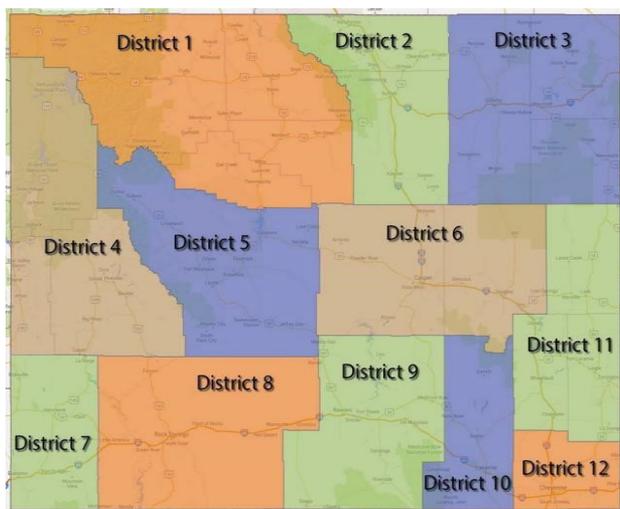


Area 76 - Wyoming

Service and Procedure

Manual



This Manual offers our accumulated experience, strength, and hope for service at the Area level. We hope to facilitate understanding of our Area activities and procedures which are generally aligned to the Twelve Traditions, the General Service Conference, and The A.A. Service Manual and Twelve Concepts for World Service.

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Area 76 Assemblies

The Area Assembly is composed of General Service Representatives, District Committee Members, Area Officers, and Committee Chairs. Any A.A. member may attend assemblies which are held twice a year and are hosted by local committees at different locations within the Area. Please see Area Assembly Guidelines for more information.

Area 76 is comprised of the entire state of Wyoming and has 12 Districts within its boundaries. We are part of the West Central Region that includes Wyoming, Montana, South Dakota, North Dakota, Nebraska, Iowa, and Southern and Northern Minnesota Areas.

In odd numbered years, the Assembly meets to elect our Delegate to the General Service Conference and our other Area Officers. In between these election assemblies, the Area meets to consider a variety of issues from General Service Conference business to area problems and solutions. We hold workshops, communicate local A.A. activities, and coordinate state-wide services - all in support of carrying the message to the alcoholic who still suffers.

Area 76 holds one convention per year. Conventions are also hosted by local committees at different locations within the Area. Except for Delegate activities, Area business is generally not conducted during conventions. Please see Area Convention Guidelines for more information.

Area Officers

Along with the Area's District Committee Members and Committee Chairs, the Area Committee includes its officers: Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary, Registrar, Archivist, Webservant, and Tributary Editor. The following explains their method of selection, qualifications, and duties. Additional information can be found in The A.A. Service Manual. All officers should be familiar with the Steps, Traditions, and Concepts, should regularly submit articles to our newsletter, the Tributary, and be available to the Groups and Districts when requested. Third Legacy Procedure is described in Chapter One of The A.A. Service Manual.

Delegate (Chapter Six) *Elected by Third Legacy Procedure*

Qualifications: Candidates should have at least five or six years of continuous sobriety, should have experience being both a GSR and a committee member, and be able to apply Steps, Traditions, and Concepts to discussion items. Candidates should also have time available to attend the week-long General Service Conference in April, Regional events, Area and District events, and be familiar with the Conference Charter.

Duties: The Delegate receives and distributes information to keep the service structure informed, communicates and consults with the Area on Conference activities, reviews new group information, and assists the Area and Area trusted servants with application of the Traditions. The Delegate will keep, maintain and bring the projector to all necessary Area 76 functions.

Alternate Delegate (Chapter Six) *Elected by Third Legacy Procedure*

Qualifications: The qualifications for Alternate Delegate are the same as for Delegate.

Duties: The Alternate assists the Area Committee and the Delegate in serving the groups. When the Delegate is not able to attend an event, the Alternate Delegate attends in their stead. If the Delegate resigns, the Alternate Delegate takes his or her place. In Area 76, the Alternate Delegate serves, whenever possible, on the Gap Committee.

Area Chairperson (Chapter Five) *Elected by Third Legacy Procedure*
Qualifications: A solid period of sobriety (three to five years), communication skills, leadership qualities, and sensitivity to the desires of the Groups are important. Candidates should have a sound understanding of and experience with the Steps, Traditions, and Concepts. Familiarity with Robert's Rules of Order, the A.A. Service Manual, the Conference Charter, and Area Guidelines are also important. Conference experience is helpful.

