AREA 83 - EASTERN ONTARIO INTERNATIONAL ASSEMBLY
OPERATING PROCEDURES
AND
AREA 83 - EASTERN ONTARIO INTERNATIONAL COMMITTEE
OPERATING PROCEDURES

LAST AMENDED - ACCEPTED AND APPROVED – AREA ASSEMBLY, NOVEMBER 2, 2025

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

AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 28, 2001
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 24, 2002
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 27, 2002
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 28, 2004
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 31, 2004
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 28, 2007
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 30, 2008
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 25, 2009
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 28, 2010
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 27, 2011
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 30, 2011
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 25, 2012
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 28, 2012
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 27, 2013
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 26, 2014
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 29, 2015
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, MARCH 20, 2016
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 29, 2017
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 28, 2018
AMENDED - ACCEPTED AND APPROVED - AREA ASSEMBLY, OCTOBER 27, 2019
AMENDED - ACCEPTED AND APPROVED - AREA COMMITTEE MEETING, JANUARY 4, 2020
AMENDED - ACCEPTED AND APPROVED - AREA COMMITTEE MEETING, JUNE 6, 2020
AMENDED - ACCEPTED AND APPROVED – ASSEMBLY, OCTOBER 25, 2020
AMENDED – ACCEPTED AND APPROVED – ASSEMBLY, MARCH 28, 2021
AMENDED – ACCEPTED AND APPROVED – AREA COMMITTEE MEETING, SEPTEMBER 11, 2021
AMENDED – ACCEPTED AND APPROVED – ASSEMBLY, OCTOBER 24, 2021
AMENDED – ACCEPTED AND APPROVED – ASSEMBLY, APRIL 16, 2023
AMENDED – ACCEPTED AND APPROVED – ASSEMBLY, APRIL 7, 2024
AMENDED – ACCEPTED AND APPROVED – AREA COMMITTEE MEETING, SEPTEMBER 7, 2024
AMENDED – ACCEPTED AND APPROVED – ASSEMBLY NOVEMBER 3, 2024
AMENDED – ACCEPTED AND APPROVED – ASSEMBLY MARCH 30, 2025
AMENDED – ACCEPTED AND APPROVED – ASSEMBLY NOVEMBER 2, 2025

PREFACE

Throughout this document, the meaning of words and phrases specific to A.A. shall be defined in the most recent edition of *The A.A. Service Manual.* "Area 83 - Eastern Ontario International" shall be hereinafter referred to as "Area 83". A copy of the Assembly and Area Committee Operating Procedures for Area 83 should be held by:

District Committee Members

> Area Chair
>
> Delegate
>
> Alternate Delegate Immediate Past Delegate
>
> Treasurer
>
> Secretary
>
> Registrar
>
> Area Public Information Chair
>
> Area Cooperation with the Professional Community Chair
>
> Area Correctional Facilities Chair
>
> Area Treatment Chair
>
> Area Grapevine Chair
>
> Area Self-Support Chair
>
> Area Archives Chair
>
> Area Accessibilities Chair
>
> Area Technology Chair
>
> Appointed Positions

An up-to-date copy of the Operating 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 1: GENERAL

1.01 NAME

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

1.02 COMPOSITION

General Service Representative	One General Service Representative from each group in Area 83, including recognized correctional facilities groups.
District Committee Members	current District Committee Members
Area Chair	
Delegate	
Alternate Delegate	
Immediate Past Delegate	
Secretary	
Treasurer	
Registrar	
Area Public Information Chair	
Area Cooperation with the Professional Community Chair	
Area Correctional Facilities Chair	
Area Treatment	
Area Grapevine Chair	
Area Self-Support Chair	
Area Archives Chair	
Area Accessibilities Chair	
Area Technology Chair	

Responsibilities for the above positions are outlined in Section 3.0 - Responsibilities.

1.03 VOTING PRIVILEGES

All members of the Area Assembly, except the Area Chair, 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 Area Assembly, the Alternate General Service Representative 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 Area Assembly, the Alternate District Committee Member may vote.

1.04 ASSEMBLIES

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

Area 83 officially adopts a hybrid meeting approach, for clarity that means a simultaneous in person and online meetings for its Service Information Day, Pre-Conference Agenda Sharing Sessions and Spring and Fall Assembly.

SECTION 2: MOTIONS AND AMENDMENTS

2.01 MOTIONS

FORMAL MOTIONS

Formal motions shall be in writing and shall be forwarded to the Area Chair 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 Chair to allow appropriate time for discussion at the Area Assembly.

Motions sent to the Assembly from the Area Committee for vote at the Assembly are automatically treated as motions on the floor of the Assembly and do not need to be moved or seconded. Attributions should be disclosed and recorded in Assembly minutes.

FLOOR MOTIONS

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

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.

COMMONLY USED MOTIONS OF PROCEDURE

(See Appendix One for description of these procedures)
- Minority Opinion and Reconsideration
- Calling the Question
- Tabling a Motion
- Sense of the Meeting

2.02 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 3: RESPONSIBILITIES

It is recommended that all elected 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.

3.01 GENERAL SERVICE REPRESENTATIVE

The duties of the General Service Representative as stated in *The A.A. Service Manual.*

3.02 DISTRICT COMMITTEE MEMBER

The duties of the District Committee Member as stated in *The A.A. Service Manual.*

3.03 AREA CHAIR

To be elected by the Area Assembly. The duties of the Area Chair as stated in *The A.A. Service Manual.* The Area Chair shall be responsible for the conduct of all meetings of the Assembly and Area Committee; the preparation and distribution of the agenda at least six (6) weeks in advance of the Assembly or Area Committee meeting; and, the coordination of all business of the Assembly and Area Committee meeting.

The Area Chair does not have a vote. However, the Area Chair is eligible to vote at bi-annual and interim elections of the Area Officers and the sub-committee chairs as stated in section 4.02.

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

Before the end of their term, the Area Chair together with the Area Secretary, shall ensure that all motions passed over the term have been accurately incorporated into the Operating Procedures.

The Area Chair shall strike an Ad Hoc Committee every 4 years to review the location and expenses for the bi-annual Area 83 Assemblies beginning in the year 2020.

3.04 DELEGATE

To be elected by the Area Assembly. The duties of the Delegate as stated in *The A.A. Service Manual.*

3.05 ALTERNATE DELEGATE

To be elected by the Area Assembly. The duties of the Alternate Delegate as stated in *The A.A. Service Manual.* They shall be Intergroup Liaison Officer for Area 83 (liaison between General Service and the various Intergroups in Area 83), serve as the single point of contact and responsible for all matters relating to Remote Communities initiatives across Area 83, and serve as liaison with other Delegate Areas as required.

Area 83 will support the Alternate Delegate in attending one of the two Intergroup / Central Office/AAWS/AAGV (ICOAA) annual conferences in the panel term.

If for any reason, the Area Chair cannot perform their duties, the Alternate Delegate shall serve as Area Chair. In the event of the absence of the Area Chair and the Alternate Delegate from any Assembly, voting members of that Assembly shall elect a Chair for that Assembly only.

3.06 IMMEDIATE PAST DELEGATE

The Immediate Past Delegate is a voting member of the Assembly but is not eligible for any Area office and is to be reimbursed for attending the Area Assemblies, Area Committee Meetings and the first Ontario Delegates' Committee Meeting of their term.

3.07 SECRETARY

To be elected by the Assembly. The duties of the Secretary as stated in *The A.A. Service Manual.* The Secretary shall be responsible for:

- recording the minutes of the Area Committee Meetings and Assemblies,
- compiling and updating contact lists of Area Committee members,
- compiling contact details for all District positions in the Area,
- forwarding Area Committee and District Committee information to the General Service Office (GSO),
- holding and maintaining all records of Area Committee Meetings and Assemblies
- and other duties that may arise from time to time.

Minutes of each Area Committee Meeting or Assembly ought to be distributed to the fellowship no later than six (6) weeks after said meeting.

Up-to-date Operating Procedures shall be electronically distributed at the beginning of each year. The Secretary shall print a maximum of three (3) paper copies per District of any minutes, operating procedures and guidelines. Electronic copies will be distributed and made available online in a secure way. The Secretary shall print a poster-sized version of the Service Information Day agenda to be placed in the atrium.

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

3.08 TREASURER

To be elected by the Area Assembly. The duties of the Treasurer as stated in *The A.A. Service Manual.* 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 a financial guideline for Area 83, in such detail that is acceptable to the Assembly.

The Treasurer shall identify the fully and/or partially depreciated value of Technology Inventory assets, as appropriate, as part of the Area's Financial Summary statements."

The Area Committee shall appoint auditors, and the Treasurer shall make appropriate documents available for examination. Each year, the Treasurer shall prepare Spending Guidelines 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.

The Reserve Account shall be required to fund four months of annual operating expenses. The Treasurer shall calculate the Reserve Account level annually, report this updated amount as part of the Guideline process and shall adjust the level as necessary to meet this four-month funding requirement.

3.09 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 registration sign-in sheets for Area Assemblies, calls and displays the roll at Area Assemblies, and delivers the results to the Area Secretary immediately.

3.10 AREA PUBLIC INFORMATION CHAIR

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

3.11 AREA COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIR

To be elected by the Area Committee. The Cooperation with the Professional Community Chair shall be responsible for the implementation of Cooperation with the Professional Community policy within the Area. The Chair 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*.

Area 83 to set aside funds in the spending guidelines under Cooperation with the Professional Community for the purpose of attending at least one regional professional conference within the two (2) year term up to and including $3,500 for booth rental. (Refer to Section 7.07)

3.12 AREA CORRECTIONAL FACILITIES CHAIR

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

3.13 AREA TREATMENT CHAIR

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

3.14 AREA GRAPEVINE CHAIR

To be elected by the Area Committee. The Grapevine Chair 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 Area Grapevine Chair maintains an appropriate working fund as approved by the Area Committee.

3.15 AREA SELF-SUPPORT CHAIR

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

3.16 AREA ARCHIVES CHAIR

To be elected by the Area Committee. The Archives Chair, in conjunction with the Area Archivist, shall be responsible for the coordination of archival activities and archival communication within the Area. The Archives Chair shall be responsible for the implementation of Archival policy within the Area and will report on the Archives Committee progress, and report activities of the Archivist to the Area Committee Meeting and Assembly as well as being the liaison on Archival matters between Area 83

and the General Service Office.   The Archives Chair shall cooperate with the District service zones (See Appendix Eight) and Intergroups' Archives committees, and shall provide assistance, when requested, in accordance with the *Workbook for Archives.* The Archives Chair, 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.

