

MAWS Conference 2009

Agenda Items & Supporting Materials

(Last updated Wednesday, April 1, 2009)

ITEM 1: PRINTED SLOGANS & PRAYERS ON MAWS WEBSITE

COMMITTEE: HI/PI

Submitted by: Ari K., District 2

BACKGROUND/ORIGIN: At MAWS Conf 2008, I presented this motion and believe it passed.

I have not seen any action taken. Resubmitting Motion with prayers, maybe that will inspire some action?

People complain that they don't hear MA Slogans at their meetings -- perhaps if we had nice printed versions to look at in meetings, we would hear these used & discussed more. Did "Live and Let Live" get used before the Big Book had it printed at the end of "For Wives and Families"?

Same thing goes for the Prayers we use. Having them framed, on a wall, looking beautiful, makes it easier for newcomers to see what we are chanting. Are we a cult? I think not, we are just reading something spiritual and beneficial, and they can join us.

Other 12 Step Fellowships do this. It's not hard, so why can't we do it?

MOTION: I move that MAWS type-set the Slogans and make them available on the MAWS website for download so they can be printed & framed. I'd also like the Prayers MA uses (3rd Step, Set-Aside, and Unity) type-set and available to be printed & framed. Either the Office Manager would do this work, or an outside type-setter could be hired to do this, or perhaps an MA Volunteer? This project should be completed before MAWS Conference 2010.

ITEM 2: MA SLOGANS

COMMITTEE: HI/PI

Submitted by: Ari K in District 2

BACKGROUND/ORIGIN: I, Ari K, volunteered at a previous MAWS Conference to work on a subcommittee to develop MA Slogans. The subcommittee never did anything (that I heard of).

I took up the cause & began compiling lists of slogans which seemed fitting for MA. Last year, I presented a motion to MAWS with my full list. In committee, the list was refined and shortened, and that list went to MAWS and was voted down -- the main reason offered by delegates was that their district had voted against the *original list*.

Many Delegates suggested I re-submit this new list for the next MAWS Conference, so I am doing that.

MA needs slogans which carry the message. While we freely borrow slogans from other programs, we have a lot of recovery to offer to our own members also.

I am open to MAWS Conference, Delegates, and Subcommittee adding to or modifying this small list of slogans.

MOTION: I move that MAWS approve the following list of slogans, as a list or individually, to be included in MA Literature, books, writing, New Leaf, etc, etc.:

- **Waking Up with Gratitude.**
- **MA -- More Acceptance.**
- **We Recover.**
- **There's Hope ... (Beyond Dope)**
- **Talk Before You Toke.**
- **Higher Powered.**
- **Show Up, Listen, and Tell the Truth.**
- **A Work in Progress.**
- **Less Judgements, More Actions.**
- **We Can Choose Freedom Today.**
- **Dopeless Hope Fiends**

ITEM 3: FREE LIFE WITH HOPE RECORDINGS

Submitted by: Matt B., District 4

COMMITTEE: INTERNET/GLOBAL OUTREACH

BACKGROUND/ORIGIN: Although it did cost money to produce the recordings, that expense is in the past. It will cost absolutely nothing to add these to the website as free downloads.

1. Nobody wants to pay for (unnecessary) plastic, cardboard, shrink wrapping, and shipping.
2. Requiring a \$20 outlay to hear the recordings detracts from the primary purpose of carrying the message to the marijuana addict who still suffers. (i.e. if they just got a front from their dealer, let them go to the website and listen to Life With Hope for free while they take bong rips).
3. As the current surplus inventory indicates, the supply and demand curve does not sustain \$20 CD's.
4. Perhaps producing 100's of CD's was not the wisest choice given the waning of the medium as a whole. However, the MA budget can sustain the loss.
5. The CD's will still be available for purchase for those who don't know how to use the internet or a computer. They may still eventually sell (although this seems unlikely with or without free downloads available).

MOTION: I move that the recordings of Life With Hope (which are currently available on CD) be made available on marijuana-anonymous.org as downloads free of charge."

ITEM 4: MA'S PRESENCE ON SOCIAL NETWORKING INTERNET SITES

Submitted by: District 6

COMMITTEE: INTERNET/GLOBAL OUTREACH

BACKGROUND/ORIGIN: Various members of District 6 have brought forth concerns that MA's presence on social networking internet sites (MySpace, Facebook, etc.) may be a violation of the Twelve Traditions. It was noted that there are numerous "Marijuana Anonymous" pages on these sites that depict using drugs, pictures of marijuana leaves, drug paraphernalia, legalization of marijuana language, and are hosted by people who claim to be the official spokesperson for Marijuana Anonymous World Services (Yes! A person from England actually hosts a Facebook group and claims to be the spokesperson for MAWS).

MOTION: That the Internet/Global Outreach Committee review sites on the Internet and make a recommendation to the Conference of any needed action to be taken.

ITEM 5: A BASIC TEXT FOR M.A.

Submitted by: Paul G., District 11

COMMITTEE: LITERATURE

BACKGROUND/ORIGIN: The conference body has approved writing of a "chapter to the agnostic." This could be part of a second MA book, one that mirrors AA's Big Book or NA's Basic Text, and one that elaborates other aspects of the program.

Currently, MA has only a 12 and 12. This new text could include a chapter to the loved ones, a "how it works" chapter (not an explanation of the steps like LWH, but some suggestions on HOW to work the program), as well as other chapters. We need our own MA big book, written about our experience as potheads in recovery, with our voices (and also so we don't resort to using other fellowship's literature).

MOTION: That the Literature Trustee be directed to begin work on a new book for MA, similar to the AA Big Book and NA Basic Text, that would include a "chapter to the agnostic" and more about working the MA program.

ITEM 6: BUDGET 2009-2010
COMMITTEE: FINANCE

BACKGROUND/ORIGIN:

Each year, the Finance Committee must approve a budget for the coming year.

ITEM 7: SPENDING CAP ON CONFERENCE COSTS**COMMITTEE: FINANCE**

Submitted by: Matt B., District 4

BACKGROUND/ORIGIN: Conference costs continue to soar rising 40% per year. Some effort absolutely must be made to stop this. It is not necessary for MA to have its conference in an expensive convention hall with catered meals. We could, for example, hold the conference by renting the rooms we need in a church and arranging for the delegates to stay in a nearby low-cost motel. The delegates can buy their own meals, with districts deciding whether or not to reimburse for meals based on the financial health of the district.

MOTION: I move that a cap of \$275.00 registration fee for a delegate who shares a room, and \$325.00 for a delegate who gets his or her own room be instated for future conferences. These registration fees must cover room accommodations, but not necessarily meals. These caps may only be increased by a vote of the conference body.

ITEM 8: SHARE CONFERENCE TRAVEL EXPENSES

Submitted by: Paul G., District 11

COMMITTEE: FINANCE

BACKGROUND/ORIGIN: Although much of MA is located on the West Coast of the United States – and, to date, all MAWS Conferences have been held on the West Coast – the fact is that as of January, 2009, six of our 17 Districts (more than one-third) are not located on the West Coast:

- District 8: New York
- District 13: Online
- District 14: England
- District 15: Long Island
- District 16: Australia
- District 17: Denmark

For Conference Delegate purposes, this means that if an ideal number of delegates – two from each District – is 34, 12 of those will have to travel at least across the United States to reach the Conference.

In recent years, we have seen the results of this situation: All the Districts on the West Coast fully represented, none of the International Districts represented, and spotty representation from the New York and MA Online districts. The reason is simple: money. If a Conference is in California, chances are that delegates from all the California districts can and will drive to the Conference, whereas delegates from Portland, Seattle, New York, Online and the Internationals have to fly, often at prohibitive cost.

