

Area #28 Service Workbook

August, 2009

Table of Contents

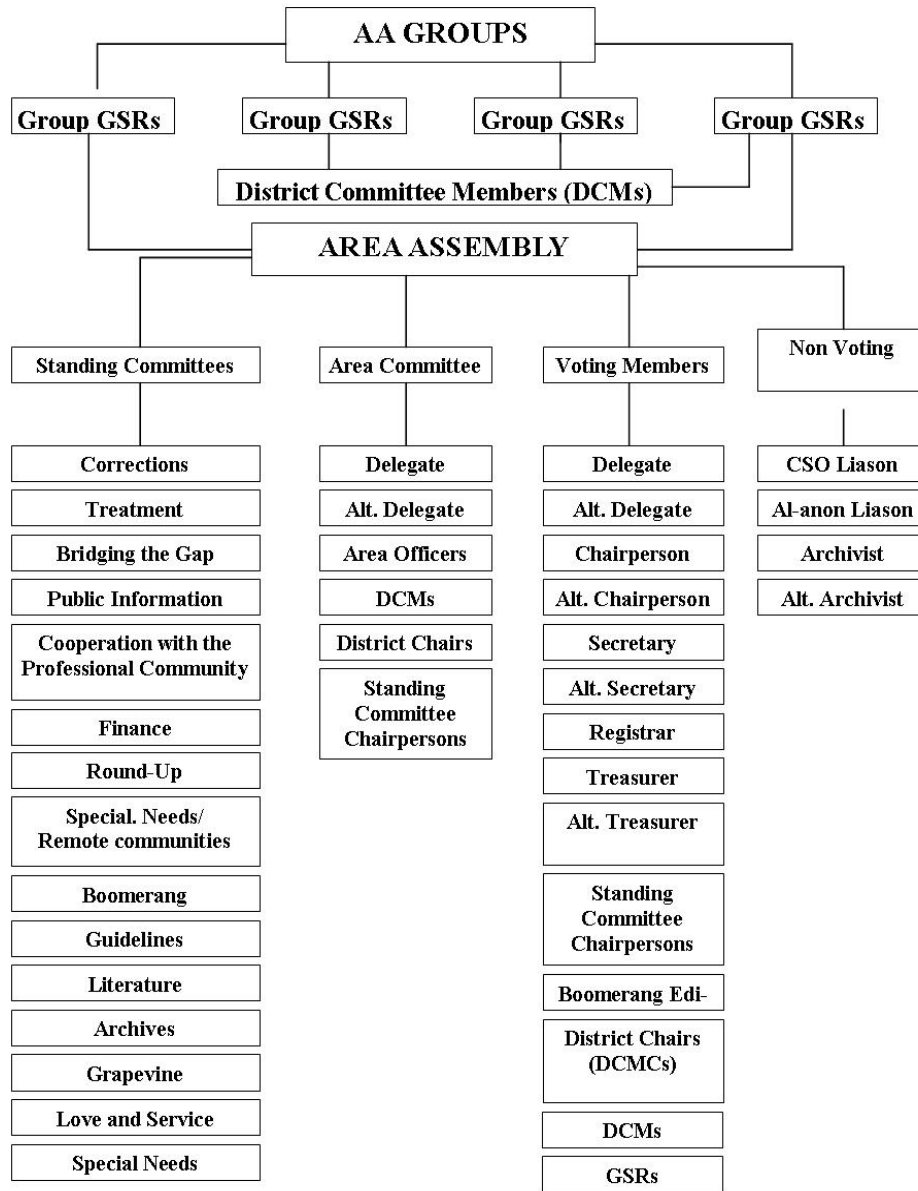
Maine Area Preamble	2
Structure Chart of Maine Area	3
1. Assembly Voting Members	4
2. Area Assembly Meetings	4
3. Area officers	5
4. Area Standing Committees	5-12
5. Maine Area Committee	12/13
6. Maine Area Districts	13/14
6.3 Guidelines for Hosting an Assembly	14
7. Funding	14
8. Elections	15
9. Election Procedure	16
10. Area Delegate	17
11. Area Alternate Delegate	18
12. Area Chairperson	19
13. Alternate Area Chairperson	19
14. Area Secretary	20
15. Alternate Area Secretary	20
16. Area Treasurer	20/21
17. Alternate Area Treasurer	21
18. Area Registrar	22
19. Area Standing Committee Chair	22
20. Attendance	22
21. The District Committee Chairperson	22/23
22. The DCM	23
23. The GSR	23/24
24. Amendment Process	24
25. Appendix	25
26. Struggling district fund	25/26
27. Struggling district form	27

Structure of the Maine Area (Area 28) General Service Assembly of Alcoholics Anonymous

Preamble

The Maine Area Assembly of Alcoholics Anonymous shall always be a service body and shall protect and respect the autonomy and the privilege of dissent of the Group Conscience of the Maine Area. In the course of deliberations and discussions, the Assembly shall ever be mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and the A.A. Service Manual, and shall strive to be the true voice and Group Conscience of the Maine Area. Unity and service shall ever be the Assembly's primary purpose, and it shall encourage all Maine Area Groups to participate in the business of the Assembly and to support the Assembly in its efforts to cooperate with the A.A. General Service Office and A.A. World Services. The Assembly is specifically charged with the duty of electing a delegate to the General Service Conference and to provide the delegate financial support to assist him or her in the course of performing the duties of the office. The Assembly is further charged with electing an alternate delegate to the General Service Conference and to elect such Area Officers it deems necessary.

