



**Marijuana  
Anonymous**



**Welcome!**

**THANKS FOR YOUR SERVICE!!**

# Goals and Objectives for Training & Orientation

- Get to know each other
- Get the tech sorted out for everyone
- Overview of conference itself
- Clarify the Roles and Responsibilities
- Communicate the discussion and voting process
- Practice some of the ways we will “do” things like raising hands, getting into the queue, voting, 3<sup>rd</sup> legacy procedure, doing reports, going into committee rooms
- Answer questions
- Feel prepared & ready to do a virtual conference



# Quick check on tech

*If you need additional 1:1 help, please do not  
hesitate to make this request as the team can  
work with you offline – unfortunately, we can't  
take up too much time today on tech  
troubleshooting*





# Computer and Internet requirements



A desktop computer or a laptop computer is recommended, although a tablet or smartphone would work

A second computer monitor connected to your computer or laptop is recommended



Computer speaker and microphone: Either built-in, USB plug-in, plug-in headphones, or wireless Bluetooth headset

A plug-in headphones or a wireless Bluetooth headset is suggested for best sound quality



Computer webcam: Either built-in or USB plug-in

**Must have webcam – mandatory!**

Test your internet download speed using [Fast.com](https://www.fast.com/), click “show more info” to show your upload speed



High-speed Internet service (Cable, DSL, Fiber) recommended. Minimum speed 3 Mbps upload & download. Wired internet cable is recommended over WiFi.

If using mobile wireless it should be at least 4G/LTE. Video meetings will use a lot of data.

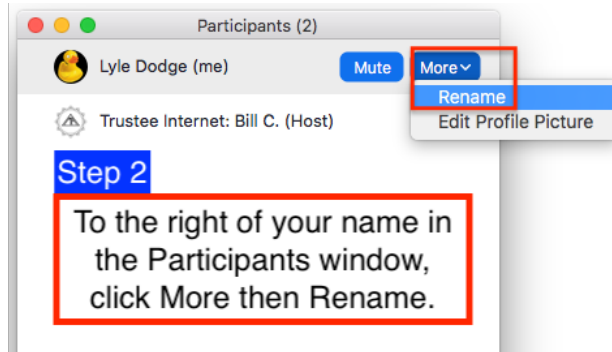
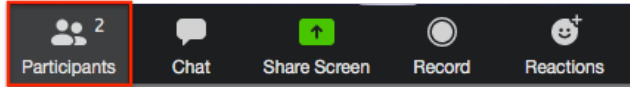


Use the [Zoom Meeting Tester](#) to check your Zoom application, internet service speed, computer speaker, microphone, and camera

# Time to change your screen name!

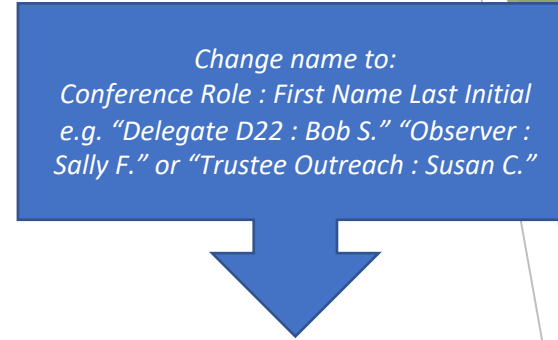
## Step 1

Using the Zoom Toolbar, click on the Participants icon.

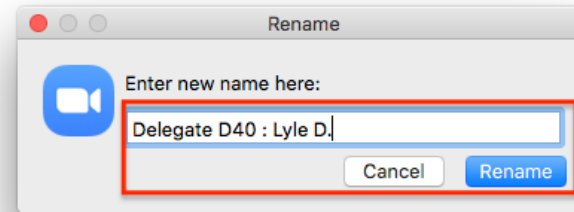


## Step 2

To the right of your name in the Participants window, click More then Rename.



Change name to:  
Conference Role : First Name Last Initial  
e.g. "Delegate D22 : Bob S." "Observer : Sally F." or "Trustee Outreach : Susan C."



