



Last edited: 1/14/24

The 64th ICYPAA Host Committee Guidelines and Bylaws

Table of Contents

- I. Statement of Purpose**
- II. The 64th ICYPAA Host Committee Membership**
- III. Elections**
 - A. General Information
 - B. Who Can Vote
 - C. Who Can Stand
 - D. Voting Procedure
 - E. Appointment of Additional Positions
- IV. Committee Positions**
- V. Rules for Elected Committee Positions**
 - A. Attendance
 - B. Voting
 - C. Performance
 - D. Resignations/Removals
- VI. The 64th ICYPAA Host Committee Structure**
 - A. Steering Committee
 - B. Subcommittees
 - C. Outreach Structure

- D. Service Liaison Structure
- E. Committee Operations
 - 1. Finances
 - 2. Communications
 - 3. Bylaws
- F. Committee Meeting Procedures
 - 1. General
 - 2. The Agenda
 - 3. Minutes
 - 4. Reports

VII. Appendix

- A. Position Descriptions
- B. The Twelve Steps of A.A.
- C. The Twelve Traditions of A.A.
- D. The Twelve Concepts of World Service
- E. Third Legacy Procedure
- F. Robert's Rules of Order

The 64th ICYPAA Host Committee Guidelines

I. Statement of Purpose

- A. The fundamental objective of this committee is to organize and host the 64th International Conference of Young People in Alcoholics Anonymous (ICYPAA) in adherence with the principles enshrined in A.A.'s 12 Steps, 12 Traditions, 12 Concepts for World Service, and The A.A. Service Manual. Our primary purpose is to raise awareness concerning the flourishing and vibrant community of young individuals within Alcoholics Anonymous, while also conveying the message of hope that this fellowship embodies.
- B. This document serves as a comprehensive guide which outlines the operational procedures of The 64th ICYPAA Host Committee in a proficient and well-balanced manner. The guiding principles are rooted in the teachings of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service. Our principles are also in reference to The A.A. Service Manual (*please consult Appendix B-D under Article VII: Appendix for convenient access*).

II. The 64th ICYPAA Host Committee Membership

The composition of The 64th ICYPAA Host Committee comprises two categories of members: those elected to chair positions and members-at-large. Each member, irrespective of their designation, enjoys voting privileges and holds the ability to introduce new business proposals during committee proceedings.

- A. An elected chairperson refers to a committee member who assumes one of the designated positions specified in *Article IV: Committee Positions*. These individuals attain their positions through the electoral process outlined in *Article III: Elections*. It is incumbent upon these members to meet the stipulated criteria and responsibilities delineated in *Article V: Rules for Elected Committee Positions*.
- B. An elected liaison pertains to a committee member who serves in either the Outreach subcommittee or the Service subcommittee. City Liaisons have the opportunity to be elected during either a subcommittee meeting or The 64th ICYPAA Host Committee Business Meeting. Additionally, the Outreach and Service subcommittees possess the authority to elect any other positions deemed necessary to fulfill their respective functions.
- C. A member-at-large encompasses any individual who has demonstrated an interest in joining The 64th ICYPAA Host Committee. They are required to attend a minimum of one ICYPAA business meeting or ICYPAA subcommittee meeting to gain membership status in the committee.
- D. Membership of The 64th ICYPAA Host Committee should only include those who live inside the state of Texas. Outreach liaisons outside of the state of Texas are encouraged to attend Outreach subcommittee meetings. There may be exceptions for those moving outside of the state of Texas temporarily or have been a previous bid committee member who has since moved from Texas. Similar to precedence set within the General Service structure, where District Committee Members or Area officers must live within the geographic region they represent, this ensures the Host Committee Members are informed on the local AA climate and conscience. It also fosters the growth of future Bids for ICYPAA by encouraging members living outside of Texas to form Bid Committees within their own communities.
- E. By being a host committee member you fully accept the [ICYPAA Host Committee Responsibilities](#) and agree to comply with the [ICYPAA Non Discrimination and Anti Harassment Policy](#).

III. Elections

A. General Information

1. The elections for The 64th ICYPAA Host Committee will be conducted following the election guidelines as detailed in the A.A. Service Manual, employing the Third Legacy procedure (*Appendix E under Article VII: Appendix for Third Legacy Procedure*).
2. As a means of adhering to the spirit of rotation, it is mandated that no committee member retains the same chair position for more than two consecutive full terms. Nevertheless, a member may occupy the same position if it is in a non-consecutive sequence or if the member did not complete two entire terms.
3. The initial round of elections is mandated to be conducted in person to foster a sense of unity and enthusiasm among the participants. By gathering together physically, individuals can better engage with one another, forge personal connections, and experience a shared sense of purpose. This face-to-face interaction facilitates open dialogue, strengthens bonds, and encourages a higher level of enthusiasm and commitment to the election process. The in-person aspect adds a human touch to the proceedings, promoting a collaborative and spirited atmosphere that is conducive to building a strong and cohesive community.

B. Who Can Vote

1. Every member attending the elections and identifying as part of The 64th ICYPAA Host Committee is authorized to engage in the voting procedure.
2. For members participating in elections through platforms like Zoom or other web conferencing software and who identify themselves as members of The 64th ICYPAA Host Committee, they have the right to partake in plurality voting processes, either by open or closed ballot. These voting methods may include the utilization of the Third Legacy voting system or a simple plurality vote.
3. Only members present at in-person business meetings or those video conferencing into the business meeting are recognized as voting members. Those who are absent both in-person and via video conference are not eligible to cast votes.
4. Each member holds a single vote, and any individual may choose to abstain from voting if they wish to do so.

C. Who Can Stand

1. Every individual who identifies themselves as a member of Alcoholics Anonymous and possesses the willingness and capability to serve is eligible to stand for an elected position.
2. Each candidate standing for a position will be required to furnish their sobriety date, service resume, and any pertinent qualifications as part of the candidacy process.
3. For any member who is unable to physically attend the elections, they are permitted to stand as a candidate by proxy, enabling them to be represented and considered for a position in absentia.
4. Nominations won't be considered in respect to those who wish to stand.

D. Voting Procedure

1. The following positions, as enumerated, will undergo the Third Legacy procedure for voting (*please refer to Appendix E under Article VII: Appendix for details on the Third Legacy Procedure*): Chair, Alternate Chair, Secretary, Treasurer, Hotel Chair, Program Chair, Merchandise Chair, Registration Chair, Alternate Secretary, Alternate Treasurer, Alternate Hotel Chair, Alternate Program Chair, Alternate Merchandise Chair, and Alternate Registration Chair.
2. All remaining positions will be subject to election by a plurality vote. In cases where 4 or more people are standing for a position, that position will automatically go into a 3rd legacy vote.
3. In cases where an individual stands unopposed for a position, a voting process shall be conducted between the candidate standing unopposed and "no candidate". Should "no candidate" receive the plurality of votes, the position will remain vacant.

E. Appointment of Additional Positions

In the event that there is a need for positions not explicitly listed in the bylaws, the creation of new positions shall be subject to the following conditions.

1. A member of the steering committee must propose a motion for the establishment of the new position.
2. To create the position, a simple majority of voting members must be present during the voting process.
3. Subsequently, a simple plurality vote is essential to approve the nomination of an individual to occupy the newly created position.
4. Upon ratification of the motion and approval of the nomination, it becomes the responsibility of the Secretary to ensure the inclusion of the new position in the subsequent draft of this manual.

IV. Committee Positions

Position descriptions and suggested sobriety requirements can be found in Appendix A under Article VII: Appendix. This section provides comprehensive details regarding the roles and responsibilities associated with each position within The 64th ICYPAA Host Committee, as well as the recommended sobriety criteria that candidates should meet for each particular role.

A. Steering Committee

1. Chair
2. Alternate Chair

3. Secretary
4. Treasurer
5. Hotel Chair
6. Program Chair

B. Hotel Subcommittee

1. Hotel Chair
2. Audio/Video Chair
3. Accessibility Chair
4. Security Chair
5. Hospitality Chair
6. Food and Beverage Chair
7. ASL Interpreter Coordinator
8. Transportation Chair

C. Program Subcommittee

1. Program Chair
2. Entertainment Chair
3. Speaker Research Chair
4. Panel Seeker Chair
5. Marathon Meeting Coordinator
6. Pre-Conference Event Chair
7. ICYPAA Archivist
8. Virtual Program Chair
9. Virtual International Program Chair
10. Virtual Volunteer Chair

D. Registration Subcommittee

1. Registration Chair
2. Merchandise Chair
3. Graphic Chair
4. Event Chair
5. Website Chair
6. Volunteer Chair
7. IT Chair
8. Prayer and Unity Chair
9. Bid City Liaison

E. Outreach Subcommittee

Given the vast expanse of Texas, it becomes paramount to establish service and outreach liaisons tailored for the diverse metropolitan regions within the state.

1. Outreach Chair
2. International Outreach Chair
3. National Outreach Chair
4. Regional Outreach Chair
5. Social Media Outreach Chair
6. Virtual Outreach Chair
7. Spanish Inclusion Outreach Chair
8. LGBTQ+ Outreach Liaison
9. City of Austin Outreach Liaison
10. City Outreach Liaison (different than Service City Liaison)
 - a) San Antonio Outreach Liaison
 - b) Dallas Outreach Liaison
 - c) Fort Worth Outreach Liaison
 - d) Houston Outreach Liaison
 - e) Abilene Outreach Liaison
 - f) McAllen Outreach Liaison
 - g) Clearlake Outreach Liaison
 - h) El Paso Outreach Liaison

F. Service Subcommittee

Given the vast expanse of Texas, it becomes paramount to establish service and outreach liaisons tailored for the diverse metropolitan regions within the state.

1. Service Liaison Chair
2. Youth Outreach Chair
3. Area Liaison
4. District Liaison
5. Intergroup Liaison
6. Treatment Liaison
7. Correction Liaison
8. Accessibility Liaison
9. City Service Liaison (different than Outreach City Liaison)
 - a) Austin Service Liaison
 - b) San Antonio Service Liaison
 - c) Dallas Service Liaison
 - d) Fort Worth Service Liaison
 - e) Houston Service Liaison
 - f) Abilene Service Liaison

G. Other Positions

1. Alternate Secretary
2. Alternate Treasurer

3. Alternate Hotel Chair
4. Alternate Program Chair
5. Alternate Merchandise Chair
6. Alternate Registration Chair

V. Rules for Elected Committee Positions

All members shall conduct themselves in alignment with the principles set forth in A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service. In addition, adherence to Robert's Rules of Order and The 64th ICYPAA Host Committee Guidelines and Bylaws is equally expected from every member. These foundational guidelines serve as the framework for fostering a harmonious and effective working environment within The 64th ICYPAA Host Committee.

