

NORTH FLORIDA AREA CONFERENCE, INC.

STRUCTURES AND GUIDELINES

Revised 07/22/2018

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1. PREFACE

These guidelines are not intended to replace the current 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 Conference, Incorporated (NFAC, Inc). References to the A.A. Service Manual are included to make these guidelines a concise service reference for members of the NFAC, Inc.

2. DEFINITION

In these guidelines, the following definitions apply:

1. The North Florida Area Conference, Incorporated (NFAC, Inc.) is the geographic region designated as Area 14 by the General Service Conference of Alcoholics Anonymous World Services.
2. The NFAC, Inc. Committee is made up of the Area Officers, Service Coordinators, Administrative Committee Chairpersons, and District Committee Members (DCMs).
3. The NFAC, Inc. is a meeting, with proper notice, of the Area Committee and the General Service Representatives (GSRs) of registered A.A. groups within the Area that desire to participate.
4. The NFAC, Inc. is considered the muscle and blood of general services and is the democratic voice of the membership expressing itself, according to the A.A. Service Manual (pg. S36).
5. The NFAC, Inc. is the legal entity, incorporated under the laws of the State of Florida, through which the Assembly conducts business with the public.
6. All references to the Service Manual will be to most current revision. References are to a specific page and the format is: (pg. ##)

3. MOTIONS AMENDING THE NFAC, INC. GUIDELINES

Any proposed amendment to these guidelines shall be submitted in writing to the NFAC, Inc. Chairperson, with a copy for the Delegate and Secretary. The proposed amendment may be sent to the appropriate Administrative Committee at the discretion of the NFAC, Inc. Chairperson. The NFAC, Inc. Chairperson shall include the proposed amendment on the assembly agenda. A two-thirds (2/3) vote in favor by the GSRs, DCMs, NFAC, Inc. Officers and Service Coordinators present and voting shall constitute adoption of the amendment.

4. NFAC, INC. FORMAT (MEMBERSHIP AND MEETINGS)

The NFAC, Inc. Assembly shall convene on a quarterly basis in a fixed location. The dates shall be determined by the Site & Agenda Administrative Committee and hotel per contract. The location will be determined by the Assembly for two year periods. Once every two years, the Southeastern Regional Trustee will be invited to the NFAC, Inc. Assembly.

Format:

Saturday: Workshops of the Service Coordinators listed in Section 5 will take place. Workshops will be chaired by the Service Coordinators or their alternates, as well as a DCM and Officers meeting and a GSR workshop. Minutes of workshop meetings shall be taken and such minutes shall be given to the Secretary.

Each January Assembly a DCM Orientation be held at 9:00 am before the official start of the assembly and the DCM Orientation be the responsibility of the host district.

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Saturday night: Features an open speaker meeting except during the fourth quarterly NFAC, Inc. Assembly of even years when the business session of the NFAC, Inc. Assembly will convene on Saturday night. Non election October NFAC, Inc.

Assemblies include an area inventory conducted by the South Florida Area 15 Delegate or if not available as designated by the NFAC, Inc. Chairperson.

Sunday: The business session of the NFAC, Inc. Assembly will convene. All business of the NFAC, Inc. Assembly will be conducted at this time with only members of the NFAC, Inc. or individuals approved by the NFAC, Inc. Chairperson participating. Except during the fourth quarterly NFAC, Inc. Assembly of even years when the NFAC, Inc. elections as described in Section 7 shall take place. Robert's Rules of Order (as modified by the current revision of General Service Conference information handout, Summary of Conference Procedures, copy of which is included as Appendix A) have been adopted by the NFAC, Inc. In order to vote at the Sunday Business Meeting, you must be in your seat at your District's assigned table by 9:00 am for Roll Call.

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

5. NFAC, INC. SERVICE COORDINATORS/ADMINISTRATIVE COMMITTEES

The qualifications of the Service Coordinators are described in Section 12. The Service Coordinators and other members of Administrative Committees are appointed by the NFAC, Inc. Chairperson. Additional Service Coordinators and Administrative Committees may be authorized by following the procedure in Section 3 for amending these guidelines. Requests for authorization of additional Service Coordinators and Administrative Committees shall be referred to the Growth, Site & 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 Assembly. The NFAC, Inc. Chairperson may appoint members of the NFAC, Inc. Assembly to serve as a temporary Service Coordinator as may be required to assist the NFAC, Inc. Chairperson or other NFAC, Inc. Officers in the performance of their duties (e.g., an elections coordinator, as described in Section 9 of these guidelines). Temporary Coordinators automatically cease to exist upon completion of their prescribed service assignment. (pg. S46)

The NFAC, Inc. Assembly includes the following Service Coordinators. Service Manual (pg. S46, Other Officers):

Accessibilities: This Service Coordinator coordinates the work of individual A.A. members and groups in carrying 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 conducts workshops and provides displays on the AA and NFAC, Inc. history.

