

Area 10

Alcoholics Anonymous

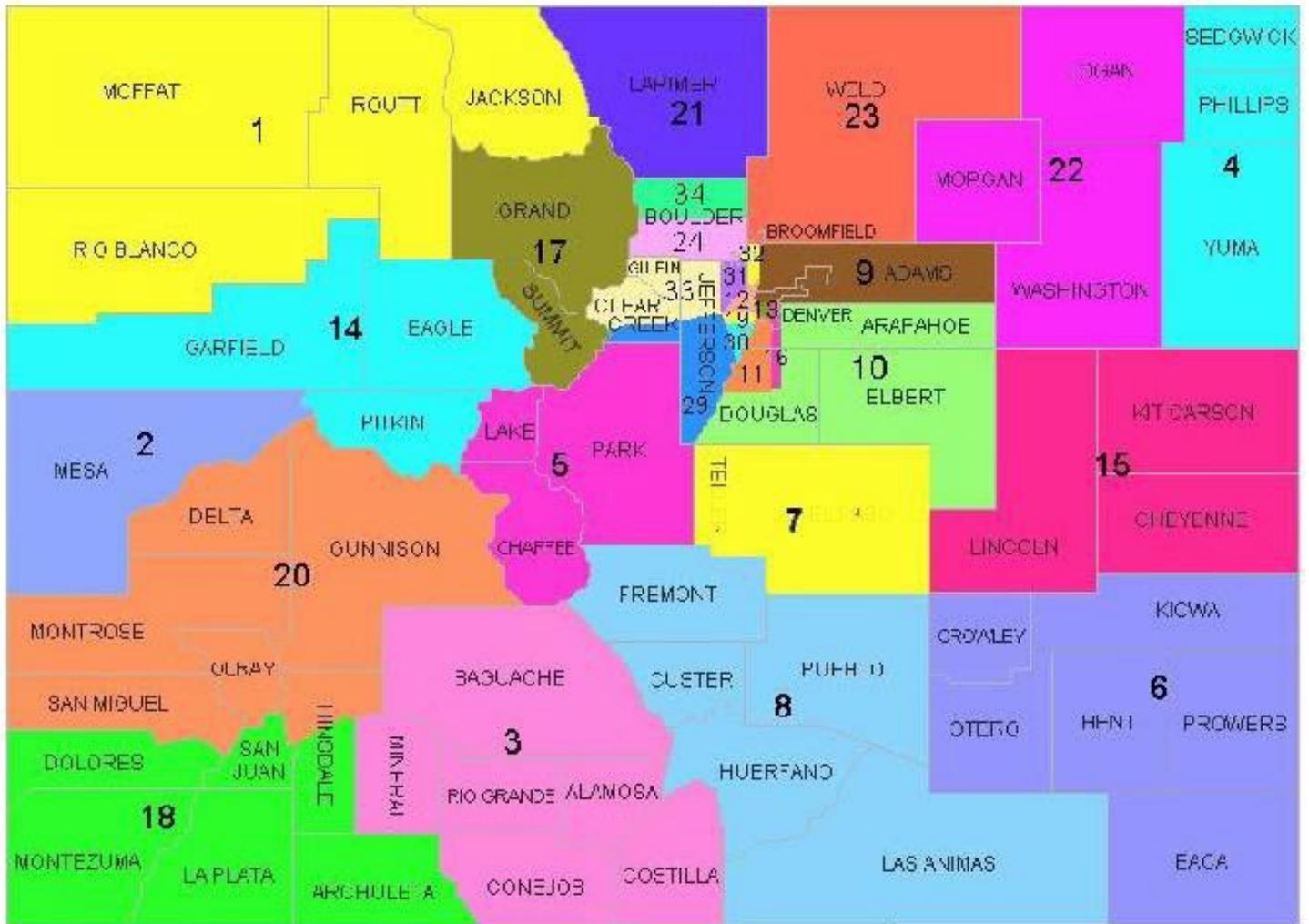
Procedure Guide

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