

## 2011-2012

### Guidelines Review Committee

# Recommendations

#### Preamble, Front Page

Line 6: Remove the letter "s" from the word "Traditions".

Line 8: Replace comma at the end of "power," with a colon "power:".

Line 11: Replace semicolon after "others;" with a colon "other:."

Line 14: Replace the word "incident" with the word "incitement"

Line 19: Replace "Always" with a capitol "A" with "always" with a lower case "a".

#### Throughout the Guidelines

Change "GSR's" to "GSRs" when making it plural.

Change From: Communication Committee meetings Change To: Communications Committee meetings

Change "votes" to "vote" where necessary.

Capitalize Area and Area Assembly where necessary

Change "Web" to "Website" where necessary.

#### Table of Contents 4.0

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4.1 Archives	4.1 Agenda Assembly
4.1a Archives Chairperson	4.2 Archives
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#### Section 1.1.b, Line 1

Change (9) to (10)

**Section 1.1.d**

Change From:

- d. **All Utah Area Past Delegates** (non-voting members).
- e. **Central Office/Intergroup Liaisons** (non-voting members).

Change to:

- d. **Non Voting Area Members**: All Utah Area Past Delegates, Central Office/Intergroup Liaisons, Repository Archivist.

**Section 1.2, Second Paragraph**

Label this paragraph with the letter "b".

**Section 2.3, Line 3**

Place a period after the second "workshop"

**Section 3.1.a, Line 1**

Change "in April" to "Annual"

**Section 3.1.c**

Add the following note to the end of the paragraph:

"Note: If unable to attend an Area Event, notify the Area Chairperson."

**Section 3.1.h**

Change from:

"Provides a written inventory of all Area property to the Alternate Delegate and to Archives each December at the Pass the Gavel or the Area Inventory Meeting."

Change to:

"Provides a written inventory of all Area property held by Delegate to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting."

**Section 3.2.c**

Add the following to the end of the paragraph:

Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends PRAASA annually and the Pacific Region Forum.

### **Section 3.2.e**

Change From:

Provides a written inventory of all Area property to Archives each December at the Pass the Gavel or the Area Inventory Meeting.

Change To:

Provides a written inventory of all Area property held by the Alternate Delegate to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

### **Section 3.2.f**

Change From:

Collects a written inventory of all Area property from Area Officers and Standing Chairs. Confirms that copies have also been given to Archives.

Change To:

Collects a written inventory of all Area property from Area Officers and Standing Chairs. Confirms that copies have also been given to Repository Archivist.

### **Section 3.2.g.7**

Change From:

Coordinates with the Communications Committee Chair for posting of translated documents/other information that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet. (As soon as possible)

Change To:

Coordinates with the Communications Committee Chair for posting, as soon as possible, of translated documents/other information that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet.

### **Section 3.3.f**

Change "Garr" to "GSR".

### **Section 3.3.g**

Change From: *Attends all Area Assemblies, Workshops, and Committee Meetings as well as PRAASA and the Pacific Region Forum.*

Change To: *Note: If unable to attend an Area Event, notify the Area Delegate. Also attends PRAASA in the odd years and the chairperson name is placed in a hat to be drawn out for the Pacific Region Forum.*

### **Section 3.3.i**

Change From: *Provides a written inventory of all Area property to the Alternate Delegate and to Archives each December at the Pass the Gavel or the Area Inventory Meeting.*

Change To: *Provides a written inventory of all Area property held by the Chairperson to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.*

### **Section 3.3.j**

This section was deleted.

### **Section 3.4.f**

Change From: *Keeps and maintains throughout his/her two year term of office up-to-date copies of these Area Guidelines and all other records of the Area Committee, and at the end of each term turns all records not more than 2 years old over to the newly elected Secretary, and records over 2 years old to the Area Archivist.*

Change To: *Keeps and maintains throughout his/her two year term of office up-to-date copies of these Area Guidelines and all other records of the Area Committee, and at the end of each term turns all records not more than 2 years old over to the newly elected Secretary, and records over 2 years old to the Repository Archivist.*

### **Section 3.4.h**

Change From: *Attends all Area Assemblies, Workshops, and Committee Meetings as well as PRAASA and the Pacific Region Forum*