The incentive for this motion is not resentment of the West Coast Districts. Rather, it is based on an assumption which seems to be common sense: that for the MA Group Conscience to be heard, maximum representation at Conference is to the fellowship's benefit. And based on that

assumption, it further makes sense that the cost for all Delegates to reach the Conference should be an expense shared by all Districts.

There are, of course, other ways to approach this problem, primarily video conferencing, teleconferencing, and web-based attendance. All of these should be pursued to the fullest, but it should also be understood that for the purposes of debating business and carrying a group conscience, there is no substitute for in-person attendance. So in the meantime, Districts who wish to send their delegates to Conference should not be limited by their geographical location.

Passage of this motion would put the minds on MA on the task of solving this problem.

MOTION: That MAWS designate or form a committee, the purpose of which is create a proposal to the 2010 Conference for sharing travel costs for Conference Delegates equally among all Districts.

ITEM 9: ADDITION TO SERVICE MANUAL

COMMITTEE: POLICIES AND PROCEDURES

Submitted by Duncan M., Policies & Procedures Trustee

BACKGROUND/ORIGIN: At the 2008 MAWS Conference, a motion was passed directing the Office Manager to add the text “All future versions of LWF must be conference approved prior to publication” to the MAWS Service Manual. While the motion was passed by the conference body, it was unclear where in the text this language was to be added. On the February 2009 Trustee conference call the Office Manager asked the Policies and Procedures committee to identify the location for this addendum. This motion is the result of that request.

MOTION: Add “All editions of ‘LIFE WITH HOPE, A New Way of Living Through the Twelve Steps and Twelve Traditions of Marijuana Anonymous’ must be ‘Conference Approved’ prior to publication” as the last line in Chapter 27 (“Literature”) of the Service Manual ver. 3.0. This would be the last line in the chapter and would fall under the sub-heading: “Conference Approved Material.”

ITEM 10: TRUST THE PROCESS

COMMITTEE: POLICIES AND PROCEDURES

Submitted by: Ari K., District 2

BACKGROUND/ORIGIN: At MAWS Conf 2008, I was astonished at how frequently "Call to Question" was used to stifle discussion of motions. I was particularly upset because my District had spent \$600+ to send me and a fellow delegate, and we were being blocked on occasion from being able to represent our District's will.

I was told "trust the process". I have thought about this statement for a year, and I believe "Trust the Process" is a great message for MAWS to consider when using "Call to Question". Since UNITY and Group Conscience is an integral part of MA Traditions, "Call to Question" is a tactic that should be used sparingly and only after each District is given a chance to present their views.

Concern has been raised about this slowing down the MAWS Conference. If abused, this motion could slow things down. I hope all Districts can respect the time requirements of MAWS Conferences -- and if slowness proves to be a problem, perhaps TIMING people's discussion points would be more beneficial (most legislative bodies grant 'floor time' rather than unlimited time), rather than abusing the "Call to Question", which may foil the Group Conscience rather than "trusting the process" and letting each District present their view.

MOTION: I move that MAWS prevent "Call to Question" motions until one Delegate from each of the Districts has an opportunity to discuss the issue, if they so wish. A volunteer for MAWS or perhaps a MAWS trusted servant would verify that each District has an opportunity to speak on each issue. This will allow the Group Conscience an opportunity to be fully heard.

ITEM 11: NO MORE FLOOR MOTIONS AT CONFERENCE

Submitted by: Paul G., District 11

COMMITTEE: POLICIES AND PROCEDURES

BACKGROUND/ORIGIN: As the Service Manual states, “The Marijuana Anonymous World Service Conference is the forum at which group conscience throughout MA is expressed, and decisions are made that affect MA as a whole.”

Delegates to the MAWS Conference are there to bring the group conscience from the Districts on items included on the agenda, which is circulated for feedback during the months before the Conference.

If an item is brought up during the Conference for the first time, there is no chance for the rest of the fellowship to offer an opinion. Therefore, when the Conference votes on items not on the original agenda, they are by definition not voting the greater group conscience, but rather voting their own opinions, without feedback from the fellowship – and yet their decisions affect all of MA. This “governing” is a violation of the Second Tradition.

It is perfectly valid for items not on the agenda to be discussed by members of the Conference, referred to the next Conference’s agenda, or simply given back to the person or persons making the motion for further work. Voting on such items, however, should not be part of the Conference until the fellowship has had its say.

Passage of this motion will ensure that the MAWS Conference is always, to the best of its ability, serving the group conscience of MA.

MOTION: That no piece of Business that did not appear on the Conference Agenda may be voted on during the Conference.

ITEM 12: ANONYMOUS MOTIONS

Submitted by: Paul G., District 11

COMMITTEE: POLICIES AND PROCEDURES

BACKGROUND/ORIGIN: Once a piece of business has been added to the Conference Agenda, the identity of the person making that motion is irrelevant. Beyond that, inclusion of the name may invite personalities to become involved, as some members of the Conference or Fellowship might base their feelings about a piece of business on the person making the motion, rather than the motion itself. At the very least, there is no reason to include the name of the person making the original motion, and at worst, including the name invites a violation of “principles before personalities.”

MOTION: That the identity of the person or District submitting a Conference Agenda item not be included in the Conference Agenda, and that page 69 of the Service Manual be amended to remove the words “The submitter is named, followed by” in the paragraph entitled “BACKGROUND/ORIGIN:”

ITEM 13: ROOM FOR DEBATE

Submitted by: Paul G., District 11

COMMITTEE: POLICIES AND PROCEDURES

BACKGROUND/ORIGIN: We all know that a MAWS Conference can be tiring and frustrating. It’s especially true that as the end draws near, members can be particularly anxious to wrap things up and head home. Too often, these factors lead the Conference to rush through the business at hand, and a group of people who simply want to stop debating matters by “calling the question” can create an atmosphere hostile to an open and honest discussion of the pending motion.

To combat this tendency, MAWS should set a minimum for debating a piece of business before debate may be ended.

MOTION: That the following language be added to the Service Manual, page 28, at the end of the paragraph entitled “Previous Question”: “A motion for Previous Question may not be made until the Conference has heard at least two arguments for, and two against, the pending motion(s).”

ITEM 14: ALL MOTIONS TO THE GENERAL CONFERENCE

Submitted by: Paul G., District 11

COMMITTEE: POLICIES AND PROCEDURES

BACKGROUND/ORIGIN: Any motion that makes the Conference Agenda has the backing of some, perhaps many, members of Marijuana Anonymous. Therefore, it is inappropriate that, for example, a majority of only five members on a Conference Committee be able to “kill” that motion, keeping it from consideration at the General Session.

Certainly, the work of Committees is important, and their ability to spend extended time and effort on a piece of business is critical. But they should not be the final word on a piece of business. They should be empowered only to debate and amend items, then make recommendations to the Conference.

MOTION: That after being debated and possibly amended by Committee, any items placed on the Agenda be introduced as items to the main Conference body.

ITEM 15: CONFERENCE/CONVENTION TRUSTEE

Submitted by: Paul G., District 11

COMMITTEE: POLICIES AND PROCEDURES

BACKGROUND/ORIGIN: Any District hosting a Convention or Conference has a lot of work to do – but it’s all work that has been done before. Still, the experience for many hosting Districts is one of “re-inventing the wheel.” Aside from a few pages of general recommendations in the Service Manual, MA maintains no official storehouse of accumulated wisdom for hosting these events.

A solution to this would be creation of a Trustee position to maintain such a storehouse and to work with Districts hosting the Convention or Conference. The purpose of this Trustee, generally speaking, would be to assist the hosting District, bring to that District the accumulated wisdom and experience of previous hosting Districts, and maintain a store of information for the future, amended and expanded by the experience of each hosting District.

