



# ***AREA 01 HANDBOOK***

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## AA's Legacy of Service by Bill W. \*

Our Twelfth Step – carrying the message –is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those that haven't been given the truth may die.

Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer –ranging all the way from the Twelfth Step to a ten-cent phone call and a cup of coffee, and to AA's General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service.

Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good publicity of almost every description. They call for committees, delegates, trustees, and conferences. And, not to be forgotten, they need voluntary money contributions from within the Fellowship.

*\* Bill wrote these words in 1951. Reprinted with permission from The A.A. Service Manual*



**I Am Responsible.  
When anyone, anywhere, reaches out for help,  
I want the hand of A.A. always to be there.  
And for that I am responsible.**

*From the 1965 AA International Convention in Toronto, Canada*

# I. Welcome to Area 01

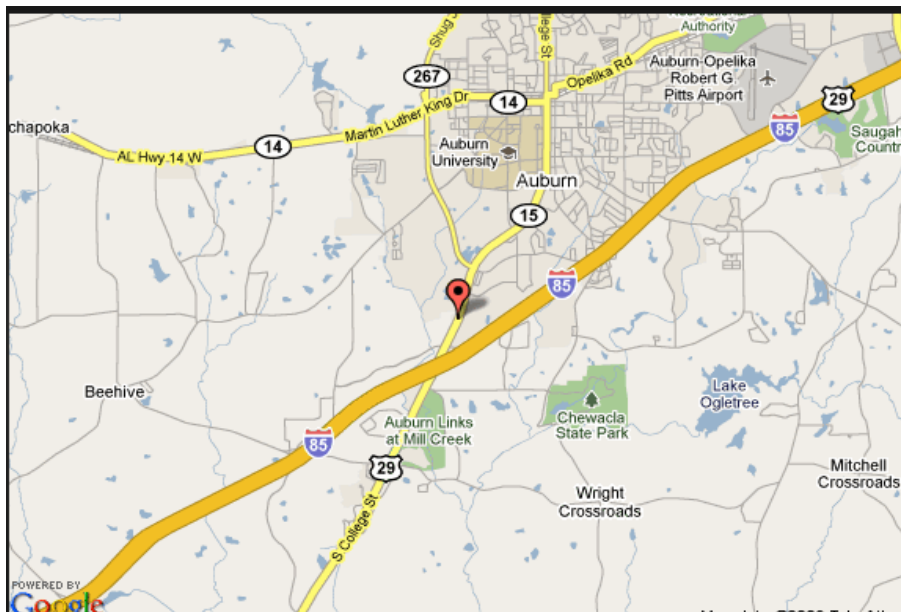
Welcome to Area 01 Alabama/Northwest Florida Assembly. Alcoholics Anonymous Area 01 is the geographic area assigned by the General Service Office (GSO) of Alcoholics Anonymous to the region that encompasses Alabama & Northwest Florida. Area 01 is comprised of 23 geographic Districts as well as District 24, an Area-wide Spanish speaking district.

General Service Representatives (GSRs), District Committee Members (DCMs), Area Officers, other service committee members, and other members from the fellowship of Alcoholics Anonymous meet quarterly for the purpose of conducting Area 01 business. In addition, every other year, elected GSRs, DCMs and committee members elect a delegate to the General Service Conference, Area Committee Officers and Area Committee Chairpersons. All AA members are invited and encouraged to attend and participate in Area 01 Assembly.

With our primary purpose foremost in our minds, this *Area 01 Handbook* summarizes the current group conscience for Area 01 and is to be used in conjunction with the *A.A Service Manual*. It is subject to change, and it is hoped that any changes will enhance our primary purpose, to carry the message to the still suffering alcoholic.

If you have any questions, feel free to direct them to anyone wearing a yellow name badge. These are your Officers, Committee Chairs, DCMs and past Delegates who are always willing to help.

A Spanish interpreter is present at each Assembly and receives compensation for service.



## Clarion Inn/Auburn

1577 College St. Auburn, Alabama 36832

Phone: 334-821-7001

[www.choicehotels.com/alabama/auburn/clarion-hotels](http://www.choicehotels.com/alabama/auburn/clarion-hotels)

## II. Area 01 Demographics

Area 01 is comprised of AA Groups in Alabama and NW Florida. It is one of the 93 designated General Service Conference delegate areas of Alcoholics Anonymous within the United States and Canada.

# Alcoholics Anonymous | Area 1

## Districts of Alabama and Northwest Florida



**12** District 24 | Spanish  
Covers AA Area 1 entirely

[www.aaarea1.org](http://www.aaarea1.org)

- District 13, 21 & 22 Tri-District Central Office  
600 University Office Blvd Suite 148  
Pensacola, FL 32504  
850-433-4191 / [www.sapersacola.org](http://www.sapersacola.org)
- District 14 Intergroup  
24 Hollywood Blvd SW Suite 7  
Fort Walton Beach, FL 32548  
850-264-2421 / [www.fortwaltonbeachaa.org](http://www.fortwaltonbeachaa.org)
- District 18 Intergroup Panama City  
PO Box 1443  
Panama City, FL 32402  
850-784-7431 / [www.panamacityaa.org](http://www.panamacityaa.org)  
800-333-0696 after hours answering service
- District 19 Wiregrass Intergroup Area  
The House of Fellowship  
1970 Reeves Street Suite 221  
Dothan, AL 36303  
334-792-3422 / [www.aadothan.org](http://www.aadothan.org)
- District 8 Montgomery Area Intergroup  
828 Forest Ave Suite A  
Montgomery, AL 36108  
334-254-4122 Hot Line Number 24 hours  
[www.centralaa.org](http://www.centralaa.org)
- District 6 & 7 Birmingham Intergroup  
Central Office  
242 West Valley Ave Suite 211  
Homewood, AL 35209  
205-290-0060 / [www.birminghamaa.org](http://www.birminghamaa.org)
- District 4 Coosa Valley Region  
New Life Group  
2250 Highway 78 West  
Oxford, AL 36203  
256-390-9974 / [www.coosavalleyaa.org](http://www.coosavalleyaa.org)
- District 28 Huntsville Central Office  
3322 Memorial Parkway SW  
Building 600, Suite 603  
Huntsville, AL 35801  
256-855-0323 / [www.sahuntsville.org](http://www.sahuntsville.org)
- District 1 Northwest Alabama  
PO Box 3271  
Muscle Shoals, AL 35663  
256-386-0663 Hot Line Number 24 hours  
[www.shoalaa.org](http://www.shoalaa.org)
- District 18 Mobile Eastern Shore Area  
Intergroup  
600 Bel Air Blvd Suite 224  
Mobile, AL 36606  
251-479-9994 / [www.mobileaa.org](http://www.mobileaa.org)
- District 8 Fayette Alabama  
850-807-9834 Hot Line Number 24 hours
- District 24 Spanish / All of Area 1  
See Spanish Speaking Meeting Schedule for  
contact information.

Revised 11/09/2012 Carl Van Dine

### III. Area 01 Service Structure Chart

#### The A.A. Group

The Intergroup Representative



General Service



District Committee Member



The Area Assembly & Committee's



The Area Delegate



The General Service Conference

District 13, 21 & 22: 850-433-4191

[www.aapensacola.org](http://www.aapensacola.org)

District 14: 850-244-2421

[www.fortwaltonbeachaa.org](http://www.fortwaltonbeachaa.org)

District 15: 850-784-7431

[www.panamacityaa.org](http://www.panamacityaa.org) or 800-333-0996 after hours answering service

District 10: 334-792-3422 / [www.aadothan.org](http://www.aadothan.org)

District 8: 334-254-4122 [www.centralalaa.org](http://www.centralalaa.org)

District 6 & 7: 205-290-0060 /

[www.birminghamaa.org](http://www.birminghamaa.org)

District 4: 256-390-9974 /

[www.coosavalleyaa.org](http://www.coosavalleyaa.org)

District 20: 256-855-0323 /

[www.aahuntsville.org](http://www.aahuntsville.org)

District 1: 256-386-0663 [www.shoalsaa.org](http://www.shoalsaa.org)

District 10: 251-479-9994 / [www.mobileaa.org](http://www.mobileaa.org)

District 5: 850-807-9834

District 24 Spanish: All of Area 01 See Spanish Speaking Meeting Schedule for contact information

## IV. The Area 01 Assembly

An Area 01 Assembly is a meeting of the General Service Representatives (GSRs), District Committee Members (DCMs), Area Committee Chairs and Area Officers. Assembly meetings consider a variety of issues, from General Service Conference business to Area problems and solutions.

