

**NORTHEASTERN
ONTARIO
AREA 84**

**COMMITTEE OPERATING
PROCEDURES**

**ASSEMBLY OPERATING
PROCEDURES**

AND

**CONVENTION OPERATING
PROCEDURES & GUIDELINES**

Revised: November 22, 2019

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Northeastern Ontario Area 84
PART 1 - AREA COMMITTEE Operating
Procedures

PART 1 - AREA COMMITTEE

HISTORY

The Northeastern Ontario Area Assembly accepted the guidelines of the Eastern Ontario Area Assembly on February 25, 1990, subject to amendments to be brought forth at the Assembly in September 1990. These amendments were brought forth by the Districts at the September 22nd, 1990, Northeastern Ontario Area Assembly and have been added or deleted according to the wishes of the body at that time, and from time to time thereafter, in accordance with the procedures accepted herein.

This document is commonly known as the ***Northeastern Ontario Area 84 Operating Procedures*** (Committee and/or Assembly) and throughout this document as Operating Procedures.

PREFACE

A current version of the Northeastern Ontario Area 84 Operating Procedures is to be provided to the following persons at the beginning of their term of office:

- Area Committee Members,
- Area Special Service Chairpersons,
- District Committee Members

The original version of the Operating Procedures is to be filed in Area Archives.

The Area Secretary, or other assigned Committee member, will ensure that a current version of the Operating Procedures is immediately available for reference at Area Assemblies and Area Committee Meetings.

The Area Committee recommends that Districts make copies of the current version of the Operating Procedures for their Committee and General Service Representatives (G.S.R.s).

PURPOSE

The purpose of these Operating Procedures is to provide for the continuing successful operation of a united effort of groups in the Northeastern Ontario Area. There can be no rules in A.A., other than those which we choose to impose on ourselves. These Operating Procedures have set out what the Area Assembly has agreed upon, not what anyone has commanded it to do.

All provisions of these Operating Procedures and all actions of the Area Committee ought to conform to the Principles of the Twelve Traditions and adhere strictly to the primary purpose of Alcoholics Anonymous ... **“TO CARRY THE MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS.”**

Northeastern Ontario Area 84
PART 1 - AREA COMMITTEE
Operating Procedures
SECTION I - GENERAL

Sub-Section 1 - Name

The Committee shall be known as the Northeastern Ontario Area 84 Committee, hereinafter called the Committee.

Sub-Section 2 - Composition

Chairperson: to be elected by the Area Assembly in odd years and to hold office for two years. He/she will also be the Chairperson of the Area Assembly.

Secretary: to be elected by the Area Assembly in odd years and to hold office for two years. He/she will also be the Secretary of the Area Assembly.

Treasurer: to be elected by the Area Assembly in odd years to hold office for two years. He/she shall also be the Treasurer of the Area Assembly.

District Committee Members: Current District Committee Members

Delegate: to be elected by the Area Assembly in odd years to hold office for two years.

Alternate Delegate: to be elected by the Area Assembly in odd years to hold office for two years.

Public Information Chairperson/Co-operation with the Professional Community Chairperson: to be elected by the Area Assembly in odd years to hold office for two years.

Correctional Facilities Chairperson: to be elected by the Area Assembly in odd years to hold office for two years.

Treatment Facilities Chairperson: to be elected by the Area Assembly in odd years to hold office for two years.

Grapevine Chairperson: to be elected by the Area Assembly in odd years to hold office for two years.

Archives Chairperson: to be elected by the Area Assembly in odd years and to hold office for two years.

Ex-Officio: current 'past Delegate' appointed to sit on the Area Committee.

Archivist: non-rotating, to be appointed by the Area Assembly and hold office for five years.

Remote Communities Workgroup Coordinator: non-rotating, to be elected by the Area Assembly and to hold office for four years.

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Webmaster: non-rotating, is appointed by the Area Assembly and to hold office for five years.

Area Convention Chairperson: to be elected from the locality of the Area Convention of that year.

- All Special Service Chairpersons are answerable and accountable to the Area Committee.
- It is desirable to have Alternate Chairpersons for Special Service Offices.

Sub-Section 3 – Voting Privileges

All Committee members, except the Chairperson, Archivist, Ex-officio, Remote Communities Workgroup Coordinator and Webmaster, shall be eligible to move and vote on all subjects brought before the Committee. In the event of a tie vote, the Chairperson will cast the deciding ballot.

Any member who has to be unavoidably absent from the meeting may appoint their Alternate to act in his/her stead, with full voting privileges for that meeting only.

Sub-Section 4 - Meetings

The Committee shall meet three times a year aside from the General Sharing Session (see The A.A. Service Manual) and the Assembly. Special meetings may be called by the Chairperson in case of an emergency or at the request of two-thirds of the Committee who shall submit their request in writing. At all times, members of the Committee shall be advised of meetings 31 days in advance and provided with the agenda or reason for the meeting. The Committee extends invitations to the Chairpersons of Intergroup Offices to attend the Committee meetings as guests and welcomes any reports.

Sub-Section 5 - Ad-Hoc Committee

The Committee may appoint a Committee Member to chair an Ad-Hoc Committee established to investigate an issue and make its recommendations to the Committee for submission to the Assembly for approval. The Ad-Hoc Committee Chair will select members to this Committee.

Sub-Section 6 - Vacancies

In the event that an Area Committee member, with the exception of the Delegate and DCM's, cannot complete his/her term, the Committee shall appoint an interim member to that position, subject to confirmation by the next Area Assembly.

SECTION II - RESPONSIBILITIES

Northeastern Ontario Area 84
PART 1 - AREA COMMITTEE
Operating Procedures

Sub-Section 1 - Chairperson

The Chairperson shall be responsible for:

- chairing all meetings of the Committee and Assembly; in the event of the absence of the Chairperson from any meeting, members present shall appoint a chairperson for that meeting only;
- preparing of the agenda (Refer to Section II, Sub-section 14 – Agenda Committee) for all the Committee meetings;
- distributing the agenda to Committee members, where possible, six (6) weeks prior to the meeting;
- facilitating the co-operation of all levels of service.

Sub-Section 2 – Secretary

The Secretary shall be responsible for:

- recording the minutes of the Committee meetings and Assemblies;
- distributing the minutes to all members of the Committee;
- maintaining group registrations and records (and inform the Committee of any and all changes);
- performing other duties that may arise from time to time;
- mailing minutes of the Area Committee and Area Assembly meetings within 30 days of each meeting. Members shall have the option of the minutes being mailed or emailed in PDF format. All Past Delegates of Area 84 will remain on the distribution list for the minutes and other Area communications.

The Secretary shall be subject to the direction of the Chairperson or Temporary Chairperson of the Committee. The Secretary will be provided a working fund to cover postage and other incidentals that may arise relating to his/her duties.

Sub-Section 3 - Treasurer

The Treasurer shall be responsible for:

- receipt and disbursement of all monies on behalf of the Committee;
- depositing all monies in a bank account belonging to the Area;
- submitting a financial statement at all Committee meetings and all Assemblies;
- presenting an annual report no later than the first meeting of the subsequent year;
- making his/her books and records available to any Auditor(s) appointed by the Committee, in order that a Financial Statement may be prepared and distributed to all groups;
- questioning and requesting explanations for any expense submitted for payment, but it is NOT the Treasurer's responsibility to justify the expense; this responsibility belongs to those who incurred the expenses;
- financial statements will contain names and contributions (or non-contributions) of all registered groups, and the disbursements of all funds;
- preparing an annual budget to be approved at the November Committee meeting. Said budget is to cover the Committee's activities.