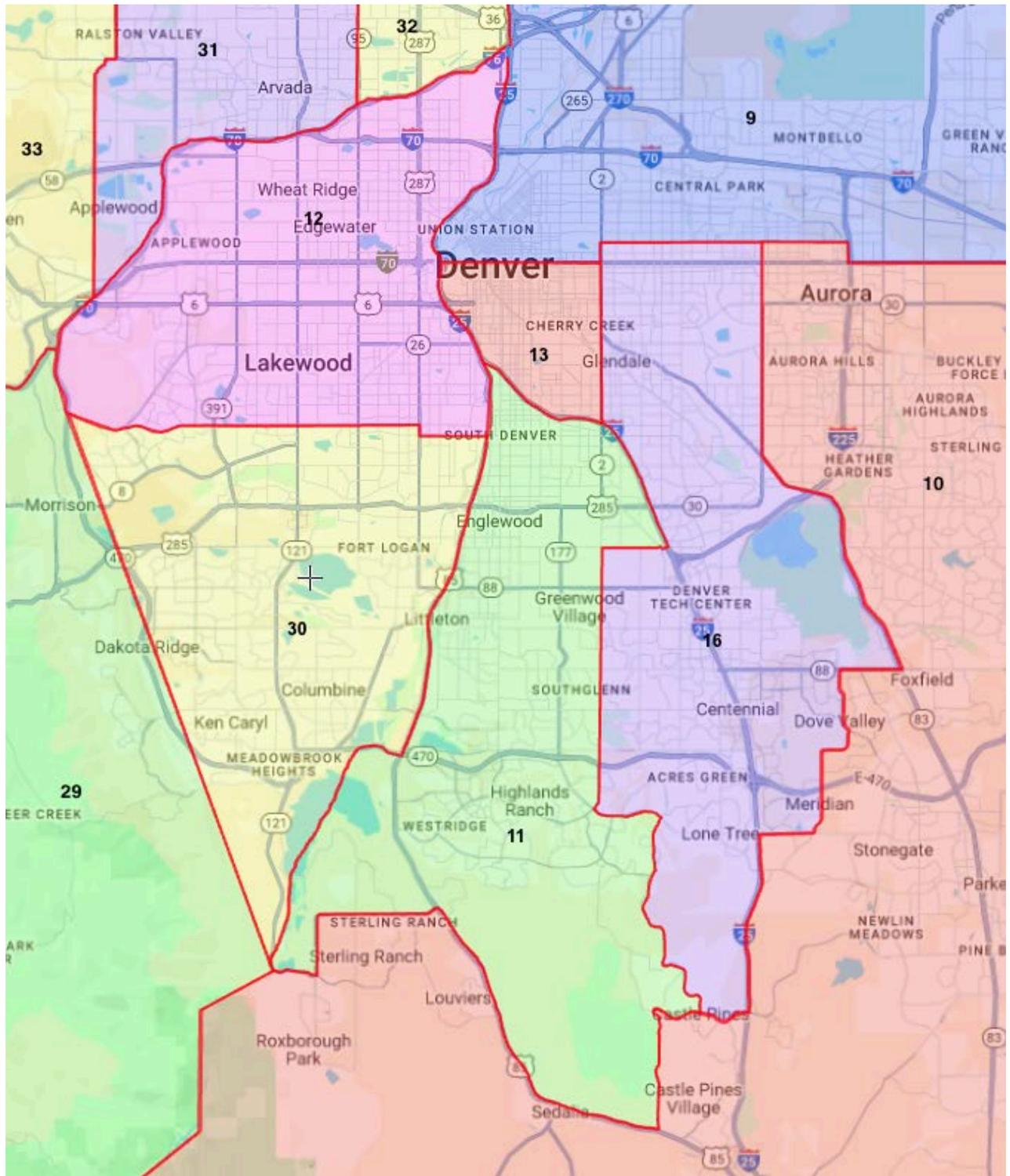
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## Area 10 AA District Map