A. Attendance

1. Members are strongly encouraged to attend all business meetings, which can be either in-person or through web conferencing software.
2. Any member arriving more than 20 minutes late to a business meeting without informing the Chair will automatically be considered absent.
3. In case a member is unable to attend, they must inform the chair and submit a report, following the guidelines specified in *Article VI: The 64th ICYPAA Host Committee Structure, Section D: Committee Meeting Procedures, Subsection 4: Reports.*
4. Absences resulting from A.A. commitments, such as attending Area Assembly meetings, speaking engagements, or fulfilling homegroup responsibilities, will not be held against the member, as long as a report is duly submitted to the Chair within the customary time frame.
5. However, if an individual is absent for two consecutive business meetings without notifying the Chair and providing a report, they shall automatically forfeit their position.
6. Furthermore, if an individual is absent for three non-consecutive business meetings without notifying the Chair and providing a report, their trusted servant position will be relinquished.
7. In case a member is absent for three consecutive business meetings or four non-consecutive business meetings but has informed the Chair and submitted a report to the group, the steering committee shall review the position to ensure its obligations are being met.
8. Upon the forfeiture of a member's position due to absences, the alternate chair will promptly assume the chair position. In the absence of an alternate for the position, elections for that specific position will be conducted during the next business meeting.
9. Notably, no quorum is required for a host committee business meeting, allowing for efficient decision-making regardless of the number of attending members.

B. Voting

1. Absentee voting shall not be permitted. Instead, Zoom attendance will be deemed as being present at the meeting, extending to city liaisons who are physically present at a host committee meeting through the use of Zoom or other web conferencing software.
2. As for voting eligibility, any individual identifying themselves as a member of Alcoholics Anonymous and a member of the committee is entitled to vote. This privilege encompasses chairs, city liaisons, and members-at-large alike, ensuring that all committee members can actively participate in the decision-making process.

C. Performance

1. Should a chair be deemed to be neglectful in fulfilling their responsibilities, the steering committee retains the authority to initiate a review of their performance.
2. Furthermore, any member holding a position can be removed from their position through a decisive two-thirds ($\frac{2}{3}$) majority vote by the host committee. This mechanism ensures that the committee maintains a fair and effective means to address any concerns or issues that may arise regarding a member's performance or conduct.

D. Resignations/Removals

1. Relapse shall be deemed an automatic resignation from any position within The 64th ICYPAA Host Committee, irrespective of whether the position has a sobriety requirement or not.
2. Additionally, any elected member of the host committee possesses the right to resign from their position by providing formal notification to the chair. Resignation offers a means for individuals to step down from their roles voluntarily, should they encounter personal circumstances that warrant such a decision.
3. Furthermore, an elected member of the host committee may be removed from their position for failure to fulfill their duties or due to a lack of active participation. The removal process necessitates a two-thirds ($\frac{2}{3}$) majority vote by the host committee, ensuring that decisions regarding member retention are taken with a significant consensus in mind. This provision enables the committee to maintain a dedicated and engaged group of members committed to fulfilling their roles effectively.

VI. The 64th ICYPAA Host Committee Structure

A. Steering Committee

1. The steering committee's composition shall consist of the Chair, Alternate Chair, Secretary, Treasurer, Hotel Chair, and Program Chair. Each member possesses one voting right.

2. To constitute a quorum for the steering committee, the presence of three members is required.
3. Each steering committee member will be designated to liaise with a specific subcommittee, facilitating effective coordination and communication.
4. The steering committee functions as a body accountable to the host committee, devoid of autonomous decision-making powers. Any recommendations originating from the steering committee must be presented to the host committee through the Chair, leading to a motion proposed by the host committee regarding potential changes. The one exception to this rule is for any changes to the Bylaws, which will be discussed and voted upon at a Steering Committee meeting and then simply brought to the host committee for visibility. See VI. E. 3. (a) for more detail.
5. In situations necessitating prompt decisions during host committee meetings, the steering committee may convene to provide guidance and participate in the decision-making process on behalf of the group.
6. During the subsequent host committee meeting, the Chair must offer full disclosure of the decision-making process and open the floor to members for voicing desired amendments or to challenge the steering committee's decision.
7. Any decision made by the steering committee can be overturned or amended by the host committee through a two-thirds ($\frac{2}{3}$) majority vote, granting the host committee the authority to review and rectify decisions when necessary.
8. In case of emergencies, any member of the steering committee can call for an emergency steering committee meeting. During such meetings, the Alternate Chair would assume the Chair's position to preside over the meeting, and the Chair of the host committee would hold voting privileges. If the Alternate Chair is unavailable to chair the meeting, the Chair would take on the responsibility of leading the emergency steering committee meeting but would not possess a vote in the decision-making process.

B. Subcommittees

1. Membership on subcommittees is composed of the elected position of the host committee, who serves as the chair of the respective subcommittee alongside their designated alternate. Furthermore, other elected members are specifically assigned to each subcommittee as part of their individual responsibilities. Additionally, any member of The 64th ICYPAA Host Committee who wishes to contribute to a subcommittee is encouraged and welcomed to join (*the complete list of subcommittee members can be found in Appendix A under Article VII: Appendix*).
2. To ensure effective collaboration and progress, subcommittees are expected to convene at least once every month.
3. It is imperative that the minutes of subcommittee meetings are promptly submitted to the Secretary within 7 days following the conclusion of each meeting. Subsequently, the chair of the subcommittee shall provide a concise summary of the proceedings during their report at the host committee business meeting.

4. All subcommittees fall under the direct responsibility of their respective chair positions. The subcommittee chairs include the Hotel Chair, Program Chair, Registration Chair, Service Liaison, and Outreach Chair, each overseeing their respective subcommittee's operations and initiatives.
5. Subcommittee chairs are responsible for bringing motions from their respective subcommittee meetings. The specifics of all motions from a subcommittee are to be deliberated in their respective subcommittees. It is essential to underscore that the detailed examination and discussion of all motions originating within a subcommittee are to be conducted exclusively within the confines of their respective subcommittee. This encourages people to participate in the subcommittee structure and streamline our regular business meetings.

C. Outreach Subcommittee Structure

1. National Outreach Chair

- a) The individual holding the position of National Outreach Chair is entrusted with the responsibility of executing the outreach plan at the national level. This entails active participation in YPAA (Young People in Alcoholics Anonymous) conferences throughout the country and utilizing various technological platforms, including social media, to disseminate information and raise awareness about ICYPAA. A comprehensive understanding and adherence to the 11th Tradition of Alcoholics Anonymous, which pertains to anonymity at the public level, are essential for this role.
- b) Being willing and capable of traveling extensively around the country is a requisite, as the National Outreach Chair is expected to engage in outreach efforts at various locations. A crucial aspect of this position is to facilitate effective outreach, maintaining existing contacts within A.A. and YPAA circles nationwide, as well as establishing new connections.
- c) Regular attendance at Outreach subcommittee meetings is mandatory for the National Outreach Chair to remain actively involved in the planning and implementation of outreach initiatives and to ensure seamless coordination with the subcommittee's endeavors.

2. International Outreach Chair

- a) The individual holding the position of International Outreach Chair assumes the crucial responsibility of executing the outreach plan on the international level. This involves actively participating in YPAA conferences held in other countries and utilizing various means, including social media (while being well-versed in the 11th Tradition of Alcoholics Anonymous), to disseminate information and raise awareness about ICYPAA on a global scale.
- b) Being willing and capable of traveling internationally is imperative for the International Outreach Chair, as they are expected to engage in outreach efforts in various countries.

Maintaining existing contacts within A.A. and YPAA communities in other countries, as well as fostering new relationships, is of utmost importance to facilitate effective international outreach.

- c) Regular attendance at Outreach subcommittee meetings is a mandatory requirement for the International Outreach Chair. This ensures active involvement in the planning and implementation of outreach initiatives and seamless coordination with the subcommittee's overall endeavors to expand the reach and impact of ICYPAA worldwide.

3. Regional Outreach Chairs

- a) The individual serving as the Regional Outreach Chair takes on the significant responsibility of implementing the outreach plan within the state of Texas and its neighboring states. This entails active participation in A.A. conferences held in Texas and local regions, utilizing various means, including social media (while adhering to the principles of the 11th Tradition of Alcoholics Anonymous), to effectively promote ICYPAA and raise awareness.
- b) Being willing and able to travel extensively within the region is essential for the Regional Outreach Chair, as they are expected to engage in outreach efforts across Texas and its neighboring states. To ensure successful outreach, maintaining existing contacts within A.A. and YPAA communities across the region, as well as forging new connections, is a crucial aspect of this role.
- c) Consistent attendance at Outreach subcommittee meetings is a mandatory requirement for the Regional Outreach Chair, as it ensures active participation in planning and implementing outreach initiatives and facilitates seamless coordination with the subcommittee's overall efforts to expand ICYPAA's reach and impact within the designated region.

4. Social Media Outreach Chair

- a) Coordinates and strategizes with the Outreach chair and all other positions that need social media outreach to post approved messaging to private social media pages.
- b) Must be a part of private Facebook groups to outreach approved messaging from the Outreach chair.

5. Spanish Inclusion Outreach Chair

- a) The Spanish Inclusion Outreach Chair holds a vital role that necessitates fluency in both Spanish and English languages. Their primary responsibility is to actively engage with Spanish-speaking meetings and the Spanish District in Austin, District 21, with the aim of promoting the inclusion of Spanish-speaking individuals in ICYPAA.
- b) Aligned with the other Outreach chairs, their duties and position entail attending Outreach subcommittee meetings and executing the outreach plan devised by the committee. However, their specific focus revolves around ensuring that the message of

ICYPAA is effectively conveyed and resonates with Spanish-speaking individuals, fostering a welcoming and supportive environment in their native language.

