

Area 22 Handbook



Area 22 Northern Indiana

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PREFACE

Area 22 was established in 1988, forming two delegate areas in Indiana. Since then Area 22 has grown and matured. This handbook is a product of that growth. It was developed to foster improved communication between the Groups and the Area Assembly and Committee to carry the message, in cooperation with the A.A. General Service Conference and A.A. World Services.

There are no ruling bodies in Alcoholics Anonymous – only trusted servants. It should therefore be recognized that the traditional practices set forth in this document simply consolidate the suggestions in use, and have been ratified by the majority of the Area 22 Assembly at the time of this edition. These traditional practices are, to the best of our knowledge, compatible with the Twelve Traditions and Twelve Concepts, and *The A.A. Service Manual*.

Subsequent Area Assemblies may decide to exercise their right of decision and amend these guidelines. It is hoped, however, that such changes will be the result of an informed group conscience, and in the spirit of recovery, unity, and service.

The purpose of this document is to establish the composition and activities of the Northern Indiana Committee, Area 22, of Alcoholics Anonymous, and the Northern Indiana Assembly, Area 22, of Alcoholics Anonymous. Both of these bodies shall always be service structures, respecting and protecting the autonomy and privilege of dissent of all A.A. groups in Northern Indiana General Service Area. In the course of their deliberations and discussions, these bodies should be ever mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts, and *The A.A. Service Manual*, continually striving to be the voice of informed group conscience in Area 22.

The Area Committee, Northern Indiana, Area 22, of Alcoholics Anonymous is the custodian of our A.A. traditions and the receiver of voluntary A.A. contributions, by which we provide our area services. The Area Committee serves the A.A. groups of Area 22. Ensuring the continuity of our life-giving message, and providing guardianship of the voluntary contributions, are the Area Committee's primary purposes. The Area Committee shall encourage all area groups to participate in the business of the Area Committee and to support the Area Committee in its efforts to cooperate with the A.A. General Service Office and A.A. World Services.

The Area Assembly is specifically charged with the duty of the election of the Delegate every two years (odd years) to the General Service Conference and to give the Delegate financial support to assist him or her in the course of duties of the office. The Area Assembly is further charged with the election of an Alternate Delegate to assist and replace the Delegate if the Delegate is unable to continue to function in their elected capacity. Area Assembly members also serve as members of the Permanent Standing Committees, serve on ad hoc committees formed to address specific issues brought before the Committee or Assembly, and participate in service workshops and other service activities sponsored by the Area's Permanent Standing Committees.

Area Assembly members, in particular the GSRs, are the link between the group or district and the Area Delegate. As such, members of the Area Assembly provide the input and feedback to the Area Delegate regarding agenda items and conference actions at the General Service Conference of Alcoholics Anonymous. Area Assembly members also share information and ideas concerning service activities in their local districts during sharing sessions at the Area Assemblies.

Unless otherwise specified, all Area Committee and Area Assembly affairs will be conducted using procedures outlined in the most current edition of *The A.A. Service Manual*.

Note: Area 22 can advance monies if needed for rent, food or supplies. **Must save receipts and turn in to Area 22 Treasurer for any reimbursements**, or advances.

Area 22 will provide sound system and the Alternate Delegate is responsible for the program and directing the Conference.

The DCM Conferences are meant to be self-supporting.

The goal for a host district or districts is to secure building, prepare flyers, fix meal, set up tables, and clean up.

GUIDELINES FOR HOSTING AREA 22 ASSEMBLIES

Who hosts the Area Assemblies?—(see map of districts)
Also, see Rotation of Assemblies, Area 22 Structure, Item 1-B

Northwest		Southwest		Northeast		Southeast	
1. District #1	12. District #23	1. District #49	1. District #41	1. District #71			
2. District #3	13. District #25	2. District #51	2. District #43	2. District #73			
3. District #5	14. District #27	3. District #53	3. District #45	3. District #75			
4. District #7	15. District #29	4. District #57	4. District #47	4. District #79			
5. District #9	16. District #31	5. District #77	5. District #59	5. District #81			
6. District #11	17. District #33		6. District #61	6. District #83			
7. District #13	18. District #35		7. District #63	7. District #85			
8. District #15	19. District #37		8. District #65	8. District #87			
9. District #17	20. District #39		9. District #67	9. District #89			
10. District #19	21. District #55		10. District #69				
11. District #21			11. District #91				
			12. District #93				
			13. District #95				

(Note – Meeting Days)
February --- After Delegates/Past Delegates Conf.
May ----- Any Sunday except Mothers Day
August ----- 2nd Sunday in August
November – Sunday before Thanksgiving

(Note): The election meeting is held the 2nd Sunday in October on even years; District #57 is the host district, being the most central district in the Area.