This position would be particularly valuable if MAWS should decide to hold the Conference in the same location each year, as such a decision would effectively remove the “hosting District” function from the Conference and place the responsibilities of Conference hosting with MAWS itself.

MOTION: That the Policies and Procedures Committee formulate a recommendation to the 2010 MAWS Conference for the creation of a Trustee position to coordinate hosting of MA Conventions and MA World Services Conferences.

ITEM 16: REMOVE “MAWS CONFERENCE WORK CYCLE” CHART IN SERVICE MANUAL

Submitted by Jim S., Delegate, District 6; & Lisa T., Trustee President

COMMITTEE: POLICIES AND PROCEDURES

BACKGROUND/ORIGIN: The scope of the chart is far beyond the Conference Work Cycle. It co-mingles too many concepts, and could be confusing.

MOTION: Remove “MAWS Conference Work Cycle” chart on page 75 of Service Manual.

ITEM 17: PAGE NUMBERING OF SERVICE MANUAL, PDF VERSION

Submitted by: Jim S., Delegate, District 6; & Lisa T., Trustee President

COMMITTEE: POLICIES AND PROCEDURES

BACKGROUND/ORIGIN: Having the Service Manual distributed in PDF format and searchable makes research far easier. The creation of the index is also a fantastic benefit. However, the current PDF page numbers and the page numbers that appear in the index and at the bottom of the document pages do not match. This offset makes it more difficult to correctly go to items found in the index, and when collaborating, such as in committee when doing research, telling someone “go to page XX” in the PDF takes them to “XZ” instead.

MOTION: Maintain the page numbers of the PDF version of the Service Manual, so that the actual PDF page numbers match the page numbers that appear within the manual.

ITEM 18: GUIDELINES FOR WRITING A CONFERENCE AGENDA ITEM

Submitted by: Jim S., Delegate, District 6; & Lisa T., Trustee President

COMMITTEE: POLICIES AND PROCEDURES

BACKGROUND/ORIGIN: The current guidelines and example of how to write a Conference Agenda item, found on page 69 of version 3.11 of the Service Manual are confusing. The background information in the example do not appear to be related to the sample Motion, and is out of order from the first sample “example.” The example used in our proposed replacement Service Manual section is purposefully frivolous so that the example could not be confused with something that really occurred at a Conference, that might be cited as precedent in the future.

MOTION: Replace Guidelines for Writing A Conference Agenda Item (Service Manual r3.11, p. 69) with the following:

GUIDELINES FOR WRITING A CONFERENCE AGENDA ITEM

Agenda items are submitted to the Conference Agenda Committee for inclusion on the Agenda for the Conference four months prior to the actual Conference. They should adhere to the following format, and should provide enough information for the Item to be understood.

PARTS OF AN AGENDA ITEM:

TITLE: A brief title that sums up the intent of the Item.

SUBMITTED BY: This may be an individual (with or without a title, i.e. “Delegate”), a group, or even anonymous.

BACKGROUND/ORIGIN: A concise explanation of the rationale behind the motion, including such history as is necessary to explain what is proposed to be changed or added. If needed for clarification, citations to previous related Conference motions can be included. Then the proposed result of the motion should be explained.

MOTION: The actual language of the motion, which states that some action should be taken. This should be precise; the desired outcome should be stated by the motion, as in “Amend the Service Manual, page ____, item ____, from (what it currently states), to read ____, etc.” Or, “Amend the Service Manual, page ____, to add the following language between items ____ and ____: (language of new section).”

An Agenda Item may contain multiple motions.

ALSO NOTE: In order for any Work (defined as any artistic work or composition including, but not limited to, text, graphics, audio and/or video) to be considered for voting as Conference Approved, it must be presented in its entirety to the conference. If further editing of the Work is deemed to be appropriate, the motion to seek Conference Approval shall be either withdrawn or tabled until such time as the edits have been completed and the revised version of the Work becomes available in its entirety.

SAMPLE AGENDA ITEM (For demonstration purposes only):

TITLE: No Cell Phones At Conference General Session Already!

SUBMITTED BY: Ari K., A Member of District 2

BACKGROUND/ORIGIN: The General Session is already tedious enough. Trying to figure out what’s meant by voting on moving the Previous Question of an Amendment to an Amendment of a Motion takes a lot of concentration. When someone’s cell phone goes off, it can break the whole flow of the Conference. Sure, we can ask people to turn them off, or set them on vibrate, but then there is always that temptation to sneak out your phone under the table and send a text. The only thing that’s going to work is forbidding them completely. Also, people always plug their phones in at any outlet they can find in the room, they forget to put them on silent, and people using a laptop to take care of legitimate Conference business can’t keep their computers charged.

MOTION: At the General Session of the Conference, ALL cell phones must be turned off and surrendered to the quorum counter posted at the door.

MOTION: Any phones found alone and plugged into outlets around the room shall be confiscated and mailed back to the owner after the Conference if they can provide a complete and accurate description.

ITEM 19: ADD JOB DESCRIPTIONS TO SERVICE MANUAL

Submitted by: Jim S., Delegate, District 6; & Lisa T., Trustee President

COMMITTEE: POLICIES AND PROCEDURES

BACKGROUND/ORIGIN: The Trustee Job Descriptions and Office Manager Job Description do not currently appear in the Service Manual in any form. The Job Descriptions document has been a “work in progress” for a number of years and has been distributed quarterly to the Trustees for review, and at the Conference for reference by the Members. Inquires are often made of “Where can we find this?” We feel that it would be a benefit to the fellowship to have clear Job Descriptions of our trusted servants and paid employee included in the Service Manual.

MOTION: Add Trustee Job Descriptions to the Service Manual, at the end of Chapter 25, under the section titled “TRUSTEES.”

MOTION: Remove the following sentence from the Service Manual, Chapter 25, end of paragraph one, “These job descriptions are available from the MAWS Office Manager.”

MOTION: Add Office Manager Job Description to the Service Manual as Chapter 26, titled, “OFFICE MANAGER JOB DESCRIPTION” and re-number the last four Chapters of Part Four.

TRUSTEE JOB DESCRIPTIONS

President

Two years of sobriety from marijuana and all mind-altering chemicals is required. One year of Trustee experience is recommended.

Approximate hours per month required to perform job: 20-30, depending on time of year

Duties:

1. Understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.
2. Act as first point of contact to Office Manager for operational concerns.
3. Following each Conference:
 - a. Prepare, assign to appropriate Trustee, and distribute the Conference Action Item list. Follow up to ensure the tasks are completed.
 - b. Ensure notification of the host Districts for future Conferences and Conventions, as decided at the Conference.
 - c. Circulate the prior year's Trustee Roster and (create) a new Trustee Roster to the current Trustees/Alternate Trustees.
 - d. Review MAWS Conference Minutes as prepared by Office Manager for accuracy, and approve distribution to the fellowship.
 - e. Prepare, distribute, and include the Conference Trustee Organizational Meeting Minutes on the first quarter Trustee meeting agenda for approval.
4. Facilitate regular (1-2 times/month minimum) communication among Trustees.
5. Respond to questions and requests for help in a timely manner (10 calendar days or less).
6. Encourage and support all other Trustees, the Office Manager, ANLP Volunteers, and Delegates to give their best effort in service to MA.
7. Chair Trustee Meetings and Conference, or ensure suitable chairperson is available.
8. Organize Conference Agenda Committee and ensure agenda is drafted 90 days prior to Conference.
9. Schedule three interim Trustee meetings, draft and distribute Agenda 15 days prior to each Trustee Meeting, and ensure meeting time and place is arranged.
10. Facilitate dispute resolution amongst Trustees, if they arise.
11. Be available as a resource to the MAWS Office Manager, Trustees, and MA in general.
12. Act as liaison (along with Literature Trustee) to A New Leaf Publications.
13. Take reasonable action to ensure MAWS commitments are met.
14. Annually review Office Manager's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
15. Proactively plan for MA's growth.
16. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
17. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
18. Direct the work of the Conference Committees throughout the year to ensure they meet all mandated deadlines as directed by the Conference and the Service Manual.

