

Western Michigan Area 34

*Serving the AA Groups and this Fellowship throughout the
Western Lower and Eastern Upper Peninsula of Michigan*

General Service Guidelines “Handbook”

2020

1st Edition ~ 1-1-2020

A.A. Preamble©

(Service Material from the General Service Office)

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

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Rev.8/6/02

Responsibility Declaration©

I am responsible ...

When anyone, anywhere, reaches out for help, I want the hand of AA always to be there.

And for that: I am responsible.

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Declaration of Unity

This we owe to AA's future: to place our common welfare first; to keep our Fellowship united; for on AA unity depend our lives and the lives of those to come.

Declaration of 35th Anniversary
International Convention (1970), Miami, FL

AREA 34 ~ GUIDELINES “HAND BOOK”

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The Purpose of Area 34

(From page S36 of The A.A. Service Manual 2018-2020), and thoughts.

Area 34 holds an important middle position in the Conference structure. Through an elected delegate, it participates in A.A. worldwide, and through the D.C.M.’s and G.S.R.’s; it is close to the local scene.

The assembly meetings consider a variety of issues, from General Service Conference business to area problems and solutions and financial affairs. Sharing sessions, public information programs, workshops and video presentations keep A.A. strong and participation in service growing in the area.

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Our past trusted servants (past delegates, past trustees and past officers) help to guide the area to an informed group conscience. The business of Area 34 is brought forth, discussed and voted upon to help carry the message of A.A.

Through participation of Area 34 at the Mock Conference, the Pre-Conference Assembly and through the work of our Standing Committees the elected delegate is able to take with him/her the experience of the Assembly and the State, to be able to participate in the Group Conscience of A.A. as a whole.

Reprint Policy

Our reprint policy, however, is different from our licensing policy. As stated in *The A.A. Service Manual*: “Local A.A. publications are permitted to quote a phrase, sentence or brief paragraph excerpted from A.A. literature such as *The Big Book*, *Alcoholics Anonymous*, the *Twelve Steps and Twelve Traditions*, *The A.A. Service Manual* and Conference-approved pamphlets without a prior, written request to do so..., (accompanied by a credit line (that) should read: *Reprinted*

AREA 34 “HANDBOOK” SUGGESTED GUIDELINES & PROCEDURES
Serving our Fellowship throughout Michigan’s Western Lower & Eastern Upper Peninsula

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AREA 34 GENERAL SERVICE STRUCTURE
OUR TRUSTED SERVANTS

Persons elected to service positions at Western Michigan Area 34 are obligated to attend each assembly, but if they are unable to attend; they should notify their alternate and either the secretary or chairperson for the area.

If an elected servant is absent from three consecutive assemblies that individual may be asked to step down.

Area 34 Officers Responsibilities

Chairperson (Updated January 2018)

1. Conduct Western Michigan Area Assembly
 - A. Keep the assemblies flowing in an orderly manner
 - B. Encourage discussion on all topics
 - C. Make sure the minority is heard
 - D. Set the Agenda
 - E. Keep voting in proper format (loosely using “Robert’s Rules of Order”)
2. Keep in touch with the Delegate & Alt. Delegate as well as Standing Committee Chairs and other Area Officers
3. Keep in touch with Areas 32 & 33 via Statewide meetings
4. Attend all Area Assemblies. Should also attend quarterly Statewide Service meetings with mileage being reimbursed at the current Area rate.
5. Make sure the PA system is at all assemblies and in working order
6. Make sure new people are made to feel welcome at assemblies
7. Make sure the hall is set for WMAA each month
8. Assign people to committees
9. Facilitates the Simple Majority portion of the Area 34 Election Assembly

Area 34 Officers Responsibilities

Secretary (Updated December 2018 & January 2019)

1. Take minutes for WMAA at every assembly (refer to agenda/format for content)
2. Type the “Anonymity Protected” minutes including the agenda, have them printed and distribute them by U.S. postal mail and email - Also supply copies for each assembly
3. Read the minutes during Assembly, and make any pertinent corrections
4. Assist the chairperson in establishing the agenda for each assembly
5. Maintain past minutes and have available to present if the need arises
6. Bring supplies to each assembly (name tags, markers, committee notebooks, and anything else that is needed)

Treasurer

1. Open and maintain the Checking account for WMAA with Alternate Treasurer or Chairperson as authorized signatories
(Alternate Treasurer also serves as Finance Committee Chair)
2. Deposit and record all Group Donations / Monies received at assemblies
3. Arrange for Raffle ticket sales at Area Assemblies (try to select someone from the home District to get involved) specifying not to sell tickets during the meetings, only before or during lunch & breaks
4. Pass the basket(s) and collect the AM & PM 7th Tradition contributions
5. Pay all bills as authorized by the annual budget, Area Assembly directions, or Finance Committee approval
6. Prepare and present detailed Treasurer’s report for distribution at each assembly
7. Serve as member of Finance committee
8. Upon rotation notify all registered Groups of incoming new Treasurer and address change

