

Structure and Guidelines of North Florida Area Conference of A.A. April, 2009

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1. PREFACE

These guidelines are not intended to replace the A.A. Service Manual. Each Area is autonomous and these guidelines are to assist in clarifying matters which pertain specifically to the North Florida Area *NOTE 1*. References to the A.A. Service Manual are included to make these guidelines a concise service reference for members of the North Florida Area Conference.

2. AMENDING THE AREA GUIDELINES

Any proposed amendment to these guidelines shall be submitted in writing to the Area Chairperson, with a copy for the Delegate and Secretary. The amendment may be sent to the appropriate Administrative Committee at the discretion of the Chairperson. At least 30 days prior to the next assembly, the Secretary shall mail copies of the proposed amendment(s) to all DCMs and GSRs. The Chairperson shall include the proposed amendment on the assembly agenda. A two-thirds vote in favor by the GSRs, DCMs, Area Officers and Service Coordinators present and voting shall constitute adoption of the amendment.

NOTE 1: In these guidelines, the following definitions apply: The North Florida Area is the

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geographic region designated as Area 14 by the General Service Conference of Alcoholics Anonymous World Services. It is also referred to as the Area. The Area Committee is the Area Officers, Service Coordinators, Administrative Committee Chairpersons, and District Committee Members. The North Florida Area Assembly is a meeting, with proper notice, of the Area Committee and the General Service Representatives of registered A.A. groups within the Area that desire to participate. The Area Assembly is considered the muscle and blood of general services in the area (pg S34) and is the democratic voice of the membership expressing itself, according to the A.A. Service Manual. It is also referred to as the Area Assembly, NFAA and Assembly in these guidelines. The North Florida Area Conference is the entity through which the Assembly conducts business with the public. References to the A.A. Service Manual are to the 2007-2008 edition of the Service Manual, are to the specific page and use the format (pg S##).

3. ASSEMBLY FORMAT (MEMBERSHIP AND MEETINGS)

The North Florida Area Conference shall convene on a quarterly basis in a centralized fixed location for an Area Assembly (pg S34) the dates shall be determined by the Area Chairperson. The location for two year periods will be determined by the Assembly.

Once every two years, the Southeastern Trustee will be invited to the Area Assembly.

Non-election October assemblies include an area inventory on Saturday night in lieu of speaker meeting.

No smoking is allowed in meeting rooms.

Composition: The North Florida Area Conference, designated as an Area Assembly, shall be composed of the elected General Service Representatives of all A.A. groups within the North Florida boundaries desiring to participate, District Committee Members, and Area Committee Officers, Administrative Committee Chairs, Service Coordinators or their alternates. All members shall be sober members of Alcoholics Anonymous.

Format:

Saturday: workshops of the Service Coordinators listed in Section 4 will take place. Workshops will be chaired by the Service Coordinators or their alternates. A DCM and Officers meeting and a General Service Representative workshop and an Ask the Officers Forum will also be held. Minutes of these meetings shall be taken and such minutes shall be given to the Secretary.

Saturday night: features an open speaker meeting except during the fourth Area Assembly of even years when the business session of the North Florida Area Assembly will convene on Saturday night.

Sunday: the business session of the North Florida Area Assembly will convene. All business of the North Florida Area Assembly will be conducted at this time with only members of the NFAA or individuals approved by the Chairperson participating, except during the fourth quarterly Area Assembly of even years when the election of officers as described in Section 6 shall take place. Robert's Rules of Order (as modified by the 1991 General Service Conference information handout, copy of which is included as Appendix A) have been adopted by the NFAA. Any eligible voter who is not in attendance for Roll Call prior to the Assembly shall have their voting privileges suspended for that assembly.

Other meetings, sessions or committee meetings may be scheduled from time to time as decided by the Chairperson.

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4. AREA SERVICE COORDINATORS / ADMINISTRATIVE COMMITTEES

The North Area Assembly includes the following Service Coordinators (pg S44, Other Officers):

Accessibilities: This service coordinator covers how to carry the message to those who have problems which limit their attendance at regular A.A. meetings, and also enlightens A.A. members and groups to their special needs.

