Orientation and Processes for WSC 2022

WSC 2022 will take place via Zoom
22, 23, 29, and 30 April 2022
11 am – 1 pm and 2 pm – 4 pm, Pacific Daylight Time
(6 pm – 8 pm and 9 pm – 11 pm GMT)

The first part of this document includes background information about the decisions that led to WSC 2022, some sense of what to expect at the meeting, and basic pointers about participation. The second part of the document (beginning on page 7) contains discussion and decision-making processes extracted from A Guide to World Services in NA (GWSNA) with changes to adapt conference processes for online use during 2022 only marked in red. We plan to use these processes to conduct business during WSC 2022. They mirror the processes used during WSC 2020. The WSC Cofacilitators will discuss all of the processes with participants during the 2 April Conference participant web meeting. If you have questions or concerns about any of the processes, please don’t hesitate to let us know: wb@na.org.

Background: How Did We Get Here?

WSC 2022 will be the second virtual WSC. At the end of August 2021, Conference participants passed a number of motions with consensus support related to the upcoming World Service Conference. (See the second item on this page https://www.na.org/?ID=background-discussion-22-23.)

Participants decided to extend the current conference cycle to 2023 in the hopes that the economic and public health situation will ease enough for the WSC to meet in person in 2023. In the meantime, a “short, interim, virtual Conference business meeting” in 2022 will be held to make decisions required by law or policy and to decide on A Spiritual Principle a Day.

That is why the WSC is meeting virtually again in 2022 and why this meeting will be so abbreviated. It’s worth noting that the 2022 and 2023 meeting are functionally two parts of the same WSC, and we will be in the same Conference cycle until the close of the 2023 meeting. As the language of Motion V2 explains, “After the essential business is conducted, the 2022 virtual meeting of the WSC shall recess and reconvene in 2023.”

Schedule/Agiatan

WSC 2022 is scheduled for the last two Fridays and Saturdays in April. We expect to focus on the Interim CAR/CAT motions the first two days and the future of the WSC the last two days.

Here is a rough outline of WSC 2022:

Two sessions each day: 11am–1pm and 2pm–4pm, Pacific Daylight Time

22 April: Session 1: Settle in: make sure everyone is ready, answer questions about processes. Brief NAWS Update.

Session 2: ICC business

23 April: Sessions 1 and 2: ICC business. If we finish early, we may recess and reconvene on the 29th.

Session 2: Large group discussion about strengthening relationships within the WSC and between the WSC and the Fellowship.

29 April: Session 1: Set up and beginning the discussion about the Future of the WSC

Session 2: Future of the WSC discussions continue (these will be both small and large group discussions as needed).
30 April: Session 1: Future of the WSC continue.
Session 2: Small group discussion on a fellowship topic selected by delegates

What Happens Between Now and WSC 2022

Orientation
An optional orientation is scheduled for 2 April, 11am–1pm, Pacific Daylight Time. The orientation will be recorded for participants who are unable to attend. The orientation will review the processes to be used in session. There will be time for questions. The purpose is to make sure all participants are ready for the WSC meeting.

Amendments
Amendments must be in final form by 8 April, which is 15 days before the WSC so that we can get all of the items for decision translated, prepare the epoll for the initial straw polls, and distribute the results before the sessions begin. If you plan to submit an amendment, please do so as soon as possible so that the WSC Cofacilitators can help you ensure that the amendment is “conference-ready.”

Initial Straw Polls
We will use epolling software for most WSC decisions and for the initial straw polls. We used the same software in 2020, and it worked well to keep the votes secure and to give everyone ample time to respond regardless of time zone. Sometime soon after the amendment deadline, you will receive an email with a link to an initial straw poll for all of the motions and amendments. You will have 72 hours to respond. The initial straw poll results will be distributed prior to the WSC. Responses to those polls will help determine how much discussion is needed for each item.

Practice ePoll
To test our epolling software and make sure we have the correct email address on file for each participant, we will send out a practice epoll in March the week before the Orientation web meeting.

