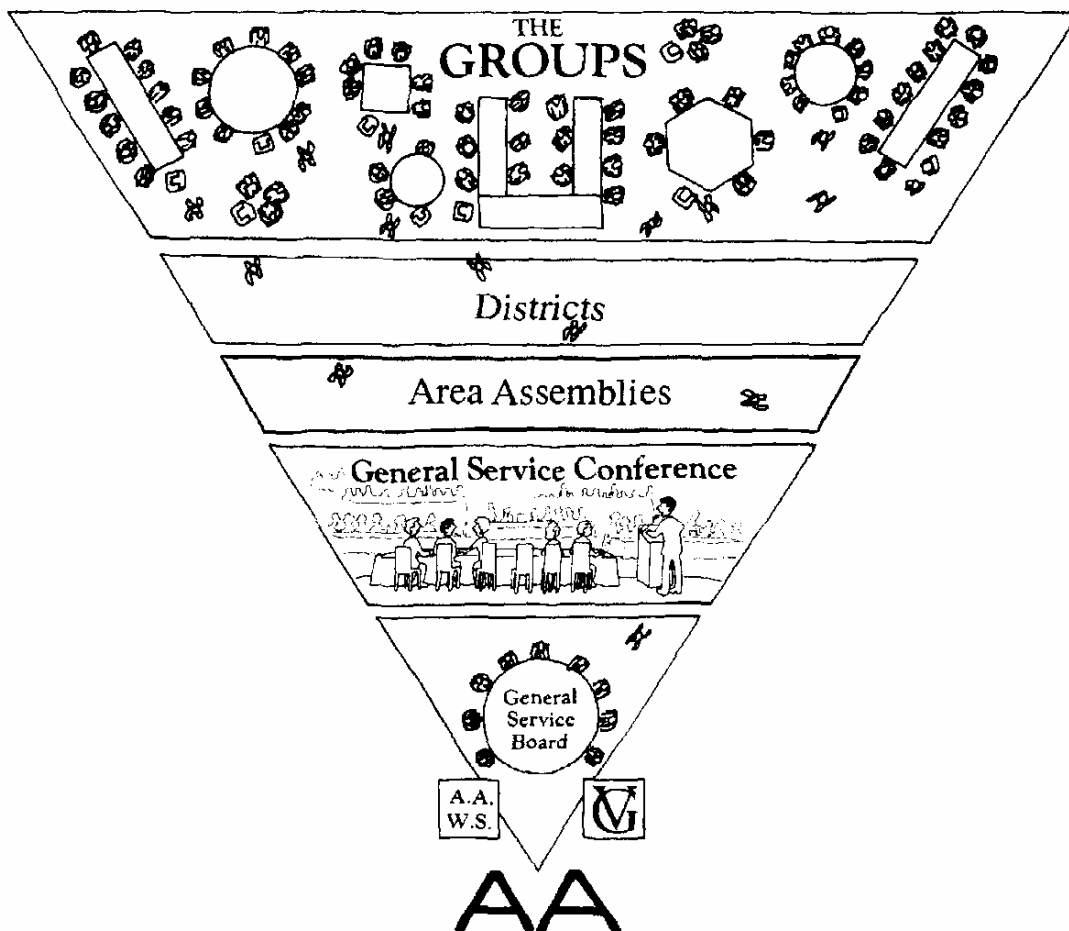




**General Service Committee of Eastern Mass. - Area 30  
Elections Assembly – November 2, 2008**



**Area 30 Web Site: [www.aemass.org](http://www.aemass.org)  
AA General Service Office: [www.aa.org](http://www.aa.org)  
AA Grapevine: [www.aagrapevine.org](http://www.aagrapevine.org)**

Eligibility to Vote at an Area Assembly:

All GSRs or their alternates (one vote per group); DCMs or their alternates; Area Officers and their Alternates; Area Conference Committee Chairs or their alternates; and, Standing Committee Chairpersons or their alternates are eligible to vote.

Reprinted from *General Service Committee of Eastern Mass. - Area 30 Handbook*, page 13, September 9, 2007 edition, with permission.

Graphics were reprinted from Pamphlet P-8: “*The Twelve Concepts for World Service Illustrated*,” May, 2008; with permission of AA World Services, Inc.