Cooperation with the Professional Community (CPC): This Service Coordinator recommends activities that will help carry the message to the still-suffering alcoholic through third party professionals such as probation officers, clergy, doctors, etc.

Corrections: This Service Coordinator encourages A.A. members to assume responsibility for carrying the message to those in jail or prison.

Grapevine/La Vina: The Grapevine/La Vina Service Coordinator educates the membership about our unique "Meeting in Print". The duties of this position include:

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- A) Coordinating the operation of the Grapevine/.La Vina book store and book store raffle during Area 14 Conferences/Assemblies.
- B) Working with Districts and other Service Coordinators to educate the membership about our Meeting in Print.
- C) Offering a Grapevine/La Vina information table. Intergroup.

Literature: This Service Coordinator informs Groups, Districts or NFAC, Inc. members through displays or other suitable methods, of all available Conference Approved Literature, audio visual material or other special items.

Public Information (PI): This Service Coordinator creates greater understanding of—and preventing misunderstanding of—the A.A. program through the public media, and educates A.A. members and groups about Alcoholics Anonymous. This Service Coordinator is also in charge of the video library.

Treatment Facilities: This Service Coordinator coordinates the work of individual A.A. members and groups in carrying the message to clients of treatment centers and other recovery institutions.

THE FOLLOWING ADMINISTRATIVE COMMITTEES EXIST TO ASSIST WITH THE BUSINESS OF THE NFAC, INC. ALL MOTIONS FROM ADMINISTRATIVE COMMITTEES ARE SECONDED AND READY FOR DISCUSSION WHEN BROUGHT TO THE FLOOR.

Finance: The Finance committee is responsible for reviewing the budget prepared by the Treasurer before it is submitted to the NFAC, Inc. Assembly. The Finance Committee also reviews the Treasurer's quarterly report and any proposals that may require funding in order to:

- Provide financial guidance.
- Make recommendations.
- Encourage the development of long-range financial policies.
- Monitor expenditures as compared to the approved budget.
- Maintain a current inventory of NFAC, Inc. Assembly property as described in Section 20.

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 NFAC, Inc. Assembly, monitors and helps manage area growth to keep the NFAC, Inc. as inclusive as possible. Each January this Growth Committee shall review the references in Structures and Guidelines to page numbers in the Service Manual and provide the Secretary with a list of changes for Structures and Guidelines.

Site & Agenda: The prior Panel Committee solicits, obtains and reviews bids from hotels/motels willing to provide facilities for NFAC, Inc. Assemblies. All hotel bids need to be finalized and submitted to the Site and Agenda Committee by the first Quarter Assembly. The Site and Agenda Chair negotiates the hotel bids once submitted.

It is suggested that the Site and Agenda Chair should present the Committee's recommendation at the 2nd Quarter Assembly. After the site is chosen by the body, the Alt. This Committee is responsible for overseeing the logistics of each NFAC, Inc. Assembly and, whenever possible, uses their experience to develop written procedures and guidelines for future NFAC, Inc. Assembly hosts. The logistics include the following: Manages the A/V needs for Workshops, Panel Members, & the Sunday Business Meeting, works with the hotel to set up & sign the Banquet Event Orders, arranges for a Spanish Translator and/or ASL, as needed, for the Assembly weekend, acts as the liaison between the AA Fellowship & the host hotel, settles the Assembly bill with the Area Treasurer, develops the Saturday Agenda with the Area Chair to meet the needs of the Panel and the Assembly Attendees, and conducts & coordinates the GSR afternoon Workshop on Saturday.

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Web Site: The Web Site Committee will review and select the preferred candidate for the position of Web Master. The contract for the Web Master's Services will be executed by both the Web Site Chairperson and the NFAC, Inc. Chairperson. Ensure Advisory Actions and Structures and Guidelines per all motions are passed are updated on the website.

Web Site Chairperson – The Web Site Chairperson shall be appointed by the incoming NFAC, Inc. Chairperson and shall attend NFAC, Inc. assemblies. The Web Site Chairperson is responsible for setting up the meeting and coordination information within the Web Site Committee. The Web Site Chairperson is to insure that the Web Site (aanorthflorida.org) meet the recommendations of the Web Site Committee and/or the NFAC, Inc. Assembly.

Web Master – This person shall maintain the Web Site and only add or remove data from the Web Site when directed by the Web Site Committee and/or NFAC, Inc. Assembly. The Web Master shall be responsible for the bulk emailing of the minutes 30 days before the next assembly.

NFAC, Inc. Convention Oversight Committee: To provide oversight of the Florida State Convention when it occurs geographically within the North Florida Area.*

FLORIDA STATE CONVENTION OVERSIGHT COMMITTEE:

Composition:

- Alternate Delegate – (Committee Chairperson)
- North Florida Area Representative – appointed by Alternate Delegate*
- Chair of current Florida State Convention
- Treasurer of current Florida State Convention
- Chair of upcoming Florida State Convention
- Treasurer of upcoming Florida State Convention
- Chair of immediate past Florida State Convention
- Treasurer of immediate past Florida State Convention

*The North Florida Area Representative needs to have a financial background or past convention organizational experience.

