

WACYPAA HOST COMMITTEE PACKET
(revised March 2017)

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Dear WACYPAA Host:

Congratulations! You have been awarded the Western Area Conference of Young People in Alcoholics Anonymous. This is an enormous honor and has been awarded to you based on your merits and god speaking through the informed group conscious of the advisory council. You are surely very excited and equally confused. Let us first say that you, as a host committee, are now in charge of the conference. It is your conference; you have been awarded it. We (the advisory council) are here to guide you. We are an impartial third party composed of past host committee members and National liaisons. We are not here to tell you how to run the conference. Please use us in any capacity that you may think pertinent. We are at your disposal. Enclosed in this packet is a model for positions and suggested guide to help you with the forming of a host committee. Please keep in mind that 1/3 of the area that your conference includes people whose native language is not English.

The following packet of information is some ideas to help you in the coming months as a host committee it is by no means required to use. It is a tool, use it as such.

Also, feel free to utilize WACYPAA archives. Past hotel contracts, conference numbers, and past events are listed under www.wacypaa.org.

Please contact us if you have any questions.

Love and Service,

WACYPAA Advisory Council

As the year progresses and you figure out what works and what doesn't or you have any tips for future host committees please add them to the back of this book and council will include them for the next committee. Thanks

WACYPAA Facts, Aims, and Purposes

WACYPAA was conceived at the 1996 ASCYPAA (Arizona State Conference of Young People in AA), and was later founded in Anaheim, California on September 8th, 1996 at the 39th ICYPAA (International Conference of Young People in Alcoholics Anonymous) in a meeting of AA members from around the region to be served by WACYPAA. At that meeting the region was defined as the states of: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Texas, Washington, and Wyoming; as well as Baja California Norte, Baja California Sur, Chihuahua, Durango, Sinaloa, Sonora, and the Canadian Provinces of British Columbia, Yukon Territory, and Alberta. Since that time, our region definition has been broadened to include Kansas, Nebraska, North Dakota, Oklahoma, South Dakota and Texas. Each year, the conference must be held within this region.

The purpose of WACYPAA is to build and strengthen unity in Young Peoples Groups in Alcoholics Anonymous in the western area of North America and Hawaii. The focus is especially to reach those areas which historically had little exposure to such conferences. The WACYPAA Advisory Council and the members of the Conference will encourage the participation from all states, provinces, and countries within the scope of the Conference. All bids will be given equal consideration regardless of size, population, or location. We recognize that not all AA members will find our conference necessary to their recovery from alcoholism, we seek only to provide it for those who find it desirable.

At the Anaheim meeting, the state of Arizona was tentatively chosen as the site for the first WACYPAA. The Arizona group was to present their bid in February 1997 at the All California Conference of Young People in Alcoholics Anonymous in San Francisco. Seven AA members volunteered to attend and serve as a temporary advisory council for the purpose of approving Arizona's bid, or to solicit further bids at a later date if the Arizona bid was not deemed to serve the best interests of the region. Once an initial site is chosen, a bid session will be held annually at each subsequent WACYPAA where a site will be chosen for the next year's conference. Any group of three or more AA members from within the region is welcome and encouraged to bid for a chance to host a WACYPAA in their local area.

Each year, AA conferences provide overwhelming evidence that large numbers of alcoholics are achieving a lasting and comfortable sobriety in Alcoholics Anonymous. These conferences offer an environment for celebration of our sobriety, as well as an opportunity to meet and share experience, strength, and hope with AA members who reside in areas other than their own.

If you have any questions, or comments, please write to:

WACYPAA
PO Box 8162
Reno, NV 89507

WACYPAA Bid Requirements

1. Each bidding committee must have at least three AA members who have been continuously sober for a minimum of one year.
2. Bidders must have commitments from at least two appropriate facilities (Hotels, Universities, Convention Centers, Gymnasiums, etc.) so sized as to accommodate the entire conference. Please include proposed dates for the conference and a showing of available meeting space. The cost of the facility must be included. Bidders must provide information regarding housing for attendees, including cost and accessibility to the proposed conference site. If awarded the conference, the host committee agrees to have a signed contract within 45 days.
3. Bidders must provide a permanent mailing address for their committee, and if available provide an email address also.
4. A letter of assurance from a local AA service body (district, intergroup, etc.) and state YPAA conference advisory council, if applicable, that no large scale AA activity will be held in the proposed general service area within a period of 30 days before, and 30 days after the proposed conference dates, is required.
5. Please demonstrate how the bid committee has been involved with General Service (some have chosen to get a letter of support, or to show how their group was active in area or district service).
6. Bid committees should be able to demonstrate financial autonomy and responsibility, within the spirit of the 12 Traditions of AA.
7. Bidders must show the WACYPAA Advisory Council that they have compiled the necessary research to determine the effects that Federal, State, Provincial, and/or local taxes would have on the proposed conference.
8. If awarded the conference, the new host committee must agree that all proceeds, after conference and "core" advisory expenses and donations of up to 25% of the remaining proceeds to AA service bodies in their area, will be turned over to the WACYPAA Advisory Council for their disposition following the conference.
9. Bids can take no longer than 20 minutes to present.
10. Please draft a statement illustrating the reasons why you wish to host a WACYPAA in your area.
11. Demonstrate how the bid committee has outreached the current calendar year WACYPAA conference to other alcoholics in the area in and or surrounding the bid committee's home area.

Advisory Council Contact Information

<u>Name</u>	<u>Council Position</u>	<u>Phone</u>	<u>Email</u>

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Nikita	Member	(916) 398-0099	nikitadimera@gmail.com
Lucas	Webmaster	(310) 907-6667	Hansenlucas1080@gmail.com
Emmy	Member	(619) 309-8281	Emileolea@gmail.com
Oscar	Member	(323) 620- 7048	mysoberlife1024@gmail.com
Dayna	Member	(323) 847-8906	Dewittdayna@gmail.com

Suggested Timetable

Find a centralized meeting place that will be easily accessible to people in your area to hold a well-publicized meeting for the election of the host committee. It is good to set aside a large block of time on a weekend for elections. Allow enough time between the conference and the elections for adequate outreach. Outreach is extremely important so that anyone who wants to participate has knowledge of the elections.

Mailings and mass emails are good but nothing comes close to the effectiveness of face-to-face outreach. The more one on one contact the better. People, especially those who traditionally aren't attendees of young people's conferences respond well when we take the time to have a conversation and explain what

WACYPAA is all about. The first outreach job is to outreach the host committee elections. It is important that everybody know about the elections so your committee may be comprised of people from all over your AA community.

Also, during this time it is a good idea to talk with your perspective bidding sites (hotels, colleges etc) and tell them that you have been awarded the conference. It is good to have the perspective sites draw up some formal contracts. When choosing the date, work with other large scale AA events in your areas to avoid conflict. The continued contact of these sites can be done on an interim basis by the bid committee hotel chair.

As part of bid requirement two you agreed to have a signed contract within 45 days of being awarded the conference, the success of your conference largely depends on an expedient date. The annual site contract will require the signature of both, the designated host city representative and the Advisory Council Chairperson to be binding. We encourage the host group's autonomy to negotiate and provide competitive options to consider. This section is only intended as a failsafe to protect the financial integrity of the conference structure.

Hold Elections. Elections can take a long time so make sure to elect key positions first namely: chair, co-chair, secretary, treasurer, co-treasurer, hotel chair, outreach chair, program chair, and registration chair. It is always best to use the third legacy voting procedure which can be found in the A.A. Service manual and on page 7.

It is not necessary to vote in a meeting format right away but it is useful. There is an example of a past host committee's bylaws included in Appendix A. These are a good start, but it may be necessary for your committee to make some adjustments.

Many past host committees have chosen to hold a general or steering committee meeting once a month and meet as sub committees throughout the week. It is suggested when the conference is two months away the host committee begins meeting every two weeks; and when the conference is one month away that the host committee begins meeting weekly.