## General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008



### **Leadership in A.A.: Ever a Vital Need**

*(Excerpts from Bill W.'s article in the April 1959 Grapevine.*

*See Concept IX, pages 38-42 of "Twelve Concepts for World Service" for the full article)*

Somewhere in our literature there is a statement to this effect: "Our leaders do not drive by mandate: they lead by example." In effect, we are saying to them, "Act for us, but don't boss us." . . .

Therefore, a leader in A.A. service is a man (or woman) who can personally put principles, plans, and policies into such dedicated and effective action that the rest of us want to back him up and help him with his job. When a leader power-drives us badly, we rebel; but when he too meekly becomes an order-taker and he exercises no judgment of his own — well, he really isn't a leader at all. . . .

Good leadership originates plans, policies, and ideas for the improvement of our Fellowship and its service. But in new and important matters, it will nevertheless consult widely before taking decisions and actions. Good leadership will also remember that a fine plan or idea can come from anybody, anywhere. Consequently, good leadership will often discard its own cherished plans for others that are better, and it will give credit to the source. . . .

Good leadership never passes the buck. Once assured that it has, or can obtain, sufficient general backing, it freely takes decisions and puts them into action forthwith, provided, of course, that such action be within the framework of its defined authority and responsibility. . . .

Another qualification for leadership is 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. Compromise comes hard to us all-or-nothing drunks. Nevertheless, we must never lose sight of the fact that progress is nearly always characterized by a series of improving compromises. We cannot, however, compromise always. Now and then, it is truly necessary to stick flatfooted to one's conviction about an issue until it is settled. These are situations for keen timing and careful discrimination as to which course to take. . . .

Leadership is often called upon to face heavy and sometimes long-continued criticism. This is an acid test. There are always the constructive critics, our friends indeed. We ought never fail to give them a careful hearing. We should be willing to let them modify our opinions or change them completely. Often, too, we shall have to disagree and then stand fast without losing their friendship.

*Copyright © by The A.A. Grapevine, Inc.; excerpted with permission*

**"Leadership in AA: Ever a Vital Need" was reprinted from page S49 of the "AA Service Manual," 2007-2008 ed., with permission of AA World Services, Inc.**



## General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008



Suggested ***Third Legacy Procedure*** format for  
General Service Area 30 Assembly Elections:

- 1) Election for the position of Area 30 Delegate is held first, followed in order by Alternate Delegate; Area Chairperson; Alternate Chair; Area Treasurer; Alternate Treasurer; Area Secretary; and, Alternate Secretary.
- 2) The Chair of our Election Assembly reads aloud to the Assembly body a brief description of duties and responsibilities of each position.
- 3) Using the current Area 30 roster, the Chairperson calls out the names of those who are eligible to stand for election to an Area 30 position.
  - a. Each individual states his or her intention to stand for each position.
  - b. An individual cannot stand for election to a position in which he or she has previously served a full two-year term.
  - c. Names on the roster that are not called out by the Chair of our Assembly include liaisons and contacts from other service entities (GSO, Central Office/Intergroups; MSCYPAA; Al-Anon; etc.).
  - d. When seeking candidates for elected positions beyond the boundaries of Area 30 such as Northeast Regional Trustee, the Chair asks if *anyone* is willing to stand for that position (rather than calling out names).
  - e. All past members of our Area 30 Committee are eligible to stand for elected positions at the Assembly (noting the exception in point **b**).
  - f. If no current or former member of the Area 30 Committee stands for a position, the chair may then ask if there are any other individuals present who wish to stand for the position.
- 4) The names of those willing to stand are listed on the blackboard.
- 5) Candidates are requested to give a brief verbal summary of their experience in AA service work (sometimes called a service resume) to the body.
- 6) Voting members of our Area 30 Assembly (refer to the previous section titled Eligibility to Vote) then write their choice of candidate on paper ballots (with varying colors for each ballot) and non-voting assistants collect the ballots.
- 7) The tellers count the votes and write the results on the blackboard.

***“Suggested Third Legacy Procedure Format for General Service Area 30 Assembly Elections”*** was reprinted from the ***General Service Committee of Eastern Massachusetts - Area 30 Handbook***, page 17, September 9, 2007 edition, with permission.



## General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008



### THIRD LEGACY PROCEDURE

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Third Legacy Procedure is as follows:

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
  - The first candidate to receive two-thirds of the total vote is elected.
  - Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn<sup>1</sup> — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
  - After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
  - After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot — “going to the hat” — immediately. If the motion carries, a fifth and final ballot is conducted.
  - If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
  - Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).
1. The 1969 General Service Conference approved the change from optional to automatic withdrawal of candidates.