Duties: The Area Chair ensures each Area Assembly agenda is created and distributed, conducts the Assembly while keeping consistent with A.A. principles, and assists committee chairs in accomplishing his or her duties. The Chair appoints standing committee and subcommittee chairs, Archivist, and Webmaster. Ad-hoc committees and chairs may also be appointed. The Chair participates in ongoing communication with the Area Committee to assist the Delegate in understanding local issues and the Groups to understand broader issues. Assembly and Convention host committees also work with the Chair to ensure Guidelines are being followed.

Area Treasurer (Chapter Five) *Elected by Third Legacy Procedure*
Qualifications: Candidates should have a reasonable amount of sobriety (three to five years), be organized, have some accounting or bookkeeping experience, and be familiar with the Area's Financial Guidelines.

Persuasiveness, firmness, diplomacy, computer and spreadsheet knowledge are all helpful skills.

Duties: The Treasurer regularly accepts and deposits voluntary A.A. contributions, pays Area expenses, keeps financial records for the Area, reports regularly to the Assembly, prepares an annual report for the Area, and files annual tax returns with the IRS before April 15th of each year. The Treasurer traditionally sits on the Finance Committee and works with that chair to bring forward agenda items and is accountable to the Area for its finances. The Treasurer also ensures that Officers, Committee Chairs, and Assembly and Convention Committees have any needed seed money as described in our Guidelines and assists with budgeting and reporting.

Area Secretary (Chapter Five) *Elected by Third Legacy Procedure*

Qualifications: Candidates should have a reasonable period of sobriety (two to five years), have some experience in general service, and be able to capture the essentials of what occurs at Assemblies. Organization, ability to meet deadlines, and computer knowledge are helpful skills.

Duties: The Secretary is responsible for working with the Chair to create and distribute the agenda for each Assembly in accordance with the deadlines. The Secretary sends a request for agenda items out to the Area to give the groups enough time to submit items by the stated deadline. The agenda will then be sent out to the Area at least a month and a half prior to the Assembly. The Spring Assembly agenda which includes the General Service Conference agenda items should be sent out no later than the 20th of February. The Secretary records and distributes minutes of the Assembly and of any meetings of the Officers or Area Committee. The Secretary should have an accurate mailing/email list to distribute information.

Area Registrar (Chapter Five) *Elected by Third Legacy Procedure*

Qualifications: Candidates should have a reasonable period of sobriety (two to five years), be organized and efficient at keeping records, and have computer knowledge.

Duties: Area Registrars are responsible for updating the records for the groups and districts. The Records Department of the General Service Office is responsible for updating the Area Officers.

Archivist: *Appointed by the Area Chair, not to exceed eight years*

Qualifications: Candidates should have a reasonable period of sobriety (two to five years) and have the time and ability to access the Archives.

Duties: The Archivist acquires, catalogs, and preserves material and historical data of interest to Area 76, makes portions of the Archives available for display at Assemblies, Conventions, and other events as requested. The Archivist traditionally sits on the Archives Committee and works with that chair to bring forward agenda items related to the committee and to improve the collection.

Webservant: *Appointed by the Area Chair, not to exceed two years*

Qualifications: Candidates should have a reasonable period of sobriety (two to five years), working knowledge of website construction and maintenance, and have some experience in general service.

Duties: The Webservant is responsible for maintaining the Area's website in accordance with the Website Guidelines, The Twelve Traditions, and input from the PI/CPC committee. The Webservant updates information, responds to website inquiries, and receives updated documents from the Guidelines/Report and Charter Committee for posting. The Webservant serves as the chair of the Website

Subcommittee which ensures website content meets groups' needs for Public Information. The Webmaster works with the PI/CPC chair to bring forward agenda items related to the website to improve it as a tool for informing about Alcoholics Anonymous in Area 76.

Tributary Editor: *Appointed by the Chair*

Qualifications: Candidates should have a reasonable period of sobriety (two to five years), have some experience in general service, possess computer, editing and proofreading skills, and have knowledge of the Twelve Traditions.

Duties: The Tributary Editor compiles submissions, edits, designs and makes our Area newsletter available for distribution at each of the assemblies and conventions. The Editor reminds Area Officers and Committee Chairs and encourages members of Area 76 to submit articles for the Tributary and submits Tributary issues to the Webservant for posting on the Area website.