Begin having fundraising events. Non-traditional ideas have worked well in the past, some examples of these are: comedy shows, drag shows, AA service days, etc. It is strongly suggested that all events include a meeting of Alcoholics Anonymous for which there is no charge. ***Please remember to collect fliers throughout the year to be turned over to the council archivist***

Find an appropriate logo and theme for your conference and put them on all committee fliers, etc... so as to create consistency and be seen. [All WACYPAA's shall be designated as such and be further distinguished by a number (WACYPAA 1, WACYPAA 2, and so on) so as to preserve autonomy and character.]

Suggested Host Committee Election Format

Moment of Silence.

Go-Around the room and have everyone introduce themselves.

Ask for a motion to adopt third legacy procedure. Discussion.

Ask for a motion to accept proposed position time requirements as decided by committee

Begin elections using third legacy, if above motion passes. (see below)

Elect, in order, these positions: Chair, Co-Chair, Secretary, Treasurer, Co-Treasurer, Hotel/ Facilities, Outreach, Programs, Registration, Prayer (if you choose to have one), Intergroup, General Service Liaison, and any additional positions your group decides to have voted in using third legacy.

Third Legacy Procedure (taken from AA service manual)

People who wish not to vote should say so before the voting process and will not be counted with the total vote. Abstentions for elections are not included with the entire vote.

- 1) Have everyone in the room say either available or unavailable for the position.
- 2) Ask everyone who said they were available for the position to give a brief service history, including sobriety date, and reason for wanting the position.
- 3) The voting is done by secret ballot; every member can vote for only one candidate.
- 4) The first candidate to receive 2/3 vote is elected.
- 5) After the second ballot (assuming no candidate receives 2/3 vote in the first ballot) any candidate having less than one-fifth of the total vote will be withdrawn automatically, except that the top two candidates must remain. (In case there are ties for second place the top candidate and the tied second place candidates remain.)
- 6) After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the top two candidates must remain. (In case there are ties for second place then the top candidate and the ties for second place remain.)
- 7) A fourth ballot is conducted.
- 8) After the fourth ballot if no candidate has two-thirds of the total vote the chairperson asks for a motion, second, and majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and we go immediately to the hat. (In case there are ties for second place the top candidate and the ties for second place remain.)
- 9) If the motion carries, a fifth and final ballot is conducted. If no 2/3 majority occurs at this time, the candidate names will be placed in a hat and the first name drawn is the winner.
- 10) Additions to elections that are not a part of third legacy.

Suggested Host Committee Positions

A TRUSTED SERVANT IS?

The group elects a Trusted Servant. The person acts with the good of group in mind. They are in that position because the group trusts that they will act in the interest of the group. This is not a chore or unwanted duty. If anyone is elected to a position and does not want it please, for the good of group, decline and give someone who wants the opportunity to be of service to their group.

Chairperson

Maintains order and runs the regular business meetings, delegates responsibility, keeps overall responsibility to group in mind, resolves committee problems as they arise, upholds group conscience and traditions.

Co-Chair

Takes on the duties of the chairperson when the chair is unavailable. The co-chair helps the overall group by assisting all position holders and committee members.

Secretary

Responsible for taking minutes during business meetings (recording discussion and documenting motions, etc...), furnishing committee phone list, collecting archives and all other assigned duties.

Treasurer

Responsible for the financial aspect of the committee, taking money, making deposits, accurately recording transactions, creating a budget and keeping the group informed of financial status.

Co-Treasurer

Takes on the duties of the Treasurer when the Treasurer is unavailable.

Hotel / Facilities Chair

Investigates all possible event locations for the conference, entails hotel/venue negotiations, and main meeting sight negotiations (if different from conference site).

Registration Chair

Responsible for registration database, collection and entering of all pre-registrations, does registration mailings and coordinates registration table at the conference as well as all other registration related duties.

Program Chair

Responsible for designing the entire program, getting speakers, panelists and chairs for marathon meetings. Coordinates times and places for all conference meetings and events and oversees the design and printing of the program.

General Service Liaison

Keeps activities visible to intergroup/central office, district and area. Attends local assemblies and establishes contacts throughout the area, responsible for obtaining letters of support.

Events Chairperson

Plans and coordinates events throughout the year with the purpose of carrying the message of AA, outreaching WACY PAA and having fun. Some such events speaker meetings and dances, workshops, campouts, etc...

Outreach Chair

Everybody is a member of the outreach committee. The outreach chair is responsible for informing local and regional AA's about WACYPAA primarily through attending conferences, assemblies, round-ups, other AA meetings and passing out fliers and making announcements.

** Outreach is integral to the success of WACYPAA so it may be beneficial to form a subcommittee to take on this enormous responsibility.

Prayer Person

Leads group in closing prayer may find it necessary to pray before a vote or interrupt heated discussion during business meetings for prayer. Is responsible for the overall spiritual welfare of the committee.

Arts & Graphics Chair

Responsible for supplying committee with fliers, provides artwork for logo and merchandise (if the committee chooses to have merchandise).

Many committees add other positions, including co-chairs to the above said positions. It depends on the area and the needs of the host committee. The positions, descriptions, and sobriety requirements are determined and voted on by the host committee. It is also strongly suggested that as a part of this committee you elect or appoint liaisons to specific communities in your area, which are often otherwise overlooked, specifically; **Native American Liaison, Hispanic Liaison, Mexican National Liaison, GLBTQ Liaison and Al-Anon Liaison.** These liaisons head up outreach in all of the aforementioned areas and are responsible to the program chair for finding diverse speakers.

WACYPAA Hotel Contract Guide

Key Points When Approaching Hotels:

- Our hope is to have an event that is diverse, attractive and affordable.
- One of our primary considerations is that our attendees will be coming from around the U.S., Northern Mexico and Canada so the need for a *cost conscious* event is required.

Dates of conference:

Premium dates are usually more expensive. High room blocks are easier to meet on holiday weekends.

Meeting Space

Determine if the hotel has enough meeting space to accommodate all of the conference attendees.

Sliding Scale

A sliding scale is the cost of meeting space dependent on the percentage of room nights filled, i.e. if 100% of room block is met, then meeting space is free; if 90% of room block is met, then meeting space is \$1,000, etc.

Food and Beverage Minimum (F&B)

The lower the food and beverage minimum, the better. Most conferences do a WACYMART, where you can sell coffee, baked goods and other things to meet this minimum. Other hotels allow food sold in the hotel restaurant to count toward the food and beverage minimum.

24-hour pool

Since WACYPAA is in the winter typically a 24-hour pool is not necessary. However, this could be an

added bonus if the conference is hosted in a warmer client.

Coffee (12 cups in a gallon)

Coffee is very expensive. Many YPAA conferences cannot afford this expense. If the cost is low it is a great option, but not a deal breaker. Set up a 'WACYmart' and people can buy their own, then it goes toward F &B.

Attrition Clause

This is the penalty for not meeting the room block. It usually allows for some attrition before the hotel starts charging for meeting space. However, the closer the cut-off date for making room reservations is to the conference the more likely the room block will be met.

Room Block

There is usually a square diagram in the contract that shows the room requirements for each night. Determine if the room block is cumulative or non-cumulative.

	Thursday	Friday	Saturday	Sunday
Guest Rooms	20	150	150	50

The above example shows that the biggest commitments are Friday and Saturday. The number you see is for number of rooms. 150 rooms will mean (150 x about 4 people in each room = 600 attendees).

Another example,

	Thursday	Friday	Saturday	Sunday
Guest Rooms	150	300	300	75

This one is a little different: $300 \times 4 = 1200$. That means each night, there has to be AT LEAST 1200 attendees.

Another thing you want to look for is high numbers on random nights that we may not have a lot of attendees.

Room Nights

Synonymous with room block except you add up all of the nights so Thursday + Friday + Saturday + Sunday will give you the total. This is the total number that has to be met, or a percentage thereof, to work with any attrition clause, free meeting space, etc.

AV Costs

Determine the AV costs of the hotel and if you need to hire an outside company. Determine your needs: usually microphones, speakers, amps, projectors, recordings etc.

Set-up and clean-up fees

Often put in after the contract is ‘officially’ being worked on. Determine if the hotel charges separately for changing rooms around.

Tables and chairs

Sometimes these cost money – something to ask about/look out for.