Change To: *Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends PRAASA in the even years and the secretary name is placed in a hat to be drawn out for the Pacific Region Forum.*

### **Section 3.4.i**

Change From: *Provides a written inventory of all Area property to the Alternate Delegate and to Archives each December at the Pass the Gavel or the Area Inventory Meeting.*

Change To: *Provides a written inventory of all Area property held by the Secretary to the Alternate Delegate and to Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.*

### **Section 3.5.g**

Change From: *Attends all Area Assemblies, Workshops, and Committee Meetings as well as PRAASA and the Pacific Region Forum.*

Change To: *Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends PRAASA in the odd years and the treasurer name is placed in a hat to be drawn out for the Pacific Region Forum.*

### **Section 3.5.h**

Change From: *Provides a written inventory of all Area property to the Alternate Delegate and to Archives each December at the Pass the Gavel or the Area Inventory Meeting.*

Change To: *Provides a written inventory of all Area property held by the Treasurer to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.*

### **Section 3.6.g**

Change From: *Prepares and copies an Area Directory to be distributed at the Post-Conference Assembly.*

Change To: *Updates the Area Directory after each Area Assembly and distributes it to those on the Area's email list and print copies as requested*

### **Section 3.6.h**

Change From: *Attends all Area Assemblies, Workshops, and Committee Meetings as well as PRAASA and the Pacific Region Forum.*

Change To: *Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends PRAASA in the odd years and the registrar name is placed in a hat to be drawn out for the Pacific Region Forum.*

### **Section 3.6.i**

Change From: *j. Provides a written inventory of all Area property to the Alternate Delegate and to Archives each December at the Pass the Gavel or the Area Inventory Meeting.*

Change To: *i. Provides a written inventory of all Area property held by the Registrar to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.*

### **Section 3.7.b**

Change From: *Attends all Area Assemblies, Workshops, and Committee Meetings as well as PRAASA and the Pacific Region Forum making available his/her insight and experience.*

Change To: *Attends all Area Assemblies, Workshops, and Committee Meetings making available his/her insight and experience. Note: If unable to attend an Area Event, notify the Area Chairperson. The immediate Past Delegate will not be defrayed for PRAASA or the Pacific Region Forum.*

### **Section 3.7.e**

Change From: *Provides a written inventory of all Area property to the Alternate Delegate and to Archives each December at the Pass the Gavel or the Area Inventory Meeting.*

Change To: *Provides a written inventory of all Area property held by the Immediate Past Delegate to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.*

### **Section 3.7.f.1**

Change From: *Prepares and distributes Area 69 Newsletter at each Area Assembly.*

Change To: *Prepares Area 69 Newsletter and distributes it at each Area Assembly via posting it on the area website. Also, provides a hard copy to the Repository Archivist.*

### **Section 4.0**

This section will be as follows:

**4.1 Agenda/Assembly** - The Area Assembly/Agenda Chairperson serves as the liaison between the Area Committee and the host committee of Area Workshops and Assemblies. The Area Assembly/Agenda Chairperson:

- a. Makes the hosting committee aware of the Theme and Discussion Topics selected by the General Service Conference.
- b. Assists in the preparation of agendas for Area Assemblies, Workshops, and Committee Meetings.
- c. Provides assistance and guidance to host committees by sharing the knowledge gained from past experience found in the Utah Area Assembly/Workshop Guidelines and "AA Guidelines - Conferences and Workshops". Is responsible as signatory, along with one Area Officer and the Host Committee Chairperson, on all Area function contracts with hotels and other facilities. All contracts shall be in the name of the event, i.e., Utah Area Pre-Conference Assembly, and not in the name of Alcoholics Anonymous.
- d. Provides the Area Chairperson a monthly status report on all existing and pending Area 69 contracts.
- e. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the even years and the Agenda/Assembly name is placed in a hat to be drawn out for the **Pacific Region Forum**.
- f. Prepares and distributes Area calendars. Coordinates with hosting committee chair to ensure the event is listed in Box 4-5-9.
- g. Provides a written inventory of all Area property held by Agenda/Assembly Chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.
- h. Assumes responsibility for any and all PA, recording and translation equipment, Power Point Presentation equipment including laptop, computer, projector and peripheral equipment owned by the area. This includes transportation, storage and maintenance of the equipment, or the arrangements thereof.
- i. Serves on the Area Communications Committee:
  1. Coordinates with the Communications Committee Chair for posting on the Area Website of the Area calendar.

