

Live the NA Steps Site Group Policies and Guidelines

(v 1.2 – 27 August 2020)

1. Definitions

1. Site

1. The Live the NA Steps Site (the site) is a website maintained in the furtherance of providing online video meetings of Narcotics Anonymous, in accordance with the 12 Steps and 12 Traditions of that Fellowship.
2. Included with the site will be a Facebook private group.
 1. By invitation only, to maintain our members' anonymity.
 2. Provides a place for fellowshipping outside the meetings.
 3. To make announcements...
 1. For upcoming meetings
 2. Issues affecting operation of the website.

2. Online Video Meetings

1. Online video meetings will be hosted by the site.
2. The site will maintain a complete list of all meetings the site hosts.
3. The site meeting list will contain the Internet links for members to participate in the video meetings.
4. The site will maintain the meeting list links and verify access to all listed meetings.

3. Site Business Meeting

1. The Site will hold a regularly scheduled meeting, to discuss business affecting site operations, not less often than once a month
2. The current Site Business Meeting is scheduled for the 3rd Saturday of each month at 2:30 PM ET.
3. The Site Business Meeting is scheduled to be 90 minutes in length
4. The Site Business Meeting is an Open meeting
 1. Visitors to the Site Business Meeting will not be allowed to participate in the meeting itself.
 2. Any visitors' questions or requests will be entertained once the Site Business Meeting has concluded.

4. Site Business Meeting Body

1. The Site Business Meeting will consist of the following participants:
 1. Members
 1. Members of the Live the NA Steps Site will be those that have registered on the website, and are included in the Member list as referenced on the site.
 2. Trusted Servants
 1. Meeting Chairpersons are those currently serving as the chairperson, or co-chairperson, for any of the online video meetings the site currently is hosting.
 2. Administrative Committee.

1. The following Trusted Servants are part of the Administrative Committee:
 1. Business Meeting Chairperson
 2. Co-Business Meeting Chairperson
 3. Secretary
 4. Co-Secretary
 5. Treasurer
 6. Co-Treasurer
 7. Site Administrator
 8. Co-Site Administrator
 9. Forum Moderators
 10. Ad hoc Committee(s) Chairperson(s)
3. The following attendees will not be considered participants:
 1. Visitors
 2. Non Members

2. Online Video Meetings

1. Requirements

1. All online video meetings will require a qualified chairperson.
2. All online video meetings may have one or more co-chairs in attendance.
3. All online video meetings will have a format/script.
 1. The chairperson will post their format in the Site Forum in the thread reserved for formats.
 2. The Chairperson will notify the Site Administrator that their format is posted, so it can be included in the Site Document Library.
4. All Chairpersons will maintain a file, or files, for their use as the NA readings, to open and close their meetings.
5. Site Administrators will submit links for all site online video meetings to the Site Meetings List, and verify their operation.
6. Site Administrators will submit all site online video meetings to the meetings lists maintained by NAWS, Virtual-NA.org, and any other meeting listings that are deemed appropriate.

2. Adding New Meetings

1. New meetings will be considered for addition to the site, at the Site Business Meeting, during the New Meetings and Scheduling portion of the agenda.
2. The new Meeting Chairperson will provide a motion, for the Body to consider.
 1. Motion shall include the meeting name.
 2. Motion shall include the proposed day(s), time and frequency.
 3. Motion shall include whether the meeting will be open or closed.
 4. Motion will include meeting type; discussion, literature study, etc.
3. New Chairpersons to the site;
 1. Should prepare for questions concerning their ability to chair a online video meeting.
 2. Should have their meeting format available to present.
 3. Should be prepared to consider alternative time slots, if it is determined there are scheduling conflicts with other online meetings.
4. Current Chairpersons at the site;
 1. Can add a new meeting, or schedule a second instance of their current meeting, after successfully chairing a meeting for a minimum of 12 months.
 2. A Chairperson may add a third meeting after successfully completing 12 more

months of service managing multiple meetings.

3. The Chairperson should have their meeting format available to present.
4. The Chairperson should prepare for questions concerning their ability to chair multiple meetings per week.
5. All new meetings must complete a successful kick-off meeting.
6. A new meeting will be added to external meeting list sites, following the next successful meeting after kick-off.

