AREA 53 PANEL 71 (2021-2022) VIRTUAL ELECTION PROCEDURES

The Election Assembly (See *The A.A. Service Manual, 2018-2020 Edition*, Chapter Four)

- The elections will replace the new and continuing business sections of the agenda, unless there is a time-sensitive issue that can't be tabled until the December Assembly.
- The voting members of the Area 53 Assembly are: GSRs, DCMs, the DCMC, Standing Committee Chairs, Area Officers and their Alternates, and Past Delegates. Alternates may vote in place of an absent GSR, DCM, DCMC, or Standing Committee Chair.
- The order of election for each position and its Alternate will be: Delegate, Area Chair, Treasurer, Secretary, Registrar, and Web Administrator.
- For each position, all members who are elgible and available for the postion will be asked to virtually raise their hand. The names of those who are eligibile and available will be added to the ballot.
- Each candidate will be recognized to give a brief (3-minute) overview of their service experience and unique qualifications.

The Third Legacy Procedure

All elections are held using the Third Legacy Procedure described on Page S21 in *The A.A. Service Manual, 2015-2016 Edition* and paraphrased below.

- The names of all eligible and available candidates are posted on a board. Written ballots are cast, tallied, and posted on the board.
- The first candidate to receive two-thirds of the total vote is elected.
- Candidates with less than one-fifth of the total vote are withdrawn after the second ballot (except at least two candidates must remain).
- Candidates with less than one-third of the total vote are withdrawn after the third ballot (except at least two candidates must remain).
- If no candidate has two-thirds of the total vote after the fourth ballot, the candidate with the smallest vote is withdrawn (except at least two candidates must remain).
- After the fourth ballot, a simple majority vote is taken on whether or not to hold a fifth ballot.
- After the fourth (or fifth vote, if one is held) - if no candidate has two-thirds of the total vote, the choice is made by lot ("going to the hat."). The name of the successful candiate is drawn by lot from the top two candidates.

Eligibility (See *The A.A. Service Manual, 2015-2016 Edition*, Chapter Five and Six)

Service experience and length of sobriety are the only eligibility criteria to stand for an area service position. Functional skills are not a requirement; however, *The Service Manual* does identify qualities for each position that may be useful in successfully fulfilling the responsibilities of the position.

Delegate/Alternate Delegate: Present and past members of the Area Committee with "several years of active participation in local and area affairs," and "five to six years of continuous sobriety." *Useful qualities:* knowledge of A.A. affairs, open-mindedness, the ability to make and take suggestions and criticism, and familiarity with the Twelve Traditions and the Twelve Concepts and how they apply to local affairs. (Page S50-S51)

Area Chair/Alternate Chair: Present and past members of the Area Committee with "a solid period of sobriety" (minimum three to five years). *Useful qualities:* "sound understanding and appreciation of the Steps, the Traditions, and the Concepts…communication skills, leadership qualities, and sensitivity to the wishes of the local area." (Page S44)

Treasurer/Alternate Treasurer: "A reasonable period of sobriety" (two or more years) and some experience in group, central office or general service. *Useful qualities:* "organized enough to keep good records, and some acccounting or bookkeeping experience." (Page S46)

Secretary/Alternate Secretary: "A reasonable period of sobriety" (two or more years) and some experience in group, central office or general service. *Useful qualities:* "some background in general office work, computer knowledge... sense of order, and the ability to capture the essentials of what is happening in a meeting." (Page S45)

Registrar/Alternate Registrar: "A reasonable period of sobriety" (two or more years) and some experience in group, central office or general service. *Useful qualities*: "familiar with the area and district structure, an organized approach, some practical working computer knowledge, comfortable relaying information via email." (Page S45)

Web Administrator/Alternate Web Administrator: "A reasonable period of sobriety" (two or more years), some experience in group, central office or general service, and some experience with Wordpress. *Useful qualities*: Good communication and writing skills. Previous experience as newsletter editor would be a plus.

Duties of the Officers. (Sources: *The A.A. Service Manual* and "Area 53 Guidelines.")

Delegate: Attend the General Service Conference, communicate Conference actions to the Assembly, communicate Area needs and concerns to G.S.O., attend all area and regional service meetings and assemblies, work with area standing committees, provide leadership in solving local problems, and visit groups and districts whenever possible.
Alternate Delegate: Represent the Delegate when s/he is not available, be prepared to assume the full duties of the Delegate if s/he can no longer serve, attend area and regional service meetings and assemblies, and chair the Area 53 Mini-Conference Committee.

Area Chairperson: Prepare the agenda and chair the Area Assembly and Area Committee meetings, communicate plans and results to members of the Area Assembly, attend area and regional service meetings, and assist the officers, standing committees, and districts as appropriate.
Alternate Area Chairperson: Represent the Chairperson when s/he is not available, be prepared to assume the full duties of the Chairperson if s/he can no longer serve, and attend area and regional service meetings.

Treasurer: Receive and record group contributions, maintain the Area checking account, maintain appropriate financial records, chair the Finance Committee, prepare and present an annual budget, report the Area's financial position quarterly, and file all necessary IRS documents required by law.
Alternate Treasurer: Represent the Treasurer when s/he is not available, be prepared to assume the full duties of the Treaurer if s/he can no longer serve, assist the Treasurer with reporting needs, and serve as Treasurer of the Area 53 Mini-Conference Committee.

Secretary: Record and distribute minutes of the Area Assembly and Area Committee meetings.
Alternate Secretary: Represent the Secretary when s/he is not available, and be prepared to assume the full duties of the Secretary if s/he can no longer serve.

Registrar: Maintain the Fellowship database, keep an updated list of those eligible to vote at the Area Assembly, and coordinate the flow of group information between G.S.O. and the Area Delegate.
Alternate Registrar: Represent the Registrar when s/he is not available, and be prepared to assume the full duties of the Registrar if s/he can no longer serve.

Web Administrator: Maintain the Area 53 website, maintain hosting and domain name, create and publish digital newsletters and subscriptions, provide for on-line event registration and group contributions, and ensure the privacy of member data.
Alternate Web Administrator: Represent the Web Administrator when s/he is not available, and be prepared to assume the full duties of the Web Administrator if s/he can no longer serve.