Who Participates and How to Identify Yourself

Who Participates
Technically, each region or zone only has one member with a voice or a vote, but a delegate may give their speaking right to their AD in a queue. If for some reason, a delegate is unable to attend a WSC session, they should contact lori@na.org to let her know that the alternate will be the speaking and voting participant for a given session, and the participant number (see below) will be reassigned to the AD. We cannot reassign numbers without notice of at least an hour before the session starts.

Participant Identification
Each delegate should name themselves with a three-digit participant number, service position, and region or zone. For example, 001 RD ABCD Michelle, or 122 ZD EDM Matthew, or 130 WB Tim. Alternates will be named similarly except without the number. For example, AD ABCD Paul, or AD EDM Zeynep. If the delegate has notified us that they will not attend a session the alternate may use the region/zone number.
If you have a personal Zoom account, you may want to change your user name in your Zoom account for the virtual WSC week so that your log-in name will remain consistent. The list of all participants, containing the numbers for voting participants, will be sent to you ahead of time. You may notice your region or zone’s name has been abbreviated; this is just to fit more easily into the participants’ list.

After the meeting begins, we will open the waiting room for latecomers. Participants will be let into the WSC only after they have named themselves according to the conventions described above.

**Observers on YouTube**

Only Conference participants and those helping to administer the meeting will be able to join the WSC through the Zoom connection. However, we will live-stream the meeting on YouTube, as we did in 2020. The link to observe the meeting on YouTube will be posted on the conference page (na.org/conference) shortly after a given session begins. If you have concerns about your anonymity, you may want to shut off your camera if you speak during the WSC. Due to technical limitations, we are not able to livestream the small-group discussions that will take place 29 and 30 April.

**Technology**

**Technology Requirements**

If you have a computer available, that is the best way to connect to the virtual WSC. Tablets and phones can be more difficult to navigate. Please do everything possible to maximize your internet connection and your bandwidth. If you have an unreliable internet connection, you may want to consider shutting your video off unless you are speaking.

We will open the room a half hour early for the first session of each day and the room will stay open between sessions. Please plan to log in early to make sure your connection is working and that you will be ready to go when we begin.

Just as in an in-person WSC, please do not record the sessions in any way.

**Communicating with Others**

Once the meeting begins, everyone will be muted and chat will be disabled, though participants will still be able to send a chat message to NAWS staff if they need technical help. If you plan to communicate with other participants during the meeting, you will want to establish how you are going to talk to each other when the WSC is in session—whether by WhatsApp or text messaging or some other method.

**During the Meeting**

**Pool and Queue**

When you raise your virtual hand to speak on a motion, you will be put in the pool. The WSC Cofacilitators will form a queue from the members in the pool by selecting a smaller number of participants. As in an in-person WSC meeting, the order of hands in the pool is not relevant. The queue is an ordered list, selected from the members in the pool. The queue is ordered to maximize diversity and to favor those who have not yet spoken. Because of the size of the body, if you have already spoken, you may not have another opportunity. If two members speak pro to a motion in a row, the Cofacilitators will attempt to call on
someone who can speak con, and vice-versa.

Each participant has up to two minutes to speak (those being translated will be given more time). We will have a timer on-screen. Remember to speak slowly to allow time for translation.

Voting and Polling

Who Votes and Voting/Polling Options

Each seated region or zone has one vote. There are four options when voting or responding to a straw poll: yes, no, abstain, and present not voting. All WSC decisions require a 2/3 majority.

The chart below provides an example of how the different options can affect the outcome of polls and votes.

