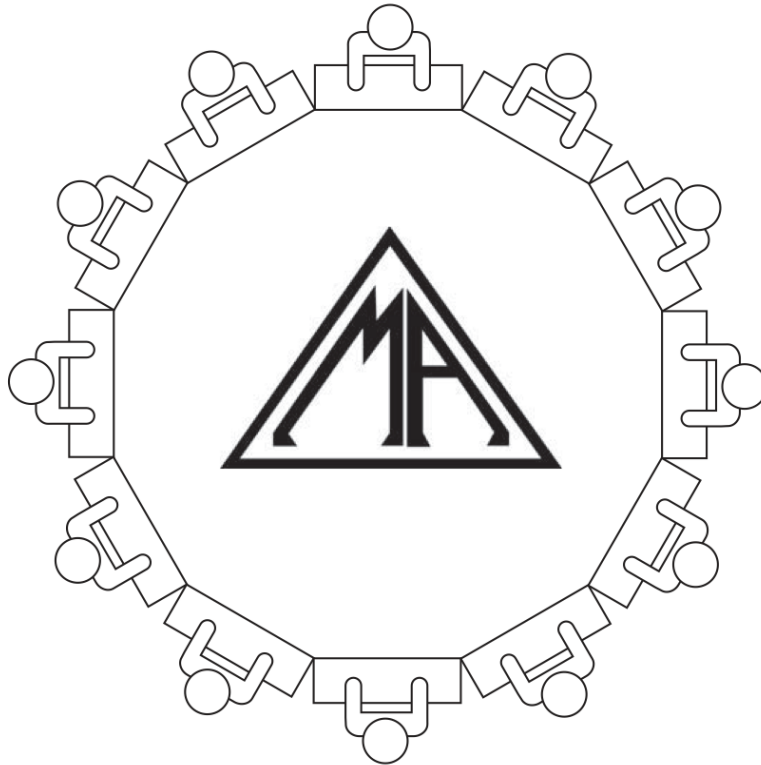


Marijuana Anonymous World Services



World Services Conference 2014

**May 23 - 26
Mt. St. Mary's College
Los Angeles, CA**

CONFERENCE MATERIALS PACKET

District Conscience Record

The purpose of the table below is for districts to be able to track the district conscience on each of the agenda items. It is for private use and will not be examined or collected at the conference.

It is recommended that for each meeting's group conscience, a tick mark is made in the appropriate column so that an overall district conscience can be viewed at a glance.

Example:

	Agenda Item	Yes	No
1	Agenda Item 1		
2	Agenda Item 2	 	

	Agenda Item	Yes	No
1	Delegate Responsibilities Update		
2	Update Trustee Job Descriptions		
3	Add Parliamentary Authority to MA Bylaws		
4	Remove requirement to have attendee at conference for approval for becoming a new district.		
5	Conference motions should reference specific service manual sections		
6	Continuity in the Dangers of Cross Addiction		
7	Update or allow rewrites of existing Life With Hope stories and solicit new stories		
8	Change due date of conference agenda items from December 31 to February 28		
9	Clear communication of the deadline for submitting conference agenda items		

2014 Conference Program & Agenda - DRAFT

NOTE: This is a draft Agenda and will likely change before the Conference. The Agenda will be finalized at least a month before the Conference.

Day 1: Saturday, May 24, 2014	
7:00am - 8:00am	MA Meeting
8:00am - 9:00am	Breakfast
9:00am - 1:00pm	General Session I
9:00am - 9:15am	Welcome & Introductions
9:15am - 9:30am	Adoption of Standing Rules
9:30am - 9:35am	Agenda Review
9:35am - 10:00am	Consent Agenda (Fast Track) <ul style="list-style-type: none"> • Approval of the Minutes of the 2013 Conference • Acceptance of Trustee Reports • Approval of Committee Appointments • Adoption of Agenda
10:00am - 11:15am	MAWS Reports
11:15am - 11:30am	Break
11:30am - 12:15pm	Introduction of Eligible Members for Trustee Election
12:15pm - 1:00pm	District Reports (Part I)
1:00pm - 2:00pm	Lunch
2:00pm - 6:30pm	General Session II
2:00pm - 2:45pm	District Reports (Part II)
2:45pm - 3:15pm	Budget Discussion (Part I)
3:15pm - 3:45pm	Program: Legalization of Marijuana
3:45pm - 4:00pm	Break
4:00pm - 5:30pm	Motions: Session I
5:30pm - 5:45pm	Break
5:45pm - 6:00pm	Introduction to Trustee Election Procedure
6:00pm - 6:30pm	Program: PI Initiatives
6:30pm - Whenevs	Evening Break
10:00pm - 11:00pm	MA Meeting
Day 2: Sunday, May 25, 2014	
7:00am - 8:00am	MA Meeting

