



**Alcoholics Anonymous
Area C**

Eastern Region(NSW)

Australia

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The Area C Guidelines

As passed at Area C Assembly

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Not for Distribution

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Mission Statement

Area C is an affiliation of men and women from all walks of life who share their experiences, strengths, and aspirations with one another in the hope that they may solve their mutual problems, while attempting to fulfil our Primary Purpose as an Area to carry our message of recovery to the alcoholic seeking help, always remaining non-professional, self-supporting, nondenominational, multiracial, and apolitical as directed by our Traditions.

We as an Area are responsible to communicate what Alcoholics Anonymous is to the General Public, Professional Community, Hospitals, and Institutions through our various Area Committees, undertaking as an Area to direct visitors and newcomers to meeting places by various methods, that will be providing group names, meeting addresses & schedules, to all that need them.

Our responsibility in service is to keep AAs basic Text and Programme unchanged to hand to the next generation as a working unchanged entity for their recovery, always remembering to place principles before personalities in our service.

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1. Title.

The title of the Area is “Area C of the Eastern Region of Alcoholics Anonymous Australia” – referred to hereafter as the Area.

2. Aims & Objectives.

The Aims and objectives of the Area are:

- a. To serve the fellowship of Alcoholics Anonymous in its work of helping alcoholics to achieve and maintain sobriety and to implement the decisions of the collective group conscious of the Area and to assist those groups to maintain the various services necessary for those who may seek, through Alcoholics Anonymous, the means of arresting the disease of alcoholism.
- b. To be guided in its deliberations and decisions by the Twelve Steps, Twelve Concepts for World Service and the Twelve traditions of Alcoholics Anonymous and to try to ensure that such Traditions are maintained.
- c. To provide appropriate premises for the Area and in connection there within to rent or take on a licence for appropriate premises.
- d. To endorse the current “Australian AA Service manual” and “AA Group Handbook” to inform AA Groups and AA Members of the General Service Structure, in an effort to bring Unity & Harmony to the AA Fellowship within the Area.
- e. To represent our Area to the Australian and World body of AA by sending an Area Delegate to the Australian Conference, when the Areas current finances permit with a 2/3 majority vote needed to withdraw delegate.
- f. To be Honest and Transparent in all our affairs in providing our services to AA.

3. Area Activities.

To achieve the aims & objectives the Area may but is not limited to:

- a. Provide public Information of AA through the mediums of Television, Radio and Press or by other appropriate mediums available at the time by utilizing the approved General Service PI information pack and media presentations whilst abiding by the Twelve Traditions.
- b. Establish Public Information, Treatment & Correctional facilities committees to ensure the AA message is getting into hospitals, prisons and rehab centres.
- c. Work to guidelines as agreed between the Area and local hospitals, prisons and recovery facilities for Alcoholics.
- d. Provide literature and local AA meeting lists for the court program designating meetings that support it.
- e. Provide minutes of Area Meetings including information about local AA events.
- f. Order, sell and distribute AA conference Approved literature only.
- g. Cooperate with other organizations & professionals concerned with the problem of Alcoholism.
- h. Assist when requested in guiding the activities of the Groups within the scope of the Traditions.

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- i. Provide workshops on the General Service Structure or part there of, for the Area, districts, Groups or members who wish to participate.
- j. Establish an Area registrar to develop and maintain contact details of all Groups within the Area.
- k. Establish an Area Newsletter Committee to publish local AA news information about Groups, Committees, and reprinted material from AA literature and to distribute the newsletter throughout the Area to Districts, Groups & Members who wish to receive it.
- l. Visit & help new groups within Area.
- m. Receive, distribute and follow up Twelve Step calls, and answer enquiries about AA in cooperation with existing Central Service Offices.
- n. Provide current local AA meeting lists.

4. Membership

- a. Any AA Group registered with the National Office having decided by Group Conscience wishing to participate in the Area may do so by electing a General Service Representative (GSR). Election processes outlined in the Australian AA Service Manual (Page 33) and the AA Group Handbook (Page 11) which may be adopted if so desired.
- b. Each eligible registered AA Group in attendance at any Area Assembly has the right to one vote on each matter requiring a vote. The Groups elected GSR and / or Alternate GSR must be in attendance to cast that voting right.

5. Group Service Representative (GSRs).

The General Service Representative (GSR) is the link between the Group and AA as a whole and is probably the most important single factor in the whole AA structure. The GSR represents the voice of the Group Conscience, reporting the Group's wishes to the Area through the District Committee Member (DCM) and to the Area Delegate through Area Committees and Assemblies, from where it is passed on to the Australian General Service Conference.

