

Area 81 NB/PEI

Service

Structure and Operating Handbook

(adopted by the Area 81 Assembly October 20, 2007

Updated to version 5, December 6, 2019 with **amendments**)

Preface

Throughout this document, the meaning of words and phrases specific to Alcoholics Anonymous shall be defined in the most recent edition of *The A.A. Service Manual*.

Furthermore, this document in no way is to be construed as a substitute, alteration or replacement of the *A.A. Service Manual*.

A copy of the Area 81 NB/PEI Service Structure and Operating Handbook should be held by:

Area 81 Chairman
Area 81 Delegate
Area 81 Alternate Delegate
Area 81 Treasurer
Area 81 Service Committee Chairpersons
Area 81 District Committee Members

The original and up to date Structure and operating Handbook shall be kept by the Area 81 Secretary, and will be on hand with the Area 81 Secretary at all Area Assemblies and Committee Meetings for ready reference.

It is strongly recommended that the Districts of Area 81 make copies of this Service Structure and Operating Handbook available to their District officers and all General Service Representatives.

Any changes to the Area 81 NB/PEI Service Structure and Operating Handbook will be presented as a Notice of Motion and voted on at the next Area Assembly meeting.

Motions to make any amendments, additions or deletions in the Area 81 Handbook or the Area 81 Expense Policy require 2/3 majority vote to pass.

A.A.'s DECLARATION OF UNITY

This we owe to A.A.'s future:
To place our common welfare first;
To keep our fellowship united
For on A.A. unity depend our lives,
And the lives of those to come.

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Purpose

The object of this Service Structure and Operating Handbook is to provide for the continuing successful operation of a united effort of groups in Area 81, NB/PEI.

Section 1 – General

a) Welcome

The NB/PEI Area of Alcoholics Anonymous welcomes you!

Area 81 encompasses that geographical area of New Brunswick and Prince Edward Island, plus one group in Nova Scotia, and is comprised of twelve (12) Districts. Seven (7) NB groups are listed in Area 88, Northeastern Québec, and one (1) in Area 28, Maine, USA.

As a participant in the activities of Area Service you will find many new and exciting opportunities to help carry the message of A.A. to your companions in recovery as well as to the alcoholic who still suffers.

The Area belongs to each of us as members of A.A. The experience of its past and hope of its future has been entrusted to each of us. This Handbook is presented as a tool for you to use in achieving this goal. Its purpose is to help us better understand the Area and its structure, and know where we have been, and to offer guidance in moving forward.

b) *A.A.'s Legacy of Service by Bill W.*

Our Twelfth Step ---- carrying the message ----- is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society for alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer----- ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service.

Services include meeting places, hospital cooperation and intergroup offices; it mean pamphlets, books and good publicity of almost every description. It calls

for committees, delegates, trustees, and conferences. And not to be forgotten, it needs voluntary money contributions from within the Fellowship.

Section II - Area 81 Committee Structure

The Area Committee ---- perhaps more than any other group of people in A.A. - --- is responsible for the health of the Conference structure and thus for growth and harmony in the A.A. Fellowship. (A.A. Service Manual, S44)

Generally, the NB/PEI Area structurally follows the suggestions for an Area Committee offered in the *A.A. Service Manual*. In those cases where the special needs of the NB/PEI Area present situations not specifically covered in the *A.A. Service Manual*, the Area will adhere to principles and traditions of Alcoholics Anonymous in the conduct of its business and the pursuit of its activities. The extraordinary growth of A.A. has brought with it the need for constant change.

We have come to realize that our collective memories cannot retain all the experience, knowledge and wisdom that have been passed on to us orally. Our experience suggests that unsubstantiated historical references are unproductive.

a) **The A.A. Group – The Final Voice of the Fellowship**

Alcoholics Anonymous has been called an upside-down organization because “the ultimate responsibility and final authority for World Services” resides with the groups – rather than with the trustees of the General Service Board or the General Service office in New York.

A.A. has evolved from widely separated A.A.’s to many groups gathering on a regular basis. The Group is the basic unit of Alcoholics Anonymous. For more information, see the pamphlet “The A.A. Group” and the *A.A. Service Manual*.

In Area 81, groups traditionally elect a G.S.R. as described in the *A.A. Service Manual*. It is also advisable for the G.S.R. to have an informed Alternate who can serve as a substitute when the G.S.R. is unable to carry out his or her responsibilities. In those cases where a group does not have a G.S.R., that group’s collective conscience and its participation and voice are severely limited in matters affecting A.A. as a whole. Therefore, we present here a collective effort to define all that is basic to our **Area Structure**. We recognize its need to change as time passes and hope that such change will be undertaken by the trusted servants who follow us as better ways are found to meet the mission presented in our Preamble.

b) The District

Each District is autonomous with a responsibility to its member groups to participate in the Area. According to the *A.A. Service Manual* a District contains “the right number of groups --- right in terms of the committee member’s ability to keep in frequent touch with them, to learn their problems, and to learn ways to contribute to their growth and well being. *The Service Manual* describes several ways Districts may be organized to best meet the local needs of their groups. Districts in Area 81 are all comprised of a simple District within a single geographical area.