Archives: The Archives Service Coordinator assimilates and retains Area history.

Cooperation with the Professional Community: The CPC Service Coordinator deals with how to carry the message to the still-suffering alcoholic through third party professionals such as probation officers, clergy, doctors, etc.

Correctional Facilities: The Corrections Service Coordinator deals with how to carry the message to those in jail or prison.

Grapevine/LaVina: The Grapevine/LaVina Service Coordinator educates the membership about or unique "Meeting in Print".

Intergroup: The Intergroup Service Coordinator serves as a liaison between Area intergroups and the members of the North Florida Area, facilitating "sharing common problems and solutions" (pg S40).

Literature: The Literature Service Coordinator is to inform groups, districts or assembly members through displays or other suitable methods, of all available Conference Approved Literature, audio visual material or other special items.

Public Information: The PI Service Coordinator is concerned with carrying the message through the media. PI also educates A.A. members and groups about Alcoholics Anonymous. The PI Service Coordinator is also in charge of the video library.

Treatment Facilities: The Treatment Facilities Service Coordinator deals with how we carry the message to clients of treatment centers and other recovery institutions.

The following Administrative Committees exist to assist with the business of the Assembly:

Finance: The Finance Committee is responsible for reviewing the budget prepared by the Treasurer before it is submitted to the Assembly. The Committee also reviews the Treasurer's quarterly report and any proposals that may require funding in order to 1) provide financial guidance, 2) make recommendations, 3) encourage the development of long-range financial policies, 4) to monitor expenditures as compared to the approved budget and (5) maintain a current inventory of Assembly property as described on page 12 item 18.

Site and Agenda: The Site and Agenda Committee obtains and reviews bids from hotels/motels willing to provide facilities for quarterly Assemblies. The Committee is responsible for overseeing the logistics of each Assembly and, whenever possible, uses their experience to develop written procedures and guidelines for future assembly hosts.

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Growth: The Growth Committee receives and reviews requests for changes in District boundaries and provides suggestions for effective management of districts as an alternative to splitting the district. The Growth Committee, with an eye always on the future of the Assembly, monitors and helps manage area growth to keep the North Florida Area Conference as inclusive as possible. Each January the Growth Committee shall review the references in Structure and Guidelines to page numbers in the Service Manual and provide the Secretary with a list of changes for Structure and Guidelines. Such changes will be made without need to publish and vote.

Web Site: The Web site Committee consists of seven (7) voting members: the Web Site Chairperson, the Web Master, a past Delegate, the Public Information Service Coordinator, and three (3) DCMs. Web Site Chairperson. The Web Site Chairperson shall be appointed by the Area Chair and shall attend the Area Assembly quarterly. The Web Site Chairperson is responsible for setting up the meeting and coordinating information within the committee. The web Site Chairperson is to insure that the (aanorthflorida.org) web site meets the recommendations of the Committee and the Assembly. Duties of the Web Site Committee members: Web Master. The Web Master shall maintain the web site and only add or remove data from the site when directed by the Web Site Administrative Committee or the North Florida Area Assembly. The Web Master shall be appointed by the Web Site Chairperson. Past Delegate: A past Area Delegate shall be appointed by the Area Chair to maintain the web site within the Traditions and Concepts. Public Information Service Coordinator: To coordinate the accessibility of the web site to the AA community and the public.

The appointment of the Service Coordinators is described in Section 11. The Service Coordinators and other members of Administrative Committees are appointed by the Chairperson of the North Florida Area Assembly. Additional Service Coordinators and Administrative Committees may be authorized by following the procedure in Section 2 for amending these guidelines. Requests for authorization of additional Service Coordinators and Administrative Committees shall be referred to the Growth, Site and Agenda, and the Finance Committees, following which, if the request receives favorable consideration by the Committee, the matter shall be considered a proposed amendment and be placed on the agenda for the next quarterly assembly.

