AREA 41 SERVICE HANDBOOK

Eighth Edition, 2024

First Edition - 1984

Second Edition - 1988

Third Edition - 1993

Fourth Edition - 2000

Fifth Edition - 2005

Sixth Edition – 2011

Seventh Edition – 2021

Eighth Edition – 2024

Contents

PREFACE

There are no ruling bodies in Alcoholics Anonymous – only trusted servants. It should therefore be recognized that the traditional practices set forth in this manual simply consolidate the suggestions currently in use that have been ratified by a majority at an Area 41 Business Meeting.

These traditional practices are, to the best of our knowledge, compatible with the Twelve Traditions, the Twelve Concepts, and The A.A. Service Manual. Subsequent Area Business Meetings may decide to exercise their right of decision and amend these guidelines. It is hoped, however, that such changes will be the result of an informed group conscience and be in the spirit of Recovery, Unity, and Service.

FORWARD TO THE SIXTH EDITION

In January 2006, the Area 41 Committee voted to change the then current committee structure to emulate, as much as possible, the committee structure used by the General Service Conference. The change caused all references to the then current committee system in the Fifth Edition of the Area 41 Handbook to be obsolete.

This Sixth Edition of the handbook adds documentation on how the new committee system functions: the Composition, Scope, and Procedures of the Area 41 Standing Committees, the voting procedures to elect Standing Committee Chairpersons and Service Positions, and how agenda items are processed.

FORWARD TO THE SEVENTH EDITION

In March 2015, the Area 41 Committee voted to allow General Service Representatives (GSRs) of registered groups within Area 41 one vote each at Area 41 Business Meetings. The change caused most references to the then current voting representation in the Sixth Edition of the Area 41 Handbook to be obsolete. This Seventh Edition reflects those changes as well as the other actions taken since publication of the previous edition.

PREAMBLE

The Area 41 Assembly shall always be a service body and shall protect and respect the autonomy and the right of dissent of any A.A. group in the Nebraska General Service structure, Area 41. In the course of its deliberations, the Area 41 Assembly shall be ever mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts, and The A.A. Service Manual and shall strive to maintain an exemplary role in Nebraska A.A. Unity.

The Area 41 Assembly shall serve as a link between the local Area 41 A.A. group, local Area 41 district, and the General Service Conference of Alcoholics Anonymous. The Assembly shall encourage all Area 41 A.A. groups and districts to support and participate in the business of Area 41 as it attempts to carry the A.A. message in cooperation with A.A. World Services, Inc. and A.A. Grapevine, Inc.

The Area 41 Assembly is specifically charged with the responsibility of conducting an Area Election Assembly to elect a Delegate to the General Service Conference and to elect other officers, committee chairs, and service positions. The Area 41 Assembly is further charged with providing the Delegate with financial support sufficient to carry out the duties of the office.

SECTION I – DEFINITIONS OF TERMS

AD HOC COMMITTEE: An ad hoc committee is a temporary committee created to fulfill a specific task that is not required on a regular schedule.

AREA 41: Area 41 is a geographic area consisting of the land mass with boundaries that are consistent with those of the State of Nebraska.

AREA 41 ASSEMBLY: An Area 41 Assembly is any meeting of Area G.S.R.s and the Area Committee called by the Area 41 Chairperson. It shall have a published schedule of activities that includes an agenda for the entire Area 41 Assembly weekend and be open to all. The schedule shall provide time for Standing Committee meetings; the G.S.R. Workshop and the Area 41 Committee meetings; First Timer Orientation; reports by Officers, Standing Committee Chairpersons, Service Positions, and D.C.M.s; an Area 41 Business Meeting; and other activities scheduled by the Area 41 Chairperson.

AREA 41 BUSINESS MEETING: An Area 41 Business Meeting is an activity at an Area 41 Assembly, usually scheduled for Sunday Morning. During the meeting, Agenda Item recommendations from the Standing Committees are discussed and voted upon and new Agenda Items presented. At Area 41 Business Meetings, the voting membership shall consist of G.S.R.s and the voting members of the Area 41 Committee as defined in Section II.B.

AREA 41 COMMITTEE: The Area 41 Committee consists of the Area 41 Officers, D.C.M.s, Standing Committee Chairpersons, and Service Positions.

AREA 41 COMMITTEE MEETING: An Area 41 Committee Meeting is the opportunity for the Area 41 Committee to exchange information. It provides time to handle routine committee business unrelated to the Area 41 Business Meeting agenda.

AREA 41 ELECTION ASSEMBLY: An Area 41 Election Assembly traditionally occurs at the last Area Assembly of odd-numbered years for the specific purpose of electing new Area 41 Officers, Area 41 Standing Committee Chairpersons, and Area 41 Service Positions.

The voting membership and procedures are defined in Section VII.C.2. An Election may be scheduled during a regular Area 41 Assembly weekend to fill a vacancy.

DISTRICT: A District is a geographic area within Area 41 with set boundaries as described on the most current copy of the map entrusted to the Area Secretary. A Linguistic District may be independent of the conventional geographic district boundaries. For redistricting guidelines see Agenda Item 2011-01-22 002 in Area 41 Agenda Items Actions Listing Section IV.

DISTRICT COMMITTEE MEMBER (D.C.M.): The District Committee Member is an essential link between the group G.S.R. and the Area 41 Delegate to the General Service Conference. As leader of the district committee, made up of all G.S.R.s in the district, the D.C.M. is exposed to the group conscience of that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee.

GENERAL SERVICE REPRESENTATIVE (G.S.R.): The General Service Representative has the job of linking his or her group with A.A. as a whole. The G.S.R. represents the voice of the group conscience, presenting the group's thoughts to the district committee member and to the delegate, who passes them on to the Conference. This communication is a two-way street, making the G.S.R. responsible for bringing back to the group information that affects A.A. unity, health, and growth.