Secretary

Two years of sobriety from marijuana and all mind-altering chemicals is required.

Approximate hours per month required to perform job: 6

Duties:

1. Understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.
2. Make teleconference meeting arrangements for Trustee meetings outside of Conference, and provide instructions to Trustees and meeting participants.

3. Take Minutes of the Trustee meetings, and forward drafts to Trustees for approval following each meeting.
4. Send approved Trustee Meeting Minutes to Delegates, Office Manager, ANLP, and Trustees.
5. Following the approval of the previous meeting's Minutes, prepare a summary bullet point list of items, for approval by the Trustees. The approved summary is then sent to the Delegates (within 10 days) and submitted to ANLP for publication in *A New Leaf*.
6. Provide meeting Minutes to Office Manager for archival
7. Attend and participate in all Trustee meetings.
8. Maintain regular (1-2 times/month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner (within 10 calendar days).
9. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
10. Annually review Trustee Secretary Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
11. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
12. Assist the Chair of the Conference Committee to which you are assigned, both at the Conference, and as needed throughout the year.

Treasurer

Two years of sobriety from marijuana and all mind-altering chemicals is required.

Approximate hours per month required to perform job: 6

Duties:

1. Understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.
2. Make MAWS deposits and pays bills.
3. Act as liaison to MAWS bookkeeper.
4. Act as liaison to District Treasurers, and collect monthly District financial reports of Districts using MAWS Tax I.D. number.
5. Send Quarterly Income and Expense Statement to Trustees, Delegates, and ANLP.
6. Keep records for MAWS bank accounts.
7. Enter tax information on spreadsheet for tax preparer.
8. Attend and participate in all Trustee meetings.
9. Maintain regular (1-2 times/month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner (within 10 calendar days).
10. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
11. Annually review Trustee Treasurer's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
12. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
13. Act as Chair for Finance Committee at Conference, or appoint a suitable Chairperson.
14. Direct the work of the Finance Conference Committee throughout the year, and meet all mandated deadlines as directed by the Conference and the Service Manual.

Literature

Two years of sobriety from marijuana and all mind-altering chemicals is required.

Approximate hours per month required to perform job: 12 (dependent upon projects)

Duties:

1. Understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.
2. Oversee the creation of new literature, including foreign language translations.

3. Oversee the Office Manager for the maintenance and preservation of existing MAWS literature.
4. Act as liaison to ANLP and MA Districts for all matters concerning MAWS literature.
5. Attend and participate in all Trustee meetings.
6. Maintain regular (1-2 times/month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner (within 10 calendar days).
7. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
8. Annually review Literature Trustee's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
9. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
10. Act as Chair for Literature Committee at Conference, or appoint a suitable Chairperson.
11. Direct the work of the Literature Conference Committee throughout the year, and meet all mandated deadlines as directed by the Conference and the Service Manual.

Hospitals and Institutions/Public Information (HIPI)

Two years of sobriety from marijuana and all mind-altering chemicals is required.

Approximate hours per month required to perform job: 6

Duties:

1. Understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.
2. Respond to inquiries from the public; explain MA's "position" (no opinion on outside issues) and MA's reason for existence according to the Twelve Traditions.
3. Work proactively to inform groups and organizations about MA and what we do.
4. Explore and develop Public Service Announcements in assorted media.
5. Be a resource for Districts and Independent Meetings (meetings outside established Districts) that inquire about carrying out PI within their jurisdictions.
6. Update outside organizations with information about how to reach us and design and facilitate mass mailings in areas not presently covered by MA Districts.
7. Attend and participate in all Trustee meetings.
8. Maintain regular (1-2 times/month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner.
9. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
10. Annually review HIPI Trustee's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
11. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
12. Act as Chair for HIPI Committee at Conference, or appoint a suitable Chairperson.
13. Direct the work of the HIPI Conference Committee throughout the year, and meet all mandated deadlines as directed by the Conference and the Service Manual.

Policies and Procedures (P&P)

Two years of sobriety from marijuana and all mind-altering chemicals is required. One year Trustee experience recommended.

Approximate hours per month required to perform job: 6

Duties:

1. Understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.
2. Ensure that the Service Manual is updated by the Office Manager according to the instructions of the World Services Conference.
3. Proactively explore and present ideas to improve upon the Service Manual.

4. Work proactively to understand and ensure that MAWS adheres to the Twelve Traditions of MA.
5. Address issues that need clarification of MAWS policy.
6. Attend and participate in all Trustee meetings.
7. Maintain regular (1-2 times/month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner (within 10 calendar days).
8. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
9. Annually review P&P Trustee's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
10. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
11. Act as Chair for P&P Committee at Conference, or appoint a suitable Chairperson.
12. Direct the work of the P&P Conference Committee throughout the year, and meet all mandated deadlines as directed by the Conference and the Service Manual.

Internet Trustee

Two years of sobriety from marijuana and all mind-altering chemicals is required. Must have easy online access to Internet and email.

Approximate hours per month required to perform job: 2-4

Duties:

1. Understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.
2. Assist Office Manager in answering web site inquiries.
3. Oversee MAWS' online presence.
4. Solve problems related to MAWS' website.
5. Proactively develop new ways to use the MAWS web site to carry the message to the addict who still suffers.
6. Make sure that Internet service providers, such as hosting, payment processing, etc., are a competitive value in the current marketplace.
7. Update the Roving Reporter section of the web site to reflect the most recent question, as provided by the ANLP Field Editor.
8. Monitor monthly site statistics, to include in report to Annual Conference.
9. Attend and participate in all Trustee meetings.
10. Maintain regular (1-2 times/month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner (within 10 calendar days) whenever possible.
11. Annually review Internet Trustee's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
12. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
13. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
14. Act as Chair for Internet/Global Outreach Committee at Conference, or appoint a suitable Chairperson.
15. Direct the work of the Internet/Global Outreach Conference Committee throughout the year, and meet all mandated deadlines as directed by the Conference and the Service Manual.

Global Outreach Trustee

Two years of sobriety from marijuana and all mind-altering chemicals is required. Must have easy online access to Internet and email.

Approximate hours per month required to perform job: 6

Duties:

1. Understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.
2. Act as liaison to international Districts and Independent Meetings.

3. Collaborate with Internet Trustee to facilitate online teleconferencing for international Delegates to participate in MAWS business.
4. Proactively develop ideas and strategies for international growth.
5. Confer with Trustees and ANLP regarding foreign language translations of MAWS' literature and media.
6. Attend and participate in all Trustee meetings.
7. Maintain regular (1-2 times/month minimum) communication with other Trustees.
8. Respond to questions and requests for help in a timely manner (within 10 calendar days) whenever possible.
9. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
10. Annually review Global Outreach Trustee's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
11. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
12. Serve on the Internet/Global Outreach Conference Committee.
13. Assist the Chair of the Internet/Global Outreach Conference Committee, both at the Conference, and as needed throughout the year.

New Meeting Outreach

Two years of sobriety from marijuana and all mind-altering chemicals is required.

Approximate hours per month required to perform job: 6

Duties:

1. Understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.
2. Follow up by phone or email, with people who have received Starter Packets (sent by the Office Manager) to answer questions, and provide guidance.
3. Maintain a minimum of quarterly correspondence/contact with Independent Meetings.
4. Assist Office Manager in gathering Independent Meeting information for quarterly International Directory updates.
5. Act as liaison between Independent Meetings and MAWS.
6. Attend and participate in all Trustee meetings.
7. Maintain regular (1-2 times/month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner (within 10 calendar days) whenever possible.
8. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
9. Annually review New Meeting Outreach Trustee's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
10. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
11. Assist the Chair of the Conference Committee to which you are assigned, both at the Conference, and as needed throughout the year.

