

## Considerations for submitting an Item for inclusion on to the 2018 ABM Agenda

The CCC (Conference Charter Committee) and the ARS (Agenda Review Subcommittee) request that you respect the ABM Agenda Submission Process by submitting all IFDs or Motions in a timely manner.

Please submit an Item no later than **April 2<sup>nd</sup>**, the suggested date or, if possible, before. There are *several advantages to submitting an item by this date* including:

- 1. Allowing time to receive assistance from the ARS and CCC, as needed, to assist you in having your Item placed on the 3<sup>rd</sup> version of the 2018 ABM Agenda;**
- 2. Allowing time for input from other Intergroups, members and Conference Committees on your submission and assuring those responses are noted on the ABM Agenda for delegates to review prior to the Annual Business Meeting;**
- 3. Allowing time for you, the ARS, your Intergroup or others to revise your Item, if needed;**
- 4. Allowing delegates the opportunity to fully review your submission prior to the ABM, which ensures due consideration of your Item.**

*Alternatively, submitting an Item after the suggested submission due date or submitting an Item just prior to the 7 pm deadline at the start of the ABM - 'A last minute submission' - creates several disadvantages, including:*

- 1. Not allowing sufficient time for due consideration of your Item, thus placing an undue burden on members of the ARS and the CCC;**
- 2. Not allowing time for feedback on your Item from the Fellowship prior to the ABM, and therefore no notes will be placed on the ABM Agenda related to your item, leaving Delegates and other voting members of the Conference without helpful information;**
- 3. Not allowing enough time for any needed revision or in the case of a 'last minute submission' the time for revision would be very limited or impossible, thus jeopardizing the chance of your Item being placed on the ABM Agenda.**

All submissions will continue to be accepted for review prior to the 7pm deadline, July 31, 2018.

Again, in the spirit of Fellowship, please be considerate of the service work of others and know we appreciate your participation in the ABM Agenda Submission Process.

Respectfully submitted by:

Rita H. Chair CCC  
Phillip W. Chair ARS.