Usually, the prospective GSR has two or three years of continuous sobriety in AA and has time available for District meetings and Area Assemblies. Because the GSR may become a Committee Member or an Area Delegate, the Group should consider whether a candidate has the abilities, the time and the resources for such future assignments.

The GSR also informs his/her Group of agenda items to be discussed at District meetings and Area Assemblies and makes sure s/he is aware of Group feelings on current AA issues and conveys this to those meetings and Assemblies.

Reference: Australian Service manual Pages 32 to 33 from Seventh Edition or applicable pages in future publications.

6. The Districts of the Area and their DCMs.

Description of District: An AA District is a geographical unit within an Area containing a number of AA Groups, the number being dependent on the ability of the General Service Representatives (GSRs) to communicate between each other and to meet regularly together with

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comparative ease. A metropolitan District may cover a small Area but contain 15-20 Groups, while a rural District may cover many square kilometres but include as few as 3 or 4 Groups.

Reference: Australian Service manual Pages 36 to 38 from Seventh Edition or applicable pages in future publications.

The District committee Member: The DCM usually has GSR experience and is elected by the GSRs of the District to be responsible for the District. S/he is also responsible for carrying the collective Group Conscience of the Groups in the District to the Area Committee. The DCM is the vital, two-way communication link between the Groups' GSRs and the Area Committee, including the Area Delegate.

7. Area Delegate.

The Area Delegate's role is a communication link between the General Service Board and their representatives and the Area; it is a two way communication link with Districts and Groups using him/her to communicate with the General Service Conference. Delegate attends the Conference meeting bringing to it the problems of the Area that are relevant to AA as a whole.

Following the Conference meeting, an Area Delegate's effectiveness depends on his ability to transmit the world picture to the Area Committee and Groups. Preparing his conference report and distributing it to as many Groups as possible and presenting it at the next Area Assembly after conference.

The Delegate must also be prepared to attend all Area and Regional Forums and Assemblies. From these meetings, comes an understanding of the problems in the Area and a greater ability to make suggestions for the Conference agenda.

Conventions and other get-togethers held in the Area or Region are also important events for the Area Delegate to attend. These represent additional opportunities to talk to AAs about General Services - those AAs who might never be reached otherwise.

The Area Delegate provides AA leadership in solving local problems involving AA Traditions.

If the Area Committee Chairperson is unable to serve, the Area Delegate assumes this added responsibility. A smoothly running Area Committee is essential to the work of an Area Delegate. If, for any reason, the Area Committee is not functioning as it should, the Area Delegate may take it as his or her responsibility to remedy the situation.

The Area Delegate needs to keep the Alternate Delegate fully informed, and to use his or her help wherever possible, so the Alternate can replace the Delegate in an emergency.

Late in the third year of the term, the Delegate needs to work with the newly elected Area Delegate - to provide a basic knowledge of Conference procedures and problems.

The Area Delegate should attend as many meetings all over their Area as possible to allow people the opportunity to talk about problems in local AA.

Reference: Australian Service manual Pages 60 to 68 from Seventh Edition or applicable pages in future publications. This includes guidelines for the Delegates qualifications.

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8. Area Committee.

- a. Area Committee Meetings: The Area Committee shall meet at such intervals as the Area Committee shall decide necessary to carry out the business and objectives of the Area Assembly. The Area Committee shall report it's deliberations and actions at each meeting as appropriate to the following Area Assembly.
- b. Who is on the Area Committee?: The Area committee is composed of The Area Delegate, Area Chairperson, Area Secretary & where the alternates position's are filled, the alternates for these positions. The Area Committee also includes the DCM & Alternate DCMs for all districts affiliated with the Area.
- c. Out going Area Delegate. The past delegate can serve on the committee with or without a vote as decided by the Area Assembly.
- d. Committee Coordinators and or AA Members. (i.e PI-CPC Coordinator, Group Secretary and AA Member) may attend Area Committee meetings when asked, to provide the Area Committee with up to date information, without a vote.

9. Secretaries Duties.

1. Assist Area Delegate in their Duties.
2. Keep true and accurate minutes of Area Assemblies and Area Committee Meetings.
3. Keep hard copies of said Minutes.
4. Check Area Cs mail Box at least once a Month.
5. In conjunction with Chairperson arrange all that is needed for a smoothly run Area Assembly.
 - a. Tea, Coffee, Cups, Hot Water.
 - b. Book Venue.
 - c. If needed Workshop and Topic.
 - d. Arrange for payment for Venue by Treasurer.
 - e. Inform all groups in the Area of assembly dates & times (via email, in person at meetings, phone, mail).

