

AREA 83 - EASTERN ONTARIO INTERNATIONAL

ASSEMBLY

OPERATING PROCEDURES

AND

AREA 83 - EASTERN ONTARIO INTERNATIONAL

COMMITTEE

OPERATING PROCEDURES

**ORIGINAL APPROVED AND ACCEPTED
AT AREA ASSEMBLY
MARCH 15, 1992**

**AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 28, 1993
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 20, 1994
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 27, 1996
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 23, 1997
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 26, 2000
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PREFACE

Throughout this document, the meaning of words and phrases specific to.

AA shall be defined in the most recent edition of *The A.A. Service Manual*

A copy of the Procedures for Area 83 - Eastern Ontario International

hereinafter referred to as "Area 83") Assemblies and Area Committee

Meetings should be held by:

District Committee Members

Area Chairperson

Delegate

Alternate Delegate

Immediate Past Delegate

Treasurer

Secretary

Registrar

Area Public Information Chairperson

Area Cooperation with the Professional Community Chairperson

Area Correctional Facilities Chairperson

Area Treatment Facilities Chairperson

Area Grapevine Chairperson

Area Self-Support Chairperson

Area Archives Chairperson

An up-to-date copy of the Procedures is kept with the Secretary. It is suggested that Districts make copies available to their General Service Representatives.

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AREA 83
ASSEMBLY OPERATING PROCEDURES

PURPOSE

The purpose of these Operating Procedures is to provide guidance for the successful conduct of the business of Area 83. There can be no rules in A.A., other than those we impose on ourselves- These Operating Procedures set out what the Area Assembly has agreed upon, not what anyone has commanded it to do. All provisions of these Operating Procedures and all actions of the Area Assembly ought to conform to the Principles of the Twelve Traditions and adhere strictly to the Primary Purpose of Alcoholics Anonymous - "TO CARRY THE MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS,"

SECTION I
GENERAL

SUB-SECTION 1 - NAME

The Assembly shall be known as the *Area 83 Assembly*, hereinafter called the *Area Assembly*.

SUB-SECTION 2 - COMPOSITION

GENERAL SERVICE REPRESENTATIVE	One General Service Representative from each group in Area 83, including recognized Correctional Facilities Groups
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DISTRICT COMMITTEE MEMBERS	<u>Current</u> District Committee Members
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AREA CHAIRPERSON

DELEGATE

ALTERNATE DELEGATE

IMMEDIATE PAST DELEGATE

SECRETARY

TREASURER

REGISTRAR

AREA PUBLIC INFORMATION CHAIRPERSON

AREA COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIRPERSON

AREA CORRECTIONAL FACILITIES CHAIRPERSON

AREA TREATMENT FACILITIES CHAIRPERSON

AREA GRAPEVINE CHAIRPERSON

AREA SELF-SUPPORT CHAIRPERSON

AREA ARCHIVES CHAIRPERSON

SUB-SECTION 3 - VOTING PRIVILEGES

All members of the Area Assembly, except the Area Chairperson, shall be eligible to vote on all matters brought before the Area Assembly. If a General Service Representative is absent from a meeting of the Assembly, the alternate may vote. If both are absent another member of the same group may vote. If a District Committee Member is absent from a meeting of the Assembly, the alternate may vote.

SUB-SECTION 4 - ASSEMBLIES

The Area Assembly shall meet twice a year. Additional Assemblies may be called by the Area Chairperson. The agenda shall be forwarded to members at least six [6] weeks in advance of Assemblies.

SECTION II **MOTIONS AND AMENDMENT**

SUB-SECTION 1 - MOTIONS

A) **FORMAL MOTIONS:**

Formal motions shall be in writing and shall be forwarded to the Area Chairperson at least sixty [60] days prior to the Area Assembly in order that such motion may be included in the agenda. A copy of the written motion shall also be forwarded to the Area Secretary. It shall be read from the Assembly floor and duly seconded. It is then the duty of the Area Chairperson to allow appropriate time for discussion at the Area Assembly.

B) **FLOOR MOTIONS:**

Floor motions may be made verbally at any appropriate time during the proceedings.

C) **VOTING ON MOTIONS:**

It shall be the decision of the Group Conscience of the Area Assembly whether voting should immediately follow the discussion of a motion or if voting thereon shall take place at a subsequent Area Assembly.

Motions shall require a two-thirds majority to be declared carried, unless otherwise agreed upon.

D) **COMMONLY USED MOTIONS OF PROCEDURE (see Appendix 1)** Page 3

- i) Minority Opinion and Reconsideration
- ii) Calling the Question
- iii) Tabling a Motion
- iv) Sense of the Meeting

SUB-SECTION 2 - AMENDMENTS TO AREA ASSEMBLY PROCEDURES

Amendments to the Area Assembly Operating Procedures may be proposed by any member of the Area Assembly. Such proposed amendments shall comply with the procedures for motions; and to be carried, must have the approval of a two-thirds majority.

SECTION III
RESPONSIBILITIES

It is recommended that all members of the Assembly, including the General Service Representatives, be elected in the even years, with the term of office commencing on January 1 of the following year.

1. **GENERAL SERVICE REPRESENTATIVE**

The duties of the General Service Representative are laid down in *The A.A. Service Manual*, Chapter II.

2. **DISTRICT COMMITTEE MEMBER**

The duties of the District Committee Member are laid down in *The A.A. Service Manual*, Chapter III.

3. **AREA CHAIRPERSON**

To be elected by the Area Assembly. The duties of the Area Chairperson are laid down in *The A.A. Service Manual*, Chapter IV. The Area Chairperson shall be responsible for the conduct of all meetings of the Assembly; the preparation and distribution of the agenda at least six [6] weeks in advance of the Assembly; and, the coordination of all business of the Assembly.

The Area Chairperson does not have a vote.

The Area Chairperson is an ex-officio member of all Area subcommittees.

4. **DELEGATE**

To be elected by the Area Assembly. The duties of the Delegate are laid down in *The A.A. Service Manual*, Chapter V.

5. **ALTERNATE DELEGATE**

To be elected by the Area Assembly. The duties of the Alternate Delegate are laid down in *The A.A. Service Manual*, Chapter V, and he/she shall be Intergroup Liaison Officer for Area 83 (liaison between General Service and the various Intergroups in Area 83), and, in addition, be the single point of contact and be responsible for all matters relating to Remote Communities initiatives across Area 83, including serving as liaison with other Delegate Areas as required.

If for any reason, the Area Chairperson cannot perform his/her duties, the Alternate Delegate shall serve as Area Chairperson. In the event of the absence of the Area Chairperson and the Alternate Delegate from any Assembly, members shall select a Chairperson for that Assembly only.

6. **IMMEDIATE PAST DELEGATE**

The Immediate Past Delegate is a voting member of the Assembly, but is not eligible for any Area office.

7. **SECRETARY**

To be elected by the Area Assembly. The duties of the Secretary are laid down in *The A.A. Service Manual*, Chapter IV. The Secretary shall be responsible for recording the minutes of the Assemblies and the distribution of same in sufficient quantities; compiling and updating address lists of Committee members, as well as information on all Districts in the Area; for forwarding all Area Assembly, Area Committee and District Committee information to the General Service Office; holding and maintaining all records of Assemblies; and, other duties that may arise from time to time.

The Secretary shall be given an adequate working fund to cover postage and other expenses.

8. **TREASURER**

To be elected by the Area Assembly. The duties of the Treasurer are laid down in *The A.A. Service Manual*, Chapter IV. The Treasurer shall be responsible for the receipt and disbursement of all monies received on behalf of the Area. The Treasurer shall deposit all monies in a chartered bank. Two signatures shall be required for withdrawal of Area funds; normally, that of the Treasurer and that of the Area Secretary. But where circumstances warrant, the name of another Committee member may be substituted for that of the Area Secretary. The Area Committee shall approve the necessary signatures.

