

## **NEW YORK SOUTH ASSEMBLY AREA**

New York State is divided into two Areas (North and South), each of which is represented by one Delegate to the World Service Conference.

The Assembly Area shall be referred to as New York South Assembly Area (formerly: Southern New York Assembly Area).

The New York South Assembly Area is comprised of Districts, all of which are geographically defined in Appendix A of these Guidelines. When a District divides due to growth or for convenience, the resulting new District will take the next consecutive number. The decision(s) regarding re-districting will be made at the Area level.

Within these Districts, each group is represented at the Area Assembly by a Group Representative (GR). Each GR may represent only one group. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve as Group Representative (GR).

An Area Assembly is a meeting of Group Representatives, the Delegate, Area Officers, Area Coordinators and Liaisons from the Information Services. Only elected Group Representatives or their designated alternates may vote at the Assembly.

### **AREA WORLD SERVICE COMMITTEE (AWSC)**

The Area World Service Committee of the New York South Assembly Area is composed of the Delegate, Area Officers, Area Coordinators, Liaisons from the Information Services, and District Representatives. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in any of these positions.

Each Committee member has a vote at the Area World Service Committee meetings (but not at the Assembly unless he is a GR).

With the exception of the Liaisons, Area World Service Committee members should not be on local Information Service Boards.

## **MEETINGS**

### **Area World Service Committee Meetings**

This Committee usually meets four times a year (January, March, May and September) to plan for the following month's Area Assembly. They disseminate information and discuss matters affecting the Area. No vote taken at these meetings is binding to the Assembly Area, except under extenuating circumstances.

All motions by Area Coordinators and Area Committees are to be presented at the Area World Service Committee prior to being presented at the Assembly in accordance with the current *Al-Anon/Alateen Service Manual (P24/27)*. All motions will have KBDM (Knowledge-Based Decision Making) information, resources, documents submitted (where appropriate).

Motions are to be made in written form (2-part NCR form). The form is to be presented to the Chairperson prior to or during the AWSC meeting and explained by the originator. The chair holds the white copy, the secretary receives the yellow copy. All yellow motion forms will be filed with the 3-year motion log and submitted to the Area Archivist at the end of each term for storage.

When there is a motion or discussion at the AWSC, there will be a one-time, 2-minute share per person at the microphone, to be monitored by the Spiritual Time-Keeper. All AWSC motions pass with a 2/3 vote. A 2/3 vote is determined by 2/3 of the number of yes and no votes cast for a particular motion. Abstentions are not considered as votes. Therefore, the number of voting members will vary from motion to motion.

Minutes of the AWSC will be accessible to all members on the Area Website Member Section\_AWSC/Assembly. The reading of all minutes at the AWSC will be eliminated. The Secretary will make a request for corrections to the minutes at each meeting.

## Area Assembly

There are four Assemblies each year. In addition to agenda items from the previous month's Area World Service Committee meeting, the Assemblies specifically discuss the following:

February	Annual Treasurer's Report; Annual audit of NYSA Area & Area Convention Treasurers' Records (Alternate Delegate assisted by members of AWSC; respective treasurers)
April	Last minute details before the Delegate attends the World Service Conference
June	Delegate's report from the World Service Conference
October	Proposed budget and meeting dates for the coming year; and every third year, election of Delegate and other Area Officers.

When there is a motion or discussion at the Assembly, there will be a one-time, 2-minute share per person at the microphone, to be monitored by the Spiritual Time-Keeper. All Assembly motions pass with a 2/3 vote. A 2/3 vote is determined by 2/3 of the number of yes and no votes cast for a particular motion. Abstentions are not considered as votes. Therefore, the number of voting members will vary from motion to motion.

When a meeting runs over the specified time and the voting members drop below 50% of the maximum voting members of that meeting, all voting should stop. All motions should be tabled to the next meeting.

Minutes of the Assembly (motion #'s included) will be accessible to all members on the Area Website Member Section\_AWSC/Assembly Meetings. The reading of all minutes at the Assembly will be eliminated. The Secretary will make a request for corrections to the appropriate minutes at each meeting.