Four options for votes & straw polls
Example with a voting threshold of 2/3

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Present not voting</th>
<th>Outcome</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>Passes</td>
<td>40=2/3 of 60</td>
</tr>
<tr>
<td>38</td>
<td>19</td>
<td>3</td>
<td>0</td>
<td>Fails</td>
<td>38&lt;2/3 of 60</td>
</tr>
<tr>
<td>38</td>
<td>19</td>
<td>0</td>
<td>3</td>
<td>Passes</td>
<td>38=2/3 of 57</td>
</tr>
</tbody>
</table>

Only delegates vote on CAR motions (Motions #1–#4). Delegates and board members vote on CAT motions (Motion #5)

Making Decisions via Epoll

Most decisions will be made via electronic poll between the first WSC weekend and the second one. All voting participants (delegates and board members) will receive an email with a link to an epoll. Participants will have 72 hours to respond to the poll. The epolling software we are using to make decisions when not in session is well designed for our purposes. Participants can select any one of the four responses—yes, no, abstain, or present not voting. There is no way to discover how individual participants have voted using the epolling software. The results of each epoll are not identified by participant, they are not stored in the system, and they are certified.

Some decisions must be made during the WSC sessions: decisions on processes (i.e., how the meeting will be conducted) and amendments to motions. Those decisions will be made using the same method that we use for in-session straw polls (see below).
In addition, items with consensus may be decided in session (see below).

**Items with Consensus in the Initial Straw Poll**

WSC rules limit discussion on items that have consensus in an initial straw poll. We define consensus as 80% in favor or not in favor. The pages of GWSNA in part two of this handout describe this in detail. Put briefly, when 80% or more of participants are in favor or not in favor of a motion in an initial straw poll, discussion is limited to two people in the minority (people who are not part of the consensus). Then the body is polled a second time. If the consensus remains, the second poll will be considered a final decision. If there is consensus in the initial straw poll on all five motions and that consensus remains after discussion, there will be no need for an epoll to make decisions.

**Polling In-Session**

Polling and voting in session utilizes the reaction symbols: yes/ no/ go slower/ go faster for yes/ no/ abstain/ present not voting. These are found by clicking the Reaction button in the Zoom toolbar. It is a bit of a clunky method to poll, but the built-in Zoom polling feature does not work well for the WSC because there is no way to determine who is responding to a Zoom poll. Utilizing the reaction symbols works to make sure everyone who wants to respond has done so and that only voting members have responded.

Zoom does not record these polls, but those administering the meeting will see the totals, the Cofacilitators will announce the poll or vote results, and they will be included in the conference record. Using these nonverbals reactions to conduct votes and polls means that participant responses will be visible to all while the vote or poll is taking place.

We poll in session to get a sense of where the body stands on a motion and to vote on items that must be decided in session. Generally speaking, the Cofacilitators take frequent straw polls, and if debate is not moving the body in a substantial way, they will close discussion and proceed to a vote or move on to the next item.

**Time and Focus Challenges**

We are always challenged for time at the WSC, and that challenge is magnified in the limited time frame of a virtual WSC. If we listen well to each person, we will recognize if someone has already made the point we were going to make, and we can remove ourselves from the discussion pool. We will also know when a vote or straw poll is coming, and we can promptly respond.

It’s easy to get distracted when we are in front of a screen and may be tempted to check our email or message with our fellows. For some of us, it may be very late or very early, and that makes it even harder to concentrate. One reason we are limiting each day to two sessions is so that we can all realistically
devote our full attention to the conference during each of those two-hour sessions. This isn’t about pointing the finger at anyone in particular; we are all prone to distraction. Let’s do our best to approach the WSC with a single-minded concentration.

We are cautiously optimistic that it won’t take very long to get through business, if each of us commits to pay attention and listen mindfully.

Chats and Distractions

Part of handling the upcoming sessions as we would an in-person WSC means minimizing sidebar conversations. We will turn off chat in session and limit private chats to messages about technical challenges. Sidebar conversations wouldn’t be able to take place during an in-person WSC session, and they don’t seem to have been helpful in the first part of the virtual WSC 2020. (If you have technical challenges during the sessions, please reach out to Matt.)