Master Account

Many times a contract gives a credit for every room night booked. This money goes in the master account, as well as any deposits made by the host. Master accounts are used to pay damages at the end.

Deposits

Many hotels require advanced deposits. Determine the schedule and amounts to budget appropriately.

Room Rate Extension:

Ideally, the discounted rate should be available for conference attendees at least three days before and three days after the conference for people who want to arrive early or stay late. In addition, these extended room nights should count toward the total room block.

Merchandise:

Determine if the hotel allows the sale of merchandise on hotel property or if there is an additional cost to sell merchandise.

Security:

Determine if the hotel requires professional security services. This could be an added cost to the conference.

Extras:

- Complimentary room per 40-50 rooms sold
- Free Coffee
- Free meeting space
- Designated smoking lounge area
- Water stations in all meeting rooms
- See previous hotel contracts posted on www.wacypaa.org

Tentative Schedule/Space Needed:

General - Weekend:

- 24hr. Marathon Meetings starting @ 2PM Friday until Sunday morning 8:00AM
- Bilingual forum: English/Spanish Alternating

Friday:

- Friday night opening meeting (ballroom): 8:00-10:00PM
- Dance or dances (ballroom): 10:30 - 1:00 or 2:00AM
- Secure a room for Advisory Council meetings

Saturday:

- Specialized meeting rooms for panels and workshop: 10:00am until 5:30pm
- As many rooms as you think are needed - Seating 30-50 people
 - (Shoot high; you may negotiate down later if required)
- 1 large meeting room for bidding session 8:00am - 2:00pm
- Possible off site activity
- Main Meeting Starting @ 7:00pm
- Possible Banquet Dinner - **DO NOT OFFER THIS IN INITIAL NEGOTIATION** - Use it as leverage if required (cost depending on current economy)
- Opening Meeting ceremonies @ 8:00pm (countdown, role call) AA meeting 7:30pm-10/10:30pm (depends on announcements) Dance or dances to follow 10:30pm-1:00 or 2:00am

Sunday:

- Closing meeting 10:00am-12:00pm

Mid-Year Business Meeting

The WACYPAA Advisory Council visits the host-city in the middle of the year, prior to the conference to offer support and advice to the host committee and to see how conference plans are developing. This gives the host committee an opportunity to meet with the Advisory Council and ask questions about their experience with planning and preparations for the conference.

Generally, the mid-year meeting will take place in the host city. On rare occasions, the mid-year meeting may be arranged in another city. The Advisory Council will consult with the host city about the best month and date to meet. Often a time will be discussed following the awarding of the conference. If the host city or host state will be holding another AA conference, roundup, or fundraising event half-way through the year, this would often be an ideal time to meet.

The chair of the Advisory Council will finalize dates for the mid-year meeting with both the host committee and the rest of Advisory Council. Ideally, this will be done during the signing of the hotel contract. The host committee will make arrangements for a meeting space. In addition to meeting with the host committee, the Advisory Council will also conduct the business of Advisory Council. Advisory Council business meetings are open and anyone can attend.

WACYPAA Hotel and Registration History

Conference	City	Dates Held	Room Block	Room Pick-up	Room rate per night	Food & Bev	Total Reg	Total Pre-Reg	AV
WACYPAA I	Scottsdale, AZ	12/31/97-1/02/98	160	270	\$79	?	500-700	143	?
WACYPAA II	Portland, OR	12/31/98-1/02/99	180	450	\$79	\$13,800	1100	?	?
WACYPAA III	Salt Lake City, UT	11/26/99-11/28/99	150	214	\$89	?	974	351	?
WACYPAA IV	San Francisco, CA	12/29/00-1/01/01	300	952	\$89	\$17,766.05	?	313	?
WACYPAA V	Denver, CO	12/28/01-1/01/02	200	?	\$69	?	1050	300	?
WACYPAA VI	Billings, MT	8/29/02-9/1/02	250	?	\$69	?	500	?	?
WACYPAA VII	San Diego, CA	11/21/03-11/23/03	426	496	?	?	?	451	?
WACYPAA VIII	San Carlos, Mexico	12/30/04-1/02/05	?	?	86.53/ wk	?	500	500	?
WACYPAA IX	Vancouver BC	12/29/05-1/01/06	?	?	Canadian	?	?	240	?
WACYPAA X	Seattle, WA	12/29/06-1/01/07	?	689	\$99	?	?	200	?
WACYPAA XI	Boise, ID	1/18/08-1/20/08	230	?	\$89	?	620	400	?
WACYPAA XII	Reno, NV	12/31/08-1/02/09	310	560	\$99	\$14,000	1540	500	\$4,500
WACYPAA XIII	Eugene, OR	12/31/09-1/03/10	350	?	\$89	\$4,500	1400	300	\$4,255
WACYPAA XIV	Yosemite, CA	12/09/10-12/12/10	472	?	\$59	?	900	500	?
WACYPAA XV	Las Vegas, NV	1/26/12-1/29/12	375	?	\$79	?	1800	700	?
WACYPAA XVI	Tucson, AZ	1/3/13-1/6/13	381	0	\$109	6,000	1400	700	0
WACYPAA XVII	Denver, CO	1/2/14-1/5/14	300	386	\$95	0	1150	450	\$4,250
WACYPAA XVIII	Hawaii	12/19/14 - 12/22/14	300	500	\$150	0	600	460	\$822.41
WACYPAA XIX	Portland, OR	12/17/15 - 12/20/15	400	707	\$109	\$5,000	1200	700	\$16,000

WACYPAA Revenue: \$6,800; Vending Machine Revenue: \$3,000; Coffee/ Sunday Breakfast: \$4,000

WACYPAA Revenue: \$5,324.05; 24-hour Deli Revenue: \$12,442

New Year's Eve Banquet Revenue: \$14,000

Breakfast \$3,125

Outreach Guide

Research the dates for all the Young Peoples and large-scale AA events in the Western Area and make sure someone is at each of these doing outreach. It is important to make your host committee a visible presence at as many as possible young people's events throughout the year. Contact these conference host committees and inquire about setting up an outreach table at their conference. If you absolutely cannot get anyone on the host committee to an important event be sure to call on someone in the area to do outreach for you. This is an area where Advisory Council members can be extremely useful.

Remember that WACYPAA is especially concerned with outreaching communities that have previously been overlooked. Spanish-speaking conferences, GLBTQ conventions, Native American conferences, and rural area round-ups are prime WACYPAA outreach opportunities. This kind of outreach is difficult and at times uncomfortable because you may find yourself out of your element, but it is important. Almost 1/3 of our area is Spanish-speaking. It is important to begin outreaching these communities immediately.

Approach new communities/new meetings with humility and ask for their help with the conference. People respond better when approached in this way. We are not here to improve anyone else's AA, it doesn't need improvement. We are not trying to save anyone, just to include them.

Utilize the various WACYPAA bid committees to help outreach. It is mutually beneficial to work together. It strengthens their bid and helps the outreach efforts, plus they are as jazzed about WACYPAA as you are so you can count on their ability to share the message with finesse and an attractive energy. Plan events with them and have committee members speak at the events and do outreach. These events can be fundraisers as well as outreach trips.

Try to pre-register as many folks as possible during outreach trips. A good way to encourage pre-registration at these events is by offering free admission to the event if they pre-register. If people say they won't pre-register because they are unsure whether they will be able to attend the conference you can encourage them to either pre-register an anonymous newcomer or pre-register themselves and if unable to attend they can give it to a newcomer.

Remember that 2/3 of the attendees will be locals. That being said everyone in the local area should know about WACYPAA. At the meetings you attend regularly they should be groaning when they hear another WACYPAA announcement. They should know your pitch by heart. You should be attending meetings you normally wouldn't. The entire area should know exactly where, when and what WACYPAA is all about.