STRUCTURE OF MAINE AREA 28



1. Assembly Voting Members:

- 1.1 Delegate
- 1.2 Alternate Delegate
- 1.3 Area Chairperson
- 1.4 Alternate Chairperson
- 1.5 Secretary
- 1.6 Alternate Secretary
- 1.7 Treasurer
- 1.8 Alternate Treasurer
- 1.9 Registrar
- 1.10 All District Chairpersons and DCM's
- 1.11 All GSR's
- 1.12 All Area Committee Chairpersons
- 1.13 Boomerang Editor

Note: In the absence of any of the above, the alternate may vote. Refer to the A.A. Service Manual- Chapter Four. The Alternate Delegate and Alternate Area Chairperson, who also chair Standing Committees, each carry one vote.

2. Area Assembly Meetings:

- 2.1 The Spring Assembly shall meet the first weekend of April or the last weekend of March (not to conflict with religious holidays). The Fall Assembly shall meet the third weekend of October (not to conflict with the Northeast Regional Convention, NERC). Both are two day assemblies.
- 2.2 The dates of each Area assembly shall be determined by the Area Chairperson one (1) year prior to each Area Assembly.
- 2.3 The time and the place will be determined by the Assembly at a prior Assembly.
- 2.4 In order to enhance flow of information, it is suggested that the following schedule be followed:

First Weekend: January, February, August and the first Sunday in September (after Labor Day): Area Committee Meetings and Standing Committees.

March: Pre-conference Forum.

April: Spring Assembly (not to conflict with religious holidays).

Second Weekend: District Meetings. These can also be on a week-day prior to the third weekend.

Third Weekend: May: Post-conference Forum and Area Committee Meeting
October: Fall Assembly (not to conflict with the Northeast Regional Convention, NERC).

Fourth Weekend: District functions, picnics and Round-Ups, etc.
March Spring Assembly (not to conflict with religious holidays).

- 2.5 A quorum shall be the voting members of an Assembly present at the time of the vote.
- 2.6 The Delegate or any (3) Area officers may call for a special Assembly if deemed necessary.

3. Area Officers (Trusted Servants):

3.1 The Area Officers are:

- 3.1.1 Area Delegate
- 3.1.2. Area Alternate Delegate
- 3.1.3 Area Chairperson
- 3.1.4 Area Alternate Chairperson
- 3.1.5 Area Secretary
- 3.1.6 Area Alternate Secretary
- 3.1.7 Area Treasurer
- 3.1.8 Area Alternate Treasurer
- 3.1.9 Area Registrar

4. Area Standing Committees:

- 4.1 All Area Committees shall function with their individual guidelines and report directly to the Maine Area Assembly. They do not set policy but make recommendations to the Maine Area.
- 4.2 The Round-Up Chairperson and Alternate Round-up Chairperson are Elective positions at the Election Assembly. The Boomerang Editor and all Area Standing Committee Chairpersons will be appointed by the Area Chairperson between time of election of the Area Chairperson and January 1. Area Standing Committee Chairpersons shall meet the same qualifications of other Area Officers as well as any other specific guidelines deemed to be required. Appointment of the Area Standing Committee Chairpersons shall be approved at the January Area Committee Meeting with final approval at the Spring Assembly.

4.3 **The Standing Committees of the Area are (in alphabetical order):**

- 4.3.1 Archives
- 4.3.2 Boomerang (see 4.6)
- 4.3.3 Bridging the Gap
- 4.3.4 Cooperation with the Professional Community
- 4.3.5 Correctional Facilities
- 4.3.6 Finance
- 4.3.7 Grapevine
- 4.3.8 Guidelines
- 4.3.9 Literature
- 4.3.10 Love and Service
- 4.3.11 Public Information
- 4.3.12 Round-Up (see 4.16)
- 4.3.13 Special Needs/ Remote Communities
- 4.3.14 Treatment Facilities

The non-voting positions of the Area are:

- 4.3.15 Al-Anon Liaison
 - 4.3.15.1 Maine Area 28 adopts the current Ala-Non guidelines from GSO along with any changes or revisions they may make in the future
 - 4.3.15.2 The Area 28 Ala-Non Liaison will have copies of GSO Ala-Non Guidelines available upon request. Or on line at www.aa.org.
 - 4.3.15.3 It is the responsibility of the Ala-Non Liaison to pass on and exchange all materials relevant to this position to the next/incoming Ala-Non Liaison.
-
- 4.3.16 Archivist
 - 4.3.17 Alternate Archivist
 - 4.3.18 Central Service Office (C.S.O.) Liaison
 - 4.3.19 Boomerang Committee members

4.4 **General Standing Committee Outlines:**

- 4.4.1 Each Area Committee shall include the Chairperson of any like District Committee if the District has a like committee.
- 4.4.2 Each Area Standing Committee shall meet at the Assemblies, prior to Area Committee meetings and/or at the call of its Chairperson.

4.4.3 The duties of the Area Committee Chairpersons shall be, but not limited to:

- 4.4.3.1 A statement of purpose

4.4.3.2 Chair Meetings

4.4.3.3 Report activity to Maine Area Assembly at assemblies and Maine Area Committee at Area Committee meetings.

4.4.3.4 Maintain its budget

4.4.4 Standing committees can recommend policy. The Area Assembly approves policy.

4.5 Archives Committee

4.5.1 The mission of the Archives Committee is to oversee the operation and procedure of the Area 28 archives; to make proposals for creating Area Archives policy; and to aid the Area Archivist in the effort to preserve and protect the Area 28 Archives collection. The Archives Committee shall be responsible for reviewing all aspects of Archives policy and, based upon such reviews, the Archives Committee will submit reports, recommendations, and agenda items to the Area Committee, and the Area Assembly.

4.5.1.1 The Archives Committee does not set policy, therefore, neither the Archives Committee, nor any of its members, shall be individually or collectively authorized or responsible for establishment of Archives policy, however they may recommend policy ideas.