Suggested Duties:

1. Select meeting place for 100 to 150 people. Meeting facility must be handicap accessible.
3. Modest lunch.
4. Coffee – Tea – Morning Donuts
5. Preferred time for meetings: 10:00 AM - 4:00 PM (schedule with Area Chairperson)
6. Hosting districts to have flyers available at preceding Assembly Meeting.
7. Display tables available – Literature (4) – Grapevine (3) – Archives (3)
Treasurer (1) – Flyers (1) – Front tables (2)

- 63 . . . Starting at Washington Blvd. and Meyer Rd., south to Paulding Rd.; west to Wayne Trace Rd.; south to Allen County line; west to U.S. 27-33; north to Washington Blvd.; east to Maumee Ave.; east to Washington Blvd.; east to Meyer Rd.
- 65 . . . Starting at north Allen County line and St. Joe River, south on Schwartz Rd.; south to St. Joe Rd. to Evard Rd.; east to Reed Rd.; south to Washington Blvd.; west to Maumee Ave.; west to Washington Blvd.; west to Lafayette St.; north to Spy Run Ave.; north to Clinton St.; north to Coldwater Rd.; north to county line; east to St. Joseph River.
- 67 . . . Starting at north Allen County line and Coldwater Rd., south to Clinton St.; south to Spy Run Ave.; south to Washington Blvd.; west to Jefferson Blvd.; west to Illinois Rd.; west to St. Rd. 14; west to county line; north to county line; east to Coldwater Rd.
- 69 . . . Starting at south Allen County line and U.S. 27-33, north to Williams St.; west to Taylor St.; west to Washington Rd.; south to Covington Rd.; west to Smith Rd.; south to county line; east to U.S. 27-33
- 71 . . . Wabash County; Grant County
- 73 . . . Jay County; Blackford County
- 75 . . . Adams County; Wells County; Huntington County
- 77 . . . Howard County
- 79 . . . Madison County south of St. Rd. 128 and Co. Rd. 800 N and north of St. Rd. 32
- 81 . . . Tipton County; Madison County north of St. Rd. 128 and Co. Rd. 800 N
- 83 . . . Madison County south of St. Rd. 32
- 85 . . . In Delaware County, Co. Rd. 100 W north to Co. Rd. 1300 N; west to Co. Rd. 900 E; south to St. Rd. 67 to Broadway to Mcgalliard Rd.; west to Granville southwest to Walnut St.; south to Jackson St.; east to Kilgore Ave. and St. Rd. 32, from St. Rd. 32 to 1000 W
- 87 . . . In Delaware County, St. Rd. 32 and Kilgore Ave. east to Jackson St. to Ohio Ave. southeast to Macedonia Ave.; south to Co. Rd. 800 S; west to Co. Rd. 1000 W
- 89 . . . In Delaware Co., St. Rd. 67 southwest to Broadway; Broadway to Mcgalliard west to Granville southwest to Walnut St.; south to Jackson St.; east to Ohio Ave.; southeast to Macedonia Ave.; south to Co. Rd. 800 S; east to Co. Rd. 900 E
- 91 . . . Eastern Elkhart County line and Ind.-Mich. state line south to southern county line; west to St. Rd. 19; north to St. Rd. 119; northeast to west side of Goshen to St. Rd. 15; north to Ind.-Mich. line, excluding Bristol
- 93 . . . St. Rd. 19 at Ind.-Mich. line south to U.S. 33; southeast to Goshen, excluding Goshen; east to St. Rd. 15; north to Ind.-Mich. line, including Bristol
- 95 . . . Western Elkhart County line from Ind.-Mich. line south to southern county line, including Osceola; east to St. Rd. 19; north to St. Rd. 119; northeast to west side of Goshen; north to U.S. 33; northwest to Main St. (Elkhart); north to St. Rd. 19; north to Ind.-Mich. line; north to Mich. 62 to U.S. 12; southeast to Ind.-Mich. line, including Adamsville, Mich.

GUIDELINES FOR HOSTING DCM CONFERENCE

- Make flyers: Approximately 200 to take to Area Assembly before the Conference.
- Meeting facility must be handicap accessible.
- Food for 60-75 people – lunchmeat ¼ lb. per person & bread or buns. Suggested – turkey, roast beef & ham. Cheese and other condiments. Potato salad, slaw, potato chips or what you choose to make lunch complete. Veggie tray or fruit tray.
- Coffee & pots – Regular & decaffeinated – creamer, sugar, and sweet n’ low.
- Pop & ice – coolers (bottled water is also popular)
- Serving trays
- Donuts (9 dozen)
- Paper goods: plates, napkins, plastic ware, coffee cups.
- Also will need: cans for coffee & pop donations, basket for 7th Tradition, extension cords.

AREA 22 STRUCTURE

1. This structure is meant and intended to follow **The Current A.A. Service Manual** as closely as possible. The structure of **Area 22** shall be composed of two separate entities, the **Committee** and the **Assembly**.

