

Idaho Area 13 Al-Anon/Alateen Policy/Procedure Manual

Al-Anon Declaration

Let it begin with me.

When anyone, anywhere, reaches out for help,
Let the hand of Al-Anon and Alateen always be there,
and let it begin with me

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Map of Idaho Districts



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Introduction

What are guidelines?

Guidelines are: rules, strategy, plans, guiding principle, course of action, a procedure. (Thesaurus translation)

They are an addition to the service manual and guidelines suggested by the World Service Office.

The *Al-Anon/Alateen Service Manual*, WSO guidelines, and Idaho Area Policy/Procedure Manual guidelines are not hard fast rules. They are only meant to guide us and give us some idea of how to do the service that we've chosen to do. They come from the experiences of other Al-Anon members. They are not meant to demean us or to make our jobs harder but will help provide a service to Al-Anon and getting the message out to others.

The wonderful thing about guidelines is that they can be changed with experience, strength, hope, and growth. We all do the best we can in whatever position that we take. The most important thing to remember is the willingness to try.

It is strongly recommended AWSC members have a copy of the *Al-Anon/Alateen Service Manual* and the Idaho Area Policy/Procedure Manual.

I. Statement of Purpose

These guidelines contain valuable information for each Al-Anon member involved in Idaho Area service work, and are meant only to supplement the *Al-Anon/Alateen Service Manual* with policies specific to Idaho Al-Anon.

The primary function of the Idaho Area World Service Committee is to plan for and improve Assemblies, Area Workshops, publish a quarterly newsletter and provide a link of service through its Delegate to the World Service Conference.

The Idaho AWSC also plans for the general improvement of Al-Anon/Alateen groups in Idaho. We do this by encouraging the use of Al-Anon Conference Approved Literature, study of the Twelve Steps and Twelve Traditions, Sponsorship, and Service.

II. Area World Service Committee

The Area World Service Committee (AWSC) is comprised of the following:

- 5 Area Officers: Delegate, Alternate Delegate, Chair, Secretary, and Treasurer.
- Area Coordinators: Public Outreach, Literature Center Liaison, Alateen Coordinator/Process Person, Forum/Literature, Group Records, Website, Archives, and Newsletter Editor.
- Current District Representatives, one for each of the seven districts.

III. Qualifications for AWSC Service

- Minimum of two years of Al-Anon membership.
- Two years of service at the group or district level.
- Working knowledge of the Traditions.
- Cannot be a member of AA.

IV. Responsibilities of Idaho Area World Service Committee Members

- AWSC members are to attend two Area assemblies, and two AWSC meetings, usually eight-nine weeks prior to the assembly, per year.
- Area Officers, Coordinators, and DRs provide an oral report at the AWSC meetings and assemblies. Area officers, DR's, and Coordinators shall submit a written report to the Area Secretary for the AWSC meetings and Assemblies. If possible, the report will be emailed to the Secretary and Newsletter Editor. If email is not available, the report can be handed to the Secretary and Newsletter Editor. No copies are needed for AWSC members.
- The Secretary and the Treasurer need to provide copies for all AWSC members.
- Oral reports by Coordinators and DRs are not to exceed two minutes.
- If an area committee member (this applies to DRs too) is unable to attend an area meeting, or have an alternate present, the Area Chair should be notified, and a written report should be submitted for the meeting. The report should also be sent to the Newsletter Editor and to the Area Secretary.

V. Guidelines for replacing AWSC members not fulfilling their duties

- In the event an Area Officer or Coordinator is absent from two area meetings in a calendar year, without notifying the Area Chair with a valid excuse, he/she is automatically removed from the AWSC. The Chair will notify anyone who has been removed from the committee. The Coordinator should provide a report to the committee if they cannot attend the meeting. In the

- absence of communication with the Area, the Coordinator would automatically be removed from the AWSC if not attending Area meetings.
- The Area Officers are given latitude in determining the reasonable cause. If the matter involves one of the officers, the other officers would decide. The Area Chair acts on the recommendations.
 - If there is a death or resignation of an Area Officer, the Chair appoints a DR to replace the officer until another can be elected to complete the term. If no DR is available, GR's can be asked. Coordinators are to be appointed by the Area Officers.
 - If a DR does not attend an Area meeting or Assembly Business Meeting and has not notified the Area Chair, the Area Chair will let the district know that they were not represented.