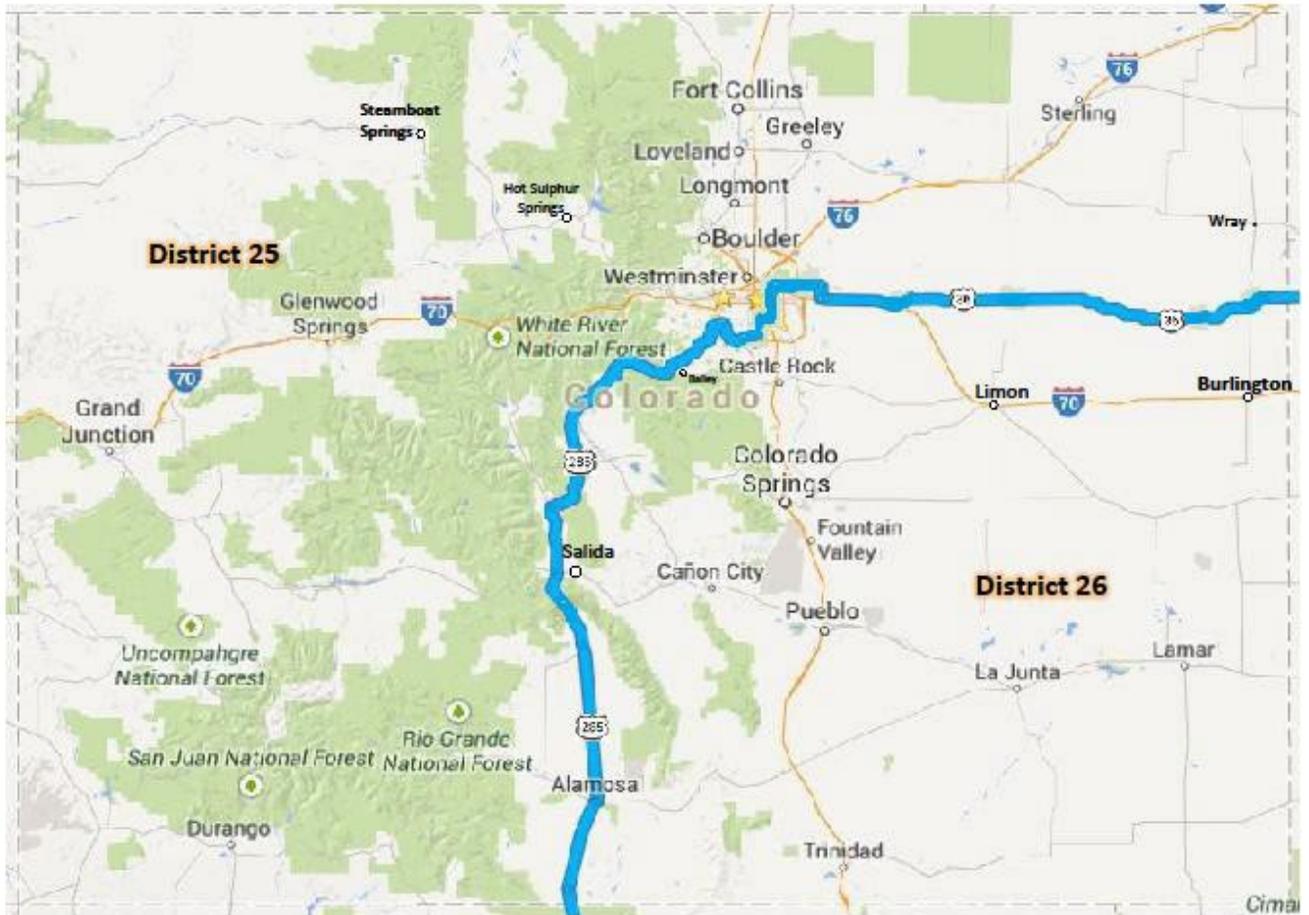
Linguistic Districts 25 and 26 on other map