4.5.2 The Archives Committee shall be composed of: 1) The Area Archives Chairperson, 2) The Area Archivist, 3) The Alternate Archivist, 4)The Chairperson of any District Archives Committee, 5)District Chairs, or other persons, who are appointed to the Archives Committee by the Area Chairperson, Anyone who maybe elected to the Archives Committee by a vote of the Area Assembly, the Area Committee or the Archives Committee.

4.5.2.1 All members of the Archive Committee must also be members of Alcoholics Anonymous.

4.5.2.2 All members of the Archives Committee are eligible to vote on matters brought before the committee.

4.5.2.3 Any member of Alcoholics Anonymous may participate in a meeting of the Archives Committee, but only committee members may vote.

4.5.2.4 By a majority vote of the committee, persons who are not members of Alcoholics Anonymous may be allowed to speak at Archives Committee meetings.

4.5.3 Archives policy is approved by the Area Assembly.

4.5.4 All voting in the Archives Committee shall be by a simple majority of voting members present.

4.5.4.1 All votes will take place at Area Committee meetings and Assemblies.

4.5.5 A full set of keys to all locked Area Archives shall be entrusted to the Archives Chair, the Area Archivist, and the Area Chair.

4.5.6 The Area Archivist:

4.5.6.1 Appointment of the Area Archivist:

4.5.6.1.1 The Area Chairperson appoints the Archivist, who is then confirmed by the Area Assembly at its next meeting. The Archives Committee may make a recommendation to the Area Chair.

4.5.6.1.2 The Area Archivist shall serve a term of two years, with the option to stand for reappointment for an unrestricted number of terms.

4.5.6.2 The Area Archivist shall be a member of Alcoholics Anonymous.

4.5.6.3 Should the Archivist be unable to fulfill his/her commitment, the Archivist must notify the Area Chair of his/her intent to retire from the position.

4.5.6.4 The expenses of the Archivist will be reimbursed to attend the Area 28 Round-Up to display Archives at the Round-Up.

4.5.7 The Alternate Area Archivist

4.5.7.1 Appointment of the Alternate Area Archivist:

4.5.7.1.1 The Area Chairperson appoints the Alternate Archivist, who is then confirmed by the Area Assembly at its next meeting. The Archives may make a recommendation to the Area Chair.

4.5.7.1.2 The Alternate Archivist shall serve a term of two years, with the option to stand for reappointment for an unrestricted number of terms.

4.6 Boomerang Committee

4.6.1 The appointive Boomerang Editor shall function as the final say in the content of the "Boomerang." The Boomerang is the official newsletter of the Maine Area.

4.6.2 The Boomerang will be guided by the G.S.O. Newsletter Guidelines as well as its own guidelines set up by its committee of (4) four rotating members, (addition) who each carry a vote only within the committee, and the editor who carries a vote at MACMs and Assemblies.

4.6.3 Each elected Committee Person shall serve for (2) two years and then rotate off. Rotation is to be set up to elect (2) two new members at the Election Assembly, and two new members at the non-election Fall Assembly .

4.6.4 The Boomerang editor is appointed by the Maine Area Chairperson for a term of (4) four years.

4.6.5 At the editor's rotation, current editor will turn over all electronic data, paper archive files, and any equipment or software purchased, to the new incoming editor and make themselves available to assist with the first issues of that rotation if needed.

4.7 **Bridging the Gap Committee**

4.8 **Cooperation with the Professional Community Committee**

4.9 **Correctional Facilities Committee**

4.9.1 The purpose of the committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility

to the larger A.A. community.

4.9.2 The Chair is appointed by the Maine Area Chair following the Election Assembly in October and shall serve a two-year term beginning in January of the following year.

4.9.3 The Committee shall include the appointed Chair, any District Chair assigned by the Area Chair, all corresponding District Corrections Chairs and any District or Group Corrections Committee members.

4.9.4 Each member of the committee has a vote within the committee and a simple majority shall constitute a passing vote within the committee.

4.9.5 The committee shall meet at each Area Committee Meeting and at each Assembly. The Committee Chair may call special meetings, if necessary.

4.9.6 The current chairperson is responsible for passing forward all information and documents for the committee to the next incoming Chair of the committee.

4.10 **Finance Committee**

4.11 **Grapevine Committee**

4.11.1 The committee is to encourage districts and groups within Area 28 to elect Grapevine Representatives and to allow elected members of AA to participate in the service structure of Area 28. The committee shall carry the message of recovery through our 'meeting in print' and by encouraging subscriptions to the *Grapevine*.

4.11.2 The Area Chair appoints the committee chair. Other members include all district Grapevine Reps and one or more district chairs appointed by the Area Chair.

4.11.3 All members are voting members within the committee.

4.11.4 Changes in committee guidelines go to the guidelines committee for referral to the Assembly if needed.

4.11.5 A simple majority vote is required for committee action.

4.11.6 Always refer to G.S.O. guidelines for clarification.

4.11.7 Outgoing committee chair will meet with the newly **appointed** committee chair at the end of the two year rotation to transfer all paperwork and update the new chair on what the committee is doing.

4.12 **Guidelines Committee**

4.12.1 The committee is to assist in the writing and maintaining of guidelines for Maine Area Officers, Committees, and functions, as well as update and maintain the Maine Area 28 Workbook.

4.12.2 The committee will consist of the Alternate Delegate as Chair, a District Chair assigned by the Area Chair, all district guidelines chairs and a GSR selected by the Guidelines Committee Chair from each of the four regions north, south, east and west of Area 28.

4.12.3 Each member of the committee has a vote within the committee. Any member of A.A. may attend the Guidelines Committee meetings, and all who attend have a voice.

4.12.4 The committee will meet at each Area Committee Meeting and at each Assembly. Special meetings may be called by the Alternate Delegate/Committee Chair if necessary.