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PART 1 - AREA COMMITTEE
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The Committee shall also designate the necessary signatures required for withdrawal of such funds. Two signatures will be required, that of the Treasurer and one of the Secretary or the District Committee Members presiding in the District where the Treasurer is resident. All cheques must have the "Payable to" party filled in before the second designator signs the cheque. All advanced money must be approved by the Area Committee prior to being issued.

The reports shall include copies of all bank statements since the previously submitted report. The original copies of these statements, along with original expense sheets and bills for the same period, shall be available for review.

At each Area Committee meeting and Assembly, the Committee shall appoint two members of the Area Committee to review in detail, for that meeting only, the Treasurer's report, noting any discrepancies between expenses and amounts paid out.

The financial year for the Committee shall be from the 1st of January to the 31st of December.

The Treasurer shall meet in Sudbury for an audit with two committee members who shall be voted in as auditors at the November Committee meeting. These committee members will be from different districts than that of the Treasurer. The audit will take place prior to the first Committee meeting in the subsequent year.

The Reserve Fund shall not exceed Five Thousand Dollars (\$5,000.00). Sixty percent (60%) of the Reserve Fund will be invested into a short-term GIC as long as the Reserve Funds remains at or above \$2,500.00 when the new (incoming) Treasurer takes office and at the beginning of each new term as banking venues could be in different locations.

Sub-Section 4 - District Committee Members

The duties of the District Committee Members are as defined in The A.A. Service Manual, Chapter Three.

Sub-Section 5 - Delegate

The duties of the Delegate are as defined in The A.A. Service Manual, Chapter Six.

Sub-Section 6 - Alternate Delegate

The Alternate Delegate shall be responsible for:

- co-operating with the Delegate at all times;
- striving for the attainment of a good working knowledge of the duties of the Delegate;
- recognizing that he/she may have to assume those responsibilities in the event that the Delegate cannot complete his/her term;
- holding the password and website software as a back-up for the Webmaster.

**Northeastern Ontario Area 84
PART 1 - AREA COMMITTEE
Operating Procedures**

Northeastern Ontario Area 84
PART 1 - AREA COMMITTEE
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Sub-

Section 7 - Public Information (P.I.) /Co-operation with the Professional Community (C.P.C.) Committee Chairperson

- a) The Public Information Committee Chairperson shall be responsible for:
- implementing the Public Information Policy (P.I. Workbook and G.S.O. Guidelines) within the Area;
 - coordinating with the District Public Information Committees;
 - providing, where possible, assistance in presentations at closed, open and/or public meetings;
 - acting as the Public Information link between the Committee and the Assembly;
 - carrying out the duties as described in Section II, Sub-Section 10 - ADDITIONAL DUTIES.
- b) The Co-operation with the Professional Community Committee Chairperson shall be responsible for:
- implementing the C.P.C. policy (C.P.C. Workbook and G.S.O. Guidelines) within the Area;
 - coordinating with the District C.P.C.'s;
 - attempting to establish co-operation between A.A. and professionals in the field of Alcoholism;
 - acting as the C.P.C. link between the Committee and the Assembly;
 - carrying out the duties as described in Section II, Sub-Section 10 - ADDITIONAL DUTIES.

Sub-Section 8 - Correctional Facilities Committee (C.F.C.) Chairperson

The Correctional Facilities Committee Chairperson shall be responsible for:

- implementing the C.F.C. policy (C.F.C. Workbook and G.S.O. Guidelines) within the Area;
- coordinating with the District Correctional Facilities Committees;
- acting as the Correctional Facilities link between the Committee and the Assembly;
- carrying out the duties as described in Section II, Sub-Section 10 - ADDITIONAL DUTIES.

Sub-Section 9 - Treatment Facilities Committee (T.F.C.) Chairperson

The Treatment Facilities Committee Chairperson shall be responsible for:

- implementing the T.F.C. policy (T.F.C. Workbook and G.S.O. Guidelines) within the Area;
- coordinating with District Treatment Facilities Committees;
- acting as the Treatment Facilities link between the Committee and the Assembly;
- carrying out the duties as described in Section II, Sub-Section 10 - ADDITIONAL DUTIES.

Sub-Section 10 - Additional Duties

The following additional duties apply to (but are not limited to) the:

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PART 1 - AREA COMMITTEE
Operating Procedures

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- Public Information Committee/Co-operation with the Professional Community Committee Chairperson
- Correctional Facilities Committee Chairperson
- Treatment Facilities Committee Chairperson

Each of the Chairpersons shall be responsible for:

- contacting all D.C.M.s for verification of data regarding their respective District Chairperson;
- requesting workbooks for each District Chairperson;
- keeping a list of the District Chairpersons, including addresses and telephone numbers (this list should also include all D.C.M.s);
- calling the District Chairpersons and asking:
 - Are you registered with G.S.O.?
 - Do you have a workbook?
 - Do I have your correct name, address and telephone number?
 - Do you have a Committee?
 - Has a Co-Chair been elected from your Committee?
 - Will you attend the Area Assembly and the sharing sessions with the Chairpersons from the other Districts?
- reporting information to the Area Committee;
- contacting District Chairpersons between Area committee meetings to encourage, support and update information;
- organizing a sharing session for the Area Assembly and chair such sessions;
- ordering and arranging payment for requested literature; □ submitting expenses to the Area Committee for reimbursement;
- attending the Area Assembly and all Area Committee meetings.

Sub-Section 11 - Grapevine Chairperson

The Grapevine Chairperson shall be responsible for:

- promoting and distributing the Grapevine and related items;
- coordinating with District Grapevine representatives (Grapevine Workbook and A.A. Guidelines);
- acting as the Grapevine link between the Committee and the Assembly;
- making displays available at all Area Conventions and all other Area AA functions, upon request.

The Area will fund reasonable expenses for the Grapevine Chairperson to attend with their materials, District-sponsored Conventions and Round-ups, within the Area, when invited by the District organizing the event.

Section 12 Archives Chairperson

Northeastern Ontario Area 84
PART 1 - AREA COMMITTEE
Operating Procedures

The Archives Chairperson is responsible for setting up and maintaining Archives in the Area. This may include:

- gathering of memorabilia, books about AA and/or alcoholism, pamphlets, photos, directories, GSO bulletins, Convention reports, tapes, group histories, newsletters, news clippings, magazine articles, Grapevines, oral histories and correspondence;
- carrying the message of hope to the still-suffering alcoholic and not merely a custodian of AA history;
- protecting the principles of anonymity and confidentiality of all AA members, living and deceased, while carrying out these tasks;
- ensuring the safety, security and preservation of archival material;
- holding meetings for the Archives committee which includes the Archivist and: ♦
 - older members in the Area who have knowledge about early AA history
 - current or past Delegates
 - an Archives person from each district
 - non-AA members (because of their expertise). They should be thoroughly familiar with the “Primary Purpose” concept and the Anonymity Statement of AA.
- reporting to the Committee and Assembly on the growth/concerns of Archives, acting as a link between the Area Archives Committee, the District Archives Committee, and the Area;
- ensuring the Archives are displayed at the Area Convention, District Conventions, and Round-Ups;
- ensuring the Archives which are housed in the rented space provided by the Area are available for viewing by the membership and other interested individuals;
- become familiar with Copyright Laws pertaining to fair use and privacy, and these Operating Procedures;
- become familiar with the Archives Workbook, the Archives Guidelines and the Area’s Operating Procedures.

The Area will fund reasonable expenses for the Archives Chairperson to attend, with their materials, district-sponsored Conventions and Round-Ups, within the Area, when invited by the district organizing the event.

Qualifications needed:

- a substantial period of sobriety in AA is preferable (5 years);
- organizational skills;
- a sound understanding of the Steps and Traditions;
- leadership skills;
- a strong commitment to this position that demands considerable time, devotion, energy and interest to be filled successfully; ● should be aware of Copyright Laws.