When redistricting, approval of the groups within each district involved is essential. The proposed redistricting should also be approved by the Area. Refer to the *A.A. Service Manual* for more information on the District and redistricting.

c) The NB/PEI Area

The Area Committee is comprised of the DCMs representing each District in Area 81 and the following Area Officers:

Delegate	Area Chairperson	Secretary	Treasurer
Alternate Delegate	Alternate Area Chair	Registrar	Archivist
Web Manager			

In addition, the Chairperson of each Area Committee is also a voting member of Area Committee and Assembly meetings.

The NB/PEI Area Assembly and the Area Committee each meet twice yearly. The Assembly in May and October and the Committee in March and August. It is during the Committee meetings that motions in the form of “Notices of Motion” are introduced for presentation for vote at the next Area Assembly. Area Committee members include: the chairs of PI-CPC, Literature & Grapevine, Correction & Treatment and Archives.

Starting with the March 2017 Pre-Conference meeting (spring committee meeting), the time allotted for the Delegate to present Conference agenda items for feedback from Area 81 attendees be up to a full four hours.

Translation of Region 81 Assemblies should be possible when required.

Section III - Election and Rotation of Officers

Area Officers are elected for a two year term at the bi-annual Area Election Assembly which is held in the fall of odd-numbered years in accordance with the A.A. Third Legacy Procedure as outlined in the A.A. *Service Manual*.

No Area position may be held by a member who is currently a serving DCM. A DCM who wishes to run in an election for an Area position must first agree to resign the DCM position if elected to the Area position.

No past Delegate should be allowed to hold an Area Office position, as it is not fair to the new people trying to get involved in service, but they can still hold the Area Chairperson position as it needs someone with experience.

Rotation of Area officers takes place at the end of December (during the Transition Meeting). Officers officially take office on January 1st. of even-numbered years. Traditionally, the newly elected Officers are afforded the opportunity to preside at the afternoon session of the Transition meeting. A one hour workshop takes place at the Transition meeting. This workshop would include all service positions at the groups, districts & Area level.

In the event that an Area Delegate, Area Chairperson or Area Committee officer is unable to complete his/her term of office, the Alternate will be given the opportunity to assume the position vacated. If the Alternate is unable to serve in the position, there will be an election at the next Assembly meeting. Should the Alternate step up to the vacated position, there will be an election for a new Alternate.

Section IV – Voting Members

The voting members of the **Area Committee** and **Area Assemblies** are the DCMs, (or their alternate in the DCMs absence) the Area Officers, the Chairs of the Area Committees and GSRs (or their alternates in the GSRs absence.) All voting members as defined herein have the right to make Notices of Motion or Motions. Emergency Notice of Motions **Only** shall be voted on at Area Committee meetings.

Past Delegates; unless they qualify in some other capacity, are not voting members of the Area Committee or Assembly.

Past Delegates will, however, be relied upon for their experience and wisdom on those many occasions that the need arises. (*Service Manual*)

All A.A. members are welcome and encouraged to attend Area Committee Meetings and Area Assemblies.

Section V– Business Meetings

a) Business Meeting Agenda Format

The Area Committee Meeting and the Area Assembly

The Area Chairperson, in consultation with the Area Officers and the host District is responsible for canceling an Area Committee Meeting/Sharing Session and changing the meeting to the alternative storm date.

- Only Conference approved Literature is read during Area 81 Assembly
- Welcome and moment of silence
- Reading of the A.A. Preamble, 12 Traditions and 12 Concepts.
- Introductions (opportunity for everyone to identify themselves, their service position and who they represent)
- Area Officers Reports (Concise Reports with discussion as needed)
- Secretary (reading and/or acceptance of previous minutes) *motion required.*
- Treasurer’s Report *motion required*
- Delegate
- Alternate Delegate
- Registrar
- DCM Reports (3 minutes, with additional time for questions and answers)
- Area Committee Reports (3 minutes, with additional time for questions and answers)
- **Old Business:** issues previously addressed but not resolved.
- **New Business:** Issues on Agenda and/or issues brought forward by GSRs DCMs or other Committee members.
- **Sharing Session:** will be limited to 30 minutes at 2 minutes per person following GSO procedure. This session will be held at the end of the Area Assembly meeting when time permits.
- Area 81 adopts a voluntary anonymous evaluation questionnaire form to be made available for all Area 81 service meetings.
- **Close:** Responsibility Pledge followed by The Lord’s Prayer.

Suggested format, to be modified at the discretion of the Area Chairperson.

Also see the section entitled “The Election Assembly” for further information regarding Assembly agendas.

Any meeting of area GSR’s and the Area Committee is an Assembly. The Area, State or Provincial assembly is the mainspring of the Conference structure. It is the democratic voice of the movement expressing itself. – A.A. Service Manual.

Every effort should be made to rotate Assemblies and meetings throughout the Area in order to encourage participation by the widest distribution of our A.A. membership. The location of these meeting is decided by vote during an Assembly meeting.