3.17 AREA ACCESSIBILITIES CHAIR

 To be elected by the Area Committee.   The Accessibilities Chair shall be responsible for the implementation of   the Accessibilities policy within the Area. The Chair shall support initiatives that help to maintain and improve Accessibility for members of A.A. at all levels of service. The Chair shall liaise with the Districts' and Intergroups' Accessibilities Committees, and shall provide assistance, when requested, in accordance with the Accessibilities Workbook.

3.18 AREA TECHNOLOGY CHAIR

To be elected by the Area Committee. The Technology Chair, in conjunction with the Area Technology Committee (Appendix Nine) shall be responsible for the coordination of information and communication technology needs for Area 83. The Technology Chair shall be responsible for the implementation of Website Guidelines (Appendix Seven) and the Area Technology Committee Guidelines (Appendix Nine). The Technology Chair shall liaise with District counterparts and shall provide assistance, when requested, in accordance with the Technology Committee Guidelines. The Technology Chair shall stay current on Information and Communications tools in the interest of serving the Area. The Technology Chair is responsible for all technology and support required for Area Committee Meetings and the Assembly weekend.

3.19 SERVICE INFORMATION DAY COMMITTEE

(See Appendix Two–Guidelines for the Service Information Day Committee)

Each regular Assembly of Area 83 shall be preceded by a Service Information Day. 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 (6) District Committee members. This committee shall then elect a Chair and a Secretary from amongst these six District Committee Members (see Appendix Three–Election of Service Information Day Committee).

The Delegate shall select the Saturday night dinner speaker whose name is to be included on the Service Information Day Agenda.

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

3.20 AREA ARCHIVIST

To be appointed (or re-appointed) for a (3) three-year term by the Area Committee, on a recommendation of the Area Chair. Resumes for consideration shall be submitted to the Area Chair.

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, as reported by the Archives Chair, will report to the Area Committee and the Assembly about new material received and give updates about ongoing projects. The Archivist may answer questions and provide information related to Archives at the Area Assemblies and Area Committee Meetings on a request from the Area Chairperson or the Area Archives Chair

Attendance at the Area Committee meeting is voluntary, <u>and expenses shall not be reimbursed</u>. Attendance at the Assembly is expected, <u>and expenses shall be reimbursed.</u> 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 Chair 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 Area Assemblies, *The Eighty Three* (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.

3.21 AREA WEBMASTER AND ALTERNATE WEBMASTER

To be appointed (or re-appointed) for a (2) two-year term by the Area Committee, on a recommendation of the Area Chair after consultation with Technology Chair and any other members of Area 83 deemed suitable for advice by the Area Chair. Total term length not to exceed (4) four years. Resumes for consideration shall be submitted to the Area Chair. 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 ensure the *12 Traditions* and *12 Concepts*, GSO guidelines and policies and Area 83 Website Guidelines (Appendix Seven) are followed relating to the World Wide Web.

The Webmaster*,* a non-voting appointed committee member will report to the Technology Chair regularly, about new material received and give updates about ongoing projects.

The Area Committee shall ultimately be responsible for and give direction regarding the policy and content of the Area 83 website.

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

An Alternate Webmaster will be appointed (or re-appointed) for a (2) two-year term by the Area 83 Chair from candidates recommended by the Technology Chair and/or Webmaster from resumes submitted to the Area Chair. The Alternate Webmaster shall also be a member of Alcoholics Anonymous in Area 83 and assist in the design and maintenance of the Website.

SECTION 4: ELECTION PROCEDURES (See Appendix 4)

Two types of elections are possible along the service structure of Area 83 and eligibility for the elected positions is presented below.

	Regular Bi-Annual Even years, with term of office commencing on January 1, of the following year	**Interim** Any time outside of Regular Bi-annual election
Assembly Area Officers	1st Elected members of outgoing Area Committee, *if no one is prepared to stand,* 2nd Elected Members of immediate past Area Committee, *if no one is prepared to stand,* 3rd Nominations from the floor.	1st Elected members of immediate past Area Committee, *if no one is prepared to stand,* 2nd Nominations from the floor.
Area Committee Area Sub-Committee Chairs	1st Elected members of outgoing past Area Committee, *if no one is prepared to stand,* 2nd Nominations from the floor.	1st Elected members of immediate past Area Committee, *if no one is prepared to stand,* 2nd Nominations from the floor.
District* District officers and Committee Chairs	1st Members of outgoing General Service Representatives, *if no one is prepared to stand,* 2nd Nominations from the floor.	1st Members of the General Service Representatives, *if no one is prepared to stand,* 2nd Nominations from the floor.
Trustee for General Service Board Area Nominee	Nominations from the floor.	Nominations from the floor.

E L I G I B I L I T Y

* 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.

4.01 REGULAR BI-ANNUAL ELECTIONS

ASSEMBLY

Officers to be elected by the Area Assembly and order of election

(1)   Delegate
(2)   Alternate Delegate
(3)   Area Chair
(4)   Secretary
(5)   Treasurer
(6)   Registrar

Eligibility

- **First**: Elected members of the outgoing Area Committee (see 1.02 Composition). If no one is prepared to stand, then **Second**: Elected members of the immediate past Area Committee. If there is no one prepared to stand, then **Third**: Nominations from the floor.

- All officers are to be elected by Third Legacy procedure and in accordance with The Procedure for Election of Area Officers (Appendix 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.

- 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.

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 District Committee Member 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 General Service Representative 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.

Election Process (Appendix 4)

(1)   This procedure shall be read to the Assembly and approval requested to continue.

(2)   The list of names of the outgoing elected Committee shall be read and each shall be asked if they are willing to stand.

(3) If there is only one, that person is automatically elected by acclamation.

(4) If there should be no one prepared to stand from the outgoing Committee, the list of names of the previous elected Committee shall be read and asked if they wish to stand.

(5) If there is still no one, nominations from the floor shall be requested.

(6) If there are two or more nominees, Third Legacy procedure shall be followed until one person is declared elected.

AREA COMMITTEE

Sub-Committee Chairs to be elected by the Area Committee and order of election

(1) Area Public Information Chair
(2) Area Cooperation with the Professional Community Chair
(3) Area Correctional Facilities Chair
(4) Area Treatment Chair
(5) Area Grapevine Chair
(6) Area Self-Support Chair
(7) Area Archives Chair
(8) Area Accessibilities Chair
(9) Area Technology Chair

Eligibility

- **First**: Elected members of the outgoing Area Committee (1.03 Composition). If no one is prepared to stand, **Second**: Elected members of the immediate past Area Committee. If no one is prepared to stand, **Third**: Nominations from the floor.

- Nominations shall be made by roll call of eligible members.

- Candidates must be present or have indicated in writing they are prepared to stand.

- A written resume must be provided if the person is not present.

Who Votes

- All members of the Area Committee are eligible to vote. If a District Committee member is absent from this meeting of the Area Committee, the Alternate District Committee Member may vote.

Election Process

- If there are two or more nominees, Third Legacy procedure shall be followed until one person is declared elected.

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.

Eligibility

- **First**: Members of the outgoing General Service Representatives. But if no one is prepared to stand, then **Second**: 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.

Who Votes

There should be one vote per group.

Election Process

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

4.02 INTERIM ELECTIONS

ASSEMBLY

Officers to be elected by the Area Assembly and order of election

- (1) Delegate
- (2) Alternate Delegate
- (3) Area Chair
- (4) Secretary
- (5) Treasurer
- (6) Registrar

Eligibility

- **First**: Elected members of the immediate past Area Committee, but if no one is prepared to stand, then **Second**: Nominations from the floor.

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

- 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.

- 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.

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 District Committee Member may vote. If a General Service Representative is absent from this meeting of the Assembly, the alternate General Service Representative 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.

Election Process

This procedure shall be read to the Assembly and approval requested to continue.

(1) The list of names of the elected outgoing Committee shall be read and each shall be asked if they are willing to stand.

(2) If there is only one, that person is automatically elected by acclamation.

(3) If there should be no one prepared to stand from the elected immediate past Committee,

(4) Nominations from the floor shall be requested.

AREA COMMITTEE

Sub-Committee Chairs to be elected by the Area Committee and order of election

(1) Area Public Information Chair
(2) Area Cooperation with the Professional Community Chair
(3) Area Correctional Facilities Chair
(4) Area Treatment Chair
(5) Area Grapevine Chair
(6) Area Self-Support Chair
(7) Area Archives Chair
(8) Area Accessibilities Chair
(9) Area Technology Chair

Eligibility

- **First**: Elected members of the immediate past Area Committee, but if no one is prepared to stand, **Second**: Nominations from the floor.

- Nominations shall be made by roll call of eligible members.

- Candidates must be present or have indicated in writing they are prepared to stand.

- A written resume must be provided if the person is not present.

Who Votes

All members of the Area Committee are eligible to vote. If a District Committee Member is absent from this meeting of the Area Committee, the Alternate District Committee Member may vote.

Election Process

If there are two or more nominees, Third Legacy procedure shall be followed until one person is declared elected.

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.

Eligibility

- **First**: The General Service Representatives. If no one is prepared to stand,
  Second: 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.

Who Votes

- There should be one vote per group.

Election Process

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

4.03 ELECTION OF TRUSTEE NOMINEE FOR THE GENERAL SERVICE BOARD

- Election by the Area Assembly.

- Those voting are those eligible to vote at this meeting of the Assembly.

- Nominations shall be from the floor.

- Nominations may be made by any member eligible to vote at the Assembly.

- If a candidate is not present, permission must have been granted by the candidate in writing for the name to stand.

- If a candidate is not present a written resume shall be provided and read by the nominator.

- If there is only one candidate, that person is automatically elected by acclamation.

- Candidates shall be requested to say a few words.
- Third Legacy procedure shall be used.

AREA 83–COMMITTEE OPERATING PROCEDURES

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

SECTION 5: GENERAL

5.01 NAME

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

5.02 COMPOSITION

District Committee Members

Area Chair

Delegate

Alternate Delegate

Immediate Past Delegate

Secretary

Treasurer

Registrar

Area Public Information Chair

Area Cooperation with the Professional Community Chair

Area Correctional Facilities Chair

Area Treatment Chair

Area Grapevine Chair

Area Self-Support Chair

Area Archives Chair

Area Accessibilities Chair

Area Technology Chair

5.03 VOTING PRIVILEGES

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

5.04 MEETINGS

The Area 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.