A. The **Area Committee** shall be composed of:

- **District Committee Members** (D.C.M.)
- **Area Officers**
- **Standing Committee Chairpersons**
- **Past Delegates**

The Committee shall be responsible for the health of the Conference Structure in Area 22. Through our elected Delegate, we shall learn first hand what is happening in A.A. World Services. The members of the Committee shall be close to their districts and local scenes. If G.S.R.s are lax, or there is a lack of harmony in any of the districts, the Committee should know it. The D.C.M.s can then turn to the whole Committee for help in restoring peace or generating more activity among the groups in their districts.

B. The **Area Assembly** shall be composed of:

- All **General Service Representatives** (G.S.R.), of every group in **Area 22**
- All **District Committee Members** (D.C.M.)
- All **Area Officers & Alternates**
- **Standing Committee Chairpersons & Alternates**
- **Past Delegates**

All of the above-mentioned are **voting** members of the **Assembly**. The Area Assembly is the mainspring of the Conference structure – the democratic voice of the movement expressing itself. Assemblies are the responsibility of the Area Committee, and are conducted by its Chairperson. There shall be four (4) Area Assembly meetings a year. In **October** of **even** numbered years, a **fifth** Area Assembly will be convened for the sole purpose of **Area Elections**. The Area Assembly meetings will rotate clockwise in the four quadrants of Northern Indiana. The districts in each quadrant will host the Weekend Assembly every fourth year, giving all quadrants equal participation in all Area Assemblies and Weekend Assemblies. These meetings should be attended by all of the assembly members listed above. (*Note: Alternate D.C.M.s and Alternate G.S.R.s vote only in absence of the D.C.M. or G.S.R.*)

Rotation of the Area Assemblies and Weekend Assembly will follow this example:

- | | |
|--------------|---|
| a. Year 2013 | Feb – Northeast, May – Southeast,
Aug – Southwest, Nov – Northwest |
| b. Year 2014 | Feb – Southeast, May – Southwest,
Aug – Northwest, Nov – Northeast |
| c. Year 2015 | Feb – Southwest, May – Northwest,
Aug – Northeast, Nov – Southeast |
| d. Year 2016 | Feb – Northwest, May – Northeast,
Aug – Southeast, Nov – Southwest |

The Weekend Assembly will be held in May of each year. This will follow the General Service Conference, which is held in April and will better facilitate the Delegate's annual report. It will also provide more favorable weather conditions for travel purposes. (Note: refer to the *Weekend Assembly Guidelines for hosting, finance, and planning.*)

2. Area Committee Officers should consist of:

- **Chairperson and Alternate**
- **Secretary and Alternate**
- **Treasurer and Alternate**
- **Registrar and Alternate**
- **Delegate and Alternate**
- **Immediate Past Delegate**

The Area Committee Officers shall preside over all Area Committee and Area Assembly meetings.

Area officers qualifications and duties are found in the current A.A. Service Manual.

(Note: Treasurer and Alternate Treasurer must be bondable.)

3. The following are the Standing Committees of Area 22.

- **Public Information**
- **Cooperation with Professional Community/Treatment Facilities**
- **Corrections**
- **Grapevine**
- **Archives**
- **Literature**
- **Finance** (note: Treasurer shall be a member of this committee)
- **State Convention**
- **Sound System**

4. **Election Assemblies** are held in October of even numbered years. The delegate and other area officers are elected to a term of two (2) years. The delegate is elected by **Third Legacy Procedure**. **The Third Legacy procedure is explained in The A.A. Service Manual.** The alternate delegate is elected next by the same procedure, followed by other area officers. At this point, the chairperson may ask the assembly that the election of Standing Committee Chairpersons and Alternates be elected by a simple majority ballot. Standing Committees are then filled at the Area Assembly held in February. These committees are filled by D.C.M.s by a draw from the hat.