10. Treasurers Duties.

1. Assist Area Delegate in his Duties.
2. Help and cooperate with Auditors during auditing.
3. To be the primary signatory on all accounts.
4. Present a report at each meeting of the Area.
5. Keep accurate records of all moneys that are held in accounts and provide a balance sheet for all members to view on request.
6. Manage a small amount of cash-on-hand used as petty cash.
7. Where possible be a member of, and attend meetings of committees that require monetary resources.
8. Keep a file of statements and receipts until such time when actions and expenditure have been completed and passed by assemblies (suggested also from AGM to AGM).

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11. Chairpersons Duties.

1. Assist Area Delegate in his Duties.
2. Assist Secretary in the keeping of true and accurate minutes of Area Assemblies and Area Committee Meetings.
3. In conjunction with Secretary arrange all that is needed for a smoothly run Area Assembly.
 - a. Tea, Coffee, Cups, Hot Water.
 - b. Book Venue.
 - c. If needed Workshop and Topic.
 - d. Arrange for payment for Venue by Treasurer.
 - e. Inform Area of assemblies dates & times (via email, in person at meetings, phone, mail).
4. Run the Area Assembly in accordance with Guidelines.

12. The Area Assembly.

Any meeting of Area GSRs and the Area Committee is an 'Assembly' and the "Area Assembly" is the mainspring of the Conference structure. It is the democratic voice of the fellowship expressing itself. Assemblies are the responsibility of the Area Committee, and they are conducted by the Chairperson. As a general guide these assemblies will occur during the 1st, 4th, 7th and 10th months on the second Saturday of that month.

Reference: Australian Service manual Page 43 from Seventh Edition or applicable pages in future publications.

13. The Annual Election Assembly

A. THIRD LEGACY PROCEDURE: PURPOSE & PROCESS

See Appendix 2 of the Australian Service Manual and or Appendix 2 of this document Pg 16.

B. In all elections other than for Area Delegate.

The following procedure is suggested to be used at all votes other than that of Delegate.

Procedure

- a) The person conducting the meeting shall call for nominations for a position.
- b) A person that stands for any position must be nominated and seconded. That person must be present and accept the nomination unless nominated & seconded by eligible GSRs in writing prior to assembly, with his acceptance of nomination given in writing at the same time.
- c) Nominations are continually asked for until there are no further nominations. This is stated to the gathering and then a vote is conducted.
- d) Voting is by a show of hands.
- e) The outcome of the vote is then stated by the person conducting the meeting.

Following the theme of the 12th Tradition, a secret ballot will only be conducted if requested and seconded by members eligible to vote, and that when put to the meeting the proposal wins by

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simple majority. This being the case, two (2) scrutineers will be elected and conduct the counting and hand on the decision to be read out.

C. Election Assembly Agenda.

Preparations are complete, the GSRs and if applicable the DCMs are registered.

For Delegate Election.

Manuals/Guidelines are available, blank paper & pencils are provided, and whiteboard & marker or equivalent is in the front of the room.

For non Delegate Elections

Elect auditors by show of hands with a simple majority if needed or have chairperson act as auditor. Which to use is decided by a show of hands with a simple majority being all that is needed for a decision.

What next?

Here is the agenda for an Election Assembly.

1. The outgoing Chairperson brings the meeting to order by asking all present to recite the Serenity Prayer and the Twelve Traditions are read by a chosen person.
2. Secretary, Area Delegate and other Officers report on activities since last Assembly and where applicable the auditors report is presented now..
3. Chairperson announces procedure for election of Area Committee officers and acceptance of DCMs & Alternatives where applicable, as already elected by GSRs in their Districts.
4. If a District has not elected a DCM in advance of the Assembly, GSRs from that District convene to elect one, this can only take place if enough GSRs from that District are at the Assembly to achieve a quorum Chairperson announces a recess for this purpose.
5. Chairperson reviews the election procedure (also review subsection 13b of these guidelines entitled *Who Presides? Who Votes?*), and asks approval of it and the order of election. Usual procedure is to elect the *Area Delegate* first, then the *Alternate Area Delegate*, followed by the *Chairperson*, *Secretary*, *Treasurer* etc. The new Chairperson then takes the chair.
6. The Chairperson then closes the meeting with the Serenity prayer and the 7th tradition collection is taken.

D. Guidelines Workshops

That a one hour workshop on the guidelines should be presented by the chairperson or Secretary on the same day but prior to the Annual Election Assembly commencing. All members attending the Annual Election Assembly should be invited. Participants receive a full & up to date copy of guidelines, if they do not already possess a copy.

