

Guidelines for Area Zoom Meetings

The following important information is for members who plan to attend our Texas East Area 53 World Service (AWSC) Area Assembly and/or the Area World Service Committee (AWSC) meeting. _

In order to participate in the 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 is what will show up on the “Participants” list on the side of your screen.

Below are several steps in the identification process.

1. During our practice/training sessions, we will show you how to create your “name tag” on Zoom.
2. What format will you use?
 - **Group Representatives (GR)**
If you speak **English**, you will use this format:
District number (space) Service Position (space) First name, last initial Example:
03 GR Mary M.; 12 AGR Mark P; 04 DR Patricia A
(Members of Districts 03, 06, 08, and 09: identify your District with two digits, beginning with the numeral 0.)
If you speak **Spanish**, you will use the same format, and you will add “ES” after your service position:
District number (space) Service Position/ES (space) First name, last initial
Example: **01 RG/ES Maria S; 02 ARG/ES Mario E; 01 RD/ES Mandy T**
 - **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: 03 AGR Della D.; 06 AGR Carol Q.; 12 ARG/ES Bonita B.
 - If your group’s GR is attending and voting for your group, you will attend as a “Guest”* (see below).

- **District Representatives (DR):**
Examples: 09 DR Della D; 03 DR Carol Q.; 08 DR Bonita B.
 - If are *also* a registered GR voting for your group, then you would put both designations: “GR” slash “DR”
Examples: 12 GR/DR Marie B; 21 GR/DR Gary Q
- **Alternate District Representatives (ADR):** If your District’s DR is attending, you will attend as a “Guest”*.
If you are attending *in place of* your DR:
Examples: 12 ADR Della D; 03 ADR Carol Q.; 06 ARD/ES Bonita B.

AWSC Members, AIS Liaisons, Past Area 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.

- **AWSC Members (00 AWS):** This group includes Area Coordinators and Area Officers:
Examples: 00 AWS Steve S
- **Al-Anon Information Service/Intergroup Liaisons (AIS):**
Examples: 00 AIS Steve S.
- **Past Area Chairs (PAC)**
- **Example: 00 PAC Diane B**
- **Past Delegates (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/AWS, GR/AIS, etc.), then your first name and last initial.

Examples: 03 GR/DR Carol Q., 12 GR/AIS Gary F

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 Myrthala C; 01 Interpreter Everica R.

* **Guests** -- Al-Anon/Alateens members who do not hold any of the service positions listed above may attend AWSC meetings with no voice or vote. At all Assemblies they have voice but no vote. They will be the **ONLY** group without a 2-digit identifier:

- **Guest (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 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)
- AWS--Coordinators and Officers (AWS)
- Al-Anon Information Service/Intergroup Liaisons (AIS)
- Past Area Chairs (PAC)
- Past Delegates (PD)

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: these members do have a Voice **ONLY**

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)
- AWSC--Area Coordinators and Area Officers
- Al-Anon Information Service/Intergroup Liaisons (AIS)
- Past Area Chairs (PAC)
- Past Delegates (PD)

Who has “Voice” at AWSC: All of the positions (AWSC Members) listed

above. **Who has “Vote” at AWSC:** All of the positions (AWSC Members) listed above **WITH THE EXCEPTION OF THE PAST AREA CHAIRS AND PAST**

DELEGATES. **Guest:** these members do not have Voice or Vote at AWSC.

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

KBDM will be used as our process for reaching an informed group conscience at the 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. Be succinct. Make note if you need to in order to say what you want to say within your 2 minutes.
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.
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. **Calling on Members for Speaking:** The Area Chair will be responsible for keeping track of members who “raised their zoom/blue hand” to ask a question or make a comment. The Chair person will recognize the member at the “microphone” and request that member “unmute” her/himself. Each member must “unmute” in order to be heard.
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.)

We are asking all members of the AWSC and all GRs to participate in trainings on Zoom. We will be reviewing how to do the following:

1. Create Zoom “Name Tags”
2. Raise your blue hand (to ask a question or make a comment)
3. Polling/Voting
4. Chat to Zoom Tech Assistant
5. Use the Interpretation feature -- you will need to be trained in how to choose the language channel in which you wish to speak/listen.
6. Timer / Times-up