

Round Table Topic: Secretaries

Date: 3-??-2019

Moderator: Not identified **Secretary:** Not identified

Identified Topics:

1. **Qualifications for voting and elections at Areas?** Area committee can stand for office, depending on voting qualifications. DCM/C, Area Chair, Officer. Guidelines issue on voting. Someone on the floor can qualify based on Concepts 3, 4, and 5. Guidelines can be proposed to who can stand for Area office. Well articulated and why it should be changed. Articulate on reason, why.

2. **Robert's Rules for Order.** Chair stands on tasks. Cheat sheet. A lot of polling and a lot of chaos. We followed Robert's Rules somewhat. Past Area Chair – Chair is the boss. Area Chair does what it takes to keep things moving. Read Robert's Rules every meeting from a text book. Conduct of Assembly (go to area93.org, area02alaska.org, area26.org, area72.org, and area05.org. Amendments/Chairs, etc. Cheat sheet. Two-thirds majority. As the secretary and chair, have each other's backs. If you're going to change something in the guidelines, make sure it's in writing. Anyone can make a floor motion.

3. **What technologies are used to fulfill duties?** Audio is a good way to record meetings. Area 02 produces minutes that are virtually word for word. Research past minutes. The quality is somewhat different; tough job. We use "dumb down" technology. Corporation rule and goes into Archives. When minutes are approved, they're approved. What is the motion and what are the end results?

4. **Records management systems in Area level.** Message approved action. Where are the official copies? Print guidelines and distribute. Amendments – the website prevails. After approval, next meeting is open for discussion. Area 05 Goals and Policies Committee – Committee Chair maintains Goals and Policies. Use General Service Office workbook. AA Goals and Policies can change the guidelines. Area Chairs promote guidelines. Chrome books are \$200 each. Get a Technologies Committee. Drop Box, Cloud nice. 5013c. How are you handling your money? Can you explain in the event of an audit? Charter. Full Assembly – financial meeting but no one realizes that.