3. Removal of Meetings

1. Once approved, a site online video meeting can only be removed through lack of support.
2. Lack of support is defined as not having a permanent qualified chairperson for 13 weeks, or 3 months, whichever comes first.
 1. After this term has expired, the Site Business Chair will report the meeting's lack of support:
 1. In the site forums
 2. On the Facebook group
 3. At the meeting itself
 2. The Site Business Chair will call for a permanent Chairperson to come forward.
 3. At the next Site Business Meeting, the issue of the lack of support will be brought up during the New Meeting and Scheduling portion of the monthly agenda.
 1. If no new Chair has stepped up:
 1. Site Business Chair will call for nominations or willingness to permanently chair the meeting in question.
 2. If the willingness exists, normal procedure to confirm a new chairperson is followed.
 3. If no willingness exists, then the Site Business Chairperson will declare the meeting closed for lack of support.
 4. Site Administrators will remove the closed meeting from the Site Meeting List, the NAWS online meeting list, Virtual-NA.org's meeting list and any other external site listing when the closed meeting may be listed.
 2. If a new Chair exists, they can be confirmed in the manner defined elsewhere in this document.

3. **Trusted Servants**

1. General Qualifications:

1. Be a NA Member
2. Be a member of the Live the NA Steps site.
3. Have the technology required to access the Live the NA Steps website, and the Live the NA Steps Facebook private group; i.e. a device meeting minimal standards for the tools used, and a broadband Internet connection.
4. **Have the basic** skills required to attend Zoom video meetings via the Internet.
5. One year of Trusted Servant experience at the home group level. One or more years, Area Service level Administration, PR or H&I committee experience is highly valued, but not required.
6. Have a NA Sponsor
7. Works NA Steps from NA Literature
8. Working knowledge of the NA Traditions and Concepts, in groups or committees.

9. Cleantime requirements may be waived with more than a 2/3 super-majority of voting members present.
 10. No member may hold more than one position on the Business Meeting Committee at the same time.
 11. Primary chairpersons may also co-chair other online video meetings other than their own meeting.
2. Disqualifications:
 1. Relapse results in immediate resignation from any and all positions.
 2. No participation at the group's business meeting, with no written notice or report, or designated representative, for 3 continuous group business meetings, will result in immediate resignation from any position.
3. Removal from Trusted Servants positions:
 1. No Trusted Servant will be removed without a motion made at the monthly business meeting.
 2. The motion will require listing qualifications not met, or the duties not performed, as outlined in Policy, as part of the intent.
 3. The motion will be entertained during New Business.
 4. A vote will be taken immediately upon the end of discussion. A super-majority, 2/3 or more of the eligible voters present. must be attained to remove the trusted servant.
 5. No person removed from a trusted servants position may be considered for any other position with the group for a minimum of 1 year from the date of removal.
4. Online Meeting Chairperson
 1. Qualifications
 1. Minimum 3 years clean to chair a new meeting, 1 year to co-chair. 2 years to chair an established meeting.
 2. Willingness to commit to chairing for at least 1 year for a new meeting. Established meetings have a 6 mo. Commitment.
 3. Experience chairing face to face meetings, online meeting experience preferable.
 4. Carry a clear NA message.
 5. No person shall chair more than 3 meetings weekly
 2. Duties
 1. Follow Zoom meeting opening and closing procedures stringently.
 2. Be in the Zoom meeting room a minimum of 15 minutes prior to the published start of the meeting so participants can access the room.
 3. Maintain a Chairperson's meeting format for their meeting, and post it to the site forum, to be included in the site document's list.
 4. Maintain NA meeting readings for use at their meetings.
 5. Must attend each regularly scheduled monthly Site Business Meeting. and give a short oral or written report for their meeting. Co-chair may attend it the chair's stead.
 6. Be aware that they are the face of Narcotics Anonymous for the period of the meeting, and behave accordingly.
 7. Maintain an atmosphere of NA recovery:
 1. No use of Non-Conference Approved Literature by chairs or participants in the meeting.
 2. No reciting of poetry, music, singing or other artistic expressions
 3. No speakers that are not members of Narcotics Anonymous, or who do not carry

a clear message of recovery in Narcotics Anonymous.

4. No politics.
5. No religion, except in passing, as part of the experience. strength and hope of coming to believe in a Higher Power.
6. No mention by name of outside enterprises such as other fellowships, treatment centers, halfway houses, etc..
7. Chairs must refrain from using non-NA language such as Sober, Sobriety, and Alcoholic.
 1. Chairperson must gently remind those that use such language that we host NA meetings, using private chat.
 2. Use public chat only in the most general terms to avoid shaming or belittling individuals.