Area 83 officially adopts a hybrid meeting approach, for clarity that means a simultaneous in person and online meetings for its Service Information Day, Pre-Conference Agenda Sharing Sessions and Spring and Fall Assembly

SECTION 6: MOTIONS AND AMENDMENTS

6.01 MOTIONS

Motions at Committee Meetings shall follow the same procedures as outlined for Assemblies (see 2.01 Motions), substituting the name Area Committee for the word Assembly where appropriate.

6.02 AMENDMENTS TO AREA COMMITTEE PROCEDURES

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

SECTION 7: FINANCES/EXPENSES

7.01 GENERAL

Area 83 shall reimburse all Area Committee officers, Area chairs, Committee members on special assignment, workshop chairs / banquet speaker on Assembly weekends, as well as members of ad hoc committees, for costs of travel (at a rate of $0.50/km), accommodation and meals, and other expenses, such as telephone, postage, photocopying and literature, incurred in the performance of their duties on behalf of the Area in amounts recommended from time to time by the Area Committee and approved by the Assembly. See sections 3.20 and 3.21 for details of reimbursement to the Area's appointed positions. Any unexpected expense outside Area 83 requires Area Committee approval in advance. All financial values in these operating procedures and appendices shall reflect Canadian currency.

7.02 CORRECTIONAL FACILITIES

Taking into consideration that each District has the obligation to be self-supporting and subject to the Area Correctional Facilities Chair'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 7.01.

7.03 DONATION IN MEMORIAM

Upon the death of any current member of the Area Committee, a donation of one hundred dollars ($100.00) shall be made to the General Service Office in memory of them.

7.04 INDIVIDUAL CONTRIBUTIONS

Area 83 accept contributions from individual members with appropriate safeguards to ensure contributions are from AA members only, and do not exceed a maximum of $1,000 per year.

7.05 BEQUESTS IN WILLS

Bequests in Wills are acceptable only from members of Alcoholics Anonymous. The limit for such bequests is five thousand dollars ($5,000) and must be on a one-time-only basis and not in perpetuity.

7.06 GENERAL SERVICE CONFERENCE

Provided it does not affect our prudent reserve, Area 83 will pay to the General Service Office the full assessment for our Delegate to attend the General Service Conference.

7.07 COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)

That Area 83 set aside funds in the spending guidelines under Cooperation with the Professional Community for the purpose of attending at least one regional professional conference within the two (2) year term up to and including $3,500 for booth rental.

7.08 TECHNOLOGY

All technology spend incurred in Area 83 shall be incurred by the Technology Chair. The Technology Chair shall incur Technology spend in the performance of their duties on behalf of the Area in amounts recommended from time to time by the Area Committee and approved by the Assembly. The Technology Chair shall supply the Treasurer with an inventory of all technology assets for Area 83 by January 31 of each year and whenever there is a material change in the Inventory. The Technology Chair shall provide the Treasurer a detailed projection of technology spend for the current year no later than January 31 for inclusion in the Financial Guidelines.

7.09 ARCHIVES

That Area 83 make an annual $100 (CAD) storage fee payment to the GTA Intergroup Office for storage of Area 83's Archives Collection

SECTION 8: NEW DISTRICTS

At approximately the middle of every (2) two-year period, there should be a review by each District Committee Member whether there is a 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 as stated in *The A.A. Service Manual*, the Guidelines for Creating a New District in Area 83 (Appendix Five) and the Area 83 Application for Additional District (Appendix Six). The proposed plan shall be brought to the Area Assembly for approval.

SECTION 9: 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: Area Assembly (Area 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- Area Officers

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

Appendix Six: Area 83 Application for Additional District

Appendix Seven: Area 83 Website Guidelines

Appendix Eight: Area 83 Service Zones

Appendix Nine: Area Technology Committee

Appendix Ten: Guidelines for Bidding and Hosting Area 83 Assemblies

Appendix Eleven: Pre-Conference Agenda Sharing (PCAS) Guidelines

APPENDIX ONE

AREA ASSEMBLY (AREA COMMITTEE) COMMONLY USED MOTIONS OF PROCEDURE

All matters of policy or issues regarding finances <u>should require substantial unanimity</u>, 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.

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

Amended, Reviewed and Approved by Area Assembly March 25, 2012

Amended, Reviewed and Approved by Area Assembly March 29, 2015

Amended, Reviewed and Approved by Area Assembly October 27, 2019

Amended, Reviewed and Approved by Area Committee January 4, 2020

Amended, Reviewed and Approved by Area Committee June 6, 2020

Amended, Reviewed and Approved by Area Assembly March 28, 2021

Amended, Reviewed and Approved by Area Committee September 7, 2024

AREA 83 – EASTERN ONTARIO INTERNATIONAL
GUIDELINES FOR THE SERVICE INFORMATION DAY COMMITTEE

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 Day 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.

Contents

GUIDELINES FOR THE SERVICE INFORMATION DAY COMMITTEE

PURPOSE OF THE SERVICE INFORMATION DAY

Pursuant to the Area Operating Procedures, 3.19 Responsibilities, 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 SERVICE INFORMATION DAY COMMITTEE

The committee is comprised of six (6) 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 – 3.19 Responsibilities. The Area Chair will chair the first meeting of the Service Information Day committee until the committee has chosen a Chair from amongst its membership.

The Area Chair will facilitate the election of the Service Information Day Committee Chair and Secretary. All members of the Service Information Day Committee interested in standing for the position of Chair and/or Secretary will place their names in a hat. The first name out of the hat will be the Service Information Day Committee Chair and the second name drawn will be the Secretary for the committee.

Hereinafter this Committee shall be referred to as the Service Information Day Committee.

SUGGESTED DUTIES

MEETINGS

The Service Information Day 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 Service Information Day Committee selects a chair for Friday night's open meeting, who then selects the Friday night's speaker.

- The chair of the Friday night open speaker meeting, when in person, should rotate through the members of the Service Information Day 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.

- When selecting a speaker for the Friday night open meeting, it is suggested that no sitting member of the Area Committee be chosen so as not to give any implied advantage to anyone with regards to upcoming elections at the end of the term.

- 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 Information 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 Chair should be expected to put on at least one workshop each Service Information 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 workshop chair. The Delegate's Plenary session is the time where the Area Delegate addresses all those in attendance. The Alternate Delegate's workshop typically is an interpretation of three of the Twelve Concepts each Service Information Day during the term.

- The Service Information Day Chair and/or designate shall confirm with the Workshop Chairs their availability to offer a workshop prior to publication of the agenda.

- Other workshops/presentations are chosen and scheduled by the Service Information Day 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:

  * DCMs providing interpretations of the Traditions. (This would be a full-term project, with three Traditions done on each of the Service Information 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

  * A.A. Online

  * 12 Stepping a wet drunk

ASSIGNING WORKSHOP CHAIRS

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, DCMs or GSRs.

It is strongly suggested that these chairs be chosen from the A.A. membership that will already be attending the Assembly weekend. If a member is 'imported'[1] to chair, their expenses will be covered (fuel expense[2], one night hotel accommodation) will be reflected in the expenses of the Service Information Day Committee.

FACILITATING WORKSHOPS

A member of the Service Information Day Committee will facilitate each workshop. It is their responsibility to ensure that the chair of each workshop has the requested tools to present their material (i.e., overhead projector, VCR, television, etc.). Chairs may also ask the facilitator to open and/or close the workshop for them. Facilitators should be assigned at least by the Friday night Service Information Day meeting and these assignments should be communicated to the workshop chairs at the meeting with the Service Information Day Committee, Area Officers and Sub-committee Chairs on that same evening.

LIAISING

- A copy of the complete agenda of the Service Information Day should be provided to the Area Secretary (8) eight weeks prior to each Assembly for printing and distribution.
- Work with the Area Chair 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 Chair of the Service Information Day 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 Service Information Day 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 Service Information Day Committee a better idea of what the members want 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.

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[1] An *import* refers to a guest who has been invited to participate and would otherwise not be attending the Assembly weekend.
[2] At the rate provided in 7.01.

SPENDING GUIDELINES

(See EXPENSES, 7.01 General, Area 83 Operating Procedures)

- Members of the Service Information Day Committee are entitled to their rooms for Friday night and meals for Friday night and Saturday to be reimbursed by Area 83 for in-person Service Information Days only.

- As each Service Information Day Committee member is also serving as a District Committee Member for his or her District, it is expected that the District will reimburse any other reasonable expenses for attending the Assembly.

- The Service Information Day Committee Chair will be entitled to be reimbursed for their room Friday and Saturday night as well as meals for Friday night and Saturday for in person Service Information Days only. The Area Chair will manage the room reservation as part of their responsibility.

- 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 the General Service Office and that the Treasurer be made aware of any purchases prior to any ordering.

- The spending guidelines for the Service Information Day Committee should include provision for no more than two 'imported' chairs per assembly weekend.

RESPONSIBILITIES

SERVICE INFORMATION DAY COMMITTEE CHAIR

- Chair the Service Information Day 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.

SERVICE INFORMATION DAY COMMITTEE SECRETARY

- Record minutes of the Service Information Day Committee meetings.
- Provide copies of those minutes to the members of the Service Information Day Committee and Area Officers.
- Provide the Area Secretary with a complete Service Information Day Agenda eight (8) weeks prior to the event.
- Design and compile results from questionnaires
- Aid the Service Information Day Chair in the presentation of the Ask it Basket, recording responses given to questions.
- Ensure workshop chairs provide workshop topics.

APPENDIX THREE

ELECTION OF THE SERVICE INFORMATION DAY COMMITTEE

Six (6) District Committee Members shall be 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 Information Day (see Appendix Two for guidelines).

ELIGIBILITY

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

VOTING

All District Committee Members, their alternates if the District Committee Members is absent, all Area Sub-committee Chairs, and all Area Officers except the Area Chair.

PROCEDURE

- Nominations shall be made by roll call of eligible members.

- If only 6 members are nominated by roll call of eligible members, then they serve as the Service Information Day Committee by acclamation.

- If more than 6 members let their name stand:

    * 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)

    * In the case of a tie for the 6th member, a vote shall be held to choose between those **2 or more** members.

AREA 83 – EASTERN ONTARIO INTERNATIONAL

PROCEDURE FOR THE ELECTION OF AREA OFFICERS

OCTOBER 27, 2002

Contents

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 is 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 Appendix is intended as a reference only and does not in any way supersede Area 83's Operating Procedures. As with all A.A. 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, Secretary and Registrar.

Area Officers are elected for a (2) 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 elected 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 A.A. 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, they 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.