DATES AND DEADLINES

1 April: Deadline to apply to be recognized as a new conference participant in 2023
2 April, 11am–1pm, Pacific Daylight Time: Conference participant orientation
8 April: Amendment deadline
After amendment deadline and before WSC: epoll for initial straw poll
22, 23, 29, 30 April: WSC 2022
   2 sessions each day, 11am–1pm and 2pm–4pm, Pacific Daylight Time
As soon as possible after 23 April: decision making epoll for any motions that did not have consensus.
Proposed Rules for WSC 2022
based on A Guide to World Services in NA (GWSNA) with changes tracked

Note: the changes tracked in this document are simply to adapt the in-person processes for an online environment. They are the same basic processes we used during WSC 2020. These are the rules that the Cofacilitators, with the board’s support, intend to utilize.

GWSNA, page 8:
The Biennial Meeting of the World Service Conference

For the purposes of decision making, conference participants are defined as regional delegates, zonal delegates, and World Board members. Regional and zonal delegates vote and make motions or proposals in all business sessions at the conference. Delegates may give their speaking right to their AD in a queue. World Board members do not vote during CAR-related Discussion and Decisions sessions, but may make motions or proposals in all sessions. The executive director of the World Service Office does not have a vote or the ability to make motions or proposals at the conference meeting. [Note: The chart on page 9 lists the different business sessions at the conference and what types of items are decided on in each.]

GWSNA, pages 11-13:
Introducing Motions and Amendments and Measuring Consensus

All of the motions and amendments to be considered at WSC 2022 will be straw polled electronically before sessions begin. Before a motion or amendment is discussed, a straw poll will be conducted to measure the initial level of support for the motion.

When a motion or amendment is presented, the facilitator will read the initial straw poll results for the motion.

After the initial straw poll results of a motion are read, but before discussion of that motion, the Conference must make decisions about any amendments to the motion, unless the exception noted below applies.

Consensus will be measured as 80% or more of voting participants in agreement (identified as consensus support), or 80% or more of voting participants not in agreement (identified as consensus not in support).

- If there is a consensus not in support of the motion, the Conference has the option to decide on that motion without any changes (amendments) if participants wish. This decision must be made before the discussion of the motion, which is described in the next three bullet points.

- After amendments are dispensed with or the body decides not to hear amendments, the facilitator will select up to two members who are not part of the consensus, to comment on the motion.

- The facilitator will then conduct a second straw poll.
  - If consensus not in support remains, discussion ends. The straw poll will
be considered a vote, and the motion will have failed. The Cofacilitators will make it clear to all participants when the Conference is making a final decision.

- If there is **consensus support** for the motion, the Conference will have the option to discuss and decide on that motion without any changes (amendments) if participants wish. This decision must be made before the discussion of the motion, which is described in the next three bullet points.

- After amendments are dispensed with or the body decides not to hear amendments, the facilitator will select up to two members who are not part of the consensus to comment on the motion.

- The facilitator will then conduct a second straw poll.
  - If **consensus support** remains, discussion ends. The straw poll will be considered a vote, and the motion will have passed. The Cofacilitators will make it clear to all participants when the Conference is making a final decision.

- The same process applies when there is consensus support or consensus not in support of an amendment: The facilitator will select up to two members who are not part of the consensus to comment on the amendment. Then a second straw poll will be taken. If consensus remains, the second straw poll will be considered a vote; a decision will have been made on the amendment.

- If the motion or amendment receives more than 20% but less than 80% support in the first or second straw poll, the facilitator will allow for discussion of the motion or amendment, as discussed in *A Guide to World Services* and using these tools.

**Managing Discussions**

The following are our current approaches for use in all CAR- and CAT-related Discussion and Decision sessions. They should be viewed as tools to assist in discussing business rather than policy or restrictions.

The facilitator has the ability to manage the discussion by using the following approaches:

- Participants who wish to speak to a measure are put in an unordered discussion pool. The facilitators develop a discussion queue from the members in the pool and call on members when it is their turn to speak.