G.S.R. WORKSHOP: The G.S.R. Workshop is a meeting for all G.S.R.s and other interested persons to discuss and learn ways to be more effective in the group, district, and Area 41 service structures.

SERVICE POSITION: A Service Position is limited in scope, such that it is best performed by one person rather than a committee. A Service Position is assigned to, and overseen by, the appropriate Standing Committee.

STANDING COMMITTEE: Standing Committee performs one particular aspect of the service work of Area 41 by providing support for Twelfth Step activities at all levels within Area 41.

SECTION II – AREA 41 COMMITTEE

A. COMMITTEE MEMBERSHIP

The Area 41 Committee is comprised of the following members:
1. Area Officers
2. District Committee Members
3. Standing Committee Chairpersons
4. Service Positions
5. Ad Hoc committee chairpersons, if any such committees have been created.

B. VOTING MEMBERSHIP

The voting membership of the Area 41 Committee is comprised of:
1. AREA OFFICERS:

    Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer
2. DISTRICT COMMITTEE MEMBERS:

    In the absence of a D.C.M., only the elected Alternate D.C.M. may vote for a district.
3. STANDING COMMITTEE CHAIRPERSONS:

    Accessibilities-Accommodations-Treatment and Remote Communities, Archives, Cooperation with the Professional Community & Public Information, Correctional Facilities, Grapevine, Literature, and Website.
4. SERVICE POSITIONS:

    Newsletter, Registrar, and Workshop

C. NON-VOTING MEMBERSHIP

1. STANDING COMMITTEE CHAIRPERSONS:

    Reunion Chairpersons
2. SERVICE POSITIONS:

    Archivist, First Timer Orientation, G.S.R. Workshop, Alt. G.S.R. Workshop, Taper, Webmaster
3. 3 ADDITIONAL NON-VOTING STANDING COMMITTEES ARE CHAIRED BY AREA OFFICERS:
    a. Agenda is chaired by the Chairperson
    b. Finance is chaired by the Treasurer
    c. Report and Charter is chaired by the Secretary

D. AD HOC COMMITTEES

1. The Area 41 Chairperson may establish non-voting interim committees to facilitate Area 41 business.
2. A Standing Committee may form an ad hoc committee to fulfill a committee task that will require more time than is available during normal committee meetings.
3. All ad hoc committees shall cease to exist at the end of the rotation in which they were created unless the creation of the committee was approved by an Area 41 Business Meeting for a specific purpose and a specific length of time.

SECTION III – AREA OFFICERS

A. Area 41 has five officers: Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer.
B. The basic qualifications for each office are listed in The A.A. Service Manual.
C. Duties:
1. The basic duties of each office are listed in The A.A. Service Manual.
2. In addition, Area 41 has assigned the following duties to its officers:
   a. DELEGATE
      i. Provides General Service Conference Background Material to Area 41 for the purpose of distribution and discussion.
      ii. Invite (in cooperation with the Agenda Committee) the West Central Regional Trustee to participate in an Area 41 Meeting weekend once in every rotation.
   b. ALTERNATE DELEGATE
      i. Serve as Facilities Coordinator for Area 41 Assemblies and Reunions.
      ii. Negotiate new contracts for Area 41 Assembly locations.
      iii. The Area 41 Business Meetings are typically scheduled in January, April, July, and October with Reunion meeting date in June.
      iv. Serve as the Liaison to the Nebraska Conference of Young People in Alcoholics Anonymous (NCYPAA), which could include attending the annual NCYPAA conference.
   c. CHAIRPERSON
      i. Chair the Agenda Committee.
      ii. If a District is not represented at Area 41 Assemblies for two consecutive meetings, contact the D.C.M. of that District and/or groups in that District and report on the health of that District to the Area 41 Assembly.

     iii.   Recruit Area 41 Archivist, Taper, and Webmaster when needed.

     iv.   Appoint a qualified person to the First Timer Orientation Service Position.

     v.   In the event of treasurer vacancy, appoint an interim treasurer to serve until an election can be scheduled.

     vi.   Appoint two past Area treasurers to conduct the annual audit.

     vii.   May ask the Area 41 body to hold an election if an individual holding a position may not be fulfilling his or her duties in accordance with Area 41 guidelines. See Area 41 Agenda Items Actions Listing Section VI 2017-04-09#013.

d. SECRETARY

     i.   Chair the Report and Charter Committee.

     ii.   Compile the minutes of the Area 41 Business Meeting along with reports from Area Officers, Standing Committees, Service Positions, and D.C.M.s. Send them, along with the minutes of the Area 41 Business Meeting, to the Newsletter within two weeks after each Area Meeting.

e. TREASURER

     i.   Chair the Finance Committee.

     ii.   Prepare an annual budget for Area Officers, Standing Committees, and Service Positions.

     iii.   Prepare summary financial reports to be presented at Area 41 Assemblies.

     iv.   Have an up-to-date complete financial report available for viewing at all Area 41 Assemblies.

     v.   Receive and pay all bills as specified in the Financial Guidelines.

     vi.   Provide secure link for online transactions.

     vii.   File the state sales tax to the state of Nebraska.

SECTION IV – STANDING COMMITTEES AND SERVICE POSITIONS

A. Area 41 has the following Standing Committees: Accessibilities-Accommodations-Treatment and Remote Communities, Agenda, Archives, Cooperation with the Professional Community & Public Information, Correctional Facilities, Finance, Grapevine, Literature, Report & Charter, Reunion, and Website.