The Committee System

Our assemblies utilize the committee system that generally mirrors the General Service Conference. Any A.A. member is welcome to serve on a committee even if they do not have a service position within the Area. Committees meet on Saturday morning of each Assembly, but they can meet at other times through teleconference, etc. to do their work. The nine standing committees of the Area are:

- Archives
- Corrections
- Finance
- Gap
- Grapevine
- Guidelines/Report and Charter
- Literature with the Tributary subcommittee
- Public Information/Cooperation with the Professional Community with the Website subcommittee
- Treatment
- Website

The Area may create or dispose of committees, and short-term ad hoc committees may be created to address specific issues.

Committee chairs are appointed by the Area Chair for each new two-year rotation. District Committee Members are also randomly chosen by the Area Chair from the hat to serve on specific committees for two years.

To the extent possible, important matters to come before the body will be handled through the committee system so that many questions can be handled during the Assembly.

Committee Chair General Duties

The following are some of the duties common to all committee chairs:

- Meet with the outgoing chair to exchange helpful information.
- Become familiar with the scope and responsibilities of your committee and how the committee system operates.
- Provide the Area Treasurer with proposed committee budget and reviews it with the committee.
- Work with the Area Chair and Secretary to develop the agenda for your committee at the assembly. This includes both Area and General Service Conference items. Submit agenda items before the deadline.
- Conduct committee meetings at the Assembly. If unable to attend, work with the DCM assigned to your committee to chair in your place.
- Report Committee Recommendations and Additional Considerations to the Assembly.
- Ensure your committee's duties are being carried out.
- Establish and maintain communication with the District Committee Member assigned to your committee, your corresponding District Committee Chairs, and the members who chose to serve on your committee. Year 'round communication improves the effectiveness and unity of your committee.
- Schedule and conduct any committee meetings outside of the Assemblies.
- Regularly contribute to the Tributary concerning your committee's activities.
- Respond to any "Calls for Sharing" from the General Service Office that fall within the scope of your committee so that the informed voice Area 76 can be heard.
- Communicate with the Area Chair about concerns, ideas, or needs of your committee to enable effective functioning of the Area.
- Assist in making a smooth transition for a new committee chair at the end of your rotation.

Specific Committee Duties

More information about the scopes of committees can be found in The A.A. Service Manual (Chapters Eight, Nine, and Concept XI). Committee Kits and Workbooks are also available from the General Service Office and accessible through www.aa.org. All committees are responsible for assisting the Area in becoming informed on the broad A.A. issues that fall within their scopes, general duties and those specific to Area 76 committees are described below:

Archives - Coordinates with the Area Archivist to gather, preserve, and display historical material relevant to Area 76 and serves local archives committees who wish to create and maintain their own archives.

Corrections - Communicates with Department of Corrections officials to allow for 12th Step work in state corrections facilities, coordinates and schedules district visits to state corrections facilities, communicates and responds to changes in DOC issues, and supports local corrections activities, as requested.

Finance - Ensures that financial decisions are consistent with the Financial Guidelines, recommends content changes to the Financial Guidelines as needed, assists in creating the annual budget, provides analysis of financial reports, and assists the Area Treasurer as needed to maintain the financial health of the Area.

Gap - Discusses items from Conference Committees on Agenda, Policy and Admissions, Trustees, and Regional Forums/International Conventions and communicates items of concern to the delegate and the

Area. Whenever possible, the Gap Committee is chaired by a past delegate.

Grapevine - Reviews the annual Grapevine budget, orders and maintains Grapevine material to be made available at Area Assemblies and Conventions in accordance with the budget, reports on Grapevine budget and inventory, and supports local groups' Grapevine needs as requested.

Guidelines/Report and Charter - Assumes maintenance of all Area guidelines documents and ensures Area-approved changes are promptly made and given to the Webservant for posting on the Area Website. These include the following: Guidelines for Assemblies, Conventions, Finance, Anonymity, Website, and the Area Service and Procedure Manual. Content changes to these Guidelines should be referred to the appropriate committee.

Literature with the Tributary subcommittee - Reviews the annual literature budget, orders and maintains literature for Area inventory per budget recommendations, and reports to the Assembly on the value of the literature inventory, and supports local groups' literature needs as requested. Assists the Tributary Editor in providing the Area newsletter and supports local groups' literature needs as requested.

Public Information/Cooperation with the Public Community with the Website subcommittee - Coordinates Area activities related to making information about Alcoholics Anonymous available to the public and to professionals, supports local efforts in providing public information and in developing relationships with professionals to enable 12th Step work as requested.

Treatment - Supports local treatment committee activities as requested.

Thoughts About the Area from The A.A. Service Manual

“Perhaps more than any other group of people in A.A., the Area Committee is responsible for the health of the Conference structure and thus growth and harmony in the A.A. Fellowship.” Chapter 5.