8:00am - 9:00am	Breakfast
9:00am - 1:00pm	General Session III
9:00am - 9:45am	Budget discussion (Part II)
9:45am - 10:15am	Trustee Elections (takes place throughout General Session III) 2016 Conference & Convention Host Districts Selected
10:15am - 11:45am	Motions: Session II
11:45am - 12:00pm	Break
12:00pm - 12:30pm	Program: The Service Manual - Centralized Use and Collaboration
12:30pm - 12:45pm	Trustee Election Results
12:45pm - 1:00pm	Introduction to Committee Work
1:00pm - 2:00pm	Lunch
2:00pm - 6:00pm	General Session IV
2:00pm - 6:00pm*	Committee Breakout Sessions *may extend to 7:00pm if needed (at discretion of committee chairs)
6:00pm - 7:00pm*	Trustee Organizational Meeting / Dinner (Part I) *may be 7:00pm depending on how late the committees go.
6:00pm - Whenevs	Evening Break
10:00pm - 11:00pm	MA Meeting
Day 3: Monday, May 26, 2014	
7:00am - 8:00am	MA Meeting
8:00am - 9:00am	Trustee Organizational Meeting / Breakfast (Part II)
8:00am - 9:00am	Breakfast
9:00am - 12:00pm	General Session V
9:00am - 9:15am	Introduction of new Trustee Positions
9:15am - 11:00am	Committee Breakout Sessions
11:00am - 12:00pm	Budget Finalization
12:00pm - 1:00pm	Lunch
1:00pm - 3:00pm	General Session VI
1:00pm - 2:30pm	Committee Presentations and Motions

Standing Rules of the Marijuana Anonymous World Service Conference of 2014

Rule 1 Purpose

The Conference is the guardian of the Traditions of Marijuana Anonymous, the perpetuators of the world services of our Society, and the voice of the group conscience of our entire Fellowship.

Rule 2 General Warranties of the Conference

In all its proceedings, the World Service Conference shall observe the spirit of the MA Traditions, taking care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference Members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of MA, it shall never perform any acts of government; and that, like the Society of Marijuana Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

Rule 3 Voting Members

The Conference shall be open to all members of the Society and special workers. The voting members of the Conference (Members) are the Marijuana Anonymous World Services (MAWS) Trustees, duly-elected Marijuana Anonymous (MA) Delegates and appointed or elected MAWS committee heads and coordinators in attendance. This includes the ANLP Chairperson or another ANLP Executive Director. Each MA District may elect two Delegates. Each voting Member has only one vote no matter how many positions they may hold.

Voting Members must be sober. Sobriety is defined as abstinence from marijuana and all mind altering substances, including alcohol.

Rule 4 Quorum

A quorum shall consist of two-thirds of the voting Members registered to attend the Conference.

Rule 5 Chairperson

A Chairperson, often referred to as the Chair, presides over the meeting. A Member who wishes to address the assembly gets the attention of the Chair by raising a hand, and waits until called upon. This is done in silence with two notable exceptions: "Point of Order" and "Point of Information" (see below).

The MAWS President shall act as the Conference Chairperson. If absent, the Secretary shall act as the Conference Chairperson. Otherwise, any Member may be nominated and elected by a majority vote to act as Conference Chairperson.

Rule 6 Consent Agenda

A consent agenda may be presented by the Chair. Items may be removed from the consent agenda on the request of any one Member. Items not removed may be adopted by general consent without debate. Removed items shall be taken up either immediately after the consent agenda.

Rule 7 Motions and Amendments

Motions are formal proposals for action. A motion must be offered by a voting Member or standing committee. It must be seconded, that is, endorsed for discussion by another Member who calls out "second!" If there is no second, the motion is not put before the group. Motions that have been moved, seconded and repeated by the Chair are no longer the property of the mover, but of the assembly. Therefore, the original maker no longer has the sole right to withdraw or change the motion.

There may be only one main motion active, or “on the floor,” at a time.

Amendments modify the wording, and often the meaning, of the main motion. Amendments made and seconded are debated and voted upon (or accepted by unanimous consent) by the assembly before the vote for the main motion occurs. Amendments should say exactly where in the main motion the change is to be made, and precisely what words to use. The assembly must adopt any amendment either by a vote or by unanimous consent in order to attach it to the main motion. This is true regardless of whether the maker of the original motion endorses it.

Rule 8 Debate

Debate is the discussion on the merits of a pending question to determine if the issue should be adopted or not. Debate shall be managed by the Chair in an impartial manner. Members may participate in debate only when they are recognized by the Chair. Debate may be interrupted, i.e. a Member may interrupt another Member who has the floor, only to make a Motion to Recess or Adjourn, a Motion to Raise a Point of Privilege, a Point of Information, or a Point of Order. The Member making a motion is entitled to speak first; Members who have not spoken on the issue shall be recognized ahead of those who have previously spoken.

No motion shall be debated until seconded and restated by the Chair. Any motion shall, if desired by the Chair or any other Member, be reduced to writing, delivered to the Chair and read before it shall be debated.

A Member may speak twice to a motion on the same day, but the Member may take their second turn only after everyone who wishes to speak for the first time has spoken. If debate on the motion is continued on another day, the Member's right to debate is renewed. Each Member may speak for five (5) minutes on each turn.

Unless extended by a two-thirds vote, debate on any main motion, together with any amendments, shall be limited to forty-five (45) minutes.

Rule 9 Previous Question

When recognized by the Chair, a Member may offer a motion to close debate and require a vote on the pending motion. The proper wording is, “I move the Previous Question.” A motion for Previous Question must be seconded, is not debatable, and may be adopted by an immediate two-thirds vote or by unanimous consent.

Rule 10 Postponement of Motions

There are three methods of postponing pending motions. These are subsidiary motions that require proper recognition by the Chair, and must be seconded.

1. A motion to **Postpone to a Certain Time** is debatable, and temporarily sets the motion aside until the designated time.
2. A motion to **Postpone Indefinitely** is debatable and, in effect, “kills” the motion.
3. A motion to **Lay on the Table** is not debatable, and sets the motion aside in order to take up something else of immediate urgency. The original motion remains set aside until a member moves to bring it back up.