OTHER POSITIONS

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

The qualifications for this office include.

1. He/She should be knowledgeable of the NFAC, Inc. 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 elected individual should be an AA member.

The Duties for this office include:

1. The Archivist is responsible for preserving the documents, artifact items and maintaining the physical integrity of the collection.
2. The Archivist collects, organizes and preserves material of historic interest to the NFAC, Inc.

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3. The Archivist will work closely with the Archives Service Coordinator to ensure the integrity of the NFAC, Inc. archives inventory.
4. The Archivist maintains and updates the NFAC, Inc. Archives Inventory and assisting accumulation of historical material and information pertaining to the NFAC, Inc.

Parliamentarian: This appointed office will be for a two (2) year term, to coincide with the current rotation. This position is appointed by the incoming NFAC, Inc. Chairperson. The Parliamentarian does not have a vote at the NFAC, Inc. Assembly and shall receive lodging for one night at the hotel/motel where the NFAC, Inc. Assembly takes place and mileage reimbursement for the NFAC, Inc. Assembly only.

The qualifications for Parliamentarian 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 NFAC, Inc. Assemblies.
3. He/She has, or is willing to gain, a good working knowledge of the NFAC, Inc. Structures and Guidelines.

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

1. Be present at the Saturday/DCM Officers meeting at the NFAC, Inc. Assembly
2. Be present at all Sunday business meetings of the NFAC, Inc. Assembly.
3. Assist the NFAC, Inc. Chairperson in keeping the NFAC, Inc. Assemblies operating within Robert's Rules of Order as amended by the General Service Conference and the NFAC, Inc. Structures and Guidelines.

6. SCHEDULING AND NOTICE OF NFAC, INC. ASSEMBLIES (pg. S39)

NFAC, Inc. 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 NFAC Inc. assemblies. The NFAC, Inc. Chairperson sets the agenda.

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

The order of business for the business session of each Assembly is:

- Opening
- Roll Call
- Anonymity Statement
- Short form of the Concepts
- Secretary's Report
- Treasurer's Report
- Delegate's Report
- Alternate Delegate's Report
- Chairperson's Report
- Registrar's Report
- Special Reports
- Reports of Service Coordinators
- Accessibilities

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- Archives
- Archivist
- Cooperation with the Professional Community
- Corrections
- Grapevine/LaVina
- Intergroup
- Literature
- Public Information
- Treatment
- Administrative Committee Reports
 - Finance
 - Growth
 - Site & Agenda
 - Website
- Old Business
- New Business
- Closing

The agenda mailed to the members of the NFAC, Inc. Assembly shall include specific items of business scheduled to be submitted for discussion and voting. Other items of business brought before the NFAC, Inc. Officers/DCMs, Area Officers or other meetings may be added to the agenda by the NFAC, Inc. Chairperson. Business not on the agenda can be brought before the NFAC, Inc. Assembly from the floor, in the form of a motion. If such floor motion is considered by the NFAC, Inc. Chairperson to warrant Administrative Committee review, the NFAC, Inc. Chairperson may call for a motion to table and refer the motion to the appropriate committee to be discussed and reviewed, and returned to the floor for action at the current, next or following assembly

7. NFAC, INC. ELECTIONS

The NFAC, Inc. shall convene at the Assembly every even year to elect the NFAC, Inc. Officers listed in Section 11. Unless directed otherwise by the General Service Conference, all Officers of the NFAC, Inc. Committee shall be elected at this time in the manner described in the A.A. Service Manual (pg. S38) and sections 7 through 10 of these guidelines. The terms of office for all Officers shall be concurrent and of two years duration.

8. ELIGIBILITY TO STAND FOR NFAC, INC. OFFICE

The following persons are eligible to stand for Delegate: All current and past DCMs, and Alt. Delegates

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

The following are eligible to stand for all other NFAC, Inc. Offices:
All current and past DCMs, all current and past GSRs, all elected NFAC, Inc. Officers.
Others may stand if approved by a two-thirds (2/3) majority vote of the Assembly.

It is strongly suggested that candidates have at least five (5) years of continuous sobriety. It is also strongly suggested that the spirit of rotation prevail.

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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. 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 NFAC, Inc. Officers shall be queried to determine if they would be available to stand for any of the other NFAC, Inc. Offices. Eligible individuals may indicate their willingness to stand for office at the Election Assembly. Those who are not eligible, who chose to stand will need to be approved by two-thirds (2/3) majority at that time. The voting body should have a choice of at least two (2) candidates for each office, whenever possible.

9. VOTING PRIVILEGES

The following persons are eligible to vote at NFAC, Inc. Elections;

- GSRs or their alternates,
- DCMs or their alternates,
- Administrative Committee Chairs,
- Service Coordinators,
- NFAC, Inc. Officers.