## District Meetings

Districts should have regularly scheduled District meetings of Al-Anon/Alateen Group Representatives and/or the Alternate Group Representatives as well as the Alternate District Representative to:

1. Unify the District
2. Discuss application of World Service Conference policy and Area Assembly recommendations
3. Discuss up-coming Area Assembly agenda
4. Discuss group problems

Each District should be self-supporting and have its own treasury, officers, and various chairmen (public outreach, institutions, etc.) who work with the Area Coordinators and the local Information Service chairperson.

## FUNDS AND REIMBURSEMENTS

The Area World Service Committee, with the input of the Area Treasurer, shall determine an amount (or formula for establishing an amount) that shall be incorporated in the Annual Appeal Letter, as a suggested method for groups in the Area to use in determining the amount to be contributed by the groups for the support of the Area.

Contributions should be sent to New York South Assembly Area, c/o the current P.O. Box, ATTN: Treasurer. Be sure to include group name, WSO number, Current Mailing Address (CMA), and district number with contribution. DO NOT PUT "AL-ANON" ON THE OUTSIDE OF THE ENVELOPE.

The Treasurer for the Area passes the basket at the Assembly. The suggested donation is \$5.00 per group. The money goes to the Area treasury. GRs should be reimbursed by their group for this donation.

The Area will provide a budgeted amount of money (to cover expenses for food/beverages) to the District that will be hosting an Assembly.

The Area will pay the Equalized Expense (established by WSO each year) for the Delegate to attend the World Service Conference (WSC). The full amount or a different amount must be voted on by the Assembly. If NOT a DR or GR, Area pays Officers'/Coordinators' expenses (gas/tolls/public transportation/meal) for attending AWSC meetings and

Assemblies, respectively, by the Area treasury. As a rule, there are no hotels included in travel reimbursement. If a need is determined, it must be brought to the AWSC prior to the event for approval.

Delegate is reimbursed by the Area treasury for:

- travel (gas & tolls/public transportation)
- expenses for attending AWSC, Assemblies, any service-related committees or group meetings (i.e. Ad Hoc, Steering Committee, etc.); includes cost of either lunch OR dinner (as currently approved) where applicable
- extra night at WSC (at Conference rate)
- meals (follow current voted-on caps)
- all additional printing, postage, phone, supplies, CAL he/she distributes

Alternate Delegate is reimbursed by the Area treasury for:

- travel (gas & tolls/public transportation) for attending group inventories, any service-related committees or group meetings (i.e. Ad Hoc, Budget, etc); includes cost of either lunch OR dinner (as currently approved) where applicable
- all additional printing, postage, phone, supplies, CAL he/she distributes

Area Chairperson is reimbursed by the Area treasury for:

- travel (gas & tolls/public transportation) for attending any service-related committees or group meetings (i.e. Ad Hoc, etc); includes cost of either lunch OR dinner (as currently approved) where applicable
- all additional printing, postage, phone, supplies, CAL he/she distributes

The Group Representative is reimbursed by his/her group for Area Assembly expenses. Reimbursement includes travel (gas & tolls/public transportation) for attending an Assembly, cost of dinner (as currently approved), and the donation to the Assembly made in the name of the group.

The District Representative is reimbursed by his/her District for Area World Service Committee meetings. Reimbursement includes travel (gas & tolls/public transportation) for attending an Assembly and cost of dinner (as currently approved).

Liaisons are reimbursed by their Information Services/Intergroup for Area World Service Committee meetings and Assemblies. If a Liaison is also representing a group at an Assembly, his/her expenses are paid by that group.

Past Delegates who remain active at the Area level (and hold no other position on the AWSC) will be voting members at the AWSC (not voting at the Assembly meetings unless a GR with Assembly reimbursement made by group), and will be reimbursed (gas, tolls, meals) for travel to AWSC and Assembly meetings (if applicable).

Delegate and all ACTIVE (at the AWSC level) Past Delegates will be sent to the NERD (Northeast Regional Delegates) Meeting in March on an annual basis and will be reimbursed for expenses for travel and meals to/from and during the Meeting up to the amount allotted in the budget each year.