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PART 1 - AREA COMMITTEE
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Section 13 Ex-Officio Member

Because of the past delegate's experience, he/she shall act as a resource to the Committee and Assemblies as outlined in The A.A. Service Manual (p. S46 Past Delegates).

The Ex-Officio shall be responsible for:

- preparing & organizing all documentation necessary for incoming DCM's in order to facilitate their transition to the Area
- developing service workshop templates to assist DCM's in organizing workshops and/or sharing sessions on service activities

Sub-Section 14 - Archivist

The Archivist is responsible for setting up and maintaining Archives in the Area. This may involve:

- carrying the message of hope to the still-suffering alcoholic and not merely a custodian of AA history;
- protecting the principles of anonymity and confidentiality of all AA members, living and deceased, while carrying out these tasks;
- setting up records in a systematic fashion. This would include an inventory, as well as cataloguing and indexing;
- handling requests from both AA members and the public to view the contents of the Archives room by appointment;
- keeping a duplicate set of keys for the Archives Room with a member who resides in Sudbury for access purposes;
- publishing a small booklet on Archival information in our Area;
- becoming familiar with Copyright Laws pertaining to fair use and privacy, and these Operating Procedures;
- assisting the Chairperson when the need arises.
- should have a proposed budget and a plan of action at the first meeting of the even year when the new Area committee starts its term.
- become familiar with the Archives Workbook, the Archives Guidelines and the Area's Operating Procedures.

Qualifications needed:

- a substantial period of sobriety in AA (10 years) is preferable as the Archivist acts as custodian of our history;
- organizational skills;
- a strong commitment to this position that demands considerable time, devotion, energy and interest to be filled successfully;
- ability to type and file;
- knowledge of Copyright Laws;
- a sound understanding of the Steps and Traditions.

Northeastern Ontario Area 84
PART 1 - AREA COMMITTEE
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The position is for a term of four years renewable for one additional term at the pleasure of the Area Assembly.

Section 15 Remote Communities Workgroup Coordinator

The Remote Communities Workgroup Coordinator is responsible for:

- forming a committee
- liaising with members residing in remote communities
- respectful of cultural traditions

Qualifications needed:

- a substantial period of sobriety in AA is preferred (5 years)
- a sound understanding of the AA program, the Steps and the Traditions
- leadership skills
- organizational skills

The position is for a term of four years renewable for one additional term at the pleasure of the Area Assembly.

Sub-Section 16 - Webmaster

The Webmaster is responsible:

- to the group conscience of the Area Committee or groups served for decisions regarding the contents, policy and procedures involved in setting up and maintaining a website;
- for uploading Area and District events and/or functions;
- to be aware of copyright restrictions that apply to material displayed;
- to observe all AA's principles and Traditions on our website. As anonymity is the "spiritual foundation of all our Traditions", we practice anonymity on AA websites at all times.

Qualifications needed:

- a substantial period of sobriety in AA is preferred (5 years)
- basic/good/general knowledge of HTML
- knowledge of copyright laws

The position is for a term of 5 years renewable for one additional term at the pleasure of the Area Assembly.

Sub-Section 17 - Agenda Committee

The Area Chairperson shall appoint a standing Committee, to be known as the Agenda Committee, comprising of the Area Chairperson, Secretary, and any other Area Committee members (minimum two representatives). This committee shall hold office for two years concurrent with the Committee.

Northeastern Ontario Area 84
PART 1 - AREA COMMITTEE
Operating Procedures

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The Agenda Committee is responsible for:

- planning the agenda for each Assembly during its' term;
- recommending the agenda to the Committee; the Area Chairperson shall also make local arrangements as may be necessary for the smooth functioning of the Assembly.
- meeting on the same day of the last Committee meeting prior to the Assembly;
- mailing agendas out six (6) weeks prior to each meeting. The agendas are to include all Notices of Motions.

Sub-Section 18 - Convention Chairperson

The Northeastern Ontario Area 84 Convention rotates between North Bay, Sault Ste. Marie and Sudbury. The Convention Chairperson is to be elected from the locality of the Convention of that year, at the District meeting in the fall. The newly elected Chairperson is to be presented to the Committee meeting in November of each year.

The Convention Chairperson is expected to attend all Committee meetings and Assemblies during his/her term. The Area Convention is to be held each October during one of the first three weekends. Refer to Section 3 – Area Convention.

Northeastern Ontario Area 84
PART 1 - AREA COMMITTEE
Operating Procedures

SECTION III – MOTIONS, AMENDMENTS AND OTHER

Sub-Section 1 - Motions and/or Notices of Motions

Motions shall require a two-thirds majority to be declared carried, unless otherwise agreed upon by the members. All motions from the Districts for consideration by the Committee shall be made in writing as a "Notice of Motion" and shall be forwarded to the Chairperson at least sixty (60) days prior to a meeting for such motions to be included on the Agenda. The Chairperson may designate exceptions to this procedure but his/her decision may be appealed.

Sub-Section 2 - Amendments and/or Revisions of These Area Committee Operating Procedures

Amendments and/or revisions of these Area Committee Operating Procedures may be proposed by any District Committee Member who has secured approval for revision by his/her District. In order that any proposed amendment and/or revision be included in these Operating Procedures, it must have the approval of two-thirds of the members of the Assembly present.

Sub-Section 3 - In-Memoriam Fund

Upon the death of any current member of the Area Committee a donation may be made of fifty dollars (\$50.00) to the Memoriam Fund at General Service Office.

Sub-Section 4 – Committee Finance

The Area Committee and all Area Service Committees shall not be financed in any way different from a regular AA group. Voluntary contributions, consistent with AA's 7th Tradition of self-support, shall be relied upon to support all Area activities. All Area service committees are part of the Area structure and derive their funding from the overall budget rather than by separate independent means. Refer to The A.A. Service Manual, the A.A. Guidelines on Finance, and Committee Workbooks.

"In kind" donations of supplies such as coffee, snacks, etc. from groups or individuals are welcome at any Area functions including but not limited to; Conventions, forums, and workshops, and that these donations will be acknowledged unless the individual or group making the donation specifically indicates otherwise.

The following expenses are incurred during the term and are to come out of their respective budgets:

Delegate

- All area committee meetings and both assemblies (sharing session)

Alternate Delegate

- All area committee meetings and both assemblies (sharing session)

Chair

- All area committee meetings and both assemblies (sharing session)

Northeastern Ontario Area 84
PART 2 - AREA ASSEMBLY
Operating Procedures

Secretary/Registrar

- All area committee meetings and both assemblies (sharing session)

Treasurer

- All area committee meetings and both assemblies (sharing session)

District Committee Members

- All area committee meetings (assemblies are at the district expense, however all DCMs are expected to attend as per their duties)

Sub-Committee Chairs and Ex Officio

- All area committee meetings and both assemblies (sharing session)

Area Expenses from general fund;

- Delegate fees
- Ontario Delegates Committee Host expenses when the ODC is held in Area 84
- Web site hosting fees
- Remote communities access fees
- Bank transaction fees
- Archives rent
- Rental space for area meetings and assemblies
- Refreshment/lunch costs for area meetings

All other expenses incurred by the committee must be approved by the Assembly.

Northeastern Ontario Area 84
PART 1 - AREA COMMITTEE
Operating Procedures

PART 2 – AREA ASSEMBLY

PURPOSE

The purpose of these Operating Procedures is to provide for the continuing successful operation of a united effort of groups in the Northeastern Ontario Area. There can be no rules in A.A., other than that which we choose to impose on ourselves. These Operating Procedures have set out what the Area Assembly has agreed upon, not what anyone has commanded it to do. All provisions of these Operating Procedures and all actions of the Area Committee ought to conform to the Principles of the Twelve Traditions and adhere strictly to the primary purpose of Alcoholics Anonymous ...“TO CARRY THE MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS.”