The Treasurer shall prepare annual financial guidelines for Area 83, in such detail that is acceptable to the Area Committee and the Assembly

The Area Committee shall appoint auditors, and the Treasurer shall make appropriate documents available for examination. Each year, the Treasurer shall prepare a Financial Statement to be presented to the Spring Assembly.

A prudent reserve fund in the amount of no more than one year's operating expenses shall be kept. The financial year shall be from the 1st of January to the 31st of December.

9. **REGISTRAR**

To be elected by the Area Assembly. The Registrar shall be responsible for compiling and updating Group registration and records; keeping updated Group information lists available; distributing these lists to the District Committee Members at least once a year; and forwarding Group information to the General Service Office. The Registrar prepares the roll call forms for Assemblies; calls the roll at Assemblies; and, delivers the results to the Area Secretary immediately.

10. **AREA PUBLIC INFORMATION CHAIRPERSON**

To be elected by the Area Committee. The Public Information Chairperson shall be responsible for the implementation of Public Information policy within the Area. The Chairperson shall liaise with the Districts' and Intergroups' Public Information Committees, and shall provide assistance, when requested, in accordance with the *Workbook for Public Information*.

11. **AREA COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIRPERSON**

To be elected by the Area Committee. The Cooperation with the Professional Community Chairperson shall be responsible for the implementation of Cooperation with the Professional Community policy within the Area. The Chairperson shall liaise with the Districts' and Intergroups' Cooperation with the Professional Community Committees, and shall provide assistance, when requested, in accordance with the *Workbook for Cooperation with the Professional Community*.

12. **AREA CORRECTIONAL FACILITIES CHAIRPERSON**

To be elected by the Area Committee. The Correctional Facilities Chairperson shall be responsible for the implementation of Correctional Facilities policy within the Area. The Chairperson shall liaise with the Districts' and Intergroups' Correctional Facilities Committees, and shall provide assistance, when requested, in accordance with the *Workbook for Correctional Facilities*.

13. **AREA TREATMENT FACILITIES CHAIRPERSON**

To be elected by the Area Committee. The Treatment Facilities Chairperson shall be responsible for the implementation of Treatment Facilities policy within the Arm. The Chair shall liaise with the Districts' and Intergroups' Treatment Facilities Committees, and shall provide assistance, when requested, in accordance with the *Workbook for Treatment Facilities*.

14. **AREA GRAPEVINE CHAIRPERSON**

To be elected by the Area Committee. The Grapevine Chairperson shall be responsible for the promotion and distribution of the Grapevine and related items, as well as the coordination of Grapevine representatives in the Area, and shall provide assistance, when requested, in accordance with the *Workbook for Grapevine*.

The Chairperson maintains an appropriate working fund as approved by the Area Committee.

15. **AREA SELF-SUPPORT CHAIRPERSON**

To be elected by the Area Committee. The Self-Support Chairperson shall be concerned with the self-support of Alcoholics Anonymous at all levels of service, and take any initiatives needed to maintain it and improve it. These activities shall at all times be governed by the *7th Tradition* of Alcoholics Anonymous. The Chairperson shall provide assistance, when requested, in accordance with the General Service Office literature on Self-Support.

16. **AREA ARCHIVES CHAIRPERSON**

To be elected by the Area Committee. The Archives Chairperson, in conjunction with the Area Archivist, shall be responsible for the coordination of archival activities and archival communication within the Area. The Archives Chairperson shall be responsible for the implementation of Archival policy within the Area and will report on the Archives Committee progress at Area Committee Meetings and Assemblies as well as being the liaison on Archival matters between Area 83 and GSO. The Archives Chairperson shall cooperate with the District service zones' and Intergroups' Archives committees, and shall provide assistance, when requested, in accordance with the *Workbook for Archives*. The Archives Chairperson, working with the Area Archivist, shall develop a program of Archival interest for the Area which may include a newsletter or other communication tools and/or workshops.

17. **SERVICE INFORMATION DAY COMMITTEE (See Appendix (2) Guidelines for the Service Information Day Committee)**

Each regular Assembly of Area 83 shall be preceded by a Service Information Day. To ensure involvement by all members of the Area in the Service Information Day program, the Area Committee, at the beginning of its term, shall elect a standing committee to be known as the Service Information Day Committee, comprised of six District Committee members. This committee shall then elect a chairperson and a secretary from amongst these six District Committee Members (see Appendix (3) Election of SID Committee).

The Delegate shall select the Saturday night dinner speaker.

Area officers may attend the meetings of this Committee in an advisory role.

18. **AREA ARCHIVIST**

To be appointed (or re-appointed) for a three year term by the Area Committee, on a recommendation of the Area 83 Chairperson after consultation with the Area Archives committee. Resumes for consideration shall be submitted to the Area 83 Chairperson.

The Archivist is the traditional trustee of the Area's memorabilia and shall supply advice and consultation, when requested, to all Archives Committees in the Area with respect to the preservation and cataloguing of local archival materials in accordance with the Workbook for Archives. The Archivist, a non-voting appointed committee member will report to the Area Archives committee regularly, and the Assembly as necessary about new material received and give updates about ongoing projects (the report will be presented by the Archivist as a supplement to the Area Archives Chairpersons report).

Attendance at Area Committee is voluntary, while attendance at Assembly is expected. The Archivist may attend the annual North American Archives meeting upon the approval of the Area Committee. The Archivist shall work in conjunction with the Area Archives chairperson and committee in presenting rotating archival displays at each assembly. All expenses, including but not limited to transportation, crating, travel expense (including room and meals for the Archivist), shall be paid by the requesting party or organization.

NOTE: It is recommended that any unexpected expenses (those not associated with assemblies, The EightyThree (archives newsletter), the annual North American Archives Workshop or the Area 83 Archives Workshop) incurred by the Archivist and not covered by requesting parties or organizations shall be charged to the Area. A separate line-item on the Area Spending Guidelines and Expense worksheet shall reflect expected Archivist expenses.

SECTION IV
ELECTION PROCEDURES
(See Appendix 4)

A. **REGULAR BI-ANNUAL ELECTIONS**

- I. Assembly
- II. Area Committee
- III. Districts

B. **INTERIM ELECTIONS**

- I. Assembly
- II. Area Committee
- III. Districts

C. **ELECTION FOR A TRUSTEE NOMINEE FOR THE GENERAL SERVICE BOARD**

A. **REGULAR BI-ANNUAL ELECTIONS**

I. **ASSEMBLY**

1. Officers to be elected and order of election

- (i) Delegate
- (ii) Alternate Delegate
- (iii) Area Chairperson
- (iv) Secretary
- (v) Treasurer
- (vi) Registrar

2. **Eligibility**

FIRST - Members of the outgoing Area Committee (page 12).
But if no one is prepared to stand,

SECOND - Members of the immediate past Area Committee. If there
is no one prepared to stand,

THIRD - Nominations from the floor

3. All officers are to be elected by Third Legacy procedure and in accordance with The Procedure for Election of Area Officers.
4. Candidates eligible for election must be present or must have given permission in writing for their names to stand. If the person is not present a written resume must be provided.

5. Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present the resume shall be read.

6. **Who Votes**

All members of the outgoing Area Assembly vote. If a District Committee Member is absent from this meeting of the Assembly, the alternate may vote. If neither the District Committee Member nor Alternate District Committee Member is present, the incoming District Committee Member may vote. If a General Service Representative is absent from this meeting of the Assembly, the alternate may vote. If both are absent, another member of the same group may vote.

There is one vote per group, including the General Service Representatives of recognized Correctional Facilities groups.

7. **Election Process (Appendix 4)**

- (i) This procedure shall be read to the Assembly and approval requested to continue.
- (ii) The list of names of the outgoing Committee shall be read and each shall be asked if he/she is willing to stand.
- (iii) If there is only one, that person is automatically elected by acclamation.
- (iv) If there should be no one prepared to stand from the outgoing Committee, the list of names of the previous Committee shall be read and asked if they wish to stand.
- (iv) If there is still no one, nominations from the floor shall be requested.
- (vi) If there are two or more. Third Legacy procedure shall be followed until one person is declared elected.