AREA 34 DELEGATE & ALTERNATE DELEGATE DUTIES

(Updated January 2018, January 2019)

In addition to the responsibilities stated in the A.A. Service Manual; (S49-S55 ~ 2018-2020)

The Area Delegate will also be required to submit a quarterly expense report to the Finance Committee for approval. He/She will be reimbursed for mileage driven at the rate of (0.40 cents per mile) including hotel expenses; registration & banquet costs for attending the following functions;

The Area 34 Delegate is required to attend:

Area 34 Assemblies; (also to serve on the Finance committee when possible)

Travel to individual Districts to give General Service Report when requested
(Costs covered by Area 34 only when Districts are unable to cover)

Alternate attendance with Alternate Delegate to NMIA meetings
(Northern Michigan Inter Area) also attend the annual NMIA Spring Roundup

Quarterly Statewide meetings, MI. State Convention, and Mock Conference

Regional Events; E.C.R. Conference of Delegates Past & Present,
East Central Regional Conference, also the East Central Regional Forum

Election Assembly Protocol

The seated Delegate facilitates the Third Legacy procedure of the Area 34 Elections for the incoming Delegate, Alternate Delegate, Chairperson, Secretary & Treasurer; then the Area Chairperson takes over the elections for all the remaining positions.

Third legacy procedure is used to elect the delegate, alternate delegate, and area officers.
(Outlined on pages S21-S23 ~ 2018-2020 Service Manual)

The Alternate Delegate has these same requirements with the exception of attending the NMIA Spring Roundup, Michigan State Convention or the East Central Regional Conference unless he/she is able to manage this within their allotted budget or attending in place of the Delegate. The Alternate Delegate will hold GSR (General Service Representative) & DCM (District Committee Member) orientation when standing committees meet during the assemblies

Also provide a “Thought for the Month” at the close of every assembly

Area 34 Archivist

The Area Archivist is an appointed/elected by acclimation service position with no term restrictions or rotation due to the complexity of archival techniques and the continual training necessary for collecting, sorting and preservation of items collected within the collection scope.

With guidance from the Archives Committee the Archivist solicits items from the Area’s Past Trusted servants, current Area Officers and the Groups of Area 34 to assist in documenting the history of Area 34 for those yet to come.

It is also the Archivist’s responsibility to maintain the traveling display for availability at each Area assembly or an event requesting to have the display, or to designate one of the committee members to that responsibility.

The Archivist ensures the entire collection is protected from damage, theft and other causes that would make the items in the collection unusable by electronic backups of materials other than books and other literature in that form. The repository where the items are stored at the Kent County Central Office be organized for the ease of research adhering to the guidelines set forth in the Archives Workbook.

From time to time the Archivist may address requests from the General Service Office Archivist to provide information from the Area’s collection, assist on ongoing projects or requests from the Trustees Archives Committee for shared experience for the Archives Workbook or other archival assistance.

(Added to Area 34 Guidelines May 2019)

Area 34 Standing Committee/Chairs ~ Responsibilities

Area 34 Archives Committee

Archives Chairperson/Committee Responsibilities:

The responsibility of the Archives Committee is to preserve the past to insure the future of Alcoholics Anonymous. Collecting cataloguing, protecting, and preserving collected items are the main responsibilities. Maintaining a traveling display that is available at every Area Assembly and for events when requested (the Archivist and the Archives committee respectfully requests that when a group or groups request the Archives to be displayed for an event that travel expenses be reimbursed).

The other responsibilities are to maintain a motions and actions binder for a reference of past Area Assembly actions. At the request of the Area Chairperson the Archivist or Archives Committee perform research in the Area Minutes or other documents to substantiate Area Policies and Procedures.

Please see A.A.W.S. publication M-441 Archives Workbook for further information.

Area 34 Corrections Committee

Corrections Chairperson/Committee Responsibilities:

The purpose of a corrections committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way for the AA inmate from the facility to the larger A.A. community through prerelease contacts.

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1. Hold Corrections Committee meetings at WMAA
2. Maintain a list of volunteers from each District
3. Attend Statewide Corrections quarterly meetings; with mileage being reimbursed at the current Area rate
4. Distribute prerelease forms to volunteers
5. Obtain literature as requested for volunteers
6. Hold informative meetings and keep the line of communication open
7. Hold a “Jail Sale” / Workshop when possible
8. Visit facilities when requested or needed
9. Don’t take yourself so damn seriously! (Rule 62)

Area 34 Finance Committee Structure & Responsibilities

Structure (Finance Committee Chair also serves as Alternate Treasurer)

Finance Chairman, Treasurer, Delegate, Alternate Delegate & Past Delegates as well as any interested AA members that would like to attend.