B. Area 41 has the following Service Positions: Archivist, First-Timer Orientation, G.S.R. Workshop Chairperson, Alt. G.S.R. Workshop Chairperson, Newsletter, Registrar, Taper, Webmaster, and Workshop.

1. A Service Position may or may not:

a. be funded to attend Area meetings.

b. be a voting member of the Area Committee.

c. rotate on the same schedule as the Area 41 Standing Committees.

2. The Newsletter, Registrar, and Workshop Service Positions are elected members of a Standing Committee.

3. The Archivist, Taper, and Webmaster Service Positions require special skills to fulfill their responsibilities. These are appointed members of a Standing Committee who serve a six year term. See 2016-10-16 #001 Area 41 Agenda Items Action Listing Section VII.

4. The First Timer Orientation Service Position is selected prior to each Area 41 Assembly by the Area Chairperson.

5. The G.S.R. Workshop Chairperson and Alternate G.S.R. Workshop Chairperson Service Positions are elected by the G.S.R.s or alternate G.S.R.s attending the G.S.R. Workshop.

SECTION V – STANDING COMMITTEE COMPOSITION, SCOPE, AND PROCEDURES

A. COMPOSITION

1. The membership of Area 41 Standing Committees (except G.S.R. Workshop) shall consist of a chairperson, at least two assigned District Committee Members, possibly one or more assigned Service Positions, and all interested Area 41 A.A. members who attend a meeting of that committee. Each A.A. member should be a member of no more than one Area 41 Standing Committee.

   a. GRAPEVINE / LA VINA

   The membership of the Area 41 Grapevine / La Vina Committee shall consist of a chairperson, at least two assigned District Committee Members, and all elected G.V.R.s and R.L.V.s attending the committee meeting.

   b. G.S.R. WORKSHOP

   The membership of the Area 41 G.S.R. Workshop shall consist of a chairperson, an alternate chairperson, and all elected G.S.R.s and Alternate G.S.R.s who attend the workshop.

2. The committee Chairperson is elected, the D.C.M.s assigned by lot with the Agenda and Report and Charter Committees being first to receive 3, and Service Positions elected or appointed according to the procedures outlined in the most

recently updated Area 41 Service Handbook or Area 41 Agenda Items Actions Listing.

3. All committee members present at a committee meeting may participate in the discussion of, and any subsequent vote on, any item of business before the committee at that meeting.

B. SCOPE

1. AGENDA COMMITTEE
   a. Set the overall schedule, format, and content of all Area 41 Assemblies.
   b. Receive and review new Agenda Items, assign a tracking number to each item, and forward the item to the appropriate committee.
   c. Oversee the work of the Workshop Service Position.

2. ARCHIVES COMMITTEE
   a. Collect all available items or information of historic interest to Alcoholics Anonymous within Area 41 for storage in the Area 41 archives.
   b. Provide education on basic archival procedures to committee members and district or group archives committees.
   c. Make recommendations on archival policies to the Area 41 Assembly.
   d. Oversee the work of the Area 41 Archivist to ensure that all collected materials are being preserved and stored correctly and, if not, recommend to the Area 41 Chairperson that a new Archivist be recruited.

3. CORRECTIONAL FACILITIES COMMITTEE
   a. Encourage A.A. members to assume responsibility to carry the message to alcoholics who cannot, of their own free will, seek A.A. help due to incarceration in a correctional facility.
   b. Review all aspects of service to A.A. groups in correctional facilities within Area 41 and make recommendations for changes and/or improvements.
   c. Work closely with the Cooperation with the Professional Community & Public Information Committee and Accessibilities-Accommodations-Treatment and Remote Communities Committees to prevent duplication of effort.

4. COOPERATION WITH THE PROFESSIONAL COMMUNITY AND PUBLIC INFORMATION COMMITTEE
   a. Further A.A.'s primary purpose of carrying the message to the alcoholic through sharing information about the A.A. program with those professional groups and individuals who have contact with alcoholics.

b. Further mutual understanding and cooperation between the Fellowship and others concerned about the problem of alcoholism and help for the alcoholic.

c. Increase awareness of members and outside groups and organizations on ways of cooperating while not affiliating, within A.A. Traditions.

d. Improve communication between A.A. in Area 41 and the general public.

e. Coordinate and maintain the operation of the Area 41 hotline program.

f. Work closely with Correctional Facilities and Accessibilities-Accommodations-Treatment and Remote Communities committees to prevent duplication of effort.

5. FINANCE COMMITTEE

a. Review the Area 41 Financial Guidelines and update as needed.

b. Monitor all aspects of fiscal responsibility within the Area 41 Committee to ensure the Area 41 Financial Guidelines are followed.

c. Oversee the work of the Area 41 Treasurer.

6. GRAPEVINE AND LA VINA COMMITTEE

a. Review, provide information about, and make available to all levels of Area 41, all printed, audio, digital literature, and other special materials published by A.A. Grapevine, Inc., including the AAGRAPEVINE.org website.

b. Display and sell all printed, audio, digital, and other special materials published by AA Grapevine, Inc. at every Area 41 Assembly and Area 41 Reunion, and whenever requested, to any A.A. function.

7. G.S.R. WORKSHOP

a. Hold a workshop/forum for the discussion of all aspects of the duties and responsibilities of the G.S.R. position.

b. Develop and maintain a G.S.R. Orientation Packet available for use in Area 41.

8. LITERATURE COMMITTEE

a. Review, provide information about, and make available to all levels of Area 41, all AAWS, Inc. printed, audio, audiovisual, and Braille literature and other special materials, including the GSO AA.org website.

b. Display and sell all AAWS, Inc. printed, audio, audiovisual, Braille, and other special materials at every Area 41 Assembly and Area 41 Reunion, and whenever requested, to any A.A. function.

c. Print, display, and sell at cost copies of all current Area 41 documentation upon request.

