

KBDM
General Meeting Procedure
“Informed Group Conscience”

Step 1. A voting member of Assembly or AWSC asks the Chairperson to place a topic on the AWSC or Assembly agenda. Once on the agenda, the Chairperson informs the group.

Step 2. The discussion is “Framed” by the presenting party according to the issues:

- Pros and cons
- Implications of decisions
- What we wish we knew but don’t, etc.

Step 3. Printed information exchange: All members who have information related to the issue compiles this information and makes it accessible to the entire membership prior to the area meeting. Information might include: Historic perspectives and facts, Motions that are related, Information from the Service Manual and other CAL, Procedures in other areas, etc.

Step 4. Verbal Information Exchange: Members are allowed to come to the microphone and ask questions to gain clarity about the issue. The inquiry must be asked in the form of a question, i.e. Who, What, When, Where, Why, How, Is, etc. The Chairperson is allowed to request a specific member to respond to the question and allow anyone who had direct knowledge (not an opinion) to answer the question. The chairperson is allowed to stop the member if the question becomes a commentary or personal opinion. Members are not timed at the microphone when asking or responding to questions. Members may go the microphone as many times as necessary to get all questions asked and hopefully answered. Members may also come to the microphone during this time to speak for or against the issue. This is timed for 2 minutes and limited to once at the microphone per issue.

Step 5. Summation: Members involved in the discussion summarize what they have heard and the Chairperson requests confirmation from all members that the same thing was heard.

Step 6. Decision Making: Based on the information exchanged, a motion may come to the floor, or the Chairperson may suggest that the issue be sent to a Thought or Task Force for research or gathering of more information and/or discussion of issues that came out of the KBDM discussion. Sometimes, after the information exchange and discussion, the Assembly or AWSC decides that no further action is needed.