VI. Area Expenses

- The expense for the AWSC meeting room will be paid from the Area Treasury, if an expense is incurred. Expenses for assembly meeting rooms will be paid by the Idaho AA treasury whenever the Idaho AI-Anon Area participates in AA Assemblies.
- All Officers and Coordinators will be reimbursed for their expenses to assemblies and AWSC meetings, as determined by the current approved area budget. (See *Area Expense Reimbursement Policy*)
- Expenses incurred by DR's and GR's while attending AWSC meetings and assemblies shall be the responsibility of their respective district and/or group.
- Districts are encouraged to invite the current Area Delegate to share the report of the World Service Conference. When invited by a district to do so, the district pays the Delegate expenses
- Funds of \$700.00 per year (for three years, for a total of \$2,100) will be set aside to pay expenses of selected members to the Northwest Regional Service Seminar. Those qualified to have expenses paid are: Area Officers, District Representatives, Area Coordinators, and Group Representatives. A member who is interested in attending a NWRSS (and able to attend) would submit his/her name to the Area Secretary at the Spring Assembly prior to the NWRSS (usually held in Sept. or Nov.). The number of members whose expenses are paid is determined by the per person cost of attending with each getting approximately \$700, based on receipts submitted. To be considered, a member must agree to attend the entire RSS weekend, and to submit a written report to the Area Newsletter, and a verbal report to the Assembly.
- The Idaho Area will pay for the Area Delegate to attend the US Northwest Regional Delegates Meeting (NWRDM) each year. The Assembly also voted to pay for the Alternate Delegate and one past Delegate to attend the NWRDM once during the 3-year term.

VII. Motions

Assembly Agenda Items

A recommendation for an Assembly agenda item is made at the AWSC meeting. A consensus by the AWSC puts the item on the agenda. Recommendations should be given, in writing to Area Chair prior to the AWSC meeting. Any Al-Anon member can make a recommendation to the AWSC.

At the Assembly, any voting member can make or second a motion. A motion can be tabled by the Chair after it has been presented and opened for discussion.

Procedures for Voting on Motions

- A motion or recommendation is made and seconded and then discussion is opened.
- If an amendment is made to a motion the amendment is then to be discussed and voted on.
- If the amendment is passed, then the amended motion is voted on. If the amendment is defeated then discussion reverts to the original motion and it is voted on.
- Only the person who made the motion can withdraw the motion.
- An old motion can be rescinded with the majority vote of the Assembly.
- Simple majority passes motions.
- Elections are passed according to the *Al-Anon/Alateen Service Manual* suggestions for each position i.e., two-thirds majority for Delegate and Alternate Delegate and simple majority for Treasurer, Secretary, and Chair. These guidelines are read from the *Service Manual* prior to the voting. A motion is made to vote by ballot or a show of hands
- The simple or two-thirds majority number is given after each vote. It is a simple majority or two-thirds majority of the votes cast on each ballot.

Discussion Guidelines

Discussion guidelines are based upon the guidelines practiced at the World Service Conference:

- Each person may share only once per topic, unless answering or asking a specific question.
- There is a two minute limit on sharing
- No applause or boos which signifies judgment.
- No sharing just to affirm another or offer rebuttals. If someone has shared your views please don't repeat it.
- Write out what you are going to say for brevity and clarity, before sharing your opinions with voting members of the assembly.

Process for Making Changes

Al-Anon members who would like to present ideas or changes to the Area World Service Committee or the World Service Office would follow these steps. The Al-Anon member presents the idea or change to the Group Representative, who then, in turns takes it to the District meeting. The District Representative then takes the idea or change to the Area World Service Committee meeting. If the idea or change is for the World Service Office the Area Delegate would then take the idea or change to the World Service Office.

As with any issue in Al-Anon, everything needs to be voted on. At a group level, all group members vote on the issue for the GR to take to the District meeting. At the District meeting GR's would vote on what issues to take to the Area World Service Committee Meeting. At the Area World Service Committee meeting the Officers, Coordinators, and DR's would vote on whether to take the issue to the Area Assembly. At the Assembly the GR's vote on whether an issue should be taken to the World Service Conference or whether it should be addressed by the Area World Service Committee.