Rule 11 Voting

Unanimous Consent. If it appears to the Chair that a motion or amendment is uncontroversial, it is proper for the Chair to ask if there is “any objection” to adopting the motion or amendment. If no objection is made, the Chair may declare the motion or amendment adopted. If even one member objects, however, the motion or amendment is subject to debate and vote.

Votes. Each member who votes casts a vote of “yes” or “no.” A “yes” vote of at least two-thirds of the assembled quorum is required for a motion or amendment to pass.

A member who “abstains” is choosing not to cast a vote. However, members must be aware that in the system of vote counting defined by MAWS’ governing documents, in which the outcome is based upon a specific number of “yes” votes, if

you are in the room while the vote is being taken, and you abstain, your vote is equivalent to voting “no.”

Rule 12 Point of Order

Upon noticing a breach of order that may do harm if allowed to pass, a Member gets the Chair’s attention by calling out, “Point of Order.” Without waiting for recognition, the Member immediately addresses the Rules violation. The Chair then rules on the point of order, briefly giving reasons. No second is necessary and no vote is taken.

Rule 13 Point of Information

A Member may, at any point, get the Chair’s attention by calling out, “Point of Information.” The Member then inquires as to facts relevant to the business before the body, but not related to parliamentary procedure. It is not used to give information; instead, one must wait to be recognized and make the informative point as part of debate. No second is necessary and no vote is taken.

Rule 14 Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Conference in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Society and these standing rules.

Members desirous of a concise guide to the rules are directed to the current edition of *Robert’s Rules of Order Newly Revised In Brief* (emphasis added). This practical handbook will be used at the Conference as needed.

Rule 15 Election of Trustees

Trustees are elected using the Third Legacy Procedure to one two-year term with an option for two additional one-year terms. No Trustee may serve more than a four-year consecutive maximum.

Trustees must have a minimum of two years sobriety, which means abstinence from marijuana and all mind-altering substances including alcohol. A Trustee’s name is placed on public records of MAWS and therefore a Trustee must be prepared to accept that his or her name may be revealed publicly.

A Member must be present at the Conference to be elected. All qualified Conference attendees shall be eligible to be elected as Trustees, subject to their right to withdraw their names from consideration, and provided they have substantially attended the conference at which they are being considered. A quorum must be present, and two-thirds of the Members voting are needed to elect a Trustee or to modify, for the current election only, the procedure for electing Trustees.

a) Procedure

1. At the opening general session of the Conference, the names of all persons who meet the Trustee requirements are placed on an eligibility list, subject to view by all Members for the duration of the Conference.
2. Candidates may strike their name from the list at any time.
3. To vote, each voting Member writes the names of their chosen candidates (from the current eligibility list) on a secret ballot.
4. For each round of voting, voters must write the exact number of names as there are positions to be filled (i.e., if there are three Trustee positions available, voting Members must write the names of three candidates on their ballot). As positions are filled, the number of names required on each ballot will change.
5. Errors made by voters regarding 3 or 4 above shall require that the vote be discarded, and a new vote taken.

b) Voting Process

1. The first vote is taken. Any candidate receiving two-thirds or more of the votes is elected. Note that this vote may result in no one being elected.
2. A second vote is taken if required. Any candidate receiving two-thirds or more votes is elected. If all available positions are not filled, “automatic withdrawals” begin. The names of candidates receiving one-fifth or fewer of the votes are removed from the eligibility list. However, the number of candidates remaining on

the list must not be less than the number of positions still available plus one (to satisfy this requirement, candidates receiving the most votes are not automatically withdrawn; there may be cases where candidates who did not receive one-fifth of the votes remain on the list).

3. A third vote is taken (if required). Any candidate receiving two-thirds or more of the votes is elected. If all available positions are not filled, the names of candidates receiving one-third or fewer of the votes of the votes are removed from the eligibility list. However, the number of candidates remaining must not be less than the number of positions still available plus one (candidates who received the most votes are retained to satisfy this requirement; there may be cases where the candidates who did not receive one-third of the votes remain on the list).
4. A fourth vote is taken (if required). Any candidate receiving two-thirds or more of the votes is elected. If, at this point, positions remain unfilled, the names of candidates receiving one-third or fewer of the votes are removed from the eligibility list. However, the number of candidates remaining must not be less than the number of positions still available plus one (to satisfy this requirement, candidates receiving the most votes are not automatically withdrawn; there may be cases where candidates who did not receive one-third of the votes remain on the list). The chairperson then entertains a motion to:
 - a. Stop balloting and draw remaining names from a hat. Positions are filled in the order that the names are drawn; or
 - b. Conduct a fifth and final vote. Any person receiving two-thirds or more of the votes is elected. If positions remain unfilled, remaining names go into a hat, and positions are filled in the order that the names are drawn.

Rule 16 Standing Committees

All Members are assigned to a Committee, except for the MAWS President who is an ex-officio member of all Committees. Members are expected to continue their Committee participation throughout the following year. The Committees and their responsibilities are:

a) Literature Committee

The Literature Committee is responsible for drafting and recommending for approval all of Marijuana Anonymous' literature and media. Good quality literature is one of the most important service responsibilities of MA. The Literature Committee must obtain and approve a proof prior to publication. New Conference Approved Literature and media should be forwarded to A New Leaf Publications in a timely manner. The Committee is chaired by the Trustee responsible for Literature or appointee.

b) Finance Committee

The Finance Committee is charged with the responsibility of organizing the financial affairs of Marijuana Anonymous World Services. The committee drafts an annual budget and recommends other financial priorities for MAWS. The Committee also supervises the work during the year of the MAWS Treasurer and the office staff. The Committee is chaired by the Trustee responsible for the Treasurer job or appointee.

