

ALASKA AREA ASSEMBLY POLICIES
ADOPTED AND AMENDED BY MAJORITY VOTE
May 19, 2018

Mission statement/Purpose: Area Assembly is the business meeting where the groups send their representatives to express a voice and vote on behalf of the group. During the Assembly, the Delegate reports the activities of the World Service Conference. (From 2018-2021 Service manual pg 157)

ASSEMBLY STRUCTURAL POLICIES ADOPTED

1. Al-Anon Alateen Service Manual was selected as the guideline to be used by the Alaska Area Assembly. (Sept86/Wasilla.) (Sept2010/Eagle River)
2. Area Committees are to be established as needed and may include but not limited to Alateen, Area Alateen Process Person, Archives, Alateen, Conference Approved Literature, Group Records, Public Outreach, Web, and Liaisons. (June87/Kodiak) (Sept2010/Eagle River)
3. Area Committee Coordinators and Area Officers will be elected by majority vote for a staggered 3-year term. (June87/Kodiak) (Sept 2010/Eagle River)
4. Two Area Assemblies will be held each year; one in Anchorage and one alternating between Fairbanks and Valley) (Sept 2011) (May 2018).
5. Alaska Area Assembly (June 1987/Kodiak) decided to form districts. District boundaries were verified accepted and may be subjected to review. (Dec 88/Anchorage) (Sept 2010/Eagle River)
6. KDBM is the decision-making voting process (May 2018/Anchorage).
7. Attendance: This meeting is open to any Al-Anon member. Attendance is predominantly Group Representatives (GRs), District Representatives (DRs), Area Assembly Officers, and Area Coordinators.
8. Voting Eligibility: The GR or Alternate GR, in the GR's absence, votes at the Assembly. Each group has one vote. Only GRs or Alternate GRs make motions and second them.
9. Voice Eligibility: Voice eligibility will include all the above (item 8). Any participants may share in meeting discussions, breakout sessions, and workshops.

BUDGET GUIDELINES

Pending available funds, the budget priorities are as follows: (Sept2010 Eagle River) (May 2018)

- Send the Delegate to World Service Conferences
- Maintain the prudent 30% reserve of the projected expenditures
- Send the Delegate to the Assemblies
- Fund area officers to the Assemblies
- Fund coordinators to the Assemblies
- Fund Area Coordinators Expenses as budgeted line item
- Send Delegate to Northwest Regional Delegates Meeting (NWRD Meeting) the first and third year of their term (Fall 2013)
- Send Alternate Delegate to NWRD Meeting the second year of their term (Fall 2013)
- ~~Unused funds for special projects (treasurer to send out email to AWSC by August 1 that there are unused funds for special projects (area, district, group) (Removed Spring 2021)~~

DUTIES AND RESPONSIBILITIES OF ASSEMBLY OFFICERS

The duties outlined below are in addition to duties listed in the World Service Handbook found in the Al-Anon Alateen Service Manual.

Delegate

The Delegate's report shall be given at the next Assembly following his/her return from WSC providing GR's with first-hand information. See Service Manual pg 160-162 for additional duties and responsibilities. (May 2011 Fairbanks)

Alternate Delegate

The Alternate Delegate works along with the Delegate as much as possible in communication with the groups. They acquaint themselves with all the Delegate's duties, so that if the Delegate is unable to finish their three-year term, the Alternate can step in to complete it. See Service Manual page 161 for additional duties and responsibilities.

Chairperson

- Send a draft of Assembly Agenda no later than one month prior the Assembly to Area Officers. (March90/Fairbanks) (Sept2010 Eagle River)
- E-mail the hosting guidelines to the next hosting district no later than two months prior to the next assembly.
- Keep updated list of policy decisions available for the GR's, Area Officers, and Coordinator's. (March88/Juneau, Dec87 Homer) (Sept2010 Eagle River)
- Responsible for limiting independent discussion to one three-minute statement per speaker, with a time keeper volunteer. (Dec87 Homer) (Sept2010 Eagle River)