4.12.5 Guidelines given to the committee must be approved by a simple majority vote of the committee in order to be presented to the Area Committee for placement on Assembly agendas.

4.12.6 The Area 28 Guidelines Committee Chairperson will hand over all notes, minutes and information regarding the Guidelines Committee to the next incoming Guidelines Committee Chair within 30 days of the new Alternate Delegate/Guidelines Chairperson being elected.

4.12.7 The current chairperson is responsible for passing forward all information and documents for the committee to the next/incoming chair for the committee.

4.13 **Literature Committee**

4.14 **Love and Service Committee**

4.14.1 The committee helps us love ourselves and others through service. We promote service and provide information about service to ensure the health of the A.A. community, the continuance of the fellowship, and the effective fulfillment of our primary purpose. We do this by encouraging, sponsoring, and presenting workshops and other activities.

4.14.2 The Area Chair appoints the committee chair. Members are all district Love and Service chairs and others with a desire to promote our purpose; who are present at a meeting of the committee.

4.14.3 All members are voting members within the committee.

4.14.4 Changes in committee guidelines go to the Guidelines Committee for referral to the Assembly if needed.

4.14.5 A two-thirds (2/3) majority vote of the committee is required for committee action.

4.14.6 The outgoing committee chair will meet with the newly appointed committee chair at the end of the two year rotation to transfer all paperwork and update the new chair on what the committee is doing.

4.15 **Public Information Committee**

4.15.1 The Chair of the Public Information Committee shall be appointed by the Maine Area Chair following the Election Assembly in October and serve a two-year term beginning in January of the following year.

4.15.2 The Public Information Committee shall include District and Group P.I. Chairs and any District or Group P.I. Committee members.

4.15.3 The P.I. Committee is "responsible for creating greater understanding of/and preventing misunderstandings of, the A.A. program through the public media, electronic media, P.I. meetings, and speaking to community groups."

4.15.4 The Area P.I. Committee Chair and District Chairs shall be responsible for compiling lists of those willing to speak to community groups. The lists from each district shall be provided to the Area Chair who shall maintain and update the overall list which will be used to contact AA members. The policy of the P.I. Committee shall be that AA members will be asked to do speaking commitments in communities other than the one in which they reside, recognizing the

importance of anonymity.

4.15.5 The Area P.I. Committee shall meet at Area Committee meetings, at the Spring and Fall Assemblies, and at the Pre-Conference and Post-Conference Forums. Since some districts have one person who serves as P.I./C.P.C. Chair, the P.I. and C.P.C. Committees shall meet as one committee at these Area 28 meetings.

4.16 **Round-Up Committee**

4.16.1 The elected Round-Up Committee Chairperson shall appoint the members. Chairperson is empowered after the election rather than January 1.

4.16.2 The Alternate Round-Up Chair is elected at the Fall Election Assembly, following the election of the Round-Up Chair. The Alternate will vote in the chair's absence.

4.16.3 The Round-Up Committee will be responsible for:

- Round-Up Seed Money
- Literature and Flyers
- Suggested Host Facility and Facilities Services
- Al-Anon and Al-Ateen Representation at Meetings
- Round-Up Agenda, Speakers, Workshops
- Registration
- Booths, Grapevine, CSO, Meeting List, etc.
- Audit of Expenses
- Return of proceeds to Area Treasurer

All key note speaker meetings shall be signed for the deaf community by a Certified American Sign Language interpreter.

4.16.4 Round-Up Committee Chairperson will be responsible for timely reports to Maine Area Committee on suggestions of his/her Round-Up Committee.

4.16.4.1 A written financial report shall be available at all Fall assemblies.

4.16.5 The Maine Area will reimburse the Round-Up Chairperson and Alternate Round-Up Chairperson for expenses to attend Area Committee meetings and Area Assemblies.

4.16.6 The Round-Up committee chair has full authority to contract with the chosen facility, as an agent for Area 28, in order to plan and effectuate the RU. Ultimate financial responsibility lies with Area 28.

4.17 **Treatment Facilities Committee**

4.18 **Special Needs/ Remote Communities Committee**

5. Maine Area Committee:

5.1 The Maine Area Committee shall consist of:

- 5.1.1 All Area Officers (see 3).
- 5.1.2 All D.C.M.'s and District Chairpersons.
- 5.1.3 Chairpersons of each Standing Committee.

5.2 The Area Committee shall have called meetings in months prior to an assembly, as indicated in 2.3. To develop the Assembly Agenda and Committee recommendations is its function.

In the spirit of rotation, an Officers' Exchange meeting will be scheduled in election years in December to allow incoming and out-going officers to have an orderly transition.

5.3 It is the responsibility of the Area Chairperson to:

- 5.3.1 Chair Area Committee Meetings and Area Assemblies.
- 5.3.2 Ensure that D.C.M.'s receive Assembly agenda items and/or committee suggestions with enough time so as to allow two (2) District meetings for Group and G.S.R. discussions of issues at Assembly.
- 5.3.3 Ensure that a budget is available with Agenda topics (5.3.2 above).
- 5.3.4 Work with Delegate on incorporation of Conference items for Spring Assembly Agenda.
- 5.3.5 Set up visitation of Area officers to District meetings with regard to geography and schedules.
- 5.3.6 Notify all Area Officers of all pertinent information, or make sure information is being sent.
- 5.3.7 Shall appoint Area Standing Committee Chairpersons (see 4.2)
- 5.3.8 Shall assign District Chairs to serve on Area Standing Committees.