A person may cast only one (1) vote. For example, if the DCM is also a GSR, Service Coordinator, Alt Chair/Site & Agenda, or Alt Delegate/Growth 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 NFAC, Inc. Registrar shall be eligible to vote. Absentee ballots and proxy voting are not permitted (pg. S37). Any eligible voter who is not in attendance for Roll Call at the start of the Assembly shall have their voting privileges suspended for that Assembly. In order to vote at the Sunday Business Meeting, you must be in your seat at your District's assigned table by 9:00 am for roll call.

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 the host Districts. The Registrar shall provide the host district 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.

10. VOTING PROCEDURE

Non Election Assembly:

The summary of Conference Procedures Appendix A will be followed.

Election Assembly:

All voting will follow the Third Legacy Procedure set out in the A.A Service Manual (pg. S21 – S22). 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.

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Election coordinators will select enough non-voting A.A. member ballot handlers prior to the elections to equal approximately one (1) handler for every forty (40) qualified voters. Ballot handlers will be assigned specific areas. Ballot handlers will give one (1) ballot to each qualified voter, as designated 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 (2/3) of the total vote cast in that ballot is elected. On second (2nd) and subsequent ballots, the candidate list will be shortened per the Third Legacy Procedure. Up to five (5) ballots may be required to determine the winner, if any. If no one receives two-thirds (2/3) 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.).

The order of the election of officers is at the NFAC, Inc. 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

11. QUALIFICATIONS AND DUTIES OF NFAC, INC. OFFICERS

Although each Office has its own individual duties as described below, there are common qualities that each person seeking office should possess. Each officer should have the ability to work well with others and the time & willingness to do the job effectively. It is suggested that you speak with the current officer, holding the office you seek, to get a good understanding of what the office entails and the time the job requires. Over the past decade many of the Officers jobs require additional skills in the advancing technological age. Computer skills are necessary for performing many of the job tasks and communicating with other panel members and the fellowship in general. It is suggested that those considering standing for a NFAC, Inc. Office have the ability to operate a computer. Any officer who is given Area equipment is responsible for that equipment & should give an inventory accounting to the Area Finance Chair. Each Officer has the responsibility of submitting reports timely to the Secretary after each Assembly and returning Budgets to the Treasurer on or before the April Assembly.

DELEGATE (pg. S49-54)

Duties: The Delegate is the NFAC, Inc. Representative to the annual General Service Conference. He/she works with the Chairperson in preparing the agenda for Assemblies. He/she should be prepared to deliver Conference reports to District meetings when requested and be available to participate in NFAC, Inc. or District activities if called upon. The Delegate attends the Florida State Convention, 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 NFAC, Inc. 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

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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. S51-53)

Duties: The Alternate Delegate attends Assembly meetings and becomes familiar with Assembly topics. He/she also attends 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 and the NFAC, Inc. Florida State Convention Oversight Committee.

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. S44-45)

Duties: With assistance from NFAC, Inc. Officers, the Chairperson prepares the agenda for Assemblies, keeping in mind that full use of time should be made. The NFAC, Inc. Chairperson conducts the NFAC, Inc. Quarterly Assembly business session, determines the agenda items for the Assembly meetings in time for mailing to members of NFAC at least 30 days prior to the assembly, and otherwise acts as Administrative Officer of the Assembly. He/she appoints the Service Coordinators, Parliamentarian and other members for the Administrative Committees listed in Section 5. The NFAC, Inc. Chair is the Administrative Officer and is responsible for overseeing all Area operations. NFAC, Inc. Chairperson Elect attends the Southeast Regional Forum that is held every other year.

Qualifications: The NFAC, Inc. Chairperson should have the time and desire to serve the NFAC, Inc. This individual must have the ability to prepare the Saturday agenda that is posted on the Web Site, the Sunday Business meeting agenda and conduct his/her meetings in an orderly manner.

ALTERNATE CHAIRPERSON (pg. S46)

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 & Agenda Committee.

Qualifications: The Alternate Chairperson should have the same qualifications as the NFAC, Inc. Chairperson.

TREASURER (pg. S46)

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 NFAC, Inc. 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 and, in the case of an online payment, written or electronic review of invoice and approval by two of the signors on the account prior to disbursement. The Treasurer shall report to each 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 NFAC, Inc. 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. The NFAC, Inc. 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 and, in the case of an online payment, written or electronic review of invoice and approval by two of the signors on the account prior to disbursement. The Treasurer will have discretionary authority to dispense emergency (payment

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required prior to next assembly) funds of up to \$500.00 per incident upon request from an Area Officer or Area Service Coordinator, with approval of the Finance Committee Chair and another Area Officer.