ELECTION TEAM

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

Election Chair supervises the Election Team and the election process; **Teller** supervises the distribution, collection and counting of ballots; **Recorder** displays the names of all candidates standing for election and the results of each ballot to the Assembly; **Ballot Distributors and Collectors** distribute blank ballots to voting members and collect the completed ballots; **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 their name to the Area Committee at the September Area Committee meeting.

When deciding who to ask, the Area 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 A.A. 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. Eight 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. Eight 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 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 for review by the Assembly.

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

The Recorder is an A.A. 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 A.A. 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 A.A. members who are not eligible to run for any of the Area Officer positions and are not voting members of the Assembly.

THE ELECTION

Election Agenda

- A suggested Election Agenda can be found in Section A of Appendix 4.

Physical Arrangement for an Election

- Make sure that a projector (overhead or laptop projector) is available and working.
- Tables and chairs for Ballot Counters
- Chairs in the Assembly hall to be arranged with four aisles of six chairs each (left, right and two internal) to allow for more people to distribute and collect ballots–more rows may be needed 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 their letter to the hotel – but it will be the Election Chair's responsibility to make sure that the room is setup as specified and all equipment is working on the Election Day.

Supplies

- Paper ballots – a maximum of 5 ballots X 6 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 – 4 aisles X 2 collectors each = 8 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 A.A. members who would be attending the Assembly anyway, even if they were not members of the Election Team.

ELECTION AGENDA, SCRIPTS AND FORMS

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 Operating Procedures about the election process

   - Section 4 - Election Procedures

3. Read the appropriate portions of *The A.A. Service Manual* related to **Third Legacy Procedure**.

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 GSRs
     - All DCMs
     - All members of the Area Committee

   - If a DCM is not present, the Alternate DCM may vote. If neither the DCM nor Alternate DCM is present the incoming DCM or incoming Alternate DCM may vote.

   - If a GSR is absent from the Assembly, the Alternate GSR may vote. If both the GSR and Alternate GSR are absent a member of the same group may vote.

6. Review who is allowed to stand for election

   - See list in Section 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 Section C](#) of this Appendix

8. Election of the Alternate Delegate
    • Repeat the procedure used for the election of the Delegate
    • See Section C

9. Election of the Area Chair
    • Repeat the procedure used for the election of the Delegate
    • See Section C

10. Election of the Secretary
    • Repeat the procedure used for the election of the Delegate
    • See Section C

11. Election of the Treasurer
    • Repeat the procedure used for the election of the Delegate
    • See Section C

12. Election of the Registrar
    • Repeat the procedure used for the election of the Delegate
    • See Section C

13. Introduce the newly elected Area Officers
    • the newly elected Area Officers to stand up at the front to be presented to the Assembly as a group.

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.

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/ Accessibility Chair

Area Grapevine Chair

Area Self-Support Chair

Area Archives Chair

Area Accessibilities Chair

Area Technology Chair

DCM	District 02	MALTON
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 42	ST. LAWRENCE INTERNATIONAL
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

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 and displays the list 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 displays the number of ballots for each candidate. The Teller also displays 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 displays this number for the Assembly. **At the end of the fourth ballot**, the Teller determines the number of votes equal to one-third of the total and displays this for the Assembly.

10. The Teller shares the results with the Recorder

11. The Recorder reviews the results with the Election Chair and displays the results for the Assembly.

    If a candidate has 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 to 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 _____ has 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 to 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

D. Form for Recording Election Results

The following page is a sample form for recording the results of all ballots for <u>one</u> position.
Make a copy of this form for each position for which an election is being held.

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
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Total Votes Cast							
2/3 of total Votes Cast							
1/5 of Total Votes Cast							
1/3 of Total Votes Cast							

APPENDIX FIVE

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 A.A. Service Manual* and the Operating Procedures of Area 83 briefly describe the circumstances of forming a new district. These guidelines describe the process based on 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"[3]***

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
      * It is a good idea to include members that span the geographic area of the district.
      * To ensure all necessary information is at the Local committee's disposal include the DCM, District Treasurer and District Secretary as members or ex-officio members of the committee.
      * Frequent communication with the local membership is necessary and prudent in order to diminish rumor and fear.

   B. Geographical/Service zones[4] delineating where the new district should be drawn
      * A pre-existing geographical boundary such as a road or county line is a good starting point - equitable numbers of groups/distance to travel
      * Discussion with bordering districts as a courtesy

   C. Determination of the groups belonging to each district
      * A group may belong to which ever district it chooses, generally an open poll of the groups at a district meeting assists this process
      * Care should be taken to divide service responsibilities as fairly as possible

   D. Financial obligations should be explored
      * Group contributions over a year or two should be reviewed based upon the proposal boundary/service zone[4] in order to assure adequate finances to operate
      * Existing district finances should be discussed, and an equitable division of funds should be explored

   E. Service obligations should be explored
      * All existing service responsibilities should be discussed and evenly (where possible) distributed
      * 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
      * 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

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[3] *The A.A. Service Manual*
[4] See Appendix Eight for Service Zones within Area 83

2. **Area Committee Recommendation**
   A. Notice of motion to create a new district
      a. Placed on the Area Committee agenda when formal written notice is received by the Area Chair/Area Secretary[5]
   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 Area Assembly to approve the formation of a new district

3. **Area Assembly:** ***"The proposed redistricting shall be brought to the Area Assembly for approval."[6]***

   A. Report to the Area 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 the General Service Office by the Delegate or designee (Area Secretary)
   F. Receipt of District number and DCM service number

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[5] Area 83 Operating Procedures
[6] *The A.A. Service Manual*

APPENDIX SIX

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[7])?

6. Describe the proposed District geographical boundaries (service zones[7])?

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:

    A. Size (square km)

    B. Current maximum travel distances

    C. Current maximum distances to assembly/district meetings

9. Geography of the proposed new districts:

    A. Size (square km)

    B. Current maximum travel distances

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[7] See Appendix Eight for Service Zones in Area 83

    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 percentages of groups attend the district meetings?

14.   List the languages spoken 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

AREA 83 WEBSITE GUIDELINES

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, professionals, the general public, and members of the Fellowship. The Website shall serve as a communications tool within the Area by providing information about Area activities and events to encourage further general service participation within the Fellowship.

These goals will be achieved with the information displayed on the website as stated in these guidelines under Contents and Services and in accordance with the *A.A. Guidelines for the Internet* as published by AAWS.

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

A. The Webmaster shall be accountable to the Technology Committee and the Area 83 Committee but shall have the day-to-day responsibility for the development, modification, and maintenance of the site. The Webmaster is charged with the responsibility for giving careful consideration to the concerns and suggestions of other Area 83 members.

B. As with the Website layout, the Webmaster shall have latitude in the content of the website while ensuring that all content conforms with the Area 83 Operating Procedures, Guidelines, General Service Office Guidelines, other published Area 83 guidance and the Traditions of Alcoholics Anonymous. Particular attention shall be given to anonymity.

C. 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 AA related materials 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.

D. 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.

E. 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.

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

G. 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.

H. All valid A.A. inquires through the Area 83 Website shall receive a timely response, even if it is just a "Thank you for your question" message.

I. Only the following types of information should be displayed 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.)
    c) Area 83 Operating Procedures
    d) Assembly agenda with background information, Assembly minutes.
    e) Area Committee agenda with background information, Area Committee minutes

5. Area 83 Officers and Sub-committee Chairs shall each have their own section on the website.

6. 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 (i.e., 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.

10. Any other service information specific to Area 83 or to AA as a whole may be posted on the website.

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.

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):

A. Verify that the Website adheres to these (Area 83) guidelines, A.A. Guidelines on the Internet and A.A. Traditions.

B. Make every attempt to ensure Website expenses do not exceed the amount specified in the Area 83 financial guidelines. Web page costs beyond that amount requires Area Committee approval in advance.

C. Mediate differences of opinion regarding the information displayed on the website and the services it provides.

D. Give website status reports at Area 83 Assemblies and Area Committee meetings as necessary.

E. Distributes and coordinates the responsibilities for creating, upgrading and maintaining the website.

F. Controls access to the non-public areas of the Website, including file transfer privileges, to ensure website integrity.

G. Maintain a backup copy of all website files, excluding backup of hosted Web pages.

H. 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 and themselves to the Area Chair for resolution.

Attachment: AA Guidelines (Internet) from AAWS

APPENDIX EIGHT

AREA 83 SERVICE ZONES

In January 1995, Service Zones were outlined in a report by an ad hoc committee to review area expenses. It was stated that "these service zones would reduce the Delegate's travel time thus allowing individuals that do not have a great deal of time to pursue the position of Delegate in addition to reducing costs."

In December 2002, in an ad hoc committee report on Archives, there was a recommendation that all local archives committee organize themselves within the boundaries of the six Service Zones recommended to the Area in March 1995.

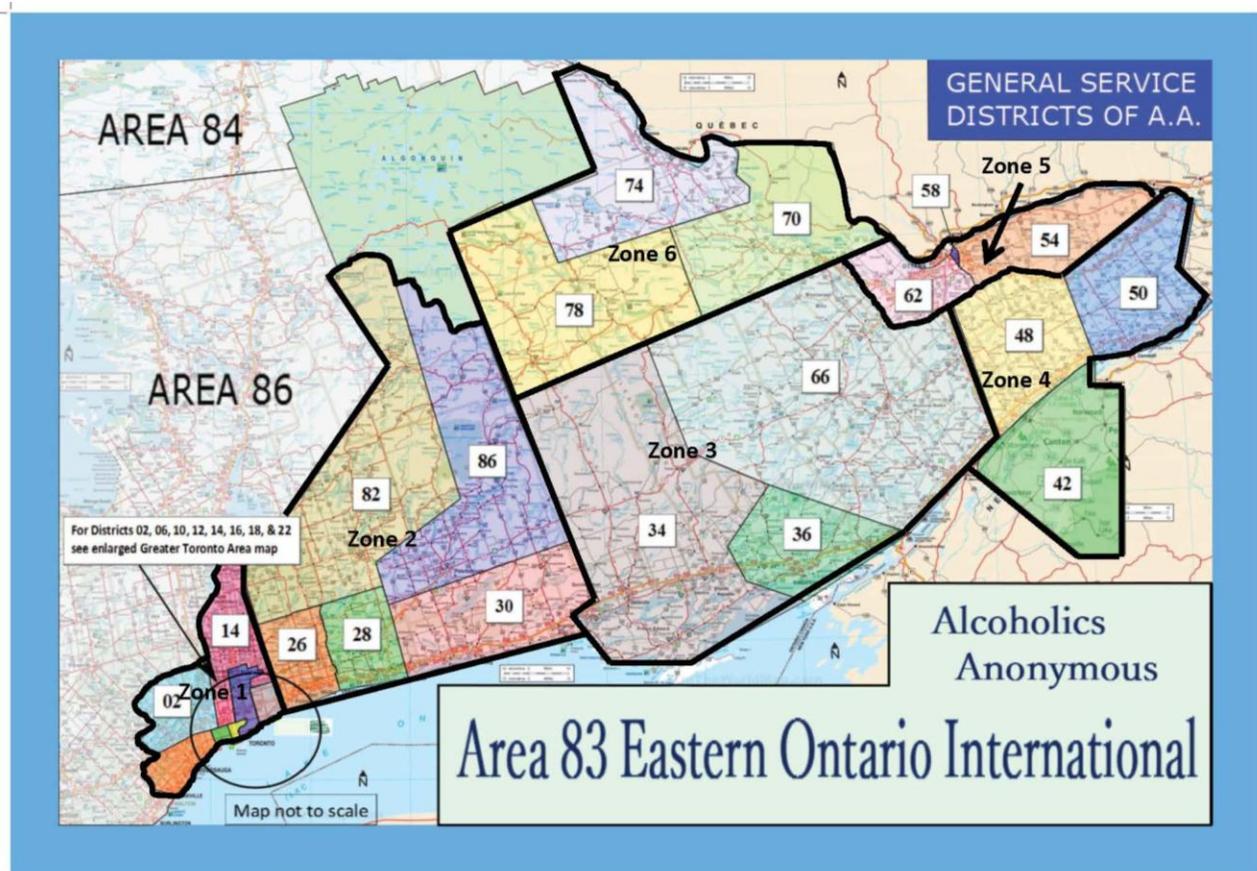**Zone 1: Districts 2, 6, 10, 12, 14, 16, 18, 22**