DATE OF AREA ASSEMBLY

The Northeastern Ontario Area Assembly shall meet during the last weekend of September each year.

LOCATION OF AREA ASSEMBLY

The Northeastern Ontario Area Assembly shall be held in each of the seven Districts of Northeastern Ontario Area 84 on a rotational basis. The location of the Assembly to be determined by lot of those Districts wishing to host the Assembly and with a restriction that each District shall be granted an opportunity to host the Assembly prior to any one District having a repeat opportunity to host.

SECTION I - GENERAL

Sub-Section 1 - Name

The Assembly shall be known as the Northeastern Ontario Area 84 Assembly, hereinafter called the Area Assembly.

Sub-Section 2 - Composition

The Area Assembly shall be composed of:

- The AREA COMMITTEE: All members of the Northeastern Ontario Area 84 Committee, as defined in the Area Committee Operating Procedures, Part 1 Section I, Sub-Section 2.
- The GENERAL SERVICE REPRESENTATIVES (G.S.R.): One General Service Representative from each registered group in the Northeastern Ontario Area, including the General Service Representatives of Institutional Groups.

Sub-Section 3 - Voting Privileges

All members of the Committee (except the Chairperson, Archivist, Remote Communities Workgroup Coordinator, Webmaster and the Ex-Officio Member), and all General Service

**Northeastern Ontario Area 84
PART 2 - AREA ASSEMBLY
Operating Procedures**

Representatives (G.S.R.'s) shall be eligible to vote on all matters brought before the Area Assembly. Any member who is absent from the Assembly may appoint his/her Alternate to act in his/her stead with full voting privileges for that meeting only. In the event of a tie vote, the Chairperson shall cast the deciding ballot.

**Northeastern Ontario Area 84
PART 2 - AREA ASSEMBLY
Operating Procedures**

Sub-Section 4 - Meetings

The Area Assembly shall meet at least once a year. Special meetings may be called by the Chairperson in case of an emergency or at the request of two-thirds of the Area Assembly who shall submit the request in writing. At all times, members of the Area Assembly shall be advised of meetings a minimum of 31 days in advance and provided with the agenda or reason for the meeting.

SECTION II – MOTIONS AND AMENDMENTS

Sub-Section 1 - Motions and/or Notices of Motion

Motions to be declared carried shall require a two-thirds majority of members present unless otherwise agreed upon by the Area Assembly. All motions for consideration by the Area Assembly shall be made in writing as a “Notice of Motion” and should be forwarded to the Chairperson at least sixty (60) days prior to a meeting in order for such motions to be included in the Agenda. The Chairperson may designate exceptions to this procedure but his/her decision on these exceptions may be appealed. In the event of an appeal, the Group Conscience of the Area Assembly will prevail.

Sub-Section 2 - Amendments and/or Revisions of The Area Assembly Operating Procedures

Any amendment and/or revision of the Area Assembly Operating Procedures may be proposed by any member of the Area Assembly, who has voting privileges as described in Part 2 Section 1, Sub-Section 3, and who has secured the approval for the revision from his/her group. Such a proposed amendment and/or revision to be carried, must have the approval of a two-thirds majority unless otherwise agreed upon by the members of the Area Assembly present.

SECTION III - REGULAR BIENNIAL ELECTIONS

AREA ASSEMBLY

1. Officers and Special Services Committee Chairperson to be elected and the order of election is as follows:

Officers:

- ◆ Delegate
- ◆ Alternate Delegate
- ◆ Chairperson
- ◆ Secretary
- ◆ Treasurer

Special Services Committee Chairperson:

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- ◆ Public Information Committee Chairperson/Co-operation with the Professional Community Committee Chairperson
 - ◆ Correctional Facilities Committee Chairperson
 - ◆ Treatment Facilities Committee Chairperson
 - ◆ Grapevine Chairperson
 - ◆ Archives Chairperson
2. Eligibility automatically extends to the following:
- The Area Committee which consists of the Chairperson, Secretary, Treasurer, Alternate Delegate, D.C.M.s; and
 - Chairpersons of P.I./C.P.C., C.F.C., T.F.C., Grapevine, Archives, Remote Communities Coordinator and
 - All valid nominations from the floor.

Exception: Eligibility for the positions of Delegate and Alternate Delegate as laid out in Chapter Six of The A.A. Service Manual.

3. All Officers are to be elected by Third Legacy procedures. Special Services Committee Chairperson positions may be filled by a simple majority vote if agreed to by the body.
4. Those eligible for election must be present or must have given permission in writing for their name to stand. If the person is not present, a written résumé should also be provided.
5. Before elections are held, the Area Chairperson will read the qualifications of each position from The A.A. Service Manual, and the responsibilities from the Area Committee Operating Procedures.
6. Before the election is held, each person standing for office will be requested to say a few words. If the person is not present, their written letter and résumé will be read.
7. Those eligible to vote should be from the outgoing Committee and the outgoing General Service Representatives. In regards to the General Service Representatives, the Northeastern Ontario Area 84 Assembly Operating Procedures read as follows: Any member who is absent from an Area Assembly may appoint his/her Alternate to act in his/her stead." There is one vote per group including the General Service Representatives of Institutional groups. If a District Committee Member is not present, the Alternate can vote in his/her place. If neither the D.C.M. nor the Alternate is present, the incoming District Committee Member may vote.
8. Election Process
Refer to The A.A. Service Manual, Chapter Four (The Area Assembly and Activities) for further information.

SECTION IV - INTERIM ELECTIONS

AREA ASSEMBLY

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Interim elections will be held if there are any vacant positions on the Area Committee. (See the Area Committee Operating Procedures, Section I, Sub-Section 6 - VACANCIES). The procedures to be followed are the same as for the Regular Biennial Elections except that eligibility (as defined in item 7) extends to current Committee Members.

ELECTION OF GENERAL SERVICE OFFICE TRUSTEE NOMINEE

1. Selected by and at the Area Assembly.
2. Nomination will be from the floor.
3. Nomination may be by any member eligible to vote at the Assembly.
4. If the nominee is not present, permission must have been granted by the nominee in writing for his/her name to stand.
5. If the nominee is not present, a written résumé will be provided and read by the nominator.
6. Each nominee will be requested to say a few words.
7. Third Legacy procedure will be used.
8. Those voting are those eligible to vote at the Assembly.

SUGGESTIONS FROM THE AA SERVICE MANUAL

1. A General Service Representative should have at least 2 years of continuous sobriety.
2. A General Service Representative's term runs concurrently with those of the District Committee and takes office January 1.
3. A District Committee Member should have at least 4 years of continuous sobriety.
4. The Area Chairperson should have at least 5 years of continuous sobriety.
5. The Area Secretary should have at least 4 years of continuous sobriety.
6. The Area Treasurer should have at least 8 years of continuous sobriety.

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Operating Procedures & Guidelines

HISTORY

At the November 7th, 1998 meeting of the Northeastern Ontario Area 84 Committee meeting, the Committee asked the then-existing Ad-Hoc Committee on Operating Procedures to extend its mandate and develop a set of guidelines specifically geared to some of the do's and don'ts surrounding the Area Convention. The following document is the result of this work. Subject to amendments to be brought forth at the Area Assemblies, which have added or deleted items according to the wishes of the body at the time, these guidelines are intended to be used by each Area Convention Committee in the true spirit for which they are intended, which is: to fulfill our primary purpose while adhering to the principles and traditions of Alcoholics Anonymous.

The use of this document by District Committee in planning their respective events is not only permissible, but also desirable. In the event that there is any discrepancy between this document and the Northeastern Ontario Committee and/or Assembly Operating Procedures, the Operating Procedures will be deemed correct.