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 (1) year proposed budget for the NFAC, Inc. Assembly. The Treasurer should have the skills to use a computer and the ability to be firm and diplomatic. The Treasurer should have a working knowledge of QuickBooks & Excel or be willing to learn. QB is a bookkeeping software program and requires knowledge of double entry bookkeeping. QB reports are exported to Excel and formatted for quarterly reports. An Excel Database, provided by the Registrar, is also used to help credit Group Contributions correctly. The Treasurer needs to be able to perform online functions or be willing to learn. Sales Tax & Corporate Annual Tax reports are filed online. The Finance Chair is to have access to the online checking account and it is the Treasurer's job to see that is in place. Managing the Area's monies requires the ability to do monthly bank reconciliation, preferably making weekly deposits, be aware of the banks guideline and have the time to research the best interest rates in the management of the Prudent Reserve. It is also suggested that Treasurer make a commitment to attend the Officers Interim Meeting held in between NFAC, Inc. Assemblies quarterly for reporting purposes and reimbursing panel members for expenses. As a member of the Finance Committee it is suggested the Treasurer involve the Finance Chair in the annual budgeting process. Since Groups will contact the Treasurer regularly, it is suggested emails be checked frequently. The Treasurer should have the time to speak with Group Treasurers that need advice or help and attend District Workshops if asked.

REGISTRAR (pg. S45-46)

Duties: The Registrar is responsible for maintaining the roster of NFAC, Inc. GSRs, DCMs, Officers, Past Delegates, Service Coordinators and Groups in a format which can be used for mailing labels and for a written roster for the use of the NFAC, Inc. Committee. The Registrar is responsible for maintaining all the data of NFAC, Inc. voting members & Past Delegates in the North Florida Area Conference. This position requires inputting & organizing data, creating spreadsheets, managing databases, composing correspondence and reports. The Registrar will provide rosters & mailing labels when they are requested. The Registrar conducts the roll call at NFAC, Inc. Assembly Business meetings and gives the official count to the Chair and submits the Registrar's Report and Attendance Report to the Area Secretary for the minutes.

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 NFAC, Inc. 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 NFAC, Inc. business. Any other distribution must be approved by the NFAC, Inc. Assembly.

SECRETARY (pg. S45)

Duties: The Secretary should have the time and skills to use a computer. The Secretary is responsible for keeping accurate minutes of the NFAC, Inc. Assembly and quarterly officers' meetings. He/she will also prepare these minutes in a form to be mailed & emailed to all NFAC, Inc. Officers, DCMs, GSRs, Past Delegates and any A.A. member who requests a copy by mail or email and gives them to the Registrar with enough time to meet the mailing requirements of at least thirty (30) days prior to the next Assembly. The mailing will also include the meeting agendas for both Saturday & Sunday, hotel reservation form, and any other material, as directed, if submitted in time and inserted into the mailing envelopes for the Registrar. The Secretary, working with the Registrar will arrange for the delivery of the minutes for mailing and the number of copies required. The Secretary prepares the motions after each Assembly & emails to the Webmaster in adequate time that they can be posted, on the North Florida Website, within ten (10) days following the Assembly. The Secretary updates Advisory Actions and Structures & Guidelines per all motions passed.

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.

12. QUALIFICATIONS/DUTIES OF SERVICE COORDINATORS

It is suggested that Service Coordinators have a least two (2) years of sobriety. Service Coordinators (see Section 5, NFAC, Inc. Service Coordinators) are responsible for organizing the activities facilitating the sharing of experiences among those attending Service Coordinator workshops. Therefore, interest in the NFAC, Inc. willingness to learn, and an enthusiasm to carry the message are more important qualifications than knowledge of the particular area. Service Coordinators are appointed by the incoming NFAC, Inc. 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 Service Coordinators should present their name to the incoming NFAC, Inc. Chairperson after the election assembly. Each Service Coordinator should select an Alternate Service Coordinator to serve concurrently with them.

13. DISTRICTS

General Service Representative (GSR) (pg. S25-S30): The GSRs are the link between their groups and A.A. as a whole. They represent the voice of their group conscience in two (2) ways:

1. By attending the NFAC, Inc. Assembly and voting their group conscience in manners affecting the NFAC, Inc.
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 NFAC, Inc. meetings. Two (2) years of sobriety is suggested.

District Committee Member (DCM) (pg. S31-S35): The DCM is the link between the GSR and the NFAC, Inc. Delegate. Four (4) 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 NFAC, Inc. Assemblies, obtains up-to-date Group information, and keeps GSRs informed about Conference activities. The DCM serves on NFAC, Inc. Administrative Committees as assigned.

Alternate District Committee Member (pg. 33): The Alternate DCM assists 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 (2) years and that the GSRs and DCMs serve their terms concurrent with the NFAC, Inc. Panel.

Local Committee Member (LCM) (pg. S34): 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 NFAC, Inc. Assembly.

14. NFAC, INC. MAP

The NFAC, Inc. is divided into Districts as described in Appendix B and includes a Hispanic Linguistic District that is area wide. District that is area wide.