- The facilitator may conduct intermediate straw polls to measure any change in support for the motion or proposal.

- The facilitator may declare that discussion will end after a specific speaker, or the facilitator may close the discussion queue or pool.
  - If there is an objection, the facilitator will conduct a vote to determine support for the facilitator’s decision. **Two-thirds support** for the facilitator’s decision is required for the decision to prevail. **Any particular decision to close discussion can only be challenged once.**

- Members may speak for a maximum of two minutes **each time** they are recognized by the facilitator. Additional time may be allotted, at the discretion of the cofacilitator, for reasons such as translations.

**Decision-making Thresholds**
All decisions at the World Service Conference, excluding WSC elections, but including changes to motions or proposals and requests for a roll call vote or other procedural decisions, require a two-thirds (2/3) majority of those present and voting to vote in the affirmative to be adopted. See page 31 for the details of election procedures.

**Straw Polls**

Straw polls can give a sense of where the body is on a particular issue and can be used in a variety of ways in addition to the above described. The following terms may be used by the WSC Cofacilitator when announcing the results of a straw poll:

| Unanimous support | meaning 80% or greater support | 80%–<100% |
| Strong support    | meaning 2/3 majority support   | 66.66%–<80% |
| **Support**       | meaning simple majority support | >50%–<66.66% |
| **Simple majority** | (not enough to pass a motion)  |            |
| Lack of support   | meaning less than simple majority support | >33.33%–50% |
| Strong lack of support | meaning less than 1/3 support | >20%–33.33% |
| Consensus not in support | meaning 20% or fewer support | >0%–20% |

A straw poll can help to determine if any or further discussion is indeed necessary, to frame issues while discussion is occurring, and to determine if the body is ready to make a decision. These are not binding decisions and are simply a tool to aid in the consensus-based process.

It may be helpful to remember that an item must have at least “strong support” to pass.

If a motion or amendment has already received adequate discussion during the week, the conference may choose to have no further discussion at this time. As a body that only meets every two years, it is important that the conference be able to make decisions. When discussion on each motion or amendment is finished, the body makes a decision about that item, usually through a vote.

**Decision Making**

The WSC has decided to no longer have formal business sessions, using parliamentary procedure. Decisions about motions and amendments are made in the CAR- and CAT-related Discussion and Decisions sessions.

*Robert’s Rules* and formal voting can often be an adversarial process where there is a “winner” and “loser” or a “right” and a “wrong.” This is why the CBDM process that precedes voting at the conference is so important. It honors the importance we place on our common welfare and the value of all viewpoints—even when we agree to disagree.

Throughout the week, each participant is challenged to really listen to what is being said, to consider with an open mind what will best serve the Fellowship worldwide, and often to surrender to what seems to serve the greater good. With over a hundred participants, respect, patience, and trust are required. But we think the effort is worth the investment, and our experience from over twenty five conferences has taught us a lot about what works and what does not. The commitment to consensus-based decision making is a part of the spiritual means by which we invite a loving God to influence our decisions.

**CAR-related Discussion and Decisions Items for Decision at WSC 2022**

The purpose of the CAR-related Discussion and Decisions session at the
conference is to consider the motions contained in the *Conference Agenda Report* and any amendments to those motions. WSC 2022 will consider the five motions included in the Interim CAR/CAT, any amendments to those motions, and any motions necessary to establish decision-making procedures. Procedural motions, if needed, are considered at this time. Items that appear in the *Conference Agenda Report* are ideally the result of lengthy discussion and input at the previous conference and throughout the conference cycle. Any amendments to those motions must be submitted ten-fifteen days before the opening day of the WSC. Amendments to CAR and CAT motions are subject to a vetting process. The WSC Cofacilitators will ensure that the amendments are clear and lend themselves to a yes/no vote. Once arriving at the conference, the body is usually ready to make a decision. The CAR-related Discussion and Decisions session occurs early in the conference week. The items contained in the CAR are the culmination of the work from the previous cycle, and finalizing them allows the conference to spend the rest of the week having discussions and sessions that will frame much of the work for the next conference cycle.

