

ACO HANDBOOK

This Area Committee Officer Handbook is a compilation of materials that may be of value to the Committee Chairs and Table Officers.

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Introduction

The concept of this handbook came from the Table Officers and your input as to its effectiveness; use and ideas for additions are most welcomed.

It must be noted that this handbook is not a manual. It does not replace any service materials pertinent to your service position. It may answer some of your questions, but whenever in doubt please contact a current or past Table Officer or your Service Sponsor.

This Area Committee Officer Handbook is a compilation of materials that may be of value to the Committee Chairs and Table Officers. It is hoped that you will become familiar with the contents. There are several pages that contain suggestions from Past Table Officers, that might make you more at ease with your service position. There are also various forms and guidelines that you might find useful throughout your term.

The Past Delegate has been delegated the responsibility for updating this handbook.

Important Documents

The following materials are invaluable resources for a Trusted Servant. Knowledge and understanding of the information in these materials will make your job much easier and will make you more knowledgeable about the operation and organization of Area 78 and Alcoholics Anonymous as a whole. It will also better enable you to answer questions from members, groups, districts.

- **A.A. Service Manual (2018-2020).** Please make sure that you have a current copy and please take the time to read through it.
- The Area 78 website **area78aa.org**. Please take the time to navigate through the various menu items on the website. The website contains a great deal of information pertinent to the membership.
- The A.A. website **aa.org**. Please take the time to view the website.
- **Area 78 Guidelines.** The current Area 78 Guidelines booklet is located on the area78aa.org website. Please make yourself knowledgeable with the information contained in the document.
- **Area 78 Action Binder.** Copies are available from the Alternate Delegate. This contains a record of all motions passed by the Area 78 Assemblies over the past panels. It is a valuable resource to search for information on our Area.
- **Committee Workbooks and Kits.** For most Committees there is an A.A. workbook and kit. It is important to read and familiarize yourself with the information in these documents. They outline in detail the scope, procedures, and suggestions for the functioning of your committee. Most of these workbooks are provided to the Committee Chairs by the General Service Office or passed on by the previous Chair. If you do not have a kit, you can order one from the General Service Office, the Area 78 Literature Chair or a Central Office. The Treasurer will reimburse you for the cost.
- **Our Great Responsibility.** This book is a selection of Bill W.'s General Service Conference talks from 1951-1970

Forms

Committee Chair Application Form

Chairs for the Area 78 standing Committees are selected by the incoming and outgoing Area 78 Table Officers after the September Election Assembly. **To be eligible you must be a Past District Committee Member or a currently serving District Committee Member whose term ends December 31 of the Election Assembly year.** If you would like to be considered for a Chair of one of these committees, please fill out the information below.

The Area 78 Committees are:

Group Records/Registration
Public Information
Cooperation with the Professional Community
Treatment and Accessibilities
Corrections
Grapevine
Archives
Remote Communities
Literature
E-Services

Name: _____

Mailing Address: _____
 _____ Postal Code: _____

Telephone (home): _____ Telephone (cell): _____

Email: _____

District # _____ In what District did you serve as a DCM? _____ When did you serve as DCM? _____

Which Area 78 Committee are you presently serving on? _____

Are there any other Area 78 Committees that you have served:

Which Committee is your first preference to Chair? _____

Is there any other Committee(s) you would like to be considered for? Yes _____ No _____

If you answered "yes" to the above question, please list the Committee(s)

Return the completed form to the Area 78 Chair by 4:00 PM on the Saturday of the Election Assembly

Service Resume

NAME: _____ **Date:** _____

ADDRESS: (optional) _____
Street Apt.#, Unit #, P.O.Box, etc.
City/Town Province Postal Code

PRIMARY TELEPHONE: (optional) _____

EMAIL ADDRESS USED FOR AA BUSINESS (optional): _____

SOBRIETY DATE: (optional) _____

EDUCATION: _____

AA SERVICE EXPERIENCE

CURRENT AA ACTIVITIES

CURRENT AND PAST ACTIVITIES OUTSIDE AA

OCCUPATIONAL BACKGROUND

Budgeting and the Area Committee Officers

The Area 78 Assembly had given the Table Officers/Finance Committee (TOF) the responsibility of preparing a budget each fiscal year (January-December) and presenting it to the Assembly at each March – Pre-Conference Assembly for approval. All items in the TOF prepared budget are up for review at the Budget Approval session every March.