5.4 Special Area Committee Meetings:

- 5.4.1 Extra meetings required for specific problems can be called for by:
 - 5.4.1.1 Delegate
 - 5.4.1.2 Any (3) three Area officers

5.5 Participation in Area Committee Meetings

- 5.5.1 Any members of A.A. may visit and/or participate in discussion.
- 5.5.2 Only members of the Maine Area Committee may vote in Area Committee Meetings (see 5.1.)

5.6 Responsibilities of Maine Area Committee:

- 5.6.1 Maine Area Committee members shall attend and participate at all Area Committee Meetings and all Area Assemblies.
- 5.6.2 Set lively Assembly Agenda.
- 5.6.3 Visit District Meetings.

- 5.6.4 Set up Workshops or Assist Districts in doing so.
- 5.6.5 Run (2) two Assemblies (2 days each) per year.
- 5.6.6 Encourage sharing of D.C.M's/ District Problems and solutions .
- 5.6.7 Provide and maintain "Boomerang" as the voice of the Maine Area and ensure its distribution to as many groups as possible.
- 5.6.8 Fund and support the Maine Area Round-Up.
- 5.6.9 Provide and maintain Budget.
- 5.6.10 Support Delegate monetarily and informationally.
- 5.6.11 Ensure Delegate's Post-Conference Forum.
- 5.6.12 Make Delegate aware of Maine Area's consensus on General Service Conference topics.
- 5.6.13 Provide for mailing to DCM's of any special interest items.
- 5.6.14 Welcome Re-Districting and new DCM's.
- 5.6.15 Maintain complete, up-to-date comprehensive mailing list.
- 5.6.16 Cooperate with any Central Service Office (C.S.O.)
- 5.6.17 Cooperate with the General Service Office (G.S.O) in providing services for Regional Forums or other Regional Functions, etc.
- 5.6.18 Provide updates of this General Service Workbook.
- 5.6.19 Mail or email all minutes of Maine Area 28 committee meetings and assemblies to whomever requests them, including all area officers, committee members, DCM's, GSR's, and Past Delegates and occasionally to groups

6. Maine Area Districts:

- 6.1 A district is a right-sized geographical unit containing 6 – 20 Groups with which a D.C.M can maintain frequent contact. (See section 20.)
- 6.2 Districts larger than 6-20 groups may choose to elect a district committee chairperson and as many DCM's as they feel necessary.
- 6.3 **GUIDELINES FOR HOSTING AN ASSEMBLY** - Maine Area 28 Assembly experience has shown that the following guidelines can aid a District in hosting a successful Assembly and making it a positive service experience for all of those involved. The bid to host an Area Assembly shall be presented to the Area Assembly by the proposing host District and should include the following:
 - 6.3.1 An established site large enough to seat 150 – 200 persons
 - 6.3.2 Adequate breakout rooms or areas for Standing Committees to meet. These areas should allow for clear communication without outside distractions

- 6.3.3 A public address system with adequate floor microphones as well as microphones for Area Officers
- 6.3.4 Housing and lodging information with phone numbers and pricing information if at all possible
- 6.3.5 Assemblies hosting a Third Legacy election will require a blackboard, chalk and the non-voting ballot counters. The Area will provide ballots, registration forms and voting cards.
- 6.3.6 The assembly site is to be fully handicap accessible
- 6.3.7 Schedule of events shall be determined by the Area Chair with the assistance of the Area Committee. Regular communication with the Host District should be maintained.
- 6.3.8 Information flyers should be available at the first Area Committee meeting following the bid Assembly.
- 6.3.9 A reasonable price for meal tickets will help the Assembly maintain our tradition of self-support.
- 6.3.10 The Assembly Host Committee shall provide a full report at the first Area Committee meeting following the Assembly and at the next Area Assembly.
- 6.3.11 Final financial responsibility rests with the Area Assembly. A financial report should be submitted to the Area Treasurer and the Finance Committee as soon as possible after the adjournment of the Assembly.

7. Funding:

- 7.1 Prime importance is to be self-supporting through suggested Group donations.
- 7.2 Needed funds must be available for Delegate's responsibilities per A.A. Service Manual.
- 7.3 Additional funds shall be available for budget items deemed necessary by approval of the Assembly

8. Elections:

- 8.1 At the October Assembly of each odd year the Maine Area will elect the following:

- 8.1.1 All Area Officers
- 8.1.2 Round-Up Chairperson and Alternate Round-Up Chairperson
- 8.1.3 Two (2) Boomerang Committee Persons

Each elected committee person shall serve for (2) two years and then rotate off. Rotation is to be set up to elect (2) two new members at the ELECTION Assembly and (2) two new members at the NON_ELECTION Fall Assembly

- 8.1.4 Any other elected officials required

- 8.2 All voting members of the Assembly (see 1) who are present may vote.
- 8.3 Election of all Area Officers of the Maine Area shall be by Third Legacy Procedure outlined in the A.A. Service Manual, Chapter One.
- 8.4 Candidates for election shall have the following recommended service experience:
 - 8.4.1 Delegate - Area Officer, DCM
 - Alternate Delegate - Area Officer, DCM
 - Area Chairperson - DCM, GSR
 - Alternate Chairperson - DCM, GSR
 - Area Secretary - DCM, GSR
 - Alternate Secretary - DCM, GSR
 - Area Treasurer - DCM, GSR
 - Alternate Treasurer – DCM, GSR
 - Area Registrar - DCM, GSR

8.5 Single Second Year Term Candidates:

8.5.1 The office of Delegate, Alternate Delegate and Area Chairperson shall allow only one (1) two - year term.

8.5.2 If any officer resigns or is replaced the office will be filled by the Alternate or, if needed, an election. Filling in a term vacated by a previous officer shall not disallow the replacement from the next regular election.

8.6 Other Elective Positions shall be elected by majority vote.

8.7 Trustee Nominee Elections:

8.7.1 When a nominee is needed for a Trustee-at-Large or Regional Trustee, all Past Delegates shall be notified by the current Delegate, before the election.