Zone 2: Districts 26, 28, 30, 82, 86

Zone 3: Districts 34, 36, 66

Zone 4: Districts 42, 48, 50

Zone 5: Districts 54, 58, 62

Zone 6: Districts 70, 74, 78

APPENDIX NINE

AREA TECHNOLOGY COMMITTEE

I.   Introduction

Service to the Fellowship of Alcoholics Anonymous is the primary purpose of General Service in Area 83 Eastern Ontario International. In all our proceedings we shall observe the spirit of the AA Twelve Traditions and the Six General Warranties of the Conference, mindful of the ideals expressed in "The AA Service Manual" and the "Twelve Concepts for World Service". The Right of Decision, the Right of Participation and the Right of Appeal shall always be observed.
In case not specifically covered in these guidelines or of direct Assembly action, the latest edition of the Area 83 Operating Procedures shall be the authority.

II. Committee Responsibilities

In general terms the Technology Committee is responsible for providing service assistance and information to Area 83. Examples of specific responsibilities include but are not limited to the following:

- Manage the Area 83 Website.
- Hold regularly scheduled Technology Committee Meetings.
- Provide video conferencing support for Area Committee Meetings (ACM) whether hybrid or exclusively online as required.
- Provide technical support for Area 83 Assemblies as required. This support may range from projecting Assembly documents on a screen to hosting an entire Assembly online.
- Provide Technology Committee Reports to the Area (ACM & Area 83 Assembly).
- Provide technical support for Area 83 Officers and Sub-committee Chairs.
- Manage the video conferencing scheduling and any video conferencing account(s).
- Maintain the Area 83 email accounts and email mailing lists. Ensure that the Area technology-related bills for web hosting, domain registration, video conferencing account, etc. are paid in a timely manner.
- Act as a technical resource for Area 83 and supply advice and consultation as requested.
- Manage and maintain the Technology Committee hardware such as laptops, cameras, projectors, etc.
- It is recommended that member(s) of the Technology Committee be represented at the National AA Technology Workshop (NAATW) virtually.
- Any expense outside of Area 83 requires Area Committee approval in advance.
- As a committee, review resumes submitted for positions on the Technology Committee and recommend to the Technology Chairperson the most appropriate candidate(s).

III. Technology Committee Membership

Technical expertise is an asset, but not a requirement, for Technology Committee membership. The only position within the Committee requiring specific technical skills are those of the Webmaster and Alternate Webmaster

A.   Technology Committee Members

- Technology Chairperson (Elected by the Area 83 Committee)
- Webmaster (Appointed by the Area 83 Chairperson)
- Alternate Webmaster (Appointed by the Area 83 Chairperson)
- Technology Support Person (Appointed by the Technology Chair)

B.   Other Volunteers

Any AA member (in Area 83) may be a volunteer member of the Area 83 Technology Committee.

IV. Area 83 Email Addresses

The Area 83 web hosting package also includes an email service that provides the capability to create email addresses, email forwarders and email lists.

A. Email Addresses

Area 83 email addresses are available for all Area 83 Officers and Subcommittee Chairs. In addition, Area 83 email addresses may be provided on a case-by-case basis for other entities within Area 83.

B. Email Forwarders

Area 83 email forwarders are available for Area 83 Committee members and on a case-by-case basis for other entities. These forwarders are particularly useful for temporary use, such as providing anonymous contact information for Area 83 events.

C. Area wide Communication

It is suggested that the Technology Committee inform the Area about ways to improve communications in Area 83.

V. The Area 83 Website

The website, www.area83aa.org, is the outward face of Area 83. It shall provide, to the greatest extent possible, information about the workings of Area 83, provide support for General Service throughout Area 83, provide a clearing house of information on Area 83 events, and shall provide links and other information about General Service throughout AA as a whole.

WEBSITE GUIDELINES

APPENDIX TEN

BIDDING GUIDELINES FOR ASSEMBLY

Guidelines for Bidding and Hosting Area 83 Assemblies

Contents

Changes to this Document

Changes to these guidelines should be submitted to the Area Chair. The Area Chair will put the proposed changes on the agenda for the next Area Committee meeting. Any substantial changes that have a financial implication or significant departure from what is outlined in these guidelines will need to be approved by a two-thirds vote of the Assembly.

ORIGINAL APPROVED AND ACCEPTED AT AREA COMMITTEE MEETING – SEPTEMBER 7, 2024

Part One – Bidding Process

Area Assembly locations are selected one year in advance of the event, by a vote of the Area Assembly. Districts or Service Zones (See Area 83 Operating Procedures Appendix 8) interested in hosting an upcoming Assembly will need to complete the *Area Assembly Bid Form* and submit it to the Area Chair or designated trusted servant at least 60 days in advance of the Assembly at which the bid will be presented. The following preliminary logistical information should be researched and included on the *Area Assembly Bid Form* to ensure that the facility selected will accommodate the Area Assembly.

1. **Bid Contracts** – All bids will include any draft contracts and/or pricing agreements. Under no conditions should a District sign or enter into a contractual obligation. Contracts are only to be signed by the Area Chair or the designated trusted servant.

2. **Dates** – Care should be taken to choose dates that are not in conflict with the Delegate's other Service commitments (Canadian Eastern Regional AA Service Assembly [CERAASA], Eastern Canada Delegate's Orientation [ECDO], Eastern Canada Regional Forum, Special Forum, General Service Conference, etc.). Generally, Area 83 holds a Spring Assembly on the 3rd or 4th weekend in March or the 1st weekend in April.   The Fall Assembly takes place on the 3rd or 4th weekend in October or 1st weekend in November. Before submitting a bid to the Assembly, a DCM of the bidding Districts should contact the Area 83 Delegate, the Area 83 Chair and the Area 83 Alternate Delegate to be certain the selected dates do not conflict with other A.A Service meetings.

3. **Meeting Room Requirements** – (see Appendix II of this document for detailed breakdown by day and activity)

   - Seating for 300-400 members for regular AA Assemblies and 400-500 for AA Elections Assemblies.
   - Three (3) meeting rooms for Saturday Service Information Day or two (3) rooms for Pre-Conference Agenda Sharing Sessions.
   - Seating arrangements can vary based on the agenda for a particular assembly (theatre style seating, round tables, etc.). Check with the Area Chair for seating requirements.
   - facility and all meeting rooms must be fully accessible. Furniture set up in rooms should allow for motorized accessible vehicles.
   - Washrooms should be accessible and accommodate the expected demands from a meeting of 200-300 people.

4. **Audio /Video Requirements**
   Meeting rooms Friday night, Saturday and Sunday will require microphones and a sound system.
   We need to offer a hybrid experience (via Zoom or some other platform) in all rooms.
   Requirements:
   - WiFi
   - Podium
   - Projectors (possibly Area supplied) and Screens
   - Mics to pick up in-person presenters for online participants.
   - Web cameras
   - Capability to hook up to presenter's laptops (via HDMI)
   - Microphone(s) in middle of room to handle questions from audience.

If items are not provided by Area 83 Tech committee, they will need to be provided by venue or 3rd party.

5. **Food and Beverage Requirements**
   - The hotel should have a restaurant, or restaurants within walking distance for dinner on Friday, breakfast Saturday and Sunday.
   - The Assembly facility should have the ability to provide Saturday and Sunday lunch or have restaurants within walking distance.
   - The Assembly facility, or a nearby facility, must have the ability to provide the Saturday banquet dinner.
   - The Assembly facility must have the ability to provide beverage service all day, Saturday, and Sunday.
   - Vegan and vegetarian options should be available for all meals.

6. **Facility Restrictions** – Certain facilities have restrictions such as no-smoking on their property, no beverages in meeting rooms, Fee for Parking and the like. Additionally, physical layouts with long distances between meeting rooms and sleeping rooms can present less than ideal conditions for the participants. Special consideration should be given to selecting facilities that will allow the broadest participation of our members and offer full accessibility to meeting rooms for those who have physical restrictions.

7. **Display Area(s)** – Area 83 has 8 subcommittees (see **Operating Procedures** 3.10-3.17) that will be provided with a table/area for each of their committee display and handouts. Specific requirements should be discussed with the Area Chairperson.

8. **Overnight Accommodations** – Assembly bids for hotels need to include room rates and any reservation timelines. Districts hosting Assemblies in community buildings, churches or schools need to include a list of nearby hotels and their rates. In some cases, hotels may offer discounted or no-cost meeting space if we rent a specific number of hotel rooms. Details of these arrangements should be included with the *Area Assembly Bid Form* as well as in a draft contract or pricing proposal. Bidding Districts should seek assistance from the Area Chair or designated trusted servant for negotiating pricing and terms.

If no bids are received, the Area Chairperson will be responsible for securing a venue for the Assembly.

Assembly Bid Form

All prices quoted shall include applicable taxes and fees.