You will surely have several people ask you how they can be of service. Let them know that everyone is responsible for outreach! Here are some things people can do to help:

- 1) Announce WACYPAA at all events- remembering to mention that all ages are welcome to attend.
A young person is defined as anyone with room to grow.
- 2) Talk with others
- 3) Distribute pre-registration flyers
- 4) Visit other areas, i.e. take a lot of road trips
- 5) Ask local AA newsletters to publish the pre-registration flyer and information about WACYPAA

- 6) Encourage other groups to bid for WACYPAAs and distribute bid packets. (bid packets available at www.wacypaa.org)

Suggested Contacting Other States:

- Call every intergroup central office in the WACYPAAs region
- Say you are calling on behalf of WACYPAAs in search of young people in their area. Also, mail each central office a pre-registration flyer and a “Facts, Aims, & Purposes” in English and Spanish.
- Ask if they know of any young people meetings in their area and if so if you could have the group name and address.
- Attend the meeting, or have someone in that area attend the meeting on your behalf
- Compile data from contacts i.e. names address phone numbers EMAIL whatever.

Website and Email Forum Information

The website www.wacypaa.org and the host/council email forum are administrated by the advisory council website chairperson. After elections, someone on host will be designated an administrator of the email form. They will be able to add or delete host members as the host committee changes throughout the year. This email forum facilitates getting questions answered and learning of past committee’s experiences with some of the common problems you are sure to encounter!

The host committee Web Chair should get a website up as soon as possible. From the experience of the advisory council, the following items are usually included on the website:

- Calendar of events (include local and other YPAAs)
- Dates and times of host committee meetings
- Dates and times of subcommittee meetings
- Links to www.wacypaa.org, www.aa.org, local intergroup, and other YPAAs
- Pre-registration flyer
- Hotel information (including link to reservation page)
- Online Registration
- Host committee contacts
- Merchandise (if host committee chooses)

Please email a registration flyer to the AC website chair as soon as it is available.

Also email all updates to the website including all pre-conference events with date, time, location and any other pertinent information as early as possible so that they may be posted at the earliest date.

Please send a complete host committee email list to the AC website chair as soon as it is available so that the list may be set up and communication between the host committee and advisory council will be much more accessible.

This email list is made up of the advisory council members and host committee members. It is for the use

of the host committee in whatever way you see fit. We ask only that you limit the people on the list to committee members (however you define committee members) and that you use it for committee business and communication, not for jokes, inspiring daily thoughts and all other such things.

Suggested Guidelines for Host Committee Treasury

These guidelines put forth by WACYPAA Advisory Council are based on the experiences we have had serving on a WACYPAA host committee. Every group is autonomous, so please do not regard these as rules. Host committees can use these guidelines as a basis for how their treasury operates within their respective host committee. Please feel free to contact Advisory Council with any questions or concerns you may have regarding these guidelines.

How to Price/Budget for a fundraising event:

- 1) Figure out a range of people that are likely to attend (example: 100-300)
- 2) Figure out how much your event will cost you to put on (example: \$150 dj, \$150 save rental, \$50 lights, \$50 decorations = \$400)
- 3) 3. Divide cost by low range number from #1 (example: 400/100)
- 4) 4. Break even at \$4/person therefore you are probably safe charging a \$5 admission.

General Guidelines for Treasury

- Treasurer and Co-Treasurer have minimum of 2 years of sobriety, currently employed, have their own bank account, not on chexsystems or similar reporting agencies, and that they are proficient in excel.
- Have more than one signer on the account, for example include the Chair, Treasurer and Co-treasurer as signers
- Require dual signatures on checks, regardless of the amount.
- Email out statement to your committee monthly as well as the Advisory Council Treasurer.
- Have statement's mailed to someone other than the treasurer, i.e. the Chair
- Allow others to view online statements and provide a treasurer's report at every business meeting. i.e. give access to the online account to Advisory Council Chairperson and Treasurer
- Debit cards are becoming increasingly more common and they can be useful when having to purchase things for the conference. However, debit cards make it easier to misuse (either accidental or fraudulent) the account. If the host committee chooses to utilize debit cards, please take extra cautionary steps when setting up accounts. For example, the debit card can have a \$0 cash withdrawal limit and a smaller purchase limit.
- Keep track of all receipts and reimbursements. Keep all physical copies of receipts so that if WACYPAA were ever audited by the IRS, there is supporting documents for the expenses paid and income received.

- When receiving cash and checks keep some sort of note as to how much was received and what it was for. Host committees receive money from numerous sources throughout the year and it is helpful to know where the money was from. Here are some situations where you may receive cash:

Registration through mail/ online/ events

Events

7th Tradition

Pre-order of merchandise

Banquet Tickets

Donations/ Sponsorships

- Reconcile items of income to cash received, especially registrations. Verify that the registrations recorded are accounted for in the treasury on a regular basis.

Merchant Services and Online Services:

- Many conferences now choose to use some form of credit-card swiping machine as well as online registration. This is a decision that is left to the host committee.
- If the host committee chooses to use a form of merchant services and online services, here are some things to keep in mind:
 - Make sure there is no contract termination fee because many banks require a 2-year commitment
 - Review interest rates and fees to make sure they are reasonable
 - Make sure the receipts do not have the whole credit card number on it i.e. use an electronic machine that blocks out part of the credit card number
 - Read the fine print because there can be some terms and conditions that are unfavorable to the conference and the host committee
 - Make sure that the online services are over a secure connection
- Reconcile registrations received online to the treasury to verify that all information has been entered into the treasury and the registration database
- Use the experience of Advisory Council when considering merchant services contracts to ensure that they are reasonable

Conference Budget

- Budgeting is a helpful tool for a host committee to make sure that not too much money is spent in any one particular area
- Budget low and aim high. i.e. expect a lower attendance and high expenses. We are not in the business of making money but the conference should be self-supporting.
- Suggested timeline for a completed budget is two months after last round of elections. This should allow enough time for the sub-committees to meet and determine their needs.
- It has been our experience that not all subcommittees will get a budget to the treasurer on a timely basis. In this scenario, the treasurer can make a budget for the subcommittee they feel is reasonable and bring it to the subcommittee for approval. The treasurer often relies on previous year's budgets.
- Provide a budget vs. actual expenses report every couple of months to the host committee meeting so everyone is aware of the financial status of the host committee
- We have found it helpful to budget based on the number of pre-registrations received multiplied by 2 or 3. Please contact AC for help in planning the number of attendees.
- As more pre-registrations are received throughout the year, the budget can be updated and increased. i.e. registration costs will go up as the more people register for the conference.
- Never forget our primary purpose - There will likely be situations in which you will have to decide where the money goes. Not every committee can have the amount they might ideally want.
- Treasurer should request that each sub-committee come up with a proposed budget expense for the year, and it is up to the treasurer to verify that they are within the budget. It is helpful to update the budget often to see where the committee is at financially.
- Keep active in the sub-committees. This is the best way to ensure they understand the budget limitations and you understand what their plans/needs are. I found it useful to show up with facts and keep my opinions to a minimum
- Figure out how many of the expenses will need to be paid out before the conference. Defer what you can because 80-90% of the money will come in the weekend of the conference.
- Don't be afraid to say "No" or to cut a budget. Sometimes this is not a popular position. For example, you may have to cut a coffee budget to ensure there are enough ASL translators.
- Don't discount T-shirts unless you are severely in the hole at the end of the conference. This makes it harder for next year's committee to sell them early on because people know they will be discounted at the end they will wait.

- A budget template follows. This is just a template; each host committee's expenses are going to be different from the prior year.
- Use Advisory Council Experience in planning a budget. Determine the numbers used from prior conferences.

Budget Template		
	Proposed	Actual
Income		
Registrations		
Events		
Banquet		
Total Income		
Expenses		
Hotels		
Core Advisory Expenses		
Outreach		
Merchandise		
Registration		
Hospitality		
Treasurer		
Security		
ASL Translation		
Spanish Translators		
AV Costs		
Programs		
Events		
Total Expenses		

Business Meeting Procedures

"Our Society, therefore, will prudently cleave to its single purpose: the carrying of the message to the alcoholic who still suffers. Let us resist the proud assumption that since God has enabled us to do well in one area we are destined to be a channel of saving grace for everybody." A.A. co founder Bill W, 1955

Group responsibility - concept one reminds us "Ultimate Responsibility lies within the group". In a similar way the Second Tradition states "For our group purpose there is but one ultimate authority, a loving God as he may express himself in our group conscience. Our leaders are but trusted servants they do not govern." Taking into consideration these two ideals, Bill Wilson writes, "their AA leaders are to be entrusted with delegated responsibilities only"; Bill further explains, "AA is a spiritualized society characterized by enough love of man and god to insure that our democracy of world service will work".