15. 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 (4th) meeting in every second (2nd) even year, if the NFAC, Inc. chooses to make a nomination. The NFAC, Inc. Committee may select the candidate at a meeting of the NFAC, Inc. Committee, or at the NFAC, Inc. Assembly. The decision as to how to select this candidate will be determined by the NFAC, Inc. 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. 115-116)

16. CONTRIBUTIONS AND FUNDING NFAC, INC. ACTIVITIES

It is recommended that all Groups contribute monthly or quarterly to the NFAC, Inc. as suggested in the A.A. Service Manual (pg. S14), to provide necessary funds to enable the NFAC, Inc. 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, NFAC, Inc. Officer funding (see next section) provides for mailing and other expenses as approved by the NFAC, Inc. Assembly, as well as expenses for the Assembly meetings. (pg. S47) The NFAC, Inc. will not finance, affiliate with, or lend the A.A. name to an enterprise that is not a part of the NFAC, Inc.

17. NFAC, INC. OFFICER FUNDING

1. The Delegate will receive expenses for attending NFAC, Inc. 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 reports. There are also funds available to defray costs to the mini-conference Delegate "Get Together" in Atlanta, the Southeastern Regional Forum, International Convention 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.
2. To defray expenses for attending the Quarterly Assemblies, all other NFAC, Inc. Officers, Administrative Committee Chairs, Service Coordinators, Parliamentarian, and Archivist will receive lodging for one night reimbursed at the assembly rate at the contract hotel and a mileage reimbursement at a rate set from time to time, by the NFAC, Inc. and the Alternate Chairperson, Grapevine Service Coordinator and Archives Service Coordinator which will receive two nights lodging, reimbursed at the assembly rate at the contract hotel, and a mileage reimbursement at a rate set from time to time, by the Assembly. NFAC, Inc. to pay a Webmaster up to \$300.00 per quarter beginning with the January 2017 assembly.
3. Within 30 days prior to any event, trusted servants shall receive advance payment of authorized expenses for that event, in full, if requested. For expenses requiring payment prior to the event such as airline tickets, registration fees, and hotel deposits, funds shall be advanced within 30 days prior to the anticipated payment due date. The request will be submitted on a reimbursement form – marked "Advance Request". The payee will, within 15 days after the event date, provide to the Area Treasurer a reimbursement form with receipts except for mileage. The receipt should include date, place, purpose of expense and reflect proof of payment. It should include return of any overpayment that resulted from the advance. At the discretion of the Treasurer prior advances must be reconciled before a new advance may be issued.

18. NFAC 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 NFAC, Inc. at its next Assembly.

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3. Any such overage shall be reported in the minutes from that Assembly, and distribution of the overage shall be decided on at the next
4. NFAC, Inc. Assembly by the NFAC, Inc. Assembly body.
5. NFAC, Inc. Prudent Reserve shall be between 9-12 months of the annual budget, including cash on hand.

19. REDISTRICTING THE NFAC, INC.

When a District has grown such that the DCM can no longer effectively serve all groups (thirty (30) or more), the District may petition the NFAC, Inc. Assembly (pg.34) to elect multiple DCMs (one for each fifteen (15) groups). The multiple DCMs will perform all the duties of a DCM and will have a vote at the NFAC, Inc. Assembly.

1. The DCM must receive approval from the Groups involved. A letter of authorization should be sent to the NFAC, Inc. 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 NFAC, Inc., to discuss the above in the Growth Committee administrative meeting. If approval is granted, the petition will be taken to the NFAC, Inc. Assembly business meeting for a final vote.
3. When district(s) want to change their boundaries, a letter from each District(s) DCM so stating the change and approval by the Districts involved, shall be sent to the Growth Committee for review and brought to the floor as a motion from the Growth Committee for approval by the NFAC, Inc. Assembly.

20. NFAC, INC. ASSEMBLY PROPERTY

Under the control and direction of the Finance Committee, property owned by the NFAC, Inc. 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 NFAC, Inc. who requires the use of the property to fulfill their assigned NFAC, Inc. 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 NFAC, Inc. Chairperson. It is suggested that any trusted servant receiving possession of NFAC, Inc. property have a minimum of two (2) years sobriety.

How the Conference Operates

Generally speaking, the General Service Conference follows *Robert's Rules of Order*, and proceeds on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Conference to conduct its business; rules exist to allow the Conference to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years the Conference has adopted some exceptions to *Robert's Rules*, which help it to proceed more closely in accord with the spirit of A.A. Tradition.

Conference Quorum

A Conference quorum — two-thirds of all registered members — is required to conduct Conference business.

Committee System

To the extent possible, important matters to come before the Conference will be handled via the "Committee system." This assures that a large number of questions can be dealt with during Conference week. Members are encouraged to trust the process. Each Committee has considered carefully the items before it and presents its recommendations to the Conference as a whole for acceptance or rejection. Recommendations of Conference committees are automatically motions that have been made and seconded. Members are asked to refrain from spontaneously amending the work of the Committee; there are no "friendly" amendments under Robert's Rules.