- c) The ultimate goal of the Spanish Inclusion Outreach Chair is to broaden the reach of ICYPAA and facilitate its participation by Spanish-speaking individuals, fostering an inclusive atmosphere where they feel embraced and connected within the fellowship. This entails providing support and accessibility to ICYPAA-related information and resources in Spanish to promote a sense of belonging and understanding within this community.

6. LGBTQ+ Outreach Liaison

- a) The LGBTQ+ Outreach Liaison assumes a crucial role that entails possessing a comprehensive understanding of A.A.'s 12 Steps and 12 Traditions. Their primary responsibility is to actively connect with LGBTQ+ meetings and communities, thereby promoting attendance and participation in the host committee's business meetings, events, and The 64th ICYPAA.
- b) Through active engagement in LGBTQ+ meetings, their mission is to raise awareness about ICYPAA and provide vital information to encourage LGBTQ+ individuals to join and actively engage in the fellowship. Their efforts significantly contribute to conveying the message of hope and recovery to LGBTQ+ members within the Alcoholics Anonymous community.
- c) By fostering inclusivity and outreach efforts targeted towards LGBTQ+ individuals, the LGBTQ+ Outreach Liaison plays a crucial role in making ICYPAA an inclusive and supportive space for members of diverse backgrounds and identities. Their work exemplifies the spirit of unity and compassion within the recovery community.

7. City Outreach Liaisons

- a) It is highly encouraged for the five major cities in Texas, namely Austin, San Antonio, Houston, Dallas, and Fort Worth, to establish their own City Outreach Liaisons. Additionally, other cities within Texas and neighboring states may elect outreach liaisons based on their active participation.
- b) City Outreach Liaisons function autonomously in their local affairs, with the exception of matters that directly impact The 64th ICYPAA Host Committee or Alcoholics Anonymous as a whole.
- c) Their primary responsibility is to collaborate with the Outreach Chair on the host committee, providing assistance and active participation in the Outreach subcommittee's activities.
- d) It is recommended that the Outreach subcommittee convenes at least once between host committee business meetings to facilitate the exchange of information between The 64th ICYPAA Host Committee and local A.A. communities.

- e) The outreach duties for The 64th ICYPAA and ICYPAA events encompass posting flyers for events and host committee meetings, with the ability to delegate tasks as needed to ensure effective outreach.
- f) Each City Outreach Liaison reports directly to the Outreach Chair of The 64th ICYPAA and collaborates closely with the respective host's Outreach Chair to execute outreach initiatives.
- g) The Austin City Outreach Chair is specifically required to establish its own subcommittee to ensure comprehensive coverage of all meetings in the city for outreach purposes.
- h) Any Outreach subcommittee meeting minutes should be submitted to the Secretary within 7 days of the meeting, and the Outreach Chair must provide a concise summary of the meeting during their report at the host committee business meeting. This reporting process facilitates transparency and effective communication within the committee.

D. Service Subcommittee Structure

1. The Service Subcommittee plays a vital role in fostering effective coordination between The 64th ICYPAA Host Committee and local A.A. communities. To ensure seamless planning and execution of service projects, the subcommittee is encouraged to convene at least once between host committee business meetings to exchange information and ideas.
2. The subcommittee's structure and responsibilities are as follows:
 - a) Youth Outreach Chair: Responsible for implementing service projects aimed at engaging young people in A.A. Collaborates with the General Service Structure and employs various platforms to reach out to youth in the fellowship.
 - b) Area Liaison: Serves as a liaison between the Service Subcommittee and the local Area level of the General Service Structure. Coordinates service projects and facilitates communication with the Area.
 - c) District Liaison: Acts as a liaison between the Service Subcommittee and the local District level of the General Service Structure. Coordinates service projects and facilitates communication with the District.
 - d) Intergroup Liaison: Functions as a liaison between the Service Subcommittee and the local Intergroup. Collaborates with the Intergroup to implement service projects and facilitate communication.
 - e) Treatment Liaison: Responsible for coordinating service projects and outreach efforts in treatment facilities. Collaborates with treatment centers and implements initiatives to carry the message of recovery to those in treatment.

- f) Corrections Liaison: Responsible for coordinating service projects and outreach efforts in correctional facilities. Collaborates with correctional facilities and implements initiatives to carry the message of recovery to those in corrections.
 - g) Accessibility Liaison: Responsible for ensuring accessibility and inclusivity in service projects and events. Collaborates with the Accessibility Committee to address accessibility needs and implement necessary accommodations.
 - h) City Service Liaisons: Encouraged for major cities in Texas (Austin, San Antonio, Houston, Dallas, and Fort Worth) to have their own City Service Liaisons. Other cities in Texas and neighboring states may elect City Service Liaisons based on participation levels. These liaisons are responsible for implementing service projects in their respective areas and work in collaboration with the Service Liaison Chair on The 64th ICYPAA Host Committee. Regular attendance at Service Subcommittee meetings is required for all liaisons to ensure effective communication and coordination.
3. By having a dedicated Service Subcommittee with various liaisons, The 64th ICYPAA Host Committee can effectively carry out service projects, engage with local A.A. communities, and contribute to the mission of spreading the message of recovery and unity to those in need.

E. Committee Operations

The 64th ICYPAA Host Committee is committed to upholding the principles set forth in A.A.'s 12 Steps, 12 Traditions, and 12 Concepts for World Service, as well as adhering to Robert's Rules of Order in all aspects of its operations and decision-making processes. These foundational guidelines serve as the framework for fostering a harmonious and effective working environment within the committee, ensuring transparency, accountability, and unity in pursuit of its objectives and mission.

1. Finances

- a) All financial transactions of The 64th ICYPAA Host Committee will be conducted through its designated bank account.
- b) Expenses exceeding \$250.00 require a two-thirds ($\frac{2}{3}$) vote of approval from the committee.
- c) Transactions involving amounts less than \$250.00 only require approval from the Treasurer.
- d) Budgets requiring the allocation of more than \$100.00 must be submitted in writing to the Chair at least 24 hours before the next business meeting.
- e) In emergency situations, the steering committee may approve an emergency budget, which must be reported by the Treasurer at the subsequent host committee meeting.
- f) The committee will have a Venmo account and a Square reader for credit card payments.
- g) The ICYPAA Advisory Council will assist in managing the host committee's bank account and other financial merchant services.
- h) The Treasurer is responsible for managing the Venmo and Square accounts.

- i) Payments made through the Square reader will include a \$0.50 service fee, while no service fee applies to Venmo payments.
- j) All money collected by members and subcommittees must be submitted to the Treasurer no later than 30 days before and after the conference.

2. Communications

- a) Committee members are expected to respond to phone calls, texts, emails, or other communications within 72 hours, with a recommendation for elected officers to check email daily.
- b) The committee's email account will be maintained by the steering committee, created by the ICYPAA Advisory Council.
- c) The committee's Venmo account should be provided for necessary transactions.
- d) All committee materials, including the website, Facebook page, Google groups, email address, Venmo account, Square reader, and committee materials, are strictly for The 64th ICYPAA Host Committee business and are considered the property of the committee.

3. Bylaws

- a) Bylaws will be regularly reviewed in the standing Steering Committee meeting. Any proposed amendments, deletions, or additions will be voted on in a Steering Committee meeting and brought to the Host Committee for visibility at the next business meeting.

F. Committee Meeting Procedures

1. General

- a) The Chair holds the responsibility of determining the time, location, and agenda for The 64th ICYPAA Host Committee meetings.
- b) Meetings occur every second Sunday at 2:00 PM Central and follow a hybrid format, allowing for both in-person and Zoom participation.
- c) Notice of a business meeting must be provided by the Chair at least 14 days in advance.
- d) Emergency meetings can be called by a steering committee member, with the Alternate Chair assuming the Chair's position if available.
- e) All members are recommended to familiarize themselves with the Simplified Robert's Rules of Order, Robert's Rules of Order modified by A.A. 12 Traditions, and Running Meetings with Robert's Rules of Order.

2. The Agenda

- a) The Chair organizes the agenda for each meeting and ensures copies are distributed.
- b) Requests to add agenda items should be submitted in writing to the Chair and Secretary at least 24 hours before the meeting.

- c) The typical order of the agenda includes:
 - (1) Opening with prayer, new introductions, What Is The 64th ICYPAA Host Committee, and ICYPAA Facts Aims and Purposes.
 - (2) Reading of Previous Meeting Minutes
 - (3) Reports/Attendance.
 - (4) Old Business.
 - (5) New Business/Agenda Items.
 - (6) Announcements/Birthdays.
 - (7) Closing prayer.
- d) The Chair may propose handling agenda items out of order, but approval from a simple majority is required.

3. Minutes

- a) The Secretary is responsible for preparing the minutes, which include old and new business, motions, actions, officer reports, and other essential items.
- b) Copies of the minutes should be available to A.A. members upon request.
- c) The Secretary provides committee members with a copy of the previous meeting's minutes within 7 days of the business meeting.
- d) A reminder to review the previous meeting minutes and submitted reports is sent by the Secretary 48 hours before the next meeting.
- e) Physical copies of the past meeting's minutes should be available during in-person monthly meetings, and the Secretary may be reimbursed for printing costs.
- f) The minutes are read, and corrections, if needed, are made and approved at the beginning of each meeting by a simple majority vote.
- g) The Chair ensures the meeting is conducted in a way that allows the Secretary to take accurate notes, and the committee addresses any requests for clarification from the Secretary.

4. Reports

- a) Reports provide updates on the status, progress, and direction of each member's chair position or subcommittee.
- b) All chairs are required to present a report at each business meeting.
- c) Reports should be concise and well-prepared.
- d) Reports must be submitted to the Chair and Secretary no later than 48 hours before the next meeting.
- e) Questions during a report should be for clarification only, with further discussion and motions entertained after the report is concluded.
- f) Discussion and questions should pertain specifically to the report given by the chair or subcommittee.