VIII. Idaho Area Al-Anon Days

- Al-Anon Days is typically held in June. The rotating district is responsible for chairing the event, finding an appropriate venue, and creating the agenda. The host district decides whether to have a one day event or a weekend event.
- Since it is an Area event, the AWSC approves the agenda. Traditionally, other districts are asked to participate in chairing workshops or meetings.
- Registration fees and the 7th tradition should cover the weekend's expenses.
- Registration fees should cover the speaker if there is one.
- Proceeds are returned to the Area.
- \$150 seed money can be requested from the Area Treasurer for Al-Anon Days.

IX. Assemblies

The assembly of the Idaho Al-Anon Family Groups is held twice a year. Historically, Idaho Al-Anon has held its assembly at the same time and place as Idaho AA. Assemblies are usually held in May and October. There is a separate manual on how to host an assembly.

X. Position Descriptions

A position description for the Idaho Area Officers and Coordinators is outlined below. These guidelines are specific to the Idaho Area. More information is available online at the WSO website and the *Al-Anon/Alateen Service Manual*.

Coordinators and ad hoc committee chairs give progress reports at Assemblies and AWSC meetings and also provide copies to the Newsletter Editor.

Area Officers

(Supplement to *AI-Anon/Alateen Service Manual and Guidelines*)

Area Delegate

- Brings handouts, reports, and other pertinent materials from the World Service Conference to the assembly and AWSC meetings.
- Gives a Delegate's Report at each assembly. An hour is allotted for this report, which can include skits, presentations, showing Public Service Announcements (PSAs), etc. A written Delegate's Report is prepared for the Area Newsletter Editor, and given to the Area Secretary for record keeping.
- Gives a Delegate's Report at each AWSC meeting. The Delegate is given 15 minutes on the agenda.
- The Delegate and Area Chair determine the direction of the Action Committee/Brainstorming session at each assembly. The topic is often derived from the World Service Conference theme or based on topics relevant to our area's growth. Responsibility for chairing these sessions can be delegated to others on the area committee.
- Attends the Northwest Regional Delegate Meeting every year during their three year term.
- It is suggested that once during the three-year term, the regional trustee be invited to speak and to chair a service workshop. The Delegate invites the regional trustee to an area assembly, with the blessing of the AI-Anon Host Committee.
- The Delegate also serves on one of six World Service Conference selected committees which includes; Admissions/Handbook, Nominating/Conference Committee on Trustees, Group Services, Public Outreach, Literature, or e-CAL.
- Sends a welcome letter to new groups to inform them of their DR and the next Area Assembly.

Alternate Area Delegate

- Chairs GR Exchange meeting on Friday night at each assembly with the purpose of informing GRs about AI-Anon's structure, traditions, and concepts. Leads a discussion to answer GR's questions about how AI-Anon works. Helps GRs exchange information with each other about group concerns and successes.
- Serves as the Timer, setting a 2-minute limit for reports and comments at the microphone.
- Is familiar with the duties of the Idaho Delegate (see above), so that if the Delegate cannot finish the 3-year term the Alternate can step into it.

- Attends the Northwest Regional Delegate Meeting once during their three year term.
- Assists the District Host committee in planning the Area Assembly. Acts as a resource for any questions related to participating in an AA Assembly.

Area Chair

- Chairs and sets business agenda for AWSC and area assembly.
- Requests in advance and checks the Assembly business meeting room for setup including two microphones, number of chairs, TV/DVD, and water.
- Keeps the AWSC and area assembly business meeting discussions on track, halting off-topics comments.
- Starts and ends business meetings on time. Tables agenda items if adequate time is not available.
- Provides the business agenda to area committee members at least two weeks prior to area business meetings.
- Sends a follow up memo to area committee members within two weeks after the AWSC meeting to re-cap voting issues for Group Representatives.
- Sets dates and signs facility contracts, if needed, for AWSC meetings.
- Notifies Area Coordinators or Officers who have been removed from the AWSC due to lack of participation. Notifies district if District Representative does not attend the AWSC and has not contacted the Area Chair or sent a report.
- Develops an Evaluation Form for AWSC meetings and Area Assemblies. Compiles responses into an Evaluation re-cap after the area meetings and assemblies, and sends the re-cap to AWSC members via email.
- Chairs DR Exchange meeting on Friday night at each assembly with the purpose of informing DRs about AI-Anon's structure, traditions, and concepts. Helps DRs exchange information with each other about district concerns and successes. Helps DRs identify and develop leadership skills.