c) Policies and Procedures Committee

The Policies and Procedures Committee is responsible for issues concerning the structure and organization of Marijuana Anonymous World Service. The Policies and Procedures Committee debates and recommends changes in the structure of MA. The committee also considers the relationship between MA, MAWS, and the legal rights and obligations imposed by the communities in which MA exists. The Policies and Procedures Committee is also responsible for the Service Manual, and all other documents which affect the organization and structure of Marijuana Anonymous. The Committee is chaired by the Trustee responsible for Policies and Procedures or appointee.

d) Hospitals and Institutions Committee

The H&I Committee is responsible for setting forth guidelines to districts on service at hospitals and institutions. This includes review of the H&I Handbook, related pamphlets and literature, helping districts establish H&I committees and more effectively carry the message of MA to the marijuana addict who is confined, in treatment, or has no other way

of hearing our message. The Committee is chaired by the Trustee responsible for Hospitals and Institutions or appointee.

e) Public Information Committee

The PI Committee is charged with setting forth the guidelines to the districts on organizing and maintaining MA's outreach to the general community. The function of this committee includes creating and recommending for approval: Public Information manual, public service announcements and guidelines to be used by district PI committees as well as the MAWS office manager when communicating with the public at-large. The Committee is chaired by the Trustee responsible for Public Information or appointee.

f) Conferences and Conventions Committee

The Conferences and Conventions Committee acts as liaison between previous, present and future host district conference and convention teams to facilitate communications, information sharing and collaboration. The Committee works closely with other responsible committees to distribute information (e.g. mawsconference.org), develop an information repository and related tasks such as online registration, budget development, and district support. The Committee bears primary responsibility for developing and implementing remote conference attendance and voting, a project which was authorized at the 2013 Conference. The Committee is chaired by the Trustee responsible for Conferences and Conventions or appointee.

g) Internet Committee

The Internet Committee's responsibility is to serve all of MAWS' Internet-related functions and to investigate and develop ways to carry the message of recovery to marijuana addicts worldwide. The Committee is chaired by the Trustee responsible for Internet or appointee.

h) Outreach Committee

The Outreach Committee supports the primary purpose of carrying the message of recovery to marijuana addicts by facilitating correspondence with meetings and districts throughout the world. The committee will continue to facilitate international growth and connection through communication. The function of this committee includes investigating and developing ways to carry the message of recovery to marijuana addicts worldwide and to ensure that meetings and districts are aware of the support made available by MAWS. The Committee is chaired by the Trustee responsible for Outreach or appointee.

During the 2014 Conference, the Hospitals and Institutions Committee and the Public Information Committee will convene together with shared membership. Similarly, the Conferences and Conventions Committee and the Internet Committee will convene together with shared membership.

TITLE: Delegate Responsibilities Update

SUBMITTED BY: Chrysanthemum H., Micah S., Keith G. Trustees

BACKGROUND/ORIGIN: The purpose of this motion is to emphasize the ongoing role of Delegates after the Conference. While participating at the Conference is a critical responsibility, it is just as important that Delegates participate on their Committees over the subsequent year. Furthermore, Delegates are the first point of contact between Marijuana Anonymous World Services (MAWS) and the Districts throughout the year, being responsible for receiving minutes of the Board of Trustees and liaising between the MAWS and DSC Treasurers. We have had trouble over the past several years with the communication between DSCs and MAWS, and these changes help to clarify what the Delegate role is to prospective Delegates. As it has been difficult for MAWS Trustees to have updated contact information for their counterparts on DSCs, for example, the MAWS PI Trustee being able to contact DSC PI Chairs, we need the help of our Delegates to keep our contact information current.

MOTION: Update the Service Manual in Chapter 13 DELEGATES as follows:

Replace the second paragraph with the following three paragraphs:

The Delegate's primary responsibility is to serve as liaison between the District and MAWS throughout the year that begins with each Conference. This begins with Delegates attending the MAWS Conference and voting on all matters that are to be decided according to the conscience of the District's groups. The Delegate votes on policies affecting MA as a whole, and participates in the selection of Trustees and Service Committee chairs.

Delegates participate on one or more committees at the Conference, and are expected to continue such participation throughout the following year. Delegates are responsible for reporting on MAWS's activities to the Districts throughout the year, and for insuring that MAWS receives updated contact information for the DSC Chair, Treasurer, Communications, and other officers so MAWS can communicate with them regarding world-level activities and issues that are within their purview.

The Delegate serves as a voting member in the nonprofit corporation, MAWS, and as such must meet all legal requirements as stated in the Bylaws of MAWS, including the sobriety requirements stated in Article V (Chapter 30, p 105). The Delegate thus participates in decisions that are necessary for carrying out the business and legal affairs of MA.

Replace the existing CONFERENCE DELEGATE RESPONSIBILITIES with the following:

1. Attend the MAWS Conference.
 - a. Submit before the Conference and present a written status report on the district and its meetings.
 - b. Vote on motions according to the conscience of the district's meetings.
 - c. Serve on a Conference Committee at the Conference and throughout the year.
2. Register on the MAWS Forum providing input and feedback throughout the year.
3. Report at District Service Committee meetings.
 - a. Conference information.
 - b. Minutes from quarterly Trustee meetings.
 - c. The ongoing activities of MAWS committees.
 - d. MAWS quarterly financial report.
4. Act as District liaison between MAWS Treasurer and District Treasurer

- a. If the District uses the MAWS Taxpayer Identification Number, insure that financial statements are sent to the MAWS Treasurer in a timely fashion.
5. Keep MAWS informed and up to date.
 - a. Submit meeting schedule changes to the Office Manager.
 - b. Submit contact information for District officers and chairs to the Office Manager.
6. Report the group's and District's conscience to MAWS in setting the Conference agenda by a date that is four months prior to the Conference and at the Conference.
7. Act as District liaison to annual Convention.
8. Act as service sponsor to successor delegates, informing them of their duties and what to expect at the Conference.