OFFICE MANAGER JOB DESCRIPTION

Job Description and Requirement

The Office Manager for Marijuana Anonymous is a combined position which covers both World Services and A New Leaf Publications management duties.

Two years of sobriety from marijuana and all mind-altering chemicals is required.

The Office Manager must understand and work within of MA's Twelve Traditions and Twelve Concepts of Service.

MAWS

- Provide communications, service and information to Districts, Independent Meetings, and Trustees on matters relating to World Services Business.
 - Respond to requests for general information about MA, meeting location information, and meeting startup information, through the 800 line, postal mail, and email.
 - Respond to meeting startup requests via the Online Meeting Application, track the new meeting progress, and forward the new meeting information to the New Meeting Outreach Trustee on a regular basis.
 - Respond to questions appropriately, per the Twelve Traditions
 - Maintain the International Directory on the MAWS website
 - Maintain contact information for Independent Meetings to the greatest extent possible
 - Take the Minutes of the annual Marijuana Anonymous World Services Conference; publish when completed
 - Update the content of the Service Manual according to the instructions of the World Services Conference
- 1) Check and Answer The 800 Line.** The following guidelines also apply to answering requests by postal mail and email.
- a) Answer the 800 line every other day and once on the weekend.
 - b) Keep a record of each phone call on the "800 Line Master Sheet" (an Excel file).
 - c) Requests for information on meetings where there is a meeting within 60 miles of their location: use the appropriate Word document and paste the meeting information into the document, print it and send it by postal mail.
 - d) Requests for information on meetings where there is no meeting within 60 miles of their location: use the "No Meetings Near You" Word Document (which gives them information on the Recovery Pipeline, the pen pal service, and Online meetings) and include a copy of the Info Pack.
 - e) Requests for information regarding starting a new meeting: follow the procedures for answering postal mail of a similar nature (very rarely is an email address given over the phone).
 - f) Requests from therapists or facilitators of institutions who wish to start a meeting: be careful to use the "Therapist Wishes to Start Meeting" Word document.
 - g) Requests for referrals to a drug treatment center: reply that the Sixth Tradition makes it impossible for us to do so.
- 2) Check MAWS Email on Regular Basis.** Preferably no Less Than Every Other Day.
- a) Send packets out to those asking for literature or info. The Info Packet includes 5 pamphlets: the Online pamphlet and the ANLP order form.
 - b) Most inquiries can be responded to directly. There are form letters stored as Word documents which can be cut and pasted, and personalized, if necessary.
 - c) Most New Meeting Requests come directly to the MA Inbox via the New Meeting Application on the website. The following is the procedure for responding to these requests:
 - i) Upon receipt of the application, review it for completeness and make a decision as to whether to send a Starter Kit right away. If a person has more than 60 days but less than 90 days recovery, the practice is to write back and ask if they know someone who they can partner with to start a meeting. If the person has less than 60 days, recommend that they write back when they have 90 days sobriety if they still want to start a meeting. This is not to discourage applicants, but to protect their recovery, since the burden of starting a meeting can be unexpectedly heavy.
 - ii) Copy the contents of "I want to start a meeting ONLINE APP" Word document into the reply email, and attached Part One of the Starter Kit. Attached Parts Two and Three in subsequent replies.
 - iii) Forward the initial reply, minus the attachment, to the New Meeting Outreach Trustee.
 - iv) Record the application progress in the New Meeting Record (an Excel file).

- v) Update the Directory on the website, following the above steps. The Global Outreach Trustee is also notified.
- d) In the case of an application which arrives at the PO Box, the following procedure applies, with the exception that, if an email address is provided, the person inquiring is contacted by email, sent an electronic version of the New Meeting Application, and told that the Online Application is available on the website. This is to expedite the process as much as possible.
 - i) When people ask for info to start a meeting, write back explaining that they must fill out a New Meeting Application first, and they will subsequently be provided with a Starter kit. There is a form letter for this.
 - ii) Send a New Meeting Application (along with the pamphlets “The MA Meeting and the Home Group” and “MA’s Service Structure”) to the person.
 - iii) Note this info on the New Meeting Application Log.
 - iv) Person sends application to the P.O. Box.
 - v) When the application is received, send out the Starter Kit.
 - vi) Note the date the kit is sent out in the Log.
 - vii) Applicant who starts meeting will return New Meeting Report (found in Starter Kit) to P.O. Box.
 - viii) When New Meeting Report is received, send out masters. Most of these items are downloadable from website.
 - ix) Update the Directory on the website, following the above steps. Also notify the Global Outreach Trustee.
- e) Forward all requests to start online meetings to the Online Services Trustee.
- f) Forward PI, HI or other requests to appropriate Trustee. Requests for help with school essays may be forwarded to PI Trustee.
- g) Refer requests from areas within Districts to the local phone number/email address. Remember to be mindful of the Twelve Traditions. Controversial questions often come in, such as: do we advocate marijuana legalization, scientific questions about how long marijuana stays in the blood, drug tests, etc.
 - i) The best answer is always Tradition Ten “We have no opinion on outside issues. Sorry, we cannot help you.”
 - ii) Contentious questions can be referred to the Trustees.
- h) Print out and keep any important correspondence.
- 3) Check MAWS P.O. Box Regularly; Once Every Other Week.**
 - a) The PO Box is regularly checked by the MAWS Treasurer, who sends mail that needs the attention of the Office Manager to the OM’s home address by postal mail. The MAWS PO Box is in Van Nuys, Ca. at the Post Office on Van Nuys Blvd., near Victory Blvd.
 - b) Send requests to add MAWS to Resource Listings to PI Trustee, etc.
 - c) You will get requests for literature in the mail; send regular packet as described above.
 - d) If you get a request to start a new meeting, follow the procedures described above for starting meetings.
- 4) Maintain And Update Changes To Directories And Rosters.**
 - a) Update International Directory which is on the MA website on an as-needed basis.
 - i) Receive updates from Districts and Independent Meetings, preferably by email.
 - ii) Edit the appropriate page in Microsoft FrontPage.
 - iii) Add content in format consistent with the other entries.
 - iv) If the entry represents a new meeting, enter “NEW MEETING” in Myriad Headline Bold, int, orange above the listing.
 - v) If the entry represents a change of time and/or location, make a similar notation.
 - vi) These notations should be removed after one (1) month.
 - vii) Upload the page(s) to the website FTP site via SmartFTP.
 - viii) Check the page online to ensure accuracy.
 - ix) Send updates as they come in to Webmaster Trustee. A jpeg snapshot of FTP windows is the preferred method.
 - b) Maintain Independent Meeting Contact List:
 - i) Update list as needed. The ANLP roster of customers is also instrumental in this process.
 - c) Maintain District Contact Information Sheet:
 - i) Each time a District or Independent Meeting has a change of address or phone, make the appropriate changes on the Information Sheet.
 - d) Maintain Delegate Roster:
 - i) This is done prior to every year’s World Services Conference, based on the information provided by the Districts, regarding their elected Delegates.