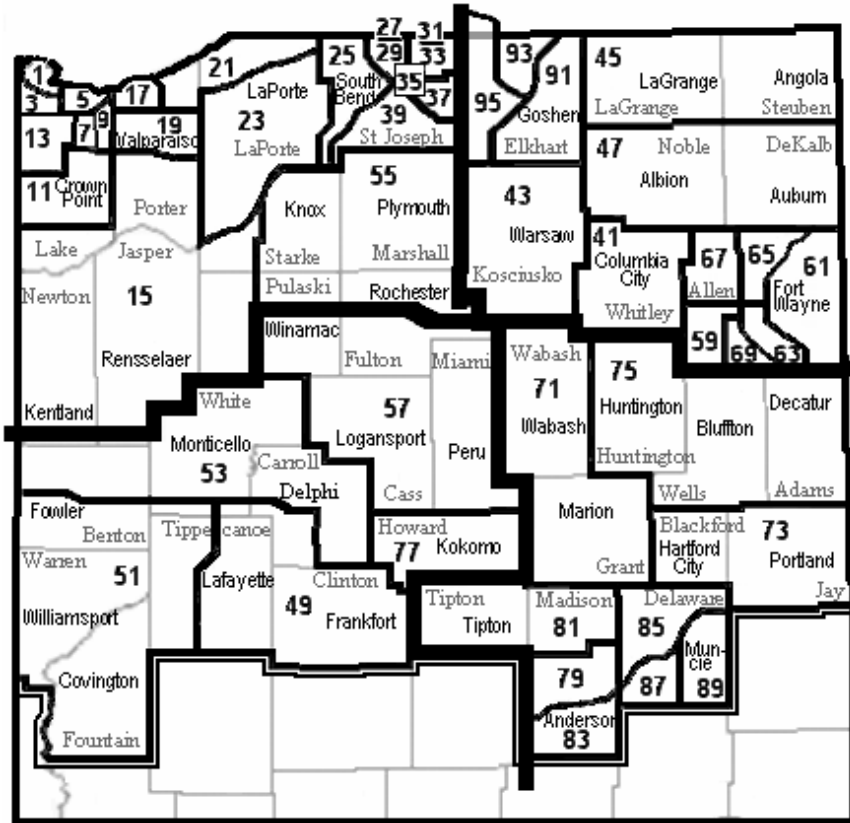
5. The **State Convention Chairperson and Co-chairperson** will be from the same **Area** in alternating years. Area 22 hosts the State Convention the odd numbered years and Area 23 the even numbered years. (Note: Refer to the *State Convention planning guide for hosting and finance of the State Convention by Area 22.*)

6. The **Finance Committee** shall be composed of not less than five persons nor more than seven. The Finance Committee shall consist of the Area Treasurer and the Alternate Treasurer; along with five Area Committee Members, to be appointed by the Area 22 Chairperson as follows: four (4) District Committee Members, one from each quadrant, and one (1) committee member with a financial background. The Finance Committee will then appoint one amongst themselves (excluding Area Treasurer and Alternate Treasurer) to serve as the Committee Chairperson.

17 . . .Portage, Chesterton

- 19 . . .Eastern Porter County line at U.S. 6; south to U.S. 30; west to county line; north to U.S. 6, including Wheeler; east to county line
- 21 . . .LaPorte County north to Interstate 80-90; west to county line; south to U.S. 6; west to St. Rd. 49; north to Lake Michigan, excluding Chesterton
- 23 . . . All of LaPorte County south of Interstate 80-90
- 25 . . . Starting at the Ind.-Mich. state line, south on Portage Rd. to Wilber St.; south to U.S. 20; southeast to Leland Ave.; north to Lamont; east to Lafayette; north to Riverside Dr.; east to Michigan St.; south to Western Ave.; west to Chapin St.; south to Prairie Ave./Liberty Hwy.; to county line
- 27, 29 Same boundaries – Dist. 27, all meetings after 6 P.M.; Dist. 29, before 6 P.M.. Starting at the Ind.-Mich. state line, south on Portage Rd. to Wilber St.; south to U.S. 20; south to Leland Ave.; north to Lamont; east to Lafayette; north to Riverside Dr.; east to Michigan St.; north to Cleveland Rd.; west to St. Joseph River; north to Ind.-Mich. state line; east to Portage Rd.
- 31, 33 Same boundaries – Dist. 31, all meetings after 6 P.M.; Dist. 33, before 6 P.M.. Starting at Ind.-Mich. state line, south along the St. Joseph River to Cleveland Rd.; east to U.S. 33; south to Angela Blvd.; east to Edison Rd.; east to Grape Rd.; north to Day Rd.; east to Bittersweet Rd.; continue east on Edison Rd. to county line; west to St. Joseph River
- 35 . . Starting at Angela Blvd. at U.S. 33, east on Angela Blvd. to Eddy St.; south to Sample St.; west to Chapin St.; north to Western Ave.; east to Michigan St.; north to Angela Blvd.
- 37 . . Starting at Eddy St. and Edison Rd., east to Grape Rd.; north to Day Rd.; east to Bittersweet Rd.; continue east, Edison Rd. to county line; south to Jackson Rd.; west to Beech Rd.; north to Dragoon Tr.; west to Ewing St.; west to Ironwood Dr.; north to Lincolnway E.; west to Eddy St.; north to Edison Rd.
- 39 . . Starting at the south St. Joseph County line and Liberty Hwy., northeast on Liberty Hwy. to Prairie Ave. to Sample St.; east to Lincoln Hwy. E.; east to Ironwood Dr.; south to Ewing St.; east to Dragoon Tr.; east to Beech Rd.; south to Jackson; east to county line; south to county line; west to Liberty Hwy.
- 41 . . Whitley County
- 43 . . Kosciusko County
- 45 . . Steuben County, La Grange County
- 47 . . DeKalb County, Noble County
- 49 . . Clinton County; Tippecanoe County eastern line west to U.S. 231-St. Rd. 43; southeast White County south of St. Rd. 18 and east of St. Rd. 43; Carroll County south of St. Rd. 18 and west of St. Rd. 25
- 51 . . Tippecanoe County west of U.S. 231-St. Rd. 43; Fountain County; Warren County; Benton County south of St. Rd. 18
- 53 . . Carroll County except area south of St. Rd. 18; White County except area south of St. Rd. 18; western White County, area between U.S. 24 and St. Rd. 18
- 55 . . Marshall County; Starke County east of St. Rd. 39; Pulaski County north of St. Rd. 14 and east of St. Rd. 39; Fulton County north of St. Rd. 14
- 57 . . Cass County; Miami County; Fulton County south of St. Rd. 14; Pulaski County south of St. Rd. 14 and east of St. Rd. 39
- 59 . . Starting at western Allen County line and St. Rd. 14, east on St. Rd. 14 to Illinois Rd. to Jefferson Blvd. to Washington Blvd. to Lafayette St.; south to Williams St.; west to Taylor St. to Washington Rd.; south to Covington Rd.; west to Smith Rd.; south to county line; west to county line; north to St. Rd. 14
- 61 . . Starting at north Allen County line and Ind.-Oh. state line, west to St. Joseph River; south to Schwartz Rd.; south to St. Joe Rd.; south to Evard Rd.; east to Reed Rd.; south to Meyer Rd.; south to Paulding Rd.; west to Wayne Trace Rd.; south to county line; east to Ind.-Oh. state line; north to county line