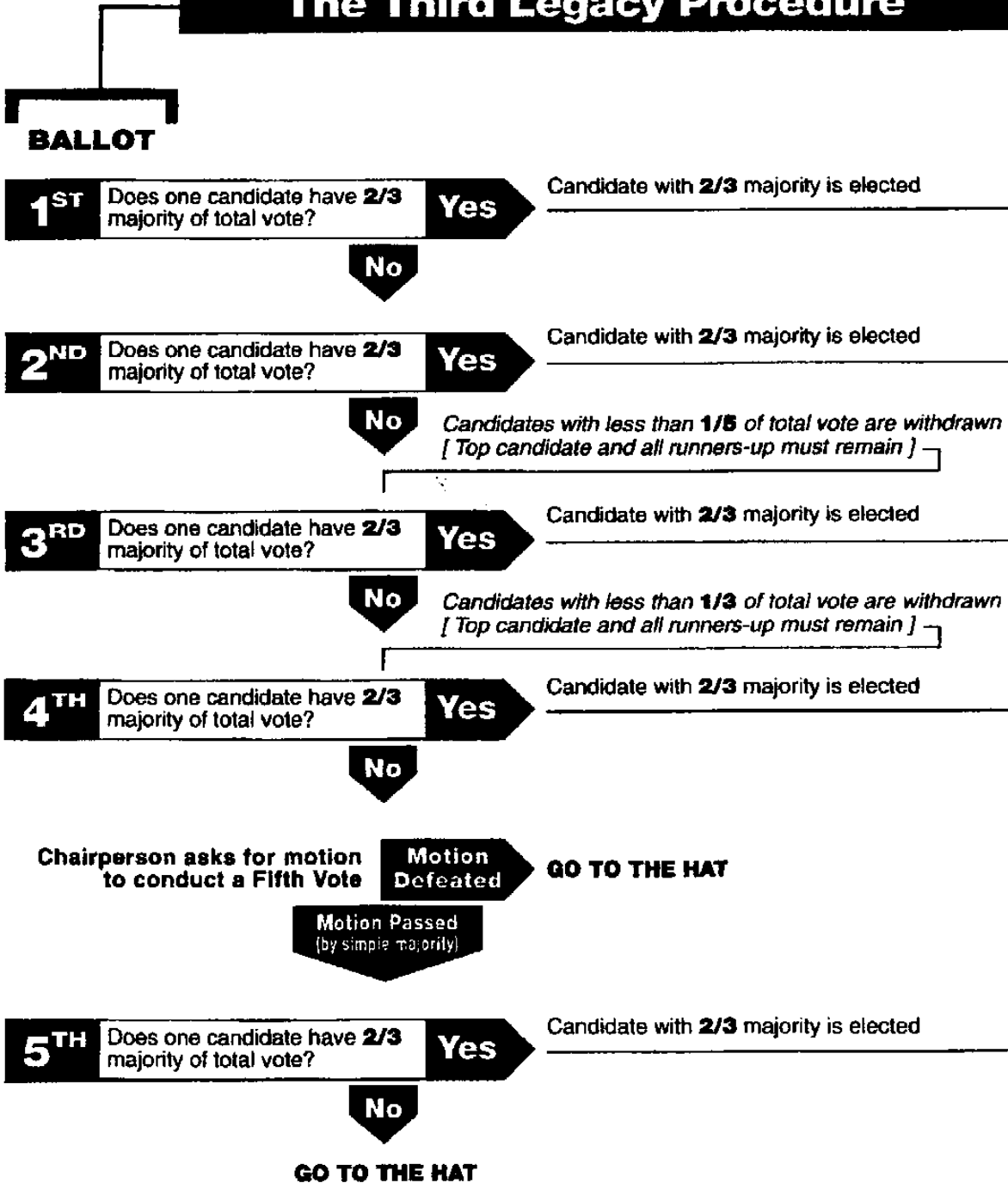
**“The Third Legacy Procedure” was reprinted from pages S20-S21 of the “AA Service Manual,” 2007-2008 ed., with permission of AA World Services, Inc.**



General Service Committee of Eastern Mass. - Area 30  
Elections Assembly – November 2, 2008



**The Third Legacy Procedure**



“The Third Legacy Procedure” was reprinted from page S21 of the “AA Service Manual,” 2007-2008 edition, with permission of AA World Services, Inc.