Area Secretary

- Has access to and proficiency in the use of a computer.
- Has access to and proficiency in the use of email.
- Takes minutes and maintains a written record of all current and past AWSC and area assembly business meetings. Original minutes and attachments will be maintained in Idaho Area 13 Archives.
- Provides business meeting minutes to AWSC members within two weeks following each AWSC meeting and area assembly. Include attachments when possible.
- Maintains a current mailing list, including phone numbers, of all AWSC members. Distributes the list to the AWSC members when changes are made.
- Establishes the number of all voting members at each area assembly. Includes the total number of voting members in the minutes, and breaks out numbers by district if possible.

- Keeps a list of GR names, addresses, email, and phone numbers, by district if possible with attendance sheet at each area assembly meeting. This list may be obtained from the Records Coordinator prior to an assembly.
- Records and maintains the area motion log. Sends the updated motion log to the Website Coordinator to get it posted on the website. Sends notice of the updated log to the AWSC after the Fall Assembly each year.
- In election year, will have resume forms available from March 1 through August 30 (Spring AWSC meeting until the Fall AWSC meeting). These forms will be available for download from the website.
- Stores and brings the Area mailbox to AWSC meetings and assemblies.
- Mails AWSC meeting handouts to those who did not attend the meeting.

Area Treasurer

- Has access to and is proficient in the use of a computer and Quicken. . Expertise in bookkeeping is needed.
- Opens and maintains an area checking account. Set up the account for another AWSC member to be an alternate signer.
- Provides area expense vouchers and issues checks upon receipt of completed vouchers. Receipts are required for reimbursed expenses.
- Provides accurate and timely financial reports at each AWSC and assembly business meeting, including current list of contributions.
- Works with the Website Coordinator to assure payment of website expenses to keep the Idaho Area website operational with no breaks in service.
- Prepares and submits proposed yearly budget at the Feb/March AWSC meeting.
- Assures a financial review of financial records is completed at the end of every three-year term.
- Following election, the outgoing Treasurer helps the incoming Treasurer , prepare the proposed budget and the incoming Treasurer gives the presentation at the Feb/March AWSC meeting.

Area Coordinators

(Supplement to *AI-Anon/Alateen Service Manual* and Guidelines)

All positions should be familiar with the *AI-Anon/Alateen Service Manual* and Guidelines

All Idaho Area Coordinators are to give a 2-minute report at the AWSC meetings (and area assemblies) and shall perform all duties incident to the office as described in the *AI-Anon/Alateen Service Manual* and such other duties which may be assigned by the Idaho Area. Reports could include sharing information sent by the World Service Office, progress on current opportunities/projects, and new ideas for our Area.

Public Outreach

- Is familiar with suggested guidelines *Outreach to Institutions (G-9)* Area *Public Outreach Coordination (G-38)*, *Outreach to the Public (G-10)*, *The Best of Public Outreach (P-90)*, *Outreach to Professionals (G-29)*, and *Public Outreach Coordination (G-38)*.
- Encourages Districts, the AIS/LDC, and GRs to take projects and information to the group.
- Distributes service projects and information from the WSO to Area Assemblies, and districts. Interacts with districts to encourage projects and answer questions.
- Requests reports of public outreach activities from the districts. Helps districts exchange information on public outreach successes/concerns.
- Assists with breakout sessions or workshops at Assemblies, if asked.

Literature Center Liaison

- Is a member of the Literature Center Board of Trustees and is appointed by the Literature Center Board to serve on the Area committee.
- Is familiar with suggested guidelines *Literature Distribution Centers (G-18)*, and *AI-Anon Information Services (AIS) (G-4)*.
- Reports on AIS/LDC finances, fundraisers, literature inventory, and any requests the Literature Center Board has for the area or the districts.
- Is the liaison between the Literature Center and the AI-Anon Assembly Host Committee to assure that books requested by the hosting district are delivered to the Assembly or area event.
- Provides order forms, special flyers, and other AI-Anon material to AWSC members.
- Expenses to Assemblies and AWSC meetings are paid by Area rather than the Literature Center or District.