Area 83 Assembly Bid Form		Date Submitted:	
PROPOSED DATE(S):		HOST DISTRICT(S) OR ZONE:	
FACILITY:		DCM/ HOST CHAIR:	
LOCATION & ADDRESS:		EMAIL:	
RATE OF ROOM PER NIGHT:	$	PHONE:	

Below provide Room Rate/night and Hotel information in the vicinity in case all cannot be accommodated in one hotel.

NAME OF OTHER NEARBY HOTELS	ADDRESS	COST OF ROOM/NIGHT (including tax)

Is there any cost increase for number of people in room?	$

ASSEMBLY VENUE MEETING ROOM COSTS	PRICE	*MEETING ROOMS & QUOTE
Main Room (capacity 200-400)		
Breakout Room 1		
Breakout Room 2		
Breakout Room 3		

*Indicate if costs of meeting rooms are: 1) included in the guaranteed room nights quote, 2) NOT included or 3) there is a cost if room nights are not met.

A/V REQUIREMENTS: Does the facility have WiFi?	

FOOD & BEVERAGE: Coffee/Beverage costs:	

BANQUET costs:	

ICE CREAM SOCIALS OR OTHER DESSERT SOCIAL[1]:	
Cost per person:	$

[1]Any social event is considered a Host Committee event. The host district(s) may charge for these events. These bonus activities should not be included as an expense to Area 83 nor interfere with the Saturday Workshops and Sunday Business meeting.

OTHER INFORMATION (i.e., parking costs, etc):	

Attach copy of draft contract/pricing agreement.
**Submit this form and attachments to the Area Chair at least 60 days prior to the Assembly date where bid will be presented.

Host Committee Contact details

HOST CHAIR NAME	PHONE NUMBER	EMAIL ADDRESS

ADDITIONAL COMMITTEE MEMBERS	PHONE NUMBER	EMAIL ADDRESS	POSITION

Part Two – Contract and Financing

Upon approval of a bid from the Area Assembly, the DCM (or Host Committee Chairperson) will submit the final contract to the Area Chair for final approval and signature(s). As contracts are legal documents, it is essential that the Area Chairperson obtain the best assistance to review the complete contract language to be sure that all financial and legal obligations are understood and are in the best interest of Area 83. In the event that there is a conflict in the contract language that cannot be resolved between Area 83 and the facility, the Area Chair, with sufficient cause, can decline the agreement and advise the District that an alternative bid will need to be submitted to the Area Assembly.

Area 83 Financial Obligations – The Area Assembly costs are ultimately the responsibility of Area 83. The facility cost for the meeting rooms and associated logistics (AV rental, set up and tear down, equipment rental, etc.) will be paid by the Area Treasurer. Advances up to $1,000.00 can be given to the host District for needed expenses and deposits. The Host Chair will provide copies of facility insurance to the Area Chairperson. If insurance certificates are not available for a venue, the Host Chair should contact the Area Chair who will arrange for insurance for the venue. All contractual obligations naming Area 83 will be approved and signed by the Area Chairperson or their designated trusted servant. Area 83 Assembly costs will be documented on the *Assembly Wrap-Up Form* in Part Five and included in the final report at the following Assembly.

If the host chair or designate expenses are not covered by the District or Group, Area 83 will cover the expenses for attendance at the Sunday Assembly business meeting and/or Area Committee meeting. This includes travel and meals.

Host District Financial Obligations – Ice cream socials or other host District activities are the responsibility of the hosting District. As such, any losses or proceeds from these events are the responsibility of the District. Host Districts will complete the final *Assembly Wrap-Up Form* in Part 5 and present it at the following Assembly.

Other Financial Considerations – Area 83 has been conducting Area Assemblies since 1975 and it is important that we continue to enjoy exceptional relations with hotels and facilities in our Area. Good communication is essential between the host committee and the Area Chairperson and Area Treasurer. Make use of the experience from Past Trusted Servants to avoid situations that create large financial losses or large financial overages.

NOTE: During the Assembly weekend, the Area Treasurer will set up 7th Tradition collection boxes near the coffee and tea service. These will be emptied several times during the day.   All funds collected will be used to offset the expenses of beverage services during the weekend. It would be advantageous for Host committee to post the estimated cost of coffee or tea per cup.

Contract and Financing Checklist

☐ Contract/Pricing agreement approved and signed.

☐ The Area Chair has signed off that insurance requirement has been met.

☐ Display table and additional equipment identified.

☐ Coffee/Beverage prices negotiated and finalized.

☐ Banquet venue, caterer, price negotiated.

☐ Cost estimates completed; progress communicated to Area Chairperson

Part Three – Assembly Logistics

Hosting an Assembly provides a great opportunity for Districts to increase participation and share the service structure with local members. Hosting the Assembly requires a large group of volunteer members to coordinate the activities required for putting on the assembly. The host committee will remain in place up to and including the Assembly hosted in their district or Zone. They will need to be available to attend the event wrap up meeting.   The Host Committee will create the following positions and subcommittees to facilitate the process:

Host Committee Chair: A DCM, past DCM or other District member who is selected to chair the host committee. The chair will oversee the host committee, present information to the Area Assembly, and be the point of contact in the district for the Area on issues regarding the Assembly. The Host committee chair will coordinate with the Area 83 chair as needed. (See Appendix I for timeline of benchmarks in the planning process).

Treasurer: The Host Committee member selected to maintain accurate financial records and to ensure that financial commitments are paid. The Host Committee Treasurer will coordinate with Area 83 Treasurer for payment of facility bills and coordinate the completing of the *Assembly Wrap Up* form - to be completed at the end of the Assembly.

Secretary: Building on shared experiences, minutes of the Host Committee meetings should be recorded and deposited in the Area 83 shared drive and the Area Archives (via Archives chair or Archivist) to help improve future Assembly experiences.

Communications: Volunteers to create and distribute Assembly flyers and information at other Area events, Assemblies, Intergroup Communications and on Area 83's website.

Registration: Volunteers are needed to greet and register participants. This will include preparing name tags for attendees. A space near the Saturday and Sunday activities will need to be provided and include a table and chairs. Registration details should be coordinated with the Area Registrar who will be reporting attendance on Sunday for the Assembly roll call.
Pre-registration and Meal and banquet tickets should be coordinated with the Registrar and Area Chair, respectively.

Volunteers Provided by Host Committee:

The Assembly weekend requires Volunteers from Host District for three different activities:

SIGN IN DESK (2 per shift):
- check in for those who have pre-registered
- distribute (sell) lunch and banquet tickets (to be coordinated with Area Treasurer)

LAPTOP REGISTRATION PERSON (1 per shift):
- input the Name, Position and Group information into Spreadsheet for those who have NOT pre-registered

GREETERS (2 per shift):
- direct attendees to appropriate register/sign in desk
- let attendees know where the meeting rooms and washrooms are located.

Experience has found this to be a good complement of Greeter volunteers.

Saturday 7:30am-3:30 pm

- Saturday morning (6) volunteers seem to work best (1 floater)
- One person on REGISTRATION LAPTOP (ideally have two volunteers *trained* on registering members on the laptop).
- Two people at the SIGN IN DESK
- Two GREETERS

The Saturday morning rush is the busiest and needs the most volunteers at this time.

We find it best to break the day up into 3 shifts so 8-12 volunteers is ideal.

Approximately 2.5 hr shifts seems to work well

Sunday 8AM – NOON

- One person on REGISTRATION LAPTOP
- Two people at the SIGN IN DESK
- One or two GREETERS

Typically, by 10 am Sunday, the rush is over, and the Laptop volunteer could handle any late arrivals

Volunteers need to be in place a couple weeks ahead of time to allow time for the Registrar to hold a training session via Zoom.

Social Event Ticket Sales: Volunteers to sell tickets or coordinate any extra events such as ice cream socials or an evening outing organized by the host committee.

Speaker Meetings: Volunteers to set up the meeting, if held at a homegroup. See Appendix II of this document for details on Friday.

AA Meetings: A District may provide an open AA meeting in the early morning prior to the beginning of the business meeting or workshops; if selected, a local group or members can volunteer to conduct the meeting. Be mindful of the time and how it affects the days agenda.   Time should be allowed for attendees to arrive at the scheduled start of the day.

Signage: This important subcommittee needs volunteers to create and display signs that direct Assembly participants to the location of the Assembly and to various locations within the facility. These volunteers need to coordinate their efforts with the facility and, at times, with the local municipalities to comply with any restrictions. In support of our Tradition of Anonymity, signs should use terms like "Area 83 Assembly" rather than "AA Assembly."

Set Up/Clean Up: Volunteers willing to show up early, assist Area trusted servants with unloading and set up, as well as volunteers to assist with loading and clean up on Sunday.

Assembly Logistics Checklist

☐ Select Assembly Host Chairperson_____

☐ Select Treasurer_____

☐ Communication/Flyers Coordinator_____

☐ Coffee/Social Event Ticket Sales Coordinator_____

☐ Speaker Meeting Coordinator_____

☐ Morning Open AA Meeting Coordinator_____

☐ Display/Signing Coordinator_____

☐ Set Up/ Clean Up Coordinator_____

☐ Volunteer Coordinator_____

Part Four – Hosting the Assembly

Ongoing communication between the Area 83 Chair and the Assembly Host committee is important before, during, and after the Assembly. The Area 83 Chair is responsible for developing the agenda and format of meetings for the entire Assembly weekend. The Chair will also define the times for the Business meeting on Friday night (Area Officers and Subcommittee Chairs) and Sunday. The Assembly Host Committee may have knowledge of specific needs that can be addressed in meetings and/or workshops at the area assembly so they will provide significant input to the Area 83 Chair. Confirm seating layout with the Area Chair as to whether there will be round-table format meetings or theatre style seating during the weekend.

The current Assembly schedule consists of:

FRIDAY EVENINGS:

- Pre-Assembly meeting with Area officers, subcommittee chairs and SID / PCAS committees
- Friday Night Speaker Meeting may be held in Hotel or in a Homegroup in the Host District. Speaker and participants selected by Service Information Day (SID) committee member responsible for chairing the meeting (See Area 83 OPs, Appendix Two-- **FRIDAY NIGHT OPEN MEETING**).

Venue of Friday Night Speaker meeting:

- Space for 110-130 attendees plus the regular attendance of the Home Group (Spring and Fall 2023 assemblies had 175-195 in attendance, including approximately 60 local members)
- Equipment and ability to 'broadcast' the meeting on Zoom
- Meeting Space for approximately 30 people before the meeting for District officers and Service information day / Pre-Conference Agenda Sharing committee.
- Clear directions for attendees to the meeting and available parking.
- Welcome volunteers, 3-4 (Greeters)
- Snack/coffee coordinator for approximately 150-200 members.