(This was the structure of the original Finance committee and met during Luncheon)

Responsibilities

- Review quarterly Delegate & Alternate Delegate expense reports prior to reimbursement
 - Prepare and recommend to Area Assembly an Annual budget for adoption prior to January of each year.
 - Review monthly Treasurer report and itemized bank statement
 - Review periodic Chairman expense reports prior to reimbursement
 - Review Committee requests for funds in excess of budget prior to assembly consideration
 - Review, recommend finance related policies prior to adoption
-

Area 34 Directories Committee

Directories Chairperson "Area Registrar"/Committee Responsibilities:

The Directories Committee maintains and prints the Area 34 Directory every two years, and also works closely with the Website Committee, informing the Website Chair of all group changes.

The Directories Chairperson, also known as the Area Registrar, registers new groups and communicates group changes to the General Service Office. He or she provides group information to GSRs, DCMs, Committee Chairs and Area Officers.

Area 34 Grapevine Committee

Grapevine Chairperson/Committee Responsibilities:

Keep the Area informed with *Grapevine* and *LaVina* news, including any new items available from the *Grapevine* or *LaVina*

Maintain a display at Assemblies, Conventions, and other events when asked

The Grapevine Committee familiarizes A.A. members with the Fellowship's "Meeting in Print." This committee always has order forms available and orders displays, sells *Grapevine* magazines, books tapes, and special items. In addition, the committee collects old *Grapevines* for distribution in correctional facilities and treatment facilities. This committee also invites members to contribute articles to the *Grapevine*, encourages groups to elect a *Grapevine* Representative (GVR). The chair of this committee attends the quarterly Statewide *Grapevine* Committee meeting in Lansing with mileage being reimbursed at the current Area rate

Area 34 Literature Committee

Literature Chairperson/Committee Responsibilities:

The Literature Committee acts as a liaison between various service entities, to keep the area informed of new publications, literature catalogs, and price changes.

This committee displays current A.A. Conference approved books and pamphlets at the area assembly meeting, area workshops, and other events as requested. They may also buy A.A. Conference approved literature in quantity from GSO, for use by Area 34 standing committees and for sale at the Area Assembly

[It is also this committee's responsibility to maintain an updated Area Speaker List]

Area 34 PI/CPC Committee

Public Information / Cooperation with the Professional Community

PI/CPC Chairperson/Committee Responsibilities:

Part of this ~ Reprinted from (A.A. Guidelines on Public Information), with permission of A.A. World Services, Inc.

Like all of A.A., the primary purpose of members involved with public information service is to carry the A.A. message to the alcoholic who still suffers, including those who have not found us yet. Working together, members of local Public Information Committees convey A.A. information to the general public, including the media.

P.I.- The purpose of P.I. service work is to provide accurate A.A. information to the public when requested. The P.I. committee visits schools, businesses, and community meetings for this purpose. And also serves as a resource for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation, as well as offering A.A. public service announcements to radio and television stations.

C.P.C.- Members of this committee provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, industrial managers, and government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

It's always important to work together with the different standing committees of Area 34, especially the Corrections, Treatment, Grapevine and Accessibilities Committees to ensure we're carrying the message to the best of our ability. The chair of this committee attends the quarterly Statewide Service meetings, with mileage being reimbursed at the current Area rate.

Area 34 Accessibilities Committee

Accessibilities Chairperson/Committee Responsibilities:

Part of this ~ Reprinted from (A.A. Guidelines Serving Alcoholics with Special Needs), with permission of A.A. World Services, Inc.

While there is no one “Special” in A.A., many members have special needs.

In A.A., people with special needs include those who are blind or visually impaired; deaf or hard of hearing; chronically ill or homebound, those who are developmentally disabled, and many others who may have less visible challenges. Our goal is to ensure that no one will ever be excluded from A.A. meetings, Twelve Step work or A.A. service.

The Chairperson conducts the committee meetings, and is a direct link to the Districts as well as Groups or Accessibilities committee’s in Area 34.

The committee informs those with special needs, what literature and other tools are available through our General Service Office. We try to ensure meetings are carried into hospitals and homes whenever possible. We encourage volunteers to assist with rides for those who can’t drive.

In the interest of good communication and working together, Accessibilities Committees are encouraged to keep their area committees and local central/intergroup offices informed of their activities. It is also helpful to work closely with committees handling Public Information and Cooperation with the Professional Community in terms of keeping the public and appropriate agencies informed about A.A. being accessible to alcoholics with special needs.

Area 34 Treatment Committee

Treatment Chairperson/Committee Responsibilities:

Part of this ~ Reprinted from (A.A. Guidelines on Treatment Committees), with permission of A.A. World Services, Inc.