The Table Officers (TOF) are mindful that every member of Area 78 who is elected or selected to one of the Area Committee Officer (ACO) positions be given the financial resources to attend Area 78 Assemblies and Area Committee meetings, without incurring any expenses personally, for necessary travel items. TOF has a great deal of historical data at its disposal to prepare reasonable travel estimates for each ACO. There is not much an ACO needs to do with regard to their travel budget as our Area Chair makes the reservations at the host hotel for all ACOs and the treasurer pays the invoice directly. Meals at the Cambridge in Red Deer are to be charged to your room (see “ACO Expense Guidelines” document) and therefore taken care of by the Treasurer. At Area Committee Meetings you may be required to pay for your own meals and submit them on your travel expense account. Potluck meals during Area Committee Meetings where 7th Tradition is offered are not reimbursed at the Area level. The Archivist is included in this category for Area Assemblies only (Mar and Sep).

The budget has room for some Committee expenses in the areas of office supplies, postage, printing and workshops. If you think your committee needs to do some spending in those areas, please prepare a written request to TOF through the Treasurer. Any equipment needs should be brought forward to the September/November budget meeting of TOF.

Budget – Motion Format for Requesting Funds

1. Committees are responsible for showing comparative estimates
2. Recommendations for expenditures of money must be submitted to the Table Officer/Finance Committee (TOF) no later than October 30 of each year.
3. The motion for requesting funds should read as follows:

The _____ Committee recommends to the Finance Committee that \$_____ be included in the budget for the purchase of _____

Committee Recommendations

A *Committee Recommendation* is made after a motion is made in the committee regarding an action item, full discussion has taken place, and the vote of the committee results in favor of the recommendation/motion. The Secretary, or person writing the minutes in your committee meeting, writes the recommendation at the very end of the committee report.

A Committee Recommendation is the equivalent of a Floor Motion; the only difference is that the Committee has voted on it and approved it before it is presented to the fellowship. The Committee Chair reads the recommendation at the very end of their committee report at the microphone. They may ask for a “sense of the room” to learn whether or not the fellowship is in favor of their recommendation.

How to Contact General Service Office Staff Officers

Two ways: 1) Contact your Delegate or 2) Contact the person you need directly online:

- Go to “**aa.org**”
 - At the bottom of the page, where you have 8 single word choices click on “**Contact Us**” which will take you to a page titled

- **Communication with the General Service Office (GSO) of AA in New York City**
 - Look for the big blue letters saying “**General Correspondence in US and Canada**”
 - In blue, it says “For inquiries..... **Click Here**; that takes you to a page titled

- **Regional Correspondence US and Canada** – Under the **Western Canada** section , click on where it says: “**Click here for contact form**” that results in a screen that says
 - **Contact Western Canada** - this is a fill in the blank form of 6 items of info, plus a space for your message
 - Check the box that says “I am not a Robot” then hit “Send” box and you are done

Displays – Responsibilities of Committee Chairs

- Materials in displays should be consistent with what is in the literature
- Have ample inventory of materials that is not damaged or soiled
- Take inventory of fixed assets before an event
- Arrive early so you have ample time for setup of your committee's visual presentation of materials
- Be present and try not leave displays or tables unattended. It is suggested that you have a committee member available in case you need to leave your display unattended
- Please take down your display after the event has ended and not before.
- Knowledge & Enthusiasm is the key to generating interests. Bring your enthusiasm with you. Engage people when speaking with them. Be an active listener
- You will field many questions; be familiar with your materials or know where to source the information
- Reach out to past trusted servants for assistance

Duties and Responsibilities of an Area Committee Chair

Area Committee Meeting:

- It is strongly suggested that a Committee Chair have a sponsor and/or service sponsor
- Read and familiarize oneself with the Area 78 guidelines
- Utilize the support and resources of your Committee representative at General Service Office
- Foster a good liaison between the area and central offices/intergroup
- Reference your Area Committee Officers Handbook
- The means to travel to all four Area 78 meetings annually

- Prepare for and chair committee meetings: Agendas for these meetings should contain direction & purpose. Ask a Table Officer or your sponsor how to create an agenda, if need be.
- Coordinate vital twelve step work amongst your committee attendees at Area and Committee meetings
- Ensure the committee members are actively involved in the activities of the committee
- Facilitate full participation of all members during meetings

- Be open minded, sit down with others, to discuss and act on matters vital to AA
- Be able to give and receive feedback in a positive manner
- Insure all committee decisions are recorded in the Area Minutes
- Make certain that all relevant matters are thoroughly discussed
- Report directly to the Area Assembly on pertinent committee decisions

Services to Groups/Districts:

- Act as a liaison with Area Groups/Districts and members to assist and inform them with carrying the message to those in need or yet to come.
- Provide support for Local committees being asked to coordinate events for institutions, facilities and public events where and when required
- Area Group/District committees are formed to coordinate services in specific areas of AA service.
- Be available for calls or emails looking for support and direction
- Review Area 78 website and GSO website with special attention to your committee

Outside Presentations:

- Engage in conversation and provide support and direction, i.e.: workshops, professional presentations etc.
- Ensures that during a sharing session, everyone has a chance to use their experience, strength and hope to contribute ideas and opinions about the welfare of AA