This document is commonly known as the Northeastern Ontario Area 84 Convention Procedures and Guidelines and throughout this document as Convention Procedures and/or Convention Guidelines.

PREFACE

A copy of the Convention Procedures and Guidelines is to be provided to the following for their use and to be passed on to the next officer at the end of his/her term of office:

- ◆ Area Chairperson
- ◆ Area Convention Chairperson (each year as they are elected)
- ◆ A copy is expected to be made available to each member of the Area Convention Committee working with each Convention Chairperson
- ◆ Delegate
- ◆ Alternate Delegate
- ◆ Area Treasurer
- ◆ Area Special Service Chairpersons
- ◆ District Committee Members

The original and up-to-date copy of the Convention Procedures is to be kept with the Area Secretary. These Convention Procedures must be on hand with the Area Secretary at all Assemblies and Committee Meetings for ready-reference. They must also be on hand with the Area Convention Chairperson at the Area Convention.

It is permissible and strongly recommended for the Districts to make copies for their Committees, but it would be advisable to contact the Area Secretary beforehand to ensure that the most up-to-date copy of the Convention Procedures is being distributed.

PURPOSE

The purpose of these Procedures and Guidelines is to provide for the continuing successful operation of the Northeastern Ontario Area 84 Convention. There can be no rules in A.A., other than that which we choose to impose on ourselves. These Procedures and Guidelines

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have set out what the Area Assembly has agreed upon, not what anyone has commanded it to do.

All provisions of these Procedures and Guidelines and all actions of the Area Committee ought to conform to the Principles of the Twelve Traditions and adhere strictly to the primary purpose of Alcoholics Anonymous: **“TO CARRY THE MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS”**.

SECTION I - GENERAL

Sub-Section 1 - Name and Terminology

The Area Convention shall be known as the Northeastern Ontario Area 84 Convention, hereinafter called the Area Convention or Convention.

The Convention Committee Chairperson shall be known as the Northeastern Ontario Area Convention Committee Chairperson, hereinafter called the Convention Chairperson.

The Convention Committee shall be known as the Northeastern Ontario Area Convention committee, hereinafter called the Convention Committee.

These Procedures and Guidelines shall be known as the Northeastern Ontario Area Convention Procedures and Guidelines, hereinafter referred to as “these procedures”.

Sub-Section 2 - Composition of the Convention Committee

The Convention Chairperson reports to and is accountable to the Area Committee. Please refer to the Northeastern Ontario Area Committee Operating Procedures for information regarding the election of the Convention Chairperson.

The Convention Committee may be made up of as many members as the presiding Convention Chairperson feels is necessary to carry out the organization of a successful Area Convention. Traditionally, these committee members came from within the District hosting the Convention and were selected (either elected or appointed) under the guidance of the Convention Chairperson. All Convention Committee members are voting members of that Committee, except the presiding Chairperson, who may only vote in the event of a tie vote.

The Convention Committee shall have, at minimum, the following positions filled:

- ◆ Convention Chairperson
- ◆ Convention Secretary
- ◆ Convention Treasurer

The minimum responsibilities of these positions are summarized below. Also included are other “suggested” positions and responsibilities that we have found to be useful for a successful Area Convention.

Convention Chairperson:

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- ◆ Attend all Northeastern Ontario Committee meetings and Assemblies during his / her term.
- ◆ Reports are to be submitted to the Area Committee and any direction provided by the Area Committee is to be transmitted to the Convention Committee.
- ◆ Should attend all District Committee meetings in his / her District, in order to keep the hosting District informed and obtain assistance that might be available.

Is responsible for:

- ◆ Arranging and chairing all meetings of the Convention Committee
- ◆ Coordinating the work of the Convention Committee members and their subcommittees
- ◆ Acting as a signing officer for the expenses and / or outside contracts
- ◆ Having a contact list of past Convention Committee members of that district
- ◆ Reserving and booking the location of the next Area Convention in the current District. This will be 3 years in advance and during one of the first three weekends in October. (please refer to the Northeastern Ontario Area Committee Operating Procedures)
- ◆ Returning all materials (minutes, recommendations, decorations, etc.) to the Area Archivist after the final Convention Committee meeting.

The normal and reasonable expenses of the Convention Committee will be covered, keeping in mind that the Convention Committee as a whole is responsible to the Area Committee. The Convention Chairperson may book a room at the location of the Area Convention, so he / she can be available at all times during the weekend.

Convention Secretary is responsible for:

- ◆ Keeping all written records of the Convention Committee actions, including minutes of all of the Convention Committee meetings
- ◆ Coordinating and retaining copies of all correspondence with all outside agencies
- ◆ Appointing someone to be Acting Secretary for that meeting only in the event of an absence.

Convention Treasurer:

- ◆ Is responsible and accountable for the handling of all monies (income and expenses) for the Area Convention

Is responsible for:

- ◆ Preparing a budget for the Area Convention for approval by the Convention Committee
- ◆ Paying all the bills, and as such, is a signing officer of the Convention Committee
- ◆ Ensuring that the Convention Committee has a bank account set up and that all income resulting from the Convention be immediately deposited to this account
- ◆ Attending all Convention Committee meetings and submitting written reports regarding all income, expenses, cash status, and cash flow (rate of income and expenses). If unable to attend a meeting, is responsible for submitting a written report. The reports shall include copies of all bank statements since the previously submitted report. The original copies of these statements, along with original expense sheets and bills for the same period shall be available for review.
- ◆ The Treasurer may question and request explanation for any expense submitted for payment, but it is not the Treasurer's responsibility to justify the expense. This responsibility belongs to the person who incurred it

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- ◆ Preparing the full and final financial report for presentation to the Northeastern Ontario Area Committee, before the end of the calendar year of the Convention, along with return of the advance funds and any proceeds from the Convention to the Area Treasurer at the same time. If a deposit has been paid for the Convention location (3 years in advance), this may be deducted from returned advance funds and will be noted in the Area Treasurer's reports. The report shall include copies of all bank statements along with copies of expense sheets, and bills for the same period shall be available for review.

A Word About Signing Officers: It is suggested that there be at least two (2) signatures required for the withdrawal of funds from the bank account (these would normally be the Convention Chairperson and Treasurer). It has been found advisable that another person on the Convention Committee also have signing authority, so that in the event one of the signing officers is not available, the payment of bills and other expenses need not be delayed.

Convention Co-Chairperson:

- ◆ Must be prepared to assume the responsibilities of the Convention Chairperson should the Chairperson be unable to complete the task
- ◆ Is expected to attend all Convention Committee meetings and be available to assist the Chairperson, if necessary.

Program Chairperson is responsible for:

- ◆ Preparing the Convention schedule and program for Committee approval
- ◆ Designing the flyers and programs for Committee approval
- ◆ Obtaining estimates for the cost of printing flyers, programs, and registration tickets
- ◆ Ordering the printing and arranging for the distribution of flyers, under final approval of the Committee
- ◆ Coordinating with Al-Anon regarding the scheduling of Al-Anon participation.

Speaker / Panel Chairperson is responsible for:

- ◆ Finding speakers for the special Open Speaker events (typically Opening, Banquet and Spiritual) along with Chairpersons for these events. The names of these people are to be submitted to the Committee for its approval
- ◆ Arranging for panels according to the approved program / schedule
- ◆ Providing the names of all participants, speakers, etc., to the Program Chairperson
- ◆ Arranging with the Treasurer for the payment of all Committee-approved expenses (accommodations, meals, travel) for the main speakers
- ◆ Ensuring that all panel rooms have been set up regarding podiums, P.A. systems, tables, seating, etc.