Substantial Unanimity

All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, a *two-thirds majority*. Any actions, including amendments, that affect an Advisory Action, or motions that might result in such an action, also require a *two-thirds majority*. Because the number of members present in the hall during the week of Conference varies from time to time, the phrase "two-thirds majority" is taken to mean two-thirds vote of the Conference members voting, as long as the total vote constitutes a Conference quorum.

Minority Opinion

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote, but fails to pass for lack of a two-thirds vote, the majority may speak.

Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Conference body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

General Rules of Debate and Voting

(Agreed to at the beginning of each Conference)

- People who wish to speak line up at the microphones and address their comments to the chair.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full discussion of a recommendation should take place before each vote.
- Everyone is entitled to express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mike and say it again.
- Our experience is that premature actions such as amend-

ing motions early in the discussion or hastily calling the question can divert attention from the subject at hand, confusing and/or delaying Conference business.

- Voting is by show of hands unless the Conference decides otherwise.

Motions Made During Conference

When making a motion, come to the microphone and address the chair. There are various types of motions we use to help reach an informed group conscience. The specific rules governing each are on the next page.

Tabling a Motion

Tabling a motion postpones discussion to a later time during the same Conference.

Motion to Recommit

The motion to recommit returns a motion or proposal to the respective trustees' committee for further consideration. A motion to recommit must be seconded, is debatable and can be amended.

Calling the Question

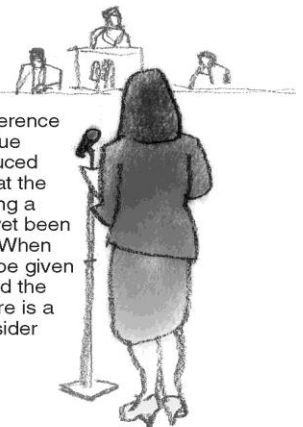
Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote (the question) or go on with the debate.

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone. If the majority votes to reconsider, full debate, pro and cons, is resumed.

Floor Actions

It is possible for a Conference action to come from the floor, but any matter which falls within the scope of a Conference committee ought first go through that Conference committee, so that the topic may receive due consideration. Floor actions may be introduced at any time during the Conference except at the Sharing Sessions. Any floor action regarding a piece of committee business that has not yet been concluded will be considered out of order. When a floor action is to be heard, its maker will be given two (2) minutes to state the rationale behind the action, after which the chair shall ask if there is a motion that the Conference decline to consider the floor action.



Declining to Consider a Floor Action

A motion to decline to consider a floor action is made without comment.