## Step 3

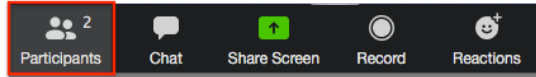
Change your name and click the OK or Rename button.

Participate by  
raising the blue  
hand to get in line  
to speak.

Set yourself away  
when you are away.

#### Step 1

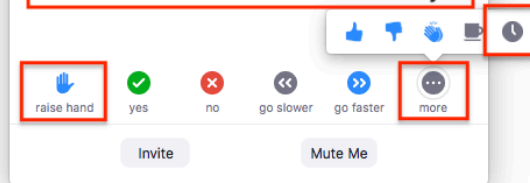
Using the Zoom Toolbar,  
click on the Participants icon.



#### Steps 2 & 3

Click Raise Hand to get in line to speak. Remember to lower your hand after you are called on.

Click on More, then Clock Icon when you step away. Remember to mute audio and video while away.



# Meeting Etiquette



**Raise your blue hand in the participant window and wait your turn--do not blurt out, interrupt, or cut people off. You will need to be patient and mindful of others. Lower your hand when done.**



**Voting members are Trustees and Delegates only. Observers can participate, but do not vote. This is very important, as it will take up to time to re-do a vote that isn't "clean".**



**Please be in a comfortable work location with minimal background noise. Be mindful of your background, if there is too much activity, it will be distracting to others.**



**Treat the Zoom meeting as you would an in-person meeting, so dress appropriately and no smoking or vaping on camera. It will be cool to see everyone, but please don't be a distraction.**



**Group chat will be disabled during the meeting to discourage crosstalk & side conversations, but messages to tech support will be open. Chat will be available during breaks.**



**Don't be disruptive to the meeting. If you continue to be disruptive you will be removed from the meeting.**

# Any questions so far?



# Overview: What is this conference?

- **Bylaws of Marijuana Anonymous - what is this conference?**
  - [The MA World Service Conference](#) is held in May every year and is attended by Trustees, Delegates, and observers in discussion and voting on fellowship business. That business can include literature development, public information practices, hospitals and institutions meetings, or other topics.
- **Meeting Format and Expectations - Agenda**
- **Roles and Responsibilities – Trustees, Delegates, Observers**
- **Absolutely “have to” priorities:** Agenda, Budget, Trustee elections, Reports (District and Trustees), Committees, and fellowship!
- **Appendix**
  - Robert’s Rules
  - Videoconferencing Tech Requirements
  - MAWS Service Manual
  - 12 Concepts of Service

- [Meeting Agenda](#)

- [Link to Manual](#)

# Meeting Format and Expectations

## FORMAT

- We follow the Agenda
- The President (LB) manages the Agenda
- The Meeting Manager (Lyle) assists and will call on the queue / stack
- Others help the President and Meeting Manager, including CoCo (Rachel), Office Admin (Christopher), and Secretary (Nina)
- Tech support will be on hand to help guide- Bill, Scott, and Lyle
- Reports, discussions, and votes will happen in support of Marijuana Anonymous

## EXPECTATIONS

- Voting members will attend in full and be present
  - This includes pre-meeting prep: registration, District group conscience for agenda, reports, tech set-up, and committee participation
  - Clarity to our fellows on personal absence from the room and communication
  - Respect for quorum
- Everyone will be respectful and patient with this new way of having a conference
- In following Tradition Five, we will do our best to carry the message to the addicts who still suffer in and outside of this conference
- We will welcome those coming into service for the first or millionth time!

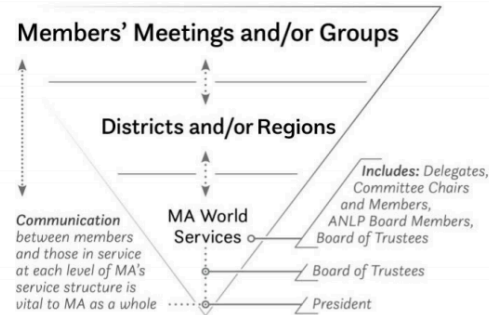
# Overview: Delegates

## BASICS: DELEGATE QUALIFICATIONS

- A marijuana addict working a program of recovery in MA
- Per our bylaws and proposed service manual: **1 year clean and sober**
- Have a working knowledge of the MA 12 Steps, 12 Traditions and 12 Concepts of Service (or willingness to study them)
- Have knowledge of the MA service structure or willingness to study it