MAP OF AREA 22 DISTRICTS



VERBAL DESCRIPTION OF AREA 22 DISTRICTS

The following is a verbal description of the forty-eight (48) districts in Area 22 as laid out by the redistricting committee and approved by the Area 22 Assembly November 1992.

DISTRICT

- 1East Chicago, Whiting
- 3Hammond
- 5, 7, 9..Gary, Lake Station, Hobart
- 11.....St. Rd. 2 east of the Ind.-Ill state line to the Lake County line; north to 73rd Ave.; west to St. Rd. 55; south to U.S. 231; west to Ind.-Ill. state line
- 13Interstate 80-90 east from the Ind.-Ill. state line to Interstate 65; south to 73rd Ave.; west to St. Rd. 55; south to U.S. 231; west to Ind.-Ill. state line
- 15Newton County and Jasper County above U.S. 24; Pulaski County west of St. Rd. 39; Starke County west of St. Rd. 39 and south of the Kankakee River; Porter County south of U.S. 30; Lake County south of St. Rd. 2 (extended straight to Ind.-Ill. state line)

7. The goal of Area 22's **prudent reserve** is to cover one (1) year of budgeted expenses. The Finance Committee shall manage the prudent reserve. Area Treasurer and Alternate Treasurer serve as authorized signatories for the reserve. Withdrawals and/or transfers must be authorized by the Finance Committee.

8. An **Audit Committee** shall be appointed annually by the Area Chairperson, consisting of three to five members (at least one with a financial background), to perform the annual audit of Area 22 monies. The Treasurer and Alternate Treasurer are ineligible to serve on the Audit Committee. The Audit Committee will then appoint one amongst themselves to serve as the Committee Chairperson. The Audit Committee shall examine the accuracy of receipts, profit and loss statements, bank reconciliations, and check registers to verify they conform to commonly accepted accounting practices and budgeted authorized disbursements of Area 22 monies. The Audit Committee shall also verify the balance of the prudent reserve.

9. All persons responsible for **Area 22 monies** must be bonded. Literature and Grapevine Chairpersons excluded.

10. **Expenses** of the Area Committee come under the Area Committee budget. Financial support for G.S.R.s, from shared experience indicates that many groups provide financial support for their G.S.R. to attend service functions. Financial support for D.C.M.s from shared experience indicates that many districts support their D.C.M. to attend service functions. Financial assistance for D.C.M.s is outlined in the Area Budget Definitions for districts that are struggling financially.

11. **D.C.M. Conferences** will be held during the months of March and October of each year. It will be the responsibility of the **Alternate Delegate** to co-ordinate the conferences. The March conference is designated to go over the agenda for the **General Service Conference**. The proposed budget will be distributed at the end of the October D.C.M. Conference. (Note: refer to the D.C.M. Conference planning digest for hosting and finance of the D.C.M. Conference)

12. The **Area Structure** may be amended as needed, provided that notice is published in writing and read to the Area 22 Assembly. Amendments may then be passed by a **2/3 majority**, of those present and entitled to vote, at the next regular Area Assembly.

The updated structure was passed by a two-thirds majority on May 20, 2012 at the Area Assembly held in Milford, Ind.

JOB DESCRIPTIONS

Suggested responsibilities of the Area 22 officers and committee chairpersons (excluding Delegate and Alternate Delegate)

Area 22 Chairperson is responsible for the smooth running of the Area assemblies, consulting with the committee before setting the date and time, making sure that all groups are notified, consulting with officers and committee members on the program, and chairing the assembly meetings. The Chairperson, more than any other officer, keeps the delegate informed about what is going on in the Area, and makes sure that committee members are aware of what goes on in World Services.