The Area Chairperson may appoint members of the Area Assembly to serve as a temporary service coordinator as may be required to assist the Chairperson or other Area Officers in the performance of their duties (e.g., an elections coordinator, as described in Section 8 of these guidelines). Temporary coordinators automatically cease to exist upon completion of their prescribed service assignment.

Parliamentarian: This appointed office be for a two year term, to coincide with the current term schedule. That this position be by appointment of the incoming chairperson. This officer does not have a vote on the assembly level. This officer shall receive lodging for one night at the hotel/motel where the assembly takes place, and receive a mileage reimbursement at the same rate as other officers, for the assembly only.

The qualifications for this office include:

1. He/She should have a good working knowledge of Robert's Rules of Order as amended by the General Service Conference.
2. He/She has the time and desire to be present at the NFAA.
3. He/She has, or is willing to gain, a good working knowledge of the NFAA Structure and Guidelines.

The duties of this office are, but not limited to:

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1. Be present at the Saturday/DCM Officers meeting at the NFAA.
2. Be present at the Sunday business meeting of the NFAA.
3. Assist the chairperson in keeping the 2 above mentioned meetings operating within Robert's Rules of Order as amended by the General Service Conference and the NFAA Structure and Guidelines.

Archivist: This office to be voted on in non-electoral years for a two (2) year term not to exceed six (6) years. That this position be voted by voting members of the area. This office does not have a vote on the assembly level. This office shall attend Area Assemblies and work closely with the Archives Service Coordinator.

The qualifications for this office include.

1. He/She should be knowledgeable of the NFA history.
2. He/She should have experience with archival and conservation procedures as well as handling of historical records.
3. He/She should be thoroughly familiar with our primary purpose and our AA Traditions so as to ensure privacy and protect anonymity of the members whose names are included in the collected documents.
4. The selected individual should be an AA member.

The Duties for this office include:

1. The Archivist is responsible for preserving the documents and artifactual items and maintaining the physical integrity of the collection.
2. The Archivist collects, organizes and preserves material of historic interest to the North Florida Area.
3. The Archivist will work closely with the Archives Service Coordinator to ensure the integrity of the NFA archives inventory.
4. The Archivist maintains and updates the NFA Archives Inventory and assisting accumulation of historical material and information pertaining to the NFA.

NFAC Convention Over-site Committee: To provide over-site of the Florida State Convention when it occurs geographically within the North Florida Area. (The Convention scope & procedures are set forth in the Advisory Actions under the Growth Committee April 2006)

5. SCHEDULING AND NOTICE OF AREA ASSEMBLIES (pg. S34)

Area Assemblies shall be scheduled for a minimum of a year and preferably for a two year period beyond the current year. Consideration shall be given to any state or regional A.A. functions to avoid conflict when setting the date for quarterly assemblies. The Area Chairperson sets the agenda.

The Registrar shall mail a notice of each Assembly to the Area Committee, DCMs and GSRs at least 30 days in advance of the Assembly. The mailing shall also include the minutes of the previous quarterly assembly meetings and the proposed agenda. All information regarding the Assembly should be forwarded to the Secretary sufficiently in advance of the mailing deadline to ensure its inclusion in the mailing.

The order of business for the business session of each quarterly assembly is:

- Opening
- Roll Call
- Approval of Minutes
- Treasurer's Report
- Delegate's Report

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Alt Delegate's Report
Reports of Service Coordinators
 Archives
 Archivist
 Accessibilities
 Cooperation with the Professional Community
 Correctional Facilities
 Grapevine/LaVina
 Intergroup
 Literature
 Public Information
 Treatment Facilities
 Website
Administrative Committee Reports
 Site and Agenda
 Growth
 Finance
Old Business
New Business
Closing

The agenda mailed to the members of the Assembly shall include specific items of business scheduled to be submitted for discussion and voting. Other items of business brought before the Officers/DCMs, Area Officers or other meetings shall be added to the agenda if appropriate. Business not on the agenda can be brought before the Assembly from the floor.