9. REPORT AND CHARTER COMMITTEE

a. Review how Area 41 functions and communicates to assure that individuals in Area 41 are adequately served with the current service structure.

b. Oversee the work of the Newsletter, Registrar, and Taper Service Positions.

c. Maintain, and update as needed, the Area 41 Service Handbook, the Area 41 Agenda Items Actions Listing, and the Area 41 District Map.

10. ACCESSIBILITIES, ACCOMMODATIONS, TREATMENT, AND REMOTE COMMUNITIES COMMITTEE

a. Review all aspects of service to A.A. members with accessibility barriers and make recommendations for changes and improvements.

b. Coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics who are in communities such as nursing homes, military, veterans, and reservations.

c. Coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in a wide variety of treatment settings.

d. Coordinate the work of individual A.A. members and groups to set up means of "bridging the gap" from the treatment setting to the A.A. community.

e. Review all aspects of service to A.A. groups/meetings in non-correctional in-patient and out-patient settings.

f. Work closely with the Cooperation with the Professional Community and Public Information Committee and the Corrections Committee to prevent duplication of effort.

g. Coordinate the work of Area 41 Standing Committees, Districts, Groups, and individual A.A. members interested in carrying our message of recovery to alcoholics with barriers, accessibilities, treatment, and remote community concerns.

11. TECHNOLOGY AND COMMUNICATIONS COMMITTEE

a. Maintain the website: Area 41.org according to the Area 41 Website Guidelines.

b. Support the technological needs of Area 41 groups, districts, and committees.

c. Assist with the technological aspects of Area assemblies.

C. PROCEDURES

1. Meet during each scheduled Area 41 Assembly weekend.

2. Present recommendations, if any, reached by substantial unanimity, to the Area 41 Assembly for approval, disapproval or amendment in a report of committee activities given by the committee chairperson.
3. Review the available literature applicable to the committee.
4. Follow suggested committee procedures outlined in the most recently updated Area 41 Service Handbook or Area 41 Agenda Items Actions Listing.

SECTION VI - SUGGESTED GENERAL COMMITTEE PROCEDURES

Area 41 requests that all Area 41 Standing Committees and Ad Hoc committees observe, as much as possible, the following suggested General Committee Procedures:

A. Recommend that all committee members become familiar with The A.A. Service Manual, the Twelve Traditions, the Twelve Concepts, and all A.A. service material and Area 41 documentation applicable to the committee. This material should be displayed at each committee meeting and a list of the materials should be available to all committee meeting attendees.

B. Prepare a written agenda for each committee meeting to be communicated to all committee members by mail or email and posted on the committee's "Member's Services" web on the Area 41 website at least one week before the meeting. This should also include a copy of the minutes from the last committee meeting.

C. As soon as possible, select a volunteer secretary for the rotation and review the committee's "Composition, Scope, and Procedures" statement. If needed, the committee should recommend amendments to the "Composition, Scope, and Procedures" statement to the Area 41 Assembly through the normal Agenda Item process.

D. Meet as often as is necessary to fulfill the committee's responsibilities. This might include a meeting at the Area 41 Reunion or meetings between the scheduled Area 41 Assemblies.

E. Handle all Area 41 Agenda Items assigned to the committee as described in the most recently updated Area 41 Service Handbook or Area 41 Agenda Items Actions Listing.

F. Review, discuss, and develop specific information, services, or activities this committee can offer to all levels of A.A. in Area 41 to support service activities and encourage participation by all members. These should be well-documented for use in following rotations.

G. At a meeting prior to each General Service Conference (G.S.C.), discuss the G.S.C. Agenda Items assigned to the committee and report the discussion to the Area 41 Delegate.

H. Keep a notebook of all committee documentation, discussions, and activities and provide a copy of all new material to the Area 41 Secretary and Archivist. This notebook, and all committee materials, should be given to the new Committee Chairperson as soon as possible after the end of the Election Assembly weekend.
I. Keep a roster of current committee members' contact information in the notebook.
J. Prepare a written report of all committee activities to be given to the Area 41 Secretary and presented orally to the entire Area 41 Assembly.
K. The Committee Chairperson is encouraged to delegate some responsibility to the D.C.M.s assigned to the committee and to involve all regular attendees, particularly G.S.R.s, in the work of the committee.

SECTION VII - AREA 41 MEETINGS

A. AREA 41 ASSEMBLY

1. Each Area 41 Assembly will include an Area 41 Business Meeting. At the last Area 41 Assembly of the odd-numbered years, the Area 41 Chairperson shall call an Area 41 Election Assembly.
2. The Area Chairperson shall call four weekend Area 41 Assemblies each year. The schedule of activities for the Area 41 Assembly is the responsibility of the Area 41 Chairperson. It must include the agenda for the Area 41 Business Meeting and be published in the Area 41 newsletter prior to the Area 41 Business Meeting and published on the Area 41 website.