8.7.2 Any Past Delegate that is willing to serve must complete the Trustee Resume and state their qualifications from the floor of the Assembly.

8.7.3 If only one Past Delegate is available, the election can be done by acclamation.

8.7.4 If more than one Past Delegate is willing to serve, the voting will be done by Third Legacy Procedure.

9. Election Procedure:

9.1 Chairperson announces procedure for election (see A.A. Service Manual, Chapter Four) and acceptance of DCM's elected by GSR's.

- 9.2 Chairperson introduces district map and asks for any redistricting. If DCM has not been elected, GSR's from new District(s) will caucus and elect one.
- 9.3 Chairperson turns election over to Past Delegate who reviews election procedure (see A.A. Service Manual, Chapter One, Third Legacy).
- 9.4 The Secretary calls the roll of Assembly voting members (see Section 1, Assembly Voting Members.) Any voting member not called is registered.
- 9.5 During the election non-voting A.A. members will collect all ballots and turn them in for counting.
- 9.6 Two (2) non-voting members are selected as tellers. Appropriate collectors are selected as well as a person to tally blackboard information. Votes are cast by entering the *number* of a candidate into a box on the ballot. Ballots are counted and total number cast is entered on the blackboard as well as a $\frac{2}{3}$ (two-thirds) total and a $\frac{1}{5}$ (one-fifth) total.
(see blackboard layout 9.8)

9.7 Ballot (Use different colored ballots)

<p style="margin: 0;">Candidate Number</p> <p style="margin: 5px 0 0 0;">Please write candidate number in box</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 10px;"></div> </div>

9.8 **Blackboard:**

TOTAL REGISTERED VOTES _____

Candidate Name	Ballot Number	Ballot Number	Ballot Number	Ballot Number	Ballot Number	Hat	Elected
	(1)	(2)	(3)	(4)	(5)		
1							
2							
3							
4							
5							
6							

7 _____

8 _____

Votes Cast _____

 $\frac{2}{3}$ _____ $\frac{1}{5}$ _____

10. Area Delegate

10.1 Relationship of Delegate to Assembly - Conference Preparation:

Co-operate with Area Committee in preparing agenda for the pre-conference (spring) Assembly - BOX 459 useful; Attend district meetings where possible and LISTEN; Become thoroughly familiar with Conference topics; Get to know your area people; Attend pre-conference Assembly and get a good grasp of Area Group Conscience; Try to arrange opportunities in advance for Conference report.

10.2 Relationship to Conference – Conference:

Attend well rested and ready to work; Attend all sessions and keep notes; Ask questions when in doubt; Share your experience when proper – give what you have to give; Gather available material - You'll need it.

10.3 Relationship to Districts, Groups and Members - Post Conference:

Prepare Report - try to make it interesting and informative (a view of A.A. in action); Deliver Conference Report at planned meetings. Visit district meetings; Arrange general meetings to deliver the Conference Report. Listen to group conscience of which you are the Voice.

10.4 Relationship to Service - General Duties:

Provide leadership especially in training; Participate in training activities whenever possible. Prepare good service talk - not just a factual report; Find opportunities to deliver service talk. Work through Area and

District committees. Be co-operative, cheerful and available. Plan definite objectives and work towards them. Go to as many functions as is possible as specified in the A.A. service manual.

10.5 Recommended service experience:

Prior Area Officer, D.C.M. and G.S.R. minimum of 5 years of sobriety.

11. Area Alternate Delegate

11.1 Relationship to Area

Assist Delegate and Area Committee in preparing agenda for pre-conference (spring) Assembly. Chairperson of the Guidelines Committee. Attend all area meetings, if possible. Become familiar with Conference topics; Learn the thinking of the Area; Be prepared to replace the Delegate at any time.

11.2 Relationship to Districts, Groups and Members - Post Conference:

Meet with Delegate for report of General Service Conference; Travel with Delegate on his/her visits; When possible visit District meetings - try to arrange for delegate to give Conference report.

11.3 Relationship to Service - General Duties

Provide leadership and assist Delegate; Participate in training activities whenever possible. Work with Area and District Committees; Stand available at all times.

11.4 Recommended service experience:

11.5 Prior Area Officer, D.C.M., G.S.R. Minimum 5 years of sobriety.

12. Area Chairperson

12.1 Relationship of Assembly to District - Assembly Preparation:

Preparation of agenda with Area Committee and Delegate; Use of Box 459 in preparing agenda items. Distribute agenda to Committee and all DCM's. This should be out six weeks before Assembly date; Assembly and agenda should be planned carefully to make full use of time available; Set time schedule for each meeting; Make sure timing of Assembly coincides with important calendar events, e.g. pre-Conference, after-Conference, election time, training needs, etc.

12.2 Relationship of Assembly to Delegate:

Organization and Conduct of Assembly: physical plant: make sure the local District Host Committee where Assembly is being held has arranged proper accommodations for meetings and needs of people attending; making sure the Assembly room will be properly set up;

Encourage all District Committee Members to hold productive district meetings prior to Assembly; check with Area Committee to ensure ample notices go out to all groups. Adhere to the time schedule - start and stop on time. Don't make speeches. Make sure accurate minutes are kept. Adhere to the agenda - control the meeting.

12.3 Relationship of Assembly to General Service, Past Assembly:

Meet with Area Committee and review; Plan Area Committee action after review. Involve the Area Delegate; Make sure Area Delegate has all needed information.

12.4 General Duties:

Select Area Standing Committee Chairpersons after election of Area Officers. Be available to Area Committee; Encourage planning of Area activities; Attend District Meetings where possible; Encourage, counsel and guide Area Delegate; Especially encourage service workshops of all kinds; Be a leader, communicate, and listen.