Secretary

- List motions within the body of the minutes as well as separately. (June87/Kodiak)
- Include Roll Call in the minutes, listing Area Committee members, Area Officers, GR's, DR's and Al-Anon members by name and group/district represented. (June87/Kodiak) (Sept2010 Eagle River)
- Secretary may make an audio recording of Assembly supplemental to written minutes. (Sept2010 Eagle River)
- Make available copies of policy guidelines for use at all assembly business meetings. (Dec87 Homer)
- Email unapproved copy of Minutes to GR's, DR's, Area Officers, and Area Coordinators, within one month after holding the assembly.
- Request archivist store archival digital copy of unapproved minutes. Minutes to be corrected at the following Assembly. (June87/Kodak) (Sept2010 Eagle River)
- The distribution of Area info to DRs, GRs, Area Officers and the Website. (Sept 2012)

Treasurer

- Names of those who send in personal contributions not be used. Any report, financial or otherwise, will use generic names such as Newsletter Editor, Delegate, etc. and not the name of the individual. (April67/Fairbanks)(Sept2010 Eagle River)
- Treasurer's report should include beginning and ending balance dates. (March88/Juneau) (Sept2010 Eagle River)
- Officers and Coordinators FY budget submitted to the Treasurer by August 31 (Fall 2016)

DUTIES AND RESPONSIBILITIES OF AREA ASSEMBLY COMMITTEE MEMBERS, DRS, GRS

All Assembly reports should be written/typed out and given to Area Secretary at the Assembly, and/or digital copy e-mailed to the Area Secretary prior to or within two weeks after the assembly.

(Dec89/Soldotna) (May 2011 Fairbanks)

District Representatives (DRs)

DR's are members of the Area World Service Committee (AWSC). They participate in AWSC meetings and in setting the Assembly agenda. (Sept2010 Eagle River)

Area Hosting District Guidelines

- First priority of the Assembly is to conduct area business.
- E-mail information (dates, times, and location) to webmaster to post on Web page and to the secretary who will then e-mail to all area officers, DRs, and GRs no later than one month prior to the upcoming Assembly.
- The hosting district receives the funds generated from the registration fees
- All other donations, such as funds raised and 7th Tradition are given to the Area.
- The luncheons should be limited to an hour and a half. They can include speakers, workshops, etc.
- The location chosen for the Assemblies will must have a telephone jack with teleconferencing capabilities for use during Assemblies. If possible, WI FI is also available at the site.

Task Force Recommendations.

1. Review District Boundaries
2. Review hosting guidelines
3. Officers and Coordinators Review their positions
4. Review video teleconferencing technology for Assemblies
5. Review recording Minutes to supplement Secretary that was approved Sept 2010.
 - a. Note, the minutes are password protected, downloaded, and deleted from the internet. The purpose is to review the recording if clarity is needed on motion.
6. Clarify schedule of voting for Area Offices and Area Coordinator positions (staggering 3 year term (**Area Committee Coordinators and Area Officers will be elected by majority vote for a staggered three year term.**
7. Review District 1 Proposal (9/25/2015) for How Alaska Area Conducts Business
8. Clarify use of unused funds for other needs that may arise at the Area level particularly sending WSO delegate to district Fellowships after the conference to have face to face contact with general membership
9. Need a policy of unused funds. When do we determine when there is unused funds? We have been spending more than we are taking in.
 - a. Outreach
 - b. Send Delegate to share WSC report to district,
 - c. Prudent reserve, CD
 - d. Above prudent reserve
 - e. Submit a proposal for unused funds
10. Add guidelines for AWSC
11. Maintain the prudent 30% reserve of the projected expenditures

ALASKA AREA ASSEMBLY POLICIES AND GUIDELINES

ADOPTED AND AMENDED BY MAJORITY VOTE

SEPTEMBER 1986 – June 2012 working

ASSEMBLY STRUCTURAL POLICIES ADOPTED

- 1. Al-Anon Alateen Service Manual was selected as the guideline to be used by the Alaska Area Assembly.** (Sept86/Wasilla.) (Sept2010/Eagle River)
- 2. Area Committees are to be established as needed and may include Outreach, Archives, Alateen, Conference Approved Literature, Lone Member, Forum, and Newsletter, Group Records and Liaisons.** (June87/Kodiak) (Sept2010/Eagle River)
- 3. Area Committee Coordinators and Area Officers will be elected by majority vote for a staggered 3 year term.** (June87/Kodiak) (Sept2010/Eagle River)
- 4. Number of Area Assembly meetings to be voted on at the September meeting before the Budget is set each year. World Service Area Committee Business Meetings and or 1 voting assembly.** (Dec88/Anchorage) (Sept2010/Eagle River) **Change (Two face to face meetings a year; one in Anchorage and one alternating between Fairbanks and Valley) Passed 18 yea, 0 no @ Sept24, 2011 Assembly**
- 5. Alaska Area Assembly decided to form districts.** (June87/Kodiak-reaffirmed Dec87/Homer)
- 6. District boundaries were verified accepted and are to be subjected to review.** (Dec 88/Anchorage) (Sept2010/Eagle River)
- 7. Streamline our agenda to consolidate our voting process.**

