

KNOWLEDGE BASED DECISION MAKING PROCEDURES

This document defines KBDM, outlines the procedure and offers a worksheet. This would in no way prohibit introducing and voting on a topic or issue that comes up suddenly and requires an immediate decision nor would it be required for non-policy or non-procedure items.

***Please communicate with Area Chairperson of your intent to submit a KBDM ***

1. Every topic brought to the AWSC or Assembly for discussion will be written on the KBDM Worksheet using the following format:

- A. Make a title for your topic.
- B. Topic Statement or Framing: this is an introduction; keep it brief. It could be a question or quotation, something that grabs the attention.
- C. History or Background: this section gives the background as well as the relevance of the topic, the reason it needs to be discussed at this time.
- D. Summary or Conclusion: this will give a final perspective on the topic but not give a solution; it will ask for a discussion.

2. The following five questions could be used as a foundation to gather information to write the KBDM Worksheet.

- A. What do we know about our membership's needs, wants and preferences that is relevant to this topic?
- B. What do we know about our resources (finances, membership participation, etc.) that is relevant to this topic?
- C. What do we know about the current realities (membership, culture, etc.) and our fellowship's environment (technology, spiritual principles, our Steps, Traditions, and Concepts) that is relevant to this topic?
- D. What are the pros and cons?
- E. What do we wish we knew?

3. **Once this is done, the completed KBDM Worksheet will be sent to the Chairperson with a request that it be added to the next AWSC and following Assembly meeting's agenda and the form will be sent out with the AWSC and Assembly agenda by the Secretary. Because our policy requires the agenda be sent out four weeks in advance, this worksheet should be sent at least six weeks prior to the Assembly or AWSC.**

4. **The Chairperson will introduce the topic at the beginning of the meeting, stating that a discussion will take place without a vote. Discussion takes place, giving everyone an opportunity to ask questions and share opinions. Discussion is then tabled, giving everyone a chance to reflect and discuss among themselves. Then, the topic will be re-introduced later in the meeting, asking the following questions:**
 - A. Has everyone asked all the questions needed for clarity?
 - B. Has everyone had an opportunity to voice their opinion?
 - C. Has the minority opinion been heard?
 - D. Does everyone feel they thoroughly understand the topic?
 - E. Does everyone feel that an informed group conscience has taken place?
 - F. Is the group ready to take some action – i.e. write a motion, take a vote, dismiss the topic, etc.
 - G. If not, can this topic be tabled until the next meeting?
 - H. It is possible that just a discussion is sufficient and no further action is necessary.

5. **If the action results in a motion being presented, the motion will be written out on the Area Motion form and read twice by the Secretary.**

6. **The Chairperson will ask if the members wish to have a written ballot or show of hands. The vote will be taken; all eligible votes will be accounted for.**