1. Hold Treatment Committee meetings at Area Assemblies
2. Maintain a list of AA volunteers for “bridging the gap”
3. Visit Treatment facilities when requested or needed

The Treatment Committee assists in “bridging the gap” from a facility to an AA Group in the community, guiding the patient in treatment to an AA meeting upon their release.

In trying to reach the alcoholic who is in a treatment facility, rehab, or outpatient setting, A.A.s work together, insofar as possible, by using suggestions from those who have had experience carrying the message into these settings. These Guidelines provide a summary of that shared experience.

The Treatment Committee Workbook, available through AAWS or in a PDF format on aa.org, contains detailed information about carrying the message into treatment facilities and outpatient settings, including ways to approach treatment center personnel, presentations and workshops, temporary contact programs, and other helpful information.

Area 34 Website Committee

Website Chairperson/Committee Responsibilities:

Oversee the committee charged with maintenance and development of the Area 34 website. The Chairperson should be familiar with the website guidelines set forth by the General Service Office. ~ The following outlines website content (including, but not limited to...):

- Specific Area 34 information and events as appropriate
- General Service AA information and media where appropriate
- Assembly meeting schedule
- AA group meetings in Area 34
- Provide document files or links to group forms
- Links to district and General Service Office websites
- Perform all updates to above information as needed

Technical outline:

- Keep domain registration current
 - wmaa34.com & wmaa34.org
- Arrange for hosting of the website
- Ensure website is functioning properly and website software version is current

In addition, the website committee works with other committees within Area 34 Assembly to assist with providing appropriate information about committee activities and necessary information from committees to fellow AA's.

Area 34 Handbook Keeper (Guidelines Committee)

After several years of extensive work through an Adhoc committee with the help of past trusted servants, the Area 34 Guidelines (Area Handbook) were completed and approved in March of 2012. In October of 2013 we elected a “Handbook Keeper” to maintain the Guidelines and keep current with updates to the Handbook as needed. In 2015 we elected a Handbook Keeper along with an Alternate to serve a two-year commitment as a Standing Committee.

It is the Responsibility of the “Handbook Keeper” along with their Alternate to propose any changes to the body for approval. Then maintain and update the Area 34 Guidelines on a regular basis as well as make sure that the current Guidelines are always posted on our Area 34 website. Also, periodically have copies of our Handbook available at assemblies throughout the year.

(Added to Area 34 Guidelines December 2019)

Traditional Area Annual Agenda / Format

Area 34 Assembly Agenda Items

January	Budgeted Delegate expenses to General Service Conference (GSC) Minimum \$1,800.00 Due to G.S.B. by March (<i>Increased in 2017</i>) Begin accepting Bids to host Area Assemblies for the following year
February	GSC Final Agenda Items distributed / Begin selection of ECR Forum Attendee process (<i>applies when the Forum is scheduled in November</i>)
March	Pre-Conference Assembly (in lieu of Standing Committees) Address how to send Delegate to GSC {Instructed or un-instructed}
April	An exception to meeting on the third Sunday in April can be made if Easter happens to fall on that date, with approval from the body
May	Delegate's Conference Report ~ Traditionally given in May (<i>Depending on when GSC was held and Delegate's preparedness</i>)
June ~ (No Assembly)	
July	General Service Conference Theme Submission Forms out to Districts
August	Invite - East Central Regional Trustee (once during term / even years)
September	Area Service Workshop (in lieu of Standing Committees) Announce GSC Agenda Items due to GSB by December 15 th Begin Voting on the Bids to Host Assemblies for the upcoming year
October	Area 34 Elections Assembly (odd years) Area Group Inventory (even years - in lieu of Standing Committees) "General Service Board" (GSB) Gratitude Donation for November General Service Conference Theme Submissions due from Districts
November ~ (No Assembly)	
December	StateWide Mock Conference Support Discussion General Service Conference Theme Selection Announce GSC Delegate expenses to be determined in January (<i>This expense is due to General Service Board by March 1st</i>)

(The actual agenda is set monthly by the Area 34 Chairperson)

**WESTERN MICHIGAN AREA
GENERAL (typical/non-Election) ASSEMBLY AGENDA**

(Date) 10:30 AM

(Hosting District/Location)

(Ad-hoc/special committees occasionally meet before the assembly or during lunch break)

OPENING:

READINGS: Preamble, Tradition of the month, Concept of the Month

ROLL CALL OF DISTRICTS: (update during assembly if additional District's arrive)

WELCOME ALL NEWCOMERS, NEW GSR'S/DCM'S/ALTERNATES:

SHARING SESSION/WORKSHOP:

DISTRICT/GROUP CONCERNS:

STANDING SERVICE COMMITTEES: (New GSRs/DCMs meet with Alternate Delegate. Others can see the Chairperson or Secretary for committee assignment if not currently serving on a Group/District Service Committee.)