Responsibilities:

1. Prepare agendas and chair Area 22 assemblies.
2. Communicate and cooperate with alternate chairperson.
3. Attend Area 22 DCM conferences.
4. Encourage service participation at group, district, and Area levels.

5. Provide the Chairperson budget for the following year to the Area 22 treasurer.
6. Report all expenses to the Area 22 treasurer.
7. Apport finance committee and an annual audit committee.
8. Receive and verify copy of treasurer and alternate treasurer bond, and present it to the area secretary for filing.
9. Inform the newly elected Area 22 chairperson fully, before they begin.

Area 22 Alternate Chairperson

Responsibilities:

1. Communicate and cooperate with chairperson.
2. Keep the Area 22 calendar up to date and provide copies at all Area 22 assemblies and DCM conferences.
3. Serve as liaison to central or intergroup offices in Area 22.
4. Coordinate informational forums.
5. Provide the Alternate Chairperson budget for the following year to the Area 22 treasurer.
6. Report all expenses to the Area 22 treasurer.
7. Inform the newly elected Area 22 alternate chairperson fully, before they begin.

Area 22 Secretary records and distributes minutes of Area assemblies and DCM conferences. The Secretary is in a good position to act as liaison between officers and committee members.

Responsibilities:

1. Prepare and mail meeting notices to Area 22 officers, chairpersons, DCMs, and past delegates.
2. Attend and prepare meeting minutes from all Area 22 assemblies and DCM conferences.
3. Communicate and cooperate with alternate secretary.
4. Mail minutes of Area 22 assemblies and DCM conferences to all Area 22 officers, chairpersons, DCMs, past delegates, and the General Service Office within four weeks after the event.
5. Report all expenses to Area 22 treasurer.
6. Provide the Secretary budget for the following year to the Area 22 treasurer.
7. Maintain a master file to include: Area 22 assembly minutes, DCM conference reports, financial reports, copy of treasurer and alternate treasurer bond, and other pertinent documents. This master file will be submitted to Archives Committee at the end of their term.
8. Inform the newly elected Area 22 secretary fully, before they begin.

Area 22 Treasurer keeps financial records for the Area and reports regularly to the assembly. In most cases, the treasurer is responsible for encouraging contribution support for area and G.S.O. services. *Note: Treasurer and Alternate Treasurer must be bonded, and provide a copy of their bond to the area chairperson.

Responsibilities:

1. Attend regular committee meetings held by the Finance Committee and Audit Committee.
2. Communicate and cooperate with the alternate treasurer, Finance Committee and Audit Committee.
3. Attend all Area 22 assemblies and DCM Conferences.
4. Collect funds from the Area 22 PO Box and send receipts for all donations on a regular basis.
5. Encourage group and district donations to Area 22 and the General Service Office.
6. Provide financial reports and present at all area 22 assemblies.
7. Provide bank statements to Finance Committee for review at Area 22 assemblies.
8. Reimburse receipted expenses.
9. Inform newly elected Area 22 treasurer fully, before they begin.

General Rules of Debate:

(agreed to at the beginning of each Conference)

- 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.

Calling the Question: Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote (the question) or go on with the debate. A motion to call the question:

- Must be made in order at the microphone.
- Requires a second.
- Is not debatable.
- Requires a two-thirds vote.

Substantial Unanimity: All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, a two-thirds majority. Any actions, including amendments, that affect an Advisory Action, or motions that might result in such an action, also require a two-thirds majority.

Because the number of members present in the hall during the week of Conference varies from time to time, the phrase “two-thirds vote” is taken to mean two-thirds vote of the Conference members voting, as long as the total vote constitutes a Conference quorum.

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.

- Only a simple majority is required.
- No action may be reconsidered twice.
- If the majority votes to reconsider, *full debate*, pro and con, is resumed. (Conference members are urged to limit discussion to *new* considerations of the question under debate.)

Tabling a Motion: Tabling a motion (postponing discussion to a later time during the same Conference):

- 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 question at hand, thus confusing and/or delaying Conference 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 Conference body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

Area 22 State Convention Chairperson

Responsibilities:

1. Choose members for heading up various work categories.
2. Call committee meetings (time and place), prepare meeting agenda.
3. At the first planning meeting, issue copies of guidelines and review them with each committee.
4. Keep close check on all phases of planning and progress.
5. Prepare pre-convention budget, keeping in mind past experiences.
6. Determine quantity of flyers, registration forms, programs and mailing dates.
7. Invite Al-Anon and Alateen representation.
8. Through the seated Delegate, invite Trustee to be guest (expenses reimbursed) and possibly participate in the Convention.
9. Conduct convention site walk-through with appropriate committee members.
10. Obtain information on alternate housing, rates, phone numbers, etc.
11. Write notes of appreciation, before and after Convention, to speakers.
12. After wrap-up meeting, forward all records to next convention chairperson.
13. Present a final financial report to the Area no later than the August assembly.