B. AREA 41 BUSINESS MEETING

1. QUORUM
   The voting membership of Area, as determined by roll call, shall constitute a quorum and shall be the count of voters.
2. AGENDA ITEMS RECOMMENDED BY COMMITTEE
   All Agenda items, except floor actions, on the Area 41 Business Meeting Agenda are the result of a recommendation by a Standing Committee as described in Section VIII.C.4.
3. FLOOR ACTIONS
   a. EMERGENCY ITEMS
      i. The Area 41 Chairperson must be notified of any item of an emergency nature to be brought before the members present at the Area 41 Business Meeting.

ii. The Area 41 Chairperson shall tell the members present at the Area 41 Business Meeting that a request to present an emergency item(s) has been received, explain the nature of the emergency, and ask if there is a motion to allow consideration of the emergency item(s).

iii. If a motion is made, seconded, and approved, the emergency item(s) must be considered immediately.

b. NON-EMERGENCY ITEMS

i. Non-emergency floor actions are requests to consider agenda items that were resolved in committee by "Take no action".

ii. Only the originator of the agenda item can request a non-emergency floor action.

iii. The Area 41 Chairperson will ask if there is a motion to permit the floor action. If a motion is made, seconded, and approved, the floor action will be placed on the voting agenda for the next Area 41 Business Meeting and the documentation from the standing committee will be published in the Area 41 newsletter.

4. DISCUSSION

All A.A. members present have a voice in discussion of Agenda Items.

5. VOTING

A simple majority is required (greater than 50% of votes cast) to approve an Agenda Item. Abstentions are not recognized.

6. MINORITY VOICE

After a vote on an Agenda Item, the Area 41 Chairperson shall ask if there is a minority opinion. Only those who voted in the minority can speak to the minority opinion.

7. RULES OF ORDER

Area 41 Business Meetings use Robert's Rules of Order as a guide.

C. AREA 41 ELECTION ASSEMBLY

Rotational Limits: Officers (with the exception of Delegate and Alternate Delegate) and Standing Committee Chairs not to exceed 1.5 rotations to a position previously held.

1. ELECTION PROCESS

The elections shall be held in the following order:

a. If needed, elect a Regional Trustee nominee.

b. If needed, elect a Trustee-At-Large nominee.

c. Elect the Area 41 Officers in the order of Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer.

d. Elect the Area 41 Standing Committee Chairpersons and Service Positions as explained in Section VII.C.5.

2. ELIGIBLE VOTER REGISTRATION
   a. Eligible voters include the Voting Membership defined in Section II.B. plus all current elected G.S.R.s (or their elected alternate G.S.R.) present.

3. FLOOR NOMINATIONS
   a. ABSENTEE CANDIDATES

      At the beginning of the Area 41 Election Assembly, if the Area 41 Chairperson has been contacted prior to the Election Assembly by a member who is absent for good cause (as decided by the Area 41 Chairperson) who would like to stand for a position, the Area 41 Chairperson shall ask the body if there is a motion to open the floor for nomination of the member absent with good cause.

   b. GENERAL CANDIDATES

      At the beginning of the Area 41 Election Assembly, the Area 41 Chairperson shall ask the body if there is a motion to open the floor for nomination of any member present. If a motion is made, seconded, and approved, floor nominations can be made for any position for any member present.

4. VOTING FOR AREA 41 OFFICERS
   a. Voting by proxy is not allowed.
   b. All eligible voters who have registered may participate in the vote.
   c. The Area 41 Chairperson shall take a roll call count of the voting membership as defined in Section VII.C.2. Each D.C.M. will respond with the number of votes (D.C.M. plus registered G.S.R.s or alternate G.S.R.s present) for the district.
   d. The Area 41 Secretary will verify the roll call count. Any discrepancies must be resolved before voting can begin.
   e. The Area 41 Chairperson shall read the explanation of Third Legacy Voting Procedure from the A.A. Service Manual.
   f. For each office, the Area 41 Chairperson will:
      i. Read the qualifications for the office and a summary of the responsibilities of the office.
      ii. Do a roll call of the eligible Area 41 Committee members asking each person if they will stand for this office.
      iii. The Area 41 Chairperson shall ask if any member in the room wishes to stand for this position

      iv.   If the floor was opened for nominations, ask for nominations from the floor and ask each nominee if they accept.

      v.   Ask all candidates to come to the front of the room and give a short service history. An absentee candidate should provide a way to have their service history presented. Area 41 Agenda Item Action Listing Section VII 2016-10-16 #003 these points provide guidance for those standing for a position as well as those voting in identifying qualifying experience. Candidates are not expected to present a point-by-point report.

        1. Sobriety Date
        2. Served as a General Service Representative
          If Yes, Group Name
        3. Held other Group level position(s)
          If Yes, Identify
        4. Served as District Committee Member
          If Yes, District Number
        5. Held other District level position(s)
          If Yes, Identify
        6. Served as Area Committee Chair or Officer
          If Yes, Identify
        7. Held other Area level position(s)
          If Yes, Identify

      vi.   Conduct the vote by Third Legacy Voting Procedure as explained in the current version of The A.A. Service Manual.

5. VOTING FOR STANDING COMMITTEE CHAIRPERSONS AND SERVICE POSITIONS (EXCEPT G.S.R. WORKSHOP CHAIRPERSON)
    a. Voting by proxy is not allowed.
    b. Voting membership shall be the same as for Area 41 Officers.
    c. The order of the elections shall be determined by the Area 41 Chairperson.
    d. The Area 41 Chairperson shall ask if any member in the room wishes to stand for this position.
    e. If the floor was opened for nominations, the Chairperson shall ask for nominations from the floor and ask each nominee present if they accept.
    f. Ask all candidates to come to the front of the room and give a short service history. An absentee candidate should provide a way to have their service history presented. See Section VII.4.f.v.
    g. Voting will be by ballot with a simple majority (greater than 50% of votes cast) required to win.

h. In case of no winner or a tie on the first ballot, a second ballot will be held. Only the names of the candidates who are tied with the most votes or with the top two vote totals will be on the second ballot.

i. In case of no winner or a tie on the second ballot, the names of the candidates who are tied with the most votes or with the top two vote totals will be placed in the hat.

j. The winner shall be the person with greater than 50% of the votes cast or the name drawn from the hat.