E. Auditors

One or more Auditors (who may or may not hold formal academic qualifications) shall be elected at the Annual Election assembly to audit the accounts of the Area once each year, or more frequently if the Auditor or auditors deem fit. For that purpose Auditors shall have access to all the financial records of the Area. If any vacancy in the office of auditor should occur

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between Annual Election Assembly's then the Area assembly may appoint an Auditor or Auditors until the next Annual election assembly to fill such a vacancy.

14. Terms of Office for GSRs, Area Committee ACM and Delegate.

General Service Representatives and Area Committee members shall serve for but not be restricted to two years, however rotation is the preferred option. Area Delegate can once and once only server a three year term or part there of that term from date of appointment.

15. Non-Election Area Assemblies.

a. How Frequently Are Meetings held?

The area committee shall have the power by simple majority of members present to vary the date, time and / or venue at which any Area Assembly, including the Annual Election Assembly is to be held. At least fourteen days written notice shall be given to registered Groups, by email as well as by the Area C Web Site, of any changes in meeting dates, times and / or venues.

b. Who Presides? Who Votes?

Area Assembly meetings are conducted by the Area Chairperson, in their absence the Alternate Chairperson presides; if both are absent the Area Delegate becomes Chairperson. The Area Officers and the Area Delegate help with the running of the assembly. All DCMs and Area Officers, all GSRs and Area Delegate have one vote each in an assembly. Alternates normally vote only if the regular Area Committee member or GSR is not present.

c. Who is Seated?

The Assembly comprises the GSRs, the DCMs and the Area Officers. Usually, GSRs attend the Assembly nearest their Group, but they may go to any Assembly their Group wishes them to attend, even across a Regional boundary, if deemed advisable and approved by the Assembly of the Group's choice. However it is strongly recommended that Groups work within their Area's boundaries.

d. Organising an Assembly.

The Chairperson

- Convenes the Assembly in consultation with the Area Committee.
- Makes sure that all Groups in the Area are notified, advising them to send a GSR or to elect a GSR if they have none. This action is usually handled by the Secretary. (Area C recognizes an Assembly to be a 'closed' meeting, for AA members only).
- Consults with Area Officers and DCMs on the agenda for the Assembly, paying particular attention to any need for additional Districts and additional DCMs.
- Be responsible for keeping the issues clear. If a motion is offered, be sure that it is seconded and stated clearly and distinctly so that everyone is fully aware of what is being voted upon.
- Adhere to Third Legacy Procedure for appropriate elections and discourage departures from it. All other elections by Area Decided Method.
- A 'sense of the meeting' poll is preferred to a vote. In such cases, the Chairperson asks: "Is it the sense of the meeting that ?" If there are no objections, it is apparent there is accord.

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- Meetings may be fairly informal, but the attention of the entire meeting should be kept on one subject at a time, without the disruptive influence of private conversations.
- Persons wanting to speak put their hands up, waiting for the Chairperson to acknowledge them, the Chairperson then adds their name to his list of speakers and calls them when their turn comes up.
- A participant's discussion should be limited to a maximum of 3 minutes. The Chairperson may take a sense of the meeting to elect to give an extension of that time.
- **Chairperson makes sure Minority Voice is heard.**
 1. After each vote it is asked if anyone that voted on the losing side of vote wishes to express the minority voice.
 2. Only people talking from the minority voice can be heard at this point.
 3. After all wishing to talk from the minority voice side have talked, the chairperson asks if anyone from the majority Voice (Winning side of vote) wish to change their vote.
 4. If Yes a new vote is called.
 5. If No we move to next Business.

e. What kind of Program?

Non Election Assembly Agenda.

1. The Chairperson brings the meeting to order by asking all present to recite the Serenity Prayer and the Twelve Traditions are read by a chosen person.
2. Roll call of Members present can be considered done by all members signing attendance book.
3. Reading of Minutes of last meeting. It is the responsibility of all present to read minutes of last meeting prior to meeting, only people present at that meeting can accept or reject the minutes as a true and accurate account of the meeting. (this and only this is done in business arising from the minutes)
4. Chairpersons report on Area Committee's activities since last meeting.
5. Area Delegates Conference Report, what s/ he has done as the Area Delegate in the Area since the last assembly and report on recent communications with the National office.
6. Secretaries Report.
7. Treasurer's Report (Usually a good time to remind everyone of the suggested methods whereby Groups and Individual AA Members may contribute to all their AA service entities)
8. District Reports – When districts are unformed, Group GSRs may present reports. Only previously submitted written or emailed reports can be given.
9. Newsletter Editor's Report.
10. Treatment & Correctional Facilities Report.
11. PI & CPC Report.

