

STATEMENT TO ASSEMBLY ATTENDEES

Attendees unfamiliar with Assemblies may find help by referring to the Al-Anon/Alateen Service Manual and Oregon Area web-site. In order to keep the Oregon Area informed, much of the Assembly is composed of regularly scheduled reports. Items of Old Business can be determined prior to arriving at the Assembly by reviewing the minutes of previous sessions for unresolved issues. New Business is generally brought forth by the Area World Service Committee (AWSC) prior to the Assembly. Questions and suggestions for upcoming agendas should be directed to your District Representative or to another member of the AWSC.

Assembly Etiquette:

- Please arrive on time so that the Assembly can start promptly.
- When you arrive, please sign in. There are two sign-in sheets. All attendees sign the attendance sheet; only voting members (GR's or an alternate) sign the voting sheet.
- All Assembly attendees wear a badge. Most badges are previously prepared and available near the registration table. Group Representatives wear Blue Badges; AWSC members wear Yellow Badges; and members-at-large wear White Badges.
- Cell phones and other electronic devices should be silenced.
- No pets are allowed. Service animals are permitted.
- If you are a new Group Representative, there is a New GR Orientation for you at the first Assembly you attend.
- Only Group Representatives or their replacements have voice and vote. There is only one vote per group.
- Only Group Representatives and AWSC members (Officers, Coordinators, AIS Liaisons, District Representatives, Past Delegates, and Audit Budget Committee) have voice at an Assembly. If you are a member at large or a guest and have something you would like to have asked or brought up, please tell your Group or District Representative to speak for you.
- Please do not leave the room during voting. You have been counted and if you are out of the room it disrupts the count which then has to be recounted.
- When people are at the microphone, refrain from applause or other forms of audible response as a courtesy to others whose opinion might differ from yours.
- Please go to the microphone only one time per topic. You may return to the microphone if you have a question, but not to make another point.
- Comments should be kept to 2 minutes
- If your opinion has already been stated – please do not repeat it again
- Only one conversation should be going on at a time. If you need to communicate with someone please use scratch paper to do so.
- If you do not have a Service Sponsor and would like one, speak to an AWSC member and they will help you to find one to help you.
- All members are assigned to an Action Committee at the first Assembly of a new panel. When a new member joins the assembly, your DR can help you select the committee that's right for you and your District.

GENERAL POSITION INFORMATION

Statement of Attendance

When an Area Officer or Coordinator misses two consecutive meetings (Assembly and/or AWSC) without contacting the Chairperson and without providing an alternate or acting person, the Chairman will contact the person to ask for cause and/or resignation.

All Area World Service Committee Members (Officers, Coordinators, District Representatives, AIS Liaisons, Past Delegates, Audit/Budget Committee), Chairperson of Ad Hoc Committees, Task/Thought Force Committees, Chairperson of upcoming State Speaker Meeting and Group Representatives are to attend all of the scheduled full sessions of each Assembly to be eligible for reimbursement from the Area Travel Fund. This means, currently, attending all day Saturday and Sunday morning.

Committee Service Work

Members may serve on various committees such as Ad-hoc, Task Force or Thought Forces as requested. The Oregon Area World Service Delegate and Oregon Area Chairperson are ex-officio members of all committees. All members will serve on an Action Committee determined at the beginning of each panel. We encourage the use of the Al-Anon / Alateen Service Manual.

Residency

As the Oregon Area represents those members of Al-Anon from the State of Oregon, it is preferred that those members holding positions beyond the District Level (Officers and Coordinators) reside within the State of Oregon or have their Home Group within the State of Oregon. We recognize that during a term of service, a change in residency may occur. Continuing to serve in an Oregon Area position is welcomed in finishing out the term. However, there may be limitations as to the expenses that may be reimbursed. Please see the Oregon Area Budget Policy for details.

Expenses

During a 3-year term, there may be limits to the expenses covered by the Oregon Area. Please see and review the Oregon Area Al-Anon Budget Policy for a list of expenses covered. *See section IV in this handbook.*

Dual Members

Our policy is that Al-Anon/Alateens members holding dual membership are not eligible for the office of Group Representative, District Representative, Area Coordinators, Delegates and/or any of their Alternates. Because of the unique nature of both programs, Al-Anon/Alateen members who are also AA members do not hold office beyond the Group level, as these positions could lead to membership in the World Service Conference. (Reaffirmed by vote at the 1977 World Service Conference). Al-Anon/Alateen members who are also members of AA are eligible to hold office within their Al-Anon/Alateen Groups. (Refer to Al-Anon/Alateen Service Manual under Dual Membership in Al-Anon/Alateen and AA and Election Procedures.)