6. ELECTION OF G.S.R. WORKSHOP CHAIR AND ALTERNATE CHAIRPERSON

a. The next G.S.R. Workshop Chairperson and Alternate Chairperson are elected by simple majority by all current G.S.R.s and their elected alternates present at the G.S.R. Workshop held on the weekend of the Election Assembly. The current G.S.R. Chairperson and Alternate may also vote.

SECTION VIII –BUSINESS AGENDA PROCESS

A. ORIGINATION OF AN AGENDA ITEM:

1. An Agenda Item begins in one of four ways:
   a. In the mind of an A.A. member
   b. In an A.A. group's business or group-conscience meeting
   c. In a district meeting
   d. In an Area 41 Standing Committee meeting

2. An Agenda Item is documented:
   a. The proposal is developed into a clearly worded statement of action with an easily understood intent.
   b. Required background material is attached and contains:
      i. the history behind the idea (if any)
      ii. the reasons why this action will benefit A.A. in Area 41
      iii. the name(s), mailing address(es), email address(es), and telephone number(s) of the person(s) who originate the statement of action and the background material

3. The Agenda Item can be presented to Area 41 in two ways:
   a. It can be communicated in writing to the Agenda Committee Chairperson.
   b. It can be taken to an Area 41 Business Meeting, presented from the microphone when new agenda items are accepted, and submitted in writing to the Agenda Committee Chairperson.

B. IN THE AGENDA COMMITTEE

The Agenda Committee receives a written agenda item with background material and assigns it to the appropriate standing committee. Agenda Items received more than 10 days after an Area 41 Business Meeting will be held unassigned until the next meeting.

1. The Agenda Committee is to make sure that an Agenda Item is clearly written and easy to understand. If there is any question about the meaning or intent of the item, the Agenda Committee will contact the originator(s) of the item for clarification. The Agenda Committee may hold an Agenda Item unassigned until a response is received.

2. If a submitted Agenda Item contains more than one proposal, the Agenda Committee may suggest to the submitter of the original item that it be split into separate Agenda Items with one proposal in each.

3. The Agenda Item tracking number will be the date of the newsletter in which the Agenda Item will first appear and a sequence number. The format of this number shall be: YEAR-MONTH-DAY NUMBER (ex. 2011-01-01 001). Each year the sequence number is reset to "001" and is increased by 1 for each subsequent agenda item. Since agenda items can be presented in one rotation and resolved in the next rotation, for more complete tracking, the tracking number must remain the same from submission to resolution.

4. The Agenda Committee is to require the originator(s) include background material before assigning any Agenda Item to a standing committee. This background material is to be pertinent to the intent and need for the Agenda Item. ALL PERSONAL OPINIONS AND STATEMENTS OF BELIEF SHOULD BE DELETED FROM THE BACKGROUND MATERIAL.

5. Assigning an Agenda Item
   a. The Agenda Committee shall assign the Agenda Item to the appropriate Area 41 Standing Committee. This decision will be based on the Agenda Committee's understanding of the Agenda Item and the scope of each committee.
   b. Even if an Agenda Item originates in an Area 41 Standing Committee, the Agenda Item must be assigned to a committee before it can be placed on the voting agenda. This is to give the Fellowship an opportunity to address questions and comments to the committee before the Agenda Item is discussed as a voting item.

6. A list of all new Agenda Items with background information must be sent to the Area 41 Committee within 14 days after an Area Business Meeting.

7. Agenda Items submitted more than 10 days after an Area 41 Business Meeting may be held unassigned until the next scheduled Area 41 Business Meeting.

C. IN A STANDING COMMITTEE:

A Standing Committee will research and discuss an Agenda Item until a thorough understanding of the impact this item might have is reached.

1. Research and Discussion
    a. If a Standing Committee determines an Agenda Item contains more than one proposal that would be best considered separately, the committee may split the Agenda Item into separate items. The committee will add a sequential letter of the alphabet (a, b, c, etc.) to the original tracking number for each separated Agenda Item.
    b. If a Standing Committee has any questions as to intent or meaning, it should request additional clarification from the originator(s) of the item rather than attempt to define the intent or meaning of the Agenda Item.
    c. A standing committee should develop whatever additional background material is required to reach a resolution of the Agenda Item. It can request more background material from the originator(s) of the item, any Area 41 Officer or Standing Committee, the Area 41 Archives, or from the GSO Archives. If the Agenda Item will affect the Area 41 budget, the Area 41 Finance Committee must be informed and asked for input on impact to the Area 41 budget.
    d. A Standing Committee can take as much time as is necessary to assemble sufficient background material to permit thorough and informed discussion. A summary of new material, research, and discussion should be included in each committee report to Area 41.

2. Progress Reports
    After an Agenda Item has been assigned to a Standing Committee, that committee must report the status of the item at every subsequent Area 41 Business Meeting. The status should be one of the following:
    a. Tabled waiting for:
        i. Clarification
        ii. Additional background material
        iii. Further discussion
    b. Resolved. See Section VIII.C.4. below for possible resolution.

3. Documentation
    a. A Standing Committee will document its discussion of an Agenda Item. This documentation should include the questions raised with a brief summary of the discussion. This additional documentation should be part

of the committee report read at the microphone during committee reports and included in writing in the report submitted to the Area 41 Secretary.

b. The committee should assemble all background material and all additional documentation into one document. This document should be part of the report submitted in writing to the Area 41 Secretary at the Area 41 Business Meeting when the resolution is reported.