TITLE: Update Trustee Job Descriptions

SUBMITTED BY: MAWS Trustees

BACKGROUND/ORIGIN: Each year the Trustees conduct a review of the job descriptions as outlined in the Service Manual. This agenda item reflects the changes needed to bring the Service Manual up to date.

NOTE: Not all job descriptions are updated below. Also, the word “trustee” has been removed from the end of each of the job titles. We are mandated by our by-laws to have 9 trustees, but we have more than 9 jobs. By simply listing the job names, we have the flexibility to combine jobs amongst trustees as makes sense.

MOTION: Update PART FOUR, Chapter 25, Section: **TRUSTEE JOB DESCRIPTIONS** of the Service Manual:

a) Rename the section from:

TRUSTEE JOB DESCRIPTIONS

to:

JOB DESCRIPTIONS

b) Add the following introductory paragraph in between **JOB DESCRIPTIONS** and **President**

Our 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.

c) Update the following Job Descriptions:

Public Information

Two years of sobriety from marijuana and all mind-altering chemicals is required.

Approximate hours per month required to perform job: 8

Duties:

1. Understand and work within MA’s Twelve Traditions and Twelve Concepts for Service.
2. Work proactively to inform groups and organizations about MA and what we do. Examples include hospitals, jails, counselors, wellness centers, crisis hotlines, treatment centers and schools. Update such groups and organizations with information about how to reach us and design and facilitate mass mailings in areas not presently covered by MA Districts.
3. Respond to inquiries that may come in from any of the aforementioned institutions and be ready to answer questions about MA, understanding MA’s traditions and “position” (no opinion on outside issues) with a focus on MA’s primary purpose, to carry the message of recovery through the twelve steps to the addict who still suffers.
4. Explore and develop Public Service Announcements in a variety of formats, including but not limited to:
 - a. Letters addressed directly to the aforementioned institutions.
 - b. Flyers to post in any publicly visible and appropriate space – bulletin boards everywhere,

- telephone poles, schools, wellness centers, grocery stores.
- c. Radio & Video PSAs.
 - d. Press releases in newspapers and magazines.
 - e. Social Media websites.
5. Be a resource for Districts and Independent Meetings (meetings outside established Districts) that inquire about carrying out PI within their jurisdictions.
 6. Attend and participate in all Trustee meetings.
 7. Maintain regular (1-2 times / month minimum) communication with other Trustees.
 8. Respond to questions and requests for help in a timely manner.
 9. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
 10. Annually review PI Trustee's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
 11. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
 12. Act as Chair for PI Committee at Conference, or appoint a suitable Chairperson.
 13. Direct the work of the PI Conference Committee throughout the year, and meet all mandated deadlines as directed by the Conference and the Service Manual.

Hospitals and Institutions

Two years of sobriety from marijuana and all mind-altering chemicals is required.

Approximate hours per month required to perform job: 6

Duties:

1. Understand and work within MA's Twelve Traditions and Twelve Concepts for Service.
2. Respond to inquiries and requests from hospitals, institutions and other inquiries pertaining to MA in hospitals and institutions
3. Explore and develop assorted media to facilitate meetings and districts to carry the message to hospitals and institutions.
4. Be a resource for Districts and Independent Meetings (meetings outside established Districts) that inquire about carrying out HI within their jurisdictions.
5. Annually review Hospitals and Institutions Handbook in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
6. Attend and participate in all Trustee meetings.
7. Maintain regular (1-2 times / month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner.

8. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
9. Annually review HI Trustee's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
10. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
11. Act as Chair for HI Committee at Conference, or appoint a suitable Chairperson.
12. Direct the work of the HI Conference Committee throughout the year, and meet all mandated deadlines as directed by the Conference and the Service Manual.

Outreach

Two years of sobriety from marijuana and all mind-altering chemicals is required. Must have easy online access to Internet and email.

Approximate hours per month required to perform job: 6

Duties:

1. Understand and work within MA's Twelve Traditions and Twelve Concepts for Service.
2. Follow up by phone or email, with people who have received Starter Packets (sent by the Office Manager) to answer questions and provide guidance.
3. Maintain a minimum of quarterly correspondence/contact with Independent Meetings.
4. Assist Office Manager in gathering Independent Meeting information for online International Directory updates.
5. Act as liaison between Independent Meetings and MAWS.
6. Act as liaison to international Districts and Independent Meetings.
7. Collaborate with Internet Trustee to facilitate online teleconferencing for international Delegates to participate in MAWS business.
8. Proactively develop ideas and strategies for international growth.
9. Confer with Trustees and ANLP regarding foreign language translations of MAWS' literature and media.
10. Attend and participate in all Trustee meetings.
11. Maintain regular (1-2 times / month minimum) communication with other Trustees.
12. Respond to questions and requests for help in a timely manner (within 10 calendar days) whenever possible.
13. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
14. Annually review Outreach Trustee's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.

15. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.

Secretary

Two years of sobriety from marijuana and all mind-altering chemicals is required.

