

Section 10 Conference Procedures and Community Problem Solving Method

GUIDELINES FOR BOARD, COMMITTEE, and Voting Entity (VE) REPORTS, ISSUES, and MOTIONS PRESENTED AT CoDA SERVICE CONFERENCE (CSC)

Definitions:

- **Foundational Motions** are those motions that change something in the Foundational Documents. Foundational Documents define what the CoDA program is, and include but are not limited to, the Welcome (long and short version), Preamble, Twelve Steps, Twelve Traditions, Patterns & Characteristics of Codependence and Recovery Patterns and Characteristics of Codependence, Twelve Promises, Twelve Service Concepts, Fellowship Service Manual (FSM) and the Meeting Starter Packet (MSP). (does not include by-laws)
- **By Law Motions** are those motions that change something in the By Laws. Bylaws outline the structure of our organization. They establish and protect the rights, and specify the duties and responsibilities of an organization's members, Board of Trustees, and others. They determine how those legally in charge are nominated or elected. Legally, they must be formally adopted and amended according to the procedure defined within them.
- **Policy Motions** are those motions that change something in our Policies. CoDA Policies typically describe a principle or rule to guide decisions and effect the overall management of Corporate and Fellowship affairs. An example is the Expense Reimbursement Policy.
- **Voting Entity Issues (VEIs)** are those issues that are formed as a result of a group conscience process at the Voting Entity level. They are not submitted in Motion form since they are usually assigned either to the Board or to a Committee for further action
- **Reports** are the written and/or verbal accounts that give information about the particular entity (committee, board, VE). What each report contains varies and should include important events that have occurred during the previous year.
- **Goals** are the results or achievements towards which effort will be directed over the next year.
- **Budgets** are categorized estimates of expected expenses over the following year.
- **Procedural Motions** are motions that change something in our documented Procedures. Procedures are the specific steps that we follow to accomplish various tasks. They involve those things that keep the "business" of CoDA World Fellowship functioning.

- The following types of procedures require submission to CSC for approval when originally developed or changed:
 - Any procedure that is currently included in our By Laws or in the FSM
 - Any procedure that documents a process used during the CSC
 - Any procedure that involves people outside the group(s), (committee(s) /board(s)) that defined it.
- The following types of procedures **do not** require submission to CSC for approval when originally developed or changed:
 - Any procedure or procedural change that is required by law
 - Any procedure used internally by a single group or by multiple groups (e.g. Board, Committees, VE) who all agree to it

Guidelines for Submitting Documents for CSC:

To ensure that VE's have an opportunity to review all CSC submissions prior to CSC:

- All Motions will submitted to the Events committee and to the Webmaster in electronic form no later than 60 days before the start of conference.
- As defined by our By Laws, any By Law changes must be submitted to the Board Secretary in electronic form no later than 75 days before the start of conference. By Law Motions associated with these proposed By Law changes follow the 60 day rule as defined for all Motions.
- All Reports, Goals, and Budgets will be submitted to the Events committee and to the Webmaster in electronic form no later than 30 days before the start of conference. Budgets will also be submitted to the Finance Committee at the same time.
- Those VEIs that are received at least 30 days before CSC will be assigned at CSC. VEIs that come in after that, and during the rest of the year, will be assigned whenever they come in. Whoever has been assigned a VEI will report their responses to the Board, to the VE who initiated the issue and to the Fellowship. Any decisions that require motions will be submitted in time for voting at the next CSC.
- All items submitted will clearly indicate which category they belong to (see list in next bullet)
- All items submitted will be included as Conference documents in the Delegate Package with an indication of which of the following categories they belong to:
 - By Law changes
 - Motions submitted on time
 - Motions not submitted on time
 - Reports
 - Goals
 - VE issues
 - Budgets
- The delegate package will be available on the website and notification of availability (via email blast) distributed no later than 50 days prior to the start of the CSC. If paper copies are required for people without internet availability, they must be mailed no later than 50 days prior to the start of conference.

- Emails will be sent to registered delegates, previous delegates and community/VE/orphan meeting contacts, as well as to all currently receiving email blasts, notifying of postings as they occur
- Voting at conference will follow these rules:
 - Motions submitted on time may be voted on at the current CSC following the normal rules
 - Motions submitted after cutoff date may still be brought to the floor by CSC vote; otherwise, vote is postponed until following year.