2. Coordinates with the Area Registrar or Communications Committee Chair for posting on the Area Website of area service event information, district flyers, registration forms, host committee agendas and other material that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet.

3. Becomes knowledgeable regarding Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.

4. Is a member of Area 69 Communications Committee and attends all Communications Committee meetings.

5. Coordinates Linguistic District translation equipment needs with the Alternate Delegate.

#### **4.2 Archives**

The Area Archives Standing Committee Chairperson coordinates the Area Archives Committee, which is comprised of the District Archives Committee members and interested members of A.A. The function of the Archives Committee is to provide information to the Area about the Area Archives Collection. The Area Archives Chairperson:

1. Coordinates the Archives Committee.
2. Provides information from the G.S.O. archivist to the Area.
3. Encourages and supports Districts in their Archive activities.
4. Attends all Area Assemblies, Workshops, and Committee Meetings and chairs Archive roundtables at Assemblies. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the even years and the archivist name is placed in a hat to be drawn out for the **Pacific Region Forum**.
5. Attends the National Archives Workshop during the first (odd) year of their term.
6. Assists and conveys items and information to the Repository Archivist.
7. Provides a written inventory of all Area property held by the Archives Standing Chairperson and the Repository Archivist to the Alternate Delegate each December at the Pass the Gavel or the Area Inventory Meeting.

#### **4.3 Communications:** The Communications Chairperson serves as the Area Webservant.

a. Develops and distributes Communications Committee meeting agenda to all members of the Communications committee. Schedules and chairs all Communications Committee meetings. Committee meetings should be scheduled during Area Assembly weekends and should not conflict with Area business meetings or host committee activities. Besides Area Assembly and monthly meetings via internet/teleconference, the chair may call special Communications Committee meetings as needed.

b. Appoints an Alternate Communications Chair after consulting with the Communications Committee.

c.. Pays the annual hosting and domain name registration fees each January. This practice will keep the hosting and domain name registration paid for two years out at all times.

d.. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.

e. Has the website password and posts A.A. event documents/flyers and other information that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet. (As needed)

f. Prepares reports of highlights, statistics and other pertinent information for presentation during Area meetings and provides a copy to the Area Secretary and the Area Newsletter. Shares Area concerns/requests with committee members.

g. Maintains overall maintenance of Area 69 Website including;

1. Check the following email accounts daily and reply to them promptly and appropriately: [area69webservant@utahaa.org](mailto:area69webservant@utahaa.org) , [utahaa@utahaa.org](mailto:utahaa@utahaa.org), [area69communications@utahaa.org](mailto:area69communications@utahaa.org), and [suggestions@utahaa.org](mailto:suggestions@utahaa.org).

2. Collects newly elected personal email account information after Fall Elections and changes the forwarding of all the Area Officers and chairpersons email accounts by December 31.

3. Create PDF files of the last event's minutes, the next event's agenda, and any other related Area business documents as soon as these items are emailed to the Communications Committee Chair from the Area Secretary.

4. Create new pages and/or modify existing pages as directed by the Website Committee. New pages are created without a public link. The public is given access to them after the website committee has reviewed and approved them.

5. Changes the site password on a quarterly basis. Notify the Registrar and Alternate Communications Chair of the new password.

6. Checks the website for broken links on a quarterly basis. (Using something like Xenu, [home.snafu.de/tilman/xenulink.html](http://home.snafu.de/tilman/xenulink.html)).

h. Prepares and gives a presentation on the Area's email system for the new panel at the 'Pass-The-Gavel' meeting.

i. Provides a written inventory of all Area property held by the Communications chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

j Attends all Area Assemblies, Workshops, and Committee Meetings and chairs Communication roundtables at Assemblies. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the odd years and the Communication name is placed in a hat to be drawn out for the **Pacific Region Forum**.