- In some committees the chair might be asked to assist or attend in setting up AA meetings in facilities requesting them. This assistance might be in the form of providing guidelines and suggestions for literature.
- Prepare a ten to twenty minute presentation on your Committee's materials, purpose, and direction for workshops etc.
- Create a three to five minute overview of your Committee's purpose and responsibility. This would be used at events such as: WRASSA, Gratitude Night, Unity Night, District and Area functions
- To travel and participate in workshops, Regional forums, WRASSA, and other requested functions

Area Committee Materials & Assets:

- Be mindful of all assets (display racks, pullup banners, posters, committee kit) that may need repairs or replacement. Please bring this to the attention of a table officer
- It is recommended that an inventory of materials four to five weeks before each assembly to permit time to reorder from General Service Office or your Literature Committee Chair
- Take the time to review the following pieces of material: committee kit (which includes pamphlets, videos, books, workbook, and all other printed material contained within)

Etiquette – A Personal Perspective

What follows are some suggestions based on our experience over several years as Trusted Servants in Area 78. Some of these suggestions we learned the hard way... so we are not saying we are perfect, but we learned these lessons over time.

Oral Reports

- We rehearse our reports ahead of time so they can be presented in the time allowed. This avoids the embarrassment of being cut off by the Chair.
- If the Chair announces that time is up, we are gracious, thank the members and leave the podium
- Committee Chairs report on the highlights of the Committee Meeting. Table Officers report/highlight on what they have done since their last report, in relation to their position.
- We try to be objective in the oral and written reports and avoid personal views or comments
- We report on the position/committee only and do not comment on other positions/committees
- We respond positively to questions from the membership
- In practicing honesty, we are not afraid to admit when we are wrong; or that we do not yet have the answer to a question, but can find it and get back to them.
- We have written a more detailed report for the minutes and have made every effort to submit it to the Area 78 Secretary well before the Secretary's deadline following the Assembly or Area Committee Meeting. This conveys unity to the fellowship – when all committee reports are in writing – and is a courtesy to our Secretary. The Area 78 minutes are a vital communication link that helps to keep the members well informed of what is happening in Area 78 so we understand the importance of having our reports in the minutes.

General Etiquette

- If there are questions/concerns about what a person has said in their report we discuss it with the individual in person and in private and definitely not in public or at the microphone
- Personal issues between individuals are discussed in private between the two parties and not in public
- There are often guests from other Areas or GSO at our Area Committee Meetings. We are mindful and respectful of this and do not “air personal laundry in public”.
- We always place principles before personalities.
- We maintain awareness that in A.A. everyone is allowed to share their opinion without fear of chastisement or being “put down”. This does not mean that a person's idea cannot be rejected but should be done in an objective manner.
- Bullying is not accepted.

Dress and Punctuality

- At the General Service Conference, it is stressed that ***“Typically Conference members wear business attire at Conference sessions.”*** And we, as Area Officers dress appropriately.
- We strive to be at our stations fifteen minutes prior to the start of each session. It is most important that Table Officers be at their places at the head table before the Chair opens the session. This generates a sense of unity and eagerness by the Officers.

Decision Making

- We may have questions about “how/why things are done”. We hope to use questions to learn more, rather than giving our opinions of “how things should be done”.
- On matters of housekeeping, the Table Officers through the Chair, make decisions for the general operation of the Area. Housekeeping items are those that relate to the implementation of policies and procedures already in place
- The Chair may need to make decisions on an emergency basis but at all times the Table Officers, and where necessary, the Area Officers will be advised of the decision and the reasons for it.
- The Chair makes decisions regarding the smooth functioning and operation of the Assembly and ACM and whenever possible, they will keep the Officers informed.
- On issues that involve expenditures of monies outside the budget, the Finance Committee will be first consulted
- A thorough Group Conscience process involving all parts of the Area Committee – DCMs, Committee Chairs, Table Officers – is used in the development of policies and guidelines.

Reimbursement Guidelines for Incidentals and Meals

Area 78 will not reimburse Area Committee Officers for any other incidental expenses such as laundry, dry cleaning, movies, spa, long distance phone calls, etc.