## General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008



### Why Do We Need a Conference?

*The late Dr. Bernard B. Smith, nonalcoholic, then chairperson of the board of trustees, and one of the architects of the Conference Structure, answered that question superbly in his opening talk at the 1954 meeting: "We may not need a General Service Conference to ensure our own recovery. We do need it to ensure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to ensure the recovery of a child being born tonight, destined for alcoholism. We need it to provide, in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead, can find in AA that rebirth that brought us back to life.*

"We need it because we, now more than all others, are conscious of the devastating effect of the human urge for power and prestige which we must ensure can never invade AA. We need it to ensure AA against government, while insulating it against anarchy; we need it to protect AA against disintegration while preventing over-integration. We need it so that Alcoholics Anonymous, and Alcoholics Anonymous alone, is the ultimate repository of its Twelve Steps, its Twelve Traditions, and all of its services.

"We need it to ensure that changes within AA come only as a response to the needs and wants of all AA, and not of any few. We need it to ensure that the doors and the halls of AA never have locks on them, so that all people for all time who have an alcoholic problem may enter these halls unasked and feel welcome. We need it to ensure that Alcoholics Anonymous never asks of anyone who needs us what his or her race is, what his or her creed is, what his or her social position is."

**"Why Do We Need a Conference" was reprinted from page S19 of the "AA Service Manual," 2007-2008 edition, with permission of AA World Services, Inc.**



## General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008



### Qualifications of an Effective Trustee

A.A. has been fortunate over the years in having many competent trustees, both A.A. members and nonalcoholics, and the choice of trustees remains one of the most important factors in ensuring A.A.'s future. There are no hard-and-fast rules governing qualifications. In general, though, there are certain things to look for.

**ALCOHOLIC TRUSTEES:** Experience has shown that A.A. trustees who are strong in one or more of the following areas have contributed most to matters that come before the board:

- *Length of sobriety:* The Conference feels that ten years of continuous sobriety is right for regional and at-large trustees, though it is not mandatory. For general service trustees, the Conference has approved seven years of continuous sobriety.
- *Business or professional background:* While business experience is not necessary for all alcoholic trustees, it has proved essential for general service trustees, who deal with the business affairs of the two corporate boards. Regional and at-large trustees with sound professional qualifications are always valuable to the board, but may also be stronger in other areas.
- *Leadership:* In A.A. this seems to mean qualities enabling a member to deal with A.A. growth and affairs with good feeling and a minimum of friction. Good leaders can bring to the board the quality of resoluteness and the courage of their convictions, along with good judgment, objectivity, and the willingness to stand up and express themselves. Such candidates generally have the love and respect of A.A.s in their community, state, or province, and can represent the board and interpret its actions back home.
- *Grasp of A.A. structure:* Some A.A.s have special aptitude for the A.A. structure and are thoroughly familiar with all its elements, from the group through the area to the board and the Conference. They are usually familiar with A.A.'s history and the trends that affect its future.
- *Availability:* Trustee candidates need to think long and hard about the time they have available, without hurting family or career. *Regional and at-large trustees* have especially time-consuming jobs. In addition to the quarterly board meetings, each of which takes two or three days, plus travel time, they are required to attend the week-long Conference in April and often have demanding travel schedules within their regions. Throughout the year, these trustees keep in touch with their colleagues on the board and with G.S.O. *General service trustees* must be available for all meetings of their respective boards (eight or more each year), for quarterly trustee weekends and the Conference, and for consultation with G.S.O. or Grapevine staff members at any time.

**“Qualifications of an Effective Trustee” was reprinted from page S61-S62 of the “AA Service Manual,” 2007-2008 ed., with permission of AA World Services, Inc.**



## General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008



### Trustees-at-Large

In addition to the eight regional trustees, two trustees-at-large, one from the U.S. and one from Canada, ensure that the entire Fellowship is well represented on the board. They, too, serve a four-year term. The trustees-at-large are members of the trustees' International Committee and other trustees' committees, and can be appointed as directors of one of the corporate boards. They may fill in for regional trustees, as needed or requested.

Trustees-at-large also serve as the World Service Meeting delegates representing the U.S. and Canada. As such, they participate in two World Service Meetings, which are held every two years. W.S.M. delegates should have the same qualifications as any trustees, and also have time both to attend the World Service Meetings and to present and carry out any decisions reached at these meetings.

