free. This requires an approximate \$30 out-of-pocket monthly expense, reimbursed at Intergroup.)
- Copies 600 Newcomer pamphlets at a time, approximately every three months. This requires a \$200 out-of-pocket monthly expense, reimbursed at Intergroup. Folds and staples Newcomer pamphlets, separating into bundles of 10.

Literature Inventory & Distribution (1 year term) (1 year in program)

- Assembles and distributes orders before, during, and after the meeting.
- Takes an inventory of literature stock, noting amount sold.
- Verifies that orders received from FWS are accurate, and consolidates order into existing literature stock.
- Assembles and labels online orders (pending implementation) one day prior to the meeting.
- Assists Literature Administration with other literature responsibilities as needed.

Bottom Line editor (1 year term) (Must be computer-literate) (6 months in program)

- **Layout would be a 11x17 sheet folded to make a 4 page document all inclusive**
 - **Printed and mailed within 10 days of Intergroup**
 - Bottomline printed and folded at local print store
 - Postage: Envelopes can taken to post office and individually weighed or pre-weighed by quantity and envelope size for at home stamp application. LA Intergroup return address to be added to all mailings.
 - BL editor coordinates with secretary and treasury for required postings
 - Secretary – Minutes – Monthly
 - Required Postings
 - LA intergroup address
 - Fellowship Wide Services address
 - Reach out phone numbers
 - Local Intergroup contact information
 - Intergroup Offices contact information
 - Los Angeles Website address
 - Updated Los Angeles Meeting List- two sided
 - Suggested Postings
 - New Meeting information
 - Workshops and Retreats information

— Other local and FWS SLAA approved information that needs to be disseminated to the Los Angeles fellowship.

▪ Editor collects 1 copy of flyers for new meetings, workshops, retreats, etc., at Intergroup for posting in the Bottomline

▪ All requests for Bottomlines or info to be included in the bottomline must be submitted by phone, email or Intergroup no later than Wednesday following Intergroup. Any info submitted after the deadline will go in the next Bottomline.

▪ **Envelopes are to be passed around at Intergroup for meeting reps' addresses requesting Bottomlines.**

— Info needed: Name and full address.

— Number of Bottomlines requested and for what meetings

— If more than 10 copies requested than \$3.00 for every extra 10 copies is to be put in the envelope. (If more than 10 copies are requested but not enough cash is given then only give enough copies for what is paid for or the 10 free copies) Editor only prints requested number of copies.

Editor is fronted \$300.00 at commencement of commitment so that no funds come out of pocket. Receipts for all Bottomline costs are to be given to the treasurer monthly at Intergroup for accounting purposes and to receive more cash for funding the process

▪ Editor gives all cash collected for extra Bottomlines to the treasurer.

▪ Copy of completed Bottomline emailed to webmaster for website posting

Any changes made to the Bottomline are to be made by motion with a passing vote.

Phone Line (1 year term) (3 months sobriety)

▪ Liaison with the voice mail service

▪ Develops an acceptable outgoing message

▪ Returns outreach calls

▪ Reports to Intergroup

▪ Liaison with the treasurer to make sure the voice mail service is paid properly

ABM Delegates (2 year term): (10 months sobriety at time of the ABM)

These are L.A. Intergroup's delegates to the ABM. As Intergroup Reps are the conduits between meetings and Intergroup, so ABM reps are the conduit between Intergroup and the ABM. Note: FWS permits 1 delegate for every 5 meetings.

▪ Term of Position: 2 Years (2 terms suggested for institutional memory). Number of Positions: 4. Election Period: Staggered terms, 2 elected each year. Three Primary Responsibilities:

1. Prepare for and attend the Annual Business Meeting (ABM), generally held on a Tuesday through Friday during the summer at some location in the U.S. requiring air travel.

▪ Read and understand the Conference Service Manual (CSM) in advance

of the ABM.

▪ Make travel and registration arrangements for the ABM in advance enough of the ABM that any price breaks are received.

▪ Read the Business Meeting Items Summary (BMIS - the ABM Agenda) and form an initial impression on the issues to be discussed and voted on at the ABM.

▪ Attend the ABM and each business-related session, at least.

▪ At the ABM, present a good impression of Los Angeles to the international S.L.A.A. community.

2. Join and actively participate on at least one Conference Committee for the entire duration of term as delegate.

▪ Conference Committees typically meet via conference call, with varying degrees of frequency. Some committees do work between calls. There are different types of committees to appeal to different interests.

3. Serve as an informational link between FWS and the Los Angeles area.

▪ Attend every LA Intergroup meeting.

▪ Attend local meetings, as requested, to answer questions and make presentations regarding the ABM, FWS, and international service.

▪ Stay informed on FWS/Conference-related happenings via Conference Committee activity and FWS news publications.

▪ Act as an informational resource or mentor to new or potential delegates.

If Delegates need support to fulfill their administrative tasks only (such as paperwork), they shall have the autonomy to request assistance from whomever they deem appropriate.

ABM Alternate Delegates (2 year term): (10 months sobriety at time of the ABM)

▪ Term of Position: 2 Years . Number of Positions: 2 (at least 50% of the number of currently elected delegates). Election Period: Staggered terms, 1 elected each year (at least - see above). Suggested Candidates: Prior delegates are ideal (although not necessary), for ease in stepping into role without training or notice

▪ Two Primary Responsibilities:

1. Be available to assume the role of Delegate, should an emergency arise, and complete the remaining portion of that Delegate's term.

▪ Attendance at the ABM, plus any preparations necessary to do so (both flight registration arrangements and CSM/BMIS preparations)

▪ Participate on at least one Conference Committee.

▪ Serve as informational link between FWS/Conference Community and Los Angeles Area.

2. Attend LA Intergroup meetings every month.

Journal Reps (1 year term) (6 months sobriety)

Los Angeles can have multiple Journal reps.

▪ Create, copy and distribute flyers for The Journal (see above).

▪ Pitch meetings and individuals to increase Journal subscriptions.

▪ Urge members to write their stories for submission to the Journal

▪ Report to Intergroup.