

Setting the Tone Statement - ABC/CBM

Please show courtesy towards others:

- **Be patient.** English is not everyone's primary language. Be mindful of using:
 - Slang - action item; back burner; buy-in; ducks in a row; circle back
 - Acronyms - ASAP; DM; etc
 - and long, complicated sentences.
- **Use “I” and “me” statements.** Avoid saying, “you”, “they”, “we.”
- **Be honest and clear.** Yet remain gentle and compassionate.
- **Acknowledge any problem.** Focus on the intentions and the solutions.
- **Listen and learn.** Be willing to be uncomfortable and challenged.
- **Be mindful.** Many attendees have experienced social and structural inequity.

Understanding Our Feelings

There is a difference between being unsafe and feeling uncomfortable.

Uncomfortable could be the feelings that arise when we witness disagreement or when we hear an opinion we do not like.

Unsafe could occur when someone is shouting, cursing or is using abusive language. This behavior may trigger us to shut down or to act out in response. Thus, unsafe and bullying behavior affects the true group conscience process.

Service coming from gentleness, love, and respect builds trust, open mindedness, and cooperation.

This is your conference. You play an important role in deciding what to do when sharing is **not safe** or **requires courtesy**.

Safety Protocol at the ABC/CBM

Conference safety is a responsibility we share. The Chairs of the conference, Parliamentarian and Points of Safety may inform the participants of safety concerns and request actions. Also, Delegates may raise concerns.

Actions from the Chair or Parliamentarian:

1. If something is said in an unkind manner or tone, the Chair will ask the person to rephrase it in a more courteous tone.
2. When a gentle reminder is not changing the behavior, the Chair or Parliamentarian may pause the proceedings and take a group conscience about addressing the situation.
3. If the meeting starts to lose a sense of safety, the Chair or Parliamentarian may briefly mute all speakers to stop discussion.

During this pause, the Chair may read any of the Tradition Meditations 1, 2 or 9 (see below)

Or they may choose to play the 2+ minute breathing video:

<https://youtu.be/G25IR0c-Hj8?si=ByOzxh8fv45OvkN3>

A Delegate's concern:

Delegates can report unsafe statements/actions directly to the Point of Safety (POS) person in the Zoom chat. When the Point of Safety receives a complaint they take steps to find a resolution:

- Determine the safety concern.
- Explore safety and comfort with the Understanding Our Feelings statement (above).
- Support the delegate until they are ready to return to the Conference.
- Take further action with the Conference Chair or Parliamentarian if necessary.

A breakout room will be available for direct conversation between the delegate and the Point of Safety.

Meditations to Read During a Pause

- Tradition 1 p.496

Meditation

Higher Power. I am your trusted servant seeking to support my ACA group and its primary purpose. Please remind me that the life of my program and my own recovery depends upon my willingness to put the group's welfare above my own will. Help me recognize unity.

- Tradition 2 p. 502

Meditation

Higher Power. I understand that you make your voice heard in a-group conscience. I ask you to remind me that the life of my program and, therefore, my own recovery depends upon my-willingness to put the group's welfare above my own will. Where I disagree with the common view of my fellows in service, allow me to state my case honestly and respectfully. Allow me to listen to and consider the views of others. May I state my view and support all group decisions, including the ones I might disagree with. Your will, not mine, be done.

- Tradition 9, p. 537

Meditation

Higher Power. May I remember that ACA and its meeting and service structure are different than my family of origin. May I be patient and avoid reaching for the easiest way out when I am confronted with a difficult situation. Help me and my ACA group ask for help in keeping our meetings safe and recovery oriented. Also help us celebrate the things that we do right.