6. AREA ELECTIONS

The North Florida Area Conference shall convene in the Area Assembly every even year to elect the Area Officers listed in Section 10. Unless directed otherwise by the General Service Conference, all Officers of the Area Committee shall be elected at this time in the manner described in the A.A. Service Manual (pg S35) and Sections 6 through 9 of these guidelines. The terms of office for all Officers shall be concurrent and of two years duration.

7. ELIGIBILITY TO STAND FOR AREA OFFICE

The following persons are eligible to stand for election to area office:

 The following are eligible to stand for Delegate: All current and past DCMs

 The following are eligible to stand for all other area offices:

 All current and past DCMs, all current and past GSRs, all elected Area Officers

 Others may be nominated if these nominations are accepted by a two-thirds majority vote of the Assembly.

It is strongly suggested that candidates have at least five years of continuous sobriety. It is also strongly suggested that the spirit of rotation prevail.

All candidates should have a thorough understanding and appreciation of the A.A. Steps, Traditions and Concepts and be prepared to place principles above personalities at all times.

At the quarterly assembly immediately prior to an election assembly, all current and past DCMs and Alternate Delegates shall be queried to determine if they would be available to stand for Delegate.

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All current and past DCMs shall be queried to determine if they would be available to stand for Alternate Delegate. All current and past DCMs, GSRs, and elected area officers shall be queried to determine if they would be available to stand for any of the other Area Offices. Eligible individuals may indicate their willingness to stand for office at the Election Assembly and nominations will also be taken from the floor approved by two-thirds majority at that time. The voting body should have a choice of at least two candidates for each office, whenever possible.

8. VOTING PRIVILEGES

The following persons are eligible to vote at the biennial fourth quarter elections:

- GSRs or their alternates
- DCMs or their alternates
- Administrative Committee Chairs
- Service Coordinators
- Area Officers

A person may cast only one vote. For example, if the DCM is also a GSR or Service Coordinator, he/she may cast a single vote. He/she may allow the Alternate DCM, alternate Service Coordinator or alternate GSR to register and cast the other vote. Only GSRs from groups registered with the Area Registrar shall be eligible to vote. Absentee ballots and proxy voting are not permitted (pg S35). Any eligible voter who is not in attendance for Roll Call prior to the Assembly shall have their voting privileges suspended for that assembly.

To assure fairness to all, the following procedure will be used to qualify persons eligible to vote. A separate voter registration table will be set up and staffed by election committee members appointed by the Chairperson. The Registrar shall provide the elections coordinator with a roster of registered groups. Eligible voters will sign the roster of groups and then be given a colored tag or sticker which must be displayed on the name badge of each voter. Only persons wearing a name badge bearing the appropriate tag or sticker will be eligible to vote in elections held Sunday morning.

9. VOTING PROCEDURE

All voting will follow the Third Legacy Procedure set out in the A.A. Service Manual (pg. S20 – S21). To recap: names of persons standing for office will be posted on the blackboard at the front of the room. Voting will be by written ballot. It is suggested that different colored paper be used for each ballot.

Election coordinators will select enough non-voting A.A.-member ballot handlers prior to the elections to equal approximately one handler for every 40 qualified voters. Ballot handlers will be assigned specific areas. Ballot handlers will give one ballot to each qualified voter, as designed by her/his tagged name badge who is in the room at the time of the vote. Ballot handlers will collect the ballots and give them to the election coordinator or designated counters to tally. It is suggested that past Delegates present at the election assembly be asked to tally the ballots.

The number of ballots cast for each candidate will be displayed on the blackboard. The first candidate to receive two-thirds of the total vote cast in that ballot is elected. On second and subsequent ballots, the candidate list will be shortened per the Third Legacy Procedure. Up to five ballots may be required to determine the winner, if any. If no one receives two-thirds of the votes cast by the fifth ballot, the winner will be decided by lot (drawn from a hat by a non-voting member of A.A.)