Approximate hours per month required to perform job: 4

Duties:

1. Understand and work within MA's Twelve Traditions and Twelve Concepts for Service.
2. Make teleconference meeting arrangements for Trustee meetings outside of Conference, and provide instructions to Trustees and meeting participants.
3. Take Minutes of the Trustee meetings, and forward drafts to Trustees for approval following each meeting.
4. Send approved Trustee Meeting Minutes to Delegates, Office Manager, ANLP, and Trustees.
5. Following the approval of the previous meeting's Minutes, prepare a summary bullet point list of items, for approval by the Trustees. The approved summary is then sent to the Delegates (within 10 days) and submitted to ANLP for publication in A New Leaf.
6. Provide meeting Minutes to Office Manager for archival
7. Attend and participate in all Trustee meetings.
8. Maintain regular (1-2 times / month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner (within 10 calendar days).
9. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
10. Annually review Trustee Secretary Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
11. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
12. Assist the Chair of the Conference Committee to which you are assigned, both at the Conference, and as needed throughout the year.
13. Facilitate voting on trustee conference calls. This includes doing a roll call, confirming that a quorum is present and tallying the vote along with the President.

Conferences and Conventions

Two years of sobriety from marijuana and all mind-altering chemicals is required.

Approximate hours per month required to perform job: 4

Duties:

1. Understand and work within MA's Twelve Traditions and Twelve Concepts for Service.

2. Gather and archive information about past events including budgets, site selection, committees and procedures, useful templates or forms, timelines and checklists.
3. Maintain a roster of people on past hosting committees available for mentoring.
4. Create “trend” reports for past conference and convention costs including (but not limited to) travel, production and food costs.
5. Attend and participate in all Trustee meetings.
6. Maintain regular (1-2 times / month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner (within 10 calendar days) whenever possible.
7. Post report of quarterly activity to Trustees’ online networking system 20 days in advance of each Quarterly Trustee Meeting.
8. Annually review Conference and Convention Trustee’s Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
9. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
10. Assist the Chair of the Conference Committee to which you are assigned, both at the Conference, and as needed throughout the year.

Internet

Two years of sobriety from marijuana and all mind-altering chemicals is required. The Internet Trustee must have easy access to the Internet and email.

Approximate hours per month required to perform job: 4 - 8

Duties:

1. Understand and work within MA’s Twelve Traditions and Twelve Concepts for Service.
2. Assure timely responses to inquiries and help requests related to MAWS Internet Properties. Responses shall be made within ten calendar days whenever possible.
3. Promote MA’s online presence.
4. Manage MAWS Internet properties including websites, mobile app and worldwide database of meetings.
5. Proactively develop new ways to use information technology to carry the message to the addict who still suffers.
6. Ensure that Internet Service Providers, e.g. hosting, payment processing and code repositories, are a competitive value.
7. Monitor and report on statistics for MAWS Internet properties.
8. Recruit and supervise webmaster, system administrators and software developers for MAWS Internet properties.
9. Maintain access credentials for MAWS Internet properties, including website, database,

service providers, codebase repositories and app store accounts.

10. Serve as custodian of MAWS codebase and signing keys for the mobile app and other custom software developed by or for MAWS.
11. Attend and participate in all quarterly Trustee meetings.
12. Maintain regular, monthly communication with other Trustees. Post report of activities to Trustees' online networking system in advance of each Quarterly Trustee Meeting.
13. Annually review this job description. When changes are needed, draft Conference Agenda Item to make the changes.
14. Prepare an annual, written report of activities, and present it at the Conference. Provide an electronic copy to the Office Manager in advance of the Conference.
15. Chair the Internet Committee, or appoint a suitable substitute. Direct the committee's work throughout the year, holding regular meetings. Meet all deadlines as directed by the Conference and the Service Manual.

Treasurer

Two years of sobriety from marijuana and all mind-altering chemicals is required. The Treasurer Trustee must have easy access to the Internet and email.

Approximate hours per month required to perform job: 12

Duties:

1. Understand and work within MA's Twelve Traditions and Twelve Concepts for Service.
2. Maintain bank account records and insure that deposits and bill payments are made.
3. Manages, in conjunction with the Internet Trustee when appropriate, all online financial accounts and services, including online payroll, payment, and accounting services.
4. Act as liaison to bookkeeper, accountant and tax preparer, ensuring their access to financial records as appropriate.
5. Act as liaison to District Treasurers, and collect monthly financial reports from Districts using the MAWS Taxpayer Identification Number.
6. Provide to Trustees, Delegates and ANLP quarterly financial reports, including income and expense statements, comparison of actual and budgeted expenditures, and a narrative or executive summary suitable for presentation at DSC meetings.
7. Insure that control of bank accounts and online financial services is transferred to successor within 30 calendar days of assuming the position. Ensure sufficiency of written accounting and transition procedures.
8. Ensure that accounting, payroll and other financial systems meet the needs of the Fellowship.
9. Attend and participate in all Trustee meetings.
10. Maintain regular (1-2 times / month minimum) communication with other Trustees. Respond to questions and requests for help in a timely manner (within 10 calendar days).

11. Post report of quarterly activity to Trustees' online networking system 20 days in advance of each Quarterly Trustee Meeting.
12. Annually review Trustee Treasurer's Job Description in the Service Manual. If changes are needed, draft Conference Agenda Item to make the changes.
13. Prepare a written report of annual activities. Provide report to Office Manager in electronic format in advance of the Conference. Present report at the Conference.
14. Act as Chair for Finance Committee at Conference, or appoint a suitable Chairperson.
15. Direct the work of the Finance Conference Committee throughout the year, and meet all mandated deadlines as directed by the Conference and the Service Manual.