At Area 01 Assembly you hear reports from the Area Officers, Committee Chairs and DCMs. We are informed of the service work being performed within our Area and throughout AA. GSRs will bring this information to their Home Group and DCMs will share it at their District's meeting.

GSRs also have the responsibility to give their respective home group's conscience during Area 01 business, as well as General Service Conference agenda items as they are discussed, debated, and eventually voted upon on the assembly floor.

We invite all AA members to attend and participate!

### **A Typical Area 01 Assembly Agenda Schedule**

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#### **Friday Night**

- 7:00 PM Early Registration
- 7:30 PM Agenda Committee Meeting – Chaired by Area1 Chair
- 7:30 PM Workshop – Orientation-Welcome to Area 01 Chaired by S & P Committee
- 8:30 PM Early Workshop Meeting – Chaired by a DCM
- 9:30 PM Night Owl Discussion – Chaired by a DCM

#### **Saturday**

- 8:00 AM REGISTRATION
- 8:30 AM GSR Workshop – Chaired by a DCM
- 8:30 AM Workshop – Orientation-Welcome to Area 01 Chaired by S & P Committee
- 9:45 AM Committee Meetings
- 11:00 AM Workshop – Chaired by a Committee Chair
- 12:00 noon LUNCH
- 1:00 PM Public Information Film
- 1:30 PM Committee Meetings
- 2:45 PM Ask It Basket – Chaired by past Delegates
- 4:00 PM Workshop – Chaired by DCM or Committee Chair
- 5:00 PM DCM Meeting – Chaired by Alternate Delegate
- 7:45 PM Area Announcements
- 8:00 PM Open Speaker Meeting – Chaired by DCM or Committee Chair
- 9:30 PM Nite Owl Meeting – Chaired by DCM

#### **Sunday**

- 8:00 AM Finance Committee Meeting
- 8:15 AM Roll Call Sign-In
- 9:00 AM Area Service Meeting

## **V. Area Officers**

Area 01 Officers are comprised of the Delegate, Alternate Delegate, Area Chairperson, Treasurer, Secretary, and Registrar. This *elected* Panel of “trusted servants” provides service leadership to our Area and is comprised of the Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary and Registrar. The Officers are sometimes referred as the *Area Panel*. Listed below are the Officer responsibilities and job descriptions for Area 01.

All Officers actively participate in the process of the General Service Conference by familiarizing themselves with the Agenda Items, Advisory Actions, Additional Committee Considerations, and all related background material for their assigned Conference Committee.

For more information on duties, responsibilities, and qualifications of Area Officers please see the AA Service Manual, and other General Service Conference-approved literature.

### ***Delegate***

The Delegate has a demanding job, not only because a large amount of time and work are involved, but because it is the Delegate's responsibility to serve worldwide AA. As voting members of the Conference, a Delegate brings to its deliberations the experiences and viewpoints of our own Area. Yet, you are not representatives of our Area in the usual political sense; after hearing all points of view and becoming fully informed during Conference discussion, you vote in the best interests of AA as a whole.

1. Actively participate in the process of the General Service Conference by familiarizing yourself with the Agenda Items, Advisory Actions, Additional Committee Considerations, and all related background material. Actively seek information, experience, and input from assembly members to prepare for the General Service Conference.
2. Attend, serve, and participate as a voting member of the Area 01 Assembly.
  - a. Work closely with Committee members and Officers, sharing experience throughout the year. After GSR and Committee members have reported on the Conference, learn from them how their groups and members reacted to their Agenda items.
  - b. Assume added responsibility if the Area Chair or Alternate Delegate are unable to serve. Also, if an Area Committee is not functioning effectively, the Delegate may take an active role in remedying the situation.
3. From time to time, provide leadership in solving local problems involving the AA Traditions when Area members, DCMs or GSRs have questions.
4. Ensure our Alternate Delegate is active and fully informed should the Delegate need to be replaced in an emergency. Ensure that the Alternate is provided a copy of the full Conference background and follow-up material from the Conference.
5. Work with newly elected Delegates to pass along basic knowledge of Conference proceedings and problems.
6. Visit groups and Districts in the Area whenever possible.
7. Attend the General Service Conference meeting in April, fully prepared. Immediately upon election, every Delegate is put on the GSO mailing list to receive Conference materials.



- a. A packet of information for Conference will be sent to you which will include airline reservations, guest attendance and an inquiry as to how many copies of Conference reports you will need. On Sunday at Conference, you will receive a packet outlining the various committee reports from our General Service Office. Read all reports so that when reports are given by the respective Committee you can have your questions ready on the conference floor.
  - b. Communicate the *actions* of the Conference to the area committee members and encourage them to pass on this information. If the Area is too large for the delegate to cover in person, he or she will ask Area Officers and Committee members to share the load. Approximately 2/3 of districts will ask you to visit and give the Conference report. Some Districts may want to combine for this. Most Districts reimburse your expenses when you visit while others mail a check to the Treasurer. It is suggested to have your mileage and meal expense totaled as many Districts will ask for them when you visit. If you will be staying overnight at a District, the DCM will usually make hotel arrangements, they may also ask you to speak the night before your report or perhaps be part of a workshop or go to a meeting.
  - c. Review your Committee assignment background information as well as the background information on all standing Committees.
8. Attend all Area and Regional service meetings and assemblies applicable to our Area. From these meetings, you will come to better understand your own Area and can make suggestions for the Conference Agenda. Additionally, you may come in contact with AA members who might not be reached otherwise.
- a. January Area Assembly
    - i. Participate in the Pre-Conference committee meeting.
    - ii. January 15 is the deadline for suggested Conference Agenda Items. Remind all Committee Chairs to discuss in their Committee meetings any additional Committee considerations that need responding to.
  - b. February - Attend SE Delegates get together in Atlanta. Alternate Delegates are also asked to attend. This is a sharing time preparing new Delegates for the upcoming Conference, attended by past Southeast Delegates and trustees.
  - c. March/April Area Assembly (Pre-Conference Assembly)
    - i. Committees meet to discuss agenda items
    - ii. At this Assembly many DCMs will set a date with the Delegate to give the GSC report, so it is suggested to bring your calendar. The Sunday morning business meeting is for Input *to the Delegate*.
    - iii. April- General Service Conference in New York.
    - iv. It is suggested that the reports be given soon after the GSC throughout the July Assembly.
  - d. July Area Assembly
    - i. Prepare and give the Conference report being sure to report the business of the conference, providing insight into the advisory actions, additional considerations, and reasons that agenda items were not forwarded to the conference floor by Conference Committees. If the Area Committees are taking the time to study, discuss, and provide feedback to the Delegate, the Delegate should honor the effort with details about the individual agenda items.
    - ii. Cooperate with GSO in obtaining information up-to-date information in time to meet the deadline for each issue of the AA Directory and help carry out the triennial membership surveys.

- iii. Remind GSRs to inform groups and individuals about Conference Additional Committee Considerations, the AA Grapevine and Conference approved literature.
  - e. September - Area 01 Convention
  - f. October - Area Assembly
  - g. Chair "even" years' Assembly for elections
  - h. November - Attend the Southern States Alcoholics Anonymous Service Assembly (SSAASA) held in odd numbered years.
  - i. December - Attend the Southeast Regional Forum held in even numbered years. You will be asked to do a presentation or a workshop.
- 9. Depending on your Committee, you might have several additional conference calls a year. The Southeast Delegates have conference calls throughout the year. You will receive various emails from other Delegates with questions not only about Conference but questions in general.
- 10. Every four years is the election at conference for the US Trustee or Trustee at Large. You will need to give a 2-minute speech about the candidate which was nominated by Area 01.
- 11. Throughout travels and at Area Assemblies, a sheet is to be provided by the Delegate for members to write their email address if they would like to receive Delegate updates. This is a great way to keep the Area up to date with AA happenings. You are almost sure to receive a lot of good feedback as well.
- 12. If you receive a new group form, email, or call the DCM and ask them to visit the group. If a new group is near you, try to visit it also. At times, you may receive a new group form with no District number, again, contact the DCM and return the request form to GSO.
- 13. As Delegate to the General Service Conference, substantial expenses are incurred for copying agenda items, disc-mailings to DCMs and other copies needed for preconference Assembly weekend. In 2010, it was found that copying the various Committees off the dashboard worked best as they were separated by Committee. The disc you receive has them in one lump document, not separated by Committee.
- 14. Upon completion of their term of service, past Delegates rotate attendance at the various committees within Area 01 and chair the *Ask It Basket* panel the first 2 years.