VII. Appendix

A. Position Descriptions

Position	Suggested Sobriety	Qualification and Responsibilities
Steering Committee		
Chair	5 years	<ul style="list-style-type: none"> ● A.A. committee service with knowledge of A.A. principles and ICYPAA. ● Familiarity with A.A. 12 Steps, 12 Traditions, and 12 Concepts (A.A. 36 Principles). ● Proficiency in implementing Robert's Rules of Order in committee proceedings. ● Responsible for the overall functioning of the Host Committee and Steering Committee. ● Hold elected committee members accountable and ensure timely completion of tasks. ● Inform removed members about the host committee's decision. ● Stay informed about the Steering Committee's activities and provide necessary support. ● Chair host committee meetings, maintaining order and proper meeting procedures. ● Create agendas for host committee meetings, considering relevant topics and priorities. ● Notify the Secretary of upcoming meetings and schedule changes. ● Lead meetings, encourage focused discussions on agenda items, and manage member participation. ● Facilitate the process of calling for motions and votes, and announce the results. ● Familiarize with The 64th ICYPAA Host Committee Guidelines and Bylaws. ● Act as a liaison between the host committee and ICYPAA Advisory Council, maintaining communication.
Alternate Chair	4 years	<ul style="list-style-type: none"> ● Capable of fulfilling obligations similar to the Chair position. ● Assists in overseeing the overall functioning of The 64th ICYPAA Host Committee. ● Assumes full duties of the Chair in their absence. ● Acts as a signer and has access to The 64th ICYPAA Host Committee bank account. ● Works closely with the Chair to ensure smooth committee operations. ● Collaborates with other committee members to achieve goals. ● Ensures understanding and compliance with committee bylaws. ● Manages and delegates tasks to other committee members as needed. ● Monitors the committee's finances and promotes responsible fund usage.

		<ul style="list-style-type: none"> ● Provides support to address issues or conflicts within the committee.
Treasurer	4 years	<ul style="list-style-type: none"> ● A.A. committee service experience and managing large budgets. ● Familiarity with The 64th ICYPAA Host Committee Guidelines, Bylaws, and A.A. 36 Principles. ● Responsible for maintaining accurate and up-to-date financial reports, tracking income and expenses. ● Ensure availability of financial reports for approval at committee meetings. ● Possession of all bank statements, deposits, and checkbooks during meetings. ● Prepared for deposits and disbursements as required. ● Maintain comprehensive financial records for a conference with a budget of approximately \$200,000. ● Collaborate with the host committee and ICYPAA Advisory Council to develop conference and committee budgets. ● Regularly report to the ICYPAA Advisory Council Treasurer. ● Act as a signer and have access to The 64th ICYPAA Host Committee bank account. ● Ensure timely payment of rent and all bills. ● Coordinate money collection from events and assign a committee member , alt treasurer or events chair for handling. ● Coordinate with Registration, Hotel, Outreach, and Events Chairs to establish financial accountability, including online and onsite sales. ● Balance the books within 90 days before and after ICYPAA. ● Collaborate with chairs from each sub committee and delegate responsibilities to subcommittee chairs as needed. ● Manage signers on the bank account, adding or removing them when necessary.
Secretary	4 years	<ul style="list-style-type: none"> ● Custodian of all committee materials. ● Send timely email notifications for committee meetings and events. ● Respond promptly to correspondence following ICYPAA's spirit. ● Provide and review previous minutes for approval during meetings. ● Track attendance and notify the Chair of absences. ● Maintain accurate minutes of host committee meetings, including motions and major points of discussion. ● Ensure compliance with The 64th ICYPAA Host Committee Guidelines and Bylaws. ● Collect minutes and reports from subcommittee meetings and keep them on file. ● Collaborate with the Website Chair to publish meeting minutes on the committee website. ● Email minutes to the committee and The ICYPAA Advisory Council within 7 days of a meeting. ● Maintain an updated contact list of committee members and their positions.

		<ul style="list-style-type: none"> ● Collaborate with the Chair to maintain a current outreach email list. ● Make relevant correspondence copies accessible to committee members. ● Foster effective communication channels among committee members and external stakeholders.
Hotel Chair	4 years	<ul style="list-style-type: none"> ● A.A. service committee experience, contributing expertise and past experience. ● Develop and negotiate hotel contracts in Austin for the conference. ● Arrange appropriate insurance coverage to protect the hotel contracts. ● Effectively communicate conference requirements and preferences to hotels. ● Act as a liaison between the hotel, host committee, and Advisory Council. ● Ensure conference needs are met and resolve facility conflicts in line with ICYPAA's spirit. ● Chair a subcommittee and provide regular updates to the full committee. ● Authority to establish additional subcommittee positions as needed. ● Collaborate closely with all committees requiring hotel space. ● Provide regular pick-up reports to the Chair regarding hotel-related matters. ● Submit a tentative and final program of events to the hotel by agreed-upon deadlines. ● Bring a copy of the hotel contract to host committee meetings and ICYPAA for reference. ● Locate and secure the rental of walkie-talkies for conference use. ● Assist in developing a comprehensive security plan for the hotel. ● Attend meetings with the hotel, including walk-throughs with various committees, security, pre-conference, and post-conference meetings.
Program Chair	2 years	<ul style="list-style-type: none"> ● A.A. committee service experience, working with Hotel Chair and Graphics Chair. ● Coordinates a comprehensive conference program with the Hotel Chair and Graphics Chair. ● Plans main speaker meetings, panel meetings, marathon meetings, entertainment, and other events. ● Secures suitable speakers for main meetings, panels, and workshops. ● Handles travel arrangements and accommodations for speakers. ● Presents speaker options to the committee for group consensus decisions. ● Chairs a subcommittee and provides regular updates to the full committee. ● Authority to establish additional subcommittee positions as needed. ● Collaborates with the Hotel Chair for logistical coordination. ● Works with Graphics Chair for aligned program materials. ● Ensures a cohesive and well-rounded conference experience. ● Coordinates with vendors and suppliers for conference requirements. ● Collaborates with the Treasurer to manage budgets for speaker expenses.

Hotel Subcommittee

Hotel Chair	3 years	<i>Position description listed under steering committee above.</i>
Audio/Video Chair	1 year	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Oversees audio and video assets for The 64th ICYPAA Host Committee. ● Arranges recording of speakers at ICYPAA events and ensures file integrity. ● Provides digital audio files to the ICYPAA Archives. ● Collaborates with other chairs and A.A. committees for asset availability. ● Manages audio/video equipment, transportation, storage, and safekeeping. ● Authority to create subcommittee with additional positions if needed. ● Maintains high-quality audio and video recordings. ● Coordinates with event organizers for audio and video setup. ● Ensures consent from recorded speakers for audio and video recordings. ● Trains and supervises volunteers in audio and video operations. ● Assists in troubleshooting technical issues with equipment. ● Regularly reports status of audio and video assets to The 64th ICYPAA Host Committee.
Accessibility Chair	1 year	<ul style="list-style-type: none"> ● Collaborate with local Accessibility committees to engage and accommodate communities with Accessibility Needs for ICYPAA. ● Facilitate inclusion of ASL interpreters by obtaining competitive bids and ensuring their availability for attendees who are deaf or hard of hearing. ● Work with the Registration Chair to address accessibility needs of all conference participants effectively. ● Use ICYPAA Accessibility Best Practices and GSO's Accessibility Guidelines to overcome barriers to accessing the AA message. ● Authority to establish a subcommittee and additional positions within the scope of responsibilities. ● Responsible for specific accessibility-related duties, distinct from the Accessibility Liaison in the Service Subcommittee. ● Foster communication between ICYPAA Conference and local Accessibility committees. ● Disseminate information on accessibility measures and accommodations accurately and promptly. ● Coordinate with venue staff to ensure physical spaces and amenities are accessible to all participants. ● Identify and address potential accessibility barriers in conference programming, materials, and activities. ● Serve as a point of contact for individuals seeking information or assistance regarding accessibility at the ICYPAA Conference. ● Provide regular reports and updates to the ICYPAA Conference committee on accessibility initiatives and progress.

Security Chair	2 years	<ul style="list-style-type: none"> ● A.A. committee service experience, with a focus on security coordination throughout the conference. ● Work closely with the Hotel Chair for seamless security operations during the conference. ● Coordinate security measures in line with hotel policies and guidelines. ● Ensure a safe and secure environment for all conference participants. ● Address security concerns promptly and take appropriate actions to resolve them. ● Utilize a team of security volunteers to implement security measures effectively. ● Serve as a point of contact for attendees regarding security inquiries or issues. ● Monitor and enforce compliance with hotel policies by all conference participants. ● Coordinate with local law enforcement or security agencies, if necessary, to enhance security measures.
Hospitality Chair	1 year	<ul style="list-style-type: none"> ● Collaborate with the Hotel Chair and follow hotel policies to establish and maintain the ICYPAA hospitality suite. ● Coordinate with the Program Chair to involve local groups in hosting the hospitality room during the conference. ● Facilitate the participation of local A.A. groups in providing hospitality services in the suite. ● Develop and implement strategies to meet the needs and preferences of conference attendees in the hospitality suite. ● Ensure availability of refreshments and amenities within ICYPAA standards and budget constraints. ● Oversee the setup and teardown of the hospitality suite for a smooth transition before and after the conference. ● Monitor cleanliness and upkeep of the hospitality suite throughout the conference.
Food and Beverage Coordinator	6 months	<ul style="list-style-type: none"> ● Coordinate food and beverage supplies for committee meetings, hospitality room, and pre-conference events. ● Serve as the main point of contact between the hotel and the committee for food and beverage arrangements. ● Ensure timely delivery and replenishment of agreed-upon food and drink items, with a focus on coffee. ● Manage and coordinate volunteers for food and beverage preparations and arrangements. ● Work closely with the Treasurer to establish and manage the food and beverage budget. ● Research and liaise with vendors for competitive pricing on supplies. ● Maintain inventory records and proper storage of food and beverage items. ● Coordinate dietary accommodations and special requests for committee members and conference attendees.
ASL Interpreter	2 years	<ul style="list-style-type: none"> ● A.A. committee service experience, working with the Accessibility Chair.

