
**ALASKA AREA 02
COMMITTEE
STRUCTURE AND
PROCEDURES
GUIDELINES**

Amended November 6, 2021

CONTENTS

I. PURPOSE.....	3
II. MEMBERSHIP.....	3
III. AREA OFFICERS AND TERMS.....	3
A. Officers	
B. Terms of Office and Determination	
C. Duties of Officers	
IV. OFFICER ELECTIONS.....	8
A. Eligibility	
B. Balloting Procedure	
C. Vacancies	
V. STANDING COMMITTEES.....	8
A. Officers	
B. Terms of Office and Determination	
C. Duties of Officers	
VI. ASSEMBLIES AND OTHER MEETINGS.....	9
A. Time and Place	
B. Pre-Conference Assembly	
C. Summer Assembly	
D. Budget Assembly	
E. Election Assembly	
F. Business Meetings	
G. Written Reports	
H. Quorum	
I. Robert’s Rules of Order	
J. Assembly Financing	
K. State Convention	
L. Teleconference Meetings	
VII. FINANCES.....	10
A. Area Committee Treasury	
B. Biennial Budget	
C. Funding to Attend Area Events	
VIII. SERVICE MATERIALS.....	11
IX. AMENDMENTS AND SUSPENSION PROCEDURES.....	12
A. Amendments to the Area Guidelines	

- B. Suspension of the Area Guidelines
- C. Amendment of Service Materials

ALASKA AREA 02 COMMITTEE STRUCTURE AND PROCEDURES GUIDELINES

PREAMBLE: Service to the fellowship of Alcoholics Anonymous shall be the primary purpose of the Alaska Area 02 Committee (Area Committee). In all our procedures we shall observe the spirit of the AA Twelve Traditions and the Six Warranties, mindful of the ideals expressed in the *AA Service Manual* and the Twelve Concepts. The Right of Participation, and the Rights of Appeal and Petition shall always be observed.

In the absence of specific indications in these Alaska Area 02 Committee Structure and Procedures Guidelines (Area Guidelines) or of direct Assembly actions, the latest edition of the *AA Service Manual* may be relied upon.

I. PURPOSE

- A. Electing and supporting the Alaska Area 02 (Area) officers, including a delegate to the General Service Conference (GSC).
- B. Identifying, defining, and debating Area, district, and group problems and issues.
- C. Obtaining the conscience of each district and its groups.
- D. Seeking substantial unanimity in all important decisions.
- E. Strengthening AA as a whole and carrying the AA message the best way possible in Alaska Area 02.

II. MEMBERSHIP

- A. The Area Committee is comprised of all Area Officers, District Committee Members (DCM) and chairs of Area standing committees. The Area Assembly is comprised of the Area Committee, the Area 02 Archivist, and the General Service Representatives (GSR).
- B. Alternates vote only if the regular DCM or GSR is not present.
- C. Each member of the Assembly has a single vote even though they may be serving the Area in more than one capacity.

III. AREA OFFICERS

- A. Area officers shall include:
 1. Delegate
 2. Alternate Delegate
 3. Chair

4. Alternate Chair
5. Treasurer
6. Alternate Treasurer
7. Secretary
8. Alternate Secretary

B. Term of Office and Determination.

1. The term of office shall be two years, commencing January 01 of an even-numbered year; to first attend an Area Committee business Assembly as a voting member in March of said year.
2. Area officers filling a regular term are chosen by the Area Assembly, at an election Assembly held in the odd-numbered year, preceding the year in which office is assumed.

C. Duties of Officers

1. Delegate.
 - a. Perform the duties specified in the *AA Service Manual*.
 - b. By invitation, travel to districts for workshops, panels, and other service-related meetings.
 - c. Attend the Pacific Region Alcoholics Anonymous Service Assembly (PRAASA).
 - d. Attend the Pacific Regional Forum.
 - e. Address the general fellowship during each Assembly business meeting on Saturday night immediately preceding the speaker.
 - f. The newly elected delegate shall chair the Sunday morning meeting of the November Election Assembly.
 - g. Coordinate with the Area Chair and the Election Assembly hosting committee at least six months prior to the Election Assembly to assist in establishing dates and invite the Pacific Region Trustee to the Area Election Assembly.
2. Alternate Delegate.
 - a. Perform the duties of the Delegate in their absence.
 - b. Attend PRAASA once during their term.
 - c. Serve as the chair of the Archives Steering Committee.
 - d. Serve as the Area representative on the Inter-Area Remote Communities Workgroup with Canadian areas and report back to the Area.

