

Proposed Topic for Area Consideration Form

- 1.) A topic to be brought to the AWSC for discussion will be written on the Proposed Topic Form using the following format:
 1. Make a title for your topic.
Topic Statement or Framing: this is an introduction; keep it brief. It could be a question or quotation, something that grabs attention.
 2. History or Background: this section gives the background as well as the relevance of the topic, the reason it needs to be discussed at this time.
 3. Summary or Conclusion: this will give a final perspective on the topic but not give a solution; it will ask for a discussion.

The Colorado Area encourages the use of Knowledge-Based Decision - Making (KBDM) culture, full discussion of an idea takes place (with background information introduced to frame the topic) before a motion is presented. KBDM requires research and information gathering before and possibly even during the discussion. At the end of the discussion, further information and knowledge may be necessary to come to an informed group conscience. A motion need not be made after every discussion. With KBDM, the decision reached is usually one that most Assembly members can support.

There are five key elements to the Knowledge-Based Decision-Making process to reach an informed group conscience.

1. Open communication between leadership and membership
2. Dialogue before deliberation
3. All decision-makers have common access to full information
4. Existence in a culture of trust
5. Confidence in the competency of our partners

KBDM Procedures and Worksheet

This KBDM procedure and worksheet in no way prohibits introducing and voting on a topic or issue that comes up suddenly and requires an immediate decision.

**Please communicate with Area Chairperson of your intent to submit a KBDM **

Knowledge Based Decision Making (KBDM) Questions

1. What do we know about our members' (and prospective members') needs, wants and preferences that relate to this issue? What do we wish we knew, but don't?
(How important is it? Is it what our current members want? What purpose would this serve? Is it necessary? Is it helpful? Might our decision have unintended consequences?)
2. What do we know about the resources and our vision for Al-Anon and to our meetings that are relevant to this issue? What do we wish we knew, but don't?
(What are our resources? Can we afford it? Do we have enough volunteers to make it happen? Do we have any background information in our archives that can help us answer this question?)

3. What do we know about our “culture” and “environment” that is relevant to this discussion? In other words--Will our decision be consistent with our principles, policies, and legacies: the Twelve Steps, Traditions, and Concepts? What are the implications of our choices? What do we wish we knew, but don't?
(How would this affect our meeting? How would this affect our fellowship? Newcomers? Al-Anon (and A.A.) as a whole? Does our Service Manual provide any guidance about this issue? Pros/Cons: What might the disadvantages & advantages of this change be?)
 4. What are the ethical implications of our choices? Would we be practicing our “principles in all our affairs”? What do we wish we knew, but don't?
(Is our decision legal? Will our decision help us fulfill our primary purpose? If we decide to take an action, will it be the “right” thing to do?)
- 2.) Once this is done, the completed Proposed Topic Form will be sent to the Chairperson with a request that it be added to the next AWSC meeting's agenda and the form will be sent out with the AWSC agenda.
 - 3.) The Chairperson will introduce the topic at the AWSC meeting, stating that a discussion will take place without a vote. Discussion takes place, giving everyone an opportunity to ask questions and share opinions. Then the Chair will ask the following questions:

Has everyone asked all the questions needed for clarity?

Has everyone had an opportunity to voice their opinion?

Has the minority opinion been heard?

Does everyone feel they thoroughly understand the topic?

Does everyone feel that an informed group conscience has taken place?

Is the group ready to take some action – i.e. write a motion, take a vote, dismiss the topic, etc.

If not, can this topic be tabled until the next meeting?

It is possible that just a discussion is sufficient and no further action is necessary.
 - 4.) If the action results in a motion being presented, the motion will be written out on the Area Motion form and read twice by the Secretary. The AWSC will then vote whether to bring the proposed topic to the Assembly.