## WHAT IS A DISTRICT DELEGATE?

- An elected trusted servant of their District Service Committee (DSC)
- A voting participant at the monthly DSC meetings
- The voice of their DSC at World Services meetings and 'Source of information'
- The voice of World Services at their DSC meetings, and 'Source of information'
- The link between their DSC and World Services



## WHAT DO THEY DO?

Attend the monthly District (DSC) meetings and participate in debate and discussion.

Prepare monthly reports to the DSC on MAWS activities, service opportunities and announcements.

Communicate with World Services Trustees and Committees on matters discussed at DSC meetings concerning the health, unity, and needs of the District.

Serve on one or more World Services Committees.

Consider serving on one of the DSC's subcommittees.

Encourage group/DSC participation in World Services & the formation of the Conference agenda.

Facilitate the DSC's awareness of and input on the World Services agenda for the Conference.

Keep World Services up to date on current news and events.



# Trustees

- Our current Bylaws mandate that we have 9 Trustees. When there are more jobs than trustees, one or more trustees will be responsible for more than one job. The trustee body will apportion jobs to trustees as it sees fit.
- Two years of sobriety from marijuana and all mind-altering chemicals is required. One year of Delegate experience is recommended.
- The following are responsibilities and conditions expected of all Trustees:
  - Two years of sobriety from marijuana and all mind-altering chemicals is required.
  - Understand and work within MA's Twelve Traditions and Twelve Concepts for Service.
  - Facilitate regular (1-2 times / month minimum) communication among Trustees.
  - Respond to questions and requests for help in a timely manner.
  - Attend and participate in all Trustee meetings.
  - Post report of quarterly activity to Trustees' online networking system (Google Drive) in advance of each Quarterly Trustee Meeting.
  - Act as Chair for their specific Committee at the annual Conference, or appoint a suitable Chairperson.
  - Maintain regular (12 times / year minimum) communication with other Trustees.
  - Conference Agenda Item to make the changes.
  - Prepare a written report of annual activities. Provide the report to the Office Manager in electronic format in advance of the Conference. Present the report at the annual Conference.
  - Direct the work of the Conference Committee throughout the year and meet all mandated deadlines as directed by the Conference and the Service Manual.
  - Must have easy online access to Internet and email.

## **Current Marijuana Anonymous Board**

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**President:** LB

**Secretary:** Nina

**Treasurer:** Graham

**Internet:** Bill

**Outreach:** Susan

**Literature:** Jessica

**Conferences & Conventions:** Rachel

**Policies & Procedures:** Nina

**Public Information:** Bridget

**Hospitals & Institutions:** Jesse

Voting in new Trustees: 3<sup>rd</sup> Legacy Procedure

# Participation Guidelines

## Observers

- We appreciate your attendance!
- **You are encouraged to join committees** even if you are not a Delegate.
- If you are looking for ways to connect into World Services, please consider reaching out as you get to know the conference body.
- **Feel free to ask questions and/or offer encouragement and support** to Trustees and Delegates.
- You can make motions from the floor **at the end of the conference**.
- You can comment on motions. **However, you may NOT VOTE on motions.** This is important to please understand, as it will mess up our process.
- **You must follow the same guidelines as everyone**, including raising hands & indicating your absences w/ clock & video off. You are a member like everyone, other than the voting particulars.

## Delegates

Given the unique situation of this year, we will have a Delegate session.

### Delegates will please prepare to discuss:

- *How was your District impacted by this year?*
- *What were some of the outcomes and lessons from 2019-20 that can be used for the future?*
- *Reflection on personal contributions of service to help marijuana addict*
- *Things that worked / didn't work as an info-sharing for the group.*
- *Ways the Delegates can help to connect our MAWS community.*

## Trustees

- Trustees will present **one slide each of summary with ongoing projects.**
- Full reports will be due and made available to the fellowship on Google docs.
- **Interactive discussion with all session members is encouraged**, and should be done respectfully on both ends.
- **Committee work will start at the conference-** this is a time to get meetings on the books & discuss projects for the year ahead.
- 3<sup>rd</sup> legacy procedure will happen in the election of new Trustees.
- Service sponsorship transition for new Trustee OR welcoming new committees to the work of the year.