### **Alternate Communications Chair:**

- a. Shares responsibility with the Communications Committee Chair for developing and distributing the Communications Committee meeting agenda to all members of the Communications Committee. Co-chairs all Communications Committee Meetings. Assumes the role of Communications Committee Chair when requested by the chair or when the chair is otherwise unable to serve and is eligible for travel defrayment when fulfilling the role of Chair.
- b. Becomes knowledgeable regarding Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.
- c. Has the website password and shares responsibility with the Communications Committee Chair for posting A.A. event documents/flyers and other information that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet.
- d. When acting as Chair prepares reports of highlights, statistics and other interesting information for presentation during Area meetings, and provides a copy to the Area Secretary and the Area Newsletter Editor. Shares Area Concerns/requests with committee members.
- e. Shares responsibility, as requested by the Communications Committee Chair, for overall maintenance of Area 69 Website.
- f. Back up the entire site on a quarterly basis.

**4.4 Cooperation with the Professional Community (CPC)** - The Area CPC Chairperson coordinates the efforts of the Area CPC Committee which is comprised of District CPC Chairpersons and any other interested A.A. members. The primary function of the CPC Committee is to provide information to those who have contact with alcoholics through their profession. The Chairperson of the Area CPC Committee:

- a. Coordinates committee efforts to provide literature and other information about A.A. to professionals who come in contact with alcoholics.
- b. Assists in all aspects of A.A.'s participation in the annual Utah School on Alcoholism.
- c. Encourages and supports Districts in their CPC efforts by coordinating workshops, helping to provide literature as needed, and sharing experience.
- d. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the odd years and the CPC name is placed in a hat to be drawn out for the **Pacific Region Forum**.
- e. Provides a CPC literature display at all Area Assemblies, and by request at Area Workshops and other A.A. service functions.
- f. Provides a written inventory of all Area property held by the CPC to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

**4.5 Corrections** - The Area Corrections Chairperson coordinates the efforts of the Area Corrections Committee which is made up of the District Corrections Chairpersons and any other A.A. members interested in Corrections work. The purpose of the Corrections Committee is to organize and carry out the work of carrying A.A.'s message of recovery to alcoholics in correctional facilities and to help "bridge the gap" from inside the facility to the outside A.A. community. The Chairperson of the Corrections Committee:

- a. Assists District Corrections Committees in solving problems related to setting up A.A. meetings in correctional facilities in their Districts.
- b. Helps members of the Corrections Committee acquire A.A. books and literature as needed.
- c. Encourages committee members to become familiar with "Bridging the Gap" and other A.A. programs designed to help inmates.
- d. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the even years and the Corrections name is placed in a hat to be drawn out for the **Pacific Region Forum**.
- e. Provides a Corrections Display at all Area Assemblies, the Area Bridging the Gap Workshop, and by request at Area Workshops and other A.A. service functions.
- f. Attends the Area 69 Bridging the Gap Workshop and will have joint responsibility with the Treatment Facilities Standing Chair for setting the agenda for the workshop.
- g. Alternates attendance at the National Bridging the Gap Workshop with the Area Treatment Chairperson to bring information and experience back to the Utah Area.
- h. Provides a written inventory of all Area property held by the corrections chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

**4.6 Grapevine** - The Area Grapevine Chairperson directs the Area Grapevine Committee which is made up of all District Grapevine Chairpersons and any other interested members of A.A. The function of the Grapevine Committee is to provide information about the International Monthly Journal of Alcoholics Anonymous known as the Grapevine. The Grapevine Chairperson:

- a. Helps members of the committee inform groups and individuals of the many benefits that can be derived through Grapevine subscriptions.
- b. Encourages the use of the Grapevine in the Twelfth Step work of other committees.
- c. Stimulates interest in submitting articles for publication.
- d. Provides a Grapevine Display at all Area Assemblies, and by request at Area Workshops and other A.A. service events.

e. Attends all Area Assemblies, Workshops, and Committee Meetings. If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the odd years and the Grapevine name is placed in a hat to be drawn out for the **Pacific Region Forum**.

f. Provides a written inventory of all Area property held by the Grapevine chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

**4.7 Literature** - The Area Literature Chairperson guides the Area Literature Committee which is made up of all District Literature Chairpersons, Central Office/Intergroup Liaisons, and any other interested A.A. members. The function of the Literature Committee is to provide information to the Area about all of the information available from the A.A. General Service Office. The Literature Chairperson:

a. Maintains an updated list of all literature currently available from G.S.O.

b. Informs the Area when new literature becomes available or when existing literature has been revised.

c. Helps chairpersons of other standing committees become better informed about, obtain, and use literature pertaining to their areas of service work.