II. AREA COMMITTEE

1. Officers to be elected by the Area Committee and order of election:

- (i) Area Public Information Chairperson
- (ii) Area Cooperation with the Professional Community Chairperson
- (iii) Area Correctional Facilities Chairperson
- (iv) Area Treatment Facilities Chairperson
- (v) Area Grapevine Chairperson
- (vi) Area Self-Support Chairperson
- (vii) Area Archives Chairperson

2. Eligibility

FIRST - Members of the outgoing Area Committee (page 12)

But if no one is prepared to stand,

SECOND - Members of the immediate past Area Committee. If there is no one prepared to stand,

THIRD - Nominations from the floor.

3. Nominations shall be made by a member of the outgoing Committee.
4. Candidates must be present or have indicated in writing they are prepared to stand.
5. A written resume must be provided if the person is not present.
6. All members of the Area Committee, except the Area Chairperson, are eligible to vote. If a District Committee member is absent from this meeting of the Area Committee, the alternate may vote.
7. If there are two or more nominees, Third Legacy procedure shall be followed until one person is declared elected.

III. **DISTRICTS**

The A.A. Service Manual states that the Assembly should determine the method used for election. It is, therefore, recommended that Districts follow similar procedures as used by the Assembly.

1. **Eligibility**

- (i) From the outgoing General Service Representatives. But if no one is prepared to stand,
- (ii) Nominations from the floor.

If Districts have committee members who are not General Service Representatives, those Districts shall have to determine eligibility for office and voting privileges according to their own autonomy

2. **Who Votes**

There should be one vote per group.

3. **Election Process**

As stated in *The A.A. Service Manual*, election may be by simple majority or Third Legacy procedure.

B. INTERIM ELECTIONS

I. ASSEMBLY

1. Officers to be elected and order of election:

- (i) Delegate
- (ii) Alternate Delegate
- (iii) Area Chairperson
- (iv) Secretary
- (v) Treasurer
- (vi) Registrar

2. **Eligibility**

FIRST - Members of the immediate past Area Committee. But if no one is prepared to stand,

SECOND - Nominations from the floor.

3. All officers are to be elected by Third Legacy procedure.

4. Candidates eligible for election must be present or must have given permission in writing for their names to stand. If the person is not present, a written resume must be provided.

5. Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present the resume shall be read.

6. **Who Votes**

All members of the current Area Assembly vote. If a District Committee Member is absent from this meeting of the Assembly, the alternate may vote. If a General Service Representative is absent from this meeting of the Assembly, the alternate may vote. If both are absent, another member of the same group may vote.

There is one vote per group, including the General Service Representatives of recognized Correctional Facilities groups.

7. **Election Process**

- (i) This procedure shall be read to the Assembly and approval requested to continue.
- (ii) The list of names of the immediate past Committee shall be read and each shall be asked if he/she is willing to stand.
- (iii) If there is only one, that person is automatically elected by acclamation.

- (iv) If there should be no one prepared to stand from the immediate past Committee, nominations from the floor shall be requested.

II. **AREA COMMITTEE**

1. Officers to be elected by the Area Committee and order of election:
 - (i) Area Public Information Chairperson
 - (ii) Area Cooperation with the Professional Community Chairperson
 - (iii) Area Correctional Facilities Chairperson
 - (iv) Area Treatment Facilities Chairperson
 - (v) Area Grapevine Chairperson
 - (vi) Area Self-Support Chairperson
 - (vii) Area Archives Chairperson
2. Eligibility
 - FIRST - Members of the immediate past Area Committee. But if no one is prepared to stand,
 - SECOND - Nominations from the floor.
3. Nominations shall be made by a member of the current Committee.
4. Candidates must be present or have indicated in writing they are prepared to stand.
5. A written resume must be provided if the person is not present.
6. All members of the Area Committee, except the Area Chairperson, are eligible to vote. If a District Committee Member is absent from this meeting of the Area Committee, the alternate may vote.
7. If there are two or more nominees, Third Legacy procedure shall be followed until one person is declared elected

III. **DISTRICTS**

The A.A. Service Manual states that the Assembly should determine the method used for election. It is, therefore, recommended that Districts follow similar procedures as used by the Assembly.

1. **Eligibility**
 - (i) The General Service Representatives. But if no one is prepared to stand,
 - (ii) Nominations from the floor.

If Districts have committee members who are not General Service Representatives, those Districts shall have to determine eligibility for office and voting privileges according to their own autonomy.

2. **Who Votes**

There should be one vote per group.

3. **Election Process**

As stated in *The A.A. Service Manual*, election may be by simple majority or Third Legacy procedure.

**C. ELECTION OF A TRUSTEE NOMINEE FOR
THE GENERAL SERVICE BOARD**

1. Election by the Area Assembly.
2. Those voting are those eligible to vote at this meeting of the Assembly.
2. Nominations shall be from the floor.
3. Nominations may be made by any member eligible to vote at the Assembly.
5. If a candidate is not present, permission must have been granted by the candidate in writing for the name to stand.
6. If a candidate is not present a written resume shall be provided and read by the nominator.
7. If there is only one candidate, that person is automatically elected by acclamation.
8. Candidates shall be requested to say a few words.
9. Third Legacy procedure shall be used.

AREA 83
AREA COMMITTEE OPERATING PROCEDURES

The Area Committee is the Steering Committee for the Area Assembly.

SECTION I
GENERAL

SUB-SECTION 1 - NAME

The committee shall be known as the Area 83 Committee, hereinafter called the Committee.

SUB-SECTION 2 - COMPOSITION

DISTRICT COMMITTEE MEMBERS

AREA CHAIRPERSON

DELEGATE

ALTERNATE DELEGATE

IMMEDIATE PAST DELEGATE

SECRETARY

TREASURER

REGISTRAR

AREA PUBLIC INFORMATION CHAIRPERSON

AREA COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIRPERSON

AREA CORRECTIONAL FACILITIES CHAIRPERSON

AREA TREATMENT FACILITIES CHAIRPERSON

AREA GRAPEVINE CHAIRPERSON

AREA SELF-SUPPORT CHAIRPERSON

AREA ARCHIVES CHAIRPERSON

SUB-SECTION 3 - VOTING PRIVILEGES

All District Committee Members and Committee officers, except the Area Chairperson, shall be eligible to vote on all subjects brought before the Committee. If a District Committee Member is absent from a meeting of the Committee, the alternate may vote.

SUB-SECTION 4 - MEETING

The Committee shall meet as often as necessary to conduct the business of the Assembly. Members of the Committee shall be advised of meetings well in advance.

SECTION II **MOTIONS AND AMENDMENTS**

1. MOTIONS

Motions at Committee Meetings shall follow the same procedures as outlined for Assemblies, substituting the word Committee for the word Assembly where appropriate.

2. AMENDMENTS TO AREA COMMITTEE PROCEDURES

Any amendment to the Area Committee Operating Procedures must be approved by the Area Assembly.

SECTION III **EXPENSES**

1. GENERAL

Area 83 shall reimburse all Area Committee officers, Area chairpersons, Committee members on special assignment, opening / banquet speakers on Assembly weekends, as well as members of ad hoc committees, for costs of travel, accommodation and meals, and other expenses, such as telephone, postage, photocopying and literature, incurred in the performance of his or her duties on behalf of the Area in amounts recommended from time to time by the Area Committee and approved by the Area Assembly.

2. CORRECTIONAL FACILITIES

Taking into consideration that each District has the obligation to be self-supporting and subject to the Area Correctional Facilities Chairperson's approval, any expenses incurred by Districts for carrying the message into Correctional Facilities that are above their ability to finance shall be absorbed by Area 83 in accordance with limits outlined under point 1., above.