Guidelines for Committees Presenting Reports at CSC

It is helpful to include the following in reports to the CSC:

- a. The status of all Fellowship/Voting Entity issues that were assigned to their committee.
- b. The Fellowship issues received at the current CSC
- c. Committee responses to Fellowship and Voting Entity issues.
- d. A summary of the progress you have made on other projects you have been working on and plans for any new projects.
- e. A financial plan including goals and budget for the coming year.

Responses to Fellowship and Voting Entity issues may include:

- a. Determination that the issue has already been addressed; therefore, the recommendation is not needed. Include references to CoDA guidelines already in place that address the issue
- b. Determination that the issue recommendations cannot be implemented due to Step or Tradition violations.
- c. Acceptance of the issue recommendation to resolve issue; present preliminary motions based on that recommendation.
- d. Decision to table the issue for further discussion. Offer an estimated timeframe for making a decision on the issue.

Guidelines for Presenting Voting Entity Issues to CSC

- a. The Voting Entity discusses an issue and forms a recommendation by group conscience process.
- b. The Voting Entity sends their issue and recommendation to the Board of Trustees.
- c. The Board may respond to the issue or they may send the issue to an appropriate committee.
- d. If a Committee receives a Voting Entity Issue, they examine the issue and determine a response by group conscience.
- e. Board or Committee responses to Voting Entity Issues are presented at the CoDA Service Conference during Board or committee reports. Responses may also be published in the Quarterly Service Report (QSR) between CSC's.
- f. The Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.

Introduction to the Community Problem Solving Method

Background

During the 1994 Service Conference, the Fellowship allowed the Board to conduct the Conference in a different manner than using Robert's Rules of Order. This manner of conducting business was called the *Community Problem Solving Method* or *Interactive Decision Making Method*. Unlike the more rigid structure of Robert's Rules, this method is relatively simple to learn and lacks the legal and potentially antagonistic tone of standard parliamentary procedure. It is a friendlier and more cooperative method of decision making where motions are made only after information around the problem has been gathered and solutions brainstormed.

At the end of the 1994 Conference, many comments were made as to how smoothly the Conference went in comparison to the years before. For the first time in CoDA's history, all of the agenda items were completed by adjournment. Much of the success of this Conference was attributed to the new method of conducting the business meeting. One of the last actions of the Conference was when the Conference Committee made a motion # 94079 "*That we recommend the 1995 Service Conference use the Community Interactive Method for its Conference.*" This motion passed unanimously. As a result of this motion, this is the method the Board used to conduct business at the 1995 Service Conference. It has been used ever since.

The Community Problem Solving Method follows a basic four-stage process:

1. Identifying an issue or problem—gathering information
2. Brainstorming—formulating solutions or recommendations
3. Crafting a motion from the suggested solutions or recommendations
4. Voting on the motion (No second or amendments are needed.)

Because everyone has a chance to be heard during each stage of the process, the motions formulated tend to strongly reflect the combined conscience of all the members present. Compromise (finding middle ground) is often reached without extra effort, and minority opinions find a place in the final motion. Thus, unanimous votes are common; bitterness and antagonism are reduced. Within this friendlier structure of the Community Problem Solving Method, it is still possible to adhere to scheduled timelines and conduct official business, including formulating and passing motions that are binding according to the Charter and By-laws of CoDA.

Within the existing structure of the CoDA Service Conference (CSC), each committee usually does the initial groundwork of brainstorming issues and giving possible solutions in the form of preliminary motions. Preliminary motions are presented to the CSC during committee reports. The CSC then has the opportunity to give more input and feedback if necessary. The final motions are then crafted on the floor and the vote taken. There may be some brief time lapse while motions are crafted, but in actuality, time is saved since there are no seconds to be made and no amendments or amendments to the amendments to be dealt with.

Delegates, committee members, and Trustees of CoDA developed the "Community Problem Solving Method" for use at the annual CoDA Service Conference. Although these guidelines apply specifically to the CSC, they may be adapted to conduct business at any level of CoDA.

This method allows people to express their thoughts and opinions in a structured process, and through that process motions are crafted which express the group conscience of the participants.

CoDA Service Conference (CSC) Guidelines/Procedures

1. Use of the Community Problem Solving Method as our Method of Group Conscience Decision Making:

The Community Problem Solving Method will be the guidelines used to achieve group conscience and to facilitate the business of the CSC. Time limits and procedures for the Community Problem Solving Method are outlined in the subsection titled "Community Problem Solving Method of Decision Making: Sequence for Bringing a Motion to Vote."