**Straw Poll:** A straw poll is a measure of where the body stands on a particular issue. It is an informal pulse. Often motions or amendments are straw polled more than once during discussion.

**Vote:** A vote happens when the body makes a decision on an item.

**CAT-related Discussion and Decisions**

The purpose of the CAT-related Discussion and Decisions session at the conference is to consider the motions related to material in the Conference Approval Track. During this session, decisions are made on motions to approve the NAWS budget and project plans; requests for seating, including any motions submitted within ten days of WSC opening day; most World Board motions included in the CAT such as approval of service material, revisions to Conference policy, or other changes to *A Guide to World Services in NA*; and any amendments to those motions. Amendments to motions must be submitted ten days before the opening day of the WSC. Amendments to CAR and CAT motions are subject to a vetting process. The WSC Cofacilitators will ensure that the amendments are clear and lend themselves to a yes/no vote.
WSC DECISION-MAKING PROCESSES

The World Service Conference uses the following processes during the CAR- and CAT-related Discussion and Decisions sessions. Mutual trust and respect should be the basis for all decisions. In keeping with that spirit, the World Service Conference strives to base its decisions on consensus.

The guiding principles of NA, including the Twelve Concepts for NA Service, are foundational in all our service efforts.

WSC Processes

1. Each Conference participant has only one vote. RD alternates and ZD alternates are considered to be the same “member” as their respective RD and ZD when acting as a participant. Delegates may give their speaking right to their AD in a queue.

2. No member may speak on a motion more than once until others who wish to speak have had a chance to do so.

3. Members may speak for a maximum of two minutes each time when they are recognized by the facilitator. The facilitator may extend the time limit when they believe such action is warranted. Otherwise, the Conference must make a decision to extend time limits in order to increase the amount of time for each participant.

4. When an item has consensus in an initial straw poll, initial debate is limited to no more than two speakers who are not part of the consensus. If consensus remains, the second straw poll will be considered a vote (a decision). Debate only occurs if necessary. The facilitator may extend that number if they believe such action is warranted.

5. When an itema motion has consensus in the initial straw poll, the body may decide not to consider any amendments to the motion.

6. Every main motion and amendment to a main motion must be submitted on a WSC Motion Amendment Form and submitted no less than fifteen days in advance of the WSC opening day. Motions and their intents Amendments should be stated in a clear and concise manner. The names of the members proposing and seconding the motion amendment must be listed on the form. When the amendment is introduced within the session, there must be a second. Motions presented by the World Board do not require a second. When the motion or amendment has been introduced and seconded, it will be displayed so that it is visible to all members. At that point, the motion-item belongs to the Conference and must be disposed of in some manner.

7. Once a motion belongs to the Conference, discussion follows only if necessary. Amendments, as appropriate, may be applied to the main motion and must be disposed of in some manner before a decision is made on the main motion. If a motion has consensus in the initial straw poll, however, the body may decide not to entertain any amendments on that motion. Debate should focus on the merits of the motion or amendment and bring up points that have not already been made. Members should speak to a motion or amendment only after being recognized by the facilitator.
8. The Conference may decide to replace or amend motions that have been presented based on prior discussions. When the motion is presented, the facilitator may recognize any participant offering a replacement or amendment, or offer a suggestion to the Conference. If supported by two-thirds of the Conference, the replacement/amendment will be accepted. The facilitator may interrupt this simplified process at any time they believe such action is warranted.

9. Decision-making Thresholds
   a. A two-thirds majority present and voting in the affirmative is required to pass a motion, excluding WSC elections. See page 31 for the details of election procedures.
   b. Regarding the addition of property to the Fellowship Intellectual Property Trust, deletion of property from the Trust, or the revision of the contents or nature of Trust Properties, only NA groups through their Regional Delegates may vote. To adopt, affirmative votes are required of two-thirds of the Regional Delegates recorded as present at the most recent roll call.