3. **IN MEMORIAM FUND**

Upon the death of any member of the Area Committee, a donation of one hundred dollars [\$100.00] shall be made to the In Memoriam Fund at the General Service Office.

4. **BEQUESTS IN WILLS**

Bequests in Wills are acceptable only from members of Alcoholics Anonymous. The limit for such bequests is three thousand dollars [\$3,000] and must be on a one-time-only basis and not in perpetuity.

SECTION IV
NEW DISTRICTS

At approximately the middle of every two-year period, there should be a review by each District Committee Member of the need for redistricting within the District in order to provide A.A. services in the best interest of the groups and members. Should redistricting be desired, District Committee Members should take action in accordance with *The A.A. Service Manual*, Chapter III., the Guidelines for Creating a New District in Area 83 (Appendix 5) and the Area 83 Application for Additional District (Appendix 6). The proposed plan shall be brought to the Area Assembly for approval.

SECTION V
APPENDICES

Note: Appendices are deemed as *guidelines* and NOT *operating procedures* and as such are written, amended, and approved by the Area Committee not the Assembly.

Appendix One: Assembly (Committee) Commonly Used Motions of Procedure

Appendix Two: Service Information Day Guidelines

Appendix Three: Election of the Service Information Committee

Appendix Four: Area 83 Election Procedures

Appendix Five: Guidelines for Creating a New District in Area 83

Appendix Six: Area 83 Application for Additional District

APPENDIX ONE

Assembly (Committee) Commonly Used Motions of Procedure

All matters of policy or issues regarding finances should require substantial unanimity, that is, in practice, a two-thirds majority.

Minority Opinion: Our Concepts gives us the Right to speak to a position after a vote has been taken if on the unsuccessful side.

Reconsideration: A motion to reconsider the vote, made by a member who voted with the successful side, but seconded by anyone.

- ◆ Simple majority to pass - if successful, resume debate on the original motion

Calling the Question: A motion to bring debate to a halt while the members decide whether to proceed directly to a vote or go on with the debate.

- ◆ Must be made in order (recognized by the chair and have the floor and prior to any debate)
- ◆ Requires a seconder
- ◆ Not debatable
- ◆ Requires a two-thirds vote

Tabling a Motion: Postponing a discussion to a later time

- ◆ Requires a motion and a second
- ◆ Not debatable
- ◆ Requires a simple majority

Sense of the Meeting: A measure of the "mood" of those in attendance.

- ◆ All members (voting and non-voting) may raise their hands

APPENDIX TWO

Page 1

AREA 83 – EASTERN ONTARIO INTERNATIONAL

GUIDELINES
FOR THE
SERVICE INFORMATION DAY COMMITTEE

ORIGINAL APPROVED AND ACCEPTED
JANUARY 5, 2002

Amended, Reviewed and Approved by Area Committee
June 6, 2009

It is important to remember that these guidelines are not a list of instructions but rather a list of suggestions that have been collected through the experience of those who have served on previous Service Information Committees and as recommended by the Area Committee on January 6, 2007 in response to an Area inventory. They are meant to be helpful and to clear up any questions around the responsibilities of the Service Information Day Committee for Area 83 Eastern Ontario International.

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GUIDELINES FOR THE SERVICE INFORMATION DAY COMMITTEE

PURPOSE OF THE SERVICE INFORMATION DAY

Pursuant to the Area Operating Procedures, Section I General - Sub-Section 4 – Assemblies, and Section III Responsibilities - Service Information Day Committee – part 17, the following is a set of suggested guidelines for the Service Information Day Committee's use.

The purpose of the Service Information Day is to present and explain as many facets of A.A. General Service as possible to members and guests of the Assembly.

At the time of the creation of these guidelines, Area 83 holds regular Assemblies twice a year, in March and October. The actual Assembly is scheduled for the Sunday of the Assembly weekend. The Saturday of the Assembly weekend is designated a Service Information Day. An open speaker meeting is held on the Friday night of the Assembly weekend.

The Committee

The committee is comprised of six District Committee Members elected by the Area Committee at the first meeting in a new delegate panel term, as defined in the Area Operating Procedures – Section III Responsibilities – Service Information Day Committee – part 17. The Area Chairperson will chair the first meeting of the SID committee until the committee has chosen a chairperson from amongst it's membership.

Hereinafter this Committee shall be referred to as the SID Committee.

SUGGESTED DUTIES

Meetings

The SID Committee will meet with sufficient frequency to allow the proper execution of their defined duties. Experience has shown that this will typically be:

- Immediately after each Area Committee meeting,
- Early on the Friday evening of each Assembly weekend,
- Jointly with the Area Officers Friday evening of each Assembly weekend.

Friday night open meeting

- The SID Committee selects a chairperson for Friday night's open meeting, who then selects the Friday night's speaker:
 - The chair of the Friday night open speaker meeting should rotate through the members of the SID Committee.

- This meeting is a convenience for those assembly members and guests who choose to arrive on Friday night. As such, this meeting ought not to have an “imported” speaker.
- Note: a seventh tradition is collected.

Service Information Day

Workshops / Presentations

- Experience has shown that one-hour time blocks (50-minute workshop/presentation plus 10-minute rotation time) are optimal. The Service day typically will run from 9:00 a.m. to 5:00 p.m.
- Each of the Area Officers, with the exception of the Area Chair, and each sub-committee chairperson should be expected to put on at least one workshop each Service Day. These workshops should be related to the service work being done by each person, but the actual choice of topic and format is the responsibility of that person. The Area Delegate’s workshop(s) generally are plenary sessions (full attendance / no other workshops scheduled). The Alternate Delegate’s workshop typically is an interpretation of three of the Twelve Concepts each Service Information Day during the term.
- The SID Chairperson and/or designate shall confirm with the Workshop Chairpersons their availability to offer a workshop prior to publication of the agenda
- Other workshops / presentations are chosen and scheduled by the SID Committee. Previous Assemblies have committed workshops (one per term) on Service Sponsorship, Accessibility/Special Needs and Intergroups.
- Historically, topics such as the following have proven to be of recurring interest:
 - DCM’s providing interpretations of the Traditions. (This would be a full term project, with three Traditions done each of the Service Days.
 - GSR training (with an emphasis on communication within the General Service Structure)
 - DCM training (with an emphasis on communication within the General Service Structure)
 - History of Area 83
 - General Service Structure
 - AA Online
 - 12 Stepping a wet drunk

* imported – an out-of-town member who is not already being sent to the Assembly

Assigning Chairpersons to workshops

- Area officers and sub-committee chairs will typically chair their own workshops. Any qualified A.A. member could chair the other set of workshops. For example, past Delegates, DCM's, or GSR's. It is strongly suggested that these chairpersons be chosen from the A.A. membership that will already be attending the Assembly weekend. If a member is 'imported'* to chair, his/her reimbursed expenses (fuel expense, one night hotel accommodation) will be reflected in the expenses of the Service Information Day Committee.

Facilitating Workshops

- A member of the SID Committee will facilitate each workshop. It is his/her responsibility to ensure that the chair of each workshop has the requested tools to present his material i.e.: overhead projector, VCR, television etc. Chairpersons may also ask the facilitator to open and/or close the workshop for them. Facilitators should be assigned at the Friday night SID meeting and be communicated to the workshop chairs at the joint SID/area officer meeting that same evening.

Liaising

- A copy of the complete program of the Saturday Service Information Day should be provided to the Area Secretary eight weeks prior to each Assembly for printing and distribution.
- Work with the Area Chairperson to ensure the audio-visual equipment required for the workshops is provided.

Ask it Basket

- The Ask it Basket is a tool that allows Assembly members and guests to ask questions they have not had a chance to ask during the course of the day.
- It is the responsibility of the chairperson of the SID committee to collect and preview the questions before the Ask it Basket workshop.
- It is recommended that difficult questions be shared with the parties who will be asked prior to the session so that an appropriate answer may be given.