3. Area Chair.
 - a. Perform the duties of Area Chair as outlined in the *AA Service Manual*.
 - b. Conduct Area Committee business meetings and teleconferences.
 - c. Appoint standing committee chairs, subject to confirmation at the next Area Assembly.
 - d. Ensure members are appointed to the Communications and Technology and Archives Steering Committees, according to the requirements of Sections III.D. and III.2.b. of the Area 02 Committee Handbook.
 - e. Attend the Pacific Region Alcoholics Anonymous Service Assembly (PRAASA) once during their term.
 - f. Coordinate Assembly agendas with the hosting district and Area Secretary.
 - g. Coordinate with the Delegate and the Election Assembly hosting committee, at least six months prior to the Election Assembly, to establish Assembly meeting dates and invite the Pacific Region Trustee to the Area Election Assembly.
 - h. Recognizing that the Communications and Technology Committee may impact the Area's relationship with entities outside of A.A., the Area Chair will ensure that at least one Area officer or past delegate serves on the committee.
4. Alternate Area Chair.
 - a. Perform the duties of the Area Chair in their absence.
 - b. Serve as the Area Registrar.
5. Treasurer.
 - a. Receive contributions from AA groups, districts, and individual AA members; maintain records of the monies received.
 - b. Make disbursements by check for such purposes as determined by the approved Area budget, and maintain records of all disbursements.
 - c. Maintain a bank account for deposits and disbursements.
6. Alternate Treasurer.
 - a. Serve as the Finance Committee chair.
 - b. Serve as acting Treasurer in the absence of the Treasurer.
 - c. In cooperation with the Finance Committee and the Treasurer, prepare a proposed biennial (2-year) budget, which includes supporting narrative descriptions for each budget line item, and historical contribution information, for adoption at the Budget Assembly.

7. Secretary.

- a. Revise and distribute updated address/phone mailing lists of Area Committee members after each Assembly and more frequently as necessary.
- b. Compile minutes of Assembly meetings and distribute, with attached committee reports and the final approved budget, to Area Committee members, the Area Archivist, the General Service Office (GSO) and Alaska Intergroup offices.
- c. Serve as Agenda Committee Chair, coordinate preparation of the Assembly agenda with the hosting district and the Area Chair, and distribute the Area Assembly agenda and other relevant material, such as, but not limited to, draft minutes from the immediate past Assembly, Treasurer's Report and related materials, to Area Committee members.
- d. The Secretary shall distribute the items listed in subsections a, b, and c, above, to Area Committee members within three weeks of the last Assembly.
- e. Collect Assembly evaluation forms after each Area Assembly. Compile and distribute Assembly evaluations to both immediate past and upcoming hosting districts.
- f. Compile and distribute minutes from monthly Area teleconferences to Area Committee Members and the Area Archivist within one week of the last call.
- g. Maintain and update history of Area Assembly actions.
- h. Keep GSO updated on address changes for Area Committee members.
- i. Compile and distribute any other documents as required by the Area Committee regarding current Assembly actions.
- j. Transmit hard and electronic copies of reports and documents from Area Assemblies to the Area Archivist by the end of the term of service (two-year panel).

8. Alternate Secretary.

- a. Serve as acting Secretary in the absence of the Secretary.
- b. Assist the Secretary with preparing minutes and compiling reports of Assemblies and meetings of the Area Committee.
- c. Assist the Secretary with maintaining and distributing updated Area documents, including, but not limited to:
 1. History of Actions
 2. Area Committee Roster, including providing copies to GSO.
 3. List of past Area Assemblies
 4. Forms

5. Approved Budget

IV. AREA OFFICER ELECTIONS

A. Eligibility for office.

1. No person may be elected to an Area officer position for more than one full term or two-year panel.
2. The following persons are eligible for office:
 - a. Current and past DCMs.
 - b. Area officers, past and current.
 - c. AA members who are willing and qualified to serve (as outlined in the *AA Service Manual*).

B. Balloting Procedure.

1. Persons voting must be present.
2. Election of Area Committee officers will be conducted by the Third Legacy procedure in accordance with the *AA Service Manual*.