10. A quorum (the number of voting members who must be present in order to conduct business) for the WSC is a majority of all eligible voting members.

Polling and Voting

Straw Poll: A straw poll is a measure of where the body stands on a particular issue. It is an informal pulse. Often motions or amendments are straw polled more than once during discussion.

Vote: A vote happens when the body makes a decision on an item.

Straw polls can give a sense of where the body is on a particular issue and can be used in a variety of ways in addition to the above-described. The following terms may be used by the WSC Cofacilitator when announcing the results of a vote or straw poll:

- Unanimous support
- Consensus support (meaning 80% or greater support)
- Strong support (meaning 2/3 majority support)
- Support Simple majority (meaning simple majority support, not enough to pass a motion)
- Lack of support (meaning less than simple majority support)
- Strong lack of support (meaning less than 1/3 support)
- Consensus not in support (meaning 20% or fewer support)
- No support

After discussion on a motion has ended, the conference decides the issue by a vote. The following rules apply to voting at the World Service Conference:

When they believe there has been a sufficient amount of debate, the Cofacilitators will close the queue and move to a vote or to the next item. Before they do so, they will ask, “Is anyone not ready to vote?” This is your opportunity to ask a question if you are confused about the process or you need a piece of information to make the decision. This is not an opportunity to express your view on the measure itself.

If you object to the Cofacilitators’ decision to close debate and move to a vote or to the next item,
this is your opportunity to appeal the Cofacilitator. An appeal of the Cofacilitator means you believe that the Cofacilitators should not have closed the queue and moved to a vote on a measure. If you appeal the Cofacilitator, you will be given two minutes to explain why you believe discussion of the measure should continue; again, this is not an opportunity to express your view on the measure itself. The Cofacilitator will be given two minutes to explain why they closed the queue and moved to a vote or to the next item. The body will then vote on whether to uphold the Cofacilitators’ decision. Two-thirds of those present and voting must vote in favor of the Cofacilitators’ decision for it to stand.

1. After the Cofacilitator establishes that everyone is ready to vote, voting occurs in one of the following two ways:
   
a. Voting in session -- The Cofacilitator will announce that the poll is open. Participants eligible to vote will select yes, no, abstain, or present not voting (see number 2 below) by using the symbols at the bottom of the participant list. The Cofacilitators will call out the numbers of participants who have not voted, and then they will close the vote and announce the results. Standard vote (using electronic voting pads) - The facilitator first asks if there are any objections to the motion. If none are voiced, the facilitator declares that the motion passes by unanimous consent. If there is any objection, the facilitator asks those in favor of the motion to respond by pressing “1/a” on their voting pad, then asks those opposed to the motion to respond by pressing “2/b,” then asks those abstaining to respond by pressing “3/c,” and then asks those present and not voting to respond by pressing “4/d.”

b. Voting by epolling after the close of sessions -- The Cofacilitator will announce that the motion will be decided by epoll after the close of the sessions. Participants will receive an email with a link to log in to the decision-making poll. The deadline will be included in the email, and participants will have at least 4872 hours to respond to the poll. After the poll is closed, participants will be notified that decisions have been posted to na.org. Roll call vote - Any member can request a roll call vote. Upon recognizing the request, the facilitator will ask the body. If the decision is in support of a roll call vote, the facilitator calls the name of each participant registered at the most recent roll call. When called, the participant responds by stating either “yes,” “no,” “abstain,” or “present and not voting.” After all responses are tabulated, the facilitator announces the number of votes in favor, the number of votes opposed, the number of abstentions, and the number of those present and not voting. If the motion was approved or rejected.

2. Participants may choose to be present but not participate in the vote. This means that they will not be counted in the total of the vote for that motion and will be recorded as “present not voting.” This differs from an abstention. An abstention impacts the outcome of a vote because it is effectively counted as not being in support of the motion.