All Area Functions, where time and space permit, will include workshops for District/Group level service positions; these workshops should be presented by Area Officers and Committee/Sub-Committee Chairs.

b) The Election Assembly

The Election Assembly (held in odd years in October) follows the format of the Area Assembly Agenda with these adaptations:

- Area Chairperson opens meeting in the usual manner, traditionally at 9:00AM.
- Area Secretary, Treasurer, Delegate and other Area Officers reports are presented on activities since last Area Meeting.
- Regular Area business will be conducted prior to the election.
- The election is conducted in accordance with the “Third Legacy Procedure” as outlined in the *A.A. Service Manual*.
- The Chairperson begins the election by explaining the “Third Legacy Procedure” and who is eligible to run for the position and who is eligible to vote .Those eligible to vote are the GSR, DCM Area Officers and Committee Chairpersons or their Alternates. Each member of the Assembly in attendance has one vote. Absentee votes or proxies are not valid.
- At this time a count of eligible voters shall be determined and the Chairperson may designate additional tellers from those present who are not eligible to vote or stand for office.

c) The Area Assembly Inventory

The Area Assembly should consider the following basic guidelines: (time to be determined).

- The planning and chairing of the Area Inventory Assembly are the responsibility of a Past Area Delegate.
- The Inventory Assembly should be held in a central location readily accessible to most of the Area.
- The Focus of the Inventory Assembly is: “*How can we be more effective in our service responsibilities, both to each other, as well as to the sick and suffering alcoholic who has yet to come through our doors.*”

The Area Inventory Assembly follows the format of the Area assembly agenda with these adaptations:

- Area Chairperson opens the meeting in the usual manner.
- A past Delegate facilitates the Area Inventory, conducted in lieu of workshops.
- Normal Area assembly business resumes following the completion of the Area Inventory.
- The *Twelve Traditions* would be used as a guideline for the inventory.

Summary of Area Meeting Procedures

Generally speaking, we follow *Robert's Rules of Order*, and proceed in as informal a basis as possible consistent with the rights of all concerned. However, over the years the Area has adopted some exceptions to *Robert's Rules*, which help it to proceed more closely in accord with the Traditions.

General Rules of Debate (agreed to at the beginning of each Area meeting.)

People who wish to speak line up at the microphones and are called on in order.

- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Voting is by show of hands.

Reconsideration:

After voting on a matter of policy, the losing side will always be given an opportunity to speak to their position. A motion to reconsider a vote must be made by a member who voted with the winning side, but it can be seconded by anyone. If the motion receives a majority vote, but fails to pass for lack of a two-thirds vote, the majority may speak to their position, and the motion to reconsider must be made by someone who voted against the motion—in this case, someone who voted against the motion would be on the prevailing side.

Tabling a Motion:

Tabling a motion (postponing discussion to a later date.)

- Requires a motion and a second.
- Is not debatable.

- Needs only a simple Majority to pass.

Tips, Hints and Words of Caution:

Full discussion of a recommendation should take place *before* the vote. Premature actions (e.g., amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying Area business.

Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mike and say it again.

Remember too, that saving “minority opinions” for after the vote, when there is no rebuttal, is another time-waster, for it can force the area body to reconsider a question that might have been decided the first time around if it had been thoroughly examined from all sides.

Section VI – Area Officers and their Responsibilities

a) Delegate

- The Delegate’s Primary responsibility is to serve as the link between the General Service Office and the A.A. groups in the Area. This will enable the Delegate to attend the Conference in New York prepared to carry the collective group conscience of A.A. groups in NB/PEI. and to report back to the Area the news and information of Alcoholics Anonymous worldwide.
- The Delegate is expected to attend all area service meetings and assemblies.
- The Delegate keeps the Alternate Delegate fully informed.
- The Delegate’s other duties are outlined in the *A.A. Service Manual*

b) Alternate Delegate

- The Alternate Delegate serves in the absence of the Delegate and is expected to be prepared to assume these duties.
- she/he is expected to attend all area service meetings and serve as Round-up and Conference chair for the Area.
- The Alternate Delegate’s other duties are outlined in the *A.A. Service Manual*.
- The Alternate Delegate may also assume other duties at the request of the Area committee or Assembly.

c) Area Chairperson

- The Area Chairperson is the presiding officer of the Area.

- Responsible for the preparation of agendas and chairing Area Assemblies and Committee meetings.
- Keeps the Alternate Area Chairperson fully informed of Area Activities.
- Performs other duties of the Area Chair as outlined in the *A.A. Service Manual*.

d) Alternate Area Chairperson

- The Alternate Area Chairperson will keep up to date on Area activities and perform the duties of the Area Chair when requested to do so.

e) Area Secretary

- The Primary responsibility of the Area Secretary is to take the minutes at Area and Assembly meetings and report in a timely fashion an accurate record of these activities to the Area Committee. The minutes should be completed and circulated within thirty (30) days of any meeting
- The Area Secretary is responsible for maintaining an up to date Mailing list of all Area officers and DCMs.
- The Secretary will provide a copy of all Area meeting minutes to the Area Archivist for safekeeping.
- The Secretary will update the Area 81 Handbook and/or the Area 81 Expense Policy every second year if needed, after the Election Assembly and before the Transition Meeting.
- The Secretary may assume other duties at the direction of the Area Committee.

f) Area Treasurer

- The Area Treasurer is responsible for keeping track of the Area's financial matters.
- The paying of accounts and maintaining of accurate records of the Area's financial condition.
- The Area Treasurer is responsible for the bookkeeping for the Area.
- The Area Treasurer may assume other duties at the direction of the Area Committee.
- The Prudent Reserve is to increase yearly for three years starting in 2017 by \$1,000 so that the Reserve would be \$5,500 total at the end of that period.

g) Registrar

- The Area Registrar is the liaison between the Area and the General Service Office (GSO) for communicating information about groups and meetings to and from GSO.