Questionnaires

- The SID Committee may design and distribute questionnaires during the Service Information Day.
 - They should be designed in such a way that their results will give the committee a better idea of what the assembly wants in the way of future workshops and what was or was not successful at the present one. They should not in any way be designed to be hurtful.
-

- Detailed results should be compiled by the SID Committee and kept for their use. Individual workshop chairs should be advised of significant comments pertaining to their workshop.

SPENDING GUIDELINES (see Section III Expenses: General, Area 83 Operating Procedures)

- Members of the SID Committee are entitled to their rooms for Friday night and meals for Friday night and Saturday to be reimbursed by Area 83.
- Literature may be purchased for a literature table. Only literature relevant to that day's workshops should be provided. It is suggested that all purchases be made through GSO and that the treasurer be made aware of any purchases prior to any ordering.
- The spending guidelines for the SID Committee should include provision for no more than two 'imported'* chairperson per assembly weekend.

RESPONSIBILITIES

SID Committee Chairperson – Elected by the SID committee

- Chair the SID committee meetings.
- Open the Service Information Day on Saturday Morning.
- Liaise with the Area chair regarding issues on the Service Information Day.
- Preview and moderate the Ask it Basket.
- Report to the Assembly and to the Area Committee

SID Committee Secretary – Elected by the SID committee

- Record minutes of the SID Committee meetings
 - Provide copies of those minutes to the members of the committee and area officers.
 - Provide the Area Secretary with a complete SID agenda 8 weeks prior to the event.
 - Design and compile results from questionnaires
 - Aid the Chairperson in the presentation of the ask it basket, recording responses given to questions.
 - Ensure workshop chairpersons provide workshop topics.
-

APPENDIX THREE

Election of the Service Information Day Committee:

6 District Committee Members elected at the first meeting of a new Delegate term (January Area Committee Meeting of odd years) to serve as the organizing committee of the assembly weekend service day (see appendix for guidelines)

Eligibility:

All District Committee Members in Area 83. Alternate DCMs are not eligible to stand.

Voting:

All DCMs, their alternates if DCM is absent, all Area sub-committee chairpersons, and all area officers except the Chairperson.

Procedure:

Nominations from the floor.

If only 6 members are nominated then they serve as the committee by acclamation.

If more than 6 members are nominated:

- Each nominee shall give a short resume
- Each voting member shall be given a ballot
- One name shall be written on the ballot
- Election is by plurality (top 6 vote counts successful)

APPENDIX FOUR

AREA 83 – EASTERN ONTARIO INTERNATIONAL

PROCEDURE FOR THE ELECTION OF AREA OFFICERS

OCTOBER 27, 2002

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INTRODUCTION:

The purpose of this procedure is to describe the election process for the Area Officers of Area 83 – Eastern Ontario International.

The goal of this procedure is:

1. To provide a written guideline to those supervising the Election process.
2. To ensure that the Election of Area Officers are carried out on a consistent basis from term to term.
3. To eliminate the possibility of complaints or challenges from the Assembly about conflicts of interest or improprieties in the Election process.

This Handbook is intended as a reference only and does not in any way supercede Area 83's Operating Procedures. As with all AA matters, everything here is suggested. Acceptance of the procedure is a matter of the Area's group conscience.

The Area Officers are the Delegate, Alternate Delegate, Area Chair, Treasurer and Secretary.

Area Officers are elected for a two year term starting on January 1 of odd-numbered years. Elections for Area Officers are held at the Fall Assembly preceding the beginning of the new term. Elections are the last item of New Business at this Fall Assembly.

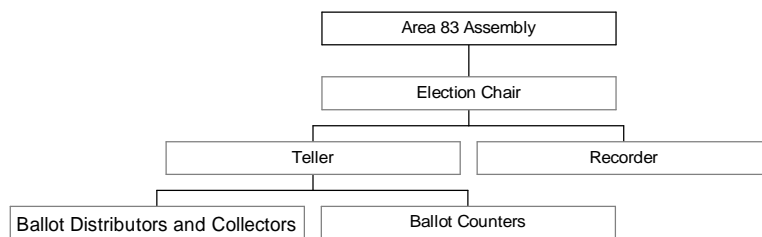
Since the members of the current Area Committee are eligible to stand for election to positions in the new term, they cannot in any way be associated with the running of the election. It is recommended therefore, that the Elections be carried out by an Election Team composed of AA members who are not eligible to stand for election and are not voting members of the Assembly.

When the Area Chair reaches the 'Elections of Area Officers' item of New Business on the Agenda, she/he will turn the election process over to the Elections Chair.

Upon completion of the election of Area Officers, the Election Chair will return the business of the Assembly back to the Area Chair.

THE ELECTION TEAM:

The following diagram outlines the suggested organization of the Election Team:



The **Election Chair** supervises the Election Team and the election process

The **Teller** supervises the distribution, collection and counting of ballots

The **Recorder** displays the names of all candidates standing for election and the results of each ballot to the Assembly.

The **Ballot Distributors and Collectors** distribute blank ballots to voting members and collect the completed ballots.

The **Ballot Counters** sort, count and tabulate the completed ballots.

THE ELECTION CHAIR:

The Election Chair supervises the Election process and the Election Team.

It is suggested that the Area Chair choose the Election Chair and announce his or her name to the Area Committee at the September Area Committee meeting.

When deciding who to ask, the Chair should keep in mind that the Election Chair must not be eligible to stand for any of the Area Officer positions and must not be a voting member of the Area Assembly.

Past Delegates are a suggested source of candidates for the position of Election Chair. An exception is the Immediate Past Delegate who is a voting member of the Area Committee and the Assembly.

The Election Chair recruits the Teller and Recorder. They are AA members who are not eligible to run for any of the Area Officer positions and are not voting members of the Assembly.

At the end of the election process, the Election Chair returns the Assembly business back to the Area Chair along with the records of the election results.

THE TELLER:

The Teller is responsible for supervising the distribution of blank ballots to all voting members, the collection of completed ballots from voting members and the sorting and counting of these ballots.

The Teller recruits the Ballot Distributors and Collectors. Six people are required for this job. It is suggested that extra candidates be recruited to allow for last minute changes.

The Teller also recruits the Ballot Counters. Six people are required for this job. It is suggested that extra candidates be recruited to allow for last minute changes.

THE RECORDER:

The Recorder is responsible for recording the names of all candidates standing for each position and displaying the list of candidates on an overhead projector for review by the Assembly.

The Recorder is responsible for receiving tabulated results from the Teller during the Election process.

The Recorder reviews all results with the Election Chair prior to displaying them on an overhead projector for review by the Assembly.

The Recorder assists the Election Chair at all times during the Election process.

The Recorder is an AA member who is not eligible to run for any of the Area Officer positions and is not a voting member of the Assembly.

THE BALLOT DISTRIBUTORS AND COLLECTORS:

They are chosen by the Teller and take direction from the Teller during the Election proceedings.

Ballot Distributors and Collectors are AA members who are not eligible to run for any of the Area Officer positions and are not voting members of the Assembly.

THE BALLOT COUNTERS:

They are chosen by the Teller and take direction from the Teller during the Election proceedings.

Ballot Counters are AA members who are not eligible to run for any of the Area Officer positions and are not voting members of the Assembly.

THE ELECTION AGENDA:

- A suggested Election Agenda can be found in Appendix A.

PHYSICAL ARRANGEMENT FOR AN ELECTION:

- Overhead projector & screen – always there, but make sure they work
- Tables and chairs for Ballot Counters
- Chairs in the Assembly hall to be arranged with four aisles (left, right and two internal) to allow for more people to distribute and collect ballots – we may need more rows to make up for the loss of 2-3 chairs per row required to make the extra aisle.
- The Area Chair will include these requirements in her/his letter to the hotel – but it will be the Election Chair's responsibility to make sure they are there and working on the Election Day.