RECESS/LUNCH BREAK

ANNOUNCEMENTS:

REPORTS:

Secretary's Report/Minutes -

Treasurer's Report -

Delegate's Report -

Standing & Special Service Committee Reports - (Chairs, please submit written summary of committee meeting/report to Secretary or Promptly Email your full report for inclusion into the minutes)

DISTRICT REPORTS:

CENTRAL OFFICE REPORT:

OLD BUSINESS: *(For the benefit of the person originating any motion, the entire Assembly, the Chairperson, and the Secretary – please write out motions prior to making them, and then give the written motions to the Chairperson.)*

A) Item #1

B) Item #2

C) Other

NEW BUSINESS:

A) Item #1

B) Item #2

C) Other

THOUGHT FOR THE MONTH/CLOSING

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**WESTERN MICHIGAN AREA 34
ELECTION ASSEMBLY AGENDA**
(Traditionally to be centrally located in District 9)

(Date) 10:30 AM

(Hosting District/Location)

OPENING:

READINGS: Preamble, Tradition of the month, Concept of the Month

ROLL CALL OF DISTRICTS: (update during assembly if additional District’s arrive)

WELCOME ALL NEWCOMERS, NEW GSR'S/DCM'S/ALTERNATES:

DISTRICT/GROUP CONCERNS:

REPORTS: *(In lieu of Area elections, consider forgoing reading of minutes and Delegate to submit a written report to be included in minutes.)*

Secretary/Minutes -

Treasurer -

Delegate –

RECESS/LUNCH BREAK (During elections at an appropriate time)

ANNOUNCEMENTS:

AREA 34 ELECTIONS: *(In lieu of Elections, no standing service committee meetings – any pertinent committee activity or reports should be submitted in writing to the Secretary to be included in the minutes.)*

Delegate (The Third Legacy Procedure is facilitated by the seated Delegate)

Alternate Delegate (Third Legacy)

Chairperson (Third Legacy)

Secretary (Third Legacy)

Treasurer (Third Legacy)

Alternate Chairperson (Simple Majority procedure is facilitated by the Area Chairperson)

Alternate Secretary (Simple majority)

Alternate Treasurer (Finance Chairperson serves as Alt. Treasurer) ~ (Simple majority)

Area 34 Standing Committee Chairpersons (Simple majority)

Archives

Corrections

Directories/Registrar

Finance (Finance Chairperson serves as Alternate Treasurer)

Grapevine

Literature

PI/CPC

Accessibilities

Treatment Facilities

Website

Handbook Keeper (Maintains the Area Guidelines / Handbook)

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**WESTERN MICHIGAN AREA 34
ELECTION ASSEMBLY AGENDA**

Area 34 Standing Service Committee Alternate Chairpersons (Simple majority)

(If time is available the remaining alternate positions will be elected)

- Alt. Archives**
- Alt. Corrections**
- Alt. Directories/Registrar**
- Alt. Finance**
- Alt. Grapevine**
- Alt. Literature**
- Alt. PI/CPC**
- Alt. Accessibilities**
- Alt. Treatment Facilities**
- Alt. Website**
- Alt. Handbook**

OLD BUSINESS: *(For the benefit of the person originating any motion, the entire Assembly, the Chairperson, and the Secretary – please write out motions prior to making them, and then give the written motions to the Chairperson.)*

- A) Item #1**
- B) Item #2**
- D) Other**

NEW BUSINESS:

- D) Item #1**
- E) Item #2**
- F) Other**

DISTRICT REPORTS: (In lieu of Area elections, Districts to submit any pertinent information/activities in writing to the Secretary to be included in minutes.)

THOUGHT FOR THE MONTH/CLOSING:

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**WESTERN MICHIGAN AREA 34
PRE-CONFERENCE ASSEMBLY AGENDA**

OPENING:

READINGS: Preamble, Tradition of the month, Concept of the Month

ROLL CALL OF DISTRICTS: (update during assembly if additional District’s arrive)

WELCOME ALL NEWCOMERS, NEW GSR'S/DCM'S/ALTERNATES:

GROUP / DISTRICT CONCERNS:

PRE-CONFERENCE ASSEMBLY: (In lieu of typical Standing Service Committee meetings, the assembly will review the GSC Agenda Items; each committee will discuss two or three items and relevant background information pertaining to their agenda items. Committees please prepare a brief summary of discussion in writing for the Secretary. Any members not already involved in Standing Committee work can see the Chairperson or Secretary for committee assignment.)