5. Business Meeting Chairperson

1. *Qualifications*

1. 5 years clean
2. Minimum 1 year commitment
3. Previous experience as a committee chairperson at the level of area or regional service, or experience as the Co-Business Chairperson at Live The NA Steps
4. Have a working knowledge of word processing.
5. Have a working knowledge of Robert's Rules of Order.
6. Experience with Zoom as both host and participant.
7. Be able to provide direction to other committee members.
8. Be able to manage multiple projects.
9. Be able to effectively communicate issues affecting the site, with members and those outside the Fellowship.
10. Have a Facebook account to gain access to the site Facebook group.

2. *Duties*

1. Find and train a Co-Business Chairperson, in anticipation of handing off the position, when a term is complete.
2. Chair the monthly site business meeting
3. Assemble and publish a monthly meeting agenda.
 1. Agenda must be posted at least 48 hours prior to the business meeting in both the site forum and site Facebook group
4. Will direct the meeting according to the Agenda, unless motions to change the order of the day are approved from the floor
5. Will conduct the business meeting impartially, not expressing opinions during discussions.
6. Will only have a vote as a result of a tie, on any issue on the floor.
7. Will be given access to the Chairperson's account Zoom password.
8. Substitute for meeting chairpersons as required, on a per meeting basis.
9. Will be given Moderator privilege to help maintain the site forums
10. Will use the forums, and the site Facebook group, to bring issues affecting the members of the site to the attention of all members.
11. Will be the point of contact for Chairpersons needing to find substitutes for their meetings, or having other non-technical related issues.
12. Will be the point of contact for persons or entities outside the site.
13. Can appoint chairpersons to ad-hoc committees formed by the group conscious.

6. Co-Business Meeting Chairperson

1. *Qualifications*

1. 4 years clean
2. Minimum 2 year commitment. One as Co-Chair and one as Chair
3. Previous experience in a committee at the level of area or regional service,
4. Have a working knowledge of Robert's Rules of Order
5. Experience with Zoom as both host and participant
6. Be able to manage multiple projects
7. Be able to effectively communicate issues affecting the site.
8. Be able to use e-mail, the site forum and the Facebook group to update members on issues affecting the site.

2. *Duties*

1. Fulfill all the duties of the Business Meeting Chair, in their stead, if they should be unavailable for any length of time.
2. Be willing to move into the Business Meeting Chair's position should it become vacant for any reason.
3. Will fill in temporarily for the Secretary's and Treasure's positions, if vacant and the co-positions are unfilled.
4. Will be the person to reference Policy during a Business Meeting should the need arise.
5. Will be the default chairperson for any ad hoc committee formed by the group conscious.
6. Will be willing to fill empty Chairperson's time slots as needed.
7. Will be given access to the Chairperson's account Zoom password.

7. Secretary

1. *Qualifications*

1. 2 years clean.
2. Minimum 1 year commitment.
3. Previous experience as a committee secretary at the level of area or regional service, or as Co-Secretary of Live the NA Steps.
4. Have experience with, and access to, word processing software.

2. *Duties*

1. Find and train a Co-Secretary, in anticipation of handing off the position, when a term is complete.
2. Keep accurate minutes during the scheduled monthly business meeting.
3. Maintains an attendance list, to establish voting privileges and trusted servant eligibility.
4. Publish the monthly minutes within a week after the most recent business meeting.
5. Notify Administrator or Co-Administrator that minutes are available to be added to the Documents list.
6. Give a monthly report at the Business Meeting and submit the previous month's minutes for approval.
7. Will be given Moderator privilege to help maintain the site forums
8. Will use the forums and the Facebook site group to bring issues affecting the members of the site to the attention of those members.

8. Co-Secretary

1. *Qualifications*

1. 1 years clean.
2. Minimum 2 year commitment. One as Co-Secretary and one as Secretary.
3. Have experience with, and access to, word processing software.
4. Previous experience as a committee secretary at the level of area or regional service is preferred, but not required.

2. *Duties*

1. Fulfill all the duties of the Secretary, in their stead, if they should be unavailable for any length of time.
2. Have the willingness to move into the Secretary's position should it become vacant for any reason.
3. Act as Site Archivist:
 1. Verify that Site Administrators add monthly business meeting minutes in a timely manner to the Documents list on the website, and that document links work as intended; i.e document opens up in the browser and can be downloaded.
 2. Notify Administrators if the minutes are not posted in the site's documents list within a week of the last business meeting.
 3. At least quarterly, does a survey of the links listed in the Site Meetings, Documents and Audio Files lists, that they work as intended.
 1. Results of the survey to be immediately reported to Site Administrators, in the case of any errors found.
 2. Results of the survey will be included in the Secretary's monthly report.