- ii) Each year, following the World Services Conference, if a Delegate is elected to a Trustee position during the Conference, the Alternate Delegate from that District is instated to fill the vacant Delegate position for the remainder of the Conference Cycle. If this happens, the Delegate Roster must be updated to reflect the actual current Delegates in place (at all times).
- e) Maintain Trustee Roster:
 - i) This is always done following the Conference, and is part of the Conference Minutes. It is also done throughout the year if Trustee information changes or Alternate Trustees are instated to fill a vacant position. The MAWS Trustee Yahoo! Group membership list can also be considered a roster, but only includes email addresses.
- f) Take Minutes at World Services Conference and produce a finished product. Make a report at the Conference on the year's operations.
 - i) The desired deadline for publication of the Conference Minutes is thirty (30) days after the Conference.
 - ii) The Minutes are proofed by the Trustee President before transmission to the Fellowship.
 - iii) The Minutes are posted to the MAWSconference Yahoo! Group File area.
 - iv) Write a synopsis of Conference Highlights and send out to Independent Meetings.
 - v) Update the MAWS Record of Conference Motions document with the current year's passed Conference Motions.
 - vi) Update the Service Manual, as required by the current year's passed Conference Motions.

ANLP

- Maintaining the electronic masters of all pamphlets online.
- Update the book *Life With Hope* and arrange for its printing so that a sufficient inventory is maintained at all times.
- Create versions of ANLP according to the instructions of the World Services Conference.
- Create other media as directed by the World Services Conference and/or the Literature Committee.
- Print the Service Manual on an on-demand basis.
- Receive and fill orders for *Life With Hope*, *A New Leaf* subscriptions, and the Service Manual (and any additional publications) as detailed below.
- Submit a detailed sales report to the bookkeeper at the end of each month.
- Reimburse MAWS for the ANLP Office Manager payroll, and pay the bookkeeper.

1) ANLP Orders

- a) Fill orders that come in through PayPal.
- b) Pick up the ANLP mail from the ANLP PO Box on a weekly basis.
- c) Record, and prepare for shipment, each week's ANLP orders.
 - i) Scan to PDF (for printing only) each order with the check or money order in the top right corner.
 - ii) Print the scans but do not save the document.
 - iii) Staple the scanned/printed copy to the front of each original order.
 - iv) Scan the checks/money orders separately and print on 8 ½ x 14 paper.
 - v) Record the information for each form in the Transaction Record for the month (an Excel File). This includes ALL transactions, whether for *LWH*, *A New Leaf*, Bulk Payments, or combinations of any and all.
 - vi) On the USPS website, generate a Priority Mail label for each order of *LWH*, using the Address Book as needed (save each new customer in the Address Book), and add each shipment to a USPS SCAN form for tracking purposes.
 - vii) Print the Priority Mail labels.
 - viii) Attach the receipt label for each Priority Mail label to the front of each order copy so that a complete record of the order exists on one page.
 - ix) Request a Carrier Pickup on the USPS website.
 - x) Place a copy of the SCAN form with the shipment in a USPS plastic bin and leave it for pickup.
 - xi) Fold the top portion of the check copy to letter size and place the orders within it. Paper-clip them together and mark the folded portion with the month and Week One, Week Two, etc. Store in the month's ANLP folder.

2) A New Leaf Subscriptions

- a) Receive the electronic file (PDF) of the month's *A New Leaf* newsletter from the Publishing Editor and forward it to the printer, allowing three days for the job to be done.
- b) Pick up the newsletter from the printer when ready.

- c) Copy *ANL* subscription information from the month's Transaction record to the current subscriber file.
- d) Sort the subscriber file by expiration date and copy the records of those subscribers whose subscriptions are ending to the subscription reminder file (Excel file).
- e) Generate the subscription reminder letters (Word file mail merge).
- f) Generate and print the non-District *ANL* envelopes.
- g) Stuff, seal, and stamp the non-District *ANL* envelopes.
- h) Generate the Priority Mail labels for the District *ANL* shipments.
- i) Count out each District's subscription and stuff Priority Mail envelopes and label, creating a SCAN form for the ANLP shipment.
- j) Request a Carrier pickup on the USPS website.

3) Miscellaneous/Combined

- a) Maintain the pamphlets in PageMaker format. Pamphlets are uploaded to the website in the LITERATURE area. We do not sell pamphlets. If someone requests a bulk number, send them a pamphlet or a pamphlet master, and direct them to make their own copies.
- b) Keep in contact with the New Meeting Outreach Trustee to make sure they have all Independent Meeting contact person information.
- c) Report any big news to Trustees, Delegates and Independent Meetings, as needed.
- d) Supply all meetings (within Districts or Independent Meetings) with supplies (forms, pamphlet masters), as needed.
- e) Update all lists and form letters as necessary: chip order info, Trustee Roster, form letters, District Contact Info. etc.
- f) Keep archives of Trustee Meeting Minutes.
- g) A Debit Card is maintained by the Office Manager for petty cash purchases. Keep all receipts. Mail in accounting sheet with receipts to Trustee Treasurer.
- h) The Office Manager has the option to provide free copies of *Life With Hope* to inmates, people who cannot afford them, etc.
- i) Keep a supply of chips on hand for new meetings. Buy them from Crossroads or from the Office Manager's local District. Since most new meetings receive their Starter Kits electronically, chips for new meetings are supplied on an as-requested basis.
- j) Help Trustees with projects as needed.
- k) Maintain a backup of MAWS/ANLP files on the FTP site.
- l) Purchase office supplies (postage, envelopes, printer cartridges, labels, etc.) for ANLP and MAWS with the appropriate debit card.

ITEM 20: REVISION TO MAWS CONFERENCE BUSINESS PROCESS

Submitted by Jim S., Delegate, District 6; Lisa T., Trustee President

COMMITTEE: POLICIES AND PROCEDURES

BACKGROUND/ORIGIN: At the time of the unification of MA (1989), membership was small, and this allowed easier communication among the General Membership and the MAWS Conference Members. At that time, it was important that the developmental business of the Annual Conference be completed and implemented quickly.

As the Fellowship has grown, however, the Conference Business Process that has historically been used has become problematic. The concept of the “inverted pyramid” is not well implemented, and opportunities exist that have the potential to affect the Fellowship detrimentally.

SHORTCOMINGS OF THE CURRENT SYSTEM:

- The assembly of the Conference Motions document is conducted as a cut-and-paste job directly from Members' submissions. There is no allowance for fact-checking or correction of the background/origin information; referral to precedent; or careful structuring of the language. As it stands, this practice can allow the unqualified *opinion* of a single Member to be circulated unchecked to the entire fellowship, and may result in misunderstanding, speculation, and have negative consequences.
- Members who prepare Motions for the Conference may not have the experience to create clear and effective Motions that will move through the process to cause the desired action and/or result. It is historically demonstrated, that a poorly structured Motion will be more likely to fail or be killed in committee, even if it is conceptually pertinent.
- Delegates (especially those who just newly elected or who are serving for the first time) are rarely well-enough informed to present the issues to, and gather an informed group conscience from their Members. The current process offers them little or no guidance, and they are likely to have a limited understanding of both new and continuing business, and/or how our process works.
- The Conference Members are often required to vote on Motions that have been revised, where changes have substantially altered the intent of the Motion, and there is no chance to re-poll their constituencies.
- The current practice of taking “Motions from the floor” near the end of proceedings allows the Conference body to be blindsided at the last minute in a “free-for-all” at a time when the Members are exhausted and least capable of constructive thinking. This practice has encouraged Members to submit reactionary or redundant Motions. It causes the Conference to engage in voting without proper input or obtaining a “group conscience” from the Membership. This leads to a crippling number of abstentions, or a forced lack of quorum, resulting in automatic failure of a Motion that may be of value to the Fellowship, were it properly processed.