d. Assembles and maintains an inventory of literature representative of what is available from G.S.O.

e. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the odd years and the literature name is placed in a hat to be drawn out for the **Pacific Region Forum**.

f. Displays and makes literature available for sale at all Area Assemblies and Workshops, and by request at other A.A. service functions.

g. Provides a written inventory of all Area property held by the Literature Chair to the Alternate Delegate and to Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

**4.8 Public Information** - The Area Public Information Chairperson coordinates the Area Public Information Committee which is comprised of the District Public Information Committee members and any other interested members of A.A. The purpose of the Public Information Committee is to provide information about A.A.'s message of recovery to the general public. The Area Public Information Chairperson:

a. Acquires and maintains recorded A.A. public service announcements for the use of District P.I. Committees.

b. Helps committee members work with their local media utilizing our Traditions of anonymity, singleness of purpose, non-affiliation, and attraction rather than promotion.

c. Supports Districts in their PI efforts by coordinating workshops on speaking at non-A.A. meetings and other related topics.

d. Assists the CPC Committee with the Utah School on Alcoholism.

e. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the even years and the Public Information name is placed in a hat to be drawn out for the **Pacific Region Forum**.

f. Provides a PI literature and materials display at all Area Assemblies, and by request at Area Workshops and other A.A. service events.

g. Provides a written inventory of all Area property held by the Public Information Chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

h. Serves as a member of the Area Website Committee

**4.9 Repository Archivist** - As a non-voting member of the Area Committee the Area Repository Archivist may serve for an unlimited succession of terms, but shall be subject to review and approval every two years at the Area Fall Election Assembly. The Repository Archivist is responsible for the care and maintenance of the Area Archives and is the focal point of the Area Archives. Their experience allows them to determine which material is appropriate for collection. The Repository Archivist has the unique responsibility to provide direction and experience for the districts and groups. Their knowledge of A.A. Archive's procedures, techniques and policies coupled with Area guidelines and conscience allows the Repository Archivist to organize the material for the best possible use and benefit of the fellowship. The Archivist is familiar with preservation techniques regarding documents and books. The vision of the Archives is to provide the opportunity for the greatest number to become aware of the archives and the importance of maintaining and growing the archives. The Repository Archivist:

1. Maintains and expands the archives using approved practices and following Archive Guidelines.

2. Attends and provides an Archives display at all Area Assemblies and by request at Area Workshops and other A.A. service events upon reasonable prior notification. Note: If unable to attend an Area Event, notify the Area Chairperson.

3. Is the focal person for collections, gathers tapes and transcripts of 'long-timers', determines appropriateness of material, solicits contributions of new material, distributes Acknowledgement of Receipt and protects the anonymity of the members.

4. Is responsible for preservation of material, monitors GSO guidelines for updates and changes, learns and applies preservation techniques, networks with other archivists concerning new techniques and extends this knowledge whenever possible through committees.

5. Attends National Archives Workshop during the second (even) year of each Panel.

6. Organizes material by maintaining an inventory of current material including new additions, protects anonymity of A. A. members at all times, identifies meeting records, tapes and minutes for verification, creates traveling displays for events and creates displays for long-term viewing at A. A. locations.

7. Reviews and updates procedures and maintains overall responsibility to protect the anonymity of members.

8. Provides a written inventory of the entire repository and any other Area property to the Area Archives Standing Chair to be given to the Alternate Delegate each December at the Pass the Gavel or the Area Inventory Meeting. Also maintains Area Repository Archive inventory program.

**4.10 Treatment Facilities** - The Area Treatment Facilities Chairperson directs the Area Treatment Facilities Committee which is made up of the District Treatment Facilities Chairpersons and any other interested member of A.A. The primary purpose of the Treatment Facilities Committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message to alcoholics in treatment facilities, and to set up means of "bridging the gap" from the facility to the larger A.A. community.