Members of a special committee which has a treasury of its own (i.e., Area Convention Committee) will be reimbursed from that committee's treasury. The Coordinator for such committees will be reimbursed from the Area treasury for Area World Service Committee meetings, if he/she is not a DR and for Assemblies if he/she is not a GR. The Discovery Convention Coordinator is reimbursed by the Area for Area World Service Committee meetings and Assemblies. If the Coordinator is also representing a group at an Assembly, his/her expenses are paid by that group.

The SENY/AA AI-Anon Liaison is reimbursed by the Area for Area World Service Committee meetings and Assemblies. If the Liaison is also representing a group at an Assembly, his/her expenses are paid by that group. The SENY/AA AI-Anon Liaison's weekend at SENY is paid for by the Area. The Area will also reimburse travel expenses to the SENY/AA AI-Anon Liaison for attendance at SENY/AA planning meetings.

No one should be put in the position of not being able to serve because of finances. It is an act of humility to accept recompense for all our expenses. We then realize whom we are representing at both the Area Assembly and Committee meetings, and to whom we should report.

## COMMUNICATIONS

Minutes of all Area World Service Committee meetings and Area Assemblies will be accessible to all members on the Area Website\_Member Section\_AWSC/Assembly. The Secretary e-mails each DR a copy of the minutes, as well as one copy to the Area Officers, Coordinators and Liaisons.

District Representatives will make copies/e-mail to disperse to all its groups. Minutes are not mailed to groups.

It is the duty of each GR to read all communications to his/her group and to keep them informed of all Area activities. It is the responsibility of the GR to encourage individual subscriptions to the *Forum*.

An Area Newsletter will also keep the groups informed.

The Delegate gives his/her report of the annual World Service Conference at the June Assembly. A written report is distributed at the same time to all GRs. In addition, a copy of the report will be posted on the Area website: Member Section/Delegate's Report.

The Area Group Records Coordinator will supply mailing labels as needed (e.g., appeal letter, Convention Committee, etc.)

The Area website "for members" will include posting the Guidelines, agendas, minutes and motions of all AWSC and Assembly meetings, Delegate's Report, Officer and Coordinator reports and the Speak-Easy Newsletter.

## ELECTION PROCEDURE

All Group Representatives, District Representatives, and Area Officers are elected for three-year terms, which run concurrently with the election of a Delegate. If a GR or DR cannot complete his/her term of office, an interim GR or DR may be elected to complete the unexpired term. No Officer or Coordinator of the Assembly Area may succeed himself/herself in the same office for a second three-year term. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in any of these positions.

Each Group in each District elects a Group Representative and an Alternate Group Representative. The GRs of each District elect a District Representative from among themselves. The Alternate Group Representatives elect an Alternate District Representative from among themselves. Group Representatives may be re-elected by their groups; District Representatives may be re-elected by their Districts. It is important to honor the spirit of rotation. If a GR becomes a DR he/she fulfills both functions unless he/she chooses to have his/her group elect a new GR to replace him/her. Al-Anon and Alateen members who are also members of A.A. may not serve as GR or Alternate GR. See "Digest of Al-Anon and Alateen Policies," Service Participation by Members of Al-Anon Family Groups who are also Members of Alcoholics Anonymous (previously titled: Dual Membership in Al-Anon/Alateen and A.A.) *Amended title and text is subsection approved at 2014 WSC, motion #6.*

Every third year, the Group Representatives gather at the October Election Assembly to elect a new Delegate and new Area Officers for three-year terms which begin the following January 1<sup>st</sup>. Elections on and below the District level are held prior to the October Election Assembly. Only current GRs or, in their absence, the Alternate GR can vote at the Election Assemblies (unless outgoing and incoming GR have voted or discussed otherwise in their group business meeting). If a DR becomes an Area Officer he/she fulfills both functions unless he/she chooses to have his/her district elect a new DR to replace him/her.