Concept III: "Right of Decision" - Concept III states that every trusted servant and every AA entity - has the right "to decide how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises." That is, they can "decide which problems they will dispose of themselves and upon which matters they will report, consult, or ask specific directions." This right means the fellowship must trust its trusted servants.

Concept IV: "Right of Participation"- Bill Wilson states in concept IV "there is a spiritual reason for the 'Right of Participation'." "All of us desire to belong. In Alcoholics Anonymous, no members are second class." "The 'Right of Participation' therefore reinforces Tradition Two, that no member is placed in ultimate authority over another. We perform our service tasks better when we are sure we belong, when our 'participation' assures us we are truly the trusted servants described in Tradition Two.

Concept V: "Right of Appeal"- Clearly defines "Even after extensive debate on an issue, followed by a vote in which 'substantial unanimity' is reached, those opposed are polled individually to speak further in their minority view." "Right of Appeal recognizes that minorities frequently can be right; even when they are in error they still perform a most valuable service when they compel a through-going debate on important issues. The well-heard minority is, therefore, our chief protection against an uninformed, misinformed, hasty or angry majority.

Concept IX: "No society can function well without able leadership in all its levels, and AA can be no exception. Fortunately, our society is blessed with any amount of real leadership - the active people of today and the potential leaders of tomorrow as each new generation of able member's swarms in. We have an abundance of men and women whose dedication, stability, vision and special skills make them capable of dealing with every possible service assignment. We have only to seek these folks out and trust them to serve us. Leaders in AA service are therefore a people who can personally put principles, plans and policies into such dedicated and effective action that the rest of us want to back and to help them with their jobs. Good leadership remembers that a fine plan or idea can come from anybody, anywhere. Consequently, good leadership is quick to discard its own cherished plans when it sees better ones.

Another qualification for leadership is a give and take, the ability to compromise cheerfully whenever a proper compromise can cause a situation to progress in what appears to be the right direction. However, we cannot always compromise. Now and then, it is necessary to stick flat footed to one's convictions about an issue until it is settled.

The 12 Traditions and 12 Concepts for World Service, prayer and the collective group experience are essential guides for making informed decisions. In closing, informed decision-making is key to successful motion making and the running of an efficient business meeting. Please, research your motions, there is a wealth of AA literature and service experienced individuals at your disposal. Come to the table with the facts, and try to keep the good of the group in mind. Please don't let these recommendations discourage your participation. Everyone's opinions are welcomed in Alcoholics Anonymous.

The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. The group members, through sharing information on individual points of view and the practice of AA principles achieve this. To be fully informed requires a willingness to listen to minority opinions with an open mind. On sensitive issues, the group works slowly, discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a yes or no count-precisely because it is the spiritual expression of the group conscience. The term "informed group conscience" implies that pertinent information has been studied and all views have been heard before the group votes.

MOTIONS

- 1.1 Motions: A motion is a proposal that the committee take a certain action. A member who obtains the floor makes it. A member obtains the floor by raising his/her hand and saying, "I would like to make a motion " (which is equivalent to saying, "I propose that" ...) and then stating the action he proposes. Every motion, or point of new business, should be in writing and, given to the secretary/chair at the beginning of the meeting. This does not include motions that may arise as a result of committee reports, motions that stem from discussion or procedural motions that result from, and directly pertain to, any motions being discussed. After a motion is made, the chairperson asks for discussion on the motion (see 1.3). A motion is to be clearly stated so that the secretary can write it down. Before voting on the motion the secretary reread the motion aloud as written. Since motions can be tweaked or changed during discussion, writing the motion down prevents any confusion over what exactly the group is voting for.
- 1.2 Seconding Motions: Every motion must be seconded or the motion dies. This prevents wasting time by considering a motion that the group clearly does not support. Another member saying "I second the motion," or "I second it" seconds a motion. A person does not need to ask to obtain the floor in order to second a motion.
- 1.3 Discussion: Discussion allows the group to examine all points of view in order to form an educated opinion of the motion on the floor. It is imperative both to remain open minded during discussion and to be mindful of the feelings and/or opinions of the person making the motion. Keep in mind that everyone is equal in Alcoholics Anonymous: A motion may seem trivial to you but it may be extremely important to the person making it. Discussion is the time to ask questions and to suggest amendments (see 1.4). The object of discussion is to hear the views of all interested members so that every member has enough information to make an educated vote.
- 1.4 Amendments: Amendments are made during discussion of the motion (see 1.2). An amendment is offered as a suggested change in a motion, ("More will be revealed" Big Book p164). After an

amendment is proposed the person who made the original motion is asked, “ Will you accept the amendment?” If the amendment is accepted, the person who seconded the motion is asked, “Will you accept the amendment?” If both the person who made the original motion and the person who seconded the motion accept the amendment, it is added to the original motion. The secretary will subsequently include the amendment and read the amended motion before the final vote.

1.5 “Motion to Call the question”- A motion to “Call the question”, is a procedural motion that can be called at anytime by any member. A motion to “Call the question” is a preemptive motion; it is used to prevent forceful personality types from railroading motions through without allowing enough time for discussion. A motion to call the question is a vote to decide whether it is appropriate to vote on the current motion on the floor. A majority vote is required in order to pass a motion to call the question. If the motion to call the question fails discussion continues. If it passes the question is called.

1.6 “Calling the question”: This is the vote on the current motion under discussion. The chair will ask if everybody is ready to make an informed vote on the motion. The secretary then reads the current motion including amendments. The chair then calls the vote.

VOTING

1.1 Voting (other than elections): Voting comes after a member, other than the chair has called the question. The chair is then to decide whether the vote needs to be passed by majority, or 2/3. If any member in the group is opposed to the chairs’ decision of voting by majority or 2/3, they may make a motion to veto that decision. The chair’s decision to vote by majority or by 2/3 can be vetoed by the group by calling a procedural motion to veto (see 1.3). Voting is done by hand raising.

1.2 Group Conscious: A group conscious is by AA definition “substantial unanimity” or a nearly united decision. In Alcoholics Anonymous, great pains are taken to hear the voice of the minority. Therefore, a group conscious is when the vote is nearly unanimous and even those opposed to the vote are willing to abide by the vote for the good of the group.

1.3 A vote “for”: This means that you are in favor of the motion under discussion without reservation

1.4 A vote “against”: This means that you are against of the motion under discussion without reservation

1.5 Abstentions: This could mean any one of the following things:

- a) You don’t have enough information to make an informed decision;
- b) You are not concerned enough with the outcome of the vote;
- c) You feel that motion has become too loaded and feel that voting has lost it relevance.

If there are significant number of abstentions (1/3 or there about of the total vote), discussion is reopened until a second round of voting is called. If, after the second round of voting, there are still a number of abstentions (roughly 1/3 of the total vote), the chair will table the motion so that it can be further discussed and voted on either later in the meeting or at a later date.

1.6 Tabling motions: Tabling a motion is an effective way to stop unproductive discussion and alleviate the pressures of a heated debate over any given issue. Motions should be tabled when:

- a) The group cannot reach “substantial unanimity” and achieve a group conscious in regards to a

motion;

- b) There is not enough time to adequately discuss the merits of a motion;
- c) There are pressing matters at hand that the group must deal with before voting on a given motion.

1.7 Majority Vote: When voting on procedural or relatively trivial matters, a majority vote is usually all that is required. Voting by majority increases the flow of the meeting and increases its productivity. Most voting during committee business can be done this way. A majority vote is 51% of all voting members present in the room.

1.8 Minority opinion: After voting occurs the chair will ask if anyone in the minority would like to speak on the vote which just passed or a point they wish the voters to hear. The minority opinion is a treasured and valued commodity in Alcoholics Anonymous. It is an effort to let the minority or losing faction of a vote an opportunity to reiterate their position. It is an opportunity to review all relevant facts made by the losing voters and make a decision on whether or not a compelling enough case is stated to change your mind on how you voted. Minority opinion is only a time for the minority to speak.

