Guidelines for Electronic and Hybrid Area Meetings

The following important information is for Al-Anon and Alateen members who plan to attend our Southern California World Service (SCWS) Area Assembly and/or our Area World Service Committee (AWSC) meeting

While the Area Service Panel uses Zoom for hybrid and electronic meetings, Al-Anon does not endorse Zoom or any other electronic meeting provider.

In order to participate in Area Zoom meetings, you must use an electronic device that is connected with the Internet (such as, a laptop, desktop, tablet, "smartphone"-- cell phone connected to Internet.) The Zoom features that we will be using for our Area meetings will not work on landlines!

You can connect to the Zoom website by going to zoom.us, click on "Join a Meeting," or install the Zoom app on your "smartphone."

Creating your "Zoom Virtual Name Tag" (i.e. screen name)

Area Assembly Members

When attending our "virtual" Area meetings, our members will be asked to use a special naming format so that we can identify you for purposes of sharing and voting. This information will show up on the "Participants" list on the side of your screen, and within the Zoom "window" for each participant.

Below is the requested renaming format:

- **Group Representatives** (GR)
  District number (space) **GR** (space) **First name, last initial**
  Example: ***03 GR Mary M.; 69 GR Carol B.***
  (Members of Districts 03, 06, 08, and 09: identify your District with two digits, beginning with the numeral 0.)

- **Alternate Group Representatives** (AGR):
  - If you are **attending *in place of your GR and will be voting for your group,*** start with your District number (space) "AGR" (space) then first name and last initial. **Examples:** *72 AGR Della D.; 03 AGR Carol Q.*
  - If your group's GR is attending and voting for your group, you will attend as a "Guest"***** (see below).

- **District Representatives** (DR):
  District number (space), **DR** (space) **First name, last initial**
  Examples: *72 DR Della D; 03 DR Carol Q.*
  - If are ***also*** **a registered GR voting for your group,** then you would put both designations: "GR" slash "DR"
    Examples: *12 GR/DR Marie; 21 GR/DR Gary*

- **Alternate District Representatives** (ADR):
  - **If you are attending *in place of* your DR:**
    Examples: *72 ADR Della D; 03 ADR Carol Q.*
  - If your District's DR is attending, you will attend as a "Guest"*.

SCWS Service Panel Members, AIS Liaisons, Area-Recognized Convention Chairs, and Past Delegates are assigned the number designation **"00"** to begin their Zoom name tags. After that, each will use a specific abbreviation for their service position, followed by their name.

- **SCWS Area Service Panel Members** (00 position): This group includes **Area Coordinators** and **Area Officers**:
  Examples: *00 Chairperson Steve S.*
- **Al-Anon Information Service/Intergroup Liaisons** (00 AIS):
  Examples: *00 AIS Steve S.*
- **Convention Chairpersons**(00 CON):
  Examples: *00 CON Steve S.*
- **Past Delegates (PD)** (00 PD):
  Examples: *00 PD Steve S.*

If you are an AWSC member *and a GR*:

- start *with **your District number** (space)* "GR" (space) slash, AWSC position (GR/ Position, GR/AIS, GR/CON, etc.), then your first name and last initial.
  Examples: *03 GR/DR Carol Q., 12 GR/AIS Gary*

Interpreters will also have a two-digit designation (01):

- **Interpreter (01 Interpreter):** members who have volunteered to be an Interpreter for an Area Zoom meeting and have no other service position will start with "01" (space) "Interpreter" (space) first name (space) last initial
  Examples: *01 Interpreter Maria S.; 01 Interpreter Mario F.*

*** Guests/Members-at-Large** -- Al-Anon/Alateen members who do not hold any of the service positions listed above may attend both AWSC meetings and all Assemblies but they have no voice or vote. They will be the only group without a 2-digit identifier:

- **Guest/Member-at-Large** (GST):
  Start with "GST" (space) then first name (space) last initial.
  Examples: *GST Steve S.; GST Kathy K.*

Voice and Vote

Area Assembly meetings: Who are the **Members** of the Assembly?

- Group Representatives (GRs) (Alternate GRs may attend in place of their GR); ***Each GR/AGR must be officially registered with our Group Records Coordinator (GRC)! New GRs must register with GRC two weeks in advance of their first Assembly!*** *Each registered Al-Anon/Alateen Group may elect only one GR/AGR to represent their group.*
- District Representatives (DRs) (Alternate DRs may attend in place of their DR)
- SCWS Service Panel --Coordinators and Officers (Position)
- Al-Anon Information Service/Intergroup Liaisons (AIS)
- Area-Recognized Convention Chairpersons (CON)
- SCWS Past Delegates (PD), other Area Past Delegates, and Past Trustees who live in SCWS Area.

Who has "Voice" at Assembly: All of the positions (Assembly Members) listed above.

Who has "Vote" at Assembly: **ONLY registered GRs or their Alternate GR attending in their place.**

Guest/Members-at-Large: These members **do not** have Voice or Vote at AWSC.

Area World Service Committee (AWSC) meetings

Members of the AWSC will also identify themselves using the procedures above.
Who are the Members of the AWSC?

- District Representatives (DR) (Alternate DRs may attend in place of their DR)
- SCWS Service Panel--Area Coordinators and Area Officers (position)
- Al-Anon Information Service/Intergroup Liaisons (AIS)
- Area-Recognized Convention Chairpersons (CON)
- SCWS Past Delegates (PD) who live in SCWS Area

Who has "Voice" and "Vote" at AWSC: All positions (AWSC Members) listed above.
Who has "Voice" but "No Vote" at AWSC: Other Area Past Delegates and Past Trustees who live in SCWS Area.
Guest/Member-at-Large: These members **do not** have Voice or Vote at AWSC.

Knowledge-Based Decision-Making (KBDM) Process to Reach an Informed Group Conscience

Our Area voted in 2013 to adopt KBDM as our process for reaching an informed group conscience at AWSC meetings and Assemblies. Before initiating a KBDM presentation and dialogue, the group members agree on a few basic procedures. We review these at the beginning of every AWSC/Assembly and have adapted them for our Zoom meetings.

1. Start and stop on time.

2. Stick to the agenda.

3. Stay on topic.

4. One to two minutes at the microphone (for questions and comments) to allow for more participation.

5. If someone asks the question or makes the comment you were going to make, please lower your "hand."

6. Presume good will. Please remember to be courteous to the volunteer members hosting/assisting the Zoom meeting, and to your fellow members.

In addition, here are a few Zoom-specific procedures:

7. **Anonymity:** Please remember that this is an anonymous fellowship. If there are others in your home, please protect the anonymity of other members by using headphones and being mindful of who can see your screen, or go to another location in your home where the meeting cannot be overheard or seen by others.

8. **Muting:** Members will automatically be muted when they enter the Zoom meetings and will remain muted until the point in the Agenda when members are invited to ask a question or make a comment. If the member calls into the Zoom meeting, we ask that their phone be muted.

9. w**Calling on Members for Speaking**: A Zoom Tech Assistant will be responsible for keeping track of members who have "raised their (Zoom) hand" to ask a question or make a comment. They will share the order of the "raised hands" with the Area Chairperson, who

will then recognize the member at the “mic”.

10. **Chat:** Once the Area Zoom meeting has opened with the Serenity Prayer, members will only be able to use the “Chat” function to communicate with a Zoom Tech Assistant. (A Zoom Tech Assistant will also be available to assist via text/phone call.)

QUESTIONS:

Webhost: webhost@scws-al-anon.org
Chair: chairperson@scws-al-anon.org
Delegate: delegate@scws-al-anon.org