The Delegate is chosen from among the current DRs or past DRs (if they are currently active at the AWSC level as an Officer or Coordinator). Newly elected DRs or past DRs (who have remained active at the Area level) are eligible to run for Area Officer positions. Former DRs, GRs, Coordinators (who have remained active in Al-Anon) and incoming GRs may run for Area Coordinator positions.

In the spirit of "participation is the key to harmony" and to encourage rotation of service and exposure to other levels of service responsibility, the New York South Assembly Area suggests one three-year term for GRs and two consecutive three-year terms for DRs.

## **FILLING AREA VACANCIES**

If the Delegate is unable to complete his/her three-year term, the Alternate Delegate completes the unexpired term.

If the Chairperson resigns, the Treasurer becomes the Acting Chairperson. At the next Area World Service Committee meeting, a new Chairperson will be appointed by the Area World Service Committee, contingent upon approval at the next Assembly.

If any Officer resigns before the end of his/her term, the Chairperson, after consulting with members of the Area World Service Committee, appoints another past active or current DR to fill the office, contingent upon approval at the next Assembly.

If any Coordinator resigns before the end of his/her term, the Chairperson, after consulting with members of the Area World Service Committee, appoints another person to fill the office (in accordance with paragraph 4 under election procedure) contingent upon approval at the next Assembly.

## **AT THE ELECTION ASSEMBLY**

Past and present DRs are eligible to run for Area Officer positions. The Delegate is elected from among the current DRs, or past DRs (if they are currently active at the AWSC level as an Officer or Coordinator). Past and present GRs can run for the position of DR.

Only officers are elected at the October Assembly of the third year of the term.

The following **ELECTION CYCLE & PROCEDURES** will be followed for election of Officers and appointment of Coordinators:

*Also see Election Cycle & Procedures Chart in Appendix A.*

### **YEAR 1**

#### **January**

- Introduction of new Coordinators to AWSC for vote of confidence.
- Any vacancies? Accept TSP.

#### **February**

- Introduction of new panel to Assembly for vote of confidence.
- Any vacancies? Accept TSP.

### **YEAR 2**

#### **September**

- All Coordinators/Officers come to September AWSC meeting with rough draft of duties & responsibilities.
- Steering Committee to update/revise Area Service Handbook.

### **YEAR 3**

#### **February**

- Distribute election cycle information, job descriptions for Officers & Coordinators, deadlines for submission of TSP (Trusted Servant Profiles).
- Call for service.
- Review election procedures and deadlines.

#### **April**

- Review eligibility for Officers.
- Announce that all eligible for Officer positions must submit TSP to Area Chairperson before May AWSC meeting.

## June

- Election Assembly flier with half – full-page job descriptions for Officers and Coordinators is distributed.
- All Officers stand up and tell what their job responsibilities are.
- TSP for members interested in standing for Officer positions are read aloud by Secretary.
- All Coordinators stand up and tell what their job responsibilities are.

## October

- All current Officers stand up and tell what their job responsibilities are.
- **Election of Officers according to NYSA Area Guidelines (see below):** Each position addressed individually, in order: Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary.
- All Coordinators stand up and tell what their job responsibilities are.
- Collection of TSP from members interested in Coordinator positions.

## November/December

- Selection of incoming panel of Coordinators will be made by the five newly elected Officers and the current Steering Committee members no later than 15<sup>th</sup> of December as WSO needs names of newly appointed panel by 31<sup>st</sup> of election year.

The Election Assembly (election of Officers\*) is conducted according to the methods set up under “Election Assembly Procedure” in the current *Al-Anon/Alateen Service Manual (P-24/27)*, with the following variations:

1. Voters and non-voters are identified by voting cards issued by Area Group Records Coordinator.
2. The Assembly will use “Trusted Servant Profiles” for the election of Officers. Secretary will read TSP aloud for each member standing for a position.
3. All candidates for the position will be asked to step out of the room before the vote is cast. They may cast their vote (if voting members) prior to leaving the room.
4. While candidates are out of the room, members may voice their support or concerns about a given candidate. Let there be no gossip or criticism of one another.
5. Voting is conducted by written ballot.
6. A 2/3 vote is required to elect a Delegate and an Alternate Delegate.
7. A majority vote is required to elect all other Officers.
8. After three ballots and after the Chairperson asks if anyone wishes to withdraw his/her name, the balloting is closed and the choice is made by lot between the 2 leading candidates.
9. Candidates will return to the room.
10. Election procedures will continue as outlined.