4. Resolution

A Standing Committee must report on its resolution of each agenda item. This decision must be by a substantial unanimity vote – a simple majority vote is not sufficient. Alternatives for resolution are:

a. Outside of Committee Scope

If, during its research and discussion, a Standing Committee determines that an Agenda Item is outside its scope, it can transfer the item back to the Agenda Committee for re-assignment.

b. Approved Within Committee Scope

If an Agenda Item falls within the scope of the committee, the committee can approve that Agenda Item. If the committee approves the item, that has the same effect as if the entire Area 41 Assembly approved the item.

c. Take No Action

If a Standing Committee votes to "Take No Action," the Agenda Item dies in committee. See VII.B.3.b. for additional information.

d. Recommend to the Area 41 Committee

If a committee decides to "Recommend to the Area 41 Committee," the item, with its full documentation, should be moved forward to the voting agenda at the next Area 41 Business Meeting. If the full background material is not complete, the Agenda Item should be held until the documentation is complete.

SECTION IX - AREA 41 ACTIVITIES

A. AREA 41 REUNION:

The reunion is a function financed by Area 41 for the benefit of the fellowship.

The Area 41 Reunion is designed to hear the Delegate's Report from the General Service Conference and to carry the message of recovery to as many alcoholics as possible through the principle of attraction and through fellowship. The Area 41 Assembly will elect a Host District(s) each year to be responsible for preparing and conducting the Area

41 Reunion. The Host District(s) will form a Host Committee to plan and coordinate the Area 41 Reunion.

1. HOST COMMITTEE:
    a. Any district(s) in the Area may bid to host the Reunion, which is typically held at the same facility as the Area Assemblies. The Reunion is traditionally held during the first part of June.
    b. Bids should be presented to the Area Assembly for selection at an Area 41 Business Meeting more than twelve months prior to the Reunion in question.
    c. The Host Committee will serve as the Area 41 Reunion Committee for that year and may appoint its own chairperson and committee members.
    d. A representative of the Area 41 Reunion Committee is expected to report the committee activities at each Area 41 Business Meeting prior to the Area 41 Reunion and give a final report at the Area 41 Business Meeting after the Area 41 Reunion.
    e. Copies of all Area 41 Reunion Committee minutes, correspondence, and reports should be given to the Area 41 Secretary, Area 41 Archives, and to the succeeding Reunion Host Committee.

2. SUGGESTIONS FOR HOST COMMITTEE:

    Refer for The A.A. Service Manual and A.A. Guidelines Conferences, Conversations, and Roundups.
    a. CHAIRPERSON
        i. Has attended previous Area 41 Reunions
        ii. Has experience planning and organizing A.A. functions (at least at the local level).
        iii. In the spirit of the Twelve Traditions, cooperate with Al-Anon and Alateen.
    b. The Host Committee may include, but is not limited to:
        i. Secretary
        ii. Treasurer
        iii. Facilities Coordinator (provide Reunion needs to the Alternate Delegate)
        iv. Pre-Registration/Registration
        v. Coffee
        vi. Program Coordinator – planning, scheduling, etc.
        vii. Speakers (A.A., Al-Anon, Alateen speakers. Seek input from those fellowships on their potential speakers).
        viii. Social Activities – dance, ice cream social, etc.

        ix.   Others…decorations, speakers' hosts, greeters, security, publicity, etc.

In general Area 41 encourages the Host Committee to enlist as many individuals as possible in the planning, development, and operation of the Area 41 Reunion.

3. FINANCING THE AREA 41 REUNION:
   a. Traditionally, Area 41 provides "seed money" for initial costs of an Area 41 Reunion. The Host Committee may request additional advance monies, as needed, from the Area 41 Finance Committee.
   b. A complete financial statement shall be presented to the Area 41 Assembly at the first Area 41 Business Meeting following the Area 41 Reunion.
      i. A copy of the financial statement shall be given to the Area 41 Archives, the Area 41 Finance Committee for its records, and the next Area 41 Reunion Committee.
      ii. All monies left over after expenses shall be returned to the Area 41 Treasurer.

4. RECORDING THE REUNION:

   Refer to The A.A. Service Manual and A.A. Guidelines Conferences, Conversations, and Roundups.

5. Area 41 has adopted the following guidelines as suggestions to avoid past mistakes:

Area 41 Reunion Guidelines

The host committee should be familiar with the recommendations in The A.A. Service Manual and A.A. Guidelines Conferences, Conventions and Roundups. Contact with previous host committees will also be helpful.

AREA SUPPORT PERSONNEL
1. The Area 41 Workshop Chair will be a liaison/advisor to the reunion host committee.
2. The Area 41 Alternate Delegate will act as an assisting Co-Chair of the host committee.
3. The Area 41 Treasurer will be a signature on the Area 41 Reunion checking account.

TREASURER/FINANCIAL
1. Refer to Area 41 Financial Guidelines.
2. Rental of a P. O. Box for Area 41 Reunion business is suggested but left up to the host committee's discretion.
3. Cost of registration should be set with the advice of the Area 41 Workshop Chair and the Area 41 Treasurer.

4. A financial report will be given to Area 41 at the first Area 41 Business Meeting following the Area 41 Reunion. Detailed copies of the financial report will be given to the Area 41 Archives, the Area 41 Treasurer, and the host committee for the following Reunion.

REGISTRATION/FLIERS

1. Registration should begin as soon as reasonably possible.
2. The Area 41 Reunion dates should be sent to GSO for inclusion in Box 459 and to the Grapevine for listing in their Calendar of Events. The host committee must check the required lead time for listing.
3. Fliers should be out 6 months prior to the event. The flyer must conform to the Area 41 Website Guidelines for listing on the Area 41 website.