The Legacy of Service affirms our faith in the democratic ideal of majority decision, the group conscience, basic decency, and the collective wisdom of AA's representatives in the General Service Conference, together with the Trustees of the General Service Board of AA, both AAs and non-alcoholics. The spirit of this Legacy can be summed up best exactly as Bill wrote about it: "We expect that our Conferences will always try to act in the spirit of mutual respect and love -- one member for another.

In turn, this sign signifies that mutual trust should prevail; that no action ought to be taken in anger, haste, or recklessness; that care will be observed to respect and protect all minorities; that no action should ever be personally punitive; that, wherever possible, important actions will be taken in substantial unanimity; and that our Conference will ever be prudently on guard against tyrannies, great or small, whether these be found in the majority or minority. "The sum of these several attitudes and practices is, in our view, the very essence of democracy - in action and spirit." The Twelve Traditions stand for the Legacy of Unity. The pith of the Traditions is clearly expressed in the familiar Preamble that is usually read before AA meetings. And they include suggestions concerning common welfare, group structure, organization, public relations, and anonymity. Bill's reflections upon the wisdom and humility of the Traditions are heartwarming: "Implicit throughout AA's Traditions," he said, "is the confession that our Fellowship has its sins. We confess that we have character defects as a society and that these defects threaten us continually. Our Traditions are a guide to better ways of working and living, and they are also an antidote for our various maladies. The Twelve Traditions are to group survival and harmony what AA's Twelve Steps are to each member's sobriety and peace of mind."

Advisory Council Elections

Each Host Committee shall elect by "Third Legacy Procedure" (see AA Service Manual) three of its own members to serve a term of four years (their conference, and four traveling conferences) on the WACYPAA Advisory Council. The incoming Advisory Council Members will not be required to assume an active role until after their city has concluded the conference. This is to ensure their availability for the conference, however, they are encouraged to participate in Advisory meetings during their conference but will not have a recognized vote.

All candidates for service on the Advisory Council must be members of Alcoholics Anonymous, have reached his or her eighteenth birthday and should have a solid period of continuous sobriety of at least two years. They must never have served on Advisory Council for WACYPAA.

Elections for Advisory Council Members should be held 2-3 weeks prior to the conference date.

The Advisory Council shall provide information regarding the position duties and any other responsibilities. Advisory Council Members are encouraged to attend for the purpose of providing additional insight on the position, but will not vote on any issues.

Alternates. Alternates shall be members of the host committee who are chosen, either by election of the host committee or appointment by the elected Advisory Council members from that host committee, in case he or she becomes unable to complete his or her term. All candidates for service on the Advisory Council must be members of Alcoholics Anonymous; have reached his or her eighteenth birthday; and have at least two years of continuous sobriety. The person must never have served on Advisory Council for WACYPAA.

WESTERN AREA CONFERENCE OF YOUNG PEOPLE IN ALCOHOLICS ANONYMOUS

2010 HOST COMMITTEE BYLAWS

1) Purpose

- a) The purpose of this document is to guide the Host Committee to operate efficiently and in the spirit of the Twelve Steps, Traditions and Concepts of Alcoholics Anonymous.

2) Membership

- a) The WACYPAA XX111 Host Committee is comprised of members of Alcoholics Anonymous who are elected to committee positions, serve as Members at Large, or serve as WACYPAA XX111 Service Representatives. (Committee positions are outlined in Article VIIU.)
- b) Definitions
 - i) Member at Large: A member at large is defined as anyone who attends a WACYPAA XIV business meeting or anyone who considers themselves a young person in the WACYPAA XIV region.
 - ii) Committee Members: A committee member is anyone who holds an elected position on the WACYPAA XIV Host Committee.
 - iii) Voting member anyone who has elected position or a member-at-large who has attended at least two business meetings.

3) Attendance

- a) Failure to attend two (2) consecutive business meetings without 24 hour prior notice to the chair or co-chair shall be considered a resignation of a committee position.

4) Resignations and removals

- a) Any elected WACYPAA XIV member can resign their position by notifying the Chair.
- b) Any break in continuous sobriety may be considered a resignation of a committee position, based on the decision of the group conscience.
- c) Any elected WACYPAA XIV member may be removed from their position by a 2/3 vote whether or not the member is present at the business meeting.

5) Structure

- a) The Host Committee is comprised of the Chairs, Co-Chairs, Host Committee positions, Members at Large and WACYPAA XIV Service Representatives.
- b) The Chair shall meet with Host Committee members to review and discuss the overall functioning of the Host Committee, keeping in mind the Right of Decision. Individuals will not make decisions on behalf of the Host Committee outside of their defined responsibilities, keeping in mind the Right of Participation. Any applicable items shall be brought back to the Host Committee for approval.
- c) The informed group conscience of the Host Committee shall be the ultimate authority, having the ability to discuss motions and vote on any matter.

6) Sub-committee Meetings

- a) Sub-committee meetings should be scheduled with care given to the time, day, and location, as well as other scheduled sub-committee meetings so those interested can attend.
- b) A minimum of one week notice should be given to the Host Committee for scheduling a

sub-committee meeting and must try to alternate days to give everyone a chance to attend. This allows sufficient time for those interested to make arrangements to attend.

- c) The results of Sub-committee meetings shall be reported at the following business meeting.
- d) Minutes shall be taken at every sub-committee meeting, given to the Secretary, and posted in the files section of the WACYCAA Host Committee Yahoo Group. All members are responsible for reading all sub-committee meeting minutes.
- e) Persons holding a position on the WACYCAA XIV Host Committee may call subcommittee meetings.

7) Meeting Procedures

- a) Agenda
 - i) The Chair will prepare the agenda for all WACYCAA XIV Host Committee meetings. It is recommended that requests to add an item to New Business be done prior to the meeting, although requests to add an item will be honored during the meeting, prior to the close of new business.
- b) Reports
 - i) Reports shall inform the Host Committee as to the status, progress and direction of the individual or Sub-committee regarding time sensitive or prudent information that needs to be discussed with the group. Following each report, the floor will be opened for questions and discussion. After discussion the presenter of the report should have a clear picture of whether they should move forward or take items back to their Sub-committee. It is at the Chair's discretion to move a discussion topic from a report to New Business if it is taking too much time and / or requires further discussion.
- c) Discussion of Reports
 - i) After each report is given, the Chair opens the floor for questions.
 - ii) In order to be recognized, participants must raise their hand.
 - iii) The Co-Chair will keep track of raised hands and write them down.
 - iv) To maintain order, it is requested that participants speak only when they have been called on.
 - v) Participants are not required to take part in the questions or discussion.
- d) New Business
 - i) It is recommended that requests to add an item to New Business be done prior to the meeting, although requests to add an item will be honored during the meeting, prior to the close of new business.
 - ii) Discussion on new topics not covered in sub-committee meetings can be brought up and discussed.
- e) Motions
 - i) Making a Motion
 - (1) Any member, except the Chair, may make a motion by stating, "I make a motion" or "I move that."
 - (2) A motion must be seconded by any voting member in order to proceed.
 - (3) Motions may be withdrawn by the member making the motion anytime prior to the vote.
 - (4) Amendments can be proposed by any voting member prior to the vote. Amendments must be accepted by the member who made the motion and must be seconded. (Any voting member may second an amendment.)
- f) Motions will be presented as follows:
 - i) One motion is made and decided at a time.
 - ii) Motion must be seconded (by a voting member).