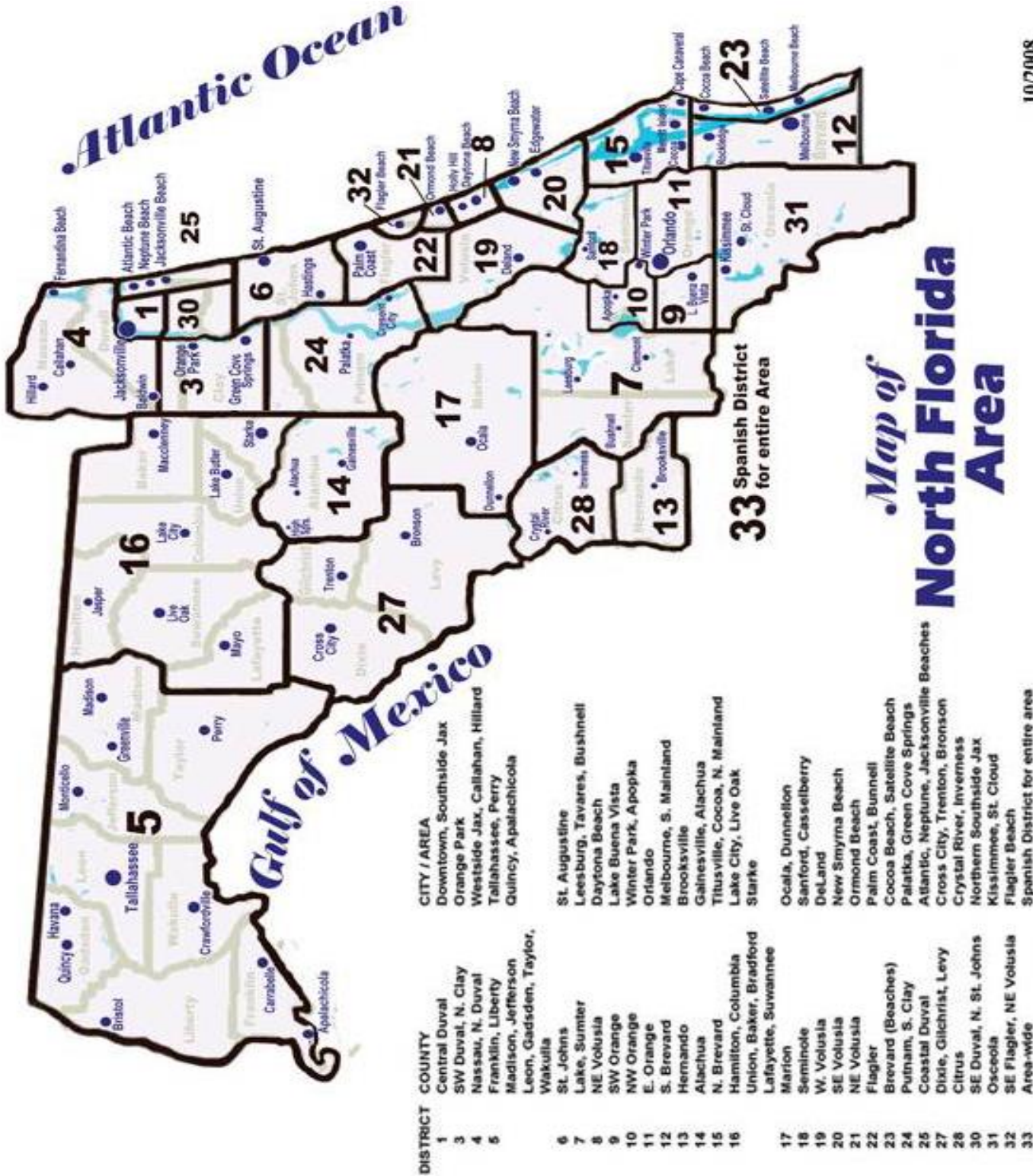
Summary of Conference Procedures

Remember:

- Motions must be made in order at the microphone.
- Address motions to the chair.

MOTION		Requires a "Second"?	Is Debatable?	Vote Required for Approval	Minority Voice Heard?
Committee Recommendation	Presented in the committee report.	Automatically seconded	YES	Two-thirds	YES
Amending a Motion	A motion on the floor is owned by the entire Conference body, no longer by the Committee which recommended it. The committee is not asked to vote on the motion to amend; any motion to amend a main motion depends on the approval of the Conference.	YES	YES	Two-thirds	YES
Tabling a Motion	Made without comment.	YES	NO	Simple Majority	NO
Moving to Recommit	Made without comment.	YES	YES	Two-thirds	NO
Calling the Question	Made without comment.	YES	NO	Two-thirds	NO
Reconsidering a Vote	May only be made by a member who voted with the prevailing side. No action may be reconsidered twice.	YES May be seconded by either side.	NO	Simple Majority	NO
Making a Floor Action	Made without comment. Introduced any time during the Conference except at the Sharing Sessions. Is submitted in writing by the maker to the Conference secretary.	YES	YES	Two-thirds	YES
Declining to Consider a Floor Action	Made without comment. May be made after the maker of a floor action is provided time to state the rationale for it.	YES	NO	Two-thirds	NO

Appendix B



10/2008

Appendix C

NFACAA Computer Sign Out Sheet

I, the undersigned do hereby declare that I have read, understood, and will adhere to the NFACAA computer use policy. I understand all the responsibilities within the policy and will perform them bound by this document and the role of Trusted Servant for the NFACAA.

Position Name _____
Date Out

Position Name _____
Date In

Computer Description Serial Number

Monitor Serial Number

Printer Serial Number

Miscellaneous Items

Maintenance Warranty Policy Number _____
Expiration Date

Cleared by Finance Committee _____

Approved by: Finance Committee Chair Date

Appendix D

Computer Use Policy

Computers assigned to officers, committee chairs or assembly members at large, when deemed necessary by the Area Chair will be subject to reading and understanding the computer usage policy outlined below.

It is mandatory that prior to release of equipment, a form affirming receipt of same will be completed. The form will be so arranged to facilitate checking out equipment from the Finance Committee, while transferring from past user to current user. The form will have spaces for serial numbers that must be filled out in order to enable the Finance Committee to accurately track the location of specific equipment.

Computers, which are North Florida Area property, are limited in use solely for purposes of the Change of NFAC, Inc. preferred software NFAC, *Inc.* It will be agreed by trusted servants that preferred or personal software will not be installed on NFAC, *Inc.* equipment. Conversely, no personal or business computers/software shall be used for work of the NFAC, *Inc.* thereby compromising possible errors between dissimilar file formats.

All documents created for, or containing official business of the NFAC, *Inc.* will be on the current preferred software of the NFAC, Inc. To this end, documents will be cross compatible. Data on computers shall be considered the intellectual property of NFAC, Inc. therefore falling under the ultimate stewardship of the Finance Committee.

As the NFAC, INC. is compelled to upgrade software, care must be taken to save copies of the software for archival purposes. It is not prudent to rely entirely on "reverse" compatibility: for opening existing files. Hardware, software, and data files require climate control. Hardware is susceptible to electronic damage and data corruption. Software is subject to physical damage and/or data loss.

Historically, the NFAC, INC. has intentionally selected the simplest software to complete the job at hand. The purpose being to make service positions where computer use is necessary to be available to as many assembly members as possible. Should the preferred software be changed, updated copies of old software shall be implemented into the NFAC, INC. archives for simplest method of opening backed-up documents or originals off disk.