Area 22 Sound Chairperson

Responsibilities:

1. Record all Area 22 assemblies and DCM conferences.
2. Communicate and cooperate with the Alternate Sound System Chairperson.
3. Maintain and transport Area 22 sound system equipment.
4. Report all expenses to the Area 22 treasurer.
5. Provide sound system budget for the following year to the Area 22 treasurer.
6. Inform newly elected Area 22 Sound System chairperson fully, before they begin.

SUMMARY OF CONFERENCE PROCEDURES

(How the General Service Conference Operates)

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

It is important to remember that the purpose of rules of order is to make it easier for the Conference to conduct its business; rules exist to allow the Conference to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience.

Conference Quorum: A Conference quorum – two-thirds of all registered members – is required to conduct Conference business.

Committee System: To the extent possible, important matters to come before the Conference will be handled via the "Committee system." This assures that a large number of questions can be dealt with during the Conference week. Each Committee considers carefully the items before it and presents its recommendations to the Conference as a whole for acceptance or rejection.

The final order of Conference business will be consideration of any floor actions that have been submitted in writing. All floor actions will be heard unless there is a motion that the Conference decline to consider a proposed floor action, which is not debatable and will require a two-thirds vote to carry.

Area 22 Registrar keeps the area mailing list up to date, working closely with the General Service Office. They provide the most current group, district, and area information to our members.

Responsibilities:

1. Attend all Area 22 assemblies and DCM conferences.
2. Work closely with Area 22 delegate, to keep group information as current as possible.
3. Communicate and cooperate with the alternate registrar.
4. Provide sign-in sheets at all Area 22 assemblies and DCM conferences.
5. Maintain roster of Area 22 officers and DCMs, and have them available at assemblies and DCM conferences.
6. Maintain Area 22 group information records with data base program from the General Service Office.
7. Send all group change information to the General Service Office in a timely manner.
8. Provide mailing labels to Area 22 secretary and others in Area 22 when needed.
9. Report all expenses to the Area 22 treasurer.
10. Provide Registrar budget for the following year to the Area 22 treasurer.
11. Inform newly elected Area 22 registrar fully, before they begin.

Area 22 Public Information Chairperson is responsible for creating greater understanding of – and preventing misunderstanding of – the A. A. program, through the public media, electronic media, P. I. meetings and committees, and speaking to community groups, throughout Area 22.

Responsibilities:

1. Familiarize self with the Public Information workbook and literature.
2. Hold regular committee meetings.
3. Communicate and cooperate with the alternate Public Information chairperson.
4. Provide a brief report at all Area 22 assemblies.
5. Cooperate with the Public Information committees in local districts and intergroups.
6. Visit groups and districts in Area 22 when needed or requested.
7. Provide literature to groups or districts within Area 22 when needed or requested.
8. Report all expenses to the Area 22 treasurer.
9. Provide the Public Information committee budget for the following year to the Area 22 treasurer.
10. Maintain contact with the General Service Office Public Information Committee, and share the information with the Area at assemblies.
11. Inform newly elected Public Information chairperson fully, before they begin.

Area 22 Cooperation with the Professional Community/Treatment Facilities Chairperson

will seek to create mutual understanding and cooperation between the fellowship and those professional groups and individuals concerned with alcoholism and the still suffering alcoholic, to further the acceptance of AA in hospitals, rehabilitation centers, and similar facilities within Area 22, and bring additional help to alcoholics under treatment there.

Responsibilities:

1. Familiarize self with the CPC/TF workbooks and literature.
2. Hold regular committee meetings.
3. Communicate and cooperate with the alternate CPC/TF chairperson.
4. Provide a brief report at all Area 22 assemblies.
5. Cooperate with CPC/TF committees in local districts and intergroups.
6. Visit groups and districts in Area 22 when needed or requested.
7. Visit professionals and treatment facilities within Area 22 when needed or requested.
8. Provide literature to groups, districts or professionals in Area 22, when needed or requested.
9. Report all expenses to the Area 22 treasurer.
10. Provide CPC/TF committee budget for the following year to the Area 22 treasurer.

11. Encourage group and district participation in Area 22.
12. Maintain contact with the General Service Office CPC/TF Committee and share the information with the Area at assemblies.
13. Inform newly elected CPC/TF chairperson fully, before they begin.

Area 22 Corrections Committee Chairperson will be the Area's connection to the correctional facilities that house our fellow AA members. They will coordinate, in the most effective manner, the flow of information from the Area, districts, groups, and individual AA members, to the alcoholics in correctional facilities.