Saturday Workshops

- Area 83 Service Information Day (Fall Assembly) or Pre-Conference Agenda Sharing (Spring Assembly)
- The Assembly follows the agenda set by the Area chair and Area 83 Operating Procedures.

Saturday Banquet and Speaker Meeting:

- Saturday Banquet- See Appendix IV- Banquet details)
- AA Speaker Meeting - (See Area 83 OPs, Appendix Two-- **SERVICE INFORMATION DAY)**

Sunday Assembly

Sunday Morning Assembly Meeting:

- This meeting is the responsibility of the Area Committee and is chaired by the Area Chairperson. This meeting is open to anyone, but only members of the Area Committee and GSRs have a voice and vote. Any and all business, for which the Assembly is responsible, is outlined on the Agenda distributed 6 weeks prior to the Assembly.

Assembly Checklist

☐ Quantity of tables for Area Subcommittee displays confirmed with Area Chair

☐ Wayfinding signage in place

☐ Registration volunteers in place

☐ Coffee/beverage sale volunteers in place (if required)

Part Five – Assembly Wrap Up

Closing out the Assembly is critical for the future functioning of the Area 83 Assemblies. This process will help us to maintain good working relationships with hotels and other facilities. Within 30 days of the Assembly, all bills will be paid and final financial reports completed. Advances given to Host Districts will be sent to the Area 83 Treasurer with the completed **Assembly Wrap Up Form** and any overages created by Host Committee activities shall be sent to the Host District. Feedback from the host committee is helpful to future hosting Districts to share lessons learned from hosting an Area Assembly.

See Appendix III for details from previous Assemblies and how to complete the Assembly Wrap-up form.

Assembly Wrap-up Form

All prices quoted shall include applicable taxes and fees.

ASSEMBLY *WRAP - UP FORM*			
ASSEMBLY DATE(S)		FRIDAY NIGHT OPEN MEETING LOCATION	
HOSTING DISTRICT(S)			
HOST CHAIR		ASSEMBLY LOCATION (SAT/SUN)	
HOST PHONE			
HOST EMAIL		TYPE OF FACILITY	
TOTAL ATTENDANCE			

FACILITY EXPENSES	(Incl Tax)	Details
Coffee/Tea/Water Costs		
Large Venue w AV and Setup		
Linens, Stage and Signage		
Coordination and Event Services Fee		
Discount		
Facility Expenses Sub-total		

HOTEL EXPENSES (Accommodations)		
2 nights		
1 night		
Parking		
Complementary rooms		
Accommodations Sub-total		
TOTAL EXPENSES		

7th Tradition Contributions	

FLOW THROUGH EXPENSES			
Banquet Dinner			
Sunday Lunch			
Total Flow Through			

Appendix I: Timeline

There are many moving parts to organize a successful Assembly. It is important to make all arrangements and see that all stakeholders are kept informed of the progress.

	Timing depends on when the Assembly will be held.	
Important benchmarks and communications plan for Host Committee	**SPRING ASSEMBLY**	**FALL ASSEMBLY**
DCM, or Host Chair submits proposal to Area Chair (60 days before Assembly)	Approximately Last week in January	Approximately Last week in August
• Host committee prepares a bid presentation to the Area Assembly to host the Assembly for the following year • Area Assembly Votes on Bid presentations	Spring Assembly	Fall Assembly
Provide update at Area Committee meeting how the arrangements are progressing	June & September	January
Give brief presentation and/or have display to draw attention to Next Assembly in District or Zone.	Fall Assembly	Spring Assembly
Provide update at Area Committee meeting how the arrangements are progressing	January	June & September
Registration desk team to coordinate with Area Registrar about duties including Pre-registration and meal tickets)	February	September
Confirm display needs for Subcommittee Chairs & their displays	February	September
Assembly in Host District or Zone	March-April	October-November
Assembly Wrap-up Meeting	April-May	November-December

Appendix II: Meeting space and AV needs for 3-day event (Friday 6 pm-Sunday 7 pm)

- **Friday pre-Assembly meeting**
  Area officers and Subcommittee chairs with SID and/or PCAS committee.

	Time	Numbers	Set up Style
Friday	6-8 pm	30	Chairs, (tables would be a bonus) Could be at hotel or where Friday night meeting is held

- **Friday night Open Speaker Meeting**
  Stage with Podium and Mic and hybrid meeting capabilities (see Technology requirements).

	Time	Numbers	Set up Style
Friday	8-11 pm	100-150[1]	Theatre style

[1] in addition to regular group attendance. (if held in homegroup)

	Time	Numbers	Set up Style
Saturday	8:30-9:50 am	200-400	Theatre or Round Tables (for evening banquet)[2]
Saturday-room 1	10-5 pm	100	Theatre (or round tables)
Saturday-room 2	10-5 pm	75	Theatre (or round tables)
Saturday-room 3	10-5 pm	75	Theatre (or round tables)
Saturday	6:30 pm-10:30 pm	200	Round tables

- **Saturday morning**
  starts with all attendees meeting in one room, until (9:50 am)- then move into 3 breakout rooms until 5 pm. Attendees would be out of the big room by 5 pm, and then come back for banquet at 6:30 pm.

[2] It is possible that one of these 10-5 pm breakout rooms could be the room where we gathered at 8:30 am and will gather again for the banquet.

	Time	Numbers	Set up Style
Sunday	8:30 am-7 pm	300-400	Theatre style

- **Sunday** is a large business meeting.
  Need Stage that includes seating for minimally 3-6 people and a podium.
  Requirement: Ramp for mobility challenged people must be on hand.

Audio/Video equipment Checklist

Meeting rooms Friday night, Saturday and Sunday will require microphone and sound system.
We need to offer a hybrid experience (via Zoom or some other platform) in all rooms to do this,
Requirements-

- ☐ WiFi
- ☐ Projectors (possibly Area supplied)
- ☐ Mics to pick up in-person presenters for online participants.
- ☐ Cameras
- ☐ Capability to hook up to presenter's laptops (via HDMI)
- ☐ Two floor microphones in middle of room to handle questions from audience.

If items are not provided by Area 83 Tech committee, they will need to be provided by venue or 3rd

party.

Appendix III: Previous Assembly wrap-up documents
2023 Spring Assembly Wrap-up

SPRING 2023 ASSEMBLY *WRAP - UP FORM*		
ASSEMBLY DATE(S)	April 14-16	FRIDAY NIGHT OPEN MEETING LOCATION
HOSTING DISTRICT(S)	36	Kingston Young People's Group
HOST CHAIR		ASSEMBLY LOCATION (SAT/SUN)
HOST PHONE		St Lawrence College
HOST EMAIL		TYPE OF FACILITY
TOTAL ATTENDANCE	371	College

ACILITY EXPENSES	(Incl Tax)	Details
Coffee/Tea/Water Costs	$1,524.37	for 200 pp $7.62 each
Large Venue w AV and Setup	$4,520.00	
Linens, Stage and Signage	$1,062.20	
Coordination and Event Services Fee	$1,017.00	
Discount	($904.00)	
Facility Expenses Sub-total	**$7,219.57**	

HOTEL EXPENSES (Accommodations)		
2 nights	$4,573.80	
1 night	$653.40	
Parking	$740.00	
Complementary rooms	2	Not billed or deducted
Accommodations Sub-total	**$5967.20**	
TOTAL EXPENSES	**$13,186.77**	

7th Tradition Contributions	**$3,068.80**	

FLOW THROUGH EXPENSES			
Banquet Dinner	$ 6,678.33	Ticket Price: $39.99	# Sold: 167
Sunday Lunch	$ 1,715.99	Ticket Price: $16.99	# Sold: 101
Total Flow Through	**$8,394.32**		
Banquet Dinner Costs	$6,847.01		
Sunday Lunch Costs	$1,803.48		
Total Meal Costs at venue	**$8,650.49**		

Appendix III: Previous Assembly wrap-up documents *Continued*
2023 Fall Assembly Wrap-up

FALL 2023 ASSEMBLY *WRAP - UP FORM*		
ASSEMBLY DATE(S)	October 27-29	FRIDAY NIGHT OPEN MEETING LOCATION
HOSTING DISTRICT(S)	36	Kingston Young People's Group
HOST CHAIR		ASSEMBLY LOCATION (SAT/SUN)
HOST PHONE		St Lawrence College
HOST EMAIL		TYPE OF FACILITY
TOTAL ATTENDANCE	291	College

FACILITY EXPENSES	(Incl Tax)	Details
Coffee/Tea/Water Costs	$1,582.00	for 200 pp $7.91 each
Large Venue w AV and Setup	$3,616.00	
Linens, Stage and Signage	$1,005.70	
Coordination and Event Services Fee	$2,034.00	
Discount	-$339.00	
Facility Expenses Sub-total	**$7,898.70**	

HOTEL EXPENSES (Accommodations)		
2 nights	$5,953.40	17 people ($350.20)
1 night	$875.50	5 people ($175.10)
Parking	$580.00	$40 for 2 nights
Complementary rooms	-$700.00	
Accommodations Sub-total	**$6,708.90**	
TOTAL EXPENSES	**$14,607.60**	

7th Tradition Contributions	

FLOW THROUGH EXPENSES			
Banquet Dinner	$5,810.16	Ticket Price: $45.04	# Sold: 130
Sunday Lunch	$1,895.00	Ticket Price: $18.95	# Sold:100
Total Flow Through	**$7,705.16**		
Banquet Dinner Costs	$5,802.55		
Sunday Lunch Costs	$1,892.47		
Total Meal Costs at venue	**$7,695.02**		

Appendix III: Previous Assembly wrap-up documents *Continued*

2024 Spring Assembly Wrap-up

SPRING 2024 ASSEMBLY *WRAP - UP FORM*		
ASSEMBLY DATE(S)	April 5–7	FRIDAY NIGHT OPEN MEETING LOCATION
HOSTING DISTRICT(S)	36	Kingston Young People's Group
HOST CHAIR		ASSEMBLY LOCATION (SAT/SUN)
HOST PHONE		St Lawrence College
HOST EMAIL		TYPE OF FACILITY
TOTAL ATTENDANCE	303	College