- The Registrar is responsible for an annual comparison of GSO and Area Databases
- The Area Registrar will attend all Area Assemblies and Committee meetings.
- Updated information is sent to GSO along with copies of Group Change forms and New Group forms. If possible, this should be done by a computer link to GSO's "Fellowship New Vision" database, thus improving accuracy and eliminating some paperwork.
- The Area Registrar may assume other duties at the direction of the Area Committee.
- The Area Registrar will review the Area web site for content and request any changes that are not deemed appropriate for the Area web site.

Section VII – Area Committees

a) Archives Committee

- The Purpose of the Archives Committee is to preserve the history of A.A. in Area 81.
- The committee maintains records, memorabilia, and other items from our past so that, we as a fellowship remember our history, growth, successes and failures.
- This will help our A.A. members better understand issues we may be currently considering, because in all likelihood the issue has come up before and we can learn from our past experiences.
- The committee also maintains records of District and group histories, enabling it to provide any group or member who wishes to learn more about a group or district.
- The committee gathers many items of historical value to A.A. in Area 81 from throughout the Area, preserves, catalogues, and stores these items so they will not deteriorate over time.
- The Archives Chair will attend all Area Assemblies and Committee meetings with a display from the Archives, readily available to all A.A. members to peruse during the Area Assembly meeting.

b) Corrections Committee

- The purpose of the Corrections committee is to coordinate the work of districts, groups, or individual A.A. members who are interested in carrying the message of recovery to alcoholics who are incarcerated.
- The committee works with districts and groups in the coordination of A.A. meetings taking place in correctional facilities and works to encourage A.A. districts and groups to support the correctional meetings.
- The committee will also coordinate the collection of conference approved literature for distribution to inmates.

- The G.S.O. Correctional Facilities Workbook provides information about the running of successful meetings in correctional facilities and how to establish positive relations with correctional facilities administrators and staff. (see also, the A.A. Guidelines for Correctional Facilities Committees.)

c) Treatment Facilities Committees

- The purpose of the Treatment Facilities committee is to coordinate the work of districts, groups, or individual A.A members who are interested in carrying the message of recovery to alcoholics in treatment facilities.
- Also, to set up means of “bridging the gap” from the treatment facility to an A.A. group in the individual’s home community.
- Committee members contact treatment Facility administrators to discuss ways A.A. can cooperate with the facility, staying within the facilities guidelines while adhering to A.A.’s Twelve Traditions.
- The G.S.O. Treatment Facilities Workbook provides information about how to run successful meetings in Treatment facilities and how to establish positive relations with treatment facilities administrators.
- And how to develop a “bridging the gap” program.

d) Literature / Grapevine committee

- The purpose of the Literature / Grapevine Committee is to inform districts, groups, and individual A.A. members about A.A. conference approved literature and audiovisual materials, the A.A. Grapevine and other items of A.A. literature.
- Education about these materials is done through displays of items and presentations at area and district functions, workshops and meetings.
- Upon request, The Literature / Grapevine Chair is available to attend Area and District functions and provide displays of A.A. literature.

e) PI/CPC Committee

- The purpose of the Public Information/Cooperation with the Professional Community Committee is to convey information about Alcoholics Anonymous to the general public, including the media.
- Outreach to alcoholics is also done through informing members of the professional community such as: clergy, therapists, medical professionals etc. about A.A.
- The committee may participate in community activities to provide information to the general public about A.A.

- The committee also handles media requests, such as television and radio appearances, keeping in mind A.A.'s Twelve Traditions, most especially, the tradition of Anonymity at the level of press, radio, television and film.
- On request, the committee provides speakers and information about A.A. to organizations such as schools or civic groups.
- Workbooks and numerous pamphlets are available to assist the committee.
- At the area level, the committee is principally geared toward assisting district PI/CPC committees, but it may also provide direct service if the need arises.

f) Translation Committee

- The purpose of the Translation Committee is to facilitate effective communication in both French and English at all Area 81 Assembly and Committee Meetings.
- The Committee Chair may select Committee Members to assist with translation/interpretation at Area functions as well as with Area reports, documents and event flyers.
- The Committee Chair and Members will be capable of reasonably interpreting/translating either language to the other.
- The Translation Committee and Members shall provide translation/interpretation of all Assembly Meeting minutes, Notices of Motion and Motions.

It is expected that all Chairs of the aforementioned committees will present themselves at all Area Assemblies and Committee meetings.

Effective January 2020, for the purpose of transition and continuity, it is also expected that all Area Officers and Committee Chairs will use the designated Area 81 e-mail addresses.

g) Ad Hoc committees

Separate from Area Committees, the Assembly may create an ad hoc committee to examine a specific issue or project. Ad Hoc committees exist for only that period in which they are examining the issue or item for which it was created. Generally, an ad hoc committee is an information gathering group that presents its findings to the Area.