Area 78 will reimburse Area Committee Officers for reasonable and actual meal expenses for attendance at Area Committee Meetings and Area Assemblies. To be reimbursed for meals the following guidelines will apply:

General Guidelines

1. Area Committee Officers are asked to be mindful and prudent with respect to costs when ordering food so that expenses to the Area can be kept to a minimum.
2. An Area Committee Officer may only claim for their meals and not those of their guests
3. Each Area Committee Officer must submit claims separately. Claiming several Officers' meals on one receipt is not permitted.
4. If there is a restaurant at the host hotel, the Chair may arrange for Area Committee Officers to charge their meals to their rooms. If so, then the Officer must put their room number on the bill, print their name on it and sign it.
5. The Area will not reimburse for tips. Do not put gratuities on bills for meals charged to your room. Be mindful that when eating in large groups, the dining establishment may add a gratuity to the bill without your knowledge or consent.
6. The Area will not reimburse for food or drink purchased outside a meal, such as for coffee breaks and snacks
7. ACOs will NOT be reimbursed for using room service for meals. The only exception would be in case of illness and then the expense must be approved by the Treasurer.
8. Area Committee Officers will not be reimbursed for Seventh Tradition contributions.
9. For meals not charged to your room, receipts and an expense claim must be forwarded to the Area Treasurer
10. The venue restaurant often provides Area 78 with a Saturday breakfast buffet, a Saturday lunch buffet and a Sunday breakfast buffet. These are acceptable expenses.

Area Committee Meetings

1. Meal expenses will be covered for one meal on the Friday; breakfast on the Saturday morning. If an Officer stays at the venue on the Saturday evening, they may also claim breakfast on the Sunday morning.
2. If the host District does not provide a lunch and/or dinner on the Saturday of the ACM, but an Area Committee Officer eats elsewhere they may claim their lunch/dinner upon submission of receipts.

Area Assemblies

1. Meal expenses will be covered for one meal Friday; breakfast Saturday; lunch Saturday; dinner Saturday; breakfast Sunday. You are encouraged to attend the Area 78 hosted buffet on Saturday evening.
2. Meals eaten in the venue hotel should be charged to your room.
3. If attending the Area 78 hosted buffet on Saturday evening, you must submit a banquet ticket receipt with your expense claim
4. Cost for Sunday lunch will be covered to a maximum of \$25.00

Special Area Committee Meetings (Transition Meeting, ACO Workshops, Inventory, etc.)

1. If a Friday night stay is required, then a Friday night meal and a Saturday breakfast and lunch can be claimed
2. If a Saturday night stay is required, then a Saturday night meal and Sunday breakfast and a light Sunday lunch (maximum of \$25.00) can be claimed.

National Conferences and Western Canada Region functions

1. These guidelines also apply to Area Committee Officers representing Area 78 at National Conferences and Western Canada Region functions.

Hotel Accommodation – Red Deer or an ACM Hotel

The budget includes single accommodation for each Area Committee Officer as individual needs are not known at budget time. As a trusted servant of the Area, you may want to be prudent of the Area's finances and have a roommate that also shares the cost of the accommodation. If you are sharing with another ACO, please ensure that the Chairperson knows this at the time of booking the rooms. Sharing with another attendee (GSR/DCM) at an ACM, requires the other person to make their payment directly to the hotel at time of check-out (or sooner). Please inform the chair/treasurer of this so they are aware to look for the credit on the invoice from the hotel. The cash can also be given directly to you and you would then deduct the amount received from your expense report. Sharing at an Assembly (at the Cambridge) requires the person sharing to give a cheque to the treasurer (payable to Area 78). The Cambridge's computer system will not allow one-off payments from individuals for the rooms that are guaranteed by the Area for the ACOs.

Literature Committee Literature Purchases

- The Area 78 Literature Committee encourages groups and districts to place bulk literature orders from their local central offices, intergroups or from AAWS direct.
- Area 78 provides minimal amounts of literature at cost plus shipping and exchange as a matter of convenience to those attending Area 78 functions (Assemblies & Area Committee Meetings).
- The Area 78 Literature Committee is available for District and Group functions, workshops or information sessions, and will bring “sample only” items – they do not conflict or compete with Area central offices or intergroups.
- Our Panel 68 Delegate spoke with the GSO Staff Officer for Literature who reiterated that GSO would never tell anyone where they have to order Literature.
- The AA website aa.org offers several ways that literature can be ordered
 - Local Central/Intergroup. Area or District AA Offices
 - Directly from AA World Services online, by phone, by fax, by email, by mail
- It is strongly suggested that the Area 78 Literature Committee order literature directly from AAWS.
- The Literature Committee Chair would require charging it to a credit card and if the Literature Chair does not have one then arrangements might be made through the Area 78 Treasurer or another AA member
- Whenever an order is placed by anyone or any service entity, there is a charge for shipping and there are also exchange rates. The shipping rates as taken from the AA Literature Catalogue are as follows:

Shipping and Handling Information: A shipping charge will be added to every order under \$500, with a minimum charge of \$10. Please allow 2 to 3 weeks for delivery within the continental U.S. and Canada. Most orders weighing less than 250 pounds will be shipped UPS or Parcel Post unless otherwise requested. Overnight or second-day delivery is available, and you will be billed for the actual additional shipping charges.