9. Treasurer

1. *Qualifications*

1. 5 years clean
2. Minimum 1 year commitment.
3. Previous experience as a treasurer at the level of group, area or regional service, or as Co-Treasurer of Live the NA Steps site
4. Have experience with, and access to, spreadsheet software.

2. *Duties*

1. Find and train a Co-Treasurer, in anticipation of handing off the position, when a term is complete.
2. Keep accurate balances of the group's finances.
3. Give a monthly report at the Business Meeting of all debits and donations to the group's account, and provide an electronic copy to the secretary include in the monthly minutes.
4. Be responsible with the password for the group's financial account.
5. Will pay all the group's financial obligations and provide copies of invoices and receipts in electronic format for the Administrator to post to the Documents List onsite.
6. Perform an annual audit of the group's finances, with the Co-Treasurer and the Business Chair, or his designated representative.
7. Present a report of the audit during the final month of the Treasurer's term and provide an electronic copy to the secretary include in the monthly minutes.
8. Substitute for meeting chairpersons as required, on a per meeting basis.
9. Will use the forums and the Facebook site group to bring issues affecting the members of the site to the attention of those members.

10. Co-Treasurer

1. *Qualifications*

1. 4 years clean.
2. Minimum 2 year commitment; one as Co-Treasurer and one as Treasurer.
3. Have experience with, and access to, spreadsheet software.
4. Previous experience as a treasurer at the level of group, area or regional service is preferred, but not required.

2. *Duties*

1. Fulfill all the duties of the Treasurer, in their stead, if they should be unavailable for any length of time.
2. Have the willingness to move into the Treasurer's position should it become vacant for any reason.
3. Assists Treasurer in the annual audit.
4. Verifies Site Administrators posts copies of all receipts and invoices, and that the links to the documents work as intended.

11. Site Administrator

1. *Qualifications*

1. 5 years clean.
2. Minimum 2 year commitment.
3. Familiar with basic database or spreadsheet concepts.
4. Basic understanding of website layout. UI, and navigation practices.
5. Basic understanding of text and graphics editing.
6. Experience with WIX advanced editor.
7. Experience with Zoom as both host and participant.
8. Experience with Zoom meeting scheduling and schedule editing.
9. Have a Facebook account, maintain and participate in the site's private group.
10. Basic systems debug skills.

2. *Duties*

1. Find and train a Co-administrator, in anticipation of handing off the position, when a term is complete.
2. Prepares a projected budget to be presented at the November Business Meeting for the coming year's expenses.
3. Will administer all passwords for the site, including:
 1. WIX dashboard.
 2. Group Gmail account.
 3. Zoom Admin account.
 4. Zoom Chairperson account.
 5. [PayPal Account.]
4. Maintain and update current site as required.
5. Maintain and update Zoom Meeting Schedule.
6. Maintain and update the Facebook private group for the site.
7. Point of contact for members having technical difficulties with the site.
8. Be willing and able to research current platform documentation to seek answers to tech issues.
9. Clearly and concisely work with tech support professionals
10. Be able and willing to research new technologies that could be useful
11. Substitute for meeting chairpersons as required, on a per meeting basis.

12. Co-Site Administrator

1. *Qualifications*

1. 3 years clean
2. 4 year commitment, two as Co-Administrator and two as Site Administrator
3. Have the same skills as the Site Administrator, or have the willingness and ability to be trained in them, and become proficient in them.

2. *Duties*

1. Take direction in maintenance and upgrade of the site from the Site Administrator.
2. Refrain from publishing any updates made to the site prior to preview, and approval, by the Site Administrator.
3. Performs the rest of the duties of the Site Administrator at their request, or in their stead.