Coordinator		<ul style="list-style-type: none"> ● Must be a deaf member of AA. ● Works with the Accessibility Chair to find suitable ASL interpreters for the conference. ● Works within the confines of the budget we have allocated for ASL Interpreters. ● Works with ASL Interpreters and Hotel chair to gather any accommodations from hotel rooms to travel expenses where needed. ● Does not have to attend regular business meetings.
Transportation Chair	1 year	<ul style="list-style-type: none"> ● Collaborate with the Registration Chair to distribute transportation information and materials to conference attendees. ● Develop a comprehensive transportation plan for the conference weekend, covering transportation to and from the venue, hotels, and other relevant locations. ● Coordinate transportation arrangements for speakers, ensuring they have suitable transportation to their designated venues. ● Work closely with other committee chairs to synchronize transportation needs with the conference schedule and logistics. ● Conduct research and liaise with transportation service providers to secure appropriate options for attendees. ● Monitor transportation logistics during the conference weekend and address any issues promptly. ● Collaborate with the Treasurer to establish and manage a transportation budget for the conference. ● Ensure compliance with relevant transportation regulations and policies, including accessibility requirements. ● Communicate with attendees and provide clear instructions regarding transportation options and logistics. ● Manage transportation-related inquiries and provide timely information to attendees.

Program Subcommittee		
Program Chair	2 years	<i>Position description listed under steering committee above.</i>
Entertainment Chair	1 year	<ul style="list-style-type: none"> ● Research, propose, coordinate, and oversee conference entertainment. ● Collaborate with Event, Program, and A/V Chairs for a cohesive entertainment experience. ● Organize entertainment for main meetings, dances, and other events. ● Book performers for dances and other entertainment activities. ● Provide regular written reports to the Program Chair regarding entertainment planning.

		<ul style="list-style-type: none"> ● Evaluate and select suitable entertainment options based on conference theme and audience preferences. ● Negotiate contracts and fees with entertainers and vendors. ● Coordinate logistics and technical requirements for entertainment performances. ● Liaise with hotel staff for proper setup and support for entertainment activities. ● Assist in developing entertainment budgets and track expenses. ● Manage entertainment-related communications with attendees, including announcements and schedules.
Speaker Research Chair	1 year	<ul style="list-style-type: none"> ● Collaborate with the Program Chair to identify potential speakers for all main meetings during the conference. ● Conduct comprehensive speaker research, including listening to speaker tapes as needed. ● Prioritize representation of the YPAA community in speaker selection. ● Prepare written reports for the Program Chair before each host committee meeting, with updates on speaker research and recommendations. ● Maintain a database of potential speakers and their relevant information. ● Coordinate with other committee members for input and speaker recommendations. ● Ensure speaker recommendations align with the conference theme and goals. ● Liaise with speakers to gather necessary information. ● Facilitate arrangements and logistics for speaker participation in the conference. ● Provide support to speakers as needed, addressing their concerns or questions.
Panel Research Chair	1 year	<ul style="list-style-type: none"> ● Collaborate with the Program Chair to research, propose, coordinate, and oversee workshop/panel tracks at the conference. ● Work closely with the Program Chair to align workshop and panel tracks with the conference's objectives and themes. ● Conduct comprehensive research to identify suitable participants and speakers for workshops and panels. ● Secure and coordinate the participation of qualified individuals as workshop and panel participants/speakers. ● Maintain regular communication with the Program Chair to provide updates on workshop and panel coordination efforts. ● Prepare a comprehensive written report for the Program Chair before each host committee meeting. ● Evaluate and select relevant workshop and panel topics catering to the conference audience's interests and needs. ● Assist in designing the workshop and panel schedule for a balanced and engaging program. ● Coordinate logistical details, such as room assignments and audiovisual equipment, for workshop and panel sessions.

		<ul style="list-style-type: none"> ● Provide guidance and support to workshop and panel presenters, addressing their questions or concerns.
Marathon Meeting Coordinator	6 months	<ul style="list-style-type: none"> ● Coordinate and secure host groups for marathon meetings during the conference. ● Ensure each marathon meeting has a designated format, A.A. readings, and literature available. ● Collaborate closely with the Program Chair to align marathon meetings with the conference schedule and objectives. ● Prepare a comprehensive written report for the Program Chair before each host committee meeting. ● Assist in developing guidelines and best practices for marathon meeting organization and execution. ● Serve as a point of contact for host groups and address their questions or concerns. ● Coordinate logistics, including meeting room reservations, audiovisual equipment, and special requirements for marathon meetings.
Pre-Conference Event Chair	1 year	<ul style="list-style-type: none"> ● Collaborate with the Program Chair to research, propose, coordinate, and oversee the Pre-Conference Event. ● Conduct thorough research to gather ideas and proposals for the event, considering conference attendees' interests and needs. ● Present well-developed proposals and recommendations to the Program Chair, demonstrating a clear understanding of the event's objectives. ● Coordinate all logistical aspects, including venue selection, scheduling, and obtaining necessary permits or contracts. ● Establish effective communication with vendors, suppliers, and stakeholders involved in the Pre-Conference Event. ● Manage the budget for the event, tracking expenses and making cost-effective decisions. ● Coordinate with relevant departments or committees to secure necessary resources, such as A/V equipment, catering services, and transportation.
ICYPAA Archivist	1 year	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Collect flyers, documents, memorabilia, audio/video files, and other relevant data for preserving ICYPAA's history. ● Coordinate with other committee chairs and subcommittees to gather materials for preservation. ● Ensure timely turnover of all materials to the Advisory Council Archivist after the conference. ● Create subcommittees and appoint additional positions to assist with archiving and material management. ● Provide updates and reports to the host committee on the status and progress of archiving activities.

		<ul style="list-style-type: none"> ● Digitize physical materials and establish digital archives for easy access and long-term preservation. ● Maintain confidentiality and protect sensitive information during the archiving process. ● Facilitate communication and collaboration between different A.A. committees involved in preserving ICYPAA's history.
Virtual Program Chair	2 years	<ul style="list-style-type: none"> ● A.A. committee service experience, working with Program Chair and Graphics Chair. ● Coordinates a comprehensive conference virtual program with the Program Chair, Virtual International Program Chair and Graphics Chair. ● Plans panel meetings, marathon meetings and other events. ● Presents virtual panel options to the committee for group consensus decisions. ● Chairs a Virtual Program subcommittee and provides regular updates to the full Program committee. ● Authority to establish additional subcommittee positions as needed. ● Collaborates with the Hotel Chair for logistical coordination. ● Works with Program Chair and Graphics Chair for aligned program materials. ● Ensures a cohesive and well-rounded virtual conference experience. ● Works with Virtual volunteer chair to get volunteers to chair meetings, tech host to help with virtual support and any other roles necessary. ● Works with the Program committee and virtual volunteer chair to get speakers for panels and marathon meetings. ● Coordinates with designated AV companies to work on hybrid and virtual program support.
Virtual International Program Chair	2 years	<ul style="list-style-type: none"> ● A.A. committee service experience, working with Program Chair and Graphics Chair. ● Coordinates a comprehensive conference International virtual program with the Program Chair, Virtual Program Chair and Graphics Chair. ● Plans international panel meetings and marathon meetings. ● Presents virtual panel options to the committee for group consensus decisions. ● Authority to establish additional subcommittee positions as needed. ● Collaborates with the Virtual Program Chair for logistical coordination. ● Works with Virtual Volunteer chair to get volunteers to chair meetings, tech host to help with virtual support and any other roles necessary. ● Works with the Program committee and Virtual volunteer chair to get speakers for panels and marathon meetings. ● This committee member does not need to reside in the state of Texas and should be someone from the international community but is not a voting member of the business meeting.
Virtual Volunteer	2 years	<ul style="list-style-type: none"> ● Coordinate and oversee volunteer management for the virtual program.

Chair		<ul style="list-style-type: none"> ● Collaborate with Virtual Program committee chairs from various areas to determine virtual volunteer requirements. ● Develop and maintain a comprehensive database of virtual volunteers, including their contact information and assigned responsibilities. ● Regularly communicate with virtual volunteers, providing updates and addressing any changes or adjustments. ● Work closely with committee chairs to ensure effective support from virtual volunteers in their respective areas. ● Act as the main point of contact for virtual volunteers, addressing their inquiries, concerns, and feedback.
-------	--	--

Registration Subcommittee

Registration Chair	3 years	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Maintain a database of 1,500-4,000 registrants and their contact information. ● Present updated registration numbers at all committee meetings. ● Send confirmation notifications to all registered attendees via email or post. ● Keep back-up files or hard copies of registrations for record-keeping purposes. ● Submit all collected money to the Treasurer promptly. ● Coordinate pre-registration tables at meetings and events leading up to the conference. ● Coordinate volunteers for the registration table during the conference weekend. ● Handle transportation and set up of cash registers for the registration table. ● Work closely with the Treasurer, Graphic Chair, and Secretary to ensure smooth registration processes. ● Chair a subcommittee dedicated to registration and provide regular updates to the full committee. ● Collaborate with other committee members to create additional subcommittee positions, as needed. ● Ensure effective communication within the subcommittee and with the full committee.
Merchandise Chair	2 years	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Collaborate with the Graphics Chair to design conference-themed graphics for merchandise. ● Research cost-effective production options for merchandise. ● Present production options to the host committee for final decision-making. ● Establish online platforms for merchandise sales. ● Coordinate merchandise availability at pre-conference events and during the conference.

		<ul style="list-style-type: none"> ● Organize and supervise volunteers to staff the merchandise table during the conference weekend. ● Maintain accurate records of merchandise sales and revenue with the Treasurer. ● Create and oversee a subcommittee to support merchandise operations as needed. ● Delegate roles and responsibilities within the subcommittee for inventory, sales, and logistics management. ● Provide regular updates to the host committee regarding subcommittee discussions and actions. ● Ensure compliance with the committee's budget and guidelines in merchandise operations. ● Monitor and maintain inventory levels to meet demand and avoid shortages. ● Coordinate shipping, delivery, and distribution of merchandise as required.
Graphic Chair	1 year	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Design and produce printed and digital materials, such as flyers, programs, banners, etc. ● Utilize digital technologies and have access to a computer for graphics creation and modification. ● Collaborate with the Steering Committee, Outreach Chair, and Event Chair for outreach materials. ● Work with the Program Chair to design graphics for the Conference Program. ● Collaborate with the Merchandise Chair for conference-themed graphics on merchandise. ● Research cost-effective production options for graphics and present them to the committee for final decision. ● Ability to establish a subcommittee and appoint additional positions as needed. ● Keep the host committee informed of subcommittee discussions and actions. ● Adhere to the committee's budget and guidelines in graphics design and production.
Event Chair	1 year	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Identify event locations aligned with ICYPAA's mission of promoting recovery, service, and unity among YPAA. ● Organize events incorporating A.A. meetings and adhering to A.A. 12 Traditions. ● Generate innovative ideas for events and oversee the planning process, including venue selection, date and time determination, speaker acquisition, cost management, refreshments, and potential music coordination. ● Collaborate with the Outreach Chair and Graphics Chair for outreach materials. ● Recruit and manage a team of volunteers to support event organization and execution. ● Lead a dedicated event planning subcommittee and maintain communication with the host committee regarding subcommittee activities and decisions.