# VOTING PROCESS

## *A note for Delegates*

- Delegates are given the Agenda packet in advance.
- **PLEASE TAKE TIME TO REVIEW AND WORK WITH YOUR MEETINGS AND DISTRICT for group conscience.**
- When Agenda items come up, the Delegate will represent their District's group conscience.
- Delegates are trusted servants & shall exercise their judgement informed by District group conscience.

An Agenda item is presented:



- 1) Someone puts forth a Motion by stating it, the Secretary reads back to record it, someone else seconds this Motion (which is also recorded in the minutes).
- 2) Once a Motion is seconded, it is now active on the floor and there is further discussion.
- 3) We don't introduce new Motions until the active one is cleared. A vote clears the motion.
- 4) However:
  - a) An amendment can be made
  - b) The item can be referred to committee and brought back later
  - c) It can go for an up or down vote

# Robert's Rules: Video

More reference info  
on Robert's Rules  
are linked here

Action	What to Say	Interrupt Speaker	Second Required	Open for Debate	Can be Amended	Votes Needed to Pass
Introduce main motion	"I move to..."					2/3 Super Majority
Amend a motion	"I move to amend the motion by..." (add or strike words or both)					2/3 Super Majority
Move item to committee	"I move that we refer the matter to committee."					2/3 Super Majority
Postpone item	"I move to postpone the matter until..."					2/3 Super Majority
End debate	"I move the previous question."					2/3 Super Majority
Object to procedure	"Point of order."					Discretion of the Chair
Recess the meeting	"I move that we recess until..."					2/3 Super Majority
Adjourn the meeting	"I move to adjourn the meeting."					2/3 Super Majority
Request information	"Point of information."					No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."					2/3 Super Majority
Extend the allotted time	"I move to extend the time by ____ minutes."					2/3 Super Majority
Enforce the rules or point out incorrect procedure	"Point of order."					No vote
Table a motion	"I move to table..."					2/3 Super Majority

# Agenda and Motions

<b><i>Objective...</i></b>	<b>Appropriate Motion or Point</b>
<b><i>Present an idea for consideration or action</i></b>	Main Motion
<b><i>Improve a pending motion</i></b>	Amendment Motion
<b><i>Regulate or cut-off debate</i></b>	Limit or Extend Debate; Call the Question Motions
<b><i>Delay a decision</i></b>	Refer to Committee; Postpone Definitely; Postpone Indefinitely Motions
<b><i>Gain information on a pending motion</i></b>	“Point of Information” (member can make at any time without prior recognition by the Chair)
<b><i>Question the decision of the Chair or procedures</i></b>	“Point of Order” (member can make at any time without prior recognition by the Chair)
<b><i>Change action already taken</i></b>	Reconsider; Rescind; Amend Motion Previously Adopted Motions
<b><i>Emergency or Urgent Matter</i></b>	Suspend the Rules; Lay on the Table Motions

# Committee Work

- **Each Delegate has been assigned to a World Services Committee** based on your ranked preferences during registration and committee needs.
- **Your Committee work will begin at the conference** in one breakout session after the Trustee election.
- It is in this session where **Committees establish their group conscience around prioritizing projects and resources for the year**. The Trustee will want to get to know you.
- During this session, **Committees may draft motions or recommendations that are presented to the Conference body**. Each Committee is provided time on the business floor to present these items and goals for the year.
- **The Trustee will want to set-up a monthly call with everyone there**. Please be sure to show up for these calls, and help to move projects throughout the year.
- The committee service and support is **so very important - thank you!**



**THANKS FOR YOUR SERVICE!!**

# Using Zoom Breakout Rooms

- **Participants will be placed into separate Zoom breakout rooms for the committee session:**
  - MAWS Trustees will lead the committee session
  - If you need technical assistance, you can call for the meeting host to join
  - The MAWS President can float between the breakout rooms
  - If you leave a breakout committee meeting, you will return to the main conference room
  - At the end of the committee session, everyone will return to the main conference room