Each trustee-at-large is requested to attend Regional Forums in both the U.S. and Canada. If schedules permit, each trustee-at-large could attend one Regional Forum in each of the eight North American regions over the course of their four-year term. They are also available for other A.A. service activities as requested by areas or regions, and additional activities as requested by the board of trustees. In the year between the World Service Meetings, the trustees-at-large may attend a Western Hemisphere zonal meeting, the Meeting of the Americas, as delegates representing the U.S. and Canada.

**ELECTION PROCEDURE:** All areas in the U.S. or Canada are notified of a vacancy and asked to submit qualified candidates. In the areas, the same procedure used in selecting a regional trustee candidate is followed. No area should submit the same name for regional and at-large trustee in the same year.

The trustees' Nominating Committee reviews all candidates for eligibility, and at some time before the nominating session during Conference week, delegates from each region caucus (generally at a regional lunch) and reduce the list of names to one for each U.S. region, or two for each region in Canada. The names are given to the secretary of the trustees' Nominating Committee following the regional lunches. A maximum of six candidates for trustee-at-large U.S. or four for trustee-at-large Canada will be presented to the voting members of the Conference for election. The Third Legacy Procedure as used in the nomination of regional trustees is used at the Conference to select one nominee for each vacancy, with the delegates from either the U.S. or Canada and the members of the trustees' Nominating Committee participating in the voting.

***“Trustees-at-Large”*** was reprinted from page S65-S66 of the ***“AA Service Manual,”*** 2007-2008 edition, with permission of AA World Services, Inc.



## General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008



### The Delegate - Duties

Though the high point is the Conference meeting, the delegate's job goes on year-round and involves all aspects of the Conference structure. The delegate should:

- Attend the annual Conference meeting fully prepared. Immediately upon election, every delegate is put on the G.S.O. mailing list to receive Conference materials.
- Communicate the actions of the Conference to area committee members and encourage them to pass on this information, and the delegate's enthusiasm, to groups and to intergroups/central offices. If an area is too large for the delegate to cover in person, he or she will ask area officers and committee members to share the load.
- Be prepared to attend all area and regional service meetings and assemblies applicable to his/her respective area. From these meetings, delegates come to better understand their own areas and can make suggestions for the Conference agenda. Here, too, they come in contact with A.A. members who might not be reached otherwise.
- Help area committees obtain financial support for the area and G.S.O.
- Provide leadership in solving local problems involving the A.A. Traditions.
- Remind G.S.R.s to inform groups and individuals about the A.A. Grapevine and Conference-approved literature.
- Cooperate with G.S.O. in obtaining information — for example, making sure that up-to-date information reaches G.S.O. in time to meet the deadline for each issue of the A.A. directory and helping carry out the triennial membership surveys.
- Visit groups and districts in the area whenever possible.
- Work closely with committee members and officers, sharing experience throughout the year. After G.S.R.s and committee members have reported on the Conference, learn from these A.A.s how groups and members have reacted.
- Assume added responsibility if the area chair and alternate chair are unable to serve. Or, if an area committee is not functioning effectively, the delegate may take an active role in remedying the situation.
- Keep the alternate delegate fully informed and active, so that the alternate can replace the delegate in an emergency.
- Late in the second term, work with newly elected delegates to pass along a basic knowledge of Conference proceedings and problems.

**The Delegate's "Duties" was reprinted from pages S46-S47 of the "AA Service Manual," 2007-2008 edition, with permission of AA World Services, Inc.**



## General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008



### The Delegate - Qualifications

Like other A.A. members, delegates come in all shapes and sizes. But some characteristics seem to make for well-qualified delegates. For example:

- Several years of active participation in local and area affairs, as a G.S.R. and as a committee member.
- Time available, not only for the week-long Conference meeting in April but for all the efforts needed before and after the Conference.
- Five or six years of continuous sobriety. The sobriety requirement varies from area to area; in any case, a delegate should have been sober long enough to be responsible and informed.
- The ability to make and take suggestions — and criticisms, too.
- Experience in chairing meetings.
- Knowledge of A.A. affairs, and of where to find the correct information when they do not know the answers.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they apply to local problems.
- The ability to be open-minded, to sit down with A.A.s in the area and with other delegates to discuss and act on matters vital to A.A.

If you are thinking about standing for a term as delegate, ask yourself these questions:

- How well did you do as a G.S.R.? As a committee member? Did you enjoy the responsibilities? Were you active?
- Have you discussed the possibility with your family and your employer? Will the time be available for the amount of work required?
- Are you familiar with this manual? With *A.A. Comes of Age*? And of course, with the Twelve Steps, Twelve Traditions, and Twelve Concepts?
- Have you talked with past delegates to get an idea of the time and effort required and the sort of work you will need to do?