Master of Ceremonies is responsible for:

- ◆ Maintaining the program schedule and keeping the events on time. ◆ Reading the "Anonymity Statement" before introducing each panel chairperson. ◆ Making or reading any announcements during the Convention.
- ◆ Ensuring that panel formats and materials (copies of our Steps and Traditions) are available for each panel or speaker event.
- ◆ Making sure that panels and speakers are ready, and that fresh water is available for all speakers and panelists.

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- ◆ Coordinating with and supervising any person(s) that have been granted, by the Convention Committee, the privilege of recording panels.

Registration Chairperson is responsible for:

- ◆ Obtaining cost estimates for registration materials (name tags / badges) and, with the Committee's approval, obtaining the materials.
- ◆ Keeping records of all registrations and all monies collected from registrations.
- ◆ Ensuring that enough help is available in order to prevent line-ups and delays at the registration desk.
- ◆ Arranging with the Treasurer for adequate cash float at the registration desk and passes all income onto the Treasurer on a regular basis, retaining only a prudent amount of cash on hand at the door.
- ◆ Enforcing purchase cut-off dates.

Entertainment Chairperson is responsible for:

- ◆ Preparing a budget, for Committee approval, for any anticipated expenses
- ◆ Obtaining estimates for various entertainment sources (D.J. for the dance) for Committee approval, and for booking the entertainment upon approval by the Committee
- ◆ Arranging for spot dance prizes, etc., with Committee approval.

Greeter Chairperson is responsible for:

- ◆ Arranging for enough people to be available, during the entire weekend, to greet guests at all entrances to the Convention and panel areas
- ◆ Ensuring that greeters know who they should look for or contact in the event a problem arises
- ◆ Coordinating with Al-Anon with respect to any arrangements made with them for AlAnon greeters.

Refreshment Chairperson is responsible for:

- ◆ Preparing a budget for the provision of coffee, tea, pop, and any other refreshments that will be available and submitting it for Committee approval.
- ◆ Obtaining costs for supplies and presenting them, along with proposed prices, to the Committee for approval.
- ◆ Obtaining all supplies required once approvals have been secured.
- ◆ Securing a committee of "coffee makers" and "bartenders" to ensure that fresh coffee, supplies and any other refreshments are available at all posted locations for the duration of the Convention.

Hospitality Chairperson is responsible for:

- ◆ Ensuring that designated "hospitality rooms" are open and that hosts / hostesses are available in the rooms to greet our guests, introduce them to others and to give directions.
- ◆ Ensuring that there are sufficient refreshments (coffee, donuts, etc.) available in these rooms when they are open.

Public Information Chairperson is responsible for:

- ◆ Coordinating with the Area Archives Chairperson regarding the display of our Archives.

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- ◆ Coordinating with the District's Public Information Committee Chairperson and Grapevine Representative regarding the display and sale of Grapevine materials.
- ◆ Arranging for the announcement of the Convention, as per Public Information guidelines, through public services available with local newspapers or broadcasters, Grapevine, etc.
- ◆ Distributing flyers at different intervals throughout the Area and as per requested.

Literature Chairperson is responsible for:

- ◆ Arranging for the ordering of any additional literature, upon approval from the Convention Committee.
- ◆ Ensuring that AA literature displays are tended to at all times and that monies collected are forwarded to the appropriate people.
- ◆ Ensuring that only AAWS and Grapevine Inc. literature is displayed.

Talk-a-thon Chairperson is responsible for:

- ◆ Arranging ongoing meetings according to the approved program /schedule.

Other Positions that may be useful are:

- ◆ Clean-up Chairperson
 - ◆ Al-Anon Chairperson
 - ◆ Coffee / Refreshment Chairperson
 - ◆ Recording Chairperson (if issues around taping warrant a separate chairperson)
- The description of these positions is to be used as a guideline only and can assist in creating a checklist of the details that are involved with a successful Area Convention.
 - From District to District, there are differences that can only be met when we ensure the autonomy of each Convention Committee, particularly when defining its own structure and the roles and responsibilities of its Committee members.

Sub-Section 3 - Structure of the Convention

The format of the Convention is up to the Convention Committee, but certain elements are typical of all our Conventions. These are:

- The Convention usually opens on Friday afternoon and closes on Sunday afternoon; ●
- The Convention usually consists of a(n);
 - ◆ Opening Speaker event
 - ◆ Panels throughout the Convention
 - ◆ Banquet meal with a Guest Speaker
 - ◆ Spiritual Speaker event
 - ◆ Dance and Entertainment
 - ◆ Talk-a-thon (or on-going discussion meeting)
 - ◆ Sobriety Countdown

Sub-Section 4 - Finances

The Northeastern Ontario Area Committee provides each Area Convention with an expense advance of \$1,500.00 less any amounts previously paid as a deposit to secure the Convention location. For example, if a \$300.00 deposit was paid out to secure the

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Convention facility in Sault Ste-Marie, the amount of advance that would be available to the Convention Committee for that Convention would be \$1,200.00.

All Area service committees are part of the Area structure and derive their funding from the overall budget rather than by separate independent means. Some groups will donate doughnuts, sandwiches, etc., and take on some responsibilities of “hosting” in our hospitality rooms. Other groups will provide help in the way of donating a Big Book for the Sobriety Countdown, and other groups will provide literature or books “on consignment” to the Convention.

The Convention is expected to be fully self-supporting and should operate on a prudent zero-based budget meaning the Convention is not expected to lose money nor is it expected to make money. After the Convention, the expense advance (less any amount used as a deposit to secure the next Convention facility) is to be forwarded to the Area Treasurer along with a detailed statement of income and expenses for the Convention.

This is to be done before the end of the calendar year that the Convention is held in so that the numbers can be included in the Area's year-end statement.

Most years, the Convention finds there is a surplus of funds (that the Convention “made” money). This surplus is to be forwarded, along with the return of the expense advance, to the Area Treasurer. This surplus is used by the Area to make up for shortfalls in the expected annual contributions from the groups throughout the Area.

Because of the nature of a zero-based budget balance with our Primary Purpose, prudence, experience and good judgment are the essential guides for a Convention that provides good value for the cost, at a cost that is affordable to many of us.

Sub-Section 5 - This is Not an AA Meeting!

The Area Convention is NOT an AA meeting. It is a Convention and has costs associated with it. It involves spending thousands of dollars.

There are costs for the Convention facilities, coffee, entertainment, banquet, guest speakers, etc., right down to the name tag that we wear. The Area does not underwrite these expenses, nor does the Area have a Convention fund. What can be done to ensure the Convention won't go deep in the red? These costs must be made up with the registration fees.

There are those that argue that people should not have to pay a registration fee in order to come and listen to panels - that these represent AA meetings and are therefore free. True, there are no dues or fees for AA membership, but we are also self-supporting, which means that we have to cover our costs. Nowhere is it written that AA meetings are free - most meetings have costs that must be covered, and over the course of a long period of time, these costs are usually balanced by our own contributions.

This is a one-time Convention. There is only one shot at recovering the expenses and even the hard-working Convention Committee members pay their registration fees.

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A treatment center may pay the registration fees for some of its clients to attend, a group may sponsor one of its members, a sponsor may cover the costs for a sponsee, and a small organization might pay to have their whole membership attend. The bottom line is that each person attending the Convention is expected to have his or her appropriate registration fees paid for. Otherwise, the Convention will be guilty of preferential treatment and may go into the red.

Admission to the Convention should be restricted to those whose registration fees have been paid. This includes any recorders and/or their staff. See Sub-Section 11 - Special Invitations.

Sub-Section 6 - Meetings of the Convention Committee

The Convention Committee typically starts holding meetings during October of the year prior to the Convention being planned. Meetings are then usually held on a monthly basis and often more frequently as the date of the Convention approaches. The actual schedule of meetings and the location of these meetings is entirely the responsibility of, and at the discretion of, the Convention Committee.