12.5 Recommended service experience.

Prior D.C.M. and G.S.R. Minimum of 5 years of sobriety

13. Alternate Area Chairperson

13.1 Relationship to Area: Chairperson of the Archives Committee

13.2 Be prepared to replace the Area Chairperson at any time and fulfill duties as listed in Section 12.

13.3 Recommended service experience: Prior D.C.M. and G.S.R.;
Minimum of 5 years of sobriety

13.4 The alternate chair is to maintain an inventory of all equipment owned by Area 28.

14. Area Secretary

14.1 Relationship to Area - Assembly Preparation

14.2 Relationship to District, Groups and Members; Assembly Organization:

Attend all Assemblies and Area Committee meetings. Keep accurate minutes; Organize filing system for minutes, records, group data, etc. Be prepared to research and find past procedures when asked. Make sure minutes and other pertinent information is sent out promptly.

14.2.1 Mail or email all minutes of Maine Area 28 committee meetings and assemblies to whomever requests them, including all area officers,

committee members, DCM's, GSR's, and Past Delegates and occasionally to groups

14.3 Relationship to General Service - Past Assembly:

Meet with Area Committee and review; Plan Area Committee action after review; Involve the Area Delegate; Make sure Area Delegate has all information.

14.4 Recommended service experience:

Prior D.C.M and G.S.R experience; Minimum of 3 years sobriety; Knowledge of secretarial skills useful.

15. Alternate Area Secretary

15.1 Keep accurate mailing list of all groups, GSR's, DCM's, Area Officers and Standing Committee Chairpersons.

15.2 Be prepared to take the place of the Area Secretary at any time.

15.3 Recommended service experience:

Prior D.C.M and G.S.R experience; minimum of 3 years sobriety; Knowledge of secretarial skills useful.

16. Area Treasurer

16.1 Relationship to Area Assembly:

Attend all Area Committee meetings; be available to work with Area Committee in setting Assemblies, reports, etc; Be prepared to give full treasury report at all times; Responsible for raising the money needed for area support, which calls for firmness and diplomacy. Keep an eye on foolish and/or extravagant outlay of monies by committees or delegates; Guardian of Area Funds.

16.2 Area Duties:

Keep accurate records of Area Treasury; Set up accounting system for his/her duties; Work with and give advice to GSR's and District Treasurers regarding contribution requests to the Area; Keep a firm grasp on Area spending; Be prepared and able to travel to districts, groups, etc., if requested. Serve on, not chair, Area Finance Committee.

16.3 General Duties:

Be available to Area Committee; Encourage planning of Area activities. Attend District Meetings where possible; Encourage, counsel and guide Area Delegate; Encourage training sessions of all kinds; Be a leader.

16.4 Recommended service experience:

Prior D.C.M. and G.S.R. Experience in bookkeeping useful.
Minimum of 3 years sobriety

17. Alternate Treasurer

17.1 Relationship to Area

Attend all area committee meetings, be available to work with area committee in setting assemblies, reports, etc., be prepared to give full treasury reports in a timely manner, assist in raising the money needed for area support, which calls for firmness and diplomacy.
Assist the area finance committee and area Treasurer.

17.2 Area duties

Chair the finance committee, and make preparation of the annual area budget for presentation at the fall assembly, provide recommendation of donation sent to GSO at the spring assembly

17.3 General Duties

Be available to area committee, encourage planning of area activities, and attend district meetings where possible

17.4 Recommended service experience

Prior DCM and GSR, experience in bookkeeping useful, minimum of 3 years sobriety

17.5 Be prepared to take the place of the Area treasurer at any time.

18. Area Registrar

18.1 Relationship to Area:

Facilitate group registrations and cooperate with GSO Records Department. Provide appropriate New Group Forms, Group Information Change Forms and DCM Change Forms to GSR's and DCM's and assist them as needed.

18.2 Recommended service experience:

Prior D.C.M and G.S.R experience; minimum of 3 years sobriety

19. Area Standing Committee Chairperson

20. Attendance:

Area Officers and Standing Committee Chairpersons may be considered for replacement if they miss three (3) consecutive meetings.

21. The District Committee Chairperson

21.1 Attends and chairs monthly District meetings. Makes sure the list of groups in district is current and up to date. Encourages participation in P.I., Corrections, C.P.C., Treatment, Bridging the Gap, etc. Is available to assist DCM's and G.S.R.'s in the District. Must be knowledgeable about A.A. Service Manual and tries to adhere to suggested procedures therein. Makes sure District Committees are functioning and observing the guidelines for their committee.

21.2 Relationship of District to Assembly:

The District Chair and DCM's attend and participate in all Maine Area Committee Meetings, Pre and Post-Conference Forums and Area Assemblies; District Chair is assigned by Area Chair to an Area Standing Committee; District Chair prepares brief factual written district report with legible copy to Area Secretary; Through District meetings is knowledgeable of A.A. affairs in District; Brings to Assembly District problems and those activities which may benefit others; Has a good grasp of group conscience of the District.

21.3 Relationship of District to General Service:

Makes sure G.S.R.'s understand, and are familiar with, the use of the A.A. Service Manual (included with the G.S.R. Kit from GSO), the Maine Area Service Workbook; Encourages G.S.R.'s to attend training sessions, workshops, sharing sessions, etc. Assists G.S.R.'s in updating group registration computer print-outs in the early spring. Provides New Group Information forms to new groups in the District. Acting through the G.S.R.'s encourages groups to reach out into the community through P.I. and C.P.C. Committees, actions such as symposiums, open meetings, institutions, radio/TV, schools, etc. Encourage Committee Chairs of the District to participate in the

corresponding Area Standing Committees.