**The Delegate's "Qualifications" was reprinted from pages S47-S48 of the "AA Service Manual," 2007-2008 ed., with permission of AA World Services, Inc.**



## General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008



### **The Delegate - Term of Office**

A delegate serves one term of two years, and the Conference strongly recommends that a delegate serve only one term — with the exception of an alternate delegate who, after attending one Conference in place of the delegate, may be elected to serve a full term. Half the delegates are elected in one year, the other half the next (see Appendix D [of the *AA Service Manual*] for a list of Conference Panels). This ensures that at any Conference, there is a core of experienced delegates along with first-year delegates.

### **The Alternate (Delegate)**

The Conference recommends that all areas elect alternate delegates. The alternate serves as a valuable assistant, often traveling with the delegate or giving reports for him or her. In some areas, the alternate serves some special function of the committee. Many area committee treasuries recognize the need to support the alternate's expenses separately from the delegate's.

An alternate who replaces the delegate at the annual Conference meeting will remain on the G.S.O. mailing list as the delegate until G.S.O. is informed otherwise by the area committee.

**The Delegate's "Term of Office" and "The Alternate" were reprinted from pages S47-S48 of the "AA Service Manual," 2007-2008 edition, with permission of AA World Services, Inc.**



## **General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008**



### **Chairperson**

**DUTIES:** The chairperson is responsible for the smooth running of area assemblies, consulting with the committee before setting the date and time, making sure that all groups are notified, consulting with officers and committee members on the program, and chairing the assembly meetings. The chairperson, more than any other officer, keeps the delegate informed about what is going on in the area, and makes sure that committee members are aware of what goes on in world services.

**QUALIFICATIONS:** The chairperson should have a solid period of sobriety (minimum three to five years), and experience in group, central office, institutional, and/or area affairs. Area chairpersons need a sound understanding and appreciation of the Steps, the Traditions, and the Concepts, along with a good fund of experience gained through applying these guiding principles successfully to local problems. Communication skills, leadership qualities, and sensitivity to the wishes of the local area are also important.

### **Alternate Committee Officers**

Some areas find it helpful to select alternates for all committee officers, especially for the chairperson. The alternates can provide continuity at the area level; they may or may not be seated as voting members, depending on local decision and area needs. In this as in all other levels of service, alternates should be encouraged to participate in committee activities as fully as possible. Qualifications of alternates are generally the same as the qualifications for the positions they may be called upon to assume.

***“Chairperson” and “Alternate Committee Officers” were reprinted from pages S42-S44 of the “AA Service Manual,” 2007-2008 edition, with permission of AA World Services, Inc.***



## **General Service Committee of Eastern Mass. - Area 30 Elections Assembly – November 2, 2008**



### **Treasurer**

**DUTIES:** The treasurer keeps financial records for the area and reports regularly to the assembly. In most cases, the treasurer is responsible for encouraging contribution support for area and G.S.O. services.

**QUALIFICATIONS:** The treasurer should be a responsible person with a solid period of sobriety. He or she should be organized enough to keep good records, and some accounting or bookkeeping experience is useful. Otherwise, the person elected may need help in setting up a system, and possibly some clerical assistance. Persuasiveness, firmness, and diplomacy will help the treasurer do the job. If the committee includes a finance chairperson, the treasurer is free for record keeping and financial controls.

### **Secretary**

**DUTIES:** The secretary records and distributes minutes of area meetings; keeps mailing lists up to date and sends out area mailings; sometimes the secretary is responsible for preparing lively bulletins that will encourage attendance at committee meetings and assemblies. The secretary is in a good position to act as liaison between officers and committee members.

**QUALIFICATIONS:** The secretary should have a “reasonable period of sobriety,” which might mean two years in an area where A.A. is still young, four or five years in an older area. Some service in group or central office or general service is useful. So is some background in general office work — more and more, computer knowledge is helpful. An effective secretary needs to have a sense of order, and the ability to capture the essentials of what is happening at a meeting. The job is time-consuming and needs to be carried out on schedule, and the secretary needs to be sure that ample time is available.

***“Treasurer” and “Secretary” was reprinted from page S43-S44 of the “AA Service Manual,” 2007-2008 edition, with permission of AA World Services, Inc.***

