Northern Illinois Service Manual Area 20

… and other documents of NIA
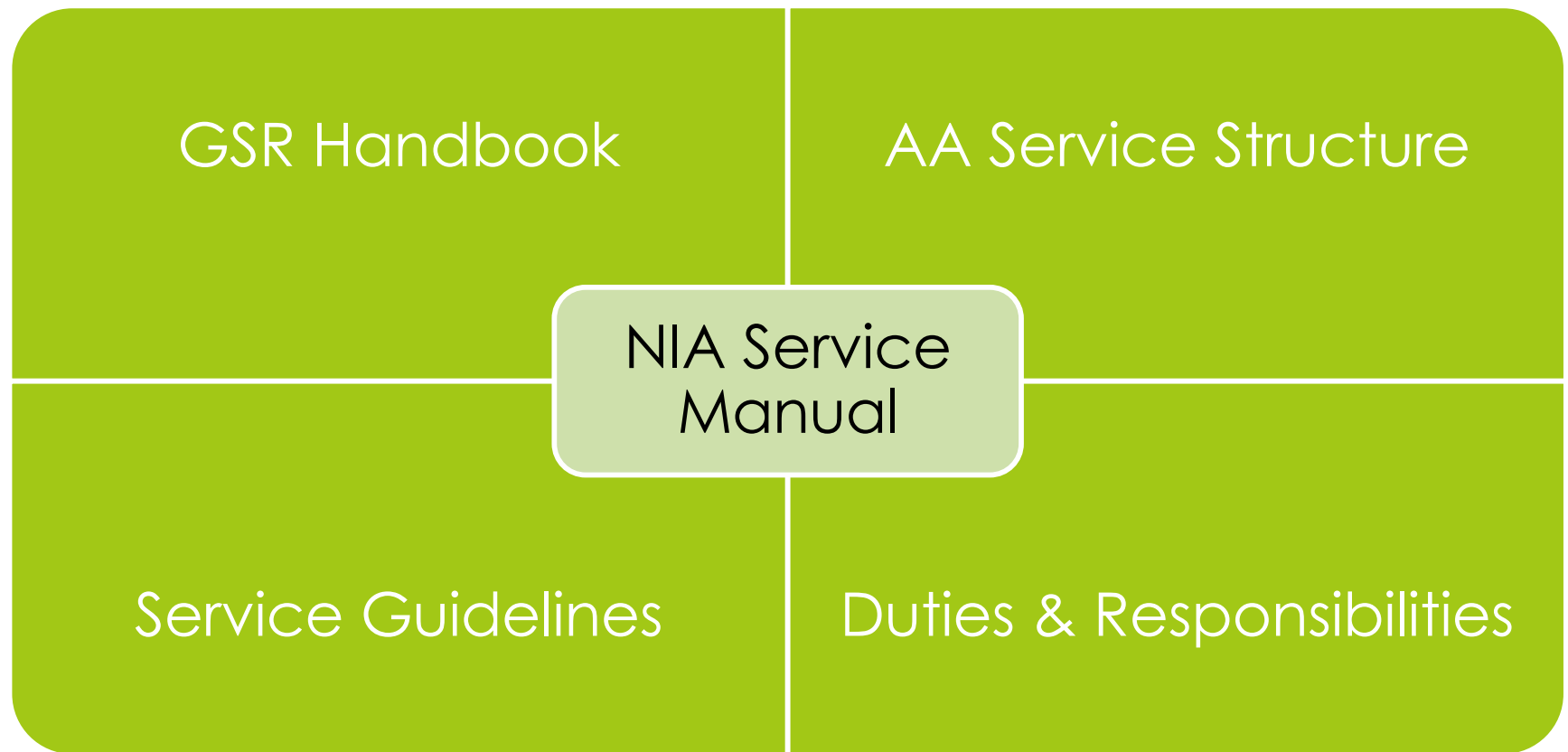
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Agenda

1. Overview

2. The contents of the NIA Service Manual

3. Other documents of NIA

4. Questions

What does it say?

Table of Contents, Main Topics

GSR Handbook

AA Service Structure

NIA Service Manual

Service Guidelines

Duties & Responsibilities

General Service Representative (G.S.R.) Handbook

◻ In 1991, Tex B., then editor of Concepts, proposed the creation of a GSR Handbook.

◻ As with most new ideas, there seemed to have been some thoughts on both sides of this idea.

◻ At the 1991 Fall Assembly Tex distributed 200 copies of the proposed handbook, which he had paid for himself.

◻ At the following Winter Assembly, a budget line item was passed to print 2000 handbooks.

