

DELAWARE AREA GENERAL SERVICE ASSEMBLY, Inc.

ELECTION PROCESS DECEMBER 8, 2018

1.) Area Committee Meeting – November 11, 2017

Motion “To form a subcommittee of a past Delegate as the chair, and volunteers from the Assembly, but not Area Officers, to report back with recommendations for improving the nominee process to aid in ensuring that Area 12 elect only qualified individuals for each position. To report back by September 2018 Assembly.” M/S/P The report was distributed to the Area Assembly at its September 8th meeting, without discussion or vote, to allow three months for discussion at the group and district level. At the December 8th meeting, the Assembly approved the following process.

2.) ELECTION PROCESS - Preamble Delaware General Service Assembly, Inc. – By-Laws (adopted 2006, amended 2013)

“Delaware General Service Assembly, Inc., of Alcoholics Anonymous will use for its basic guide of conduct, in all corporate matters, unless otherwise stated, the current AA Service Manual combined with the Twelve Concepts for World Service, as published by Alcoholics Anonymous World Services, Inc., New York, NY, 10016, and any addendums that follow each annual General Service Conference.” For the purpose of conducting elections, rather than establish its own process/procedures, the Assembly follows the “Third Legacy Procedure” which is contained in pages S21-S23 of the Service Manual. The following is the manner in which Area 12 has practiced the “third Legacy Procedure.”

3.) Election Meeting – Eligibility to Vote

The Election Meeting is held in September of the odd numbered years to elect the officers to serve two year terms beginning January 1st of the next year. As with all other Assembly votes, all currently seated members of the Assembly are eligible to vote. Per Article II of the B-Laws, membership consists of:

Delegates - (Current & past)

General Service Representatives – elected by registered Delaware AA Groups

District Committee Members – elected by the GSRs in their districts from among themselves

Officers of the Assembly – Elected by the Assembly as whole at its prior Election Meeting (Alternates are eligible to vote if the individual for whom they are the alternate is not there)

Standing Sub-Committee Chairs – appointed by the Area Chair.

Ad-hoc Committee Chairs – appointed by the Area Chair, Area Committee or Assembly.

ELECTION PROCESS

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4.) Officers of the Assembly – To be Elected

See By-Laws Article III, 3.01 to 3.09. Service Manual page number noted by each position

Delegate (S50),

Alternate Delegate (S51),

Area Chair (S44),

Alternate Chair (Not mentioned in Service Manual or By-Laws but included in past elections)

Secretary (S45),

Registrar (S45),

Treasurer (S46)

5.) Nomination Process

Under the Third Legacy Procedure, there is no nominating committee, nominations from the floor, or similar process for nominating candidates. Each candidate nominates his/herself. As noted on S21, the Third Legacy Procedure eliminates the worst of the politics typical of such processes while allowing a candidate who loses the election for one position to run for another. Therefore, the Assembly relies upon each candidate to present a complete, accurate and candid description of his/her qualifications for handling the responsibilities of the position for which he/she is a candidate.

6.) CHANGES/RECOMMENDATIONS FOR DISCUSSION/CONSIDERATION

- A. Candidates should be members of a registered Delaware group.
- B. Candidates should have experience in General Service (GSR, DCM, Officer or Appointed Committee chair, or other A.A. service board).
- C. Service as a member of another area assembly, or service board, will be considered.
- D. Candidates for office will be given a Position Description for the position to which the candidate aspires. The Position Descriptions are attached and include both the Duties and Qualifications for the Position.
- E. Area confirmed that the Alternate Chair position is to continue to be included as an elected officer position.

**DELAWARE AREA 12
GENERAL SERVICE ASSEMBLY, INC.
OFFICER POSITION DESCRIPTION**

DELEGATE

DUTIES:

- Participates in annual General Service Conference. Based on hearing all points of view, votes in best interest of A.A. as a whole.
- Communicates the actions of the Conference to the Area Committee, and the Area Assembly. Encourages them to pass on this information to the groups and Intergroups. May ask other officers and committee members to assist in this effort.
- Attends Area and Regional service meetings and Assemblies.
- Attends all Area Committee and Area Assembly meetings.
- Prepares budget and work plan for this area of responsibilities each year.
- Prepares and presents progress report for these responsibilities to each Area Committee and Assembly Meeting.
- Helps Area committees obtain financial support for the Area and G.S.O.
- Provides leadership in solving local problems involving A.A. Traditions
- Reminds G.S/R.s to inform group and individuals about the A.A. Grapevine and Conference-approved literature.
- Cooperates with G.S.O. in obtaining information – examples, Group information for A.A. Directory and Triennial membership surveys.
- Visits groups and districts in the area whenever possible. Learn from these A.A.s their view points.
- Assume added responsibilities if area chair and alternate chair are unable to serve.
- If an area committee is not functioning effectively, the Delegate may take an active role in remedying the situation.
- Keep Alternate Delegate fully informed and active so that the alternate can replace the Delegate in an emergency.
- Late in second year of term, works with newly elected Delegate to learn Conference proceedings and problems.