2. Preparation and Adoption of the CSC Agenda:

It is the responsibility of the Events Committee, consulting with the Board of Trustees to assure that all business matters are presented to the Fellowship. To this end, the Events Committee prepares the initial agenda for the CSC. This agenda is adopted (or modified and then adopted) by a group conscience decision at the beginning of the CSC.

3. To Modify the CSC Agenda:

Committees may reschedule their appointed report times on the CSC agenda by a group conscience decision of the CSC. Committees are encouraged to request changes as far in advance as possible. Requests for rescheduling should be made no later than immediately prior to the committee report which directly precede the originally scheduled time slot for the committee requesting a change. (If a committee is not ready to report and has not requested a change to the agenda, the committee's report will be listed as "unfinished business" at the end of the agenda.)

4. Role of the Chair/Facilitator:

Conference time management is essential to accomplish our work. The Conference Chairperson is responsible for promoting the smooth and orderly flow of business. The Chairperson may be assisted by a Facilitator.

The Chairperson/Facilitator is charged with maintaining order at the microphone and in the conference room. Therefore, when the Chairperson/Facilitator strikes the gavel or calls for "thirty seconds" of silence, all speaking and discussion will cease. Each period of silence will be followed by the Serenity Prayer.

There may be times when the Chairperson/Facilitator may need to interrupt a speaker to ask for clarification, correct a procedural error or maintain time limits adopted by group conscience. The Chairperson/Facilitator may call for a group conscience at any time in order to reach a quick consensus to complete business.

5. Microphones and time limits for speaking:

People addressing the CSC do so at the microphone. This is to assure that attendees can hear CSC business clearly and that all CSC business is correctly recorded.

One person speaks at a time.

At appropriate times when conducting business, for discussion of the issues and to make recommendations, there may be one microphone set up for those in favor of a motion and one set up for those opposing a motion. A third microphone is set up in the middle for people who need clarification or may offer clarification.

Speakers must line up at the appropriate microphone and wait to be recognized by the Chairperson/Facilitator. The Chairperson/Facilitator will alternate microphones and will recognize the speakers at each mike before they speak. Those speaking at the center microphone will be recognized over those speakers at the other two microphones. After being recognized by the Chairperson/Facilitator, the speakers identify themselves by stating their first name and the Voting Entity they are representing. Speakers may then address the CSC.

When speaking, express feelings, give opinions, share experience, show reservations and concerns, offer realistic criticism, assess possible flaws, and offer possible alternative solutions and options. Whenever possible, after you share a feeling, **RECOMMEND AN ACTION OR SOLUTION WHICH THAT FEELING SUPPORTS**. The CSC is not a place just to vent or complain.

At the CoDA Service Conference, persons who address the CSC may speak to an issue only once for 1 minute each. Time limits may be changed by group conscience. Persons using the middle microphone for clarification or to make a request for information may speak more than once.

6. Speaking privileges and voting privileges:

Generally, speaking privileges (also known as “voice” privileges) are restricted to people who have voting privileges. Conference may grant voice and/or vote as they determine appropriate. During committee reports, however, all participants in the development of that report may speak regardless of voting rights.

Each CoDA Trustee has a vote at the CSC; the CoRe Board has two voting members. (“CoDA Fellowship Service Manual: Section 09-CoDA Service Structure,” and “Co-Dependents Anonymous, Inc. Bylaws: Article IV- Membership and Voting.”) Voting Entity Delegates have voting privileges (CoDA Fellowship Service Manual, Section 08, Voting Entity Service, and “Co-Dependents Anonymous, Inc. Bylaws: Article IV- Membership and Voting.”) While voting privileges are restricted, all CoDA members are welcome to attend the CSC and work on a CoDA Committee.

According to Tradition Two, a group conscience decision grows out of the combined wisdom of the whole group guided by our Higher Power. However, time simply does not permit every person to speak on every issue at CSC. Non-voting members who want to have their opinions shared with the CSC may apply an adaptation of the process used to bring a group conscience opinion to a service board via the Group Representative:

- a) Speak with your Voting Entity Delegate and give that person a written summary of the opinion you want expressed.

b) If you have no Voting Entity Delegate, you may request “voice” privileges (see below).