13. Forum Moderator

1. *Qualifications*

1. 1 year clean

2. *Duties*

1. Scans the Forum daily and identifies new postings.
2. Removes inappropriate postings from the Forums to include, but not exclusive to:
 1. Spam.
 2. Selling of personal items.
 3. Any advertisements of any sort.
 4. Any referrals to treatment or medical facilities.
 5. Any referrals to lawyers or bail-bondsmen.
 6. Suspected phishing posts.
 7. Pornographic images or sites.
 8. Dating sites.
 9. Any threatening post.
 10. Any post soliciting sexual favors.
 11. Any posts deemed to be from a falsified account.
3. Notifies Site Administrators of actions from inappropriate posts.
 1. Provides a copy of the offensive post.
 2. Name of the account that posted.
 1. Is this poster's first, or a new incidence?
 3. Reason post was deemed inappropriate.
4. Provide a recommendation if poster should be given warning or banned.
 1. Any posting from a falsified account, of a threatening nature, or soliciting sexual favors will result in immediate banning of that account from the site.
 1. The decision of the Site Administrators and the Forum Moderator(s) will be final.
 2. Other issues will be give a warning on the first two incidents. Third incident will result will result in immediate banning of that account from the site.
 1. Warnings shall be reported to the Site Business Meeting and included in the minutes.
 2. A member banned as a result of multiple warnings may appeal such a banning at the regularly scheduled Site Business Meeting, by making a motion to be reinstated, taken up under New Business.

14. Ad hoc Committee Chairperson

1. *Qualifications*

1. 1 year clean
2. *Duties*
 1. Set regularly scheduled meetings for the ad-hoc Committee, and present them to the Site Administrators for scheduling.
 2. Leads the committee meetings to focus on the task the committee was formed to address.
 3. May appoint other site members specific tasks in the furtherance of completing the committee's task.
 4. Attends the Site Monthly Business Meeting as regularly scheduled, and supplies a written report of the ad hoc's activities during the month.

4. Motions

1. Types

1. Floor Motions:
 1. Do not require a motion form.
 2. The following are considered floor motions:
 1. Change the order of the day.
 2. Extend discussions.
 3. Tabling.
 4. Call the vote.
 5. Extend the meeting beyond scheduled ending.
 6. Close the meeting.
 3. These motions are immediately called to a vote once seconded:
 1. Motion to extend discussion.
 2. Motion to call the vote.
 3. Extend the meeting beyond scheduled ending.
 4. Motion to close the meeting.
 4. Other floor motions may or may not be discussed at the Business Chairperson's discretion.
2. Nominations:
 1. Do not require a motion form.
 2. After a second, the nominee must be in attendance, or may provide a written communique, to acknowledge their willingness to serve, and their qualifications.
 3. The Business Chairperson will read the Qualifications and Duties for the position in question, from the current Policy document.
 4. Business Chairperson will open the floor for discussion of the nomination.
 5. Nominations may be tabled to gather more information on a nominee's willingness or qualifications.
3. Procedural Motions:
 1. All motions not Floor Motions or Nominations are considered Procedural Motions.
 2. Do require an electronic version of the motion form to be filled out.
 3. The electronic form will be found in the Site Library available for download by any member.
 4. The completed electronic form can be presented for review prior to the Site Business Meeting in:
 1. the Site Forum or
 2. Site Facebook group.
 5. The completed electronic form may be presented to the Business Meeting

Chairperson at the Site Business Meeting, prior to the close of New Business on the agenda.

6. Motions not changing the Policy document should have the motion clearly spelled out, with the intent of the motion, as well as any prospective impacts the motion might have on the site.
7. Motions affecting the Policy Document should clearly define what text is being changed, in accordance with the Motion Template, as well as the intent, and impact that can be expected should the motion pass.

2. Makers

1. All members of the body, except the Business Chairperson, may make motions at any time prior to the close of New Business.
 1. It is suggested that motions be posted to either the Forum, or the Facebook group, prior to the Site Business Meeting .
 1. No later than 2 days prior to the Site Business Meeting.
 2. So that most discussions and amendments may be made before the Site Business Meeting.
 3. With the goal of facilitating the time required to entertain the motion at the Site Business Meeting.

3. Seconds

1. All motions require a second to be considered for discussion on the floor of the Site Business Meeting.
2. Any member of the body may second a motion, except the Business Chairperson.
3. Any motion not seconded fails for lack of a second, and will be noted as such by the Secretary in the minutes.

4. Assignment

1. Once a motion is seconded, the Business Meeting Chairperson will accept the motion for discussion.
2. Once accepted, the Secretary will obtain possession of the motion.
 1. The Secretary will assign a motion number in the format of YYYY-MM-xx
 1. Where YYYY is the current year.
 2. MM is the current month.
 3. xx is the order in which the motion was presented to the body.
 2. The Secretary will add the motion to the monthly minutes.
 3. The Secretary will provide the Site Administrators with an electronic copy of the motion to be included in the Site Documents Library.
 4. All assigned motions will be discussed during the New Business portion of the agenda.