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The order of the election of officers is at the Chairperson's discretion, but it is suggested that the Officers be elected in the following order:

- Delegate
- Alternate Delegate
- Chairperson
- Alternate Chairperson
- Treasurer
- Registrar
- Secretary

10. QUALIFICATIONS AND DUTIES OF AREA OFFICERS

DELEGATE (PG S46-51)

Duties: The Delegate is the Area representative to the annual General Service Conference. He/she works with the Chairperson in preparing the agenda for quarterly assemblies. He/she should be prepared to deliver conference reports to District meetings when requested and be available to participate in Area or District activities if called upon. The Delegate attends the Florida State Convention, the annual Southeastern Conference as well as the February mini-conference Southeastern Delegates "Get Together" in Atlanta. The Delegate also attends the Southeastern Regional Forum held every other year and the International Convention, which is held every five years. The Delegate provides leadership, especially in training new GSRs and DCMs, and participates in training activities or workshops whenever possible. The Delegate should be able to prepare a good service talk, not just a factual report. The Delegate should be cooperative, cheerful and available.

Qualifications: The Delegate must have the time and desire to serve the North Florida Area. Must be a past DCM. Delegates should be able to offer and accept suggestions as well as criticisms. They are not final authorities on all A.A. matters, but should be aware of where to locate the information needed. They should know the Traditions and how they apply to local needs, be able to organize and lead, have an intense desire to see A.A. thrive and prosper and in so doing, live in such a way that his/her example may influence many people.

ALTERNATE DELEGATE (pg S46-51)

Duties: The Alternate Delegate attends Assembly meetings and becomes familiar with Assembly topics. He/she also attends the Southeastern Conference and the February mini-conference Southeastern Delegate "Get Together" in Atlanta. The Alternate Delegate should be prepared to replace the Delegate at any time. The Alternate Delegate shall serve as the Chairperson of the Growth Committee effective January 2001.

Qualifications: The Alternate Delegate should have the same qualifications as the Delegate, as he/she may well be required to assume all or part of the Delegate's term of office due to unforeseen circumstances.

CHAIRPERSON (pg S42-43)

Duties: With assistance from Area Officers, the Chairperson prepares the agenda for quarterly Assemblies, keeping in mind that full use of time should be made. The Area Chairperson conducts the quarterly Area Assembly business session, determines the agenda items for the assembly meetings in time for mailing to members of NFAA at least 30 days prior to the assembly, and otherwise acts as administrative officer of the assembly. He/she appoints the Service Coordinators and other members for the Administrative Committees listed in Section 4.

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Qualifications: The Area Chairperson should have the time and desire to serve the North Florida Area. This individual must have the ability to prepare agendas and conduct meetings in an orderly manner.

ALTERNATE CHAIRPERSON (pg. S42-43)

Duties: The Alternate Chairperson shall assume the Chairperson's duties in the Chairperson's absence, and assist and support the Chairperson in carrying out duties as needed. The Alternate Chairperson shall serve as chairperson of the Site and Agenda Committee.

Qualifications: The Alternate Chairperson should have the same qualifications as the Area Chairperson.

TREASURER (pg. S44)

Duties: The Treasurer receives and records contributions from A.A. groups and other sources, and maintains a record of all monies received and all disbursements made. The Treasurer will settle all bills with the hotel/motel where each assembly is located, as well as issue checks for other expenses. The Treasurer opens and maintains a bank account for deposits and disbursements, and a savings account for the prudent reserve. The Area Assembly will have a signature card signed by the Delegate, Chairperson and Treasurer and all checks shall require the signature of two of the above. The Treasurer shall report to each quarterly assembly and provide a written in-depth report of all transactions each year. The Treasurer prepares a one-year proposed budget to be presented to the NFAA for approval. He/she should monitor expenditures by committees to help ensure spending is within budget limits. At the first Assembly of each year the Treasurer shall present to the Finance committee a report of "large differences" between actual costs for the prior year and the approved budget for that year, for review and consideration by the committee. The Treasurer also serves on the Finance Committee.

Qualifications: The Treasurer must have the time and ability to keep accurate records, provide a written report on a quarterly basis, and prepare a one-year proposed budget for the North Florida Area Assembly. The Treasurer should have the skills to use a computer and the ability to be firm and diplomatic.