“Every A.A. member has something to say about the Fellowship’s present and future - and A.A.’s welfare is central to the agenda of every General Service Conference. Thus, one of the most important program items for an assembly (or a district meeting) is a good look at what might help A.A. on a broad basis.” Chapter 4

“It is self-evident that the thousands of A.A. groups and the many thousands of A.A. members, scattered as they are all over the globe, cannot of themselves actually manage and conduct our manifold world services. The group conscience is out there among them, and so are the needed funds. The power of the groups and members to alter their world service structure and to criticize its operation is virtually supreme. They have all of the final responsibility and authority that there is. The operation is really theirs; they really own it. This has been true ever since the groups took over from the founders and old-timers at St. Louis in 1955.” Concept II.

Area Procedures

All members of Alcoholics Anonymous have a voice at Area 76 Assemblies. Voting members of the Assembly shall consist of:

- General Service Representatives from AA Groups (alternate appointed by the group may vote if GSR is not present)
- District Committee Members (alternate appointed by the District may vote if the DCM is not present).
- Area Officers
- Committee and Subcommittee Chairs

Each committee carefully considers items before presenting its findings to the body. All A.A. members can be voting participants in a committee. Committee chairs will discuss procedures with their committees prior to discussing agenda items. This may include who is taking notes, whether to follow sharing session style format, substantial unanimity, etc.

Two categories of items will be reported by each committee chair: Committee Recommendations and Additional Committee Considerations.

Committee Recommendations are considered seconded motions coming from the committee that will require discussion and will be voted on by the body.

Additional Committee Considerations are all other items that have been discussed by the committee but that do not require being voted on by the full body. The General Service Conference agenda items are generally reported out of the committee as Additional Considerations. The body may ask questions of the committee concerning its Additional

Considerations, and the committee chair is welcomed to share additional information to add to the discussion on any items being reported. The committee's activities outside of Assemblies should also be reported during Additional Committee Considerations.

It is the Area Chair's responsibility to conduct an orderly meeting. Anyone wishing to speak to an item may approach the microphone to be called on in order by the Chair. Each person has two minutes to speak on the topic. Members are requested not to share a second time until all of those who wish to speak for the first time have done so. The Area requests that a person not repeat that which has already been shared at the microphone.

Voting may be by voice, by show of hands, or by ballot at the Chair's discretion, except elections which are made by ballot. According to Concept XII, Area 76 recognizes that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity of those members participating in the vote. The vote is a total of yea and nay votes. Abstentions are taking a position of deliberate neutrality; therefore, they are not a minority opinion, and not included in the vote total. Substantial unanimity is generally 2/3 vote. However, prior to discussion, the chair or the assembly may request substantial unanimity be set to another number such as 3/4.

In addition to approval or rejection of an item, Area 76 recognizes the following motions:

Motion to Table - This postpones discussion to a later time. The motion can be made at any time during discussion but must be made without comment. This motion requires a second, is not debatable, and requires a simple majority to pass.

Motion to Amend - This motion alters a current item before the body and may be made at any time from the floor. It requires a second and agreement from the originator of the motion. It is debatable and requires a simple majority to pass. If passed, discussion resumes on the amended motion. If defeated, discussion resumes on the original motion.

Call the Question - This motion halts discussion and allows the body to decide whether or not to continue discussion or move directly to a vote (the question). It can be made at any time during discussion, must be made without comment, requires a second and 2/3 vote for passage.

Motion to Reconsider - This motion is to re-open discussion and vote on an item that has already been voted upon. The motion must be made by someone who voted with the prevailing side without comment and may be seconded by anyone. It is non-debatable and requires a simple majority to pass. If passed, full discussion is resumed, and another vote may be taken. No action can be reconsidered more than twice.

Motion to Decline to Consider - This is a motion to not hear discussion nor take a vote on an item. The motion must be seconded, is not debatable, and requires 2/3 vote to pass. If passed, no discussion will be heard on the item.

Floor Actions - A motion may be introduced from the floor at any time after committees begin reporting. It must be submitted to the Secretary in writing after the maker introduces it from the microphone. The motion must be made without comment and requires a second. After all other business is taken care of, the floor action will be heard. The maker may explain the rationale for the action, then Chair will ask if there is a motion to Decline to Consider. If there is no Decline to Consider, discussion and vote on the item will proceed as usual.

Minority Report - After each vote, the Chair will give an opportunity for those voting on the non-prevailing side to express their position.

Assembly and Convention Bids - In the event that more than one bid is placed for an assembly or convention, a simple majority will be used to grant the bid.