QUALIFICATIONS:

Examples of characteristics of a well-qualified Delegate:

- Five or six years of continuous sobriety – long enough to be responsible and informed.
- Should be a member of a group registered in Delaware, Area 12.
- Several years of active participation in local and area affairs, as a G.S.R. and as a committee member or in another A.A. service board.
- Time available, not only for the week-long Conference meeting in April but for all the efforts needed before and after the Conference.
- The ability to make and take suggestions – and criticisms, too.
- Experience in chairing meetings.
- Knowledge of A.A. affairs, and of where to find the correct information when he/she does not know the answers.

OFFICER POSITION DESCRIPTION – Delegate

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- Thorough familiarity with the Twelve Traditions and Twelve concepts and how they apply to local problems.
- The ability to be open-minded, to sit down with A.A.s in the area, and with other delegates, to discuss and act on matters vital to A.A.

Questions for candidates to ask themselves:

- How well did you do as a G.S.R.? As a committee member? Did you enjoy the responsibilities? Were you active?
- Have you discussed the possibility with you family/significant other(s) and your employer? Will the time be available for the amount of work required?
- Are you familiar with the *A.A. Service Manual*? With *A.A. Comes of Age*? And of course with the Twelve Step, Twelve Traditions and Twelve Concepts?
- Have you talked with past delegates to get an idea of the time and effort required and the sort of work you will need to do?

**DELAWARE AREA 12
GENERAL SERVICE ASSEMBLY, INC.
OFFICER POSITION DESCRIPTION**

ALTERNATE DELEGATE

DUTIES:

- Organizes and conducts the annual pre-Conference Day of Sharing in March as a part of the preparation of the delegate for his/her participation in the Conference in April.
- Assists delegate with tasks as requested by the delegate.
- Attends Area and Regional service meetings and Assemblies.
- Stands ready to replace the delegate in an emergency.
- Provides leadership in solving local problems involving A.A. Traditions.
- Attends all Area Committee and Area Assembly meetings.
- Prepares budget and work plan for this area of responsibilities each year.
- Prepares and presents progress report for these responsibilities to each Area Committee and Assembly Meeting.

QUALIFICATIONS:

Examples of characteristics of a well-qualified Alternate Delegate are the same as for the Delegate:

- Five or six years of continuous sobriety – long enough to be responsible and informed.
- Should be a member of a group registered in Delaware, Area 12.
- Several years of active participation in local and area affairs, as a G.S.R. and as a committee member, or in another A.A. service board.
- Time available, not only for the week-long Conference meeting in April but for all the efforts needed before and after the Conference.
- The ability to make and take suggestions – and criticisms, too.
- Experience in chairing meetings.
- Knowledge of A.A. affairs, and of where to find the correct information when he/she does not know the answers.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they apply to local problems.
- The ability to be open-minded, to sit down with A.A.s in the area, and with other delegates, to discuss and act on matters vital to A.A.

**DELAWARE AREA 12
GENERAL SERVICE ASSEMBLY, INC.
OFFICER POSITION DESCRIPTION**

AREA CHAIR

DUTIES:

- In consultation with the Officers and Area Committee, schedules and then chairs all Area Assembly and Area Committee meetings.
- Sets program for Assembly and Committee meetings in consultation with the officers and Committee members.
- Follows guidelines for chairing meeting contained on S45 of the A.A. Service Manual.
- Assures that all Committee members and groups are properly notified of meetings.
- Keeps Delegate informed about what is going on in the Area.
- Makes sure that Committee members are aware of what goes on in world services.
- Appoints Standing and Ad Hoc Committee chairpersons, and guides them in carrying out their responsibilities.
- Has general charge over the business of the Area Assembly.
- Provides leadership in solving local problems involving A.A. Traditions.
- Chairs all Area Committee and Area Assembly meetings.
- Prepares budget and work plan for this area of responsibilities each year.
- Prepares and presents progress report for these responsibilities to each Area Committee and Assembly Meeting.

QUALIFICATIONS:

Examples of characteristics of a well-qualified Area Chair;

- Three to five years of solid sobriety – long enough to be responsible and informed.
- Should be a member of a group registered in Delaware, Area 12.
- Several years of active participation in local and area affairs, as a G.S.R. and as a committee member, or another A. A. service board,
- Experience in chairing meetings.
- Sound understanding of the Steps, Traditions and Concepts with a good fund of experience gained through applying these guiding principles successfully to local problems/issues.
- Knowledge of A.A. affairs, and of where to find the correct information when he/she does not know the answers.
- Communication skills, leadership qualities and sensitivity to the wishes of the local are also important.