REGISTRAR (pg. S43)

Duties: The Registrar is responsible for maintaining the roster of Area GSRs, DCMs, Officers, Past Delegates and Service Coordinators in a format which can be used for mailing labels and for a written roster for the use of the Area Committee. The Registrar shall be responsible for the bulk mailing permit and mailing/e-mailing of the minutes 30 days before the next Assembly.

Qualifications: The Registrar should have the time and skills to use a computer, maintain an accurate and up-to-date mailing list of the members of the North Florida Area Assembly. The Registrar shall provide the Secretary the addresses in mailing label or other suitable format in sufficient time for the minutes to be mailed 30 days in advance of the next quarterly assembly. This individual should be cognizant of the confidentiality of this roster and that it is not to be used for any purpose other than for North Florida Area Conference business. Any other distribution must be approved by the Area Assembly.

SECRETARY (pg S43)

Duties: The Secretary should have the time and skills to use a computer. The Secretary is responsible for keeping accurate minutes of the area assembly and quarterly officers' meetings. He/she will also prepare these minutes, as well as the meeting agenda, hotel reservation form, and other material as directed if submitted in time, in a form to be mailed to all Area Officers, DCMs and

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GSRs at least thirty (30) days prior to the next Assembly.

Qualifications: The Secretary should have the skills to take accurate minutes, as well as to prepare these minutes in a publishable form in a timely manner. This individual should be able to organize a filing system for minutes and be prepared to research and find past procedures when asked.

11. QUALIFICATIONS/DUTIES OF STANDING SERVICE COORDINATORS

Standing Service Coordinators (see Section 4, Area Service Coordinators) are responsible for organizing the activities and facilitating the sharing of experiences among those attending Service Coordinator workshops. Therefore, interest in the Area, willingness to learn, and an enthusiasm to carry the message are more important qualifications than knowledge of the particular area. It is suggested that Standing Service Coordinators have a least two years of sobriety.

Service Coordinators are appointed by the incoming Area Chairperson after his/her election. They will chair their first Service Coordinator workshop at the first quarterly meeting of the following year. Persons desiring to serve as a Service Coordinators should present their name to the incoming Area Chairperson after the election assembly. Each Standing Service Coordinator may elect to vote on a proposed chairperson and submit this name to the incoming Chairperson.

12. DISTRICTS

General Service Representative (pg. S25-27): The GSRs are the link between their groups and A.A. as a whole. They represent the voice of their group conscience in two ways: 1) by attending the Area Assembly and voting their group conscience in manners affecting the North Florida Area, and 2) reporting their group conscience to the DCM. The GSR also brings back to the group information on problems which affect A.A. unity, health and growth, as well as suggested remedies. The GSR should be available to attend District and Area meetings. Two years of sobriety is suggested.

District Committee Member (pg S30-33): The DCM is the link between the GSR and the Area Delegate. Four years of sobriety is suggested, as well as past activity in group and district affairs. The DCM receives reports from groups through the GSRs and personal contact with the groups in the District. The DCM also holds regular GSR meetings in the District, attends Area Assemblies, obtains up-to-date group information, and keeps GSRs informed about Conference activities. The DCM serves on Area Administrative Committees as appropriate.

Alternate District Committee Member (pg S30-33): The Alternate DCM assist and participates in District responsibilities and should be prepared to serve as DCM if the DCM is unable to fulfill his/her responsibilities.

It is suggested that elections be held every two year and that the GSRs and DCM serve their terms concurrent with the Area Delegate.

Local Committee Member (LCM) (pg. S33): If the number of groups in a district increase, the responsibilities of the DCM can be met by adding additional committee members called LCMs. The office of LCM does not carry a vote at the Area Assembly.

13. AREA MAP

The North Florida Area is divided into districts as described in Appendix B and includes a Hispanic Linguistic District that is area-wide.