Any expenses incurred for Convention Committee meetings (if rent must be paid) are the sole responsibility of the Convention Committee and must be reported by the Treasurer as part of the Convention expenses.

Historically, Convention Committees have found it beneficial to hold enough meetings so that:

- A theme can usually be announced by the November Area Committee Meeting.
- Flyers are available for distribution by the February Area Committee Meeting. ● Tickets are available as soon as the flyers are distributed.

Again, these are only suggestions.

All members of the Convention Committee are expected to attend all meetings, which are chaired by the Convention Chairperson (see Section 2 for responsibilities). All members of AA are usually welcome to attend these meetings and have a voice. Voting privileges on any and all issues are limited to recognized Committee members as described in Section 2. This voting privilege is extended to any Al-Anon Chairperson that the Convention Committee may choose to have as part of the Committee.

After the Convention is over (and the final financial statement is produced), a wrap-up meeting is usually beneficial to close things off. This is a good forum for doing an "inventory" of the Convention: what worked, what didn't, and putting together suggestions for future Convention Committees. This should form a good part of the Convention Chairperson's final report to the Area Committee.

Sub-Section 7 - Al-Anon Participation

The Area recognizes the unique relationship between AA and Al-Anon. In accordance with our AA Guidelines (MG-04 Conferences, Conventions and Roundups), the Convention Committee usually invites Al-Anon to participate in the Convention.

In Northeastern Ontario, the Convention typically:

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- Invites Al-Anon to select one (and only one) of their members to sit on the Convention Committee as a contributing member of the Committee (the Al-Anon representative does not usually have a vote, but this is left to the conscience of the Convention Committee).
- Permits Al-Anon to plan its own program.
- Arranges for, and pays for, facilities for Al-Anon to host its own hospitality activities. ● Provides scheduled times and facilities in the meeting rooms for Al-Anon panels.

Keeping in mind that, in accordance with our Twelve Traditions, a Convention can be either AA or Al-Anon - not both.

Al-Anon literature and / or posters are not to be displayed in the general meeting halls, registration area, or hallways designated as Convention areas. It is permitted in rooms reserved for the exclusive use of Al-Anon and in any hallway or area not designated as an exclusive Convention area.

Income from registrations is not shared with Al-Anon.

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Section 8 – Recording

Although recording is considered to be an important means by which we can carry the message, it is not the purpose of the Convention.

The approach used for recording at the Area Convention closely follows the suggestions in our own AA Guidelines (MG-04 Conferences, Conventions and Roundups), which each Committee member is encouraged to read. Without reproducing them, some of the interpretations that we have found useful are:

- The recorder(s) is (are) selected by the Convention Committee, based on the recorder(s)'s experience, reputation and knowledge of AA Traditions;
- A release form on which speakers either agree or decline to be recorded should be retained by the Convention Committee;
- If any speaker, and indeed, any AA member, wishes their contribution or message NOT be recorded, these wishes MUST be respected;
- The Convention Committee clarifies to both the recorder and the Convention that recording is NOT an official part of the Convention. Also, keeping the Convention on schedule is the responsibility of the Master of Ceremonies. Start times for any event should not be determined by the readiness of a recorder and/or the recording equipment;
- Whatever arrangement made between the Convention Committee and the ~~tape~~ recorder(s) clearly describes how any recording is to be carried out and exactly where the recorder(s) is (are) permitted to sell recordings on-site;
- Any arrangement or agreement with recorders should declare that the Convention Committee collects no fees or royalties arising from recording at the Convention. Recorders that are permitted at the Convention must be registered (pay registration fees) and all recorders are responsible for all of their expenses during the Convention. No guarantees are made or implied (although highly unlikely, ALL speakers and participants may decline recording, which would leave little to record);
- Because of the potentially profitable nature of recording for the individual recorders, ANY announcement regarding the availability of recordings (what, when, where, etc.) is strongly discouraged;
- Any arrangement or agreement with recorders should clearly state that any of the permissions provided to recorders are privileges only, not rights or legal obligations;
- Videorecording is not permitted at the Northeastern Ontario Convention;
- In keeping with our anonymity traditions, recordings must not be labeled with any speaker's full name, nor used in any catalogs. Speakers are encouraged not to use full names or identify any third party by name in their talks.

Sub-Section 9 - Displays

Displays are an effective way to pass along important AA information. It is expected that displays of our Area Archives along with AA Convention Approved literature and Grapevine materials will be found at the Northeastern Ontario Convention.

It is the responsibility of the Convention Committee to invite the Area Archives and Grapevine Chairpersons to the Convention to display their respective materials. It is also the

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responsibility of the Convention Committee to provide appropriate and adequate space for these displays.

It is the responsibility of each the Area Archives and Grapevine Chairpersons to correspond with the Convention Committee, specifically identifying any special needs. In turn, the Convention Committee is responsible for responding to the Chairpersons regarding the arrangements that have been made and of any special needs or requests that have not been met. This is essential in order to avoid any logistical problems or surprises at the Convention.

During the Convention, it is the responsibility of the Area Archives and Grapevine Chairpersons to ensure that the displays are properly “manned” and kept safe and secure.

In accordance with the Area Operating Procedures, the reasonable expenses to ensure that these displays are available at the Convention will be covered by the Area itself.

For literature displays, it is usually beneficial to work out an arrangement with the Area Grapevine Chairperson to display the literature alongside the Grapevine material. The responsibility of “manning” the displays can be shared, if desired.

Typically, groups from the District hosting the Convention will contribute literature for display purposes.

Materials such as books recordings, etc., are often provided on consignment to the Convention Committee. Monies collected for items sold and material not sold are returned to each specific group after the Convention.

It is suggested that AA-approved pamphlets be available at no charge, and that other materials such as books, recordings and Grapevine material be available at cost.

Sub-Section 10 - Advertising the Event

The Area Convention is an open event, available for everybody to attend. In the spirit of our traditions, particularly those of “personal anonymity”, “attraction rather than promotion” and “... not affiliated with ...”, ticket or registration sales should NOT be advertised or posted except as might be possible through public event forums.

Posting the event through any of the public service facilities available, as a Public Service Announcement (PSA), IS acceptable. Such announcements do not have to be restricted to the locale of the Convention. The announcements can be sent to any public service provider, anywhere, that is willing to publish them.

Certainly, the AA Grapevine and BOX 459 will post the event if the information is sent to them on time. This is a great way to let our anonymous friends know about the Convention. Full names of members should not be used on any flyers or other informational material.

When listing telephone numbers as contacts, only telephone numbers of consenting AA members should be used. Telephone numbers of clubs, organizations or other institutions are NOT to be used on any flyer or ticket.

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If an AA member (or for that matter, anybody at all) wishes to tell a friend or someone else about the Convention and encourage them to attend, this is their prerogative.

Anybody that the Convention Committee provides tickets to, for the purposes of sale is free to sell the tickets to anybody. It is, however, suggested that we not lose sight of our traditions or principles when dealing with our non-alcoholic contacts.

Section 11 Special Invitations

Again, the Area Convention is an open event, available for everybody to attend. This is our celebration!

At times, it will seem appropriate to invite people such as the mayor, a city counselor, perhaps someone in the medical profession, the clergy, from a treatment center, literally from anywhere. They need not be alcoholic.

Whatever the circumstance, the Convention committee has the right to invite whomever they wish. Of course, the common sense of the group's conscience will dictate what will be prudent and appropriate, and the Convention Committee will continue to safeguard the anonymity of our members.

Since all expenses and all revenues must be accounted for, the Convention Committee's responsibility lies with the accountability to the Area as a whole for the costs associated with the guests it invites.