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12. Special Committee Reports. – magazine, literature, convention, etc.
13. Special Orders –
 - a. Important Emergency Business previously not designated for consideration at this meeting by “Notice of Motion” but is considered important enough to be deemed an emergency for it to be heard at this assembly. Assembly must vote by a simple majority to hear it.
 - b. Important business previously designated for consideration at this meeting (Business being brought back to the Assembly after GSRs have taken that Business back to the Group Conscience for instruction on how to vote)
14. Unfinished Business.
15. New Business of which due notice has been given – See section 14g – “Notice of Motion”.
16. Sharing session (see appendix 1 “How to set up a sharing session)
17. Close Assembly with the Serenity Prayer.

16. Rules of Order

The Area business procedures.

All Area Committee Members except DCMs:

At any time any Area Committee Members except DCMs may have a Vote of No Confidence moved against them by any Voting Member of the Area Assembly if seconded. A vote will be taken by the current assembly whether to consider the Vote of No Confidence and if passed by a 2/3 majority it will be taken back to the Groups for consideration. The actual vote of no confidence will be voted at the next Area Assembly and they may be removed by a 2/3 vote of all Members present at the Area Assembly,

- a. Roll Call.
 - i. To establish who is entitled to vote (all present can participate in the discussions) the members present are asked to identify their first name & voting position eg: Steve GSR of which Group, John DCM of which District etc. If they are an Alternate standing in for an absent position holder they state their name and then the name and position of the person they are standing in for.
 - ii. Visitors are asked to identify as visitors with their first name and Group.
 - iii. Roll Call sections i. and ii. can be fulfilled by a Roll Call Book and/or a Roll Call plus Roll Call Book.
 - iv. It is the responsibility of the Secretary to ensure that the correct record of the Roll Call is recorded in the minutes to establish that a quorum was met. The minutes should show the First Name & Voting Position of the members present.
- b. Quorum
 1. The quorum at all Area Assemblies of the Area shall have representation from Two Members of the Area Committee or their Alternatives and at least three eligible Groups by their respective GSRs or their Alternates.
 - 1.1. If within half an hour from the time appointed for the meeting a quorum is not present no business of the Area may be conducted at that meeting and the

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members who were present must request the area Committee to appoint and give notice by email of the time and place of the next meeting.

1.2. The Area Committee shall then within fourteen days call a Special Meeting of the Area to resolve the situation.

2. The quorum at all Area Committee meetings shall be Three Members of the Area Committee or their Alternates. Should no quorum be formed at an Area Committee, no business of the Area Committee may be conducted at that meeting, and the members of the Area Committee shall within fourteen days call a Special Meeting of the Area Committee to resolve the situation.

2.1. In the event of the number of members becoming less than the minimum fixed for these Guidelines the continuing members may act solely for the purpose of increasing their numbers or for calling an Area assembly of the Area.

c. Minutes

The record of the proceedings of the Area Assembly. The essentials of the record are as follows:

1. The kind of Meeting, “Non Election Assembly” (or stated), “Special”, or “Election” etc;
2. Name of Assembly.
3. Date and Place of Meeting.
4. Roll Call as proof quorum achieved.
5. A record that the minutes of previous meeting were approved as a correct and accurate record. Identifying if read or their reading dispensed with because all present had read the previous meetings minutes prior to meeting.
6. All the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn, with the Motions that will be brought back as Special Orders clearly shown so Groups have a clear record of what they have to consider at their next Group Conscious so a clear decision can be brought back to the next Non-election Assembly.
7. The Name & Voting Position is to be recorded of the member who Introduced (Moved) a main motion and the Seconders Name & Voting Position of that main motion.
8. Reports (See e. below)
9. The hours of the meeting from the call to order to the close.

d. Area Committee Reports

The Area Committee shall report as appropriate it’s deliberations in carrying out the business and objectives of the Area at each meeting. The committee’s reports should be lodged two weeks prior to the meeting being held. This provides the Secretary time to notify the Groups within the Area of the meetings Agenda, **one week** prior to the meeting being held.

e. Special Committee Reports.

Where the Area may appoint Special Committee’s to undertake any special work, any committee so appointed shall operate under guidelines for such work as defined in the Australian AA Service manual & Guidelines, the committee shall not initiate or transact any business outside the scope of the authority afforded to it by the Area, nor act in any way

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considered repugnant to the Area. The elected Coordinator of any committee so appointed shall:

1. Give a report

Or

2. Provide a report to be read by Secretary. (In either 1 or 2 the reports must be written or electronically submitted) on their Committee's activities to the Area at each Area assembly.

f. Notice of Motion.

1. Where a Motion is to be brought before any of the regular Non-election assembly's, the Motion shall be lodged with the secretary in writing, **two weeks** prior to the meeting being held. Motions which are seconded in writing are given preference in the order of Business to expedite business. This provides the Secretary time to notify the Groups within the Area of the Meetings agenda, one week prior to the Meeting being held. The Motion will be put forward and discussed as new Business at the Non-election assembly.