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14. NOMINATION PROCEDURE AND VOTE FOR TRUSTEE NOMINEES

Nominations for Southeastern Regional Trustee and Trustee At-Large U.S. will be held at the fourth quarterly meeting in every second even year, if the Area chooses to make a nomination. The Area Committee may select the candidate at a meeting of the Area Committee, or 2) at the Area Assembly. The decision as to how to select this candidate will be determined by the Area Committee. Third Legacy procedures should be used in voting. The term of office of Trustees is set in the BYLAWS of the General Service Board, Inc. as published in the A.A. Service Manual (pg. 106-116).

15. CONTRIBUTIONS AND FUNDING ASSEMBLY ACTIVITIES

It is recommended that all groups contribute monthly or quarterly to the North Florida Area Conference as suggested in the A.A. Service Manual, to provide necessary funds to enable the Area Assembly to fulfill its responsibilities. These contributions are not dues or fees, but are voluntary contributions. Necessary funds must be available to give financial assistance to the Delegate and the Alternate Delegate to perform the duties described elsewhere in these guidelines, area officer funding (see next section), provide for mailing and other expenses as approved by the Assembly, as well as expenses for the Assembly meetings. (pg.S45).

The North Florida Area Assembly will not finance, affiliate with, or lend the A.A. name to an enterprise that is not a part of the Assembly.

16. AREA OFFICE FUNDING

The Delegate will receive expenses for attending Area Assemblies. The General Service Office each year sends a request for funding to cover the Delegate expenses to the General Service Conference. The Delegate is allocated funds to help defray his/her expenses at the conference in New York as well as to report on the General Service Conference to Districts requesting such report. There are also funds available to defray costs to the Southeastern Conference, February mini-conference Delegate "Get Together" in Atlanta, the Southeastern Regional Forum, and the Florida State Convention. The Delegate is reimbursed for telephone and mailing expenses incurred in the performance of his/her duties. In the event the Delegate is unable to attend any of the above functions, the Alternate Delegate will receive the Delegate's funding to attend unless the Alternate Delegate is already funded to attend.

To defray expenses for attending the quarterly assemblies, all other Area Officers, Administrative Committee Chairs, Service Coordinators and Archives Coordinator, will receive lodging for one night at the hotel/motel where the Assembly takes place and a mileage reimbursement at a rate set from time to time, by the Assembly.

16A. AREA PRUDENT RESERVE

- 1) An overage evaluation shall be made by the Treasurer at the end of each calendar year after all bills are paid.
- 2) Any overage shall be reported to the Assembly at its first quarterly meeting.
- 3) Any such overage shall be reported in the minutes from the first quarterly Assembly meeting, and distribution of the overage shall be decided on at the second quarterly Assembly by the Assembly body.

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4) NFAC Prudent Reserve shall be between 9-12 months of the annual budget, including cash on hand.

17. REDISTRICTING THE AREA

When a District has grown such that the DCM can no longer effectively serve all groups (thirty or more), the District may petition the Area Assembly (pg S32 -33) to elect multiple DCMs (one for each fifteen groups). The multiple DCMs will perform all the duties of a DCM and will have a vote at the Area Assembly.

1. The DCM must receive approval from the groups involved. A letter of authorization should be sent to the Area Chairperson by the DCM. It must always be remembered that principles must be placed before personalities
2. The DCM then petitions the Growth Committee of the Assembly in the Growth Committee business meeting. If this is approved, the petition will be taken to the Assembly business meeting during the same quarter for a final vote.

18. ASSEMBLY PROPERTY

Under the control and direction of the Finance committee, property owned by the North Florida Area Conference, including but not limited to computers, printers, recording equipment, other office equipment, the Archives and fireproof containers, may be assigned to the appropriate elected or appointed members of the Assembly who requires the use of the property to fulfill their assigned Assembly duties. The location of such property is determined by the needs of the person who assumes possession and responsibility for same. At the end of their respective terms of office or completion of assigned duties, all property in their possession shall be turned over to their successor, or the Area Chairman.

It is suggested that any trusted servant receiving possession of Conference property have a minimum of two years sobriety.