SUPPLIES:

- Paper ballots – say a maximum of 5 ballots X 5 positions X 250 votes per ballot = approximately 8,000 ballot forms
- Pencils/pens
- Forms for tabulating data
- Calculators
- Elastic bands for bundling ballots/forms after each count
- Intermediate storage to assist counting
- Boxes for storing completed ballots
- Transparencies – preprinted with rows & columns (i.e. ready to use)
- Transparencies – blank
- Felt pens for writing on transparencies
- Buckets for the collectors – 3 aisles X 2 collectors each = 6 buckets + spares
- Water, glasses for counters
- A 'hat' to be used in cases where a candidate must be chosen by going to 'the hat'

ELECTION TEAM EXPENSES:

It is recommended that Area 83 reimburse the Election Team for all reasonable expenses related to acquiring any extra equipment or supplies required to run the Election.

It is further recommended that Area 83 reimburse the Election Chair for reasonable expenses related to her or his attendance at the Fall Assembly.

Where possible, it is suggested that all other Election Team members be drawn from AA members who would be attending the Assembly anyway, even if they were not members of the Election Team.

APPENDIX A – ELECTION AGENDA

1. Introduction
 - Call the Assembly to order
 - Introduce yourself
 - Introduce the team
 - Ensure that all voting members are in the front portion of the Assembly Hall before proceeding
2. Read the following section of Area 83's Operating Procedures about the election process
 - Section IV (Election Procedures), Item A (Regular Bi-Annual Elections) on pp. 7-8 of the Area Operating Procedures
3. Read the appropriate portions of the following section of the Service Manual related to Third Legacy Procedure
 - Item 7 on pages S63 & S64 of the Service Manual
4. Report the positions being elected and the term
 - Delegate
 - Alternate Delegate
 - Area Chair
 - Secretary
 - Treasurer
 - Registrar
 - Term is for two years
 - Term starts January 1st and continues to December 31st of the following year
5. Repeat who is allowed to vote
 - All members of the outgoing Assembly which includes:
 - All GSR's
 - All DCM's
 - All members of the Area Committee
 - If a DCM is not present, the Alternate DCM may vote. **If neither the DCM or A/DCM is present the incoming DCM or incoming A/DCM may vote.**
 - If a GSR is absent from the Assembly, the Alternate may vote. If both the GSR and A/GSR are absent a member of the same group may vote.
6. Review who is allowed to stand for election
 - See list in Appendix B
 - Describe how you will read down the list during elections to identify those who are eligible
 - Describe how you will read up the list to determine who is standing
 - Aim this discussion at both the Assembly and the candidates themselves
7. Election of the Delegate
 - See Appendix C

8. Election of the Alternate Delegate
 - Repeat the procedure used for the election of the Delegate
 - See Appendix C
9. Election of the Area Chair
 - Repeat the procedure used for the election of the Delegate
 - See Appendix C
10. Election of the Secretary
 - Repeat the procedure used for the election of the Delegate
 - See Appendix C
11. Election of the Treasurer
 - Repeat the procedure used for the election of the Delegate
 - See Appendix C
12. Election of the Registrar
 - Repeat the procedure used for the election of the Delegate
 - See Appendix C
13. Introduce the newly elected Area Officers
 - Introduce each one separately, in the order of election, ask each to say a few words to the Assembly
14. Motion to destroy the ballots
 - Needs to be moved, seconded and voted on by the Assembly
15. Thank the Election Team
16. Return the Assembly business to the Area Chair

APPENDIX B – LIST OF ELIGIBLE CANDIDATES

Alternate Delegate
Area Chair
Area Secretary
Area Treasurer
Area Registrar
Area Public Information Chair
Area Cooperation with the Professional Community Chair
Area Correctional Facilities Chair
Area Treatment Facilities Chair
Area Grapevine Chair
Area Self-Support Chair

DCM District 02	MALTON
DCM District 04	HUMBER
DCM District 06	MISSISSAUGA
DCM District 10	TORONTO SOUTH CENTRAL
DCM District 12	TORONTO SOUTH WEST
DCM District 14	TORONTO NORTH CENTRAL
DCM District 16	DISTRITO HISPANO de TORONTO
DCM District 18	TORONTO CITY EAST
DCM District 22	SCARBOROUGH
DCM District 26	LAKESHORE WEST
DCM District 28	LAKESHORE EAST
DCM District 30	QUINTE WEST
DCM District 34	QUINTE EAST
DCM District 36	KINGSTON AND THE ISLANDS
DCM District 38	THOUSAND ISLANDS
DCM District 42	ST. LAWRENCE INTERNATIONAL
DCM District 46	ST. LAWRENCE ADIRONDACK
DCM District 48	SEAWAY VALLEY NORTH
DCM District 50	CORNWALL
DCM District 54	OTTAWA RIDEAU
DCM District 58	OTTAWA BYTOWN
DCM District 62	OTTAWA WEST
DCM District 66	GOLDEN TRIANGLE
DCM District 70	RENFREW/PONTIAC
DCM District 74	PEMBROKE
DCM District 78	MADAWASKA VALLEY
DCM District 82	VICTORIA HALIBURTON
DCM District 86	KAWARTHA

APPENDIX C – ELECTION PROCEDURE

1. Announce that elections will now begin for the position of _____
2. Read down the list of eligible candidates
3. Read up the list of eligible candidates, waiting for a verbal indication that the candidate is either standing for the position, declining the position, or is not present
4. The Recorder will write the names of each candidate who stands for the position onto a transparency and display it on an overhead projector for viewing by the Assembly
5. After the list has been read in reverse and all candidates who are present have indicated their desire to stand or decline, the following will occur:

If only one candidate stands, the Election Chair will declare that person as elected to the position of _____ by acclamation. The Election Chair will then remove the person's name from the list of eligible candidates for the remaining positions and move directly to the next agenda item if more than one candidate stands, the Election Chair will invite each one to come to the microphone at the head of the room to speak briefly about their experience and qualifications for the position of _____

6. After all the candidates have spoken, the Election Chair will announce the start of the first ballot for the position of _____
7. The Ballot Distributors and Collectors distribute and collect the ballots
8. The Ballot Counters sort the ballots by candidate and count the number of ballots for each candidate
9. The Teller writes the number of ballots for each candidate on a transparency. The Teller also shows the total votes and the number of votes required for a 2/3 majority. At the end of the third ballot the Teller determines the number of votes equal to one-fifth of the total and writes this number on the transparency. At the end of the fourth ballot, the Teller determines the number of votes equal to one-third of the total and writes this on the transparency.
10. The Teller passes the transparency to the Recorder
11. The Recorder reviews the results with the Election Chair and then places the transparency on the overhead projector for viewing by the Assembly

If a candidate has the more than the number of votes required for a 2/3 majority, the Election Chair declares that candidate as elected to the position of _____. The Election chair then removes that person's name from the list of candidates eligible for the remaining positions and moves directly to the next agenda item

If no candidate has sufficient votes for a 2/3 majority, the Election Chair announces the beginning of the second ballot for the position of _____.

Repeat steps 7 to 11 for the second ballot.

If, after the second ballot, no candidate has sufficient votes for a 2/3 majority

The Election Chair announces that any candidate having less than one-fifth of the total vote is withdrawn automatically, except that the two top candidates must remain. If there is a tie for second place, the top candidate and the two tied second place candidates remain.

The Election Chair then announces the beginning of the third ballot for the position of _____.

Repeat steps 7 – 11 for the third ballot

If, after the third ballot, no candidate has sufficient votes for a 2/3 majority

The Election Chair announces that any candidate having less than one-third of the total vote is withdrawn automatically, except that the two top candidates must remain. If there is a tie for second place, the top candidate and the two tied second place candidates remain.

The Election Chair then announces the beginning of the fourth ballot for the position of _____.

