

WORKING PROCEDURES FOR POTENTIAL AGENDA ITEMS

The Area Chair will follow the following procedures in dealing with potential agenda items for the Area Assembly:

- A potential Assembly Agenda item or motion shall be presented to the Area Chair in writing, stating the action requested, the need it serves or problem it resolves. It should identify the item's proponent (AA member, AA group, district) and an individual contact (with phone, email and address) for follow up.
- After discussion with the contact, the Area Chair will select an Area committee for referral. The Chair will inform the Area Committee members of his decision by email.
- The referral committee shall review the item and any background material, inviting the proponent's participation in this review. In this process, the committee should take such other action it deems necessary to its review, including contact with the Finance Committee on cost and budget considerations.
- If the referral committee recommends that an item be placed on the Assembly Agenda, it shall prepare a concise, clearly stated motion, as well as a brief statement of the background and rationale for the proposed action, and the basis for its recommendation, including any minority opinion. If it recommends not to place the item on the Assembly Agenda, the committee shall prepare a brief statement of the basis for its decision to be sent to the proponent's contact and reported to the Area Committee.
- If the referral committee recommends an item for placement on the Assembly Agenda or if the item originates in an Area committee, the Area Chair shall place it on the next Area Committee meeting Agenda for discussion and distribution to the Fellowship, and then on the next Assembly Agenda.
- If the referral committee refuses to recommend an item, the proponent's recourse shall, first, be to the referral committee for reconsideration and, then, to the Assembly by a floor action.
- Each committee chair, in any report to the Area Committee or Assembly, shall state the status of each potential agenda item.

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