\*Al-Anon’s policy is that Al-Anon members who are also members of A.A. do not serve in any of these positions

Coordinator positions are appointed through the following process:

1. October Assembly of the third year: Collection of TSP (Trusted Servant Profile) from members interested in Coordinator positions.
2. November/December of the third year of the term: TSPs are reviewed and discussed by the five newly elected Officers and the current term Steering Committee.
3. Incoming panel of Coordinators will be selected by December 15<sup>th</sup>.
4. Newly elected Chairperson will contact and confirm member selected for each Coordinator position.
5. Current Chairperson will schedule a Transition meeting with outgoing and incoming panels of Officers and Coordinators before the end of the term.
6. At the January AWSC and the February Assembly, the entire slate of Coordinators will be presented and accepted with a vote of confidence.

Service Sponsorship is encouraged. Service Sponsorship is a special relationship where one member shares their service experience with another member. This type of sponsorship can be a one-time situation, such as an outgoing trusted servant supporting their replacement, or an ongoing relationship. Service Sponsorship helps both the service Sponsor and the Sponsee acquire new skills while being an example of personal growth through service. There is a pamphlet on Service Sponsorship (P-88).

- current *Al-Anon/Alateen Service Manual (P24/27)*

## REMOVAL/REPLACEMENT OF OFFICERS/COORDINATORS

**Procedures for removal and replacement of Officers/Coordinators for failure to perform their service positions as outlined in NYS Assembly Area Guidelines (and where appropriate, the current Al-Anon/Alateen Service Manual (P-24/27)).**

### **Al-Anon Unity Statement**

“Each member of the Fellowship is a significant part of a great circle of hope. While respecting each other’s individuality our common welfare must come first. Our recovery depends on our mutual need and an atmosphere of trust.”

*Adopted by the 1984 World Service Conference*

Removal consideration would be appropriate under the following conditions:

- a. Failure to attend two successive meetings (AWSC/Assembly) without advanced notice or reasons according to the Guidelines of the NY South Assembly Area, and without submitting a report and/or
- b. Failure to carry out the responsibilities, as listed in the service position description in the NY South Assembly Area Guidelines and the current Al-Anon/Alateen Service Manual (P-24/27), and/or where performance is shown to be unacceptable.

If any/all of the conditions above exist, the following steps will be taken:

- Chairperson will contact Officer/Coordinator in an attempt to resolve issues (if the issue is with the Chairperson it will be referred to the Alternate Delegate to attempt to resolve).
- If there is no resolution, it will be brought to the AWSC for further review, discussion and action.
- The AWSC is given latitude in determining the reasonable cause.
- If the Delegate, Officer or Coordinator does not fulfill the duties of that office as described elsewhere in these Guidelines, or does not attend two consecutive meetings including Assembly and AWSC meetings, the AWSC members may make a recommendation to the Assembly to remove and replace the Delegate, Officer or Coordinator, upon a vote equal to the required 2/3 vote to elect that Delegate, Officer or Coordinator.
- Mediation is optional at all times.

## AMENDMENT PROCEDURE

Amendments to the Guidelines will be presented in the form of a motion with copies distributed as required by motion procedure. After a discussion at the Area World Service Committee on the wording of each amendment, notice of the motions will be included with the agenda for the Assembly. It will be discussed at two consecutive Assemblies. Voting will take place after discussion at the second Assembly.

The Guidelines may be amended by a 2/3 vote of GRs represented at the second Assembly. A 2/3 vote is determined by the number of yes and no votes cast for a particular motion. Abstentions are not considered as votes. Therefore, the number of voting members will vary from motion to motion.

Amendments to Area Convention Guidelines are to be brought to one AWSC meeting and two consecutive Assemblies for discussion and vote at the second Assembly. Proposed changes should be listed on the agenda for the two respective assemblies.