Ad Hoc committees may form recommendations, but they themselves do not take actions. Any actions proposed by an ad hoc committee will be considered by the Area prior to any action being taken.

The chairperson of an ad hoc committee, generally a member of the Area Committee, is appointed by the the Area Chair. Ad hoc Committee Chairpersons are not voting members of the Assembly by virtue of their

position as ad hoc committee chair. Ad hoc committee membership and size is flexible to accommodate the scope or the issue or project.

Section VIII – Area 81 and the World Wide Web

- a) The primary responsibility of the Web Manager includes maintaining the operation and content of the Area Web Site. The Web Manager also
- b) collects email sent to the “Web Manager” E-mail address and processes E-mail in the spirit of Area service. The Area Web Manager is to serve as a trusted servant and will attend Area Assemblies and Committee meetings.
- c) The content of the Area Web Site includes such materials as:
 - Current Area Meeting Lists (as provided by the Districts). District Meeting Lists should be uploaded to the Area 81 website within two weeks of submission to the Web Manager.
 - Upcoming events.
 - Other announcements that serve the Area and its’ members.
 - Area 81 will adopt the use of the “Meeting Guide” app and will have the meeting lists connected and available through the app.
- d) The NB/PEI Area Assembly (Area 81) Web Site will be the voice of Alcoholics Anonymous for Area 81 on the **public** internet. Its editors will be primarily accountable to Area 81 as a whole. Within the bounds of friendliness and good taste, the Web Site will enjoy perfect freedom of speech on all matters directly pertaining to Alcoholics Anonymous within Area 81. Like the A.A. movement it is to mirror, there will be one central purpose; the Web Site will try to carry the message to alcoholics and practice the A.A. principles in all its affairs.
- e) Area 81 respects the privacy and security of visitors to the Area’s website. We inform our visitors of measures to achieve this in the Policy Statement on the site.

We observe all A.A.’s principles and Traditions, and as “anonymity is the “spiritual foundation of all our traditions” we practice anonymity on A.A. web sites at all times. An A.A. web site is a **public medium, which has the potential for reaching the broadest possible audience**, and therefore, requires the same safeguards that we use at the level of press, radio, television and films. To conform with GSO Guidelines, personal telephone numbers are not to be used on Area, District or group flyers etc. going on the Area 81 Website.

Section IX – Expenses

- The payment of expenses is subject to the current Area 81 Expense Policy and managed by the Area Treasurer.

- The Area Treasurer shall reimburse, upon receipt of an account, all Area 81 Officers and Committee Chairpersons for all reasonable expenses incurred by them in the performance of their responsibilities,
- Area 81 is not responsible for expenses incurred by the General Service Representative. His/her expenses are the responsibility of their group.
- Area 81 is not responsible for expenses incurred by the District Committee Member. His/her expenses are the responsibility of their District.

Section X – Election of General Service Trustee Nominee

- Selected by and at the Area Assembly
- Nomination will come from the floor
- Nomination may come from anyone eligible to vote.
- If the nominee is not present, permission must have been granted by the nominee in writing for the name to stand.
- If the nominee is not present, a written resume will be provided and read .
- Nominee will be requested to say a few words.
- Third Legacy procedure will be used.
- Those voting are those eligible to vote at the Area Assembly.

APPENDIX “A”

N.B. & P.E.I. AREA ASSEMBLY GUIDELINES FOR AND AA AREA ASSEMBLY ROUND-UP

A District wishing to host an Area 81 Assembly Round-up must submit a bid to the Area Assembly in advance.

- a) Districts wishing to host an Area Assembly & Round-up develop a feasibility study and present it at an Area Assembly, before their bid is accepted. That this be added to the Guidelines. (Motion October 2004). If more than one request is received, the assembly will decide by a simple majority vote which requesting

- District will host the Round-up. The Round-up host will ensure they can accommodate the needs of an Area Assembly & Round-up.
- b) A main meeting room large enough for the actual assembly meeting with a minimum of two (2) microphones, one at the Area Officers table and at least one on the main floor. – (Tables will be set up for the Area Chairpersons, D.C.M.s and G.S.Rs to work at). (May 2002)
 - c) There will be no head table at the banquet. (Motion May 1985).
 - d) Area Assembly Round-ups will be held in May and October of each year. (Motion Oct, 1985)
 - e) The District hosting a Round-up, Sharing Session, or Transition meeting will invite and waive the registration fee for 4-6 inmates when feasible plus the cost of the bridge.
 - f) A room that may be locked for the Archives display.
 - g) That we go to a 60, - 30, -10, plan in dispensing profits from an Area Assemblies. 60% to Area, 30% to District, 10% to G.S.O. (Motion May 1986)
 - h) Space for Literature and Grapevine displays which will have precedence over outside interests. (Motion May 1990). (Preferably a room that will lock)
 - i) Area Assembly Round-ups are not to be held on a long weekend. (Motions Oct. 1990)
 - j) Area Assembly Round-up registration cost be a **minimum of forty dollars** Committee Meetings ("Sharing Sessions") be **increased from \$15 to \$25**, (effective May 13, 2017) (**\$40.00**), to a **maximum of fifty dollars (\$50.00)**. The registration fee for
 - k) A fair size room for a Friday Night meeting regularly scheduled for the Delegate, Area Officers, Area Chairpersons, D.C.M and any G.S.R.s or their Alternates to attend if they wish. (Motion May 1995).
 - l) "That Area 81 have a printed agenda for all Assembly and Business meetings" This agenda to be passed out at time of meetings. (Motion Oct, 1996)
 - m) That the blue card concerning anonymity be read at the opening and closing meetings taking place during the area assembly. (Motion May 1997.)
 - n) Supply a room for English AA Meetings – Supply a room for French AA Meetings
 - o) Work with the assembly in trying to provide translation as needed.
 - p) Supply a chalk board and chalk, or an easel with paper and a marker as Required, also ballots for elections.