GENERAL SERVICE CONFERENCE (GSC) AGENDA ITEM ASSIGNMENTS

- Area 34 Archives – GSC Archives
- Area 34 Corrections – GSC Corrections
- Area 34 Directories – GSC Report & Charter
- Area 34 Finance – GSC Finance
- Area 34 Grapevine – GSC Grapevine
- Area 34 Literature – GSC Literature
- Area 34 PI/CPC – GSC PI / GSC CPC
- Area 34 Accessibilities – GSC Agenda
- Area 34 Treatment – GSC Treatment
- Area 34 Website – GSC Policy & Admissions

RECESS/LUNCH BREAK

ANNOUNCEMENTS:

REPORTS:

Secretary’s Report/Minutes –

Treasurer’s Report –

Delegate’s Report –

Pre-Conference Standing & Special Service Committee Reports - (Chairs, please submit written summary of committee meeting/report to Secretary to be included in minutes.)

DISTRICT REPORTS & CENTRAL OFFICE REPORT: (In lieu of Pre-Conference Assembly, Districts to submit any pertinent information/activities in writing to the Secretary to be included in minutes.)

(PLEASE - For the benefit of the person originating any motion, the entire Assembly, the Chairperson, and the Secretary – please write out motions prior to making and then hand the Chairperson written motions.)

OLD BUSINESS:

NEW BUSINESS:

THOUGHT FOR THE MONTH/CLOSING:

Guidelines for Addressing Area Business

Simple Majority: More than half of all votes cast.

Substantial Unanimity: At least two-thirds majority of all votes cast.

Presenting a Motion: An individual making a motion must first approach the microphone, then wait to be recognized by the Chair.

To make a motion: First, put it in writing for the secretary or chair. Next, go to the microphone and state, "I move that (describe your motion)." The Chair will ask if there is a second. If there is no second, the motion fails. If there is a second, it is open for discussion or may go directly to a vote.

Structural Changes: A motion that will change the structure of Area 34 will be tabled after it is made for (2) two months so that the item can be taken back to groups and districts for input prior to a vote. Voting eligibility is the same as an election assembly.

General Rules of Discussion: When discussing the motion, the person speaks first whether in favor/against of the motion. Anyone who wishes to speak may line up at the microphone to be heard. No one speaks a second time until everyone has had an opportunity to speak once. Do not repeat what has already been presented. Ultimately, the Chair asks, "Is there any further discussion?" If not, a vote is taken. Voting is generally done by a show of hands.

Motion to Amend: If you wish to amend a motion, state the proposed amended motion at the microphone. The Chair will ask the person who made the initial motion and the person who seconded the motion whether they will accept it as a friendly amendment. If they do, the amended motion is stated by the secretary and discussion proceeds. If they do not, the motion to amend fails.

Tabling/Postponing a Motion: Tabling a motion is used to postpone discussing the motion to a later specified date. It requires a motion, a second and proceeds to a vote without discussion.

Point of Order: Point of order is used when a member believes there is an error in procedure, lack of decorum or the discussion is getting off the direct topic. A member rises and states, "Point of order" to draw the Chair's attention. After being recognized, the member states the point of order. The chair then makes a ruling on the question involved. The point of order can interrupt another speaker.

Calling the Question: Calling the question brings discussion to a halt while members decide whether to proceed directly to a vote (the question) or go on with the discussion. The member calling the question states, "I call the question." If seconded, the motion to call the question proceeds directly to a vote without discussion. This vote is on calling the question.

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Minority Opinion: After voting on any motion, the non-prevailing side may speak to their position. Individuals wishing to state a minority opinion simply go to the microphone, wait to be recognized by the Chair and state their desire to express a minority opinion. After all minority opinions on a vote are stated, a motion to reconsider is available. A motion to reconsider a vote must be made by a member who voted with the prevailing side and then states at the microphone: **“I Move to Reconsider”** Only a simple majority is required for a motion to be reconsidered. No action may be reconsidered twice. If the majority votes to reconsider, a full debate is resumed. Everyone is entitled to, and should express his or her opinion. However, if someone else has already stated your perspective, do not go to the microphone and repeat it again.

Area 34 Assembly Voting Eligibility

We allow any AA member in attendance from Area 34 a vote at our regular assemblies unless otherwise stipulated in the motion to use the area election voting requirements.

Election Assembly Procedures and Voting Eligibility

Area 34 holds an “Election Assembly” every two years during October (odd years); traditionally it is centrally located in District 9, to elect the delegate, alternate delegate, area officers, committee chairpersons, and all alternates. The seated Area Delegate facilitates the Third Legacy Procedure of our Elections to elect the Delegate, Alternate Delegate, Chairperson, Secretary & Treasurer. (Outlined on pages S21-S23 ~ 2018-2020 Service Manual); then the Area Chairperson facilitates the election process for the remaining positions. Committee Chairpersons and all alternates (with the exception of the Alternate Delegate) are elected by simple majority.