## Denver Metro Area District Map



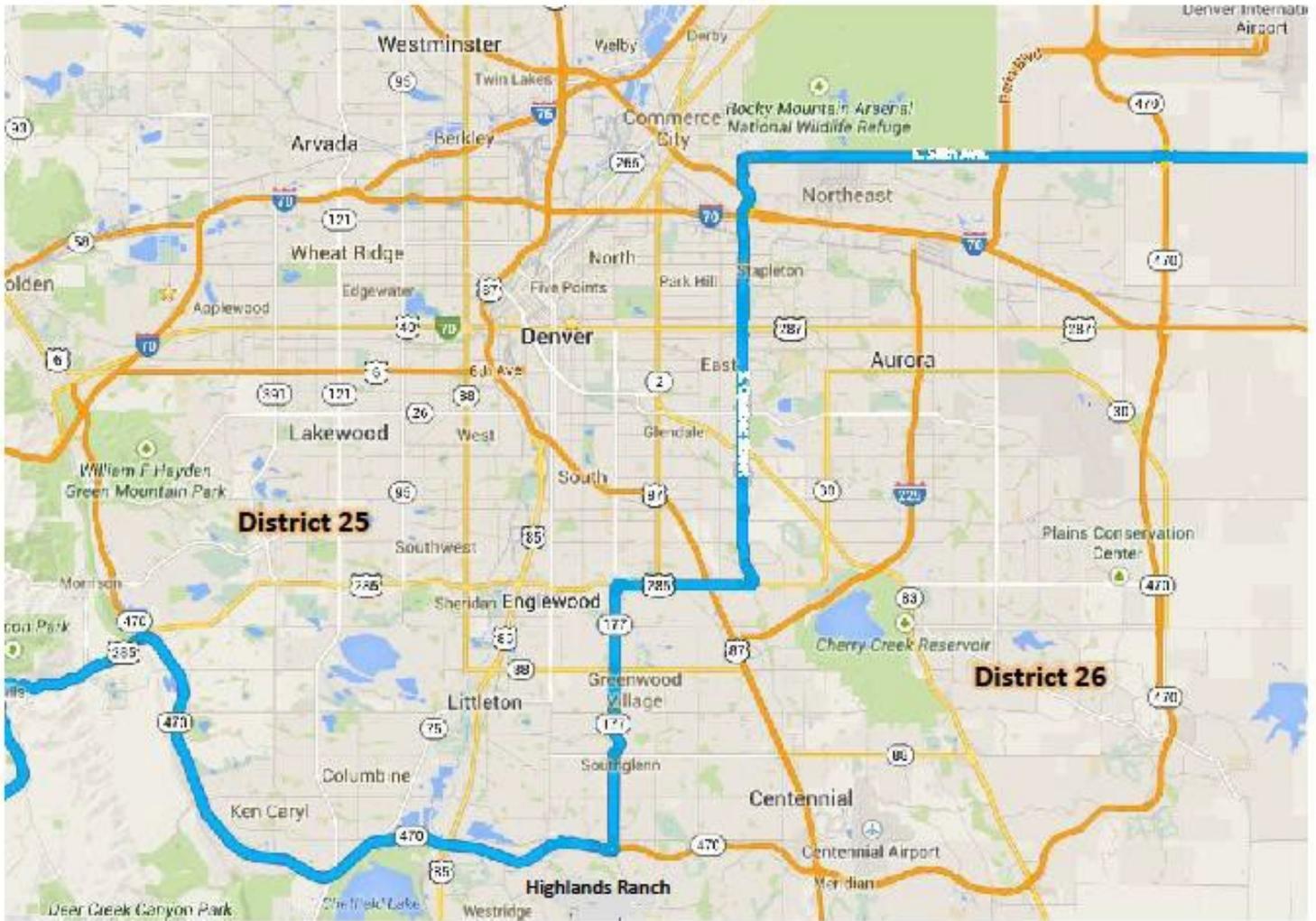
Linguistic Districts 25 & 26 On Other Map

## AREA 10 LINGUISTIC DISTRICT MAP



**Linguistic Districts**

# DENVER METRO AREA LINGUISTIC DISTRICT MAP



**Linguistic Districts**

## FOREWORD

The procedures set forth in this Guide for Area 10 of Alcoholics Anonymous consolidates in one document the structural and operational framework ratified by the Area 10 Area Assembly. This document is compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts and the Service Manual of Alcoholics Anonymous.