### **Expenses Information:**

Area 01 or the District may provide funds to cover travel and incidental expenses the Delegate incurs in reporting back to groups and Districts within the Area. (Most districts will issue a check when you visit.)

Area 01 contributes money to GSO to help with Conference expenses. The General Fund of the General Service Board pays the balance, but this does not take care of the many incidental expenses the Delegate will incur during Conference week. Upon arrival in New York each Delegate receives cash to cover basic expenses during Conference week. Any additional expenses should be turned in to the Treasurer.

### ***Alternate Delegate***

In addition to the following, the Alternate Delegate serves as assistant to the Area Delegate.

1. Attend, serve, and participate as a voting member of the Area 01 Assembly.

- a. Work closely with the Delegate, committee members and officers, sharing experience throughout the year. After GSR and committee members have reported on the Conference, learn from these members how groups and members reacted.
- b. Assume added responsibility if the Area Chair and Alternate Chair are unable to serve. If an area Committee is not functioning effectively, the Delegate may take an active role in remedying the situation.
2. Provide leadership in solving local problems involving the AA Traditions. From time to time, you will receive a call from a member, DCM or GSR with questions.
3. Attend, serve, and participate as a voting member of the Area 01 Finance Committee.
4. Maintain an understanding of all pertinent issues before the Area Assembly as well as agenda items for the General Service Conference. Be prepared to assume the Delegate's responsibilities at a moment's notice in an emergency.
5. Chair and set agenda for the DCM committee meeting held at each Area Assembly.
6. Attend, serve, and participate in the Assembly Agenda meeting on Friday evening.
7. Chair the Pre-Conference committee meeting at Area Assembly.
8. Sign the roll-call roster by 9:00 AM and attend the Assembly Sunday morning business meeting.
9. Provide support for the Delegate as needed.
10. Attend, at the Delegate's request, SSAASA and/or the Southeast Region Forum.
11. Attend the annual Delegate's get together held each February in Atlanta.
  - a. Be prepared to give Area highlights in Delegate's absence.
  - b. Prepare to give report to Area Assembly on this event
12. Give detailed reports to the Area Assembly on the Southeast Region Forum and the Southeast Region Conference workshops and presentations.
13. Maintain open communication with Area Chair, Delegate, and other Area Officers as situations may dictate in regard to all Area business.
14. Prepare and present an estimated annual budget, including income and expenses, to be approved by the Area Assembly no later than the 1<sup>st</sup> Quarter Assembly of that budget year.
15. Generate, maintain, and make available to Area Assembly appropriate records for expenditures.

### ***Area Chairperson***

1. Attend, serve, and participate as a voting member of the Area 01 Assembly.
2. Attend Area 01 Finance Committee meetings as a non-voting/non-voice member.
3. Prepare and present an annual budget for expenditures to be approved by the Area Assembly no later than the 1<sup>st</sup> Quarter Assembly of that budget year and maintain records of all expenditures.
4. Liaison and negotiator with the Host Hotel:
  - a. Communicate throughout the quarter to ensure dates, facilities, etc., do not change. If changes occur, ensure adequate notice and alternatives are available.
  - b. Negotiate with Host Hotel for compensation in the event of contract changes.
  - c. Receive requests from hotel staff to correct/curtail any problems that may evolve with the membership.
  - d. Review and sign Hotel charges at the close of Sunday's business and submit to Treasurer for payment.
  - e. In January of the second year in office, contact possible Host Hotels and arrange to accept bids for a 2-year contract based upon the Assembly needs.

- i. Working with Alternate Delegate, Treasurer, and other trusted servants, make preliminary assessment of all bids received.
  - ii. Present acceptable bids to the assembly for acceptance at the 2<sup>nd</sup> term years' July assembly.
5. Make room reservations for Past Delegates and Saturday Night speaker.
6. Receive requests from Area Committee chairs regarding Committee meeting needs (i.e. extra tables, A/V equipment, etc).
7. Arrive no later than 3:00 PM on Friday:
  - a. Upon arrival, let hotel staff know you are on-site.
  - b. Work with hotel staff to ensure all necessary tables, table covers, and lights are available. Assist with proper set up assembly hall and committee rooms.
  - c. Hang banners behind Head Table and at each end of Head Table.
  - d. Set up display on Head Table in main hall (books, ask-it-baskets, etc).
  - e. Place all appropriate readings on podium (i.e. preamble, How-It-Works, Traditions, and Promises. *Include for open and closed meetings*)
8. Chair the Agenda Committee at 7:00 PM Friday night:
  - a. Prepare the Preliminary Agenda, including workshop topics, possible speakers, and host committee chairs/DCMs. Topics should be relevant to current business of the assembly and/or ongoing business of the General Service Conference.
  - b. Ensure that Saturday Night speakers are properly hosted (current and upcoming).
  - c. Provide next Assembly speaker contact information to the Host so they may contact speaker within a week following the current Assembly.
  - d. Provide the Host with a copy of guidelines for hosting a speaker.
  - e. Contact the Host three weeks prior to next Assembly to get any special requests the speaker may need.
9. Additional Responsibilities throughout Area Assembly weekend:
  - a. Open all General Assembly sessions with announcements. (Make special note of any room changes).
  - b. Read general announcements 15 minutes prior to Saturday Night open speaker meeting:
    - i. Read all Area One event flyers prior to Saturday Night Open Speaker meeting (folder should be on main table for the local event flyers).
    - ii. Read the 7<sup>th</sup> Tradition prior to passing the baskets at the Saturday Night Open Speaker meeting.
  - c. Attend committee meetings to keep abreast of upcoming business (especially DCM meeting).
  - d. Remain available throughout the weekend keeping in mind that the Area Chair works for every member of every group in AA and is responsible to the same.
10. Chair the Sunday morning business meeting.
  - a. Chair the meeting in accordance with the Area 01 Floor Procedure Guidelines (and common sense). Remember we are a spiritual entity, not a business.
  - b. Remind all voting members to sign in by 9:00 AM to be eligible to vote. Announce this to the Assembly frequently prior to 9:00 AM.
11. The incoming Chair is responsible for appointing a Hospitality Committee Chair, 2 DCMs to the Finance Committee, 2 DCMs, a GSR, and a past Delegate to the Structures & Procedures committee and the Web Committee's Coordinator, 1 DCM, 1 GSR and an *ad hoc* member. These appointments are made between the election Assembly and the 1<sup>st</sup> Assembly that begins the incoming Chair's term, (typically Oct. – Jan odd years). The current Chair is responsible for appointing any necessary replacements during a term.
12. The Chair appoints members to an *ad hoc* Committees when needed.

## **Area Treasurer**

1. Attend, serve, and participate as a voting member of the Area 01 Assembly.
2. Attend, serve, and participate as a voting member of the Area 01 Finance Committee.
3. Encourage 7<sup>th</sup> Tradition contributions for Area and GSO services.
4. Assist Finance Committee in preparation, presentation, and management of an annual budget for Area 01, including income and expenses, to be approved by the Area Assembly no later than the 1<sup>st</sup> Quarter Assembly of that budget year.
5. Accept and pay budgeted requests for expenditure of Area 01 funds as approved by Finance Committee as well as non-budgeted requests for expenditure of Area 01 funds.
6. Assist Finance Committee in providing financial leadership to Area 01 by reviewing Area 01 Finances regularly and advising Area Assembly of any pending financial problems, concerns, and/or opportunities.
7. Assist Finance Committee in regularly evaluating the Area 01 Prudent Reserve and make recommendations to the Area Assembly as appropriate.
8. Assist the Finance Committee in selecting and working with qualified professionals to perform and maintain the appropriate annual tax filings of Area 01 finances: with appropriate state and federal government authorities and any other authorities as appropriate. (i.e. IRS, State of Alabama, and the State of Florida)
9. Generate, keep, and make available to Assembly appropriate financial records of Area 01 finances:
  - c. Treasurer Reports
  - d. Group Contributions
  - e. Budget vs. Actual Reports
  - f. Other information and documents as requested by Area Assembly
10. Collect, record, and deposit all Area 01 income:
  - a. Group Contributions
  - b. 7<sup>th</sup> Tradition Basket at Assembly Meeting(s), as directed by Assembly
  - c. Hospitality contributions from Assembly Meetings
  - d. Literature contributions from Assembly Meetings
11. Reimburse usual and customary expenses of Area Officers as budgeted and maintain appropriate documentation, such as expense reimbursement forms and receipts.
  - a. No approval is necessary, unless over budget, or outside the scope of usual and customary
12. Maintain an Area 01 checking account for the purpose of conducting financial business of Area 01:
  - a. Maintain appropriate records and statements of account activity
  - b. Balance account(s) on a regular basis (at least quarterly)
13. Maintain a prudent reserve as directed by the Area Assembly.
14. Disperse Area 01 funds for each Assembly, as appropriate, for each of the following:
  - a. Stipends for Area 01 Officers and Committee Chairs
  - b. Hospitality Seed Money
  - c. Taping Services for Assembly Meetings
  - d. Spanish Interpreter
  - e. Hotel Rooms and Set-up Fees
  - f. Speaker expenses
  - g. All other budgeted expenses approved by Finance Committee

- h. All other non-budgeted expenses approved by Area Assembly
  - i. Note: Any necessary travel mileage will be paid at the current rate as suggested for non-profit entities on [www.IRS.gov](http://www.IRS.gov)
15. Attend the Southeast Regional Forum and participate as a Trusted Servant of Area 01.
  16. As requested, attend Group, Intergroup, District, and other Area events/functions to share information and experience, as appropriate.