Similarly, if you, as an AA member wish to invite a guest and are responsible for the cost of their registration, you are free to do so. You are accountable for the costs.

Sub-Section 12 - Outside Issues

Alcoholics Anonymous has no opinion on outside issues... But they do influence us and oftentimes they represent "the things we cannot change". For the Area Convention, the Convention Committee has the final responsibility for finding the balance.

Sub-Section 12.1 - Vendors

Conventions attract vendors, peddlers, whatever we wish to call them; they come with their wares of AA or "program" paraphernalia, along with whatever might satisfy our spiritual needs. This is their business, their trade, and their means of income. But they are also outside issues.

Whatever business they conduct in the confines of their own hotel rooms, their own rented space within the hotel or parking lot, or whatever arrangements they might have made with the management of the Convention facility, is not ours to either condone or condemn.

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However, vendor literature and/or posters are not permitted to be displayed in the general meeting halls, registration area, hospitality rooms or hallways designated as exclusive Convention areas.

They are permitted in rooms reserved for the exclusive use of such vendors and in any hallway or area not designated as an exclusive Convention area.

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Section 13 A Sample AA Panel Format and Panel Suggestions

The following is a sample AA panel format that has been used with success. Following it are some suggestions that, based upon our experience, might be useful.

Master of Ceremonies:

- Makes any general announcements
- Reads the Anonymity Statement
- Introduces the Panel Chairperson

Panel Chairperson:

- Introduces him / herself and may briefly qualify
- Opens the panel with a moment of silence, followed by the Serenity Prayer
- Reads the Preamble of Alcoholics Anonymous
- Has someone read the Twelve Steps of AA
- Has someone read the Twelve Traditions of AA
- Announces the panel topic or theme
- Introduces the Speakers

Each Speaker speaks in turn:

- Keeps in mind any time limit for the panel and considers other speakers

Panel Chairperson:

- Has someone thank the speakers
- Has the Master of Ceremonies come up to make any announcements Master of

Ceremonies:

- Makes any announcements.

Panel Chairperson:

- Closes the panel with the Lord's Prayer.

The prudent number of speakers that are on any panel will depend on how much time is allotted for the panel, as well as some things we can't control, like the speakers' own experience, strength and hope.

For a 1-hour panel, 2 speakers might be just the right number. It has been our experience that no one has ever been criticized for speaking for a short period of time. However, regardless of how good the message is, a long talk is remembered for how long it took. At Conventions and conventions, panels are the same. The ones that run within the allotted time are remembered for the message, not the time it took.

Like chairing any AA meeting, the Panel Chairperson is in charge of the panel and how long it runs. If help is required, ask for it. Having someone standing at the back of the room, waving frantically in the air when time is running on, is one way to keep things on track.

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Having the master of Ceremonies come up to make announcements before the final closing of the panel by the Panel Chairperson has the benefit of having announcements that can be heard. Right after a panel closes, there is usually too much noise and clamor for the Master of Ceremonies (or anyone else) to be heard.

Section 14 The Anonymity Statement

The AA Anonymity Statement reads:

There may be some here who are not familiar with our Tradition of personal anonymity at the public level:

“OUR PUBLIC RELATIONS POLICY IS BASED ON ATTRACTION RATHER THAN PROMOTION; WE NEED ALWAYS MAINTAIN PERSONAL ANONYMITY AT THE LEVEL OF PRESS, RADIO, TELEVISION AND FILMS.”

Thus we respectfully ask that no AA speaker or indeed any AA member be identified by full name in published or broadcast reports of our meetings. The assurance of anonymity is essential in our effort to help other problem drinkers who may wish to share our recovery program with us. And our Tradition of anonymity reminds us that “AA principles come before personalities.”

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NORTHEASTERN ONTARIO AREA 84 COMMITTEE

This section contains approved amendments and additions to the Northeastern Ontario Area Committee Operating Procedures since the date of the last release of these procedures.

<u>Last Release Date</u>	<u>Amendments, Additions, Revisions</u>
November 5, 2016	Includes all approved changes up to and including the September 2016 Northeastern Ontario Area Assembly

<u>Prior Release Dates</u>	<u>Amendments, Additions, Revisions</u>
November 7, 2015	Includes all approved changes up to and including the September 2015 Northeastern Ontario Area Assembly
November 1, 2014	No changes
November 2, 2013	Includes all approved changes up to and including the September 2011 Northeastern Ontario Area Assembly
November 5, 2011	Includes all approved changes up to and including the September 2011 Northeastern Ontario Area Assembly
November 1, 2008	Includes all approved changes up to and including the September 2008 Northeastern Ontario Area Assembly
November 5, 2005	Includes all approved changes up to and including the September 2004 Northeastern Ontario Area Assembly
November 1, 2003	Includes all approved changes up to and including the September 2003 Northeastern Ontario Area Assembly
November 2, 2002	Includes all approved changes up to and including the September 2002 Northeastern Ontario Area Assembly
November 3, 2001	Includes the definition of archives chair and archivist, the integration of the area Convention guidelines, as may be approved by the September 2001 Northeastern Ontario Assembly
November 4, 2000	Includes deletion of statement regarding display of pictures of our co-founders at Conventions and changes to procedure of signing of expense cheques, as approved by the September 2000 Northeastern Ontario Assembly
November 6, 1999	Includes detailed expansion of the duties of Area Treasurer as approved by the September 1999 Northeastern Ontario Assembly
November 7, 1998	Includes all approved changes up to and including the September 1998 Northeastern Ontario Area Assembly

NORTHEASTERN ONTARIO AREA 84 ASSEMBLY

This section contains approved amendments and additions to the Northeastern Ontario Area Assembly Operating Procedures since the date of the last release of these procedures.

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Last Release Date Amendments, Additions, Revisions

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November 5, 2016 No changes

Prior Release Dates Amendments, Additions, Revisions

November 7, 2015	No changes
November 1, 2014	No changes
November 2, 2013	Includes all approved changes up to and including the September 2013 Northeastern Ontario Area Assembly
November 5, 2011	Includes all approved changes up to and including the September 2011 Northeastern Ontario Area Assembly
November 1, 2008	Includes all approved changes up to and including the September 2003 Northeastern Ontario Area Assembly
November 1, 2003	Includes all approved changes up to and including the September 2003 Northeastern Ontario Area Assembly
November 2, 2002	No Changes
November 3, 2001	Includes all that may be approved up to and including the September 2001 Northeastern Ontario Area Assembly.
November 4, 2000	No Changes
November 6, 1999	No Changes
November 7, 1998	Includes all approved changes up to and including the September 1998 Northeastern Ontario Area Convention section.

NORTHEASTERN ONTARIO AREA 84 CONVENTION

This section contains approved amendments and additions to the Northeastern Ontario Area Convention Operating Procedures since the date of the last release of these procedures.

Last Release Date Amendments, Additions, Revisions

November 5, 2016	No changes
November 6, 2015	Includes the approved change up to and including the September 2015 Northeastern Ontario Area Assembly
November 1, 2014	Includes the approved change up to and including the September 2014 Northeastern Ontario Area Assembly
November 1, 2008	Includes all approved changes up to and including the September 2003 Northeastern Ontario Area Assembly
November 1, 2003	Includes all approved changes up to and including the September 2003 Northeastern Ontario Area Assembly

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November 2, 2002	No Changes
November 3, 2001	Includes all that may be approved up to and including the September 2001 Northeastern Ontario Area Assembly.
November 4, 2000	No Changes
November 6, 1999	No Changes
November 7, 1998	Includes all approved changes up to and including the September 1998 Northeastern Ontario Area Convention section.

Prior Release Dates **Amendments, Additions, Revisions**