- iii) Questions for clarification on a motion or discussion may take place on topics that haven't been previously discussed in subcommittee or Host Committee meetings.
- iv) Discussion is limited to each member's opinion only being stated once.
- v) Secretary shall repeat the motion
- vi) Call for vote
- vii) Motion is decided
- viii) Call for minority opinion
- ix) Minority opinion voiced (Each minority vote can only speak once)
- x) Ask if there has been a change in the majority vote
- xi) If anyone of the majority vote wishes to change their vote repeat steps 5 - 7. There is no minority opinion if a second vote is taken
- xii) If there is no change in majority vote then vote stands
- g) The only member who may interrupt a speaker is the Chair except when a question of procedure arises or the Prayer Chair calls for a prayer. The Chair may only interrupt a speaker for these reasons:
 - i) Speaking off the topic.
 - ii) Speaking too long.
 - iii) Repeating the previous points at lengths.
- h) Any member may make procedural motions at any appropriate break in discussion.
- i) All questions will be concise, courteous and dignified.
- j) After questions on the motion the Chair will ask the Secretary to repeat the motion on the table and a vote will be taken.
- k) Procedural Motions: Follow Chairs Rule of Order
- l) Voting: Take a vote-
 - i) Each Host Committee member has one vote and are the only ones allowed to vote.
 - ii) The Chair of the Host Committee can only vote to break ties. Absentee voting is not permitted.
 - iii) Voting shall be done by a show of hands except for position elections.
 - iv) A quorum of 2/3rd elected positions is required, with proxy votes accepted, to pass any motion that affects the structure or format of the conference. A majority vote may decide all other motions, unless otherwise stated.
- m) Motions to amend, delete or add to these By-Laws shall require a vote of 2/3 of the members present to pass.
- n) All decisions should be reached by a discussion with an informed group conscience and, whenever possible, with substantial unanimity.
- o) Automatically following the vote, minority opinion is voiced. If one of the majority wishes to change their vote, a second vote must be taken. This does not apply to procedural motions.

8) Budgets, Reserves and Donations

- a) 50% of all income will go to WACYPAA XIV at the end of the term of the Host Committee
- b) 25% of all income will go to Intergroup in the following areas:
 - i) East Bay 8.33%
 - ii) Tri-Valley 8.33%
 - iii) Contra Costa 8.33%
- c) 15% of income will go to the General Service Office
- d) 5% of income will go to Area 6
- e) 5% of income will go to District, broken down as following:
- f) 07 Alameda N – 1.66%

- g) 70 Alameda S – 1.66%
- h) 08 Contra Costa – 1.66%

9) Elections

- a) Elections for all Chair positions shall be carried out using the 3rd Legacy procedure.
- b) Elections for co-chair and liaison positions shall be decided by a simple majority.
- c) Individuals are allowed to make themselves available for a position by Proxy. It is recommended that they provide either a written statement of their qualifications or have a representative verbally state their qualifications.

10) Position Descriptions

- a) Chairperson: Oversees the entire Conference; coordinates the work of sub committee chairpersons; keeps informed on the progress of all arrangements; calls and runs regular Host Committee Meetings, and special meetings as needed, in a manner that will balance efficiency while making sure the group conscious is heard and well-informed; states and puts to vote all motions properly made and seconded; announces the results of all motions; sets business meeting agendas in consultation with the Host Committee.
 - i) Suggested Sobriety: 4 years.
- b) Co-Chairperson: In the absence of the Chairperson, shall accept the duties of the Chairperson; assists the Chairperson with his or her duties, particularly in coordination of the subcommittee chairpersons.
 - i) Suggested Sobriety: 4 years.
- c) Treasurer: Responsible for all money and financial records, including revenues from registration, banquet tickets, and any events before or during the Conference; keeps the Chairperson well informed of cash supply and income flow, as well as the rate of expenditures; responsible for presenting a financial report at each Host Committee Meeting; develops a budget based on expected income and needs from subcommittee chairpersons; pays all bills; shall present monthly reports preceding the Conference thoroughly providing all WACY PAA 2010 treasury activities.
 - i) Suggested Sobriety: 5 years,
 - ii) (Experience indicates it is best if the Treasurer has some business experience. Each check usually calls for two signatures.)
- d) Co-Treasurer: In absence of the Treasurer, shall accept the full duties of the Treasurer; shall work closely with the Treasurer and assist the Treasurer with his or her duties.
 - i) Suggested Sobriety: 2 years
 - ii) (Experience indicates it is best if the Co-Treasurer has some business experience.)
- e) Secretary (Dual Both English & Spanish): Keeps all written records, including minutes of the Host Committee Meetings; sends out notices of committee meetings and other mailings to committee members; provides the previous meeting minutes for the approval of the Host Committee; responsible for sending all approved Host Committee Meeting minutes, as well as a calendar of events, from the Host Committee to the WACY PAA Advisory Council monthly; it is highly suggested that the Secretary have regular access to a computer and the internet.
 - i) Suggested Sobriety: 2 years
- f) Co-Secretary: In the absence of the Secretary, shall accept the full duties of the Secretary; shall work closely with the Secretary in assisting the Secretary with his or her duties.
 - i) Suggested Sobriety: 1 year
- g) Outreach Chairperson (Dual Both English & Spanish): Shall coordinate the outreach of all WACY PAA 2010 Host Committee functions to meetings in the Western areas of the United States, Mexico and Canada, central offices, treatment facilities, and other YPAA groups; shall focus on encouraging a large attendance of such events while respecting AA's tradition of

“attraction rather than promotion.” Publicity efforts can be kept within the dignity and spirit of AA through the following means:

- i) The convention publicity material should be sent to the press, radio,
 - ii) and TV outlets in the immediate area (The Public Information Workbook,
 - iii) available from GSO, gives useful advice on approaching the media).
 - iv) Regular flyers about the Conference are usually mailed monthly to all
 - v) groups in the area, with the first mailing usually beginning about six
 - vi) months before the Conference.
 - vii) Dates and location of the Conference, with a mailing address and website for
 - viii) information and registration, should be sent (three months in advance) to
 - ix) the AA Grapevine and Box 4-5-9 to be published in their calendars.
 - x) Send notices to:
P.O. Box 459
Grand Central Station
New York, NY 10163
 - xi) It is important that the Outreach Chairperson be energetic and enthusiastic. Travel to other YPAA events, as well as contact with Outreach Chairpersons from other YPAA committees throughout the Western Area is highly recommended.
 - xii) Suggested Sobriety: 1 year
- h) Co-Outreach: In the absence of the Outreach Chairperson, shall accept full duties of the Outreach Chairperson; shall work closely with the Outreach Chairperson in assisting them their duties; Experience shows that outreaching within the boarders of the area in which Conference will take place is just as important as outreaching beyond its own boarders.
- i) Suggested Sobriety: 1 year
- i) Program Chairperson (Dual Both English & Spanish): Responsible for planning the schedule for the Conference; coordinates speakers for all main meetings, panels, workshops, and marathon meetings throughout the Conference; coordinates travel arrangements and accommodations for main speakers; responsible for coordinating speakers for Pre-Conference events; The Program Chairperson should take special care to follow the suggestions for a New Host Committee, particularly the following:
- i) The program should be equally balanced between men and women members of AA, drawn equally from all areas WACYPAA covers.
 - ii) Many young AA’s eagerly travel a great distance to hear and meet other young alcoholics, to share recovery and learn how the young alcoholic achieves sobriety. Consideration should be given to the number of young people in their teens and twenties as speakers and program participants.
 - iii) Suggested sobriety: 2 years
- j) Co-Programs: In the absence of the Program Chairperson, shall accept full duties of the Program Chairperson; shall assist the Program Chairperson in all aspects of his or her duties.
- i) Suggested Sobriety: 1 Year
- k) Events Chairperson (Dual Both English & Spanish): Arranges for all entertainment and events leading up to and during the Conference; enters into co-hosting opportunities in hopes of outreaching and pre-registering Conference; works closely with the Facilities Chairperson to organize events during the Conference weekend; works closely with the Treasurer to make sure that prudent expenditures are being made; works closely with the Program Chairperson to make sure any meeting accompanying an event is organized; works closely with the Hospitality

Chairperson to make sure any food or beverage services are provided; may also arrange to make sightseeing available for conference attendees; is responsible for obtaining any necessary insurance policies.

i) Suggested Sobriety: 2 years

- l) Co-Events: In the absence of the Events Chairperson, shall accept full duties of the Events Chairperson; is responsible for communicating event information to the Outreach and Graphics Chairpersons; works closely with the Treasurer to make sure that each event stays within the allotted budget; assists the Events Chairperson with his or her duties.