Most A.A. convention committees invite Al-Anon to participate by planning its own program, and the committee arranges for facilities for the Al-Anon meetings.

Some suggestions taken from the yellow sheet A.A. Guidelines Conferences and Conventions

From G.S.O., Box 459, Grand Central Station, New York, NY 10163

WHY HAVE AN A.A. CONVENTION?

“The best A.A. convention is “just a darned good A.A. meeting blown up big” “The atmosphere alone is worth the trip. Hope you’ll find fellowship, laughter, and understanding – “heaped up, pressed down, and running over.”

THE CONVENTION BEGINS WITH A PLANNING COMMITTEE

The work in setting up a convention is too much for one person. He or she will need a dozen assistants, frequently more. Here’s how a typical committee might be arranged:

- 1 CHAIRPERSON over-sees the entire convention; Keeps informed on the program of all the arrangements; calls committee meetings when needed.
- 2 SECRETARY keeps all written records, including minutes of the committee meetings.
- 3 TREASURER responsible for all money, including revenues from registration, pays all bills. It is best if the treasurer is a person with four or more years’ sobriety. Each check usually calls for two signatures.
- 4 PROGRAM CHAIRPERSON Often it’s easier to plan the overall program by organizing it around a simple theme. This does not mean that the entire program must be devoted to the theme idea. ‘Balance’ and “flow” are two key words in the planning of a convention program. It’s important that the program run smoothly, with one feature following another in a pleasant, logical series. One effective way to ensure maximum interest and participation in the convention is to farm out each meeting or panel to a different group or area within the convention territory.
- 5 TICKET CHAIRPERSON Has tickets printed and distributed, giving special attention to the task of bringing in the collections.
- 6 PUBLIC INFORMATION CHAIRPERSON “Attraction rather than promotion.” Preparation and distribution of material about the program, speakers, time and location of the convention (perhaps including map of area if necessary). The convention publicity should also be sent to the press, radio and TV outlets in the immediate area. (The public information Workbook gives useful advice on approaching the media.) Fliers are usually mailed to groups in the area. Dates and location with a mailing address for information or registration should be mailed four months in advance to the A.A. Grapevine/LaVigne and to Box 459, to be published in their calendars.
- 7 ENTERTAINMENT CHAIRPERSON Will arrange for the convention dances, the chairperson hires the band. At some conventions, the local A.A. provide entertainment by putting on a play or choruses and variety shows.
- 8 HOSPITALITY CHAIRPERSON Organizing a committee that will greet guests. Usually members of the committee wear special identification badges.
- 9 DISPLAY AND LITERATURE CHAIRPERSON is responsible for displays and posters and for having A.A. literature available for all.
- 10 TAPING CHAIRPERSON is responsible for negotiating with the individual or company who will be taping the convention.