In Area 34 those eligible to vote in an election assembly include the delegate, alternate delegate, area officers, archivist, committee chairpersons, district committee members (DCM’s), general service representatives (GSR’s), past delegates & trustees. [Updated March 2019]

East Central Regional Forum (Attendee Selection Process)

Area 34 sets aside funds each month (*until we reach the cap*) to sponsor attendance at Forums for Alcoholics Anonymous members from Area 34. Traditionally the members that are sponsored have never attended a Forum and are asked to make a report back to the Area when they return. The body decides how many attendees to sponsor based on the amount of funds available and estimated cost of attendance (considering location and lodging costs). The amount provided is to help offset the cost of attendance, and is not intended to cover the full cost. The process for deciding who will attend; is that at each Area Assembly for the nine months prior to the forum (*Starting in February when the Forum is scheduled for November of that year*) the names of all eligible individuals who would like to be considered are put into a hat and names for two attendees are drawn (as well as an equal number of alternates). The process is then repeated until all spots have been filled. Those who were drawn as alternates may put their name back in to be drawn as an attendee at later assemblies. [Updated June 2017 & December 2018]

(For additional Forum info see “General Information” page #24)

Requirements for Bidding / Hosting an Area Assembly

Any District, Group or AA member can host an area assembly within Area 34.

We start accepting bids to host assemblies for the following year beginning in January.

We start voting on where the assemblies will be held in September of the year prior.

Attendance is not mandatory during the voting as long as the bid has been submitted.

FACILITY

1. You should find a facility that will hold approximately 60 people.
2. Make sure there is ample parking available.
3. Handicapped accessible is not a requirement, but would be beneficial.
4. Many Districts find local VFW halls, Alano Clubs or township hall to be ideal for hosting an area. The rent is usually reasonable.
5. Area is non-smoking, although it is good if there are butt disposal cans outside the facility for those who do smoke.
6. The facility must be available from 9:00 AM until 4:00 PM.
7. Try to allow breakout room/tables for committees.
8. Obtain wireless internet access code when available.

REIMBURSEMENT FOR RENT & FOOD

1. The Area will reimburse up to \$300.00 to the hosting District.
2. It is suggested that \$100 be used for rent and \$200 for food, but this is entirely up to the hosting District.
3. Make sure you get receipts for all expenditures. The day of the assembly, turn these in to the treasurer to be reimbursed.

FOOD

1. There should be coffee (both regular and decaf) ready around 10:00 AM the day of the assembly. Some Districts mix it up a bit – perhaps provide some juice, fresh fruit, muffins etc. The only thing required is the coffee and doughnuts, the other things are extras.
2. Lunch is a **potluck** and we encourage all attendees to bring a dish to pass. The hosting District should provide cold cuts, cheeses, condiments and breads for sandwiches. If they prefer, they can provide a hot meal such as lasagna, spaghetti, chicken, ham etc. Some Districts have members bring a couple of crock pots full of hot soup or chili.
3. Also needed will be plastic cutlery, paper plates, bowls and napkins.
4. Some of the things Districts have provided in the past that are not requirements are: bottled water, pop and ice, hot water and tea bags.
5. Some Districts have a food committee and coordinate amongst themselves what each person will bring. They also see that the food is set up by noon and clean up after lunch. Often the food is left out for a while and you find people attending the assembly munching throughout the afternoon session.

Hosting Requirements Continued on Next Page ~

Hosting Requirements - Continued

SETUP

1. There should be one long table at the front of the meeting room for the area officers. If possible, make sure there is an electrical outlet close to this table. Many of the committees bring displays, so have tables set up around the walls of the facility.
2. The chairperson brings a PA system. If you know your facility has one, let the chair know in advance.
3. There should be enough tables and chairs to seat 60 people at the assembly.
4. Not a requirement, but helpful, is to have a table set up at the entrance of the facility. The secretary will provide nametags and markers which could be placed here. If the District chooses, greeters could sit at the table and answer questions (number one being where are the restrooms?).

CLEANUP

1. Break down all tables, put away all chairs if necessary.
 2. Cleanup and try to leave the facility in better shape than when we arrived.
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What we expect of our Past Delegates

(See pages S47-S49 ~ 2018-2020 Service Manual).

The Past Delegates bring to the Area Assembly the wisdom and experience of serving the whole fellowship of Alcoholics Anonymous through the General Service Conference, usually after serving the Area as one or more of its officers and one or more of the standing committees as chairperson.

Having served the Area usually a considerable amount of time, they also are likely to have long term sobriety as well as being present to see some of the things that haven’t worked in the past and able to share the experience on these issues.

Area 34 asks that Past Delegates, if available, continue to serve the Area, and serve on the Finance and Archives Committees; also, during years that Area 34 hosts the State Convention it has been past practice that the most recent Past Delegate serve as the Convention chairperson.