# Goals and Outcomes

- This has been an extraordinary time in the world, and we appreciate your taking the **time to be of service & to help out the MA community**.
- There are a lot of addicts out there suffering, and we can all do our part and help each other as best we can.
- The goal of this conference is to get our business done first and foremost, but the **outcomes are far more important as the year goes on**.
- We hope that you will continue to lean into service, because we need you! Marijuana Anonymous is literally a “grass” roots program! Woot!
- Our volunteer base is extremely IMPORTANT. We have an opportunity to carry the message & meet each other in this new way & to bring this back home.
- The best outcome would be for you to keep doing this work!  
THANK YOU!!!!







QUESTIONS?

# APPENDIX

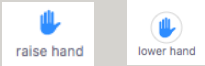
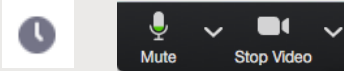
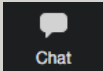
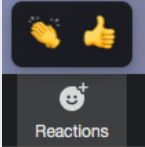
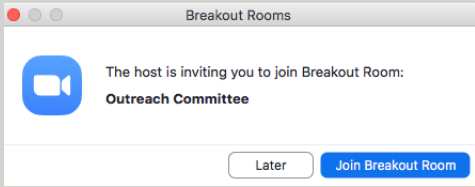


## Meeting Agenda



# Marijuana Anonymous Service Manual

# TECH CHEATSHEET

Zoom Feature	Functionality for our Meeting
<b><i>Raising blue hands</i></b> 	<b>Get in line to speak – wait your turn to get called on, then lower hand when done</b>
<b><i>Away symbol (clock)</i></b> <b><i>Mute and Stop Video</i></b> 	<b>Taking a personal break</b>
<b><i>Chat</i></b> 	<b>Sending questions to hosts for technical support</b> (chat will be off during session, but technical support remains open)
<b><i>Yellow hands &amp; waves</i></b> 	<b>To show your reactions.</b>
<b><i>Breakout rooms</i></b> 	<b>For Committee meetings. This window will automatically pop-up when it is time for Committee work to begin.</b>

Voting is done outside of Zoom. You will receive a ballot link by email for each vote.

## The Twelve Concepts for Service in Marijuana Anonymous

- 1.The Marijuana Anonymous service structure was created to give the groups the freedom to carry out our society's primary purpose of carrying the message to marijuana addicts.
- 2.The ultimate authority and responsibility for service in Marijuana Anonymous is the collective conscience of the groups.
- 3.The Marijuana Anonymous groups have delegated to its service committees and trusted servants the full authority to conduct Marijuana Anonymous' business and service regarding district as well as world affairs.
- 4.All members of a service committee have the "Right of Participation," and bear substantial responsibility for the service committee's decisions.
- 5.Group conscience is the spiritual means by which service decisions are made.
- 6.A "Right of Appeal" exists to protect minority opinions, and to ensure that all viewpoints have been considered in the decision making process.
- 7.The scope of responsibility and authority of every service position should be well defined to ensure accountability of all service positions as well as the ability to perform each position.
- 8.Effective leadership qualities are essential for trustees, who are entrusted with the responsibility of making final decisions regarding general world service business and finances.
- 9.The Articles of Incorporation and Bylaws of Marijuana Anonymous World Services are legal documents that empower the trustees to manage and conduct world service business; the conference charter is not a legal document but relies on the force of the traditions and power of the group conscience.
- 10.The integrity of our service structure depends on continued unity of Marijuana Anonymous groups, districts, and World Services through effective communication.
- 11.Marijuana Anonymous' funds and resources should be managed responsibly to ensure their most efficient use in carrying out the primary purpose of Marijuana Anonymous.
- 12.The Marijuana Anonymous service structure should be one of selfless service and not of power or government, ensuring that the spiritual principles of the [12 Steps](#), [12 Traditions](#), and the warranties of Article 12 of the conference charter are always maintained.

Approved by the World Service Conference of Marijuana Anonymous, May 1996



**Marijuana  
Anonymous**

