

## Considerations for Submissions of a Motion or IFD to the 2019 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 Motions or Items for Discussion (IFDs) in a timely manner.

Please submit a Motion or IFD no later than **March 25, 2019**, the suggested date or, if possible, before. There are *several advantages to submitting a Motion or IFD by this date* including:

- 1. Allowing time for the ARS and CCC, as needed, to assist you in having your Motion or IFD placed on the Third Version of the 2019 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 Motion or IFD, if needed;**
- 4. Allowing Delegates the opportunity to fully review your submission prior to the ABM.**

*Alternatively, submitting a Motion or IFD after the suggested submission due date or submitting a Motion or IFD just prior to the 7:00 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 Motion or IFD, thus placing an undue burden on members of the ARS and the CCC;**
- 2. Not allowing time for feedback on your Motion or IFD from the Fellowship prior to the ABM, and therefore no notes will be placed on the ABM Agenda related to your Motion or IFD, 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 Motion or IFD being placed on the ABM Agenda.**

All submissions will continue to be accepted for review prior to the 7:00 pm deadline, **July 23, 2019**.

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  
January 22, 2019