## ***Area Secretary***

1. Attend, serve, and participate as a voting member of the Area 01 Assembly.
2. Prepare yearly estimated budget and maintain records of expenditures:
  - a. Purchase supplies, including postage, as needed to uphold responsibilities,
  - b. Prepare expense summary each quarter, include all receipts and ledger, and provide copy of same to Treasurer for reimbursement.
3. Prior to Area Assembly, set-up Secretary's table in main meeting hall.
  - a. Have available the following hand-outs:
    - i. Agenda for the current Assembly (250 copies)
    - ii. Ask-It Basket Questions from the previous Assembly (250 copies)
4. Friday evening Agenda Committee meeting:
  - a. Provide sign-in sheet for meeting
  - b. Prepare 50 copies each for Agenda Committee meeting:
    - i. Previous Agenda Committee meeting minutes
    - ii. Current Agenda
    - iii. Blank Agenda
  - c. Record minutes of meeting
5. Saturday Ask It Basket session:
  - a. Record minutes of session
  - b. Maintain file of original Ask-It Basket questions
  - c. Maintain separate file of unanswered Ask-It Basket questions for inclusion in the next Assembly Ask-It Basket session
6. Attend Area 01 Sunday morning business meeting and report to Assembly.
  - a. Sign the roll-call roster by 9:00 AM
  - b. Read the minutes of all business transacted from the previous Area Assembly Sunday morning business meeting
  - c. Record minutes of the Sunday morning business meeting
7. Assemble and have copies of all recorded minutes for emailing/mailling, in addition to the following:
  - a. Prepare 420 copies of the following for Assembly
    - i. Agenda Outline, Ask-It Basket, DCM Report, Committee Reports, Business Transacted, upcoming Assembly Agenda and any upcoming Events.
  - b. Six weeks prior to the next Assembly email/mail complete packages to (Registrar will supply labels when needed):
    - i. All Area 01 Committee Officers and Chairs
    - ii. District Committee Members (DCMs)
    - iii. Groups Service Representatives (GSRs)
    - iv. Past Area One Delegates
    - v. General Service Office
    - vi. Southeast Regional Trustees
    - i. Others by request

- c. Advise Registrar of any returned emails/mail
8. Maintain inventory records turned in by newly elected Committee Chairs
9. Coordinate effort with Registrar distribution of handouts for Area Committee
10. Prepare package for each Officer, Committee Chair and DCM to include letterhead (10-15 sheets for officers, 5 for Committee Chairs, and 2 for DCMs), a current roster of Area Officers, Committee Chairs and DCMs, list of Past Delegates.
11. Maintain all rosters for:
  - a. Area 01 Officers
  - b. Area 01 Committee Chairpersons
  - c. Area 01 DCMs
  - d. Area 01 Past Delegates
12. Maintain all District and Committee reports.
13. Maintain Area 01 Calendar of Events for back of Agenda handout.
  - a. Pull from flyers on Registrar's table
  - b. List those events lasting 2 or more days in Area 01
14. Contact the following to include Area Assembly meeting dates
  - a. GSO (Box 4•5•9) - Calendar of events section
  - b. The AA Grapevine - Calendar of events section
15. Maintain file of original motions made before the Area Assembly
16. Respond to email/mail requests via appropriate Area Officers, Committee Chairs, and/or DCMs

### ***Area Registrar***

1. Attend, serve, and participate as a voting member of the Area 01 Assembly.
2. Prepare yearly estimated budget and maintain records of expenditures.
  - a. Purchase materials/supplies necessary to meet responsibilities.
  - b. Keep up with all receipts for supplies purchased.
  - c. Turn receipts over to Area Treasurer for reimbursement.
3. Prior to Area Assembly, obtain approximately 250 lanyards, badges, and name tags from the Auburn & Opelika Tourism Bureau by calling (334) 887-8747. These will be delivered to the Hotel prior to Area Assembly.
4. Ensure registration area is set up prior to 5:00 PM on the Friday of Area Assembly.
  - a. Two tables, end to end, in front of registration booth, for sign-in and flyers of upcoming events (If tables are not set up, see Area 01 Chair)
  - b. Make sign-in sheets, dated on each page with columns for:
    - i. Number
    - ii. Name
    - iii. Group
    - iv. City and State
    - v. Enough lines for 250-300 members to sign in each quarter
5. Registration officially opens at 7:00 PM on the Friday of Area Assembly but, in the past, it has been made available early.
  - a. Keep a supply of name badges, pens, and tags, along with the registration book available.

6. Keep current roster available at Registrar's table for GSRs and DCMs to check. The most current roster (with all changes) should be available for Sunday morning sign-in including Groups, DCMs, Area Committee Chairs, and Area Officers.
7. Completed registration pages inserted in plastic sleeves for Archives Committee.
8. Keep group information database updated and current including meeting times and types, if possible, (sometimes only times will be available).
9. Maintain and make available Group Change Forms and New Group Forms for GSRs and DCMs.
  - a. Collect Group Change Forms and New Group Forms from GSRs and DCMs and update Area database with current information.
  - b. Mail copy of Group Change Form to GSO (address is on form), or email an electronic copy to [records@aa.org](mailto:records@aa.org)
  - c. Mail entire New Group Form to GSO (address is on form) or email an electronic copy to [records@aa.org](mailto:records@aa.org). Make copy of original for Area records before mailing.
10. Maintain, and have available, blank District Change Forms:
  - a. Collect completed District Change Form from DCMs.
  - b. Update Area database and mail to GSO, (or email electronic or scanned completed forms to GSO at [record@aa.org](mailto:record@aa.org))
11. Maintain working contact with GSO, (Call GSO and ask to speak with someone in the Records Department).
12. Attends Sunday morning Area One Assembly and reports to Area Assembly.
  - a. Sign the Roll Call Roster by 9:00 AM on Sunday morning.
  - b. Responsible for Roll Call when necessary at Area 01 Assembly;
    - i. Suggested Roll Call order:
      - ii. GSRs in numerical District order.
      - iii. DCMs in numerical District order.
      - iv. Committee Chairs.
      - v. Area Officers.
13. Provide Registrar Report during Sunday morning business meeting including total members registered and total GSRs signed in.
14. Provide the following information to the Area Committee during January and April Agenda Committee Meeting, (Area Secretary has handouts for Area Committee – coordinate effort with Area Secretary).
  - a. January
    - i. DCMs receive New Group Forms and Group Change Forms
  - b. April
    - i. Delegate receives list of all groups In Area 01 – printout of CD ordered by Registrar from GSO in January.
    - ii. Treasurer received list of groups with city.
    - iii. DCMs receive New Group Form and Group Change Form
15. Provide mailing labels to Area Secretary for mailing of Area Assembly minutes, (labels are also made available to Districts for AA-related use only at the request of the DCM).



## **VI. Committees & Committee Chairpersons Responsibilities**

The following are Area 01 Committee descriptions with Chairperson responsibilities.

All Committee Chairpersons prepare an annual budget for the Finance Committee and maintain a record of expenditures. Budget requests are submitted to the Finance Committee as needed. They also chair Area AA meetings on a rotating basis as needed.

Each Committee Chairperson establishes a co-chair, secretary, and treasurer (if needed). Positions are elected within committee except those which are assigned.

They attend, serve, and participate as a voting member of the Area 01 Assembly unless otherwise noted. Chairpersons receive a stipend to attend Area 01 unless noted. They attend the Friday night agenda meeting and preside over their respective Committee meeting, usually on Saturday. On Sunday morning they must sign the roll-call roster by 9:00 AM and attend the Sunday morning Business meeting to give a report on their committee's meeting to the Assembly. Written copies of these reports are given to the Area Secretary as well as the Archives Committee Chairperson.