References and Resources (for more information)

Al-Anon/Alateen Service Manuals, Oregon Area Handbook, Area Delegate, Past Oregon Area Delegates, District Representatives, Coordinators and Officers, World Service Office. WSO Guidelines, Pamphlets, All Conference Approved Literature (CAL)

OREGON AREA ACTION COMMITTEE STRUCTURE

The committees' purpose is to provide a time and place where Group Representatives and other members can work together to find ways to strengthen Al-Anon and Alateen. We learn from each other how to carry our message of hope. The committees will meet three times yearly at the assemblies for 90 minutes to provide an opportunity to brainstorm ideas, select ideas and promote enthusiasm for those ideas. Each committee has the goal to assist all members of our groups to help carry out these ideas.

The committees can determine projects and action steps to accomplish these goals. All area Al-Anon groups will be encouraged to participate through reports at the Assembly, the *Communicator* and actions within the service structure. Members will serve on their assigned committee for the entire three-year panel. The Delegate, at the first AWSC meeting of the new panel, will assign Area Officers and Coordinators to a committee. District Representatives and Past Delegates may request a particular committee, or simply be appointed. GRs will count off at the Assembly (1-4) and be assigned to the corresponding committee. After the first Assembly of the new panel, District Representatives will appoint new GRs to a committee. This will enable every District to have representation and participation on all four committees. The Delegate and Alternate Delegate float and offer support to all committees.

Each action committee chairperson will be an AWSC member decided at the first AWSC meeting of the new panel. It will be the responsibility of each action committee chairperson to make sure there is a recorder/secretary from the membership of his or her committee at each meeting

Committees:

1. Group Services

Members: Alateen Coordinator, Archivist, Group Records, Area Chairperson, Past Delegates, District Reps and Group Reps

Purpose:

1. Strive to maintain accurate CMAs (current mailing addresses)
2. Educate the Area membership about Alateen and continuously promote active involvement
3. Educate and reach out to new and seasoned GRs and the Groups they represent to assist them with Group issues.
4. Encourage and educate GRs to pass information through the links of service
5. Encourage Groups to maintain the ongoing Group History, providing education as needed

2. Membership Outreach

Members: Communicator Editor, AIS Liaison, Website Coordinator, Secretary, Past Delegates, District Reps and Group Reps

Purpose:

1. To find ways to communicate to the individual members within the fellowship about Al-Anon and Alateen activities.
2. To cooperate and share information encouraging Al-Anon participation in service meetings, T.E.A.M. meetings, State Speakers meetings, and International conventions.
3. Come together renewing the commitment to serve, strengthen unity, and actively listen to the concerns of the members.
4. To use the Oregon Area website and The Communicator as the major communication tools to the membership.

3. Fellowship Communication

Members: Forum Coordinator, Literature Coordinator, AIS Liaison, Past Delegates, District Reps and Group Reps

Purpose: To encourage the use of Conference Approved Literature and the Forum; to encourage members to share their experience, strength and hope in articles for the Forum and other literature; to provide guidance on the use of literature and the Forum at group meetings and outreach activities

4. Public Outreach

Members: CPC Coordinator, Public Information Coordinator, Past Delegates, District Reps and Group Reps

Purpose: To be the communication voice for Al-Anon to the general public; to attract the newcomer and inform professionals about the Al- Anon/Alateen program; to provide knowledge and generate public good will toward Al-Anon; to encourage individual members to become involved in public outreach efforts.

5. Business Services

Members: Audit Budget (3). Treasurer, Past Delegate, District Rep and Group Reps

Purpose: To increase knowledge and understanding on all financial matters of the business of Al-Anon; to facilitate the Oregon Area in conducting effective business meetings.

History

In 1996 the World Service Office moved from New York, New York to Virginia Beach, Virginia. At the same time, there was also a trial restructuring of WSO services and departments. Area Assemblies were encouraged to restructure area services and activities along similar lines. In April 2001, Oregon Area voted to initial a trial restructuring into Action Committees for three years. We voted to try five committees (above). This trial period was extended for an additional three years in 2004. The Area Assembly voted to make them a permanent part of our structure in November 2006.

All groups and members at our assemblies view action committees as a vehicle for increasing participation.