Alateen Coordinator/Process Person

- Is familiar with Idaho Requirements for AI-Anon Members Involved in Alateen Service, and the certification process for Alateen Sponsors/AMIAS. Is also familiar with suggested guidelines *Area Alateen Coordinators (G-24)*.
- Brings information provided by the WSO to the AWSC and Area assemblies. Interacts with districts to encourage Alateen projects/activities and answers questions.
- Works with the Assembly host district in planning Alateen events at the Assembly, if the district votes to have an Alateen program.
- Encourages Alateen GR's to attend district and area meetings.
- Coordinates Alateen sponsor workshops/training at the Area Assemblies and encourages district Alateen sponsor workshops.
- Keeps in contact with sponsors and district Alateen Coordinators during the year to stay informed about district Alateen sponsors .
- Processes all paperwork for anyone wishing to be an AI-Anon Member Involved in Alateen Service (AMIAS). Collects Idaho Area Candidate Profile forms and any other forms related to certifying Alateen sponsors or AMIAS. Keeps an organized binder listing all current Alateen groups, sponsors, AI-Anon Members Involved in Alateen Service, by district.
- Is the liaison between the World Service Office and the Idaho Area for all communication regarding Alateen safety issues, and Alateen sponsor certification. Sends WSO the AMIAS form certifying that candidates have met the Idaho area requirements. Receives the AMIAS form from WSO with candidate ID numbers.
- Keeps all sponsorship information confidential.
- Executes the Annual Certification of Alateen Sponsors/AI-Anon Members Involved in Alateen Service.
- Follows all guidelines to assure Background Checks for AI-Anon members involved in Alateen Service (AMIAS) are completed. (See attached Certification guidelines).

Forum/Literature

- Keeps in contact with district Forum/Literature Coordinators, passing along ideas from WSO, and helping districts exchange information on successes/ concerns.
- Distributes information provided by the WSO to the AWSC and assemblies.
- Is familiar with suggested guidelines *Area Forum Coordinators (G-32)* and *Area Literature Coordinators (G-6)*.
- Writes articles about the Forum and our CAL literature for the area newsletter.
- Maintains contact with district Forum representatives.
- Helps with Forum/Literature workshops or skits.
- Develops and distributes a suggested list of ways to use the Forum or CAL literature at meetings.
- Reports at area functions about new or revised literature. Also, reports about special articles or photos in the Forum.

- Is available to GRs and DRs for assistance in conducting workshops.
- Informs WSO of exciting area activities.
- Encourages local members to submit personal articles to the WSO for publication in CAL literature or the Forum.

Group Records

- Is familiar with WSO's *Group Records Coordinator (G-36)* guidelines.
- Serves as primary contact between the area and the WSO regarding group records.
- Has access to and proficiency in the use of a computer, its programs, and the Internet.
- Maintains and updates records of all registered groups of Idaho Area 13.
- Using the Al-Anon Registration/Group Records Change Form online site, submits all group records changes received to WSO in a timely manner
- Receives bi-annual group record printout from WSO and provides each DR with the information for their respective district group records.
- Provides an updated list of GRs to the area secretary two weeks prior to each area assembly.
- Provides updated meeting lists to the Website Coordinator on a quarterly basis for changes to the website.
- Alerts DRs of unregistered and suspended groups within their respective district.
- Provides current mailing labels to the Newsletter Coordinator, if needed.
- At the end of the three-year term, compiles a new area meeting directory to be distributed to the AWSC members and area AIS/LDC offices at the first meeting following January 1 of the new term.
- For preparation of the area meeting directory, the Group Records Coordinator should receive all GR and meeting changes by December 1 of an election year.
- Notifies Area Treasurer of newly registered groups, including group number.

Website

- Is familiar with WSO's *Guideline for Al-Anon Web Sites (G-40)* and *F.A.Q. for Al-Anon Web Sites (S-66)*.
- Has access to and proficiency in the use of a computer, its programs, and the Internet.
- Coordinates items for inclusion to the Idaho Area 13 website.
- Receives updated meeting lists from the Area Group Records Coordinator on a quarterly basis and updates changes to the website.
- Communication between Website Coordinator and Group Records Coordinator is a necessity.
- Keeps website as current and up-to-date as possible.
- Is responsible for monitoring and recording all expenses incurred for the website.