“The CSC may extend voice and/or vote privileges at CSC to any member that it deems appropriate or necessary. Voice and/or vote may be granted for the entire CSC, or on individual issues. This flexibility is sometimes needed to gain the valuable input and services of members who are not specifically included in the above paragraphs.” (“Co-Dependents Anonymous, Inc. Bylaws: Article IV- Membership and Voting.”)

7. Addressing disruptive behavior:

Due to the nature of our Twelve Step recovery program, it is especially important that members feel safe (emotionally and physically) when participating in business service meetings. Group conscience may call for the elimination of speaking privileges or removal from the meeting of a person who attempts to consistently disrupt, interrupt, or otherwise impede the progress of the meeting. (Please refer to the CoDA Fellowship Service Manual, Section 2, The Group Conscience Process, Disagreement, Mediation, and Resolution in Our Group Conscience Process, for additional information regarding conflict resolution.)

8. Calling for Thirty Seconds or for a Group Conscience:

At any time during the CSC, any CSC participant may call for “thirty seconds” of silence to ask for Higher Power guidance on a particular issue. Thirty seconds may also be called when gratitude for Higher Power guidance is appropriate. Each period of silence will be followed by the Serenity Prayer. Any voting member may also request a group conscience if it is needed to help the overall efficiency of conducting business.

9. Presence During the Group Conscience Process and Passing the Badge:

It is the responsibility of each voting member to be prompt for meetings and to be present during the entire period of time an item of business is discussed. Whenever possible, it is recommended that all voting members be present during all business presented on the CSC floor, including the introduction and discussion of all business and preliminary motions. Voting members must be present during the entire community problem solving method for a motion (presentation of the issue or preliminary motion, discussion and brainstorming, crafting a motion from the suggested solutions) in order to vote on that motion.

If a voting Delegate has to leave the room during CSC business, an Alternate Delegate may vote in the absence of the Delegate by exchanging badges. Voting Alternate Delegates, who have been passed the badge, must be present during the entire problem solving method for a motion in order to vote on that motion. If a motion or preliminary motion is on the floor, a badge may not be exchanged until discussion and voting on that motion is completed. When a Delegate or Alternate uses a badge to address the CSC concerning a motion, he or she may not pass that badge until the discussion and the vote on that motion have been completed.

A volunteer may be asked to hold badges of any voting member that needs to leave the room during this process. These badges will not be returned until the vote has been taken. “A group conscience decision grows out of the combined wisdom invested in the whole group.” (CoDA Fellowship Service

Manual, Section 2). It is important that voting members be present and open to all viewpoints presented to be able to vote for the one they see as best for CoDA.

It is also important for voting members to stay for the entire CSC whenever possible. When too many voting members leave early, there is no quorum to conduct business.

10. Fifteen-Minute Breaks Between Committee Reports

Other than breaks for meals, a fifteen-minute break occurs between committee reports unless group conscience determines otherwise. It is highly recommended that committees utilize the fifteen-minute break time to hand out copies of their reports and preliminary motions prior to their verbal reports. This provides the CSC an opportunity to consider key points and prepare for any discussion. The fifteen-minute break is in place for this information to be distributed.

11. Distribution of Information

All information distributed to the CSC must be information that either reflects a committee's group conscience or is board-approved CSC material. A group conscience vote from the CSC is required before any other materials may be distributed.

12. Committee Report Times

Committee members must be present and ready to report when the allotted time occurs for their committee business. By group conscience vote of the CSC, committees may reschedule their appointed report times on the CSC agenda. Committees are encouraged to request changes as far in advance as possible. If a committee is not ready to report and has not requested a change to the agenda, the committee's report will be listed as "unfinished business" at the end of the agenda, unless otherwise decided by group conscience.

13. Time Limit for Committee Reports

At CSC, Committee reports are usually scheduled for a maximum of one hour each but may be adjusted otherwise by Conference group conscience. If the time expires, and a Committee is not finished, their time may be extended or the remaining business for that committee may be submitted at the end of the CSC agenda under "unfinished business." Committee business not discussed or resolved at CSC will be referred to the Board of Trustees for resolution. Ratification of Board decisions may or may not be necessary at the next CSC.