21.4 Recommended service experience:

Prior G.S.R. - 3 to 4 years continuous sobriety

22. DCM

22.1 Encourages each of their assigned groups to have an active G.S.R.;
Receives and discusses group reports with G.S.R.'s;
Keeps informed of group affairs and /or problems.

23. The G.S.R.:

23.1 Relationship of G.S.R to Group:

Attends group meetings regularly; Sits in as a member of group steering committee; Reports to group regularly at meetings on all service meetings and service activities; Conducts group inventory at least once each year; Sponsors group interest in Box 459; Keeps informed of group affairs and encourages 7th Tradition contributions; Is available to serve, cooperate and counsel with other Group Committee Chairpersons, i.e. Sponsorship, Literature, Institutions, Intergroup, Central Service Office, etc. Returns Group Information Change Forms to the General Service Office (GSO) in a timely manner.

23.2 Relationship of G.S.R. to District:

Attends district meetings regularly; Reports to district on his/her group; shares with other G.S.R.'s; Attends all Assemblies and participates in preparation for assembly; Keeps complete records with all procedures and minutes available for all District meetings and Assemblies and for group meetings when reporting to group; Is available to serve in such district activities as may be required.

23.3 Relationship of G.S.R. to General Service:

Attends training sessions, workshops, etc. and studies the A.A. Service Manual and Area Service Workbook; Obtains the services of an alternate (at least during second year of term); Supervises training of an Alternate particularly with A.A. Service Manual, Area Service Workbook, procedures, reports and general familiarization with duties; Participates in workshops, sharing sessions, etc.; Endeavors to become an active, knowledgeable and effective G.S.R.

23.4 Recommended service experience:

2-3 years of sobriety recommended;
Group experience, such as setting up meeting,
making coffee, group officer, etc.

24. Amendment Process:

24.1 Any Amendment of the Maine Area General Service Workbook shall be submitted in writing by:

- 24.1.1 Any group and its GSR
- 24.1.2 Any district and its DCM
- 24.1.3 Any Area Officer
- 24.1.4 Any Area Standing Committee Chairperson

24.2 It shall be submitted to the Maine Area Committee for inclusion on an upcoming Assembly Agenda.

- 24.2.1 The presenter should be in attendance to represent and discuss the proposed Amendment.
- 24.2.2 Discussion and majority vote will allow the Amendment on the Assembly Agenda.
- 24.2.3 A negative vote will demand further review and a second and final proposal by the presenter at the next Area Committee Meeting.

24.3 A three-quarters {3/4} Affirmative vote by an Assembly quorum {See 2.5} is necessary for a change to be adopted. The assembly quorum shall be established immediately prior to a vote.

25. APPENDIX

25.1 Guidelines for reserve fund to assist financially struggling districts.

**STRUGGLING DISTRICT
Definition and Guidelines**

Definition: A struggling district is any Maine Area 28 district that has not participated in a two-day Maine Area Assembly due to being a dark district, its remoteness, newness, or having insufficient funds to send a DCM or District Chair, or alternates to participate in assembly activities and bring its district's voice to the area.

Process for applying for funds:

1. All requests for assistance funds should be mailed or E-mailed on a completed form to the Area Chair. The form should be received by the Area Chair by the 1st of the month in which the assembly is to be held. The Chair will respond to the request by phone or E-mail by the 7th of the month.
2. The Area Chair will consult with the Delegate, Alternate Delegate, Treasurer, Secretary, and Finance Committee Chair before making a decision to grant a financial assistance.
3. The “subsidy” form for financial assistance will be forwarded to the Treasurer. The following criteria is to be used in determining whether to grant the request or not:
 - a. Districts must show a demonstrated need for the assistance and show that the district and/or groups are attempting to contribute. If little or no contribution is being made by the district, explain the circumstances.
 - b. Districts that have not used the funds before will be given first priority.
 - c. Districts that have been under-represented in the past will be given priority.
 - d. If the district is dark then a request can be made by a GSR or interested group member.
 - e. Every effort will be made to assist all applicants in whatever way possible even if direct funding is not available.
4. The amount of funds available for each assembly is \$500. If the amount is not used fully for the Spring Assembly, then the remainder may be used in May for the Post Conference Forum (Delegate’s Report). If any remains it may be carried forward to the Fall Assembly. Any remainder for the year lapses. Total: \$1000 per year.
5. Receipts for gas, meal ticket, and lodging shall be presented to the treasurer on a completed expense report by the end of the assembly for reimbursement by check. All forms and receipts shall be retained with the assistance application form.
6. The Finance Committee Chair and committee shall review and give a full report on the use of the Struggling District Fund at the Fall Assembly and any anticipated activity to date. At that time they may make recommendations for increases or decreases in the amount of the fund.

Sample Form next page

**MAINE AREA 28 STRUGGLING DISTRICT
APPLICATION FOR FUNDS**

Date: _____ **District #** _____ **Location** _____

GSR / DCM Name: _____ **Phone #** _____

Mailing Address: _____

E-Mail Address: _____

Assembly you are applying for: _____

What was the last assembly a GSR / DCM for the District attended _____

Date of the assembly (if known): _____

Is this the first time this district has applied for assistance? _____ **Yes** _____ **No**
If “No”, when did your district apply? _____

Please provide the following budget details. (Fill in only those items that apply to your specific situation). Please note that even though we have asked for all these items on the budget, it is expected that every GSR / DCM will research and make use of the most cost-

effective way to use the funds that may be given.

Gasoline \$ _____

Food (meal tickets) \$ _____

Accommodations \$ _____

Other Costs \$ _____

TOTAL COST \$ _____

Subtract District Contribution: \$ _____

Assistance Requested \$ _____

Please send completed return to Maine Area 28 Chair by required date.