i) Suggested Sobriety: 1 year

- m) Facilities Chairperson: Is responsible for developing and negotiating the hotel contracts; is responsible for all contractual agreements with the main hotel facility and any convention space associated with the Conference; acts as the liaison between the hotel, the Host Committee, and the Advisory Council; works very closely with all subcommittee chairpersons in arranging space during the Conference; is the main point of contact for all hotel communication; works closely with the WACY PAA Advisory Council Chairperson to have the hotel contract signed in a timely manner after the formation of the new Host Committee; works closely with the Chairperson to organize adequate space and time for all Host Committee Meetings. The Facilities Chairperson shall represent WACY PAA in a professional and responsible manner and shall keep the Treasurer and Chairperson well informed of all on-going costs and budgets.

i) Suggested Sobriety: 2 years

- n) Co-Facilities: In the absence of the Facilities Chairperson, shall accept full duties of the Facilities Chairperson; shall assist the Facilities Chairperson with his or her duties.

i) Suggested Sobriety: 1 year

- o) Hospitality Chairperson (Dual Both English & Spanish): Serves as the Conference host, organizing a committee that will greet out-of-town guests, works with program chair to arrange transportation for out-of-town guests when necessary, and see to any other needs guests might have while attending the Conference; members of the hospitality committee should wear special identification badges so they are easily recognizable, and members should be able to answer questions and provide assistance to conference attendees; will coordinate with various YPAAs, Groups, and service entities to host the Conference Hospitality Room.

i) Suggested Sobriety: 1 year

- p) Co-Hospitality: In the absence of the Hospitality Chairperson, shall accept full duties of the Hospitality Chairperson; shall assist the Hospitality Chairperson in all aspects of his or her duties.

i) Suggested Sobriety: 1 year

- q) Registration Chairperson (Dual Both English & Spanish): Are responsible for maintaining a database of registrants and emails; responsible for sending confirmation letters to all registered attendees via email or post; responsible for setting up registration times and tables at the Conference; responsible for assembling registration packets for the Conference; responsible for creating a sub-committee to assemble pre-registration packets and to facilitate registration at the Conference; works closely with the Treasurer to verify and account for funds coming into the treasury; Coordinates online registration with Webmaster; Coordinates Paypal account with Treasurer; works closely with the Events and Outreach Chairpersons to coordinate registration efforts at all activities.

i) Suggested Sobriety: 2 years

- r) Co-Registration: In the absence of the Registration Chairperson, shall accept full duties of the Registration Chairperson; shall assist the Registration Chairperson in all aspects of his or her

duties.

- i) Suggested Sobriety: 1 year
- s) Graphics Chairperson (Dual Both English & Spanish): Are responsible for all printed WACYPAA material requiring graphics, including, but not limited to, registration and event flyers before and during the Conference, program information, and signs; will work closely with Outreach, Co-Outreach, Registration, and Events Chairpersons to develop materials suitable for carrying the WACYPAA message effectively; will produce all printed WACYPAA material in a timely fashion. It is suggested that the Graphics Chairperson have regular access to a computer and graphic design skills.
 - i) Suggested Sobriety: 1 year
- t) Co-Graphics: In the absence of the Graphics Chairpersons, shall accept full duties of the Graphics Chairpersons; shall assist the Graphics Chairpersons in all aspects of his or her duties. It is suggested that co-graphics have regular access to a computer and graphic design skills.
 - i) Suggested Sobriety: 1 year
- u) Webmaster (Dual Both English & Spanish): Will be responsible for updating the WACYPAA 2010 website, taking care that all upcoming events are posted with a downloadable registration flyer available; shall coordinate with the Treasurer and Registration Chairs to make online registration available. Prior website experience is helpful.
 - i) Suggested Sobriety: 1 year
- v) Security Chairperson (Dual Both English & Spanish): Arranges for professional security, as well as a team of security made of AA members, to work at the Conference based off hotel requirements; arranges for any necessary security at events prior to the Conference. The Security Chair must report financial needs to the committee.
 - i) Suggested Sobriety: 1 year
- w) Co-Security: In the absence of the Security Chairperson, shall accept full duties of the Security Chairperson; shall assist the Security Chairperson in all aspects of his or her duties.
 - i) Suggested Sobriety: 1 year
- x) General Service Liaison (Dual Both English & Spanish): Shall be a liaison between the WACYPAA Host Committee and general service; organizes a committee that covers all facets of the AA service structure; attends Area and District meetings on a regular basis; maintains an open line of communication with all AA service entities and the WACYPAA Conference / Host Committee.
 - i) Suggested Sobriety: 1 year
- y) Co-General Service Liaison: In the absence of the General Service Liaison, shall accept full duties of the General Service Liaison; shall assist the General Service Liaison in all aspects of his or her duties.
 - i) Suggested Sobriety: 1 year
- z) H&I Liaison (Dual Both English & Spanish): Is responsible for attending H&I business meetings in the area, keeping the group informed of the goings on in the H&I community; shall provide H&I contact information for any group members wishing to get involved with H&I.
 - i) Suggested Sobriety: 1 year
- aa) Prayer Chairperson (Dual Both English & Spanish): Is responsible for the spiritual maintenance of our Host Committee; has the authority to stop a Host Committee Meeting at any point he or she deems necessary without the Chairperson's approval to invoke a prayer of his or her choice, or some other form of re-grouping activity; responsible for the opening and closing of the Host Committee Meetings with a prayer of his or her choice.

- i) Suggested Sobriety: 1 year
- bb) Archives Chairperson (Dual Both English & Spanish): Shall collect all flyers, programs and other notable items for inclusion into the archives. A duplicate set for each group should be obtained.
 - i) Suggested Sobriety: 1 year
- cc) Literature and Display Chairperson (Dual Both English & Spanish): Is responsible for displays at the 14th Western Area Conference of Young People in Alcoholics Anonymous, as well as providing and distributing Alcoholics Anonymous approved literature at the Conference; is responsible for providing and distributing Alcoholics Anonymous approved literature at the WACYCAA Host Committee 4th Saturday Speaker Meeting.
 - i) Suggested Sobriety: 1 year
- dd) Volunteer Chairperson (Dual Both English & Spanish): Is responsible for coordinating volunteers prior to and at the 14th Western Area Conference of Young People in Alcoholics Anonymous; shall work closely with the Registration Chairperson to gather information of members who have pre registered and have indicated that they are willing to be of service at the Conference; shall be the contact person at the Conference when attendees indicate a willingness to be of service; shall be the contact person for other committee members at the Conference when they need volunteers.
 - i) Suggested Sobriety: 1 year
- ee) By-laws Chairperson: Is responsible for organizing, maintaining, and enforcing the 14th WACYCAA Host Committee By-laws; shall hold sub-committee meetings when amendments to the By-laws are requested; shall have a copy of current By-laws present at all Host committee meetings.
 - i) Suggested Sobriety: 1 year
- ff) Translation Chair: In charge of equipment and setting up meeting translators in English, Spanish, &ASL.
 - i) Suggested Sobriety: 1 year
- gg) Co-Translator Chair: In absence of translation chair they shall perform all of the duties as described by the translation chair.
 - i) No Suggested Sobriety Requirement
- hh) Media Chair: Assists in handling negotiations of media contracts, media feeds, audio visual, and pod cast.
 - i) Suggested Sobriety: 1 year
 - ii) Co-Media Chair: In absence of Media chair they shall perform all of the duties as described by the Media chair.

11) Appendix

- (1) In the event of an issue arising not covered under these bylaws, the Chair or any other member may suggest a method of proceeding, which shall be temporarily adopted (for the meeting only) upon acceptance by a vote of 2/3 of the members present.
- (2) The Host Committee is responsible for observing these By-Laws. The Chair is responsible for observing, enforcing and maintaining these By-Laws.
- (3) Should a participant persist on holding the floor without adhering to the requirements of these procedures or should a participant persist in interrupting or otherwise disrupt the meeting, the Chair has a right to say, "Will you please come to order" If the discussion continues, the Chair should declare to take a break from or declare the meeting adjourned.
- (4) The Twelve Steps, Twelve Traditions and the Twelve Concepts of World Service precede

all procedures covered here.