C. Vacancies.

In the event of a vacancy in an Area officer's position, a replacement shall be appointed by the Chair in accordance with Sec. III.C., subject to the confirmation at the next Assembly.

V. AREA STANDING COMMITTEES

A. Area standing committees shall include:

1. Agenda
2. Archives
3. Communications and Technology
4. Cooperation with the Professional Community (CPC)
5. Corrections
6. Finance
7. Grapevine
8. Literature
9. Public Information (PI)
10. Remote Communities
11. Report and Charter

12. Treatment

- B. In order to provide the Area Committee with flexibility to develop and maintain the standing committees' structure, standing committee job descriptions and responsibilities are documented in the Alaska Area 02 Committee Handbook, which is Area-adopted service material.

VI. ASSEMBLIES AND OTHER MEETINGS

- A. Time and Place. The time and place of each Assembly will be bid on by the districts, one year plus one Assembly in advance, except for Election Assemblies which will be bid on two years in advance.
- B. Pre-Conference Assembly. The Pre-Conference Assembly (PCA) is held in March of each year. This forum allows presentation of Area groups' consciences, arrived at through home group discussions and district meetings, to the Area Delegate, for conveyance to the General Service Conference (GSC) in New York. The topics for each year's GSC are predetermined by the previous GSC and furnished to each member of the Area Committee for group and district consideration prior to the PCA. Dates for the PCA shall be recommended by the hosting district.
- C. Summer Assembly. The Summer Assembly is held annually during the summer months by videoconference. The purpose of this Assembly is to focus on and conduct business matters of the Area but does not preclude business being conducted at other Assemblies. The Delegate shall present a report on the most recent General Service Conference. Workshops and roundtables may be held as determined by the Area Committee.
- D. Budget Assembly. The Budget Assembly is held in the fall of even-numbered years, opposite the Election Assembly (odd-numbered years). The purpose of this Assembly is to present and approve the budget for the next fiscal period. The Finance Committee presents the budget for the biennial (two-year) fiscal period (January 1, odd-numbered year to December 31, even-numbered year).
- E. Election Assembly. The Election Assembly is held in the fall of odd-numbered years. The purpose of this Assembly is to elect Area officers to serve on the upcoming two-year panel.
- F. Business Meetings. Business meetings shall be held Friday nights and Saturdays. The meeting will be adjourned on Friday night so standing committees may meet. When the Assembly is reconvened on Saturday morning, the standing committees will give their reports.
- G. Written Reports. Area Committee members, whether in attendance or not, shall prepare a written report to be read at the Assembly and subsequently included with the minutes.
- H. Quorum. A quorum shall be based on the number of voting members present.
- I. Robert's Rules of Order. A modified form of Robert's Rules of Order, included in the Area Committee Handbook, will be used during Area Committee business meetings.

J. Assembly Financing.

1. Hosting districts for Area assemblies and state conventions may receive \$500 seed money after the previous Assembly to help cover initial expenses including facility down payments. This seed money should be returned to Area by the end of the Assembly that is being hosted.
2. Hosting districts shall strive to cover the cost of Assemblies with registration fees so no reimbursement from the Area Committee will be necessary. In the event that the district loses money, Area will cover the costs.
3. It is suggested that excess funds from assemblies be distributed to the general service area – GSO, areas or district – depending on where the money would do the greatest good of fulfilling our primary purpose.

K. State Convention. A state convention may be held in the fall of even-numbered years. No business is conducted at this event and Area Committee members are not funded to attend. This is an opportunity to conduct general service-related workshops as well as an opportunity for members from around the area to get together and share their experience, strength, and hope without business meetings. PRAASA guidelines are followed per resolution of the Area Committee in 1994.

L. Teleconference Meetings. Teleconference meetings are held monthly by Area to report on the work of standing committees and to implement decisions made at assemblies.

VII. FINANCES

A. Area Committee Treasury.

1. In order for the Area Committee to fulfill its responsibility to financially support the delegate, (as suggested by the *AA Service Manual*), provide for the Area's administrative expenses, and enable the standing committees to carry out their service activities, necessary funds must be available. Each Area group and district is asked to voluntarily contribute to the Area treasury.
2. AA groups, districts, and individual AA members are the only sources of funding utilized by the Area Committee to carry out its responsibilities.
3. The Area fiscal year shall run from January 1 to December 31.
4. Two signatures shall be required on all checks to disburse Area funds. A payee shall not also be a signer on any check.
5. The Area's prudent reserve shall be \$2000 and will be shown on all financial reports as a reserve amount.