**DELAWARE AREA 12
GENERAL SERVICE ASSEMBLY, INC.
OFFICER POSITION DESCRIPTION**

ALTERNATE AREA CHAIR

DUTIES:

This position is not currently identified, as to duties and/or qualifications, in either the A.A. Service Manual or the Area By-Laws. It continues to be included in elections with the understanding that:

- Stands ready to fill in for Area Chair when/if necessary.
- Accepts other tasks assigned by the Area Chair, Committee or Assembly.
- Attends all Area Committee and Area Assembly meetings.
- Prepares budget and work plan for this area of responsibilities each year.
- Prepares and presents progress report for these responsibilities to each Area Committee and Assembly Meetings.

QUALIFICATIONS:

Examples of characteristics of a well-qualified Alternate Area Chair;

- Three to five years of solid sobriety – long enough to be responsible and informed.
- Should be a member of a group registered in Delaware, Area 12.
- Several years of active participation in local and area affairs, as a G.S.R. and as a committee member or in another A.A. service board.
- Experience in chairing meetings.
- Sound understanding of the Steps, Traditions and Concepts with a good fund of experience gained through applying these guiding principles successfully to local problems/issues.
- Knowledge of A.A. affairs, and of where to find the correct information when he/she does not know the answers.
- Communication skills, leadership qualities and sensitivity to the wishes of the local are also important.

12/8/2018

**DELAWARE AREA 12
GENERAL SERVICE ASSEMBLY, INC.
OFFICER POSITION DESCRIPTION**

REGISTRAR

DUTIES:

- Maintains rosters of all groups in area – name, location and time, G.S.R. or group contact.
- Maintains rosters of names, addresses, email addresses and phone numbers of Area Committee members.
- Prepares email/ mailing lists/labels for area mailings.
- Assists G.S.O. Records Department in keeping their records up to date.
- Other duties as assigned by the Area Assembly.
- Attends all Area Committee and Area Assembly meetings.
- Prepares budget and work plan for this area of responsibilities each year.
- Prepares and presents progress report for these responsibilities to each Area Committee and Assembly Meeting.

QUALIFICATIONS:

Examples of characteristics of a well-qualified Registrar;

- Four or five years of solid sobriety – long enough to be responsible and informed.
- Should be a member of a group registered in Delaware, Area 12.
- Several years of active participation in local and area affairs - as a G.S.R. or Committee member or other A.A. service board.
- Familiar with area and district structure.
- Has, or has access to, a computer with word processing and Internet access.
- Has ability to organize the recording of many details.
- Has the ability to handle time consuming responsibilities in a timely manner.

**DELAWARE AREA 12
GENERAL SERVICE ASSEMBLY, INC.
OFFICER POSITION DESCRIPTION**

SECRETARY

DUTIES:

- Records and distributes minutes of Committee and Assembly meetings.
- Maintains mailing list and sends out area mailings.
- Acts as liaison between officers and Committee members.
- Maintains permanent corporate files – Minute Book, Incorporation/Tax exemption filings, etc.
- Affixes corporate seal to all documents requiring the seal - approved minutes, contracts, etc.
- Attends all Area Committee and Area Assembly meetings.
- Prepares budget and work plan for this area of responsibilities each year.
- Prepares and presents progress report for these responsibilities to each Area Committee and Assembly Meeting.

QUALIFICATIONS:

Examples of characteristics of a well-qualified Secretary;

- Four or five years of solid sobriety – long enough to be responsible and informed.
- Should be a member of a group registered in Delaware, Area 12.
- Several years of active participation in local and area affairs - as a G.S.R. or Committee member, or other A. A. service board.
- Background in general office work.
- Has, or has access to, a computer with word processing and Internet access.
- Has a sense of order and the ability to capture the essentials of what is happening in a meeting.
- Has the ability to handle time consuming responsibilities in a timely manner.

12/8/2018

**DELAWARE AREA 12
GENERAL SERVICE ASSEMBLY, INC.
OFFICER POSITION DESCRIPTION**

TREASURER

DUTIES:

In accordance with the Financial Management guidelines:

- Maintains banking relationship with bank that has been approved by the Assembly.
- Deposits all moneys received and pays all expenses due.
- Records all deposits and expense payments in Quicken.
- Prepares and presents Financial Statements to the Area Committee, Area Assembly and the Corporate Board.
- Prepares any required Federal (IRS 990) or state financial filings.
- Attends all Area Committee and Area Assembly meetings.
- Prepares budget and work plan for this area of responsibilities each year.
- Prepares and presents progress report for these responsibilities to each Area Committee and Assembly Meeting.

QUALIFICATIONS:

Examples of characteristics of a well-qualified Treasurer;

- Four or five years of solid sobriety – long enough to be responsible and informed.
- Should be a member of a group registered in Delaware, Area 12.
- Several years of active participation in local and area affairs - as a G.S.R. or Committee member, or other A. A. service board.
- Fully familiar with basic bookkeeping and accounting. Otherwise, may have to request assistance from a more qualified individual.
- Has, or has access to, a computer with word processing, Quicken and Internet access.
- Has a sense of order and the ability to organize detailed activity.
- Has the ability to handle time consuming responsibilities in a timely manner.
- Persuasiveness, firmness and diplomacy will help in this job.