The purpose of this Procedure Guide is to provide a quick reference for the Area Chairperson to assist in chairing a smoothly running assembly. It does not set policy. This Procedure Guide has been submitted to and approved by the Area Assembly.

The members of Alcoholics Anonymous in Area 10 may decide from time to time to amend this document. Such changes ought always be the result of an informed conscience in the spirit of A.A.'s Three Legacies.

## PREAMBLE

The Area 10 Assembly and Area Committee of Alcoholics Anonymous are service bodies and shall protect and respect the autonomy and right of dissent of all AA Groups in the Area 10 General Service Conference Area. In the course of their deliberations and discussions the Area Assembly and Area Committee shall be mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and the A.A. Service Manual and shall strive to develop the informed conscience of Area 10 A.A..

A.A. Service is the Area Assembly's primary purpose. The Area Assembly shall encourage all Area 10 A.A. groups to participate in the activities of the Area Assembly and to support the Area Assembly in its efforts to cooperate with the A.A. General Service Office and A.A. World Services.

The Area Assembly is specifically charged with the duty of electing an Area Delegate to the General Service Conference and providing the Delegate with financial support to assist him or her in carrying out the duties of the office. The Area Assembly is further charged with electing an Alternate Delegate and such Area Officers as it deems necessary.

## THE AREA COMMITTEE

A. The Area Committee consists of the current Area Officers, the current Area Standing Committee chairpersons, past Area 10 Delegates, past Delegates from other Areas currently residing in Colorado and the current District Committee Members (D.C.M.'s) from each district. In the absence of a D.C.M., the Alternate D.C.M. of that district, if in attendance, will be a voting member of the Area Committee. All past Delegates shall have non-voting advisory status.

B. The Area Officers shall be: The Area Delegate, the Alternate Area Delegate, The Area Chairperson, the Area Secretary and the Area Treasurer.

C. The Standing Committees for the Area shall consist of: Correctional Facilities, Treatment Facilities, Grapevine, Public Information, Cooperation with the Professional Community, Convention Committee chairpersons, Archives, Hi Country News, Finance, Technology, Records Coordinator, Translation and Contract Coordinator. Each standing committee shall consist of a chairperson and the necessary number of committee members. The Area Chairperson will appoint a chairperson for each of the standing committees with the exception of the current year Convention Committee and the upcoming year Convention Committee. The appointment of each chairperson for the standing committees will be ratified by the Area Committee at the first meeting following the appointments. The individual committee chairpersons will select the members of their respective committees.

D. Removal of any Officer, Standing Committee Chairperson, or the Deputy Treasurer, shall be subject to the approval of the Area Committee.

E. The voting members of the Area Committee are: current Area Committee officers, current Area Standing Committee chairpersons and current District Committee Members or their alternates. Absentee voting or proxies shall not be used.

F. The Area Committee meetings will be held on Sunday morning at each assembly unless changed by a majority vote of the Area Committee. The Area Chairperson will conduct all meetings. In the absence of the Area Chairperson, the Alternate Delegate will preside.

G. The duties of the Area Delegate are in part to attend the annual General Service Conference in New York during April of each year during his/her term of service. Following the Conference meeting the Area Delegate will report the highlights of the Conference to the Area Assembly at the first Assembly following the Conference. For more coverage of the Area Delegate's duties refer to the A.A. Service Manual.

H. The duties of the Alternate Delegate are to assist the Area Delegate in the duties of the office. The Alternate Delegate will attend the annual General Service Conference should the Delegate be unable to do so. The Alternate Delegate has the responsibility of presiding over the Area Assembly meetings in the absence of the Area Chairperson. At

the end of their term the Alternate Delegate shall also submit a summary of Area Actions from the Assemblies conducted during their term. That summary will be made available to the Area Committee.