14. Avoiding Committee Work on the CSC Floor

Because CSC and Committee report time is limited, it is recommended that Committee work (reviewing issues, gathering information, brainstorming, forming recommendations) not be conducted on the CSC floor. New issues should be referred to a Committee before that Committee's report whenever possible. If CSC participants have comments about Committee handouts received in the Delegate packet before CSC, they may send those comments to the Committee any time before that Committee's report.

If a new issue arises during a Committee report, it is recommended that the issue be sent back to Committee for discussion. The Committee may then present a report on that issue during the "new business" section of the CSC agenda. New issues may be discussed during a Committee report if the group conscience vote of the CSC chooses to discuss the issue. If a committee motion is tabled, it falls into the "unfinished business" or "old business" section of the CSC agenda.

After a Committee gives its report and questions have been addressed, the Facilitator can ask if the CSC accepts the report. If the CSC accepts the report, this means it approves the Committee’s plans for the coming year and supports funding those plans.

APPROVAL OF THE ACTUAL CoDA BUDGET, INCLUDING ALL COMMITTEE BUDGETS, ONLY OCCURS DURING THE FINANCE COMMITTEE REPORT.

If members of the CSC choose not to accept the report in its entirety, motions may be needed on each of the committee’s plans individually.

15. Motions

Before presentation, preliminary motions are legibly written on the supplied motion forms and those forms are handed to the person responsible for recording motions. Next, a preliminary motion is read into a microphone. At that time, voting members may discuss the preliminary motion at the microphones.

**COMMUNITY PROBLEM SOLVING METHOD OF DECISION MAKING:
SEQUENCE FOR BRINGING A MOTION TO VOTE**

The following is a possible way for placing limits on the discussion of a motion. This process is designed to allow approximately 20 minutes per motion. Naturally, some motions will take more or less time and will not necessarily be stopped mid-process if the allotted time per motion runs out before completion. Group conscience and trusting in a Higher Power will help balance the imperfect allocation of time needed for voting on motions.

The process is not designed to handle formal amendments, "motions to table", "points of order" or other such traditional business terms and situations. During the period of time at the beginning of the CSC when CSC procedures are put in place, this timeline or a comparative one may be put in place. By group conscience, everything is flexible in this method, especially time and speaker limitations.

2 min.	1. Committee Chair puts a preliminary motion on the floor and presents the basic reasoning in favor of passing the preliminary motion. Comments may be made as to why the particular solution reflected in the preliminary motion was the final committee recommendation.
5 min.	2. The Facilitator asks for questions and information pertaining to the preliminary motion
6-12 min.	3. Statements in favor of and in opposition to the preliminary motion are given: <ul style="list-style-type: none"> a. Alternating microphones, Up to 3 people can speak for and up to 3 people can speak against the preliminary motion, for 1 minute each. An even number of speakers is not required and either pro or con may start. b. If more than 3 people want to speak pro or con, they may briefly confer among themselves to decide which three people will speak for the group. The speakers will try to include the non-speakers' main points. It is recommended that speakers not repeat the points another speaker has already addressed. c. Recorders note main points for and against the preliminary motion.

	If a Committee feels a motion needs more time for discussion within the Committee's allocated time, by a group conscience of the assembly, more time can be used for questions and answers, and twice as many statements pro and con may be heard. Of course, group conscience can also just put a time limit on this input with as many speakers speaking alternatively as possible within the time limit. Conferring so as points aren't repeated is still advised
5 min	4. Changes are made to the preliminary motion per group conscience. When finalized, the motion is read back to make certain it is in its final form.
1 min.	5. The Facilitator calls for a vote: Those in favor; Those opposed; Abstentions. <ul style="list-style-type: none"> a. Motions that receive 2/3 or more votes are binding on the Board of Trustees unless that motion is later deemed in conflict with the law or the CoDA Bylaws. b. Motions with 2/3 vote for Committee work only require support from the Board; the Board does not do Committee work.
1 min.	6. One additional speaker on the minority opinion may be heard at this time.
30 sec.	7. Any participant may call for "30 seconds of silence" at any time in order to remind the assembly of Higher Power's guiding presence and/or to slow down an escalating debate. Each period of silence will be followed by the Serenity Prayer.

COMMITTEE GUIDELINES FOR CRAFTING MOTIONS

The Community Problem Solving Method can be used by Committees working to examine issues and put their recommendations together into preliminary motions for the CSC.