General Service Representative (G.S.R.) Handbook

- Much of the handbook remains in what we have today

- Like the AA Service Manual, attempts have been made to keep it current to how NIA works today

General Service Representative (G.S.R.) Handbook

The Language

Pages 9-11

The Language

A.A. WORLD SERVICES (A.A.W.S.) - The corporation employs G.S.O. personnel, directs G.S.O. services, and responsible for book and pamphlet publishing.

ALTERNATE - Assists, substitutes for, and usually succeeds office holder.

AREA - The geographic division that supports a Delegate to General Service Conference. (Illinois has three Areas.)

AREA COMMITTEE – The D.C.M.s and their alternates, the A Officers and their alternates, all Area Standing Committee Ch and their alternates and all Past Delegates

ASSEMBLY – A quarterly combined meeting of all Area G.S. and District Committee Chairs and Area Committee office hold for Area business, finances and elections. All A.A. members welcome and alternate office holders have a vote if the prim officeholder is not present.
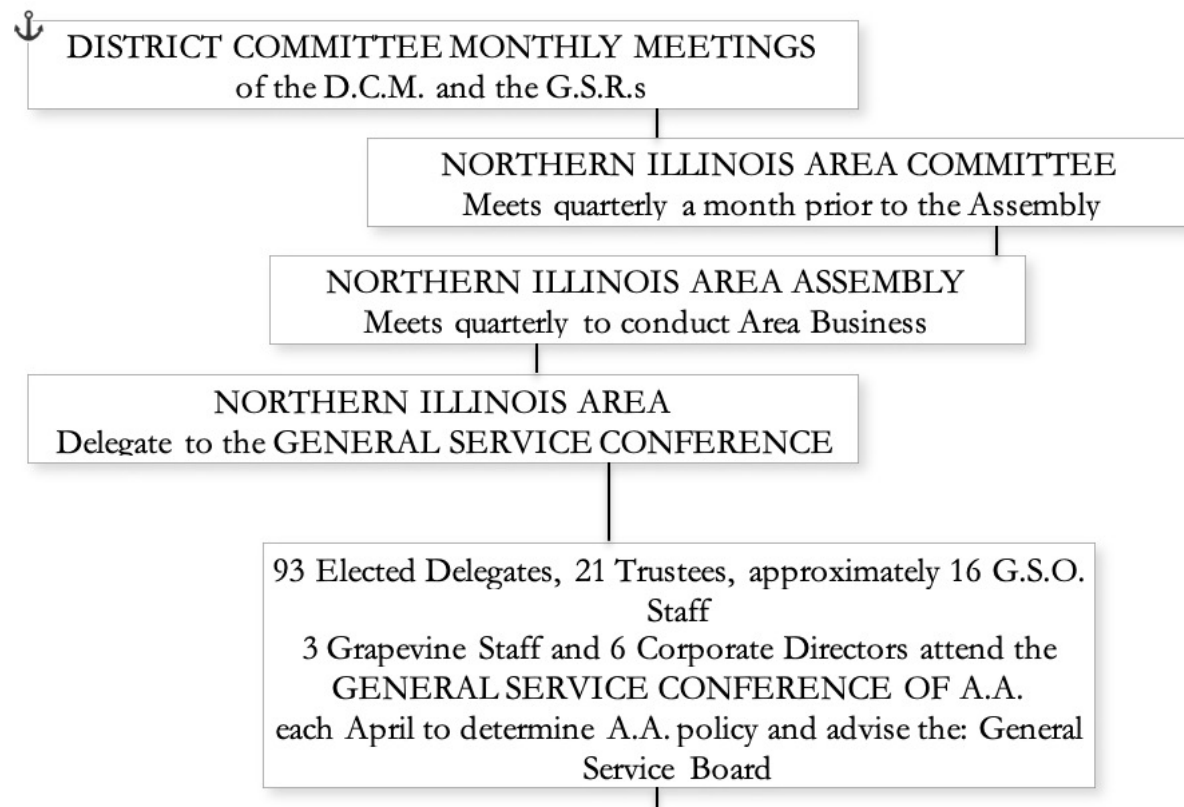
Types of Meetings