I. The duties of the Area Chairperson are to prepare and have published meeting agendas. The Chairperson will conduct the Area Assembly and Area Committee meetings. The Area Chairperson will have the duty of appointing the chairpersons of all Standing Committees. The Area Chairperson shall coordinate the efforts of all the Standing Committees and act as the administrative officer for the Area Assembly including the signing of all Area 10 contracts.

J. The Duties of the Area Secretary are to keep the minutes of the Area assembly meetings and the Area Committee meetings and to publish these minutes to Area Committee Officers, Area Standing Committee Chairpersons, D.C.M.'s and past Area 10 Delegates at least 30 days before the next Area Assembly meeting. The Area Secretary will also have custody of the records of the Area Assembly.

K. The Records Coordinator shall maintain phone numbers and a current mailing list of all the members of the Area 10 Assembly, shall change all group and district information as reported by the groups or districts, shall coordinate changes with the general service office and shall have custody of the Area map.

L. The duties of the Area Treasurer are to receive contributions from the Groups and other A.A. sources. The Treasurer will also maintain records of all monies received, maintain savings and checking accounts for depositing all receipts and make disbursements as determined by the Area Committee. The Area Treasurer shall arrange for preparation of the annual Federal and State income tax reports and ensure that our "not for profit" status with the government remains current at all times. The Area Treasurer will appoint a Deputy Treasurer. The Area Committee will have a signature card signed by the Treasurer, the Deputy Treasurer and the Area Chairperson. The Treasurer will report the condition of the Area Treasury to the Area Assembly at all of its meetings. The Treasurer will coordinate the preparation and presentation of a proposed annual budget to the Area Assembly at the second Assembly of each calendar year. The Treasurer works and coordinates with the Finance Committee in carrying out their duties.

M. Each Area Committee member, with the exception of District Committee Members (D.C.M.'s) will submit an annual written expense report detailing the expenditure of the funds received from the Area Treasury. It shall be the responsibility of the Area Chairperson to see that the expense reports are filed with the Area Treasurer no later than January 15th each year covering the fiscal year December 1 through November 30.

N. The Area Committee is responsible for ratifying all appointed Standing Committee Chairpersons and for the approval (or disapproval) of the yearly Area Committee Budget. The Area Committee is the chief administrative body for Area 10 A.A..

## THE AREA ASSEMBLY

A. The Area Assembly shall consist of all current Area Committee members and currently serving General Service Representatives (G.S.R.'s). In the absence of a G.S.R., that group's Alternate G.S.R., if in attendance, will be a member of the Area Assembly.

B. Voting at the Area Assembly shall be confined to the voting members of the Area Committee and the current G.S.R.'s or their eligible alternates who are in attendance. Absentee or proxy voting shall not be used.

C. (1) On all matters requiring a vote, with the exception of elections, a quorum shall consist of all voting Area Assembly members present.

(2) Should a matter require votes by both the Assembly and the Area Committee, or should a matter being voted on by the Assembly require action by the Committee, a majority vote by the Assembly shall constitute a strong recommendation to the Committee to vote or act in the way indicated by that majority. A vote of the Assembly, demonstrating substantial unanimity (as determined by the assembly) in such a circumstance shall bind the Area Committee to vote or act in the way indicated by that vote, except when special circumstances, such as the availability of information to the Committee which was not available to the Assembly, shall cause the Committee to inform the Assembly of that circumstance(s) and return the matter to the Assembly for reconsideration. In such case, the Committee will not act in contravention to the express wishes of the Assembly.

D. The Area Assembly shall convene three times a year. The time and place for the March, July and November meetings will be selected at least one year in advance. The Delegate's Session will be placed on the Saturday morning agenda by the Area Chairperson for the July and November assemblies. The Delegate's pre-conference assembly workshop will head the agenda for the Saturday afternoon session of the March assembly.

E. (1) At the November meeting of every even numbered year, the Area Assembly will hold elections for the offices of Area Delegate, Alternate Area Delegate, Area Chairperson, Area Secretary and Area Treasurer.

(2) The term of office for these elected Officers shall be two years beginning December 1 of the year of the election and continuing until November 30 two years following.