		<ul style="list-style-type: none"> ● Authority to establish additional subcommittee positions within defined responsibilities. ● Prepare and submit event budgets to the Treasurer for approval, ensuring financial transparency and accountability. ● Maintain clear and efficient communication channels with event attendees.
Website Chair	2 years	<ul style="list-style-type: none"> ● A.A. committee service experience and prior experience with website design and implementation. ● Maintain The 64th ICYPAA Host Committee website. ● Ensure website content is regularly updated and complies with A.A. 12 Traditions. ● Collaborate with the Event Chair, Graphics Chair, and Outreach Chair for accurate posting and removal of outreach and event materials on the website. ● Authority to establish subcommittees and appoint additional positions as needed within responsibilities. ● Regularly monitor the website for technical issues and implement necessary fixes or improvements. ● Serve as the primary point of contact for inquiries related to the Host Committee website. ● Collaborate with the Graphics Chair to maintain visual consistency between website design and promotional materials. ● Handle sensitive information on the website with professionalism and confidentiality. ● Regularly communicate updates and progress regarding website maintenance and enhancements to the committee.
Volunteer Chair	6 months	<ul style="list-style-type: none"> ● Coordinate and oversee volunteer management for the entire conference. ● Collaborate with committee chairs from various areas to determine volunteer requirements. ● Develop and maintain a comprehensive database of volunteers, including their contact information and assigned responsibilities. ● Regularly communicate with volunteers, providing updates and addressing any changes or adjustments. ● Work closely with committee chairs to ensure effective support from volunteers in their respective areas. ● Act as the main point of contact for volunteers, addressing their inquiries, concerns, and feedback.
IT Chair	1 year	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Prior experience in website design and implementation. ● Ownership of a computer. ● Responsible for maintaining the "icypaahost.org" email system. ● Set up web meeting access for the host committee, if applicable.

		<ul style="list-style-type: none"> ● Create subcommittees and appoint additional positions as required within responsibilities. ● Coordinate Zoom conferencing for main business duties and subcommittee meetings. ● Operate Zoom meetings during hybrid main business meetings (in-person and through Zoom). ● Responsible for setting up calendar events on Google and Facebook for business meetings and events.
Prayer and Unity Chair	1 month	<ul style="list-style-type: none"> ● Reminds The 64th ICYPAA Host Committee of the spiritual aspect of service work. ● Calls for prayer during heated debates, emphasizing the primary purpose. ● Provides spiritual guidance and perspective to the committee. ● Encourages unity and cooperation among committee members. ● Facilitates moments of reflection and mindfulness within committee meetings. ● Encourages committee members to participate in non-committee activities promoting unity and fellowship. ● Actively promotes the integration of spirituality and service throughout the committee's work.
Bid City Liaison	6 months	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Liaise with bid cities. ● Compiles bid city contacts. ● Facilitate communication between bid cities and the organization. ● Coordinate accommodations for bid cities during conferences. ● Provide support and guidance to bid cities throughout the bidding process. ● Assist bid cities in understanding conference requirements and expectations. ● Collaborate with bid cities to develop competitive and compelling proposals. ● Maintain accurate records of bid city correspondence and documentation. ● Represent the organization in interactions with bid cities for a positive bidding experience.
Virtual Outreach Chair	2 years	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Works with the Outreach subcommittee to outreach the virtual program to various online meetings, conferences, and websites. ● Distribute flyers to various online meetings, websites and pertinent places to outreach the virtual conference option.. ● Coordinate announcements during online A.A. meetings. ● Cultivate relationships with online A.A. groups worldwide for international outreach efforts. ● Identify potential outreach opportunities and partnerships within the online A.A. community. ● Leverage social media and online platforms for outreach initiatives.

Outreach Subcommittee

<p>Outreach Chair</p>	<p>2 years</p>	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Develop and implement a comprehensive outreach plan encompassing local, national, and international A.A. communities. ● Ensure outreach efforts extend to all 64th ICYPAA Committee functions. ● Collaborate with the Events and Graphics Chair for effective outreach materials. ● Distribute flyers to various A.A. locations to promote ICYPAA events. ● Coordinate announcements during A.A. meetings related to ICYPAA, committee meetings, and events. ● Serve as a subcommittee chair and keep the full committee informed of subcommittee discussions and actions. ● Establish additional subcommittee positions as necessary for outreach responsibilities. ● Conduct subcommittee meetings with City Outreach Liaisons to synchronize outreach plans. ● Cultivate relationships with A.A. groups worldwide for international outreach efforts. ● Identify potential outreach opportunities and partnerships within the A.A. community. ● Leverage social media and online platforms for outreach initiatives.
<p>International Outreach Chair</p>	<p>1 year</p>	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Lead the implementation of the international outreach plan devised by the Outreach subcommittee. ● Represent ICYPAA by attending YPAA conferences in various countries to promote the conference globally. ● Utilize social media and advanced communication technologies for international outreach. ● Demonstrate a willingness and ability to travel internationally for outreach efforts. ● Establish and nurturing A.A. and YPAA contacts in different countries or regions. ● Act as a liaison between ICYPAA and international outreach contacts. ● Actively participating in Outreach subcommittee meetings. ● Assist with translation efforts for outreach materials. ● Advocate for the inclusion of diverse cultural perspectives in outreach initiatives.
<p>National Outreach Chair</p>	<p>1 year</p>	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Oversees the implementation of the national outreach plan devised by the Outreach subcommittee. ● Represent ICYPAA by attending YPAA conferences in various states to promote the conference nationally.

		<ul style="list-style-type: none"> ● Utilize social media and advanced communication technologies for nationwide outreach. ● Demonstrate a willingness and ability to travel within the country for outreach efforts. ● Establish and maintain A.A. and YPAA contacts across the country. ● Act as a liaison between ICYPAA and national outreach contacts. ● Actively participating in Outreach subcommittee meetings. ● Provide support and resources to local YPAA communities in promoting ICYPAA.
Regional Outreach Chair	1 year	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Lead the implementation of the outreach plan developed by the Outreach subcommittee within Texas and neighboring states. ● Represente ICYPAA at YPAA conferences in the local region to promote the event and encourage participation. ● Utilize social media and advanced communication technologies for effective outreach in the region. ● Demonstrate a willingness and ability to travel within the country for outreach efforts. ● Establish and maintain A.A. and YPAA contacts within the region and beyond. ● Act as a liaison between ICYPAA and national outreach contacts, coordinating regional outreach efforts. ● Actively participating in Outreach subcommittee meetings, providing valuable input. ● Coordinate with other committees to integrate regional outreach initiatives into ICYPAA planning. ● Emphasize inclusivity and diversity in outreach initiatives, respecting the diverse backgrounds and cultures within the region.
Social Media Outreach Chair	1 year	<ul style="list-style-type: none"> ● A.A. committee service experience, working with the Outreach Chair. ● Coordinates and strategizes with the Outreach chair and all other positions that need social media outreach to post approved messaging to private social media pages. ● Must be a part of private Facebook groups to outreach approved messaging from the Outreach chair. ● Attends Outreach subcommittee. ● Is an admin on The 64th ICYPAA Private Facebook Page
Spanish Inclusion Outreach Chair	1 month	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Bilingual proficiency in English and Spanish is required. ● Responsible for outreach efforts to Spanish-speaking meetings and the Spanish District in Austin. ● Attract and inform Spanish-speaking communities about the host committee's events and business meetings.

		<ul style="list-style-type: none"> ● Actively engaging in outreach activities within Spanish-speaking meetings and District 21. ● Build strong relationships with Spanish-speaking A.A. groups to promote participation in ICYPAA events. ● Assist with the translation of outreach materials for effective communication with Spanish-speaking audiences. ● Represent ICYPAA at Spanish-speaking meetings to raise awareness and foster enthusiasm for the upcoming conference. ● Coordinate with other committees to integrate Spanish outreach initiatives into the overall event plan. ● Participate in regular meetings with the Outreach subcommittee to share progress and insights.
LGBTQ+ Outreach Liaison	1 month	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Actively attending LGBTQ+ meetings for outreach related to business meetings, events, and the 64th ICYPAA. ● Represent ICYPAA in LGBTQ+ meetings to promote the event within the community. ● Establish connections with the LGBTQ+ community to encourage participation in ICYPAA activities. ● Provide information about ICYPAA during LGBTQ+ meetings, highlighting its significance and benefits. ● Collaborate with the Outreach subcommittee to develop tailored outreach strategies for LGBTQ+ audiences. ● Assist in the creation of LGBTQ+-inclusive outreach materials for effective communication. ● Advocate for inclusivity and diversity within ICYPAA events to resonate with LGBTQ+ attendees. ● Coordinate with other committees to integrate LGBTQ+ outreach initiatives into the overall event planning. ● Participate in regular meetings with the Outreach subcommittee to provide updates and insights on LGBTQ+ outreach. ● Engage in open and respectful dialogue with the LGBTQ+ community to address concerns and feedback.
City of Austin Outreach Liaison	18 months	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Responsible for outreach efforts for the 64th ICYPAA and ICYPAA events in Austin. ● Engage with local A.A. groups and individuals to promote and raise awareness about the upcoming ICYPAA event. ● Collaborate with the Outreach subcommittee to develop effective outreach strategies specific to Austin.