- Literature for Area 78 should be ordered directly from AAWS.
 - Ordering from central offices can cost additional mark-up fees, which in some cases can be higher than 20%
 - There are intergroups other than Calgary and Edmonton that sell literature, so we need not compete or conflict in the spirit of Tradition 6.

Ordering A.A. Literature

From Local Central/Intergroup, Area or District A.A. Offices

- **Click here** to find local service offices, which may provide A.A. literature. The General Service Office cooperates closely with these offices, which have become a valuable resource for groups and members.

From A.A. World Services

- For item descriptions and pricing, please see our literature catalog **Click here**.
- For Order Form only **Click here**.
- **Please click here** to view the Mini Catalog of new and revised items of A.A. literature.

- **Online:** To order A.A. literature online **Click here**.

- **Phone:** Call the Order Entry Department weekdays from 8:00 a.m. to 4:30 p.m. Eastern Time at 1-212-870-3312.

- **Fax:** Fax order form to us at any time: 1-212-870-3137; 1-800-437-3584.

- **Email:** Orders@aa.org. This email address is for A.A. groups, intergroups, and committees to charge orders (see Orders on Account, below), or for others to place orders with credit card information. Anything other than literature orders will not be answered.

- **Mail:** Mail a completed order form:
A.A. World Services
P.O. Box 459
Grand Central Station
New York, NY 10163.

Motion

AREA78
MOTION

PROCEDURE: Complete the form – including History or Background information available and submit to the Area Chair at an Area Committee Meeting or Assembly – or scan and email to the Area 78 Chair.

MOTION NUMBER _____

DATE: _____

SUBMITTED BY: _____ **2nd BY:** _____

POSITION: _____ **POSITION:** _____

MOTION: _____

HISTORY OR CURRENT PRACTICE: _____

COMMENTS/DISCUSSION: _____

AMENDMENT: _____

CARRIED _____ **DEFEATED** _____ **TABLED** _____ **WITHDRAWN** _____ **REFERRED** _____

FOR _____ **AGAINST** _____

Motion Procedure

The Motion Form is to be used for ALL Motions.

(It is available on the Area 78 Website under “Public Downloads - forms” tabs).

The movers and seconders must be a voting member of the Area and identify their service position on the Motion form. Movers should make a concerted effort to submit the form in Word format.

The “History or Current Practice and Comments” sections of the form are to be completed to assist the mover in giving clear thought to the exact and precise intent and purpose of their motion. Research into the Area 78 Advisory Actions is strongly advised in order to avoid conflict or duplication to an old or existing motion. This research could assist the mover in finding similar motions or wording which will help them determine how to write their motion.

*The Chair is to ensure that motions are clear and concise, to avoid confusion in understanding the intent of the motion.

The Chair will also determine the order in which motions will be dealt with.

Motion “to Table the Motion”: Can be made by a voting member when it is evident that members are so undecided that more time or information is required to come to an “informed group conscience”. A second is required. If passed by a simple majority, this stops the debate, and tables the motion.

“Call the Motion”: Can be used when after a reasonable time, it is apparent that there is no clear consensus. We must vote on the motion and decide. This stops the debate, by a simple majority, and no second is required. The Chair can also call the motion.

All Motions will be read at every assembly or area committee meeting, under the “Notices of Motion” section in “New Business”.

Voting on them will only take place at each September Assembly.

Only emergency motions will be dealt with at the Pre-Conference assembly.

All Motions are to be submitted to the Area 78 Chair and copied to the Area 78 Secretary.

The Chair is responsible to verify that the secretary has copies of all Motions.

It is strongly suggested that Motions be submitted at least 45 days prior to the September assemblies. This is to allow adequate time to be included in the agenda and to ensure that GSRs and DCMs have time to consider the motion, via their respective groups, in order to derive an “Informed Group Conscience”.

The Area 78 Secretary will be responsible to include all Motions in a single file as an attachment to be part of the minutes for all Area Committee Meetings and Assemblies.

Guidelines for Committee Chair/Designate Attendance at National Conferences/Workshops

Every year national conferences/workshops are held that are relevant to specific Area 78 Committees. Historically a specific committee may have a conference /workshop every two years.

The General Service Office does not organize, fund or sponsor these events, but it does acknowledge them, and staff do participate when asked to do so by the organizers. The Area 78 Delegate does receive information on these conference/workshops. Other sources of information are Box 459, the A.A. Grapevine, and staff members at the General Service Office (212-870-3400).

In each budget year an amount of \$2000 is allocated for one Area 78 Committee Chair/designate to attend a national conference applicable to their Committee. The intention is for one person from a committee to have expenses covered. Area Committee Officers may be creative in appropriation of funds.