(3) The Area Chairperson will not appoint a nominating committee. Prior to the elections, the first order of business shall be to determine, by a simple majority vote of the members present, whether to accept nominations from the floor for all elected positions.

(4) All voting members of the Area Assembly will be entitled to one vote only per elected position being voted upon.

(5) Those automatically eligible to stand for office, with the exception of the office of Area Delegate, are: all current members of the Area Committee; all D.C.M.'s whose term of service expired during the previous odd numbered year or any other A.A. member in attendance who receives a nomination. All eligible candidates will have their name read by the Records Coordinator and will be asked if available to serve for the elected position being voted upon. All eligible and available candidates, together with floor nominations, if any, will have their name posted on a board. Votes will be tallied after each name for each ballot.

(6) Elections shall be conducted in accordance with the Third Legacy procedures contained in the A.A. Service Manual. The Area Chairperson shall read aloud that portion of the A.A. Service Manual describing the election process prior to conducting the election.

(7) Those eligible to stand for the position of Area Delegate shall consist of individuals defined in E.5. The candidates will alternate (every other term) between those representatives who reside within the districts in the greater Denver area and those in the other Area 10 districts. The greater Denver districts are defined as Districts 9, 10, 11, 12, 13, 16, 30, 31, 32 and 33 as of January 1, 2000. However, no well-qualified AA should be passed over in the interest of geographical rotation.

(8) In order to comply with the strong suggestion in the A. A. Service Manual, chapter "The Delegate," section "Geographical Rotation Within the Area," while those able to stand for the position of Delegate will be in accordance with the proceeding paragraphs, persons otherwise qualified but not meeting the geographical restrictions set forth therein may become eligible for election by nomination from the floor.

F. Election of the Alternate Delegate, Area Chairperson, Area Secretary and Area Treasurer will follow the same election format with no geographical restrictions.

G. The Area Assembly may remove any Area Committee Officer for a just cause. Such removal shall be by secret ballot and shall require a 2/3 or greater majority vote of the Area Assembly. The Area Assembly shall immediately conduct a special election for the remaining term of the office thus vacated.

H. In order for the Area Assembly to fulfill its responsibilities to provide financial support to the Area Delegate, to provide for mailing and publishing expenses and to provide for the other necessary expenses of the Area, funds must be made available. Each Area 10 Group is asked to voluntarily contribute to the Area treasury. These contributions are not dues or levies, but are voluntary donations.

I. In the event that the Area Delegate is not able to complete the term of service, the Alternate Delegate shall assume the Delegate's duties.

J. The Area Assembly Guidelines as approved (or amended) by action of the Assembly from time to time shall serve as the operative document for hosting, conducting and financing the Area Assembly meetings.

#### THE DISTRICT COMMITTEE MEMBER AND THE DISTRICT COMMITTEE

A. The District Committee shall consist of one or more District Committee Members (D.C.M.'s), depending on district needs, one or more Alternate District Committee Members, District Secretary, District Treasurer, General Service Representatives (G.S.R.'s) from each group in the district and wherever possible the Chairpersons of Standing Committees.

B. In some Districts, the DCM appoints the Standing Committee Chairpersons. In other Districts, the members of the District Committee elect the Standing Committee Chairpersons. There may be other methods for selecting standing committee chairs. This is a matter to be decided by the conscience of the District Committee.

C. Most District Committees meet monthly at a time and place of their own selection. At a minimum, each District Committee should meet once between each Area 10 Assembly meeting.

D. Every GSR (or in that person's absence, the Alternate GSR) will be a voting member of the Area Assembly. Each A.A. group in the district should elect a GSR and an Alternate GSR from its membership to a term of service of two years. GSR elections should be held bi-annually in September. A.A. Groups in even numbered districts should hold elections in odd numbered years and A.A. Groups in odd numbered districts should hold elections in even numbered years. The term of service shall begin on December 1 of the respective election year and run concurrently with the term of the DCM of the district.