FACILITY EXPENSES	(Incl Tax)	Details
Coffee/Tea/Water Costs	$2,418.20	for 200 pp $12.09 each
Large Venue w AV and Setup	$4,520.00	
Linens, Stage and Signage	$1,389.90	
Coordination and Event Services Fee	$2,034.00	
Discount	($452.00)	
Facility Expenses Sub-total	**$9,910.10**	

HOTEL EXPENSES (Accommodations)		
2 nights	$5,274.60	15 people ($351.64)
1 night	$1,054.92	6 people ($175.82)
Parking	$727.72	14 cars ($25.99/night)
Complementary rooms	-	
Accommodations Sub-total	**$7,057.24**	
TOTAL EXPENSES	**$16,967.34**	

7th Tradition Contributions		

FLOW THROUGH EXPENSES				
Banquet Dinner	$6,625.59	Ticket Price: $46.99	# Sold: 141
Sunday Lunch	$1,811.16	Ticket Price: $21.06	# Sold:86
Total Flow Through	**$8,436.75**		
Banquet Dinner Costs	$6,328.00		
Sunday Lunch Costs	$1,985.98		
Total Meal Costs at venue	**$8,313.98**		

Appendix IV: Saturday Banquet details

Below a list of related details from St. Lawrence College

	2023 Spring		2023 Fall		2024 Spring	
	tickets	cost	tickets	cost	tickets	cost
Saturday Banquet	167	$39.99	130	$45.04	141	$46.99
Sunday Lunch	101	$16.99	100	$18.95	86	$21.06

Coffee, tea, and water are typically paid for by Area 83 (see Coffee/Tea/Water Costs under Facility Expenses)

APPENDIX ELEVEN

PRE-CONFERENCE AGENDA SHARING (PCAS) GUIDELINES

As approved at the April 16, 2023 Spring Assembly, the in person PCAS sessions will run as a 3 year trial period; to be re-evaluated after the 2026 PCAS Session during the 2026 Spring Assembly.

AREA 83 – EASTERN ONTARIO INTERNATIONAL

THE PRE-CONFERENCE ASSEMBLY GUIDELINES

PURPOSE OF THE PRE-CONFERENCE ASSEMBLY

In 2007, Area 83 began holding a Pre-Conference Assembly in the spring. The purpose of this Assembly is to discuss the agenda items for the upcoming General Service Conference. This informs our Delegate of the Area 83 A.A. groups' conscience, thoughts and experience on the various agenda items. The area's voice assists our Delegate in sharing the views of A.A. members from Area 83 when they attend the General Service Conference.

Area 83 holds assemblies twice a year, in March and October. The Saturday of the Spring Assembly weekend is designated as Pre-Conference Agenda Sharing sessions.

The Delegate is scheduled for the Plenary Session from 9:00 am to 9:15 am.

THE PRE-CONFERENCE AGENDA SHARING (PCAS) COMMITTEE

The PCAS Committee will be chaired by the Immediate Past Delegate. It will be composed of the Alternate Delegate and (2) Area Officers invited by the Committee Chair (one of whom will be the Secretary of the Committee) and (3) District Committee Members who will be elected in the same format as the Service Information Day Committee at the January Area Committee meeting. District Committee Members who are elected to the Service Information Day Committee are not eligible to let their name stand. This committee will serve for the two-year term.

The PCAS Committee Chair will consult with the current Delegate to obtain the background information required.

The PCAS Committee Chair will provide progress reports to the Area Committee and the Area Assembly.

SUGGESTED MEETINGS

The committee will meet with sufficient frequency to allow the proper execution of their defined duties within the time frame allotted.

The PCAS Committee Chair shall confirm with the appointed Session Chairs their availability prior to publication of the agenda.

An initial agenda for the PCAS will be sent to the Area Chair for distribution 6 weeks prior to the Spring Assembly.

It is recommended that each session be 85 minutes (one hour and 25-minutes), with a 20-minute rotation time between sessions. It is also recommended that the Opening Conference Process Overview be reduced to 15 minutes.

TIMELINE AND SCHEDULE

By mid-February the PCAS Committee Chair assigns the agenda items to the appropriate Session Chairs. Full background information is forwarded only to the Session Chairs who will then produce the summaries. Upon request members may receive full background information by contacting the Delegate directly.

The Delegate highlights items that are likely to be discussed by the full conference body. These items will be addressed during the PCAS sessions. A template for drafting background summaries will be supplied to the Session Chair who will then forward the completed summaries to the PCAS Secretary.

The PCAS Committee pre-assigns districts to agenda sharing sessions. The PCAS Secretary then sends the preassigned completed summaries to each District Committee Member. The District Committee Member then forwards the material to each group within their district. All background summaries will be available online. Each group is encouraged to discuss these agenda items so that when they attend the PCAS weekend they are prepared to share their informed voice.

At the PCAS each committee holds a session where all assigned to that committee meet and discuss agenda items. Each committee will have a Session Chairperson and Secretary who will take notes during the committee session. The goal is to reach a consensus of recommendations on each agenda item along with thoughts on why the recommendation was made. Anyone may attend the various committee meetings; however members are encouraged to attend the session to which their district was assigned. They should also be prepared to discuss and vote on the agenda items for that session. The vote will be a sense of the room and will be a show of hands.

Within 3 days following the assembly, the Session Secretary submits their committee's recommendations and thoughts on each specific agenda item to the Session Chair. The Session Chair reviews and forwards them to the PCAS Secretary, who will compile all session documents and distribute them to the Delegate and to the Webmaster who will post them on the Area 83 website by the Friday following the assembly weekend.

SPENDING GUIDELINES

The DCMs on the PCAS Committee are entitled to their rooms for Friday night and meals for Friday night and Saturday to be reimbursed by Area 83. As DCMs on the PCAS Committee also serve as a District Committee Member for their District, it is expected that the District will reimburse any other reasonable expenses for attending the Assembly.

Pre-Conference Agenda Sharing (PCAS) Timeline
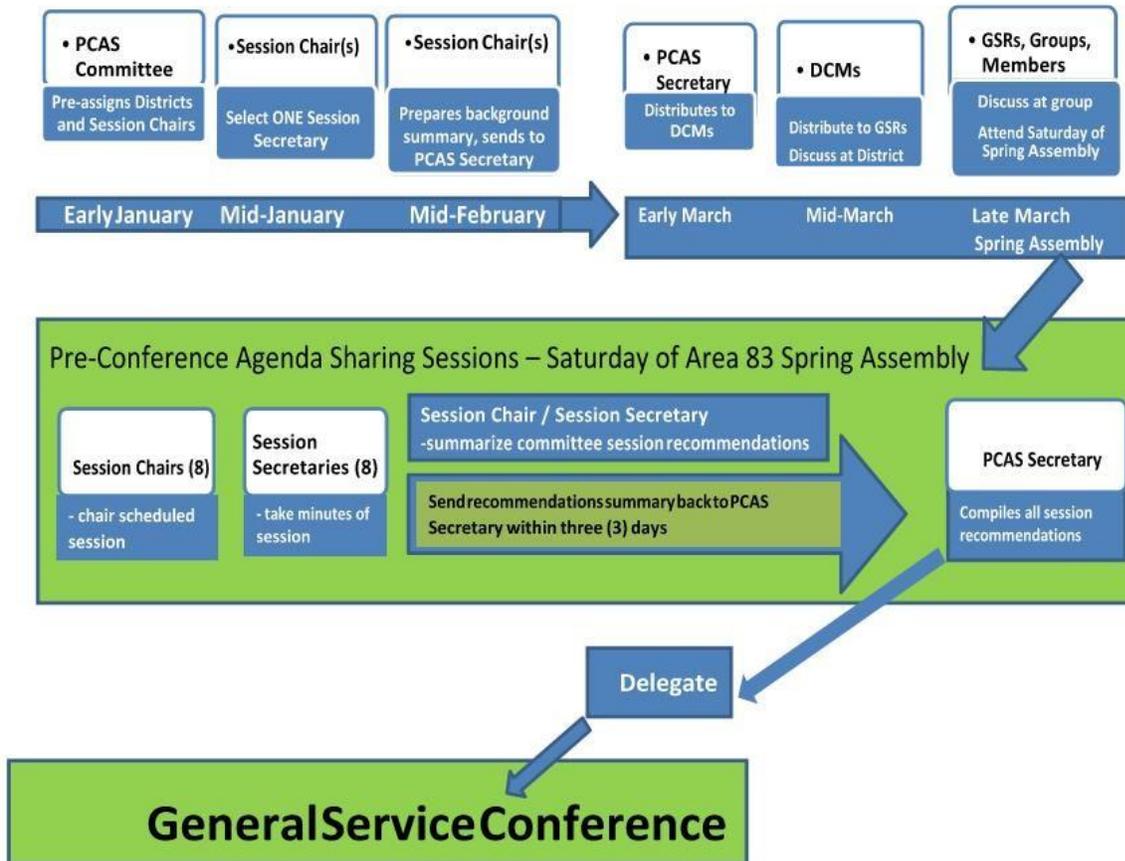
**AREA 83 – EASTERN ONTARIO INTERNATIONAL
PRE-CONFERENCE AGENDA SHARING SPRING ASSEMBLY**

FRIDAY MARCH XX, 2025			SUBJECT	CHAIR	MEETING ID
8:00 pm	SEE BELOW		Open speaker Meeting	PCAS Committee DCM	

SATURDAY MARCH XX, 2025

8:45 – 9:00 am	Room 1		Opening	PCAS Chair (IPD)	
9:00 – 9:15 am			Conference Process Overview	Area Delegate	

9:25 – 10:50 am	Room 1	Districts X,X,X	Literature Part 1	Area Secretary	
	Room 2	Districts X,X,X	Finance	Area Treasurer, Self-Support Chair	

11:10 – 12:35 pm	Room 1	Districts X,X,X	Literature Part 2	Area Registrar	
	Room 2	Districts X,X,X	Treatment Accessibilities	Treatment Chair Accessibilities Chair	

12:35 – 1:25 pm L U N C H					

1:25 – 2:50 pm	Room 1	Districts X,X,X	Public Information	Public Information Chair	
	Room 2	Districts X,X,X	Archives / Agenda / Trustees / International Conventions / Regional Forums / Policy & Admissions / Report & Charter	Archives Chair, Banquet Guest	

3:10 – 4:35 pm	Room 1	Districts X,X,X	Corrections Grapevine	Corrections Chair Grapevine Chair	
	Room 2	Districts X,X,X	Cooperation with the Professional Community	Cooperation with the Professional Community Chair	

6:30 pm	Room 1		BANQUET DINNER Followed by Open Speaker Meeting	PCAS Committee DCM	

We hope all members of Area 83 will take part in these important discussions.