In reference to 1:

- The Mover of the Motion will have an initial three minutes maximum to discuss the motion at the end of that time all attendees will have the right to speak for three minutes for or against the motion, points of clarification are not counted as speaking on the Motion, with the Mover of the Motion then allowed to speak again for one minute just before a Motion is Moved to bring this Motion back at the next Non-election Assembly under the Special Orders Section of Business. Moved and Seconders names & positions are recorded in minutes.
2. Where a Motion is lodged with the Secretary within less than two weeks prior to the meeting being held the motion will be put forward and discussed as new Business at not the next Non-election Assembly but the following one.

In reference to 2:

- The Mover of the Motion will have an initial three minutes maximum to discuss the motion. The Chairperson may take a sense of the meeting as to whether more time be given the Motion Mover if he ask for it.
3. Where a vote is required on any Motion brought before a Non-election Assembly, this vote shall be taken as Special Orders at the Non-election Assembly following that at which the motion was raised. This allows the GSRs to discuss the motion with their Group Conscious Meeting, and convey their Groups Conscious voice on the motion back to the Area Assembly

g. Voting

At all Area Meetings voting shall be decided by "Show of hands" and a simple majority vote of eligible members present, unless otherwise stated herein these Guidelines.

- The eligible members should take the time to become informed about the matter to be discussed.
- A majority decision may still leave a most unhappy minority.

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- A minority particularly a silent minority should be encouraged to voice its opinions.
See: D. Organising an Assembly, The Chairperson, Chairperson makes sure Minority Voice is heard
- A decision need not be hurriedly made; it can be adjourned from time to time in order to achieve unanimity.
- Compromises granted by a majority may result in an ultimate decision which sits comfortably with all, or nearly all of the participants.
- A forceful advocate is not always right.

h. Special Orders.

- i. A 2/3 majority voted by show of hands is needed to declare a proposed motion: Important Emergency Business, the motion may then be discussed under the special orders rules and a unanimous vote is needed to carry the motion, voted by show of hands. Only an Important Emergency Business Motion can be voted on at the same Area Assemble as it was first raised.
- ii. At the Special Order section of Business the Mover of the Motion will have an initial three minutes maximum to discuss the motion at the end of that time all attendees will have the right to speak for three minutes for or against the motion, with the Mover of the Motion allowed to speak again for one minute just before a vote is taken.

i. Sharing Session:

Please see the appendix “How to set up a sharing session.”

j. Close

Attending to the meetings Agenda, the chair announces the next Business in order, and so on until the business of the meeting has been disposed of, when someone moves to adjourn. If this motion is carried, the chair announces the vote and declares the Assembly Closed finishing with the Serenity Prayer.

17. Right of Withdrawal and Recall of GSRs, DCMs, Office Bearer's & Area Delegate.

Each Group, District or Area shall have the absolute right of withdrawal from participation in any service meetings and may recall any GSR, DCM, office Bearer or Area Delegate elected by that Group, District or Area.

18. Vacancies

Vacancies in the Area Committee or in any other positions caused by death or resignation of the office bearer or by their absence without direct report from three Committee and/or Area assemblies within any one year period or by any other cause shall be filled by the Area assembly as soon as possible following the vacancy, provided that any person so elected holds office only until the expiry of what would have been the term of office of the person he/she has replaced.

They are then eligible to stand for the vacant position if they so desire. The Area Assembly shall elect a substitute to fill the vacancy subject to the qualifications and electoral procedure as defined herein these guidelines.

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19. Position Handover Policies.

All office bearers shall at completion of their term of office, acting in goodwill with love and tolerance give all documentation relevant to their Office to the incoming Office holder and instruct the incoming Office holder on how to do the Job (best practises and such)

20. Special Funds.

Any money raised or set aside for special purposes (such as rally etc.) shall be paid into a separate Bank Account by the appropriate office Bearer and shall be used for the purpose so created. These special funds are the property of the Area and AA as a whole and may be used by the Area. These special funds shall not be used for any other objectives of the Area except with the authority of the assembly. These transactions shall be dealt with as Important Emergency Business as it is deemed that the Area has a clear understanding of its financial needs.

21. Assets & Income.

The income and property of the Area, whencesoever derived, shall be applied solely towards the promotion of the objects of the Area as set forth in this Area C Guidelines, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, howsoever by way of profit, to the Members of the Area. Provided that nothing herein shall prevent the payment, in good faith, of out of pocket expenses or reasonable and proper rent for premises demised or let to the Area by the Members.