		<ul style="list-style-type: none"> ● Attend ICYPAA events in Austin to actively engage with attendees and encourage their participation in the main event. ● Provide updates and insights on outreach efforts during business meetings, offering a report on progress and outcomes. ● Utilize various communication channels to spread the word about ICYPAA events within the Austin community. ● Conduct follow-up communications with interested individuals to ensure continued engagement. ● Actively participating in Outreach subcommittee meetings to share experiences and coordinate outreach activities. ● Offer support and guidance to local A.A. groups in Austin for their involvement in ICYPAA events.
City Outreach Liaison	18 months	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Responsible for maintaining regular correspondence with the Outreach Chair. ● Lead and coordinate outreach efforts for the 64th ICYPAA, host committee business meetings, and events within the assigned city. ● Collaborate with the Outreach Chair to align outreach strategies with the overall ICYPAA event objectives. ● Engage with local A.A. groups and individuals to promote and raise awareness about the upcoming ICYPAA event. ● Represent ICYPAA at various events and meetings within the assigned city to foster participation and support. ● Utilize multiple communication channels to effectively reach and engage the target audience for outreach purposes. ● Coordinate with other committee members to ensure seamless integration of outreach efforts into event planning. ● Provide updates and progress reports on outreach activities to the Outreach Chair and the committee as needed. ● Assist with the development of outreach materials and resources tailored to the assigned city's unique needs.

Service Subcommittee		
Service Liaison Chair	2 years	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Coordinating liaison with various A.A. service bodies, such as General Service (Area & District Levels), central offices, H&I committees, PI/CPC committees, and the A.A. Grapevine. ● Act as a liaison to facilitate communication and collaboration between the host committee and different A.A. service bodies.

		<ul style="list-style-type: none"> ● Chair a subcommittee responsible for liaising with the various service bodies, ensuring effective information exchange and coordination. ● Compile all liaison reports into a comprehensive report for host committee meetings, keeping the committee informed of discussions and actions taken. ● Creates additional subcommittee positions as necessary to fulfill liaison and coordination responsibilities effectively. ● Coordinate and organize service projects within the host committee and extend them to City Service Liaisons throughout the state. ● Delegate tasks to City Service Liaisons to ensure service projects are implemented on a broader scale across the state. ● Collaborate with the Events Chair to integrate service projects into the overall ICYPAA event planning. ● Facilitate regular meetings with City Service Liaisons and other subcommittee members to provide guidance and support for service projects. ● Ensure that service projects align with the host committee's goals and principles, reflecting the spirit of A.A. service work. ● Communicate with the host committee to update and inform about the progress and outcomes of service projects. ● Promote a spirit of service and unity within the host committee and among City Service Liaisons. ● Evaluate the impact of service projects and liaising efforts and making recommendations for improvements. ● Advocate for the importance of service work within A.A. and encouraging participation in service opportunities at all levels.
Youth Outreach Chair	1 year	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Correspond regularly with the Service Liaison Chair to ensure effective communication and coordination. ● Act as a liaison between the Service subcommittee and adolescent programs and facilities involved in service projects. ● Lead the implementation of service projects specifically aimed at reaching out to the youth population. ● Collaborate with the General Service Structure and use various platforms to engage young people in ICYPAA events and initiatives. ● Represent the interests of young people within the Service subcommittee and advocate for their involvement in A.A. service work. ● Facilitate productive partnerships with adolescent programs and facilities to enhance the impact of service projects. ● Coordinate with the Outreach subcommittee to align youth-oriented outreach strategies with the overall event objectives. ● Provide updates and progress reports on youth-related service projects to the Service Liaison Chair and the Service subcommittee.

		<ul style="list-style-type: none"> ● Identify and create opportunities for young people to participate in service activities throughout the ICYPAA event. ● Promote inclusivity and diversity in all youth outreach and service initiatives to create a welcoming environment for young attendees. ● Encourage active participation of young people in Service subcommittee meetings to provide valuable insights and perspectives. ● Emphasize the importance of service work within A.A. to inspire and involve young people in service opportunities.
Area Liaison	6 months	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Regularly corresponding with The 64th ICYPAA Host Committee's Service Liaison Chair to ensure effective communication and coordination. ● Serve as a liaison between the host committee and Area 68, fostering productive information exchange and collaboration. ● Actively seek opportunities for the host committee to provide assistance and support to Area 68 in their service endeavors. ● Facilitate the sharing of relevant information and insights from Area 68 with the host committee to inform decision-making and planning. ● Collaborate with the Outreach subcommittee to align outreach strategies and service initiatives with Area 68's needs and priorities. ● Participate in meetings and events organized by Area 68 to build relationships and strengthen the partnership between the two entities. ● Advocate for inclusivity and cooperation between the host committee and Area 68 to promote a spirit of unity in A.A. service work. ● Coordinate with the Service Liaison Chair and the host committee to determine areas where the committee's involvement can benefit Area 68. ● Provide updates and progress reports to the host committee regarding interactions and collaborations with Area 68.
District 3B Liaison	6 months	<ul style="list-style-type: none"> ● A.A. committee service experience ● Regular correspondence with the Service Liaison Chair to maintain effective communication and coordination. ● Serve as a liaison between the host committee and District 3B, fostering productive information exchange and collaboration. ● Actively seek opportunities for the host committee to provide assistance and support to District 3B in their service activities. ● Facilitate the sharing of relevant information and insights from District 3B/3C with the host committee to inform decision-making and planning. ● Collaborate with the Outreach subcommittee to align outreach strategies and service initiatives with District 3B's needs and priorities. ● Participate in meetings and events organized by District 3B to build relationships and strengthen the partnership between the two entities.

		<ul style="list-style-type: none"> ● Assist the host committee in developing tailored service projects and initiatives that align with District 3B's needs and priorities.
District 3C Liaison	6 months	<ul style="list-style-type: none"> ● A.A. committee service experience ● Regular correspondence with the Service Liaison Chair to maintain effective communication and coordination. ● Serve as a liaison between the host committee and District 3C, fostering productive information exchange and collaboration. ● Actively seek opportunities for the host committee to provide assistance and support to District 3C in their service activities. ● Facilitate the sharing of relevant information and insights from District 3C with the host committee to inform decision-making and planning. ● Collaborate with the Outreach subcommittee to align outreach strategies and service initiatives with District 3C's needs and priorities. ● Participate in meetings and events organized by District 3C to build relationships and strengthen the partnership between the two entities. ● Assist the host committee in developing tailored service projects and initiatives that align with District 3C's needs and priorities.
Intergroup Liaison	6 months	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Regularly correspond with the Service Liaison Chair to maintain effective communication and coordination. ● Serving as a liaison between the host committee and Hill Country Intergroup, fostering productive information exchange and collaboration. ● Actively seeking opportunities for the host committee to provide assistance and support to Hill Country Intergroup in their service activities. ● Collaborating with the Outreach subcommittee to align outreach strategies and service initiatives with Hill Country Intergroup's needs and priorities. ● Coordinating with the Service Liaison Chair and the host committee to identify areas where the committee's involvement can benefit Hill Country Intergroup. ● Providing updates and progress reports to the host committee regarding interactions and collaborations with Hill Country Intergroup. ● Participating in host committee meetings to share information and insights from Hill Country Intergroup and foster mutual understanding.
Treatment Liaison	6 months	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Regular correspondence with the Service Liaison Chair to maintain effective communication and coordination. ● Focus on treatment-related service activities to support individuals seeking help for alcoholism. ● Act as a liaison between the host committee and other treatment committees within the General Service structure.

		<ul style="list-style-type: none"> ● Share progress, insights, and potential collaborations with the Service Liaison Chair and the host committee. ● Participate in meetings and events organized by other treatment committees to strengthen the partnership.
Correction Liaison	6 months	<ul style="list-style-type: none"> ● Regularly correspond with the Service Liaison Chair to maintain effective communication and coordination. ● Serve as a liaison between the host committee and correctional facilities or correctional committees. ● Coordinate and actively participate in service activities related to corrections. ● Collaborate with the Outreach subcommittee to develop targeted outreach strategies for correctional entities. ● Encourage communication and cooperation between the host committee and correctional committees or facilities. ● Share progress and insights regarding correctional service activities with the Service Liaison Chair and the host committee.
Accessibility Liaison	6 months	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Regularly correspond with the Service Liaison Chair to maintain effective communication and coordination. ● Focus on accessibility-related service activities to ensure inclusivity and accommodation for all participants. ● Act as a liaison between the host committee and other accessibility committees within the General Service structure. ● Advocate for the inclusion of accessibility committees in the host committee's outreach and collaboration efforts. ● Collaborate with the Outreach subcommittee to develop targeted outreach strategies for accessibility initiatives. ● Ensure clear distinction between the Accessibility Liaison position and the Accessibility Chair on the Hotel subcommittee. ● Share progress, insights, and potential collaborations with the Service Liaison Chair and the host committee to achieve maximum accessibility for all participants.
City Service Liaison	6 months	<ul style="list-style-type: none"> ● A.A. committee service experience. ● Regularly correspond with the Service Liaison Chair to maintain effective communication and coordination. ● Actively participating in service projects organized and coordinated by the Service Liaison Chair. ● Propose and recommend potential candidates for City Service Liaison positions in major cities outside of Austin. ● Collaborate with the Service Liaison Chair to identify underserved cities where a City Service Liaison is needed.

		<ul style="list-style-type: none"> ● Assist in appointing City Service Liaisons in underserved cities where willing individuals are available to serve. ● Foster strong relationships with City Service Liaisons to ensure smooth communication and collaboration. ● Provide updates and progress reports to the Service Liaison Chair regarding the activities of City Service Liaisons.
--	--	--

Other Positions

Alternate Secretary	4 years	<i>Position description is the same as Secretary.</i>
Alternate Treasurer	4 years	<i>Position description is the same as the Treasurer.</i>
Alternate Hotel Chair	4 years	<i>Position description is the same as the Hotel Chair.</i>
Alternate Program Chair	2 years	<i>Position description is the same as the Program Chair.</i>
Alternate Merchandise Chair	2 years	<i>Position description is the same as the Merchandise Chair.</i>
Alternate Registration Chair	3 years	<i>Position description is the same as the Registration Chair.</i>

B. The Twelve Steps of A.A.

1. We admitted we were powerless over alcohol – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrong.

6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

C. The Twelve Traditions of A.A. (Short Form)

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose, there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