Area 34 General Information

WMAA - Western Michigan Area Assembly (Western Lower/Eastern U.P.)

MCYPAA - Michigan Conference of Young People in A.A.

ICYPAA - International Conference of Young People in A.A.

EACYPAA - Eastern Area Conference of Young People in A.A.

Ad Hoc Committees: Ad Hoc Committees are formed with a specific purpose in mind, and once that purpose is fulfilled the committee is typically disbanded. A motion to form an Area 34 Ad Hoc Committee can be made by any eligible member during new business. When an Ad Hoc Committee is formed, a Chair is elected and shall serve as long as the committee exists.

Statewide General Service Meeting: Delegates, Alternate Delegates and Chairs from each of the areas in Michigan attend the Statewide Service meeting. GSRs, DCMs, Committee Chairs and other A.A. members are encouraged to attend. The Statewide Service Meeting is a forum for communication between the three main areas in Michigan, Area’s 32, 33, & 34. The three areas are able to coordinate events throughout Michigan, develop unity within the state, and communicate about the Michigan State Convention and Mock Conference. There are 3 separate Statewide Service Committees; Cooperation With the Professional Community meets at 10:30am, Corrections meets at 11:30am & Grapevine meets at 12:30pm. Followed by the Statewide General Service Meeting, which is traditionally held at 1:30 p.m. on the 4th Sunday of January, April, July, & October at the:

Lansing West Alano Club, 2909 W. Genesee St, Lansing, MI 48917.

Statewide Service Committees: C.P.C., Corrections & Grapevine. Each committee elects a Chair. These committees meet quarterly on the morning of the regularly scheduled Statewide Service Committee meeting at 10:30 a.m., 11:30 a.m. & 12:30 p.m., respectfully.

Mock Conference: The Mock Conference is a Statewide function, and is traditionally held on the fourth Saturday in March. The purpose is to inform A.A. members of the agenda for the upcoming General Service Conference and to help A.A. members become familiar with the conference process. Participants are encouraged to bring input from their Groups and Districts on current A.A. issues in order to help the Delegates become familiar with the opinions and thoughts of the members throughout Michigan.

AREA 34 “HANDBOOK” SUGGESTED GUIDELINES & PROCEDURES

Serving our Fellowship throughout Michigan’s Western Lower & Eastern Upper Peninsula

East Central Region: Area 34 is one of 14 Areas that make up the East Central Region
(See *The A.A. Service Manual; Page S69 2018-2020* for map).

The states included in the East Central Region are Illinois ~ Areas 19, 20 & 21.
Indiana ~ Areas 22 & 23. Michigan ~ Areas 32, 33 & 34. Ohio ~ Areas 53, 54, 55 & 56.
And Wisconsin ~ Areas 74 & 75. The East Central Regional Trustee serves a four-year term
for our region. (See *The A.A. Service Manual; Pages S68-S70 2018-2020*) for details on the
election procedure. Regional meetings are held twice a year at the Regional Conference and
the Conference of Delegates/Past and Present. The region traditionally hosts the Regional
Forum every other year.

Regional Conference: The Regional Conference rotates throughout the 14 Areas, from state
to state and is held in conjunction with the hosting Area’s State Convention. This conference
is held annually, except in the years that the International Convention is held. The areas
within the East Central Region host this conference following a rotation set by the East
Central Region. This conference involves all 14 Delegate Areas.

Conference of Delegates Past & Present: This Conference is usually held on the second
weekend in February. This event rotates between the states and the 14 delegate areas.
Everyone is welcome to attend this conference; it is not limited to delegates and past
delegates. See the current delegate or alternate delegate for information on the upcoming
conference.

East Central Regional Forum: The East Central Region traditionally holds a forum every other
year (in the odd years unless there’s an “Additional Forum”). The Forum rotates throughout the
14 Delegate Areas of our Region. Regional Forums originated in 1975 at the suggestion of Dr.
Jack Norris, then Chair of the General Service Board of Alcoholics Anonymous. They were to be
weekend sharing and informational sessions designed to help the General Service Board, A.A.
World Services, Inc., the Grapevine Corporate Board, the Grapevine Staff, and the General
Service Office Staff stay in touch with A.A. members, trusted servants and newcomers to service
throughout the A.A. service structure.

There is no registration fee for Regional Forums. The General Service Board covers the expenses
of meeting rooms. In many places, area committees, districts and groups cover or defray the
transportation and lodging expenses of the trusted servants representing them at a Forum. No
formal actions result from Forums as they are intended to be sharing sessions. Sharing at Forums
is captured in Forum Final Reports, which are distributed to all attendees. Regional Forums Final
Reports are also available on G.S.O.’s A.A. website.