22. Winding Up

- a. The liability of the Members is limited.
- b. Every member undertakes to contribute to the assets of the Area, in the event of the same being wound up while he/she is a Member, for payment of debts and liabilities of the Area contracted before he/she ceased to be a member, and the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required, not exceeding Fifty Dollars (\$50).

23. If upon the winding up or dissolution of the Area there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Area, but shall be given or transferred to General Service Board.

24. Amendment to Guidelines.

It should be noted these are only guidelines and if at a later date some fundamental mistake is found in them that has till then remained unnoticed common sense should be used as a guideline until the mistake can be rectified at an Area Assembly.

These guidelines shall not be amended except by special resolution of an Area Assembly, due notice as per (section 14g) "Notice of Motion" of which has been previously given to all registered groups within the Area specifying in writing the amendments. The resolution of such amendments must be carried out by 2/3 majority of the Area Assembly then present, and if so carried shall take effect immediately.

Note: At all Area Assemblies the Area Secretary must have copies available of the current AA Service Manual, Service Guidelines and the Area C Guidelines for member's to use for reference on points of Procedural Clarification.

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Appendix 1

HOW TO SET UP A SHARING SESSION

A sharing session is a meeting where *everyone* gets a chance to contribute ideas and criticisms about what is best for AA. It can be set up anywhere for any group of people, but it is especially useful for Assemblies and District Meetings. It is aimed at drawing out the ideas of the shyest member, and somehow it keeps the more articulate from dominating the meeting.

In a sharing session you may offer your opinion and never need to defend it. You have a Chairperson or a leader, who is more a timekeeper than a source of great wisdom. Here is how the session works:

- Topics are nominated from the floor.
- A simple majority vote is required to select the first topic.
- The leader, armed with a loud bell and a watch or stopwatch, reads the questions and explains the rules. Each member present may talk for one and half or two minutes or whatever limits the group agrees upon.
- The leader starts with the first AA on the left or right. When every member time is up, the bell rings and the floor moves on to the next member.
- After everyone has had a crack at the questions, the leader starts around the room again. On this circuit, it is likely that many people will pass. A single topic may take 20 Minutes to more than an Hour.
- The session should not be hurried nor should it be dragged out after the majority feel the topic has been exhausted.
- A simple majority vote is required to select the next topic & continues until time runs out.

A member should be appointed to take down just the essence of the meeting. These notes will provide a mine of good ideas for use by Area Committee officers, DCMs and GSRs. This is the breeding ground for ideas which may be formed later into motions. Opinions expressed may lead to further discussion outside the session & subsequently a mover & seconder found for the motion. Other topics may raise issues which need to be addressed.

National Office has service literature on sharing sessions, free on request.

National Office will appreciate a digest of your sharing session ideas, as well as minutes of all your meetings. Such information on your effective activities can be extremely helpful when it is relayed to other Areas in this country and abroad.

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Appendix 2

THIRD LEGACY PROCEDURE: PURPOSE & PROCESS

PURPOSE

AA's *Third Legacy Procedure* is a special type of electoral procedure, used primarily for the election of Area Delegates, Regional and other Trustees and International Delegates, where more than one candidate is nominated. It is considered to be unique to AA, and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgement of the majority. In practice, it has proved highly successful in eliminating the influence of factions or parties. A second-place candidate who may be extremely well qualified, but without early popular support is encouraged to stay in the balloting rather than withdraw.

IT MUST FIRST BE ESTABLISHED

- That the candidates are eligible and willing to stand.
- That the right to vote has been established.
- If the election involves appointing an Alternate position, it should be decided in advance whether the runner-up will be that Alternate or whether this will be by a separate election.

PROCEDURE

- The Chairman of the meeting will take charge of the proceedings.
- Two scrutineers are appointed, preferably from among those not eligible to vote.
- The names of candidates are written on a black/whiteboard or similar.
- The vote will be written on the board against the names of candidates.
- The first candidate to receive two-thirds of the total vote is elected.
- All ballots are secret, so blank papers (and sometimes pencils) are distributed.
- Written ballots are cast in the traditional way (one choice to a ballot), collected and given to the scrutineers to count; the tallies are then posted on the Board.
- If no candidate receives the necessary two-thirds of the vote at the first ballot, a second ballot is held, duplicating the first.
- If no candidate receives the necessary two-thirds of the vote at the second ballot, any candidate having less than one-fifth of the total vote is withdrawn automatically except that the two top candidates must remain. In the case of a tie for second place, the top candidate and tied second-place candidates remain.