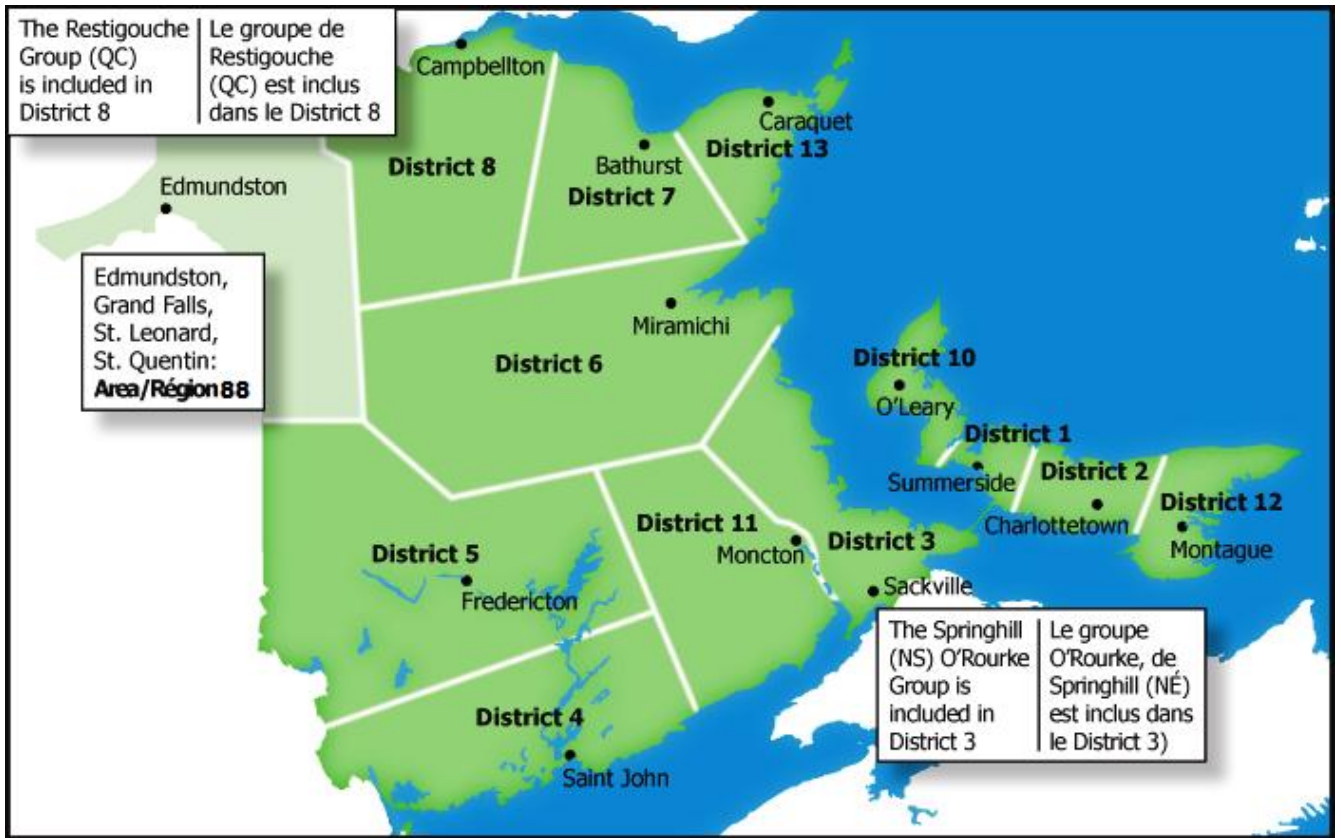
TIPS FOR A GOOD CONVENTION

BADGES: A.A. conventions don't seem right without identification badges.

COFFEE: lots of coffee - some A.A.s come more to talk with each other than to listen to speakers.

HOTEL AND MOTEL: If possible, send lists out with prices and phone numbers.

APPENDIX “B”



AMENDMENTS

(In order of date of amendment - most recent to oldest):

June 8, 2019

1. Page 16 – Section VII – Area Committees: Amended by motion carried at the Spring Assembly, June 8, 2019, by adding the following statement: **“Effective January 2020, for the purpose of transition and continuity, it is also expected that all Area Officers and Chairs will use the designated Area 81 e-mail addresses.”**

2. Page 16 – Section VIII – item c) Area 81 & The World Wide Web. Amended by motion carried at the Spring Assembly, June 8, 2019, by adding:

- **Area 81 will adopt the use of the “Meeting Guide” app and will have the meeting lists connected and available through the app.**

May 26, 2018

1. Page 2 Preface – Amended by motion carried at Spring Assembly, May 26, 2018, by adding the following statement: **“Motions to make any amendments, additions or deletions in the Area 81 Handbook or the Area 81 Expense Policy require 2/3 majority vote to pass.**

2. Page 13 – Section VI – Area Officers and their Responsibilities Secretary – Amended by motion carried at Spring Assembly, May 26, 2018, by adding the following statement: **“The Secretary will update the Area 81 Handbook and/or the Area 81 Expense Policy every second year if needed, after the Election Assembly and before the Transition Meeting.”**

3. Page 16 – Amended by motion carried at the Spring Assembly, May 26, 2018, to establish a standing **Area Translation Committee; the Committee Chair having the same privileges and rights as the existing Area Committee Chairs with duties specific to the Translation Committee.**

4. Page 9 – Section V – Business Meetings – Amended by motion carried at the Spring Assembly, May 26, 2018, by adding the following statement: **“All Area Functions, where time and space permit, will include workshops for District/Group level service positions; these workshops should be presented by Area Officers and Committee/Sub-Committee Chairs”.**

- 5. Page 9 – Section V – Business Meetings – Item a) Agenda Format:**
Amended by motion carried at the Spring Assembly, May 26, 2018, by adding the following statement: **Close: Responsibility Pledge followed by the Lord’s Prayer.**

January 2, 2018 - Amendment to include text better reflecting actuality:
Section VI – Area Officers and their Responsibilities, article g) Registrar, add to 4th bullet, Page 13:
" If possible, this should be done by a computer link to GSO's "Fellowship New Vision" database, thus improving accuracy and eliminating some paperwork"

1. December 2, 2017

Section 1 - General, item a) Page 5

Amended to reflect changes in number of Districts (13 previously, now 12), and groups listed in other Areas: **Northwestern New Brunswick groups (previously listed in Area 28, Maine) chose to become part of Area 88, Southeastern Québec, one Southeastern NB Group chose to remain part of Area 28, Maine. At this time no Québec groups are listed as being a part of any Area 81 District.**

2. May 13, 2017

Section VI, Area Officers and their responsibilities, Area Treasurer, item f), P 13