EXECUTIVE SUMMARY OF THE PROPOSED REVISED BUSINESS PROCESS

1. Items of New Business are brought directly to Conference.
2. Overview of New Business Items is presented in General Session, and the Items are allocated to Committees for discovery and refinement.
3. Committees may request discussion in General Session for specific Items, helping them to carefully and fully develop each item before it is presented to the General Membership.
4. The refined Items are presented in General Session.
5. A Question and Answer period in General Session allows Delegates to be absolutely clear on what they need to take back to their Districts.
6. The finalized list of Items is sent to the Delegates within one month of the Conference.
7. Delegates collect feedback and poll their members regarding the Items during the first 6 months after the Conference. This feedback is submitted to the appropriate Trustee for each Item.
8. The Trustees and the Conference Committees implement the feedback into the Agenda Items.
9. The Items are redistributed to the Delegates in their “finalized” form five months prior to the next Conference to allow them to solicit votes from their Members.
10. Delegates arrive at the following Conference with the well-informed group conscience of their members, to vote on each Item.
11. A proposed Sample Conference Schedule that more thoroughly explains this process follows.

MAJOR BENEFITS OF THE PROPOSED PROCESS:

- It would deter misinformation and opinion from being circulated throughout the fellowship.
- Having participated in the process and/or having the chance to ask any questions directly to the Members who processed them, the Delegates will have a more thorough understanding of each Item.
- The members of the Conference Committees would work collectively on refining the items, with feedback from the Conference Members, as they historically have, but now IN ADVANCE of the materials being circulated throughout the Fellowship.
- Careful collaborative authorship is likely to result in more effective Motion-making.
- There is a full year to get each item "out there" and to do the footwork of obtaining a group conscience; not just 90 frantic days of trying to figure out what the heck it all means!
- It would remove the stress upon the Delegates to try and obtain and assimilate difficult and controversial concepts at a time when they are focusing upon travel arrangements and other preparations for the weekend.
- New Delegates would have the potential benefit of “Service Sponsorship” from the outgoing Delegate Members who have direct experience and a deeply informed understanding of the business at hand.

- A largely different set of members may ultimately be tasked with final review and voting upon each item. This would significantly eliminate issues of “personalities” and ego.

OTHER PARTICULARS:

Revision of the process like this would likely mean that some issues could take two years, or more, to be fully processed. Granted, we are impatient ex-stoners, but we believe a slower cycle is a good thing. We have observed that ALL (yes we'll say ALL) conflicts that arise regarding our business, stem from two things: business that was rushed, and business where there was no clear guidance from the Membership for how the Conference Members should be voting.

As this would represent a departure from our current system, a transitional plan might need to be formulated. An educational effort to ease the Fellowship comfortably into the new paradigm would be helpful.

We believe that this plan will give us a way to more amicably conduct business, work within our Traditions and Concepts of Service, and will ultimately result in a more effective enactment of the collective will of the Fellowship.

MOTION: MAWS implement the revised business process, as outlined in the Executive Summary of this Item's Background/Origin information and the Annotated Draft Conference Agenda, attached hereto.

THE FOLLOWING MOTIONS ARE CONTINGENT UPON THE ACCEPTANCE OF THE NEW CONFERENCE BUSINESS PROCESS and memorialize it appropriately in the Service Manual.

MOTION: Add Sample “Conference Agenda” (see attachment) to Service Manual.

MOTION: Policies and Procedures Committee to create New Conference Work Cycle Timeline to be included in the Service Manual.

MOTION: Revise “Guidelines for Writing A Conference Agenda Item” (Service Manual r3.11, p. 69):

- **Replace Paragraph 1 with following two paragraphs:**

“New Business items are submitted to MAWS by the start of the annual Conference. Items should adhere to the format and example below, and should provide enough information for the for the Item to be clearly understood.

If submitted in advance of the Conference, Items should be emailed to office@marijuana-anonymous.org. Delegates and other service Members may also bring the items to the Conference directly. If so, they should bring the item in electronic format with a printout, and be ready to present and discuss the Item in General Session.”

MOTION: Revise “Guidelines For Future Conferences” (Service Manual r3.11, p. 74):

- **Remove Paragraph 2, list item number 3: “Agenda 90 days prior to conference”.**

MOTION: Revise “Chapter 13: DELEGATES” (Service Manual r3.11, p. 25):

- **Replace Paragraph 1, third sentence with: “Delegates should be elected at least 90 days prior to the Conference to allow them to fully participate in the pre-Conference process.”**

MOTION: Revise “Guidelines For Future Conferences” (Service Manual r3.11, p. 74):

- **Remove Paragraph 2, list item number 3: “Agenda 90 days prior to conference.”**

MOTION: Revise Trustee Job Descriptions (pending inclusion in Service Manual) according to the revised process. Include the following for EACH applicable Trustee, who serves as the Conference Committee Chair:

Collect feedback from Delegates during the first 6 months after the Conference. Meet with, or conduct business electronically with your Conference Committee Members, to refine Items as needed. Provide REVISED list of the Committee’s Items to the Office Manager for distribution to the General Membership, 5 months prior to the next Conference.

MOTION: Revise the Office Manager’s job description (pending inclusion in the Service Manual) according to the revised Conference Business Cycle.

Marijuana Anonymous World Services CONFERENCE 20XX SCHEDULE

DAY 1: Saturday, Month 00, 20XX

- 8:00 am – 9:00 am **Breakfast**
- 9:00 am – 9:15 am **GENERAL SESSION I**
- Serenity Prayer
 - Weekend Logistics/Facilities Overview: Conference Host
 - Reading of MA's "Twelve Traditions" and "Twelve Concepts"
 - Approval of Conference Agenda (A vote is taken.)
- 9:15 am – 10:00 am **MAWS Reports** (*about 5 minutes each*)
- President – (*name*)
 - Office Manager – (*name*)
 - Treasurer – (*name*)
 - Secretary – (*name*)
 - Policies and Procedures – (*name*)
 - Global Outreach – (*name*)
 - Literature – (*name*)
 - H&I/PI – (*name*)
 - New Meeting Outreach – (*name*)
 - Internet – (*name*)
 - A New Leaf Publications – (*name*)
- 10:00 am – 10:15 am **Petition and Approval of New Districts**
- Report by prospective District(s)
 - A Motion is made, and a separate vote is taken for each
- 10:15 am – 11:30 am **District Reports** (*up to 4 minutes each, strictly timed. Reports in excess of presentation time shall be included in their entirety in the Conference Minutes.*)
- One – San Francisco
 - Two – East Bay, CA
 - Three – South Bay, CA
 - Four – Western Washington
 - Five – Orange County, CA
 - Six – Los Angeles County, North
 - Seven – Los Angeles County, South
 - Eight – New York, New York
 - Nine – Santa Cruz
 - Ten – LA County, East/Inland Empire
 - Eleven – Portland, Oregon
 - Twelve – North Bay, CA
 - Thirteen – Online
 - Fourteen – London
 - Fifteen – Long Island, NY
 - Sixteen – Sydney, Australia
 - Seventeen – Copenhagen, Denmark
- 11:30 am – Noon **Introduction of Items of New Business**
- Presentation of Items is suggested in this order: Non-voting Conference Attendees; Districts in numerical order, starting with D1; Trustees and appointed or elected MAWS committee heads and coordinators; Items submitted by non-attendees are read by the Chairperson.

- All Items and their background/origin information should be provided as electronic documents with printouts, and are given to the Office Manager.
- Presenters quickly introduce themselves, whom they represent, and are given approximately one minute for each Item to read the **text of the Motions only**. If no Motions are contained in an Item, a summary headline is offered instead.
- Each item are assigned to the proper Committee by the Trustee President.
- **There is no discussion at this time.** (*An opportunity for discussion occurs in General Session III, after the Committees have had a chance to review.*) There is no voting.
- Members are encouraged to discuss Items of interest amongst each other during the Lunch break, and bring their feedback to the Item’s assigned Committee Chair.

Noon – 1:00 pm

Lunch

1:00 pm – 1:30 pm

GENERAL SESSION II

- Serenity Prayer
- Motion to approve previous year Conference Minutes, and vote by Conference Members.
- Nomination of Trustees per the Third Legacy Procedure

1:30 pm – 3:30 pm

Items of Continuing Business and Voting

- These are the Items that have been put forward to the Membership throughout the year.