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- A third ballot is then held with the remaining candidates. As for the second ballot, if no candidate receives the necessary two-thirds of the vote at the third ballot, candidates with less than one-third of total vote will be withdrawn automatically, except that the two top candidates must remain. In the case of a tie for second place, the top candidate and tied second-place candidates remain.
- A fourth ballot is then conducted as for the second and third above. If no candidate receives the necessary two-thirds of the vote, a fifth and final ballot will be held with the same candidates standing.
- The Chairman at this stage establishes by formal motion (with seconder) on a majority show of hands, whether to repeat the ballot process or go straight to the 'hat' or hold a fifth ballot.
- In the case of a tied vote at the fifth ballot, the choice will be made by lot (by the "hat").
- In the final round, the names of the remaining candidates will be placed in a hat, box or other suitable container, and a person nominated by the Chairman will draw one candidate's name from the hat.
- That candidate is then the Delegate, Trustee or officer.

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Appendix 3

Australian General Service Structure.

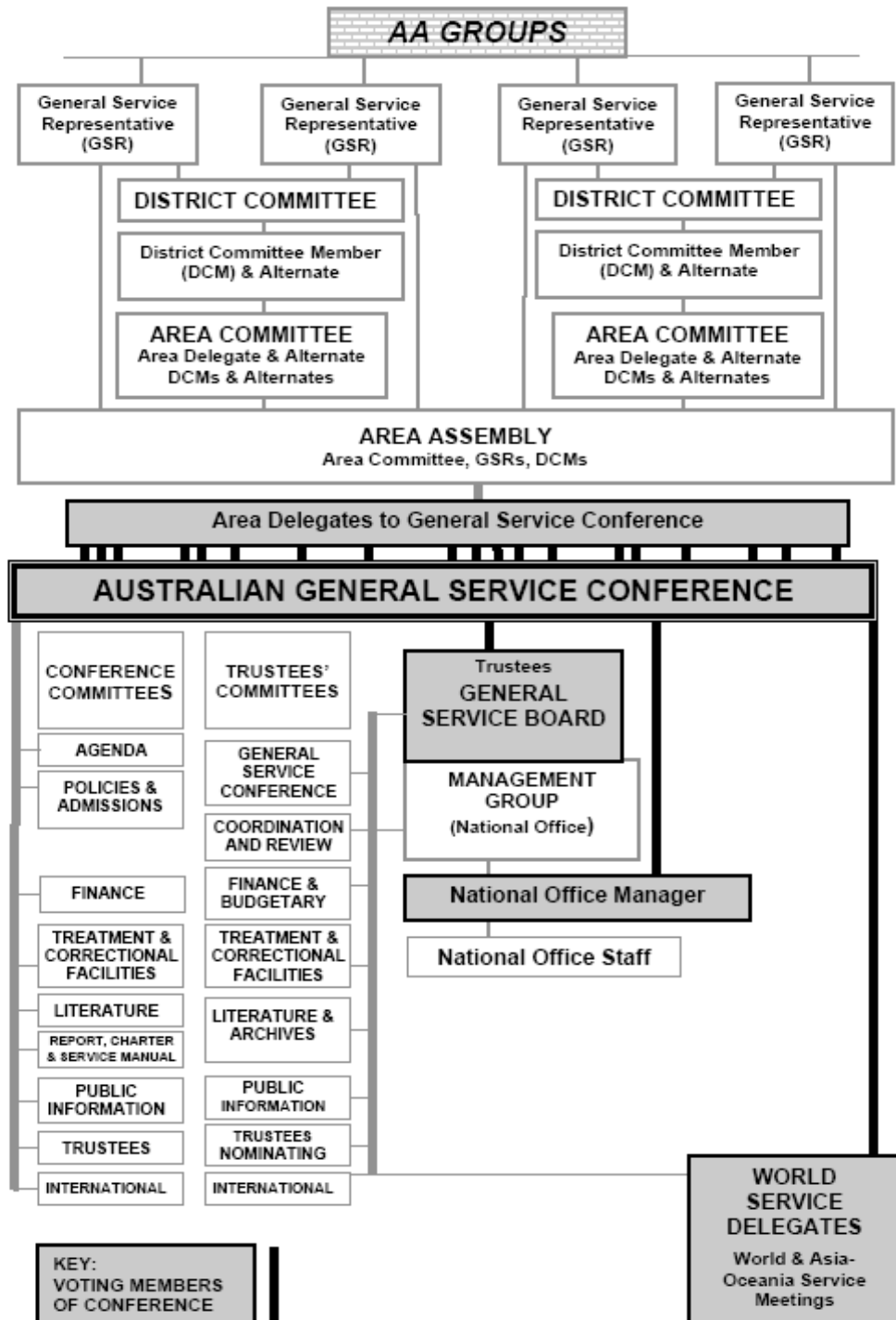


Figure 2 Australian General Service Conference Structure