1. Expenses covered are travel, registration, meals, accommodation. Receipts must be presented to the Treasurer before reimbursement is made. Advance funds may be requested when airfare and registration/banquet fees are paid in advance
2. The maximum covered is \$2000 per year.
3. The person attending is expected to report back to their committee and submit a written report of their attendance at the Conference/Workshop to the Area 78 Secretary for inclusion in the minutes of an Area 78 Assembly.
4. A Committee Chair, acting on behalf of their Committee, shall submit a written application (see attached form) to the Area 78 Alternate Delegate no later than May 1 of the first year in the rotation.
5. At the May ACM, the Area Committee Officers will decide, by written ballot, who may attend in any given year. Substantial unanimity (2/3) is required and if not attained after the first ballot the selection will be made from the hat.
6. The Area Committee Officers will consider the following when making their decision:
 - History of when the Committee was represented at a Conference/Workshop
 - Purpose of the Conference
 - Timing of the Conference (beginning or end of rotation)
 - Conflicting dates with Area 78 Service events
 - Value to Area 78 and Alcoholics Anonymous
 - Shared costs if individual is a speaker/facilitator at the event
 - Possibility of sending persons to two different conferences because of shared cost being under \$2000

Attendance Application Form

Committee: _____

Who will be attending: _____

Name of Conference: _____

Dates of Conference: _____

Location of Conference _____

Proposed expenses:

- | | | | | | |
|----------------|-------|-------|-------|------|-------|
| • Travel | _____ | CDN\$ | _____ | US\$ | _____ |
| • Hotel | _____ | CDN\$ | _____ | US\$ | _____ |
| • Meals | _____ | CDN\$ | _____ | US\$ | _____ |
| • Registration | _____ | CDN\$ | _____ | US\$ | _____ |
| • Other | _____ | CDN\$ | _____ | US\$ | _____ |
| • Total | _____ | CDN\$ | _____ | US\$ | _____ |

What benefits will the Committee and Area receive from attending this Conference/Workshop?

Why do you want to attend?

Attach a copy of proposed Conference/Workshop agenda and/or format.

Pre Conference Assembly Procedures

1. Sometime around mid-February, the Delegate receives (proposed conference) agenda items and all background materials
2. Delegate reads them
 - a. All Committee Chairs will have access to all background materials; more on this later
3. Delegate sends to each Committee Chair one or more agenda items to be read
Please Acknowledge Receipt of This Email (PARTE).
 - a. Each Committee Chair summarizes each agenda item
 - b. Some practice summaries will be done, in groups, at the ACO Meeting of the January Area Committee Meeting
4. Send your summaries back to the Delegate. A Deadline date will be given – please meet or precede the Deadline date in getting your summaries back to me.....Because....
5. Delegate will then compile all of your summaries into one document to send to all DCMs for them to read and distribute to the groups in their district – all before our Pre Conference Assembly mid-March!

Registration and Banquet

You are required to pay your own registration fee so that the Registrar can calculate the appropriate statistics, revenues and expenses - all allocated to the proper categories. Same with your Banquet Meal. Pay the ticket seller for your Banquet ticket and then include that in your meal costs on your expense report.

For more detailed information on Meals expense, please see the Meals Guidelines published elsewhere.

How to Prepare and Write a Report

A key responsibility of all Area 78 officers is to give reports to the attending body at assemblies and area committee meetings (ACMs). Officers submit these reports, in MS Word format, to the area secretary in a timely manner, for inclusion in the area service event minutes.

We officers have a moral responsibility to ensure our reports are in the area minutes for several important reasons. Current area members rely on the minutes' reports to stay abreast of what's going on in the area, and to ensure we are presenting the group conscience accurately and completely. Future area members use the reports when researching how past actions were taken, or if certain activities or decisions occurred. If there is no report, then it's as though the activity or decision didn't happen. We cannot solely rely on the memory of past trusted servants who were involved or attended the past area service meetings. They will not always be with us. Memories fade and change over time. We need to have written reports in minutes for **accurate historical records in the Area Archives**.

It's not enough to make an "off the cuff" verbal report at area service meetings. **We need to write out our reports *before* we deliver them at the podium microphone.**

Why we write out our reports:

- to help ensure we don't miss anything of importance
- to help keep our report items in some sort of order
- to keep us focussed and prevent us of from going off track and "wandering"
- to keep us from going over our time limit at the microphone
- to ensure we have a report for the minutes, provided we send it to the secretary

Having a **written agenda** for our Committee meeting has proven to be most useful in preparing your report.

It is worth noting that a report is not the same as minutes. Minutes are usually more formal and more detailed than reports. Some of the things noted in minutes that do not need to be included in reports are:

- who attended, unless it is a substitute committee meeting chair or a special guest
- who took notes
- discussion details
- what time the meeting started and ended
- who made and seconded internal motions, such as approval of the agenda or minutes or to adjourn the meeting
- prayers and pledges recited.

What should we include in our reports?