Notes:

- *As discussion has already ensued and been processed at the previous Conference an throughout the year, the amount of discussion in this General Session should be minimal.*
- *Since, at the six-month mark, commentary was solicited, and the Committees revised and redistributed to Membership for final consideration, voting on these Items should, in theory, be a yes or no vote based upon the Trusted Servants’ representations of their respective constituencies.*
- Conference Members may propose a Motion (or Motions) to Amend. Such Amendments, however, have the potential to materially alter the nature or intent of the Primary Motion. If so, such an Amended Motion should be postponed by a “Motion to Postpone to a Certain Time” (likely, the next year). The Item then reverts back to the appropriate Committee for fine-tuning, and is redistributed to the General Membership. Remember, the concept of the “inverted pyramid” holds that the General Membership is responsible for directing the actions of the Conference. In order to do so, the General Membership must be properly informed.
- If the Motion(s) to Amend **does not** materially alter the nature and intent of the primary Motion, the Conference should continue to a final vote on the Amended Motion. An example of this would be minor grammatical corrections or “housekeeping” details.
- Article 12 of the Conference Charter (The General Warranties of the Conference) states that all important decisions be should reached, whenever possible, “by substantial unanimity.” If it is apparent that a Motion does not have substantial unanimity, either in the affirmative or negative, it may be of benefit, that upon the recommendation and/or vote of the Conference, it reverts back to the appropriate Committee for reconsideration.

3:30 pm – 3:45 pm

Break

3:45 pm – 5:00 pm

Items of Continuing Business and Voting (*continued*)

- May extend until 6:00 pm, if needed.

DAY 2: Sunday, Month 00, 20XX

8:00 am – 9:00 am

Breakfast

9:00 am – Noon

COMMITTEES MEET

- Prioritize business at hand and determine schedule for workday.
 - *Categorize Items as New Business and Continuing Business.*
 - *Determine which Items are “housekeeping” and which Items would likely be considered non-controversial.*
 - *Estimate the approximate time you can spend on each by dividing total available time by the number of Items (carefully weighted for level of complexity, number of related Motions, and urgency.)*

- Begin processing of Items.

Suggested order for processing:

- *Start with “potentially controversial” New Business Items that will benefit from discussion in upcoming General Session III.*
- *Continue with Items of New Business that are “housekeeping” and non-controversial, and that would benefit from immediate implementation by voting in General Session IV.*
- *Focus then upon Items of Continuing Business that have been referred back to Committee during General Session II.*
- *Remaining Items, as time permits*

Guidelines for Item processing:

- *Fact-check background/origin information, and verify statements which may have been made to appear as facts.*
 - *Search for matters of precedent in Previous Conference Minutes, Conference Motions historical document and draw upon “institutional memory” of other Service Members for guidance.*
 - *Consider how and where the change will be memorialized. Will the Service Manual need to be revised? How will this change be referenced in the future?*
 - *Rephrase Motions with clear language, and to be actionable (i.e., capable of achieving conceptual goals).*
 - *An Item may contain multiple Motions. Consider splitting up complex Motions into a series of simpler Motions.*
 - *Conversely, Motions and even Items may be combined if they are conceptually similar.*
 - *Be sure to attribute sources clearly.*
- **At approximately 11:30 am:** Prepare a brief report and a list of Items to be discussed in General Session III. Include Items that the Committee suggests tabling indefinitely. The list of discussion items must be given to the Conference Chair before the start of General Session III.

Noon – 1:00 pm

Lunch

1:00 pm – 3:30 pm

GENERAL SESSION III

- Serenity Prayer
- Trustee Elections
 - *The Third Legacy Procedure is read aloud and explained.*
 - *Rounds of voting are interleaved with the following reports and Discussion on Items.*

Brief Committee Reports and Discussion on Items that would benefit from feedback from Conference Members

- Committees are called to the front, one at a time.
- Each Committee begins by giving a *brief* informal report of their morning progress, about two minutes.

Example:

- *“The Literature Committee has a total of 17 Items that we will be working on this weekend, 10 Items of continuing business, and 7 Items of new business. We are very excited because we finally finished the draft of the revised Pocket Reminder so we will be able to present that in its final form for review of the Members. We have 4 items that we want to discuss during this session, because we thought you guys might have some great ideas on how to get things done...”*
- That Committee then presents each Item they wish to have discussed, one at a time.

Notes about the Discussion portion:

- *The Chair has been given a list of each Committee’s items. The number of Items from all Committees is totaled. There is about 50 minutes allotted for Discussion (exclusive of the brief reports). This is divided by the total number of Items. (Example: 50 minutes divided by 15 Items = about 3.5 minutes for each Item.)*
- *It will be more productive to suspend the Rules of Order during this portion. However, it is strongly suggested that order be kept, and individuals speak only after being recognized by the Chair. This will facilitate brainstorming and consensus-based decision-making. The Chair must work carefully to make sure no individuals or groups monopolize the discussion to the exclusion of others whose voices wish to be heard. It is important that the minority opinion be expressed (per our Twelve Concepts).*
- *The Chair must also be conscious of the time allotted to each Item, and not be afraid to close discussion on an Item if it is taking an inordinate amount of time. Remember, the feedback from this discussion will be taken back to the Committee who will implement it. This is not a session where a vote will be taken, and therefore, it is not required to arrive at the final language of the Item.*
- *Members who may still have commentary on a particular Item are encouraged to speak with appropriate Committee Members during the next break. This will allow the Committee to consider that feedback in the afternoon Committee session.*
- Other committees follow, one at a time.
- Final announcement is made of Trustee Election results.

3:30 pm – 3:45 pm

Break

3:45 pm – 5:00 pm

COMMITTEES MEET

- Refine Items based upon Conference Member input.
- Continue with other Items.
- May extend until 6:00 pm, if needed

DAY 3: Monday, Month 00, 20XX (8:00 am – 3:00 pm)

8:00 am – 9:00 am **Breakfast** (Trustee Organizational Meeting)

9:00 am – 11:00 am **COMITTEES MEET**

- Final refinement of Items of Continuing Business that will be voted upon in General Session IV
- Finalization of Items of New Business to be presented to Conference Members in General Session V.

11:00 am – Noon **GENERAL SESSION IV**

- Serenity Prayer
- Approval of Current Year Operating Budget
- Discussion and Voting on Items of New Business brought to current conference and deemed by Committees as “housekeeping.”

Examples:

- *Making minor edits to Service Manual for grammar or punctuation.*
- *Correcting language of Service Manual to fix inconsistencies.*

- Discussion and Voting on Items of New Business brought to current conference and deemed by Committees as non-controversial, and that would benefit from immediate implementation.

Examples:

- *Compliance with Non-Profit laws and civil codes.*
- *Insurance matters.*

Noon – 1:00 pm

Lunch

1:00 pm – 3:00 pm

GENERAL SESSION V

- Serenity Prayer
- Determine 20XX Convention & Conference Host Districts
- Committees present “finalized” Items of New Business, as well as any refinements to Continuing Business revisited by the Committee, as they will be distributed to Delegates.
- Q&A Session for Delegates to gain a thorough understanding of Items before being tasked with presentation to their Members to gather feedback.
 - *This is a question and answer session. No Motions are made, and no votes are taken.*
 - *Each Committee should choose a spokesperson or two, who will answer questions from the Membership regarding the Committee’s business.*
 - *The Chair should enforce good time-management practices so all questions get answered, and not let this become another free-form brainstorming session.*
- The list of Items to be presented to the General Membership is given to the Office Manager. They will be compiled and distributed by 30 days from the end of the Conference.
- Closing Comments
- Serenity Prayer

