

Area 75 Proposal Form

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Proposal Sponsor(s): Ted B

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Sponsor's Service Position: Agenda Planning Committee, DCM Member

What is your proposal?: Clarify the publication process for Area 75 *Assembly Actions* (see Attachment A)

How did this proposal originate?

At the Area 75 Spring Conference, the Agenda Committee discussed the ongoing problem of the Area 75 Assembly adopting documents as Assembly actions. While well intentioned, whenever the Area 75 Assembly adopts a document as an Assembly action, it prevents Area 75 Trusted Servants from updating that document in a timely fashion.

The Committee realized this had implications for the *Assembly Actions* document, a document that Area 75 Trusted Servants rely upon to understand the scope and framework of their service responsibilities. The Committee realized there were two pitfalls to avoid in publishing the *Assembly Actions* document. First, the Committee realized that adopting the *Assembly Actions* document itself as an Assembly action would prevent the document from being updated—and that this would have a devastating impact on the conduct of Area business. Secondly, the Committee realized that without some standards for publication, the document would be useless to the members of the Area Committee—that they would be unable to rely upon the document for meaningful guidance in the conduct of their service responsibilities.

The Agenda Committee then considered the standards involved, and reviewed the current update of our own *Assembly Actions* document and the A.A.W.S. Publication, *Advisory Actions of the General Service Conference of Alcoholics Anonymous, 1951 – 2012* in devising the standards contained in the attachment to this proposal.

List any supporting documentation or background material attached to this proposal (if any):

Text of the October 21, 2012 Assembly Action pertaining to updates to the *Assembly Actions* document:

Once updates to Area 75 Assembly Actions or the Area 75 Handbook are approved they are to be posted to the area web site no later than 45 days following the assembly when adopted. Hard copies of the changed or added pages will be available to area committee members (area officers, area standing committee chairs and district committee members (DCM's)) who possess binders at the next scheduled area assembly that occurs at least 45 days following the assembly when adopted. The Alternate Chair will also furnish editable copies of the Area 75 Assembly Action and Area 75 Handbook to the Area Chair and the Area Secretary for backup purposes. This change will take place effective with the panel 63 rotation beginning January 2013. If adopted, this proposal will update the duties of the Area 75 Alternate Chair and the Area 75 Handbook.

List the primary benefits of your proposal to the area. What will happen if we adopt this proposal?

Area 75 Trusted Servants rely upon *Assembly Actions* to understand the scope and framework of their service responsibilities. Though the *Assembly Actions* document frequently refers to itself, there are no clear-cut standards for publishing this document. This proposal seeks to remedy this deficiency by providing clear standards for publishing the *Assembly Actions* document.

What will happen if this proposal is not adopted?

The *Assembly Actions* document will continue to exist as a matter of long-standing practice, without specific standards for its publication. Without these clear standards, the historical pattern of inconsistent standards in documenting Assembly actions is likely to continue, rendering the document less useful to the Assembly and to Area 75 Trusted Servants.

Estimate any costs to the area. Outline where funding would come from. Explain whether this is a one-time or ongoing expense.

This proposal is unlikely to incur any additional funding over and above what Area 75 currently authorizes for the printing of *Assembly Actions*.

1. Every formal action taken by the Area 75 Assembly should appear in *Assembly Actions* at least once. An action may appear multiple times in the document if the action pertains to more than one topic or subject. Each listing in *Assembly Actions* shall contain the following information:
 - a. The verbatim text of the proposal that resulted in formal action
 - b. The date, location and the type of assembly at which the Area 75 Assembly took the action, and whether the action constituted emergency business.
 - c. Each Assembly action should be associated with a single, descriptive tag, used to identify the action in the *Assembly Action* table of contents, with the same tag used in each instance the action appears in the *Assembly Actions* document. The Alternate Chairperson shall attach such a descriptive tag to each action taken by the Area 75 Assembly and report all such tag designations to the Agenda Committee.
2. The standards established in this proposal, and any future changes to the publication standards for the *Assembly Actions* document, apply to updates of the document going forward from the date the Area 75 Assembly adopts such changes as a formal action. Where the listings for Assembly actions appearing in prior editions of *Assembly Actions* do not conform to any new standard, the Alternate Chairperson may rely upon the text and information for each entry contained in those prior editions of the *Assembly Actions* document unless and until a member of the Area 75 Assembly challenges that entry in *Assembly Actions*.
3. Any member of the Area 75 Assembly may challenge the text and related information for any Assembly action listed in *Assembly Actions*. The person challenging that entry is responsible for researching the Area 75 Archives for the original proposal that resulted in that Assembly action. Where there is a discrepancy between the original proposal and the text of *Assembly Actions*, the text of the original proposal shall prevail, and the Alternate Chairperson shall include the necessary revision in subsequent editions of *Assembly Actions*. Where no such information is available, prior editions of *Assembly Actions* should prevail, unless in the opinion of the Alternate Chairperson or the Agenda Committee the matter requires clarification by the full Area 75 Assembly. The Alternate Chairperson shall report all challenges and modifications to *Assembly Actions* to the Area 75 Assembly.
4. The *Assembly Actions* document should conform to the following standards:
 - a. Each Assembly action should appear in every section of *Assembly Actions* where the category or topic of the section relates to that Assembly action.
 - b. Within each section, the Assembly actions should appear in reverse-chronological order—the most recent Assembly action listed first and the oldest Assembly action last.
 - c. *Assembly Actions* should contain a title page that includes full document title and the date of the update. Each page of the document should contain the short document title and the date of the document's update in the footer of the page.
5. The Alternate Chairperson, with the concurrence of the Agenda Committee and in conformity with all applicable Area 75 Assembly actions, A.A. Tradition, and *The A.A. Service Manual*, may without further Assembly action reorganize and reformat *Assembly Actions* to maximize its usefulness to the GSRs and to the DCMs, Area Officers and Committee Chairs.
6. The Alternate Chairperson can update the *Assembly Actions* document to include new Assembly actions and deliver copies of the updated document to the following Area 75 Trusted Servants within 30 days of any assembly where Area 75 takes any formal action.
 - a. Full copies to the Area 75 Archivist and the Area 75 Webmaster
 - b. Full, digitally editable copies to the Area 75 Chairperson and the Area 75 Secretary for backup purposes.
 - c. A document containing only the changes to *Assembly Actions* to the Area 75 Secretary.
7. Updated copies of the *Assembly Actions* document can be distributed as follows:
 - a. Within 15 days of receiving an updated copy of *Assembly Actions*, the Area 75 Secretary will distribute the document containing the changes to *Assembly Actions* to all persons on Area 75 Committee.
 - b. Within 15 days of receiving an updated copy of *Assembly Actions*, the Area 75 Webmaster will post the updated version of *Assembly Actions* on the Area 75 Website.