- plans, activities, status of projects, and accomplishments of our committee
- challenges our committee may be facing, especially if it will affect others in AA (Tradition Four)
- decisions made on agenda items during committee meetings
- relevant committee-related communications with other trusted servants in other areas or GSO
- key statistics, if our committee measures specific things
- highlights of reports submitted by counterpart committees from Area 78 districts or EGSC or CGSC
- any other AA or Area 78 related activities we are involved in as it relates to our committee position

We may need to pare down our written reports, so we don't go over our allotted time at the podium. If we reported something vital at the last ACM but not at the last assembly, we need to report it again at the next assembly when all voting members are in attendance. We can ensure any pertinent items we had to edit out of our verbal reports are included in our written reports for the minutes.

Our written reports don't need to be long - just accurate, complete and relevant to our current committee. We avoid adding AA roundups, socials, and workshop announcements not related to our current committee role. We refrain from "fleshing out" our written reports by adding things like trivia, jokes, poems, prayers, stories, lists and the like even though we may find them personally inspiring.

If we quote someone's writing in our report, we ensure we quote accurately, using quotation marks around the quoted words, and we note the author and source. Giving credit where credit is due avoids the appearance of plagiarism.

If we struggle with writing a report it may help to look at past reports for inspiration. We may seek the advice of our service sponsor, a table officer or a past committee chair. If typing our report is a problem, perhaps we can ask one of our committee members to assist us with this. We proof-read our reports and use Word's "Review > Check Document" feature or a similar feature, to correct spelling and grammatical errors. Remember – spell-check is our friend. Good luck!

Area 78 Guidelines - Filling Vacancies

For Committee Chair Resignation

If an Area Committee Chairperson needs to resign his/her position before their two year rotation is complete or before they start their two year rotation, the following suggested guidelines will be considered:

1. The Area Committee Chairperson will notify the Area 78 Chair and the Area 78 Delegate of their resignation as early as possible. If an Area 78 Assembly or Area Committee Meeting is currently approaching, this position could be temporarily assigned. This temporary assignment could be suggested by the outgoing appointed chairperson.
2. Every effort will be made to notify current and past District Committee Members of the appointed Chairperson's resignation and request them to consider letting their name stand for the vacant position at the upcoming Area 78 Assembly or Area Committee Meeting.
3. If no one comes forward to let their name stand for the vacant position, the current Table Officers will appoint someone.
4. The spirit of rotation will be considered in the discretionary process of selection.
5. Previous experience with the Committee concerned will be considered but is not a requirement.
6. The Area 78 Table Officers will make the selection by substantial unanimity.
7. Every effort will be made to facilitate a smooth transition.

For Table Officer Resignation

- 1 The resigning Table Officer will notify the Area 78 Chairperson and the Area 78 Delegate of their resignation as soon as possible.
- 2 If deemed necessary by the Table Officers, the Area 78 Chairperson will appoint an interim person to serve until such time as the position is filled by election at an Area 78 Assembly.
- 3 If the resignation occurs after the March Assembly of the Officers second year, the interim person will fill the position until the end of the year.
- 4 The election to fill the vacancy will be held at the following Area 78 Assembly.
- 5 The Area 78 Chairperson will make every effort to notify all past DCMs of the vacancy. The Area 78 Service Resume form will be sent with the notification.
- 6 Qualified persons interested in putting their name forth for election to the vacant position may submit a written resume to the Chairperson by the deadline set by the Chairperson, if they wish their resume to be included in the Assembly Agenda package.
- 7 The Assembly will be polled for additional candidates.
- 8 The vote will be by written ballot, using the Third Legacy Procedure.
- 9 Every effort will be made to facilitate a smooth transition.

Travel – Mileage/Airfare/Transportation to the Meeting Venue

Google Maps is utilized by the Area Treasurer to determine the distance from the ACO's home to the Meeting Venue's town/city and return. These kilometers are then budgeted at the current rate of \$0.38 per Km (November/2018). Should airfare or other transportation method be deemed by TOF to be more suitable, estimates of airline costs are researched by the Treasurer and used for budgeting purposes.

At the time of the meeting, each ACO is encouraged to arrange their own transportation to the Venue, keeping in mind the budgeted amount as maximum without further approval from TOF. Some individuals in the past have submitted for gasoline expense (with receipts) and not used the kilometer rate at all. Those kinds of decisions are up to you, as an ACO, so long as budget is not exceeded and the expense is fair to both parties and reasonable.

Sometimes you may have other members in your vehicle traveling with you, from your home group or town/city. If they are GSRs, DCMs and/or ACOs, they should be sharing the expenses of the travel expense. Each group is fully self-supporting, therefore some contribution should be made to the travel costs. Any contributions you receive toward the travel expenses, should be deducted from your expenses on your expense report.