D. The Twelve Concepts for Alcoholics Anonymous World Services, Inc. (Short Form)

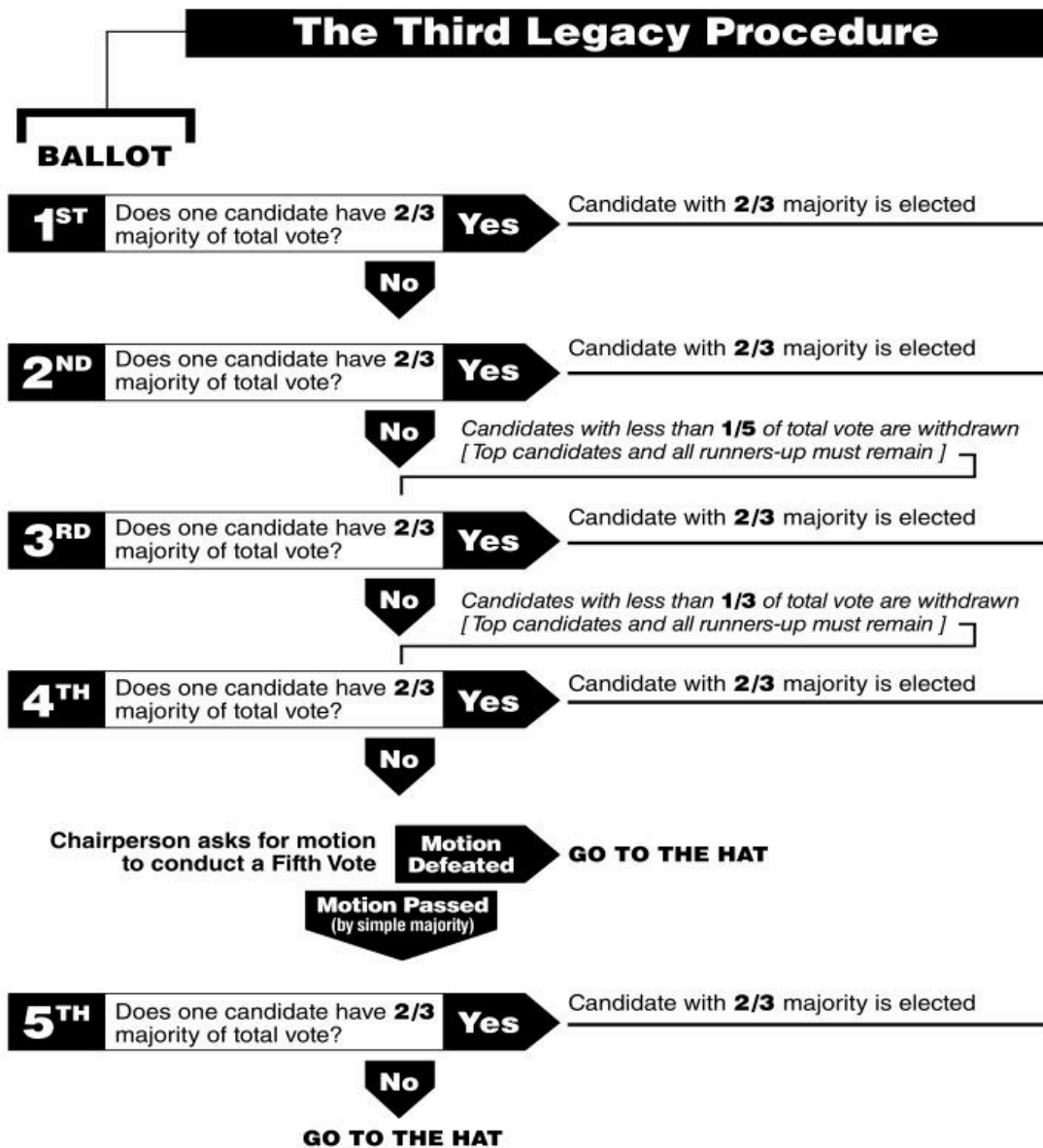
1. Final responsibility and ultimate authority for A.A. world services, inc. should always reside in the collective conscience of our fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in world affairs.
3. To ensure effective leadership, we should endow each element of A.A. – the Conference, the General Service Board and its service corporations, staffs, committees, and executives - with a traditional "Right of Decision".
4. At all responsible levels, we ought to maintain a traditional "Right of Participation", allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purpose for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staff, and consultants. Composition, qualification, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

E. Third Legacy Procedure

1. The eligible candidates' names are prominently displayed on a designated board. Subsequently, all voting members, who represent either the area or the Conference body, proceed to cast written ballots, each containing a single choice. The board then posts the tally of votes received by each candidate.
2. To be elected, a candidate must receive two-thirds ($\frac{2}{3}$) of the total vote. After the second ballot, the withdrawal process commences. Any candidate with less than one-fifth of the total vote automatically has their name withdrawn, except for the top two candidates, who must remain. In cases where there are ties for the second-place position, all tied runners-up and the top candidate continue as candidates.
3. After the third ballot, candidates with less than one-third of the total vote will be automatically withdrawn, except for the top two candidates, who must remain. Again, in case of ties for second place, all tied runners-up and the top candidate continue their candidacies.
4. Following the fourth ballot, if no candidate attains two-thirds ($\frac{2}{3}$) of the total vote, the candidate with the smallest vote total is automatically withdrawn, except for the top two candidates, who must remain. If there are ties for second place, all tied runners-up and the top candidate continue their candidacies. At this juncture, the Chair requests a motion, second, and a simple majority vote to decide whether to proceed with a fifth and final ballot. If the motion is unsuccessful, the balloting process concludes, and the selection is made immediately through a random drawing. Conversely, if the motion is approved, a fifth and final ballot is conducted.

5. Should no candidate be elected after the fifth ballot, the Chair announces that the choice will be determined by random selection (drawing lots from a hat). At this stage, only the top two candidates remain, and if there are ties for the first-place position, all tied first-place candidates continue as candidates. If no ties for first place exist, only the top candidate and any tied second-place candidates remain in contention.
6. The teller then draws lots, and the first selected name determines the delegate, trustee, or other officer.



F. Robert's Rule of Order

1. What are Robert's Rules of Order?

- a) Robert's Rules of Order is a comprehensive set of guidelines for conducting business meetings, first written in 1876. These rules have since become widely adopted by a multitude of clubs, organizations, associations, and conventions as the standard framework for facilitating effective and orderly decision-making processes during their meetings. By providing a structured and fair approach to managing meetings, Robert's Rules help ensure that all participants have an opportunity to contribute to discussions and decision-making, fostering a democratic and inclusive atmosphere for productive business proceedings.

2. Why are Robert's Rules Important?

- a) These guidelines are designed to ensure that all individuals have an opportunity to express their views, thereby facilitating the group's decision-making process in a clear and coherent manner. In the context of Alcoholics Anonymous (A.A.) General Service, this version of Robert's Rules has been adapted and tailored to suit the specific requirements of the organization.
- b) Presently, Robert's Rules of Order serve as the fundamental framework for conducting meetings within A.A., operating at the District, Area, Regional, and National levels. Consequently, it is essential for all members to familiarize themselves with these fundamental procedures, as they form the basis for effective meeting management.
- c) However, it is crucial to use these rules in a manner that does not hinder or suppress comprehensive discussions of pertinent issues. The primary goal is to allow for open and robust deliberations while ensuring that the decision-making process remains equitable and respectful. It should be noted that on occasion, these rules may need to be set aside to accommodate adherence to A.A.'s guiding principles, known as the 12 Traditions, which promote unity and spiritual principles within the organization.

3. Moving to Motion

- a) A motion, within the context of parliamentary procedures, refers to a proposal that requires the entire membership to take action or a position on a particular issue. Only eligible voting members are allowed to make motions, and such motions cannot be made when another motion is already being considered. Original motions take precedence over subsidiary motions like amendments.

b) To properly make a motion, follow these steps:

- (1) Gain recognition from the Chair by raising your hand.
- (2) Wait until the current speaker has concluded their remarks.
- (3) Wait until the Chairperson acknowledges your request for recognition.
- (4) Present your motion clearly and succinctly. It is often helpful to prepare a written version of the motion beforehand.
- (5) Always state the motion affirmatively, such as saying "I move that we..." instead of "I move that we do not..."
- (6) Avoid personal remarks and stay focused on the subject matter.
- (7) Once you've stated the motion, it must be seconded by another member or the Chairperson may call for a second.
- (8) If your motion is not seconded, it is considered lost.
- (9) It is generally not advisable to second a motion solely to move the discussion forward. Instead, it is better to allow the motion to fail without a second and then propose a new, well-worded motion to avoid the need for extensive amendments later.

c) Once the motion is presented by the Chair, it becomes "assembly property" and must follow the amendment procedure if any modifications are deemed necessary. The discussion and debate on the motion take place at this point, and the mover of the motion has the right to speak first. All comments and debates should be directed to the Chairperson. Any member can speak on the motion, but they should wait until others have finished speaking before requesting to speak a second time. The mover may speak again only after other speakers have finished, unless called upon by the Chair.

d) To proceed with voting on the motion, the Chairperson can use one of three methods:

- (1) By Voice: The Chairperson asks those in favor to say, "Aye," those opposed to say "no," and asks for any abstentions. Abstaining from the vote is only appropriate if you personally stand to gain or profit from the motion. Any member may request an exact count.
- (2) By a Show of Hands: Each member raises their hand until all hands are counted. This method is used to count both supporting and dissenting votes.
- (3) By Ballot: Members write their vote on a slip of paper. This method is used when secrecy is desired, such as during elections of committee members.

e) After the vote, the Chairperson may ask to hear the minority opinion, allowing a chance for those in the minority to persuade others to reconsider their stance. If any member who

voted on the prevailing side indicates a desire for reconsideration, the request is considered made and seconded, and discussion resumes.

- f) When amendments are required before approving a motion, a motion to amend the original one can be proposed. A "friendly" amendment is suggested to the motion maker and is accepted by them. Alternatively, a "formal" motion to amend can be made, requiring a second and leading to a discussion focused on the amendment. Once the assembly votes on the amendment, the discussion on the main motion resumes.
- g) The process of tabling a motion involves removing it from further consideration at the present time and postponing it to a later date when it is taken off the table. Tabling a motion requires a second, is not subject to debate, and requires a simple majority to pass. If the matter is to be postponed to a specific time, the appropriate motion is not to table it but to postpone it until a specified date.
- h) In the event of any deviations from the assembly's guidelines, any member has the right to raise a "Point of Order." The Chair has the responsibility to enforce the guidelines, and upon calling "Point of Order," the Chair will address the issue before continuing with the discussion. If necessary, the Chair may seek assistance from a designated Parliamentarian to interpret the guidelines for the assembly. Ultimately, the Chairperson decides on the rule or guideline, and the discussion resumes accordingly.