The Area Treatment Facilities Chairperson:

- a. Assists District Treatment Facilities Committees in setting up A.A. meetings in treatment facilities in such a manner as to safeguard A.A.'s Twelve Steps and Twelve Traditions.
- b. Helps members of the Treatment Facilities Committee obtain A.A. literature as needed.
- c. Encourages committee members to become familiar with and to use the "Bridging the Gap" and "Temporary Contact" programs.
- d. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the odd years and the Treatment name is placed in a hat to be drawn out for the **Pacific Region Forum**.
- e. Provides a Treatment Facilities Display at all Area Assemblies and the Area Bridging the Gap Workshop and by request at Area Workshops and other A.A. service functions.
- f. Attends the Area 69 Bridging the Gap Workshop and will have joint responsibility with the Corrections Standing Chair for setting the agenda for the workshop.
- g. Alternates attendance at the National Bridging the Gap Workshop Weekend with the Area Corrections Chairperson to bring information and experience back to the Utah Area.
- h. Provides a written inventory of all Area property held by the Treatment Facilities Chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

### **Section 6.2.a and 6.3.a**

*Change From: Eligibility – All present or past members of the Area Committee who have/will have served at least one full two year term and have a minimum of five years current and continuous sobriety are eligible to stand. It is suggested that all candidates for Area Officer have sufficient general service and/or practical experience appropriate to the position they may be elected to serve.*

*Change To: Eligibility – All present or past members of the Area Committee who have/will have served at least one full two year term as an assembly member and have a minimum of five years current and continuous sobriety are eligible to stand. It is suggested that all candidates for Area Officer have sufficient general service and/or practical experience appropriate to the position they may be elected to serve.*

### **Section 6.3.c**

Change From: *Term limits - No Standing Committee Chairperson may serve more than one two year term in that position to which they were elected except for the Area Archivist who may serve an unlimited succession of terms subject to a biennial review and approval at the Area Fall Election Assembly.*

Change To: *Term limits - No Standing Committee Chairperson may serve more than one two year term in that position to which they were elected except for the Repository Archivist who may serve an unlimited succession of terms subject to a biennial review and approval at the Area Fall Election Assembly.*

### **Section 7.5**

Add the following paragraph as new Paragraph "d" and update paragraphs that follows:

d. PRAASA and Forum allotment for Area Officers and Standing Chairs: **Forum** (Occurs in even years only): the Delegate is fully defrayed, the Alternate Delegate has defrayment of \$300.00, two additional trusted servants to be drawn out of the hat who will be defrayed \$300.00. The following positions will be placed in the hat: Area Chair, Area Treasurer, Area Registrar, Area Secretary, and Area Standing chairpersons who are available and willing to make the commitment to attend the Pacific Regional Forum. **PRAASA** (Occurs every year): the delegate is fully defrayed including Delegate's working luncheon, the Alternate Delegate has defrayment of \$300.00. For **Odd years**: The Area Chair, Area Registrar, Area Treasurer and the following Area Standing Chairpersons: Communications, CPC, Grapevine, Literature, and Treatment will receive \$300.00 defrayment. For even years: Area Secretary and the following Area Standing chairpersons: Archives, Assembly/Agenda Coordinator, Corrections and Public Information.

### **Appendix B**

The map was updated

### **Appendix C, Selection of Location**

Change From: *At each Area service event DCM's or DCMC's of districts willing to host that event in the future submit an oral bid to the body assembled two years in advance for assemblies and one year in advance for workshops and area committee meetings. In the event there are two or more bids a vote by show of hands is taken. In the case of more than two bids, the district receiving the lowest number of votes is dropped following each vote until one district receives a simple majority of the votes cast.*

Change To: *At each Area service event DCMs or DCMCs of districts willing to host that event in the future submit an oral bid to the body assembled two years in advance for assemblies and one year in advance for workshops and Area Committee Meetings. When a DCMC or DCM is unavailable another elected member from an interested district committee may propose a bid. It is suggested that bids for hosting Area events come from the Group Conscience of a District and not individuals. In the event there are two or more bids a vote by show of hands is taken. In the case of more than two bids, the district receiving the lowest number of votes is dropped following each vote until one district receives a simple majority of the votes cast.*

## **Appendix C, Secretary**

*Change From: Keeps all minutes of committee planning meetings, notifies committee members of scheduled meetings, assists chairperson in making final report, and turns in a copy to the Agenda/Assembly Chair and Area Archivist*

*Change To: Keeps all minutes of committee planning meetings, notifies committee members of scheduled meetings, assists chairperson in making final report, and turns in a copy to the Agenda/Assembly Chair and Repository Archivist.*