5. Discussion

1. When a motion comes up for discussion during new business, the Secretary will read the motion aloud, including the motion number assigned.
2. The Business Meeting Chairperson will allow for discussion of the motion after it is read aloud.
 1. Motion Makers should always be in attendance at the Business Meeting where the motion comes up for consideration, to be available to speak to the motion.
 2. The Motion's Second may speak in the Maker's stead.

3. Motions where no Maker or Second, are available for discussion will be immediately tabled, for the following month's Old Business.
4. If there is no Maker or Second present the following month, the motion will be considered failed for lack of discussion, and will be noted as such by the Secretary in the minutes.
3. Any member may speak for or against a motion, except the Business Meeting Chairperson.
4. Discussion will be limited to 3 pros for the motion, and 3 cons against.
5. Discussion will be limited to 3 minutes per pro or con.
6. Discussion may be extended with a floor motion to extend.
 1. A super-majority of 2/3 voting members present is required to extend discussions.
 2. Extended discussion will be limited to 3 pros for the motion, and 3 cons against.
7. Discussion will end if
 1. A floor motion to table the motion is requested.
 1. The chair must call immediately for a second.
 2. With a second, the chair must call immediately for a vote to table.
 3. A simple majority of voting members present is required to table discussions.
 4. Tabled discussions will be added to the next month's agenda under Old Business
 2. A floor motion to call the vote is received.
 1. The chair must call immediately for a second.
 2. With a second, the chair must call immediately for a vote on the motion.
 3. A simple majority of voting members present is required to move to the vote on the motion.

5. Voting

1. Eligibility

1. Any member of the site that is in attendance may vote on any motion, as long as they meet the attendance requirement.
2. The lone exception is the Business Meeting Chairperson, who is only allowed to vote to break a tie.
3. Attendance Requirements:
 1. A member obtains voting rights after they have attended a Site Business Meeting.
 2. A member is considered to have been in attendance if they are present for a minimum of 60 minutes of the scheduled 90 minutes of the Site Business Meeting.
 3. The member is fully vested as a voting member at the beginning of their second Site Business Meeting.
 4. A member retains all voting rights unless they are not compliant under the non-attendance clause.
4. Non-Attendance at the Site Business Meeting
 1. A member will lose their voting privilege upon missing their 3rd consecutive Site Business Meetings.
 2. A member may submit a communique to inform and request absences be excused.
 3. A member reclaims voting privileges upon meeting the Attendance Requirements again.

2. Quorum

1. Quorum will be set as the number of voting members present equaling at least ½ the active number of scheduled meetings on the site.

2. No motion may be assigned under New Business without a quorum present.
3. No vote can be taken on any measure without a quorum present.
4. Motions assigned before loss of quorum are tabled, to be brought up under Old Business at the next monthly Site Business Meeting.
5. Motions not assigned must be resubmitted as New Business at the next monthly Site Business Meeting.

3. The Vote

1. The Secretary will read the motion as made prior to the vote, and a vote without any further discussion is immediately taken.
2. Members may ask that the Secretary re-read the motion.
3. The Chair may clarify what action a “for” or an “against” vote on the motion signifies, based on the intent of the motion.
4. Secretary will tally all votes.
 1. Members will vote by using polling, either for, against, or abstaining, on the motion.
 2. If the Secretary doesn't receive votes from all the members present that are eligible, the Secretary shall make a call for final voting.
 3. After the final call, all non-voting members will be added to the tally as “Present.”
5. Secretary will immediately announce the result of the vote as For-Against-Abstain-Present.
 1. Only For and Against votes count towards the determination of a motion's passing or failure.
6. The Business Meeting Chairperson will announce the motion's passage or failure and immediately move on to the next item of business.

4. Old Business

1. The Business Meeting Chairperson must call for any new information on a motion considered under Old Business.
2. If there is no new information, a vote without any further discussion is immediately taken.
3. If there is new information, the Chair must entertain another round of discussion as defined in Section 4.4, unless there is a motion to table, or call the vote, from the floor.
4. Except as defined, otherwise in this document, all motions will pass on a simple majority.
5. Business Chairperson must vote for or against to a motion to resolve all ties.

5. New Business

1. The Business Chairperson will immediately call a vote at the end of discussion, or on a passed floor motion to call the vote.
2. Except as defined, otherwise in this document, all motions will pass on a simple majority.
3. Business Chairperson must vote yea or nay to a motion to resolve all ties.