TITLE: Add Parliamentary Authority to MA Bylaws

SUBMITTED BY: MAWS Trustees

BACKGROUND/ORIGIN: It is customary for a corporation's Bylaws to contain a section/article which defines or adopts the organization's Parliamentary Authority. MA's Bylaws do not address the question.

Chapter 16 of the Service Manual states that the Conference utilizes a modified version of *Robert's Rules of Order Newly Revised* and goes on to list a few rules. Nowhere is it stated that the list of rules is comprehensive; nowhere is it stated that the list contains only modifications and is not comprehensive. One can argue either side, depending on what serves the point that one wishes to make.

MOTION: Add the following language to the MA Bylaws:

ARTICLE XV

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Marijuana Anonymous World Services in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order Marijuana Anonymous World Services may adopt.

TITLE: Remove requirement to have attendee at conference for approval for becoming a new district.

SUBMITTED BY: Policy and Procedure Committee

BACKGROUND/ORIGIN:

At two of the past 3 Conferences, the newest 2 districts have applied to be recognized by MAWS. Neither of these then *ad hoc* districts was able to send Delegates (one was from Denmark). In each case, the Conference body was required to waive the current requirement for district to have attendee at conference for approval. Both districts were approved unanimously.

If this motions passes, in the future, new districts may apply for recognition without using its limited funds to send a delegate if they so choose. A “yes” vote simplifies future approval for any location wanting to become a new district.

MOTION:

Remove requirement (Part 3, Chapter 14) for district to have attendee at conference for approval for becoming a new district.

Change the following section from :

“A representative or representatives of the proposed new District shall attend the next available MAWS Conference in person or by video or teleconference to present their request.

The representative(s) will be expected to report factors that constitute eligibility to become a district.”

To

“The proposed new District will be expected to report factors that constitute eligibility to become a district either in person, if possible, or in writing. A representative or representatives of the proposed new District should attend the next available MAWS Conference in person or by video or teleconference to present their request.”

TITLE: Conference motions should reference specific service manual sections

SUBMITTED BY: Policy and Procedure Committee

BACKGROUND/ORIGIN:

In the past, many motions have been made and passed without any specific mention of what policy the motion is amending. This process then leaves only the office manager to figure out where in the 100+ page document new language, if any, should be added. That task has been too large for one person to manage and too complex for subsequent P & P trustees to monitor.

A “yes” vote on this motion would amend the motion process so that a location in the Service Manual is always included in motions so that the Office Manager is not solely burdened with decisions about where to add language going forward.

MOTION:

Future motions submitted at the conference should reference specific section, chapter and paragraph about where to add, change or delete language in the service manual.

1) At end of the following paragraph found in Part 4, Chapter 27, section: **GUIDELINES FOR CONFERENCE MOTIONS RECOMMENDATIONS AND REPORTS**

Motions are brought to the floor, discussed, and voted on by the conference body in General Session. Committees may submit motions that arise out of their committee business. Items that generate great debate or have not been resolved by committees are often brought forward to the conference body.

Add the following sentence:

Motions submitted at the conference should list specific sections about where to add language in the service manual.

2) At the end of the following paragraph found in Part 4, Chapter 27, section: **GUIDELINES FOR WRITING A CONFERENCE AGENDA ITEM**, sub-section: **SAMPLE AGENDA ITEM (For demonstration purposes only):**

MOTION: Any phones found alone and plugged into outlets around the room shall be confiscated and mailed back to the owner after the Conference if they can provide a complete and accurate description.

Add the following:

MOTION: In Part 4, Chapter 27, section: GUIDELINES FOR FUTURE CONFERENCES, before the sentence:

MAWS will be responsible for:

Add the paragraph:

At the General Session of the Conference, ALL cell phones must be turned off and surrendered to the quorum counter posted at the door.

Title: Continuity in the Dangers of Cross Addiction

Submitted by: David G & Rick R, District 3

Background / Origin:

Currently there are two versions of “The Dangers of Cross Addiction” that exist in our literature and Service Manual. The distinction is in paragraph 3 line 2.

The older version reads "It is important, however, to recognize the potential to create one problem as we strive to recover from another. "

The newer version reads "It is important, however, to recognize the potential to create another problem as we strive to recover from this one. "

While the intended meaning is similar, having two versions, often leads to confusion when these are read during meetings. Especially, if the tradition of the group is to say the last line in unison with the reader.

For the purpose of continuity and to avoid confusion, we would like to see the newer version used uniformly throughout the literature.

The older version appears in Life with Hope Appendix “Dangers of Cross Addiction”, the MAWS Service Manual rev 4.1 Ch 18 H&I Manual “Dangers of Cross Addiction” (Conference approved in June 1993), *Handout H-01 “Dangers of Cross Addiction” and *Handout H-01 A4 “Dangers of Cross Addiction”.

The newer version appears in the MA pamphlet P11 “Dangers of Cross Addiction” (Conference approved in June 1997)

*Handouts are found on the MAWS Website under the Public Information File Repository.
<https://www.marijuana-anonymous.org/service/file-repository/Motion-4-Archive/lit/Handouts/>

Motion:

Amend the Dangers of Cross Addiction reading found in the following locations: a) MAWS Service Manual Ch 18: Hospitals and Institutions Handbook “Dangers of Cross Addiction”, b) Life with Hope Appendix “Dangers of Cross Addiction”, c) Handout [H01 - Dangers of Cross Addiction](#) and d) Handout [H01 - Dangers of Cross Addiction – A4](#) from:

As stated in our third tradition, the only requirement for membership in Marijuana Anonymous is a desire to stop using marijuana. There is no mention of any other drugs or alcohol. This is to adhere to the "singleness of purpose" concept, but many of us have found that the only way that we can keep our sobriety is to abstain from all mind and mood altering chemicals, including alcohol.