Each Chairperson must actively participate in the process of the General Service Conference by familiarizing themselves with the Agenda Items, Advisory Actions, Additional Committee Considerations, and all related background material for their assigned Committee. They Chair their Pre-Conference Committee meeting and report to the assembly the committee's findings during the "Input to the Delegate" meeting.

For more information on duties, responsibilities, and qualifications of Area Committee Chairs, please see the AA Service Manual, and other General Service Conference-approved literature.

### ***Archives Committee***

This Committee is responsible for safeguarding all Area 01 archival material to include but is not limited to: Maintaining Area 01 archival Assembly and Committee minutes, Area 01 voting ballots, Delegate reports, AA group histories, Convention displays, current and early edition AA literature, all items related to Area 01 Convention history and all donated material.

This committee also maintains an Archives Display at Area Assembly. Positions are elected within the Committee.

Chairperson responsibilities include:

1. Receive items contributed to Area collection and provide receipts to the donors.
2. Monitor and audit the Area collection periodically.
3. Coordinate the display and rotation of archival items at Area Assembly, Workshops, and our annual Convention.
4. Be available to Group and District Archive committee needs.
5. Maintain contact with GSO for assistance and acquisition of Area 01 relevant data.

## ***Convention Committee***

The Convention Committee plans, organizes, and oversees the Area 01 Convention which is a weekend of AA service-oriented workshops, marathon meetings, speaker meetings, fellowship and a banquet.

Chairperson responsibilities include:

1. Prepare and present an annual budget for Area 01 Convention, including income and expenses, to be approved by the Area Assembly.
2. Maintain and present all Committee minutes to the Assembly.
3. Provide oversight on administrative details during the Annual Convention.
4. Receive bids from host Districts for future conventions and make recommendations to the Assembly. (*Bids accepted in January for the convention two years out.*)
5. Generate, maintain, and make available to Area Assembly appropriate records of the Convention for the 2 years such as records of expenditures, income and contributions, budget reports and any other information or documents requested by Area 01 Assembly
6. Maintain all documentation of the current Conventions.

## ***Corrections Committee***

The primary purpose of this committee is to assist in carrying the message of Alcoholics Anonymous to the alcoholic who is confined in correctional facilities within Area 01. This committee works with the various administrations of these institutions and assists committee members in bringing meetings and literature into these institutions. The Committee is responsible for facilitation of the "Bridging the Gap" contact service which assists the alcoholic in bridging the gap from facility to the AA Fellowship on the outside. Positions are elected within the Committee.

Chairperson responsibilities include:

1. Receives communications from Delegate, GSO and responds and/or distributes to Area 01 and Districts.
2. Chairs CFC workshops at Area & District as requested and is responsible for having other committee members participate in workshops.
3. Maintain list of correctional AA meetings in Area 01 and send to GSO.
4. Participates in state of Florida and Alabama Department of Corrections meetings/surveys representing Area 01.
5. Oversees the Corrections Bridge Program and the GSO Corrections Pre-release Program for Area 01.
6. Assigns someone (Alternate Chair or other) the responsibility of the display.

## ***CPC Committee***

The C.P.C. Committee provides information about AA to those professionals who have contact with alcoholics. These groups include health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, industrial managers, those associated with courts

and those working in the field of alcoholism. The C.P.C. Committee endeavors to increase awareness of these professionals about A.A. Positions are elected within the Committee.

Chairperson responsibilities include:

1. Chairs CPC workshops on a rotation basis with other workshops. Responsible for having other committee members participate in workshops
2. Has possession of committee supplies and materials. (i.e. pamphlets, AA Books, GSO videos and tapes). Maintains same in good condition and transports to and from each assembly for the Area Display table.
3. Orders supplies from GSO in a timely manner
4. Maintains supply/equipment inventory

### ***Finance Committee***

The Finance Committee shall be comprised of five members. The Area 01 Treasurer and Alternate Delegate are members. The Area 01 Chairperson appoints 2 DCMs to the committee. The Chairperson is elected within the committee from the last 2 DCMs serving on the committee.

Chairperson responsibilities include:

1. Prepares, presents, and manages an annual budget for Area 01 to include income and expenses to be approved by the Area Assembly no later than the 1<sup>st</sup> Quarter of that budget year.
2. Accept requests for expenditure of Area 01 funds:
  - a. Review Requests
  - b. Evaluate Budget constraints
  - c. Approve budgeted expenses
  - d. Make recommendations to the Assembly for expense requests that are not budgeted
3. Provide financial leadership to Area 01 by reviewing the Area 01 Finances regularly and advising the Assembly of any pending financial problems and/or concerns
4. Regularly evaluate Area 01 prudent reserve and make recommendations to the Area Assembly as appropriate.
5. Obtain, keep, and make available appropriate financial records of all Area 01 Service Committees (Committee Treasurer Reports).
6. Maintain a list of supplies and equipment belonging to Area 01, including that in the possession of all Area 01 Service Committees.
7. Select, and work with, qualified professionals to perform and maintain the appropriate annual tax filings of Area 01 Finances with appropriate State and Federal government authorities, and any other authorities as appropriate. (i.e. IRS, State of Alabama, and the State of Florida)
8. Assist Treasurer with Treasurer's duties as needed.
9. Encourage 7<sup>th</sup> Tradition contributions for Area and GSO services.

### ***Grapevine Committee***

Positions are elected within the Committee. Chairperson responsibilities include:

1. Set-up and take-down the Grapevine display at each Area Assembly. Ensure plenty of literature is available on the display table.
2. Keep an ongoing list of GVRs (Grapevine Representatives) and update the list as needed.
3. Keep all GVRs informed of any changes or news items from the GSO Grapevine Office.
4. Chair "Make and Take" Workshop in July at Area Assembly so everyone knows how to make an effective traveling Display. Assist with other Workshops during Assembly as requested.
5. Assist with District Workshops when requested.
6. Present the Area Grapevine Display at all Area 01 events such as Roundups, Jamborees, Conventions or Celebrations of at least 2 days duration, when requested. Coordinate transportation of the display.
7. Answer phone calls, e-mails, or letters from GVRs promptly as well as inquiries from other persons.
8. Maintain supply and equipment inventory.

### ***Hospitality Committee***

The Hospitality Committee Chair shall be appointed by the incoming Area 01 Chairperson. This chair is not a voting member as Chair and does not receive a stipend.

Chairperson responsibilities include:

1. Prepares and presents an annual budget for Area 01 Hospitality supplies, including income and expenses, to be approved by the Area Assembly no later than the 1<sup>st</sup> Quarter Assembly of that budget year.
2. Report income and expenses to Area Assembly at the Sunday morning business meeting.
3. Purchase and maintain equipment for coffee making, as needed.
4. Purchase coffee and supplies for use and availability in the designated location during the entire Area Assembly weekend.
5. Purchase snacks and cold drinks to sell in the designated location during entire Area Assembly weekend.
6. Generate, maintain, and make available to Area Assembly records of the Committee's supply and equipment Inventory, record of expenditures, record of income and contributions, budget reports and other documents as requested by Area Assembly.
7. Coordinate and schedule shifts for volunteer coffee makers during entire Area Assembly weekend. *Additional volunteers may be necessary during peak times.*
8. Ensure that coffee is ready and available during the entire weekend.
9. Transport coffee supplies and equipment to/from Area Assembly from designated storage area to designated Hospitality location.
10. As the Hospitality point-of-contact for all attendees, be familiar and able to offer information to Area Assembly attendees regarding the weekend Agenda Items and the locations/directions of each committee meeting.

### ***Intergroup / Central Office Committee***

This committee provides a platform for Area 01 Intergroups and Central Offices to meet and share with each other. The Liaison Chair of this committee is a non-voting member except within their committee unless they qualify as a voting member in some other capacity at Area

01. This is a non-stipend position and no budget is allocated for this committee. The committee is comprised of the Liaison Chairperson, alternate chair and a secretary all nominated within the committee.

Liaison Chair responsibilities include:

1. Attend the Sunday morning business meeting to give the Committee's report
2. Knowledge of the AA guidelines for Central Offices and Intergroups
3. Maintain a list of all Area 01 Central Offices and Intergroups

## ***Literature Committee***

The focus of the Literature Committee is to assist in assuring that AA literature is available for AA groups, service meetings and other AA events. The Literature Committee carries its message through displays, literature workshops, and provides the Area membership with up-to-date information on literature.