E. Every DCM will be a voting member of the Area Committee. The GSRs in each district should elect the DCM and an Alternate DCM in October of the appropriate odd or even year. DCMs are usually elected from the immediate past GSRs. Most Districts allow the entire District Committee (current GSRs, District Officers, and Standing Committee Chairs) to vote for the new DCM. Some districts may have different eligibility rules. It is up to the District Committee to decide who is eligible to vote. The District Committee should define who is eligible to vote prior to the election. The term of service shall be two years, beginning on December 1 of the year elected.

F. The District Committee will notify in writing the Area Chairperson and the Area Records Coordinator of the name, address and phone number of the new DCM, Alternate DCM, GSR's and Alternate GSR's.

G. When need dictates that a district add another DCM in order to adequately perform the functions of the district, this request will be submitted to the Area Chairperson for action at the next meeting of the Area Committee. This request should include the current number of DCM's in the district, the current number of groups in the district and a brief description of the specific need of the district.

H. When a district feels the need for redistricting, the proposal should be in written form with a copy sent to the Area Chairperson and a copy sent to the Area Delegate at least 45 days before the next meeting of the Area Assembly. The proposal should include the same information regarding adding a new DCM along with a detailed map of the existing and proposed new district. A.A. groups in the existing district should be in substantial agreement with the proposal and the district should coordinate with the Area Chairperson the presentation of the proposal at the next meeting of the Area Assembly.

#### COLORADO STATE CONVENTION COMMITTEE

A. The Colorado Convention Committee Chairperson is responsible to the Area Chairperson as per the definition of responsibilities in the convention guidelines. The Convention Committee Chairperson will appoint an Alternate Chairperson and other appropriate committee chairpersons, who together will form the Convention Committee.

B. The Colorado Convention Committee will have the responsibility for the preparation of advertising, registration and conducting of the Colorado State Convention using the Convention guidelines.

C. The Colorado State Convention shall be held annually, usually Labor Day weekend and at a place within the State of Colorado. The State Convention site shall be determined by bid process at the Area Assembly and will be selected at least three (3) years in advance. The conduct and operation of the Convention shall be in accordance with the Area's Convention Guidelines then in place or as amended from time to time.

## AREA 10 PROCEDURE GUIDE AMENDMENT PROCEDURES

A. Proposed amendments to this procedure guide will be submitted in writing to the Area Chairperson and Area Delegate. The proposed change shall be written into the paragraph in question with the entire paragraph rewritten to reflect the proposed amendment.

B. Upon receipt of the proposed amendment the Area Chairperson shall include the proposed amendment on the agenda of the upcoming Area Assembly meeting. An affirmative simple majority of the voting members present at that Area Assembly recommends the amendment be submitted to the Area 10 A.A. Groups, according to the procedure set forth in the next paragraph, for their consideration.

C. The Area Chairperson shall provide copies of the proposed amendment to all GSR's and Area Committee members at least 45 days before the next assembly, including a suggestion that GSR's take a group conscience on the proposed amendment and be prepared to report that conscience and vote, at the next assembly. Normally, these copies shall be provided by the Hi Country News.

D. The Area Chairperson will include the amendment vote under the "Old Business" section of the next Area Assembly agenda. A 2/3 approval by the Area Assembly shall constitute the adoption of the amendment.

E. In keeping with the "Right of Decision", the Area Assembly shall have the latitude to determine whether any proposed change is "administrative" or "substantive" in nature. The Area Assembly may make administrative changes without resorting to the amendment procedure above. Any voting member of the Area Assembly may make a proposal for an administrative change, either by mail or from the floor of the Assembly, and notice is not required. The Area Chairperson shall request a vote of the Assembly to accept or reject such administrative changes. If affirmed the changes shall be included in the next printing of the Procedure Guide. If the proposed change is rejected, or determined to be substantive, the proponent may then follow the amendment procedure outlined above in A through D.

NOTE: It is suggested that anyone thinking about submitting a proposed amendment first discuss it with other A.A.'s experienced in service to ask: Is it needed? Is it helpful? Is it clear? One way to make a proposed amendment clear is to use a "--" to show the words you want to strike out and bold type to show the words you would like added.

## NOTES