- Notifies Area Treasurer of expenses and for payment reimbursement. Coordinates with the Area Treasurer to assure payment of website expenses to keep the Idaho Area website operational with no breaks in service.
- Website Content: The Idaho Area 13 website will include the following: a description of Al-Anon; the Twelve Steps, Twelve Traditions and the Twelve Concepts; a complete and up-to-date listing of Al-Anon meetings throughout the Idaho Area; address and phone number for the Al-Anon/Alateen Information Service Center; Idaho Newsletter, Area reports, and an Area events page which will include dates for Idaho Area Assemblies, Area World Service Committee (AWSC) meetings,.
- Anonymity: This website will not publish full names of any Al-Anon/Alateen member or make reference to any information relating to an individual that conflicts with our Tradition of Anonymity.
- Domain Registration: The domain name for this website shall be: www.al-anon-idaho.org. It will be registered in the name of Idaho Area State Al-Anon Family Groups. A contact email address will be established, without the use of names. Purpose of the email address will be to answer questions of the website reader. The Website Coordinator will be the email contact.
- Maintains the generic emails for the website by updating appropriate email address for inquiry (webinquiry), billing (webbilling), newsletter distribution (webnewsletter), and records (webrecords).
- Updates the Website Coordinator documentation to pass along to the next Website Coordinator.
- Updates the domain profile for the website whenever the Website Coordinator, technical coordinator, or Treasurer changes

Archives

- Is familiar with the suggested guidelines *Area Archives (G-30)*.
- Distributes information provided by the WSO to the AWSC and Assemblies.
- Encourages districts to submit archive materials, i.e., event flyers, group histories, long-time member histories, etc.
- Maintains the original area business meeting minutes.
- Maintains the pictures of our co-founders, Lois W. and Anne B., and provides them for display at area assembly meetings.
- Provides archives display at assembly meetings and Al-Anon Days, if possible.

Newsletter Editor

- Is familiar with the suggested guidelines, *Guidelines for Newsletter Editors (G-21)*.
- The area newsletter is published four times a year, ideally after each AWSC meeting and Assembly (Feb/Mar, May/June, Aug/Sept, Nov/Dec). Prints all reports submitted by Area Committee members, editing only for spelling and grammar.
- Encourages individual members to make it their newsletter by submitting information, reports, and service sharings.

- Determines whether personal sharings are appropriate for an Al-Anon newsletter, keeping the focus on Al-Anon principles, not on religion, counseling, materials other than our Al-Anon Conference approved literature, other 12-step programs, etc. Distribution is recommended within two weeks of report deadline.
- Sends newsletter via email to the Area website email distribution list compiled by individual members' requests. Sends newsletters via U.S. Mail to those requesting a hard copy. Collects \$6.00/ year subscription fee for individuals wanting a hard copy mailed.
- Sends a pdf copy of the newsletter to the Website coordinator for posting on the website. This copy does not include names and addresses of members.
- Includes a calendar of upcoming events in the Area.
- Ensures a blank copy of the Idaho Area Resume is published in the March Newsletter prior to area elections.
- Provides one copy of each newsletter to the area archives coordinator.

XI. Elections

Election Procedures

- The election of DRs and GRs for individual districts and groups should precede the date of the election assembly.
- All terms of office shall begin from January 1 following the fall election.

Eligibility to stand for area office

- In order to benefit from service experience, Area Officers will be elected from outgoing area officers and district representatives who have served in the Idaho area. Also eligible will be past District Representatives who have remained active. If no past or current DR is available to serve, a past or current GR would be eligible. Active defined as:
 - Regular attendance at Al-Anon meetings.
 - Attendance at AWSC and area meetings (minimum 2 per year).
 - Participation in service work at any level.
- A qualified individual may obtain a resume form from the area secretary or the Area website.

Proposed Method of Election

(Refer to “Election Assembly Procedures” in *the Al-Anon/Alateen Service Manual*.)

Terminology:

- Simple Majority - one more than half (for use in all elections where a simple majority is required).
- Substantial Unanimity - is at least 2/3 of the voting GR's as required per the Al-Anon/Alateen Service Manual for election of Delegate and Alternate Delegate.

Election of Area Coordinators

- Idaho Area Coordinators are to be elected by the newly elected Idaho Area Officers from submitted resumes. The election of Idaho Area Coordinators will be held at some time following the business meeting in which the election of Idaho Area Officers was held. The election is to be by simple majority.
- If there are no resumes submitted for a Coordinator's position, the position will be filled by the Area Chair appointment.
- If a Coordinator resigns before the end of their term, or does not fulfill their responsibilities, the Chair will appoint another Al-Anon member to fill the position for the unexpired term.

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