The Committee decides what materials they wish to make available for sale at the Assembly. Positions are elected within the Committee.

Chairperson responsibilities include:

1. Receives communications from GSO and distributes to Area 01 and its Districts.
2. Chairs Literature workshops at Area 01 and its Districts as requested.
3. Responsible for ensuring the Literature Display is set-up at each Area Assembly, taken down at Assembly's end and stored.
4. Responsible for ensuring that the Literature Display is set-up at invited Area 01 functions that are of 2 days duration or longer.
5. Should have a reasonable knowledge of Literature available at GSO.

## ***Pre-Conference Committee***

The Pre-Conference Committee shall be comprised of five members. The Chairperson will be the current Alternate Delegate as well as the most recent past Delegate. The current Area 01 Chairperson appoints the remaining 3 members which consists of two DCMs and one GSR.

The focus of the Pre-Conference Committee is to streamline the process to assure that the Area 01 Delegate has the informed voice of our AA Groups and Districts to take to the General Service Conference. The committee is responsible for reviewing the District and Group assignments done by the software rotation program to ensure there are no accidental repeats.

*See Pre-Conference Area Assembly Process description for more information.*

## ***Public Information Committee***

This Committee carries the A.A message while providing information about Alcoholics Anonymous to the public at large. The Chairperson of this committee helps to distribute AA Conference approved literature to public institutions such as libraries and police stations. The

Committee cooperates in its efforts with the Intergroups of Alabama/NW Florida Public Information Committees to avoid duplication of effort. Positions are elected within the Committee.

Chairperson responsibilities include:

1. Chairs PI workshops on a rotation basis with other workshops. Responsible for having other Committee members participate in workshops.
2. Has possession of Committee supplies and materials. (i.e. pamphlets, AA Books, GSO videos and tapes). Maintains same in good condition and transports to and from each assembly.
3. Maintains supply/equipment inventory and orders supplies from GSO in a timely manner.

### ***Structure and Procedures Committee***

The Structures and Procedures Committee shall be comprised of five members. The Chairperson will be elected within the Committee. The incoming Area 01 Chairperson appoints the remaining 4 members which consists of two DCMs, one GSR, and the past Delegate who formerly served on the Pre-Conference Committee.

Chairperson responsibilities include but are not limited to:

1. The maintenance of current records of the assembly structures and procedures.
2. The maintenance of current job descriptions of each assembly position.
3. The maintenance of *the Area 01 Floor Procedure Guidelines*.
4. Meet at each assembly to receive any pertinent motions. Each motion will be reviewed for conformity with the Traditions, Concepts, and Service Manual and conflicts with existing policy and procedures. The Committee will then develop a recommendation for submittal to the assembly. Once a recommendation is developed, the motion and background material are submitted to the Assembly for consideration no later than the next Assembly.
5. The maintenance of current listing of motions made at the Area 01 Assembly business meeting and corresponding procedures if any.
6. Maintaining an up-to-date Area 01 map.
7. Maintaining and updating the Area 01 Handbook. Ensure Handbooks are printed and monitor the Handbook Fund which keeps the Handbook self-supporting by a \$1 donation.
8. Oversees the elections and procures non-voting volunteers to assist in elections.
9. Provides a workshop on election procedure during October's elections.
10. Ensures yellow name tags are provided for Area 01 Officers, Committee Chairs and DCMs.
11. Acts as the Policy and Admission committee chair during Pre-Conference.
12. Ensure the Committee provides an Orientation/Welcome to Area 01 Workshop when scheduled on Friday evening and Saturday morning.

### ***Technology Committee***

This committee is comprised of five members, a Chairperson, Web Coordinator, DCM, GSR, and an *ad hoc* member. Members are appointed by the incoming Area Chair except the Chairperson who is elected from within the committee. Both the Technology Chair and the Web Coordinator receive stipends. The Web Coordinator is a non-voting member except within their committee unless the Technology Chair is unavailable to vote. If there are no qualified persons

wishing to serve as Web Coordinator, the serving Web Coordinator, if willing, may serve an additional term if so deemed by the Area 01 Chairperson. The Technology Committee maintains the Area 01 website at <http://www.aaarea1.org>.

Technology Chair and Web Coordinator responsibilities include:

1. Maintain an account with the existing web hosting service provider *GoDaddy*.
2. Submit to the Area 01 Assembly for approval, all significant, proposed structural changes to the Website (i.e. Hosting provider and website design software, etc.).
3. Establish and follow a procedure whereby AA members can submit information for use on the Website concerning events and information pertinent to AA members in Area 01.
4. Make interim updates to links on the website between scheduled assemblies as necessary to ensure the site information and links remain current and events within the Area are posted (or removed when expired) in a timely manner.
5. Review all materials submitted to the website to ensure anonymity is maintained.
6. Monitor the Area 01 website to ensure it contains only Area 01 approved content and is keeping within the Twelve Traditions.
7. Provide a *PayPal* link on the contributions page for AA related contributions

Web Coordinator qualifications:

1. Knowledge of URL analytics, SEO, SSL, Privacy and Security settings
2. Proven experience as a Webmaster or Web Developer
3. Familiarity with web standards
4. Working knowledge of website management tools
5. Proficient in HTML
6. Strong troubleshooting and analytical abilities
7. Excellent communication and teamwork skills

## ***Treatment Committee***

The Treatment committee is essential in carrying the AA message to treatment facilities where the suffering alcoholic may be introduced to AA for the first time. Elections are held within the committee.

Chairperson responsibilities include:

1. Receives GSO communications and distributes these communications to Area 01 and the Districts of Area 01.
2. Chairs Treatment Facility and Special Needs/Accessibilities Workbook (TFSNA) workshops at Area as requested. When requested, assists Districts when they sponsor workshops within their Districts and attend the workshop if possible. Responsible for having other committee members participate in workshops.
3. Has working knowledge of AA literature including TFSNA Workbooks.
4. Coordinates the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities and helps set up means of "bridging the gap" from the facility to an AA group in the individual's community.
5. Knowledge of Traditions and Concepts

## ***Ad Hoc Committees***

When the need arises, special study or research committees may be appointed by the Area Chairperson or within Area Committees. An Ad Hoc committee chair is afforded the same responsibilities, rights, and privileges as other Committee Chairs within the Assembly while they are functioning.

These committees keep the Area fully informed, requesting support when needed. If the recommendations of the Committee would impact the structure of the Area Assembly, the Committee is asked to work with the Structures and Procedures Committee.

Ad Hoc committees generally dissolve when the special project has been completed.

## **VII. Pre-Conference Area Assembly Process**

In 2006 Area 01 began holding a pre-conference Assembly in the Spring. The purpose of this special Assembly is to discuss GSO Committees' agenda items of the current General Service Conference. This informs our Delegate of the Area 01 AA groups' conscious, thoughts and experience on the various Agenda items that will come before our Delegates at that year's Conference.

Beginning mid-February, all Committees' Agenda items for the Conference are sent to each AA District's DCMs. The DCMs then forward the material to each group within its district. An AA group only receives the agenda items for the committee to which their group has been assigned to for that year. AA groups rotate\* committee assignments until they have participated on all the committees at which time their rotation starts over again. Each AA group discusses the agenda items assigned to them, generally at their business meeting. The GSR notes the thoughts and insights from their AA group members on each agenda item of their assigned committee and brings this information to the Spring Pre-conference Area Assembly.

At the Spring Pre-conference Area Assembly, each committee holds a session where all assigned to that committee meet and discuss agenda items. Each committee will have a Chairperson who will ask for a volunteer to act as secretary to take notes during the Committee meeting. The goal is to reach a general consensus of recommendations on each agenda item along with thoughts on why the recommendation was made. Anyone may attend the various Committee meetings but only GSRs and others assigned to a particular committee may vote on general agreement and/or recommendation. It is up the Chair how much time, if any, is available to hear from non-assigned committee members interested in sharing.

On Sunday morning of the Pre-conference Assembly, all non-essential business is suspended for what is termed '*Input to the Delegate*'. This involves each Committee Chair sharing their committee's recommendations and thoughts on each specific agenda item. This information assists our Delegate in sharing the views of AA members within Area 01 when they attend the General Conference.

*\*Rotation is done by a software program which cycles through and assigns Districts and Groups to committees. Afterwards, our Pre-Conference Committee reviews assignments to ensure there are no accidental repeats.*



## **VIII. Practice & Procedure on Area 01 Contracts**

### **Area 01 Practice on Contracts**

It is the practice of Area 01 that any and all contracts, written or verbal, that obligate Area 01 to any expenditure of funds over \$500 be reviewed for potential financial obligations, legal obligations and any other obligations expressed or implied to ensure that they are in the best interest of Area 01.