BUDGET GUIDELINES ADOPTED

- 1. First, priority will be to send the Delegate to W.S.C. Second priority will be to pay the Area Officers' ways to the Assemblies.** (Dec89/Juneau) (Sept2010/Eagle River)
- 2. All 5 Assembly Officers will be sent to all Assemblies, pending available funds.** (April 87/Fairbanks) (Sept 2010/Eagle River)
- 3. Pending available funds, the budget priorities:** (Sept90/Anchorage) (Sept2010 Eagle River)
 - 1. Send the Delegate to World Service Conference's**
 - 2. Maintain the prudent reserve 30% of the projected expenditures.**
 - 3. Sent the Delegate to the Assemblies.**
 - 4. Fund area officers to the Assembly**
 - 5. Pay coordinators duties as budget allows.**

DUTIES AND RESPONSIBILITIES OF ASSEMBLY OFFICERS

Delegate

1. **The Delegate's report shall be given at the next Assembly following his/her return from W.S.C., and again at that year's Assembly, providing the GR's with first-hand information. See Service Manual pg 152-153 for duties** (May 2011 Fairbanks)

Chairperson

1. **Keep updated list of policy decisions available for the GR's, Area Officers, and Coordinator's.** (March88/Juneau, Dec87 Homer) (Sept2010 Eagle River)
2. **Will e-mail the hosting guidelines to the next hosting district no later than 2 months prior to the next assembly.**
3. **Responsible for limiting independent discussion to one 3-minute statement per speaker, with a time keeper volunteer.** (Dec87 Homer) (Sept2010 Eagle River)
4. **A Draft of Agenda for Assemblies should be sent no later than One Month prior the Assembly to Area Officers.** (March90/Fairbanks) (Sept2010 Eagle River)

Secretary

1. **Motions to be listed within the body of the minutes as well as separately.** (June87/Kodiak)
2. **Roll Call to be included in the minutes, listing Area Committee members, Area Officers, GR's, DR's and Al-Anon members by name and group/district represented.** (June87/Kodiak) (Sept2010 Eagle River)
3. **Secretary may make an audio recording of Assembly supplemental to written minutes.** (Sept2010 Eagle River)
4. **Unapproved Copy of Minutes to be e-mailed to GR's, DR's, Area Officers, and Area Coordinators, within 2 weeks after holding the assembly. 1 hard copy of approved minutes to be mailed to the archivist. Minutes to be corrected the following Assembly.** (June87/Kodak) (Sept2010 Eagle River)
5. **Have copies of policy guidelines available for use at all assembly business meetings.** (Dec87 Homer)

Treasurer

1. **Names of those who send in personal contributions not be used. Any report, financial or otherwise, will use generic names such as Newsletter Editor, Delegate, etc. and not the name of the individual.** (April67/Fairbanks)(Sept2010 Eagle River)
2. **Treasurer's report should include beginning and ending balance dates.** (March88/Juneau) (Sept2010 Eagle River)

Group and District Representatives

1. **Only GR's or Alternate GR's vote and make motions and second them.** (Sept2010 Eagle River)
2. **DR's participate in setting the Assembly agenda.** (Sept2010 Eagle River)

Duties and Responsibilities of Area Assembly Committee Members

1. **All Assembly reports should be written/typed out and brought to Area Secretary or to e-mailed to the Area Secretary within 2wks after the assembly.**(Dec89/Soldotna) (May 2011 Fairbanks)

Area Hosting District Guidelines

1. **Our first priority is to conduct area business.**
2. **The hosing district should e-mail information to the secretary who will then e-mail to all no later than 1 month prior to the upcoming Assembly.**
3. **The hosting district receives the funds generated from the registration fees.**
4. **All other donations, such as funds raised and 7th Tradition are given to the Area.**
5. **The luncheons should be limited to an hour and a half. They can include speakers, workshops, etc.**
6. **The location chosen for the Assemblies will have a telephone jack with approval for its use for teleconferencing during Assemblies.**