

**Area 75 Proposal Form**  
***Used for Documenting Proposals for Consideration by Area 75***

**Proposal Sponsor(s):** Drew A [REDACTED] for the **Sponsor's Phone:** 262-358-0337  
Ad-hoc Area 75 Handbook Revision Committee

**Sponsors Service Position:** Ad-hoc committee secretary  
Ad-hoc Committee: Nancy H, Jo McL, Barb W, Joan J, Drew A

**Describe your proposal (attach any supporting documentation)**

Proposals for Assembly Action may be submitted to the Area Chair at any time. Proposals will be considered by the appropriate committee for inclusion on the agenda for the Area 75 Assembly following the Winter and/or Summer Service Assemblies where the committees are scheduled to meet. Voting on the proposals that were recommended for inclusion on the agenda will take place at the Pre-conference Assembly or the Fall service assembly. Voting on proposals that constitute emergency business may occur at any assembly when substantial unanimity (67%) of the voting members present determines it is a matter that cannot wait.

The attached flowchart shows the process a proposal will go through once it has been submitted to the Area Chair.

**List the primary benefits of your proposal to the area. (Why should we adopt this idea?)**

Assembly actions are important decisions made by the assembly as a whole. When the assembly action that established the agenda committee and replaced the Agenda Planning Meetings with Service Assemblies was adopted it was not clear whether voting would occur only once a year at the spring pre-conference assembly or could also occur at the fall service assembly. This proposal clarifies the process.

**Estimate any funding required. Outline where funding would come from. Explain whether this is a one-time or ongoing expense.**

No additional funding is required as this is a change in policy only. Current budgets already cover any expenses involved with area proposals.

## Proposal Flowchart

- A. Proposals can be submitted at any time to the Area Chair. The Area Chair will take one of two actions:
1. Refer the proposal to the appropriate Standing Committee.
  2. Refer the proposal to the Agenda Committee.
- B. The Agenda Planning Committee will review the proposal and take one of four actions:
1. Refer the proposal to the appropriate standing committee.
  2. Recommend the proposal be placed on the agenda for consideration by the Assembly.
  3. Return the proposal to the sponsor for further clarification.
  4. Reject the proposal and return it to the sponsor with reason for rejection.
- C. The Standing Committee will review the proposal and take one of three actions:
1. Recommend the proposal be placed on the agenda for consideration by the Assembly.
  2. Return the proposal to the sponsor for further clarification.
  3. Reject the proposal and return it to the sponsor with reason for rejection.
- D. Proposals that are recommended for inclusion on the agenda will be presented at either the Winter or Summer Service Assembly.
- E. DCMs and GSRs gather group input on the proposals via a group conscience.
- F. The proposals are discussed and voted upon at the Pre-conference Assembly or the Fall Assembly.
- G. Adopted proposals will be incorporated into the Assembly Actions.