### **Area 01 Procedure on Contracts**

1. The appropriate "originating" committee is to negotiate a proposed contract for products and/or serviced needed. (The term "originating committee" includes the Convention Host Committee.)
2. Once the committee has a proposed contract, they are to review it as a committee and make any suggested changes before forwarding a copy to Area Officers for review.
3. Once Area Officers have reviewed the proposed contract, making note of any suggestions, the originating committee will then forward it to the Finance Committee for final review.
4. The Finance Committee will review the contract and either approve it within committee or forward it to the Assembly for approval.
5. Once approved, the Contract may then be executed by the Chairman of the originating Committee.
6. When executing (signing) a contract on behalf of Area 01, sign as follows: *Your name, service position - on behalf of Alabama/Northwest Florida Area Assembly.*
7. Once executed by both parties, a copy of the executed contract is to be submitted to the Area Secretary for record-keeping.

**\*Please Note:** Alabama/Northwest Florida Area Assembly is a 501(c)(4) Unincorporated Nonprofit Association.

## **IX. Floor Procedure Guidelines**

The *AA Service Manual* states: "Uniform practices throughout the Fellowship are in no way obligatory, or even practical in many cases. It is important for the area to agree upon a set of procedures, and each individual assembly is the best judge of whom it will seat".

### **WHAT ARE THESE GUIDELINES SUPPOSED TO DO?**

This material was compiled by AA members of the Area 01 Assembly and is intended as a guide to conducting business on the floor of the assembly. \*

### **WHO MAY VOTE:**

**Business Meeting:** All voting members of the Area 01 Assembly

**Structures and Procedures:** Committee members only

**Finance Committee:** Committee members only

**DCM Committee:** DCMs only

**Agenda Committee:** Area Committee members

**Other Committees:** Any member attending a committee meeting may vote on committee matters

## **WHO ARE VOTING ASSEMBLY MEMBERS?**

The Area GSRs and the area committee members consisting of the DCMs, Area Chairperson, Secretary, Registrar, Treasurer, Delegate, Alternate Delegate, and Chairpersons of the: Archives, CPC, Convention, Corrections, Finance, Grapevine, Literature, PI, Structures & Procedures, Treatment and Web Committees. Alternates attending in place of an absent member are also voting members. All voting members must sign in by 9:00 am Sunday morning.

## **WHO HAS A VOICE AT THE ASSEMBLY?**

All voting members, past delegates and the Intergroup Central Office liaison committee Chairperson, Chairpersons of Ad Hoc committees and anyone requested by Area Chairperson to speak.

## **PLACING MOTIONS OF THE FLOOR:**

All motions should be submitted to the appropriate committee in writing by any voting member of the assembly. The respective committee must bring that motion to the floor with or without recommendation. Any voting member may place a motion directly on the floor, providing a written copy to the chair.

## **SECONDS TO MOTIONS:**

Any voting member of the assembly may second a motion by rising and saying "SECOND." A second does not mean the member supports the motion, just that the member wants it to be considered and discussed. A committee recommended motion requires no second.

## **WITHDRAWAL AND AMENDMENTS TO MOTIONS:**

Permission to withdraw a motion may be requested by the sponsoring member. Amendments may be requested by any voting member (requires a second). The Chairperson will then seek to obtain general consent of the assembly and, if obtained, announce the motion has been withdrawn or amended.

## **DEBATE AND DECORUM:**

When a motion is made, restated by the Chairperson and seconded, debate can commence. Any assembly member wishing to speak in debate must come to the microphone and wait until no other member is speaking. Comments are limited to two-minutes, timed by the Chairperson. No member shall speak to the same motion more than twice in the same day and may not speak a second time until all other members have an opportunity to speak. In debate, a member must confine comments to the question immediately before the assembly and avoid references to personalities, remembering that it is the motion, not the person, that is the subject of debate. If the Chairperson is required to state a point of order or otherwise speak within the privileges of the Chairperson, then the member speaking will defer to the Chairperson. Such an interruption will not count toward the member's time to speak.

## **CALL THE QUESTION:**

A motion to close debate is commonly referred to as "CALL THE QUESTION." This motion can be used ONLY to close debate, NOT to prohibit debate, and is considered "out of order" if made before debate has begun. The call the question motion requires a second, is not debatable, and requires a two-thirds vote. This motion yields to the motion to "LAY ON THE TABLE."

**LAY ON THE TABLE:**

A motion to LAY ON THE TABLE is to remove the motion from consideration until next assembly. It requires a second, is undebatable, unamendable, and requires a majority vote. A motion to lay on the table may be made at any time prior to the vote on the motion. The tabled motion may be considered at the next assembly, by a voting member of the assembly making a motion to “take the tabled motion from the table.” Such a motion requires a second, is undebatable, unamendable, and requires majority vote. If a motion is not taken from the table at the next assembly, it expires upon adjournment of that assembly.

**POINT OF ORDER:**

A point of order is an assertion that a procedure is being violated and a request that the Chairperson enforce the procedure. It takes precedence over any pending motion. It is in order when another has the floor, even if it is necessary to interrupt a speaker. It does not require a second and is not debatable or amendable. It is decided by the Chairperson, subject to appeal. To make a point of order, a voting member of the assembly rises and says, “POINT OF ORDER.” The Chairperson asks the member to state his point, and the member does so at the microphone, being as specific as possible without entering into debate or asking a question. The Chairperson then rules on the point of order. A voting member of the assembly announcing “I APPEAL THE DECISION OF THE CHAIRPERSON” permits an appeal of the decision of the Chairperson. If a voting member of the assembly seconds the appeal, the Chairperson defines the issue involved, explains the reasons for his decision, and says, “SHALL THE DECISION OF THE CHAIRPERSON BE SUSTAINED”? An appeal is debatable, but no member may speak more than once in debate, but the Chairperson may speak more than once in debate, but the Chairperson may defend his ruling once again at the end of the debate. A simple majority vote sustains or overturns the Chairperson’s decision.

**VOTING — SUBSTANTIAL UNANIMITY:**

For Area 01, this is two-thirds of those voting on an issue and applies to all matters coming before the assembly unless declared as a simple matter by the Chairperson.

**VOTING — SIMPLE MATTERS:**

On simple matters (as declared by the Chairperson), a majority vote is enough. Even a “sense of the meeting” may take the place of a vote if no vote seems essential. In such a case, the Chairperson asks: “Is it the sense of the meeting that...?” If there are no “No’s, it is apparent there is accord. Otherwise, vote counts will be taken.

**VOTING — ROLL-CALL PROCEDURE:**

Any voting member of the assembly may request a roll-call vote. In this instance the Registrar will call the roll of the members signed in. To be eligible to vote, members must be signed in by the beginning of the business meeting. The vote of each responding member will be tallied by a least two persons designated by the Chairperson.

**MINORITY VOICE:**

After the establishment or rejection of any matter of policy by a two-thirds vote, the minority will be given an opportunity to speak. Subsequent to minority comment, the Chairperson will ask if any person voting in the majority wishes to change their vote. If so, a new vote will be taken (Concept 5). No action can be reconsidered twice during an assembly.

## **ELECTIONS — THIRD LEGACY PROCEDURE:**

This procedure, considered unique to AA, is used to elect delegate, alternate delegate, and area officers. Procedures are outlined in the AA Service Manual. Elections are held in October of even years.

## **FLOOR NOMINATIONS:**

For nominations from the floor at the Alabama/NW Florida Area Assembly, the nominator will provide a brief (less than 2 minutes) service history of the person they are nominating (July 1992 Assembly). Nominations must be made by a voting member of the assembly, will be in writing, and provided to the presiding Chairperson of the election assembly prior to opening of the floor for business. A member may be nominated for more than one position, and the Chairperson of the election assembly will read the nominations to the floor.

\* These guidelines were prepared by the 1993-1994 Alabama/NW Florida Area Assembly with original approval at the July 17, 1994 Assembly. They were amended at the July 14, 1996 Assembly; July 12, 1998 Assembly; January 12, 2003 Assembly; January 11, 2004 Assembly; and again at the October 14, 2007 Assembly.