Expense Claim Form

**Area 78
Expense Claim Form**

Name: _____	Date: _____
Address: _____	Position: _____
_____	Purpose of Expense: _____
_____	_____

Travel Related Expenses:

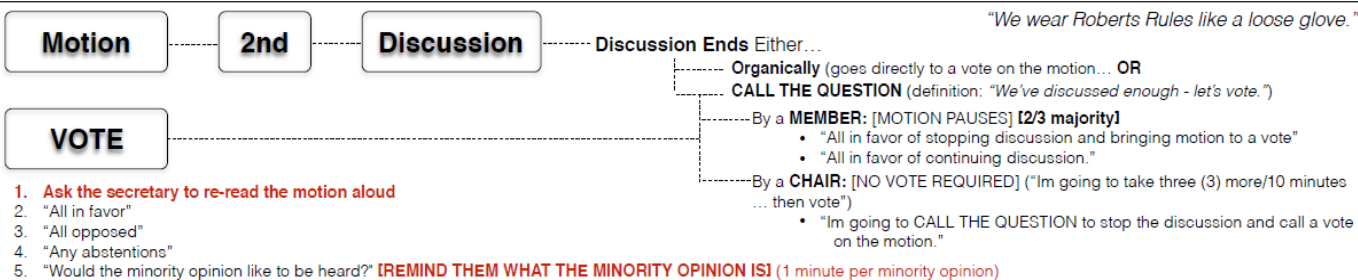
Mileage from Chart: (Or: _____ KMs @ \$0.38/km = _____ \$ _____)	Less Shared Expenses \$ (_____)
Air, Train or Bus Fare (Receipts Required) _____	\$ _____
Hotel (Receipt if not booked by Area 78) _____	\$ _____
	Less Shared Expenses \$ (_____)
Meals (Receipts if not charged to room) _____	\$ _____
Registration _____	\$ _____
Other Travel (Receipt required) _____	\$ _____
A. Total: \$ _____	

Other Expenses Please provide a brief explanation of what was purchased and attach a receipt.
Scanned and e-mailed receipts are OK.

Printing _____	\$ _____
_____	\$ _____
_____	\$ _____
Postage _____	\$ _____
_____	\$ _____
Office Supplies _____	\$ _____
_____	\$ _____
_____	\$ _____
Workshop Supplies _____	\$ _____
_____	\$ _____
Equipment _____	\$ _____
_____	\$ _____
Archives Items/Other _____	\$ _____
B. Total: \$ _____	
A. + B. = Total Expenses \$ _____	

Signature, if not e-mailed _____

Robert's Rules of Order (Basic) – AA Edition



REMINDER: The minority opinion is generally expressed to 1.) share something new (no repeats of previously stated opinions); 2.) if anyone feels they haven't expressed themselves adequately; 3.) if someone feels they feel the body is making a serious mistake. **Note:** The Chair can allow for repetition during the minority opinion if needed to ensure we 1.) move slowly and 2.) let everyone feel heard.

6. "To anyone who voted in the majority: Did that change your vote?" **(REMINDE THEM WHAT THE MAJORITY IS)** (same thing as *Motion to Reconsider*)
 - **If YES**
 - "So by default, there's a Motion to Reconsider is on the table - do I hear a 2nd?"
 - "All in favor of **Re-Opening discussion** - All in favor of **treating this vote as final.**"
(Motion starts over and we go into Discussion - then we vote. Vote is Final / No minority opinion)
 - **If NO:** Motion Passes/Fails

AMENDMENTS:

- **Friendly:** Given by someone trying to improve the motion without changing the meaning - **the person who made the motion needs to accept the amendment**
- **Regular:** Actually changing the wording & intent of the motion - requires the person who made the motion (AND THE 2nd) and the person who made the amendment to agree on the change to the motion **(2/3 majority)** **The amendment itself requires a vote BEFORE the vote on the motion itself.**

POSTPONE: (requires a motion)

- Definition: **Postpone it TO A SPECIFIC TIME** (it makes sense to deal with it at a specific time in the future for whatever reason) [Gets put into OLD BUSINESS AT THAT FUTURE DATE]

POINT OF INFORMATION:

- Primarily used when 1.) **Someone has a question to ask...** or 2.) **When they need some additional information** (sometimes it's about them wanting to offer additional information).

POINT OF ORDER:

- Used when there is **some deviation from the process** or **someone is being disruptive** (Chair: Only use this when someone is being very mean spirited) **(Chair rules on it when offered by a member)**

TABLE: (requires a motion)

- Definition: We are **putting the motion off in the moment** and it will require the step of somebody taking it off the table.
- **How it gets off the table:** Likely it will be **automatically** put into OLD BUSINESS for the **next meeting** (not debatable / simple majority / no motion to reconsider or minority opinion)