When we give up the drug of our choice, a void is created. The initial struggle to abstain from marijuana use often leaves us vulnerable. To fill this void we may start to use, or increase the use of, other substances such as alcohol, cocaine, pills, or other self-prescribed drugs. Although we may not now be addicted to these substances, their use can lower our inhibitions, leaving us open to repeating old patterns of thinking and behaving that can lead back to marijuana use. The fact that we became addicted to marijuana reflects a tendency towards behavior that may lead to cross addiction or substitution addiction to these substances.

To reiterate, the only requirement for membership is a desire to stop using marijuana. It is important, however, to recognize the potential to create one problem as we strive to recover from another.

Change this section to read:

As stated in our third tradition, the only requirement for membership in Marijuana Anonymous is a desire to stop using marijuana. There is no mention of any other drugs or alcohol. This is to adhere to the "singleness of purpose" concept, but many of us have found that the only way that we can keep our sobriety is to abstain from all mind and mood altering chemicals, including alcohol.

When we give up the drug of our choice, a void is created. The initial struggle to abstain from marijuana use often leaves us vulnerable. To fill this void we may start to use, or increase the use of, other substances such as alcohol, cocaine, pills, or other self-prescribed drugs. Although we may not now be addicted to these substances, their use can lower our inhibitions, leaving us open to repeating old patterns of thinking and behaving that can lead back to marijuana use. The fact that we became addicted to marijuana reflects a tendency towards behavior that may lead to cross addiction or substitution addiction to these substances.

To reiterate, the only requirement for membership is a desire to stop using marijuana. It is important, however, to recognize the potential to create another problem as we strive to recover from this one.

Title: Update or allow rewrites of existing Life With Hope stories and solicit new stories

Submitted by: District 2

Background:

The 15 stories in the second edition of our Life With Hope book were written over 17 years ago. Times have changed. The lives of the story writers have changed – some in dramatic ways.

District 2 believes that the third edition of Life With Hope would benefit from updates to the original stories. Authors could be given the option to add a “flash forward” update or re-write the original story in either case reflecting a deeper understanding of their own recovery. A third edition could also add new stories written by fellows who have had much more recent experience with marijuana. Stories might discuss experience with the drug during the time since the medical marijuana movement has essentially decriminalized its use.

The original AA Big Book was written by the first 100 recovering alcoholics – people who experienced devastating, low-bottom consequences of their addiction. At some point, AA realized that people could get into recovery without hitting a low-bottom and decided to add stories to the Big Book that reflected the experience of those with higher-bottoms. Just as AA added more stories to make it relevant to a broader spectrum of alcoholics, MA can add stories that new members could relate to better. These stories could reflect the modern realities of pot clubs, medical marijuana cards, and the legal recreational use of pot in a growing number of states.

Meetings that use Life With Hope story-discussion as a meeting format will benefit from the addition of new stories. They may also enjoy the revision of or new material in the older stories.

From story writing to printing of a new edition could take several years, thus, work on this project should begin as soon as possible.

Motion: Solicit updates or rewrites from existing story authors and solicit new stories for inclusion in the third edition of Life With Hope.

Title: Change due date of conference agenda items from December 31 to February 28

Submitted by: District 2

Background:

In past years, MAWS has set deadlines of late February and early March for the submission of conference motions. Over the past few years, this deadline has moved back in time to where the motions are now required by December 31, nearly five months before the conference takes place. Since electronic communications facilitate the compiling and distributing of the conference agenda, it seems reasonable to accept agenda items so long as packages can be sent to districts and members for review sufficiently in advance of the conference.

District 2 believes that there should be a firm but reasonable deadline set for the submission of conference agenda items. In 2007, motions were accepted as late as March 1 and the motion package was distributed to districts for review weeks later. If a deadline of February 28 does not unduly burden the MAWS Office Manager, this date would allow individuals and groups additional time past the holiday season to thoughtfully prepare motions.

Ultimately, MAWS and the fellowship will benefit if the members have a reasonable deadline that allows the creation of strongly constructed motions for consideration at the conference.

Motion: Starting in 2015, the deadline for submitting conference agenda items be moved to February 28.

Title: Clear communication of the deadline for submitting conference agenda items

Submitted by: District 2

Background:

District 2 has been told for several years that the cut-off date for submitting motions or agenda items for the conference was December 31st of the prior year. It was only recently brought to our attention that page 85 of the Service Manual (4.1 revision) states that “Agenda items are submitted to the Conference Agenda Committee for inclusion on the Agenda for the Conference four months prior to the actual Conference.” A deadline of December 31 is the only deadline that District 2 has been aware of. Furthermore, a review of the MAWSConference.org website only refers to the December 31st deadline although, as of January 11, 2014, with regard to the agenda item deadline, it says “still accepting submissions” without specifying what date is the “hard” or final deadline for submissions.

There is no reason for members to be confused about a conference submission deadline. Per the Service Manual the deadline is four months prior to the start of the conference. If submissions are made earlier, that is acceptable and may even be helpful. But the communication about the deadline should be completely clear: it is four months prior to the conference’s start.

Motion: Starting immediately, the MAWSconference.org website shall identify the deadline for conference agenda items as being the date that is four months prior to the start date for each year’s conference – or another date that may be set. References to a suggested deadline should be eliminated.