## **X. Area 01 Elections**

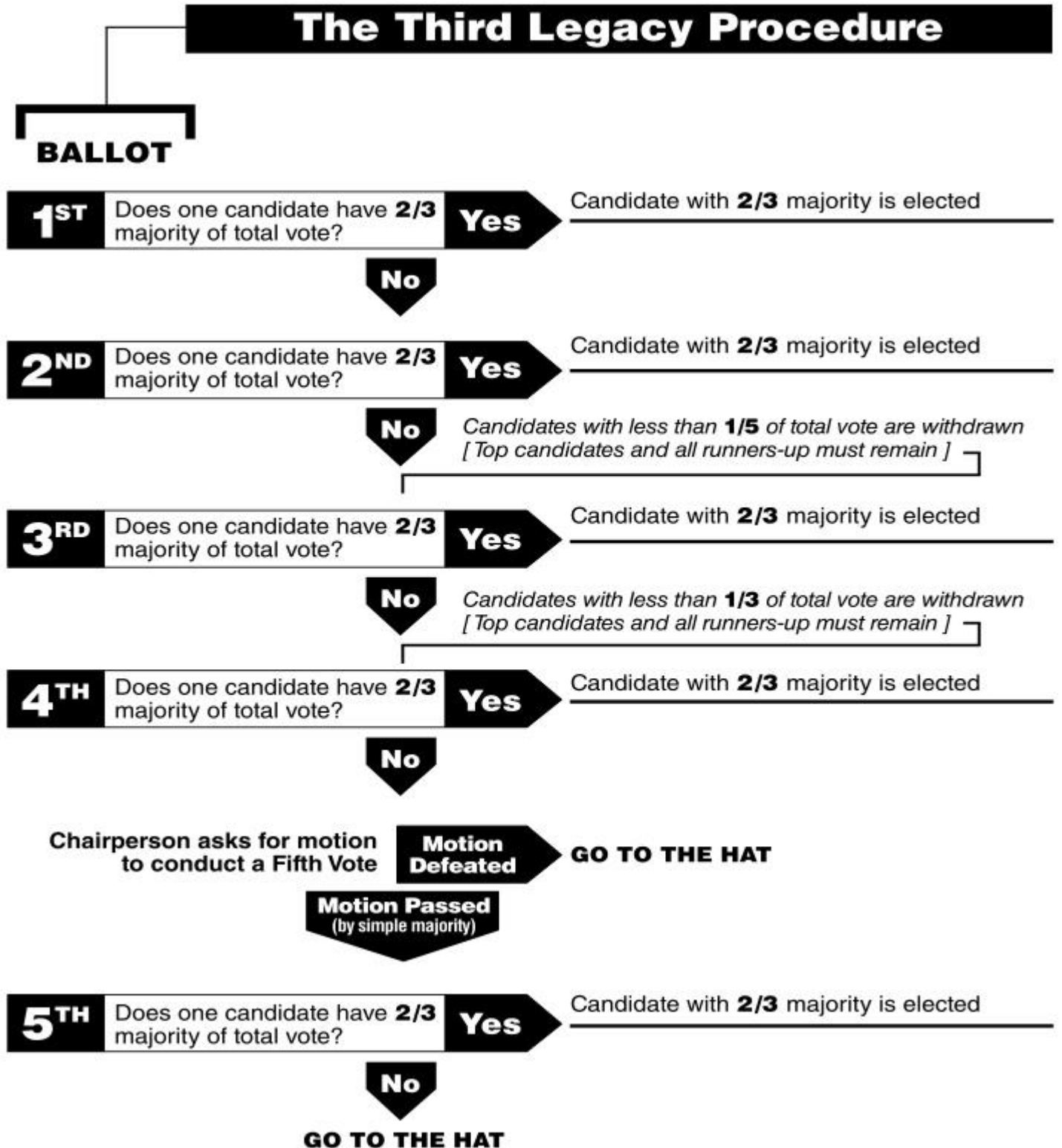
### **ELECTION ASSEMBLY**

1. The Election Assembly will be held in a location chosen because it is easily accessible, large enough to accommodate the Assembly, and, after meeting the first two conditions, still be as close as possible to the geographic center of the Area. Also, generally speaking, it should be at the same location as all Area Assemblies.
2. The Election Assembly is held during the October Assembly every even numbered year. Registration begins at 8:00 a.m. ending promptly at 9:0 a.m. At 9:45 a.m. roll call will be conducted by the Registrar. The full Assembly attends: General Service Representatives (GSRs), District Committee Members (DCMs), Committee Chairs, and Area Officers. Intergroup Chairs and Past Delegates are encouraged to attend, but do not vote.
3. The Election Assembly will have the sole purpose of electing Area officers: Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer, and Registrar. The new Officer's term of office shall be for two years beginning January 1 immediately after the election held during October of even numbered years. The newly elected officers of the new panel will be assisted by the current officers at their respective positions from the time of election until fully impaneled at the beginning of the new year. This will provide the new panel of officers with the opportunity for firsthand experience and "on-the-job" training.
4. The Election Assembly registration will be on sign-in sheets according to District. DCMs and eligible GSRs from the District should sign on a single sheet for their District. Area Officers and Committee Chairs should sign on separate sheets according to their service position. Find your name and sign in.

5. The Election Assembly is conducted by Structures and Procedures Committee with the immediate outgoing Delegate chairing the election procedure.
6. Roll Call: Area Registrar calls GSRs, DCMs then Committee Chairs and Officers for seating. If a voting member or their alternate is not present at the call of the roll, their name will be called at the end of the roll call. If that voting member or alternate is still not present, at this time, that GSR, District or Committee Chair will lose their vote. No one may join the voting procedure after completion of roll call and all members have been seated. If a voting member did not sign in and was not seated at roll call, they will not be allowed to vote unless approved by The Assembly. Visitors and nonvoting members are seated behind all voting members.
7. All current Area Officers, (except the Delegate), Committee Chairs (except Convention and Hospitality Committee Chairs) and DCMs are eligible for candidacy and will be polled by the election chairman. After which nominations from the floor will be accepted.
8. Each person nominated must be present and will either decline or accept the nomination as 'willing and able'.
9. Each voting member of the assembly present has one vote. Absentee votes or proxies are not valid.
10. Only those ballots provided by the Election Committee will be counted. The ballots will be color-coded, and a different color will be used for each ballot for any office. The names of eligible candidate3s are posted for all to see. Only one name choice is allowed per ballot. The tally for each candidate is posted for all to see. Ballots will be retained until the First Assembly of the new Panel at which time they will be destroyed.
11. Each Officer is elected separately, starting with the Delegate. The election is conducted in accordance with the A.A. Service Manual *Third Legacy Procedure* as stated in the Service Manual on page S21.

**The *Third Legacy Procedure* diagram is on the following page**

# XI. Third Legacy Procedure



## XII. Glossary of Terms

Please refer to page **S19** in the *AA Service Manual* for a glossary of terms.

## XIII. Dr. Bob's Farewell Talk \*

"My good friends in AA and of AA. I feel I would be very remiss if I didn't take this opportunity to welcome you here to Cleveland not only to this meeting but those that have already transpired. I hope very much that the presence of so many people and the words that you have heard will prove an inspiration to you - not only to you, but may you be able to impart that inspiration to the boys and girls back home who were not fortunate enough to be able to come. In other words, we hope that your visit here has been both enjoyable and profitable.

I get a big thrill out of looking over a vast sea of faces like this with a feeling that possibly some small thing that I did a number of years ago, played an infinitely small part in making this meeting possible. I also get quite a thrill when I think that we all had the same problem. We all did the same things. We all get the same results in proportion to our zeal and enthusiasm and stick-to-itiveness. If you will pardon the injection of a personal note at this time  
, let me say that I have been in bed five of the last seven months and my strength hasn't returned as I would like, so my remarks of necessity will be very brief.

But there are two or three things that flashed into my mind on which it would be fitting to lay a little emphasis; one is the simplicity of our Program. Let's not louse it all up with Freudian complexes and things that are interesting to the scientific mind but have very little to do with our actual AA work. ***Our 12 Steps, when simmered down to the last, resolve themselves into the words love and service.*** (Emphasis added) We understand what love is and we understand what service is. So, let's bear those two things in mind.

Let us also remember to guard that erring member - the tongue, and if we must use it, let's use it with kindness and consideration and tolerance. And one more thing; none of us would be here today if somebody hadn't taken time to explain things to us, to give us a little pat on the back, to take us to a meeting or two, to have done numerous little kind and thoughtful acts in our behalf. So let us never get the degree of smug complacency so that we're not willing to extend or attempt to, that help which has been so beneficial to us, to our less fortunate brothers. Thank you very much."

\* *From Dr. Bob's remarks at the First International AA Convention, in Cleveland, Ohio on July 30, 1950.*