The Community Problem Solving Method is similar to the process often known as "Brainstorming." It involves members calling out their ideas as someone writes the ideas down. Members do not criticize or comment on the ideas offered--all ideas are treated equally and are just written down. Keeping a self-check on body language such as rolling of the eyes is important. The idea is to release inhibitions of our critical thinking and get out as many ideas as possible in a short period of time. The group can agree to a time limit on each phase of the process.

A. What is the issue? [5 Minutes]

During the first phase of the process, members call out their ideas focused on an issue. "*What is the problem if any?*" may be a question for focus. The brainstorming might possibly fall easily into a Pro and Con issue and can be divided accordingly. The members then may see the need to eliminate items that don't seem to fit or apply. The next step of this phase may be to prioritize issues that need immediate attention, while leaving the rest for later to consider. This process can repeat itself for individual issues if needed.

B. Brainstorm the important elements of the issue. (Pros and Cons) [5 Minutes]

Let ideas flow freely. Every idea is valid.

C. What information is needed to reach a solution? What sources need to be checked? Who will follow up with gathering the information? The next step of the process involves gathering information pertinent to the problem. Some people may have immediate information that can be gathered by the brainstorming technique, but other information may involve asking resource people their side of the issue, gathering statistics, gathering facts and such. A plan that designates who will do what by when

can then be set. When the next step of the process is ready to be undertaken, the information is reviewed and pros and cons if necessary.

D. Brainstorm possible solutions to the problem. [10 Minutes]

Brainstorming possible solutions to a situation is next, with the same brainstorming guidelines in effect as in the first step. Solutions that don't seem possible are eliminated in the next step, and prioritizing may once again be appropriate.

E. Prioritize solutions. If needed, list pros and cons of the solutions. [10-15 Minutes]

F. Craft a preliminary motion. [10 Minutes]

Formulate the ideas and possible solutions into a recommendation that can be offered to the CSC as a preliminary motion. Details as whose responsibility it would be to carry out the motion in what frame may also be appropriate. The crafting of the preliminary motion follows. People who are good with language syntax may be in charge of the crafting.

G. Prepare your preliminary motion for consideration at the CSC.

Fill out the appropriate motion form including the intent of the motion for future reference (there are no other "minutes" of the CSC). Prior to your report, give the completed motion forms to the person recording motions. Any changes can be made as needed during discussion of the motion.

Conference Election Procedures

Election Committee Guide

Members of the Events Committee who are not delegates will serve as the Conference Election Committee.

Election Committee Actions:

A. Establish location or contact person/s to receive Trustee applications.

B. The Election Committee:

1. will encourage applications for the CoDA, Inc. and CoRE boards prior to the CSC, and forms will be included in the delegate packet;
2. have copies of Board and CoRE applications available on the first day of the Service Conference. As applications are submitted the Election Committee will make copies of them to distribute to delegates, taking care that each voting delegate gets a copy;
3. announce and facilitate a candidates forum the evening before the election;
4. have the Facilitator announce to CSC when additional applications have been received and are available.

C. The Voting Process is handled by the Election Committee. Facilitator turns time over to Election Committee.

1. The names of the applicants should be displayed in some fashion for all at CSC to view.
2. Blank pieces of paper (typically ½ sheet or ¼ sheet will suffice) are distributed to voting delegates only.
3. Voting Delegates must have a Conference ID badge that identifies them as a Delegate.
4. The facilitator or the current Board chairs can advise how many openings are to be filled by this conference vote.

Delegates should be instructed to write down that number of names from the list of applicants. After sufficient time for Delegates to vote the ballots should be collected, again taking care to only accept from voting delegates with Conference ID badge.

5. Election committee should move to a secure area and count the votes. At least 2 members of the election committee should view each ballot and agree on the applicants voted for on each ballot. If possible two people should also be involved in recording the votes. Alternatively each member of the election committee may view each ballot and record their own tally.
6. When all votes are counted and there is agreement on the vote totals for each applicant; the committee should order the applicant names from those getting the most votes to the least votes. The votes and tally sheets should be secured until after the announcement and then destroyed.
7. The applicant receiving the most votes over a majority, fill the vacant Trustee positions.
8. If there are vacant position/s remaining and the remaining applicants didn't receive a majority of votes, it will be necessary to have a run-off election to fill the vacant position/s. Those not receiving a majority may be elected as alternates.
9. Return to the Conference floor and get permission from the facilitator to announce the election results. Do not announce the vote totals. Announce the election results. Destroy the votes and tally sheets.