SPEAKERS

1. Speakers should be contacted as early as possible. Circuit speakers are often booked a year in advance.
2. Travel, meals, room, and registration expenses for the speakers should be the responsibility of the host committee.
3. Speakers should be assigned an individual host for the event.
4. Traditionally, a Saturday night meal is planned for all speakers with the host committee and Area 41 Delegate.
5. It is suggested that two hours be scheduled for the Area 41 Delegate's Report from the General Service Conference, preferably on Saturday afternoon.

HOSPITALITY

1. The Area 41 Literature, Grapevine, and Archives Committees are to be invited at the host committee's expense for rooms and mileage.
2. Name badge ribbons are suggested for easy recognition of the host committee and speakers.
3. Hospitality rooms, if permitted by the facility regulations, are to be encouraged.
4. Arrangements for American Sign Language translators, accessible seating arrangements, and other accessibility barriers must be considered.
5. Coffee sales suggestions: Avoid offering a 'bottomless coffee cup'– it has always been a financial disaster. Before ordering souvenir items – especially coffee cups – check with several past host committees for their experience.

B. AREA 41 4-CORNERS WORKSHOPS:

1. The purpose of 4-Corners Workshops is to make the accumulated service experience of Area 41 available to any district in Area 41 that chooses to host a workshop and to give local members a chance to meet and get to know the Area 41 Committee members.

2. Area 41 has adopted the following guidelines as suggestions to avoid past mistakes:

4-Corners Workshops Guidelines

PURPOSE

The purpose of a 4-Corners Workshop is to take Area 41 to the four sections of the state (defined later) and give local members a chance to learn about Area 41 and to meet and get to know the Area 41 Committee members.

PROGRAM

1. The topic and the program will be selected and planned by the Area 41 Workshop Chair, working closely with the host district(s) to design a workshop to fit local service structure needs.
2. Current members of the Area 41 Committee should be asked to participate in the program.
3. All A.A. members asked to present should be well-grounded in general service and knowledgeable of the Twelve Traditions and the Twelve Concepts.
4. Non-A.A. presenters should be asked to include in their presentation suggestions how A.A. can best help them in their work with active alcoholics.

SCHEDULING AND PLANNING

1. There should be at least one and not more than four 4-Corners Workshops per year. It is recommended that each of the 4 sections of Area 41 (defined below as West, Central, Northeast and Southeast) sign up for one of the quarterly workshops each year. However, if that has not happened within a reasonable time frame, the Area 41 Workshop Chair may, at their discretion, offer the open quarters to any willing sections.
2. Districts that choose to host a workshop must schedule the workshop with the Area 41 Workshop Chair. As soon as a date is definite, it will be given to the Area 41 Website Committee for inclusion on the Events Calendar.
3. There should be a reasonable amount of time between workshops. It is suggested that workshops should not be held the week before or after an Area 41 Business Meeting, the Area 41 Reunion, a West Central Region Service Conference or Forum, or an A.A. International Convention.
4. When possible, adjoining districts are encouraged to jointly sponsor a workshop.
5. Workshops should be scheduled six months or more in the future to allow time for adequate planning and distribution of flyers for a successful workshop. This

means planning may start late in one rotation and continue into the next. Good documentation of all planning is required.

6. Location of the workshop is left to the host district(s), subject to the approval of the Area 41 Workshop Chair.
7. A workshop should be at least 100 miles from the location of the prior 4-Corners Workshop.

ATTENDANCE

1. It is expected that all Area 41 Officers will attend each 4-Corners Workshop.
2. It is suggested that all Area 41 Committee Chairpersons attend each 4-Corners Workshop.
3. The Area 41 Archives, Grapevine, and Literature displays are expected at each 4-Corners Workshop.
4. Flyers should be available and posted on the Area 41 website at least three months before the scheduled date of the workshop to encourage good attendance.

EXPENSES

1. Within reason, Area 41 will pay:
   a. Rent for a meeting place agreed to by the Area 41 Workshop Chair.
   b. Travel expenses at normal Area 41 rates for presenters.
   c. Hotel expenses at normal Area 41 rates for presenters if travel distance, weather, and/or the workshop schedule make same-day travel unreasonable.
   d. Area 41 Workshop Chair will provide name tags.
   e. Any other expense approved in advance through normal Area 41 Finance Committee procedures
   f. Cost of the fliers for that workshop.
2. Area 41 does not provide food, drink, raffle expense or other expenses.

SECTIONS DEFINED BY DISTRICT:

1. (West) 8, 9, 10, 13, 14
2. (Central) 7, 12, 15, 16, 26, 30, 31
3. (Northeast) 1, 2, 4, 11, 17, 18, 19, 24, 25
4. (Southeast) 3, 5, 6, 20, 21, 22, 23, 28, 29, 32

SECTION X - DOCUMENTATION

The following documents may be available for download from the Area 41 website or for purchase at cost from the Area 41 Literature table upon request.

A. AREA 41 FINANCIAL GUIDELINES

The Financial Guidelines explain the responsibilities of the Area 41 Finance Committee and the Area 41 Treasurer

B. EXPLANATION OF BUDGET LINE ITEMS

This document explains the individual line-items in the Area 41 budget.

C. AREA 41 AGENDA ITEMS ACTION LISTING

This booklet contains the agenda items, dates, and vote totals that have been passed by the Area 41 Assembly. Since 2008, it includes all agenda items that have passed, failed, or no action taken.

D. AREA 41 SERVICE HANDBOOK

E. AREA 41 FINANCES INTRO AND FAQ

F. WEBSITE GUIDELINES

The policies concerning the purpose and content of the Area 41 website.

G. INCOMING GSR TOOLKIT

Suggestions and ideas for new G.S.R.s on how to best fulfill their responsibilities.