Amended by Motion carried at the Spring Assembly May 13, 2017, by adding bullet at end of item f): **"The Prudent Reserve is to increase yearly for three years starting in 2017 by \$1,000 so that the Reserve would be \$5,500 total at the end of that period."**

3. May 13, 2017

Section VIII – Area 81 and the World Wide Web, Page 16, item e)

Amended by Motion at the Spring Assembly May 13, 2017 by adding at end of item e): **"To conform with GSO Guidelines, personal telephone numbers are not to be used on Area, District or group flyers etc. going on the Area 81 Website."**

4. May 13, 2017

Section VIII – Area 81 and the World Wide Web, Page 16, 1st bullet of article c):

Amended by Motion carried at the Spring Assembly, May 13, 2017 that following the statement in Item C - **"Current Area Meeting Lists"** by adding the following statement:

"District Meeting Lists should be uploaded to the Area 81 website within two weeks of submission to the Web Manager."

5. May 13, 2017

Section VI – Area Officers and their Responsibilities - item e) Area Secretary, Page 13:

Amended by Motion carried at the Spring Assembly, May 13, 2017, by adding the following statement:

"The minutes should be completed and circulated within thirty (30) days of any meeting"

6. May 13, 2017

Appendix A - N.B. & P.E.I. AREA ASSEMBLY, Item j), page 18:

Amended by Motion carried at the Spring Assembly May 13, 2017, adding new item inserted as follows:

"That the registration fee for Committee Meetings ("Sharing Sessions") be increased from \$15 to \$25, effective today"

7. May 13, 2017

Section IV – Voting Members Page 8:

Amended by Motion carried at the Spring Assembly, May 13, 2017 that following the phrase "(or their alternates in the GSRs absence)" by adding the following statement:

"All voting members as defined herein have the right to make Notices of Motion or Motions"

8. October 29, 2016

Appendix A - N.B. & P.E.I. AREA ASSEMBLY, Item j), page 18:

Amended by motion carried at the Fall Assembly Oct. 29, 2016 as follows:

"Area Assembly Round-up registration cost be a minimum of forty dollars (\$40.00), to a maximum of fifty dollars (\$50.00)."

(NOTE re previous amendments to this item: A minimum of \$32.00 and not more than \$40.00. Motion May 29 2004 approved. \$28.00 and not more than \$35.00, amended by Motion May 24, 2008, to minimum \$32 and not more than \$40)

9. May 14, 2016

Section II, Area 81 Committee Structure, sub-section (c) Page 7:

Amended by Motion carried at the Spring Assembly May 14, 2016 by adding the following statement:

"Starting with the March 2017 Pre-Conference meeting (spring committee meeting), the time allotted for the Delegate to present

Conference agenda items for feedback from Area 81 attendees be a full four hours."

10, October 25, 2014

Section V, Area Business Meetings, item a), Page 9

Amended by Motion carried at the October 25, 2014 Assembly by adding to the bullet list: **"Area 81 adopts a voluntary anonymous evaluation questionnaire form to be made available for all Area 81 service meetings"**

11. October 25, 2014

Section III, Election and Rotation of Officers, Page 7

Amended by Motion carried at October 25, 2014 Assembly by adding the following phrase: **"No Area position may be held by a member who is currently a serving DCM. A DCM who wishes to run in an election for an Area position must first agree to resign the DCM position if elected to the Area position."**

12. October 25, 2014

Amended by Motion carried at October 25, 2014 Assembly

"To designate a time period, known as the Pre-Conference Workshop, during the Area 81 Spring Sharing Session to discuss the upcoming General Service Conference agenda items."

Superseded by amendment # 9.

13. October 19, 2013

Guidelines for AA Area Assembly/Roundup, item e). Page 18

Amended by Motion carried at October 19, 2013 Assembly by replacing item e) with: **"The District hosting a Round-up, Committee meeting, or Transition meeting will invite and waive the registration fee for 4-6 inmates when feasible plus the cost of the bridge."**

14. May 11, 2013

Section III - Election and Rotation of Officers. Page 8.

Amended by Motion carried at the May 11, 2013 Assembly by adding the following text after the 4th paragraph: **"A one hour workshop takes place at the Transition meeting. This workshop would include all service positions at the group, district & Area level."**

15. May 17, 2009

Section V - Business Meetings., item a) Business Meeting Agenda, Page 8.

Amended by Motion carried at he May 17, 2009 Assembly, by adding bullet with statement: **"Only Conference approved Literature is read during Area 81 Assembly"**

16. May 24, 2008

Section III - Election and Rotation of Officers, Page 8.

Amended my motion at the May 24, 2008 Assembly by adding the following after the 2nd paragraph: **"No past Delegate should be allowed to hold an Area Officer position, as it is not fair to the new people trying to get involved in service, but they can still hold the Area Chairperson position as it needs someone with experience"**

17. May 7, 2007

Section V - Business Meetings, Page 8

Amended by Motion carried at the May 7, 2007 Area Assembly, by adding the following after the first line: **"The Area Chairperson, in consultation with the Area Officers and the host District is responsible for canceling an Area Committee Meeting/Sharing Session and changing the meeting to the storm date."**