

# **Welcome to Delegate Training**

**December 2024 QDM  
Updated 11/23/24**



# **ACA Serenity Prayer**

Grant me the serenity,  
to accept the people I cannot change,  
the courage to change the one I can,  
and the wisdom to know that one is me.

# Introductions

- ❑ (Re)Naming Convention - Activity
  - The registered group number - ex. WEB0110
  - Your First Name, Last Initial
  - Your Location (optional)

example: WEB0120 Jim R, NY

# Introductions

- Presenters (Host/Co-Hosts)
- Delegates (Participants)
- Please include the following when introducing yourself:
  - ✓ Where you are from
  - ✓ Have you attended an ACA ABC before? as a Delegate?

for training purposes, this session will be recorded

# Today's Agenda

- 1) Delegate Preparation & Support
- 2) IT Issues
- 3) QDM Process
- 4) QDM Agenda
- 5) General Background (especially for new delegates)
- 6) Questions

# Delegate Preparation

✓ **ABC Conference Website** - Main location for all Delegate information

<https://adultchildren.org/conference/>

- **Registration/Change of Delegates & Alternates:** First-time delegates must register by Dec. 2.
- **Observer Sign-Up** (Available at any time)
- **Essential Resources**
  - Resources for Next Meeting
  - Delegate Orientation
  - Archives
  - Other

# Delegate Preparation

✓ABC Conference Website - Main location for all Delegate information

<https://adultchildren.org/conference/>

## Tour of Conference Website\*

\*This page is in development, so check regularly. Updates will occur between now and Dec. 7



# Delegate Preparation

✓Email. Watch for email updates, especially in the last 2-4 weeks. Examples:

- Updates from ABC/QDM Committee
- Zoom information
- Election Buddy Log-in
- Worldwide Online Voting link


✓Slack. This is an online discussion board, with a channel for delegates

✓OPPM – Operating Policy & Procedure Manual: **Appendix X**

<https://acawso.org/oppm-current/>

# Additional Delegate Resources

✓ Slack.com:

-  [2024-2025\\_registered\\_delegates](#)
  - locked channel

✓ Pre-Meeting “Help Desk”: Join Zoom link at 8:45 am. Process and tech questions will be answered.



# Questions & Answers

# IT Matters

- Zoom Overview
  - All registered delegates will receive a Zoom link
  - Reactions (raise hand, yes, no)
- Polling & voting/**Election Buddy Video**
- **If connection issues, try turning off video**

# Participation Protocol

- Video is optional\*
- Delegates are muted/Must be called on
- Communicate digitally, especially “raised hand”
- Chat function

\* please turn your video off if you will be moving around; limit nonverbal “commenting” while someone is speaking



yes



go faster



no



go slower



**Raise Hand**

# WHO TO CHAT - for ASSISTANCE

## **Point Of Order (POO)**

If you think the process is not being followed

## **Point Of Information (POI)**

Request for information for yourself or the delegation

## **Point Of Information, WSO (POI WSO)**

Request for information from Board or Committee Chairs

## **Information Technology Help (IT)**

for technical assistance

## **Point of Safety (POS)**

if somebody's conduct (delegate or meeting servant) seems unsafe

# Additional Tech Resources

- Contact IT staff
  - Message Marcin C or Brad L on Slack
  - Email [ITmanager@acawso.org](mailto:ITmanager@acawso.org)
- View Election Buddy video at <https://go.screenpal.com/watch/c3i3VwVZjOz>  
Or under Delegate Orientation Tab on the Conference webpage <https://adultchildren.org/conference/>
- Come to pre-meeting “Help Desk” on Dec. 7. Tech team will open call at 8:30 am eastern US





# Questions & Answers

# The QDM Process

- ACA holds a two-day business meeting in May. There also are three Quarterly Delegate Meetings (QDMs), each lasting 4 hours.
- At QDMs, delegates provide input on emerging issues and may be asked to vote on time-sensitive matters.
- The QDM process is one of group conscience discussion. New models are being explored to better inform delegates and give them more opportunities to speak.

# What Is a Group Conscience?

*In my humble opinion...*

A Group Conscience is the direction obtained by the group, for the group after thorough discussion, slow deliberation and ample space and time for a Higher Power to provide guidance.