3. An adopted motion takes effect at the conclusion of the conference recesses, unless otherwise stated in the motion.

4. Motions included in the Conference Agenda Report, and any amendments to those motions, are considered in the CAR-related Discussion and Decisions session. All other motions and amendments are considered in the CAT-related Discussion and Decisions session.
Regional and zonal delegates are eligible to vote on CAR motions (Motions #1–4) during the CAR-related Discussion and Decisions session. Note: Only regional delegates are legally able to make FIPT-related decisions. We will record RD and ZD votes separately in the record for these motions (Motions #1 & #4).

Regional delegates, zonal delegates, and World Board members are eligible to vote on motions during the CAT-related Discussion and Decisions session.

The Discussion to Decision Process

Following is a bullet point list of the actions that are included in the discussion to decision process.

- A motion is introduced.
- There is an initial straw poll.
- If there are amendments to the motion, they must be dispensed with before the main motion is discussed and decided.
- The process to discuss amendments operates in the same way: the amendment is read, and an initial straw poll is taken.
- If there is consensus in the initial straw poll, discussion of the amendment or motion is limited to two participants in the minority. (The WSC defines consensus support as 80% or greater support and consensus not in support as 20% or fewer support.) After those two people speak, a second straw poll will be taken. If consensus support or not in support remains after those two participants speak, the second straw poll will be considered a vote, and the measure will be decided. Participants will be reminded before the second straw poll that this will be a decision if the Conference is still in consensus. If the second straw poll reveals that there is no longer consensus, discussion will proceed until a decision is reached.
- If a motion has consensus support or consensus not in support in the initial straw poll, the body may decide not to consider any amendments to the motion.
- If there is not consensus in the initial straw poll, those who wish to speak to the measure will raise their cards virtual hands to be placed in the discussion pool. The Cofacilitators will develop a queue from the members in the pool and call on members when it is their turn to speak.
- The order of hands in the pool is not relevant. The queue is an ordered list selected from the members in the pool. The queue is selected to maximize diversity and to favor those who have not yet spoken. Because of the size of the body, if a participant has already spoken, they may not have another opportunity.
Each member has up to two minutes to speak (those being translated will be given more time). The Conference uses a timer in decision-making sessions that goes from green to yellow to red as the allotted time passes.

In the course of discussion of a motion or amendment, straw polls will be taken to measure the body and see if discussion is having an effect.

Before a vote on an item, everyone will be asked whether they are ready to make a decision. Participants requiring information to make a decision, or who are unclear about the process, have this opportunity to ask those urgent questions.

At any point, the Cofacilitators can decide to end discussion and take a final vote on the item being considered.

If any of the amendments pass, the main motion will be changed accordingly. After the amendments are decided on, the body will discuss and decide on the main motion using the same discussion process. It will still be possible to ask to commit a motion to the World Board or to use an amendment to divide a motion. Either of these actions needs two-thirds Conference agreement.

A participant can challenge any decision of the Cofacilitator, and if so, the body will vote on whether to uphold the Cofacilitators’ decision. Strong support (at least two-thirds) in favor of the Cofacilitators must exist for the Cofacilitators’ decision to stand.
Decision-Making Process Flow Diagram

Introduce motion and announce initial straw poll results

- Consensus in initial straw poll (≥ 80% for or against)
  - If there are amendments, decide whether to discuss and decide on them
    - If the body decides to consider amendments
      - Amendments are decided before motion using the same process
  - Discussion limited to 2 in the minority
  - Second straw poll is taken
    - If consensus remains, this is a decision
    - If there is no longer consensus, discussion continues using the process described for measures without consensus

- Lack of consensus in initial straw poll (21%–79% support)
  - Discussion pool is open. Cofacs manage queue. Participants have up to 2 minutes to speak.
  - Straw polls measure effect of discussion
  - Cofacs determine when to end discussion and announce when a vote will be taken