Responsibilities:

1. Familiarize self with the Correctional Facilities workbook and literature.
2. Hold regular committee meetings.
3. Communicate and cooperate with alternate Corrections Committee chairperson.
4. Provide a brief report at all Area 22 assemblies.
5. Coordinate cooperation with state and federal prisons, county jails and any other penal confinement institutions in Area 22.
6. Visit state and federal prisons when needed or requested.
7. Provide literature to state and federal prisons when needed or requested.
8. Cooperate with correctional facilities committees in local districts and intergroups when requested.
9. Encourage group and district participation in Bridging The Gap.
10. Report all expenses to the Area 22 treasurer.
11. Provide Corrections Committee budget for the following year to the Area 22 treasurer.
12. Maintain contact with the General Service Office Correctional Facilities Committee and share the information with the Area at assemblies.
13. Inform newly elected Area 22 Corrections Committee chairperson fully, before they begin.

Area 22 Grapevine Chairperson will be the Area 22 liaison to the Grapevine staff in New York, keeping the districts, groups, and individuals of Area 22 informed of new materials and services provided.

Responsibilities:

1. Familiarize self with the Grapevine workbook and literature.
2. Hold regular committee meetings.
3. Communicate and cooperate with the alternate Grapevine chairperson.
4. Provide a brief report at Area 22 assemblies.
5. Encourage groups to register Grapevine representative participation.
6. Control and order Grapevine materials for Area 22 display.
7. Display Grapevine materials at all Area 22 assemblies and DCM conferences.
8. Display Grapevine materials wherever and whenever needed or requested in Area 22.
9. Display Grapevine materials at the Indiana State Convention, odd numbered years. (We alternate with Area 23/Southern Indiana)
10. Encourage Grapevine subscriptions and distribution.
11. Report all expenses to the Area 22 treasurer.
12. Two weeks prior to all Area 22 assemblies, a physical inventory needs to be taken to provide the Area 22 treasurer with a monetary value for accounting and reporting purposes.
13. Provide the Grapevine committee budget for the following year to the Area 22 treasurer.
14. Remit funds collected immediately to the Area 22 treasurer.
15. Maintain contact with the General Service Office Grapevine Committee and share information with the Area at assemblies.
16. Inform the newly elected Area 22 Grapevine chairperson fully, before they begin.

Area 22 Archives Chairperson will oversee the collection, preservation, and administration of the official records and donated items of Area 22.

Responsibilities:

1. Preserve and maintain the Area 22 Archives.
2. Hold regular committee meetings.
3. Communicate and cooperate with the Alternate Archives chairperson.
4. Provide a brief report at all Area 22 assemblies.
5. Display Area 22 archives at Area 22 assemblies, DCM conferences and the Indiana State Convention, odd years, when being hosted by Area 22.
6. Display Area 22 archives at groups or districts in Area 22 when needed or requested.
7. Cooperate with archives committees in local districts and intergroups.
8. Report all expenses to the Area 22 treasurer.
9. Provide Archives committee budget for the following year to the Area 22 treasurer.
10. Maintain contact with the General Service Office Archives Committee and share information with the Area at assemblies.
11. Inform the newly elected Area 22 Archives chairperson fully, before they begin.

Area 22 Literature Chairperson continually keeps the area informed of new conference approved publications from our General Service Office, mindful of the importance of our literature in our twelve-step work; and most importantly keeping it available to all who need and want it.

Responsibilities:

1. Familiarize self with all AA conference approved literature.
2. Hold regular committee meetings.
3. Communicate and cooperate with the alternate Literature chairperson.
4. Provide a brief report at Area 22 assemblies.
5. Control and order AA conference approved literature for the Area 22 display.
6. Display literature wherever and whenever needed or requested in Area 22.
7. Display Area 22 literature at the Indiana State Convention, odd numbered years. (We alternate with Area 23/Southern Indiana.)
8. Encourage Area 22 literature sales and distribution.
9. Report all expenses to the Area 22 treasurer.
10. Two weeks prior to all Area 22 assemblies a physical inventory needs to be taken, to provide the Area 22 treasurer with a monetary value for accounting and reporting purposes.
11. Remit funds collected, immediately to the Area 22 treasurer.
12. Provide Literature committee budget for the following year to the Area 22 treasurer.
13. Maintain contact with the General Service Office Literature Committee and share the information with the Area at assemblies.
14. Inform the newly elected Area 22 Literature chairperson fully, before they begin.

Area 22 Finance Committee Chairperson will be elected by the appointed Finance Committee members. The chairperson should have a financial background (such as past area treasurer, banking, tax preparation, or bookkeeping), and be able to assist the Area 22 treasurer with the financial concerns of Area 22.

Responsibilities:

1. Hold regular committee meetings to address the needs and concerns of Area 22, and review any recommendations brought forth.
2. Along with the Area 22 Finance Committee, prepare the Area 22 budget for the following year, and have copies available at the end of the October Area 22 DCM Conference.
3. Present the Area 22 Budget, for the following year, to the Area 22 Assembly in November.
4. Manage the prudent reserve.
5. Review bank statements.