Jim R

# What Is a Group Conscience?

- Spiritual discussion, not a political fight
- Listen and reflect
- Minority opinions are heard

Your opinions and questions matter!

# Group Safety & Personal Respect

The Delegate Handbook (the Binder), Pages 20 - 21:

- Setting the Tone
- Meditations to Read During a Pause



# Questions & Answers

# Dec. 7 Agenda Preview

Session 1: Introduction (25 min)

Session 2: Sustainability report (informational) (25 min)

Session 3: Motion on fellowship group voting (motion) ( 1 hr 15 min)

Session 4: Breakout rooms on Conference Policy & Procedure (delegate input) (1 hr 30 min)

Session 5: Closing (15 min)

After the QDM: Optional Board Q&A for delegates (15 min)

# Dec. 7 Agenda Preview

## Tour of Online Agenda

\*The Dec. 7 agenda is available at “Resources for Next Meeting,” at the Conference web page, <https://adultchildren.org/conference/>



# Sustainability Report

- The goal of the sustainability subcommittee is "To perform a fast tracked study to evaluate how to make Delegate meetings more sustainable."
- There will be a summary of delegate feedback from the August QDM voting, discussion and breakout rooms.
- This section will talk about what is being done with the feedback from the August QDM.
- If you did not attend the August QDM, the following documents under resources of next meetings tab on conference page may be helpful
  - August draft minutes
  - August QDM recording

Want more info: [ABC Sustainability Study Sub-Subcommittee](#)

Recommended to review before QDM: [Sustainability powerpoint](#)

# Fellowship Group Wide Voting Motion

- Presentation of a motion to approve a process to conduct the vote for the Name Change decision
- Process can be used in the future for anything that needs requires fellowship wide approval such as charter, changes to foundational documents.
- Motion to approve a new proposed process for Fellowship Group Voting to carry out the approved ABC Motion 2024-06 (Name Study) *To submit to all ACA registered groups (meetings, intergroups, and regions) for approval, “to change the functional name of the fellowship to Adult Children of Alcoholics and Dysfunctional Families (ACAD), the top choice by the fellowship from the name study surveys.”*

**The Proposed Process is that:** Group votes to follow BPC format w/enhancements

1. Only Registered Groups have a vote
2. Voting period 12/09/24 to 04/09/25
3. Substantial unanimity (>67%) needed (Abstentions excluded from the Total Votes)
4. Record rationale/comments section along with the vote itself
5. Unique link provided for each registered group..
6. Have a landing page to explain the issues, including an FAQ information section.

Want more info: Go to [fellowship group vote webpage](#)

Recommended documents to review: [Fellowship group voting questionnaire](#)

# How will the vote be taken

The voting process will be taken as follows:

- Background for the motion will be presented
- The motion will be made by the presenting group.
- The motion will need to be seconded by a delegate.
- After this a Q&A will be held for 20 min.
- Finally delegates will vote. The voting options will be
  1. I agree with this motion and it should be sent to world wide online voting
  2. I agree in substance with this motion but I do not feel it is ready for approval
  3. I do not support this motion
  4. I abstain

60% or more is required but If no vote gets 60% then the top 2 choices and I abstain are put up for a second vote.

If this passes then it goes to worldwide online voting

Recommended documents to review: [OPPM Study Group, Board, and Time Sensitive Floor Motions policy](#)

# Worldwide Online Voting

- Email sent to each registered delegate within 2 hours
- List of issues to be voted on
  - Motion on Fellowship Group Voting (Name Change)
- The conference Website page is [adultchildren.org/conference](http://adultchildren.org/conference). It will be populated with the following as they become available:
  - Audios
  - Minutes
  - Voting results
- Timing - start and end times
  - Voting will begin within 2 hours of close of that day's ABC
  - Close 2 hours before start of next day

## Conference Policy and Procedures

- The current policy and procedures that govern the conference are housed in a document known as the OPPM which stands for Operating Policy and Procedures Manual.
- This document contains the operations for the board and the annual business conference.
- Currently per the bylaws changes to the OPPM including conference policy can only be done by the board.
- Ultimately similar to other 12 step programs the conference should have a separate document for conference policy and procedures that is managed and operated by the conference itself.
- The question for delegates at this meeting is how do delegates and the homegroups they represent want to approve changes to the conference sections of the OPPM? Some options:
  - Leave the conference policies in the OPPM and the board would commit to not change any conference related policies without conference approval
  - Those sections be moved to a separate document to be managed by the conference or maybe you have another idea.