Repeat steps 7 – 11 for the fourth ballot

If, after the fourth ballot, no candidate has sufficient votes for a 2/3 majority

The Election Chair asks the voting members of the Assembly for a motion (and seconder) to conduct a fifth ballot

The Election Chair then asks for a show of hands from the voting members as to:

How many are in favour of the motion

How many are against the motion

If the motion is defeated (by simple majority)

The Election Chair announces that the election for the position of _____ will be decided by placing the names of the top two remaining candidates in 'the hat'. If there is a tie for second place, the names of the top candidate and the two tied voting members are placed in 'the hat'.

The Election Chair asks a voting member of the Assembly to draw one name out of the hat

The Election Chair reads out the name of the candidate drawn from 'the hat' and declares that person as elected to the position of _____. The Election Chair removes that person's name from the list of eligible candidates for the remaining positions. This ends the process for the election of the _____.

If the motion is passed (by simple majority)

The Election Chair will announce the beginning of the fifth ballot for the position of _____

Repeat steps 7 – 11 for the fifth ballot

If after the fifth ballot, no candidate has sufficient votes for a 2/3 majority

The Election Chair announces that the election for the position of _____ will be decided by placing the names of the top two remaining candidates in 'the hat'. If there is a tie for second place, the names of the top candidate and the two tied candidates are placed in 'the hat'.

The Election Chair asks a voting member of the Assembly to draw one name out of the hat

The Election Chair reads out the name of the candidate drawn from 'the hat' and declares that person as elected to the position of _____. The Election Chair removes that person's name from the list of eligible candidates for the remaining positions. This ends the process for the election of the _____.

END OF ELECTION

APPENDIX D – FORMS FOR RECORDING ELECTION RESULTS

The following pages contain samples of forms for:

1. The recording of the results of each ballot
2. The recording of the results of all ballots for each position

AREA 83 – EASTERN ONTARIO INTERNATIONAL

ELECTION RESULTS

BALLOT NUMBER_____ FOR THE POSITION

OF_____

CANDIDATE NAME	BALLOT #1	BALLOT #2	BALLOT #3	BALLOT #4	BALLOT #5	THE HAT	
TOTAL VOTES CAST							
2/3 OF TOTAL VOTES CAST							
1/5 OF TOTAL VOTES CAST							
1/3 OF TOTAL VOTES CAST							

AREA 83 – EASTERN ONTARIO INTERNATIONAL

ELECTION RESULTS

FOR THE POSITION OF _____

CANDIDATE NAME	BALLOT #1	BALLOT #2	BALLOT #3	BALLOT #4	BALLOT #5	THE HAT
TOTAL VOTES CAST						
2/3 OF TOTAL VOTES CAST						
1/5 OF TOTAL VOTES CAST						

APPENDIX FIVE

Page 1

GUIDELINES FOR THE FORMATION OF A NEW DISTRICT IN AREA 83

March 2002

These guidelines have been written to assist in the formation of a new district in Area 83. The Service Manual and the Operating Procedures of Area 83 briefly describe the circumstances of forming a new district. These guidelines describe the process based upon our historical precedent and experience. *"Good communication and cooperation among groups, districts, and areas is important when redistricting or other changes in district structure are undertaken. There are many variations, but the goal is the same: to take care of expansion at the district level"*²

The following guidelines are a format, which if followed, should ensure the successful creation of a new district in Area 83. All proposals for new districts shall be reviewed on their own merit.

1. Local decision to form a new district

- a) Local committee to review the merits of the request
 - i. It is a good idea to include members which span the geographic area of the district
 - ii. To ensure all necessary information is at the committee's disposal include the DCM, district treasurer and district secretary as members or ex-officio members of the committee
 - iii. Frequent communication with the local membership is necessary and prudent in order to diminish rumor and fear
- b) Geographical/Service zones delineating the new district should be drawn
 - i. A pre-existing geographical boundary such as a road or county line is a good starting point - equitable numbers of groups/distance to travel
 - ii. Discussion with bordering districts as a courtesy
- c) Determination of the groups belonging to each district
 - i. A group may belong to which ever district it chooses, generally an open poll of the groups at a district meeting assists this process
 - ii. Care should be taken to divide service responsibilities as fairly as possible
- d) Financial obligations should be explored
 - i. Group contributions over a year or two should be reviewed based upon the proposal boundary/service zone in order to assure adequate finances to operate
 - ii. Existing district finances should be discussed and an equitable division of funds should be explored
- e) Service obligations should be explored
 - i. All existing service responsibilities should be discussed and evenly (where possible) distributed
 - ii. Examination of the existing service structure and the membership should be explored - will both districts have an equal opportunity to illicit the support of service minded/experienced members
- f) District officers/committee chairs elected

² The AA Service Manual

- i. A formality that can be done in advance to ensure continuity but definitely in place before the Assembly discussion
- g) Formal notice to Area Chair and Area Secretary

2. Area Committee Recommendation

- a) Notice of motion to create a new district
 - i. Placed on the area committee agenda when formal written notice is received by the Area Chair/Area Secretary ³
- b) DCM or designate describes the process and financial/service obligations to the Area Committee
- c) Discussion of the merits of the new district
- d) Approval in principle of the new district/Tabling of the motion for further discussion
- e) Recommendation to the Assembly to approve the formation of a new district

3. Area Assembly: *"The proposed redistricting shall be brought to the Area Assembly for approval."* ²

- a) Report to the Assembly on the recommendation to form a new district
- b) Discussion of the merits of the new district
- c) Approval in principle of a new district
- d) List of groups and officers in new district to be submitted to Area Registrar and Area Secretary
- e) Formal notice to GSO by the Delegate or designee (Area Secretary)
- f) Receipt of District number and DCM service number

³ Area 83 Operating Procedures

APPENDIX SIX

Page 1

APPLICATION FOR ADDITIONAL DISTRICT EASTERN ONTARIO INTERNATIONAL AREA 83

Please return completed original application to the Area Chair with a copy to the Area Secretary – submission will constitute Notice of Motion to create a new district in Area 83

From: _____ Date: _____
(District)

1. Outline the reasons and origin of the request for a new district.
2. What measures has the District taken to resolve the District's specific problems short of adding an additional district?

When?

What were the results of those measures?

3. Describe the process by which the District decided to submit this application.
 - A. Number of groups that participated in the request for a new district:

i) For _____

ii) Against _____

iii) No Opinion _____

iv) Comments of minority opposing the new district (or minority for the new district)

4. Has the existing District considered the financial impact of a new District? Describe the financial impact of a new District on each resulting District?

5. Describe the existing District geographical boundaries (service zones)?
6. Describe the proposed District geographical boundaries (service zones)?
7. Geography of the existing district:
 - A. Size (square km)
 - B. Current maximum travel distances
 - C. Current maximum distances to assembly/district meetings
8. Geography of the proposed new districts:
 - i)
 - A. Size (square km)
 - B. Current maximum travel distances
 - C. Current maximum distances to assembly/district meetings
9. Geography of the proposed new districts:
 - i)
 - A. Size (square km)
 - B. Current maximum travel distances
 - C. Current maximum distances to assembly/district meetings

10. Population

- i) Existing District: _____
- ii) Proposed District: _____
- iii) Proposed District: _____

11. How many groups are represented by each proposed District:

- i) Proposed District _____
- ii) Proposed District _____

12. Describe the historical growth of the existing District concentrating on the last 10 years.

13. How often are district meetings held? What is the percent of attendance of groups?

14. List the languages spoke in the district? Is this a request for a linguistic district?

15. Describe the specific plan for implementing the new District?

16. What specific problems, if any, do you anticipate in implementing the new District)

17. Additional comments (use a separate sheet)

Signature: _____
(DCM or GSR) (District/Group)

Date: _____

APPENDIX SEVEN

Page 1

AREA 83 WEB PAGE GUIDELINES

i) Purpose – Defines the purpose of the Eastern Ontario International Area 83 Website.