B. Biennial Budget.

The current biennial (two-year) budget, including the supporting narrative, is incorporated into these Guidelines by reference.

C. Funding to Attend Area Events.

1. Subject to funding approval in the current biennial budget, funding for attendance at AA- and Area-related events shall include:
 - a. Area 02 Alaska Service Assemblies for Area officers and standing committee chairs. Standing committee chairs are funded to attend one Service Assembly per biennial budget period, excluding the Election Assembly.
 - b. Pacific Region Alcoholics Anonymous Service Assemblies for the Delegate and Alternate Delegate will alternate PRAASA attendance with the Area Chair, each of whom will be funded to attend one PRAASA per biennial budget period.
 - c. Pacific Regional Forum for the Delegate.
 - d. General Service Conference for the Delegate.
 - e. National Archives Workshop for the Area Archivist.
 - f. National Technology Workshop for the Area Webservant.
 - g. Ad hoc committee chairs and/or co-chairs may be funded to attend Area Assemblies, if the individual(s) is/are not otherwise funded, as approved at Area Budget Assemblies.
2. Subject to inclusion in the current approved budget and availability of funds in the Area treasury, funding to attend AA-Area-related assemblies, conferences, workshops, and forums shall include:
 - a. Travel, lodging, and related expenses associated with Area Assemblies will be reimbursed for Area Committee members as provided in the Area's current approved budget.
 - b. Past delegates who served in and currently reside in Alaska may be reimbursed for registration and Saturday night dinner or banquet expenses associated with attendance at Area assemblies.
 - c. Annual Delegate contribution to the General Service Office (GSO) for the annual General Service Conference (GSC) in the amount suggested by GSO. Additional contribution up to the current estimated "per attendee" cost of the GSC may be made, if approved by an Assembly.
 - d. Pacific Region Trustee travel and lodging expenses to attend the Area Election Assembly will be borne by the Election Assembly hosting district.
 - e. Reimbursement requests shall be submitted in writing with supporting receipts and documentation on an approved reimbursement request form.

VIII. SERVICE MATERIALS

In addition to these Guidelines, Area 02 has developed various service materials to

provide guidance to trusted servants in their various roles and responsibilities.

Area 02 Service Materials shall include, but not be limited to, the following handbooks, guidelines, and procedures:

- Alaska Area 02 Committee Handbook
- GSR Handbook
- Hosting Assembly Guidelines
- 7th Tradition Contribution Guide
- Website Guidelines
- Email Usage Policy and Procedure

IX. AMENDMENT AND SUSPENSION PROCEDURES

A. Amendments to the Area Guidelines

1. Proposed amendments to the Area Guidelines shall be submitted in writing to the Area Chair, Report and Charter Committee Chair, and the Secretary.
2. The Area Chair shall include the proposed amendments on the agenda for the next Area Assembly. If a simple majority of the members present agree that the amendment should move forward, the Assembly will then determine by a two-thirds (2/3) majority vote whether:
 - a. The amendment is a procedural change in how the Area does business and may be ratified by the Assembly, or
 - b. The amendment is of significant importance to the groups and should be presented to the groups for review and comment prior to ratification.
3. If it is determined that the amendment may be ratified by the Assembly, the amendment shall proceed immediately to the floor for discussion and a vote. If it is determined that the amendment requires ratification by the groups, the proposed amendment will be submitted to the Area's groups for their consideration and discussion. At the following Area Assembly, a two-thirds majority vote shall constitute the adoption of the amendment.

B. Suspension of the Area Guidelines

1. Upon agreement by three-fourths of the Area Assembly present voting thereon, this document, or any part thereof, may be suspended temporarily for necessity.
2. Suspension of the Area Guidelines, or any part thereof, shall not extend beyond the close of the business meeting in which the Guidelines are suspended.

C. Amendment of Area Service Materials

Proposed amendments to Area service materials shall be submitted in writing to the Area Chair, the Report and Charter Committee Chair, and the Area Secretary. Amendments shall be prepared by the Report and Charter Committee and amendments to service materials may be adopted by the Area pending ratification at the next Assembly.