## Breakout Rooms

- Before you are assigned to breakout rooms, three speakers will give a brief presentation laying out the issues.
- Delegates then will be assigned to individual breakout rooms.
- A resource person will ask for a few volunteers to facilitate the breakout session. If at any point the group gets stuck or confused, the resource person can give you guidance about the process.
- Resource person will ask for volunteer:
  - Timer
  - Secretary
  - Note taker
    - The note taker will ask for votes on each question, and note any other major ideas that are discussed

## Questions For The Breakout Rooms-45 min

- o Delegates have suggested that the Conference should be more delegate-driven, and the WSO Board is recommending that delegates should approve any proposed changes to Conference procedure. Do you agree that the Conference should be consulted, and have the final say, before any changes are made to Conference policies and procedures?
- o One possibility is removing Conference procedures from WSO's policy manual and creating a separate Conference Policy & Procedures Manual. Do you agree with this idea? And if so, what role should delegates play in maintaining and updating such a manual?
- o Should any changes be implemented right away, or should the ABC/QDM Committee and/or board be given until the May 2025 ABC to work out details and report back to the Conference?

## Post Breakout Room Discussion

- Delegates will come back to the main room
- The notetaker for each group will give a high level summary and give the groups vote on the three questions.
- There will be a brief open discussion to solicit additional ideas from delegates.

Want more info: [OPPM webpage](#)

Recommended to review before QDM: [Conference policy & procedures powerpoint](#)





# Questions & Answers

# **General Background: WSO & Conference**

Commitments to Service

What is the World Service Organization?

Background on the Conference and ACA delegates

# Suggested Commitment to Service

## **ACA Suggested Commitment to Service from page 601 of the ACA Fellowship Text:**

I perform service so that my program will be available for myself, and through those efforts, others may benefit. I will perform service and practice my recovery by:

1. Affirming that the true power of our program rests in the membership of the meetings and is expressed through our Higher Power and through group conscience.
2. Confirming that our process is one of inclusion and not exclusion; showing special sensitivity to the viewpoint of the minority in the process of formulating the group conscience so that any decision is reflective of the spirit of the group and not merely the vote of the majority.

3.Placing principles before personalities.

4.Keeping myself fit for service by working my recovery as a member of the program.

5.Striving to facilitate the sharing of experience, strength, and hope at all levels: meetings, Intergroups, Regional committees<sup>1</sup>, service boards, and World Services.

6.Accepting the different forms and levels of service and allowing those around me to each function according to their own abilities.

7. Remaining willing to forgive myself and others for not performing perfectly.
8. Being willing to surrender the position in which I serve in the interest of unity and to provide the opportunity for others to serve; to avoid problems of money, property, and prestige; and to avoid losing my own recovery through the use of service to act out my old behavior, especially in taking care of others, controlling, rescuing, being a victim, etc.
9. Remembering I am a trusted servant; I do not govern.

# What Is the ACA World Service Organization (WSO)?

It is a not-for-profit service corporation (in CA) that:

- 1) Publishes books, other literature in many languages
- 2) Operates a website and meeting directory
- 3) Supports meetings, IGs, etc., upon request
- 4) Conducts an annual business meeting.

WSO is accountable to the Conference; it does not govern ACA groups or members.

# Where do Delegates fit within the ACA Organization?



Meetings, Intergroups,  
& Regions

Conference

WSO

# General Delegate Information

- The role of an ABC Delegate
- The Delegates' Term of Service
- The Twelve Concepts for ACA World Service and The Twelve Traditions of ACA

Right of Decision: Delegates are free to vote their conscience, based on what they hear



# 3 Special Authorities of the Conference

- “Voice of the fellowship” (Concept 2)
- “Final decision on large matters of policy & finance” (Concept 6)
- Can issue directives & remove trustees (WSO bylaws and policy manual)