The purpose of the Area 83 website is to improve communication within Area 83; to better reach the still suffering alcoholic, to professionals, to the general public, and to members of the Fellowship. The Website shall serve as a communications tool within the Area by providing information about Area activities and events and will encourage further general service participation within the Fellowship by serving as an exchange of information about opportunities for involvement in Area activities. These goals will be achieved with the information displayed on the website as stated in the guidelines for Contents and Services and in accordance with the AA Guidelines for the Internet as published by AAWS.

ii) Contents and Services – Describes the types of information approved for display

A. The spirit of A.A. principles and traditions will be followed at all times.

1. **Anonymity will be preserved and protected.** The full names of individuals, individual phone numbers, postal and e-mail addresses will not be displayed on the website. The information will be limited to materials provided by other AA entities and will also be limited to display in PDF format only. It will not be the Webmaster's responsibility to edit these materials, however, it will be the Webmaster's responsibility to ensure the guidelines are followed.
2. There will be no endorsement or affiliation with non-A.A. entities.
3. The A.A. Preamble will be prominently shown on the home page of the website.
4. The website will link only to websites sponsored by bona fide A.A. service entities.
5. **Autonomy will be respected.** Districts and Intergroups will decide for themselves what information they do, or do not, want given on the website, as well as the extent of their participation in the Area Website activity.

B. The home page will identify the website's focus on A.A. within Area 83, making it clear there is no attempt to speak for A.A. as a whole. A link to the AAWS Website (www.aa.org) will be provided to access general information about A.A.

C. Copyrights shall be respected and registered trademarks, when used, should be acknowledged as such. For example "Alcoholics Anonymous", "A.A" and "The Big Book" are registered trademarks of Alcoholics Anonymous World Services, Inc. The "Grapevine" and "AA Grapevine" are registered trademarks of The A.A. Grapevine, Inc.

D. Anonymous e-mail contacts for trusted servants will be available, including Area Committee members and other AA members where necessary.

E. E-mail addresses shall use the Area 83 domain name to maintain the anonymity of trusted servants. Messages may be anonymously forwarded to the trusted servant's personal e-mail address. However, no personal e-mail addresses shall be disclosed by the Area Website.

F. All website visitor messages should receive a timely reply, even if nothing more than a "Thank You" for the message.

G. The following types of information only are allowed for display on the Area 83 Website:

1. Group meeting information for Groups and Meetings within Area 83 with type of meeting, time and location through links to websites sponsored by bona fide A.A. service entities (Districts/Intergroups) that will be provided as a service to the website visitor (we will not publish nor be responsible for updates of individual district or intergroup meeting lists). It shall be made clear Area 83 does not endorse these websites and our linking to these sites does not constitute their endorsement of the Area 83 Website.
2. Area 83 District meeting information. Time and location, mailing address, and answering service telephone number.
3. Area 83 Intergroups. Contact information, location and hours of operation.
4. Event information, location, time, agenda, registration form, etc., for the following types of activities:
 - A. A.A. General Service functions (quarterlies, assemblies, conferences, special forums, workshops, etc.
 - B. Fellowship activities (roundups, speaker meetings, picnics, dances, campouts, etc.)
5. Area Committee reports (elected trusted servant reports, standing and special committee reports, Committee and Assembly meeting minutes, etc.)
6. Area 83 Guidelines and motions placed on the Assembly agenda, including pros, cons and other background information.

Permissible links to A.A. websites are:

- A. AAWS (www.aa.org), commonly referred to as the G.S.O. website.
 - B. The AA Grapevine (www.aagrapevine.org).
 - C. Other Areas and Intergroups located in adjacent Areas (upon request).
 - D. Districts and Intergroups within Area 83 (upon request).
 - E. Links to application software required to support information displayed on the website (ie adobe reader)
7. Recommendations on how to submit information for display on the website (contacts, format, etc.).
8. These Guidelines for the Area 83 Website.
9. Any approved Area 83 newsletter.

iii) Domain Name Registration - Identifies Site ownership and contact information.

A. The website shall be registered to Eastern Ontario International Area 83 of Alcoholics Anonymous. The domain name shall be www.area83aa.org/

B. The Area 83 Webmaster shall be the administrative contact for the website's domain name. The technical contact shall be the Internet Presence Provider (IPP) who maintains the registered Internet domain name, and the computer equipment and servers for the Area 83 website.

iv) Administration and Maintenance - Lists roles and responsibilities for the site.

The Area 83 Webmaster and Alternate Webmaster in the absence of the Webmaster shall have direct oversight on all matters pertaining to the website providing accountability to our Fellowship.

Specific responsibilities for the Webmaster (or Alternate Webmaster) include, but are not limited to, the following administrative duties (whether or not described in the Area 83 Operating Procedures):

1. Verify the website adheres to these (Area 83) guidelines, AA Guidelines on the Internet and AA Traditions.
2. Ensure Website expenses do not exceed the amount specified in the Area 83 financial guidelines.
3. Mediate differences of opinion regarding the information displayed on the website and the services it provides.
4. Give website status reports at Area 83 Assemblies and Area Committee meetings as necessary.
5. Distributes and coordinates the responsibilities for creating, upgrading and maintaining the website.
6. Controls access to the non-public areas of the website, including file transfer privileges, to ensure website integrity.
7. Maintain a backup copy of all website files, excluding backup of hosted Web pages.
8. Respond to questions and concerns regarding website technical matters.

NOTE: While it is appreciated that many wish to ensure that our database is updated and correct, we must recognize the principle of group autonomy. Each group/district/intergroup has the right to display any information it desires; therefore, we respectfully request that only those who have a right to speak for any particular group/district/intergroup submit meeting list information for that group.

Individuals or service representatives should take disagreements that cannot be resolved between the Webmaster themselves to the Area Chairperson for resolution.

Attach. AA Guidelines (Internet) from AAWS

APPENDIX EIGHT

AREA WEBMASTER

To be appointed (or re-appointed) for a two year term by the Area Committee, on a recommendation of the Area 83 Chairperson after consultation with any other members of Area 83 deemed suitable for advice by the Area 83 Chairperson. Total term length not to exceed 4 years. Resumes for consideration shall be submitted to the Area 83 Chairperson. The Webmaster shall also be a member of Alcoholics Anonymous in Area 83.

The Area Webmaster holds primary authority and responsibility for the oversight of the Area 83 Website. The primary duty is to maintain the website, in terms of additions, deletions, updates, email address forwarding for Area 83 contacts and to track web site usage. The Webmaster shall assure the 12 Traditions and Concepts, GSO guidelines and policies and Area 83 Web Site Guidelines are followed relating to the World Wide Web.

The Webmaster, a non-voting appointed committee member will report to the Area 83 Chairperson regularly, and to the Area Committee and the Assembly as necessary about new material received and give updates about ongoing projects.

The Area Committee shall be ultimately responsible for and give direction regarding the Area 83 Web Page contents and policy thus requiring attendance of the Area Webmaster at Area Committee. Attendance at Assembly is voluntary, however, the Service Information Committee may require the webmaster to do a workshop or participate in a panel or in presenting displays at Assembly. All expenses, including but not limited to transportation, travel expense (including room and meals for the Webmaster), shall be paid by Area 83 or in the case of other requests, the requesting party or organization.

A separate line-item on the Area Spending Guidelines and Expense worksheet shall reflect expected Area Webmaster expenses including the costs to maintain the Web Page.

ALTERNATE AREA WEBMASTER

An Alternate Webmaster will be appointed (or re-appointed) for a 2 year term by the Area 83 Chairperson from candidates recommended by the Webmaster from resumes submitted to the Area Chairperson. The Alternate Webmaster shall also be a member of Alcoholics Anonymous and assist in the design and maintenance of the Website and be available for Area Committee/Assembly when the Area Webmaster is not able to attend. The overall position summary for the Area Webmaster shall apply to the Alternate Area Webmaster.