Pages 13-18

- ☐ Meetings of your own group

- ☐ District Meetings

- ☐ Area Assemblies

- ☐ Workshops

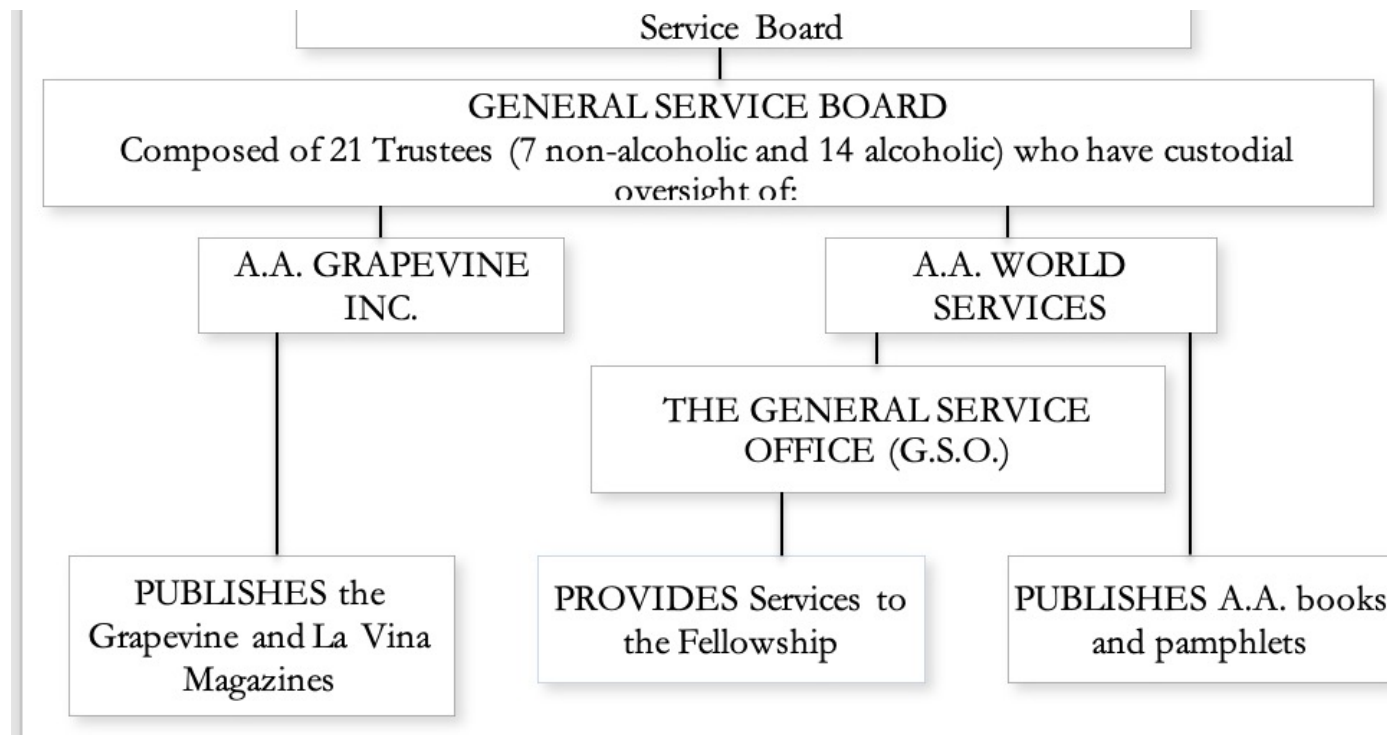- ☐ AA Conferences

- ☐ Regional Forums

The A.A. Service Structure

The A.A. Service Structure

DISTRICT COMMITTEE MONTHLY MEETINGS
of the D.C.M. and the G.S.R.s

NORTHERN ILLINOIS AREA COMMITTEE
Meets quarterly a month prior to the Assembly

NORTHERN ILLINOIS AREA ASSEMBLY
Meets quarterly to conduct Area Business

NORTHERN ILLINOIS AREA
Delegate to the GENERAL SERVICE CONFERENCE

93 Elected Delegates, 21 Trustees, approximately 16 G.S.O. Staff
3 Grapevine Staff and 6 Corporate Directors attend the
GENERAL SERVICE CONFERENCE OF A.A.
each April to determine A.A. policy and advise the: General Service Board

The A.A. Service Structure

Service Board

GENERAL SERVICE BOARD
Composed of 21 Trustees (7 non-alcoholic and 14 alcoholic) who have custodial oversight of:

A.A. GRAPEVINE INC.

A.A. WORLD SERVICES

THE GENERAL SERVICE OFFICE (G.S.O.)

PUBLISHES the Grapevine and La Vina Magazines

PROVIDES Services to the Fellowship

PUBLISHES A.A. books and pamphlets

Service Guidelines

Introduction

SERVICE GUIDELINES

Introduction

The principal function of Northern Illinois service area 20 is to be a forum for effective communication between the Groups and the General Service Conference through its Delegate. N.I.A. assists its Districts, Groups, and members to carry the message to the alcoholic who still suffers by conducting workshops, sharing sessions and seminars in all fields of general service along with other service activities.

Service Guidelines

- The Committee Meeting is where the motions that will be voted on at the following Assembly are presented to the District Committee Members (DCM)

- The Assembly is where motions are voted on

- An exception to the above is if the Assembly "grants" the Area Committee the right to vote
  - Such as acceptance of a conference bid
  - Planning Procedures are voted on by the Area Committee, reported to the Area Assembly, and accepted or rejected by a "sense of the Assembly"
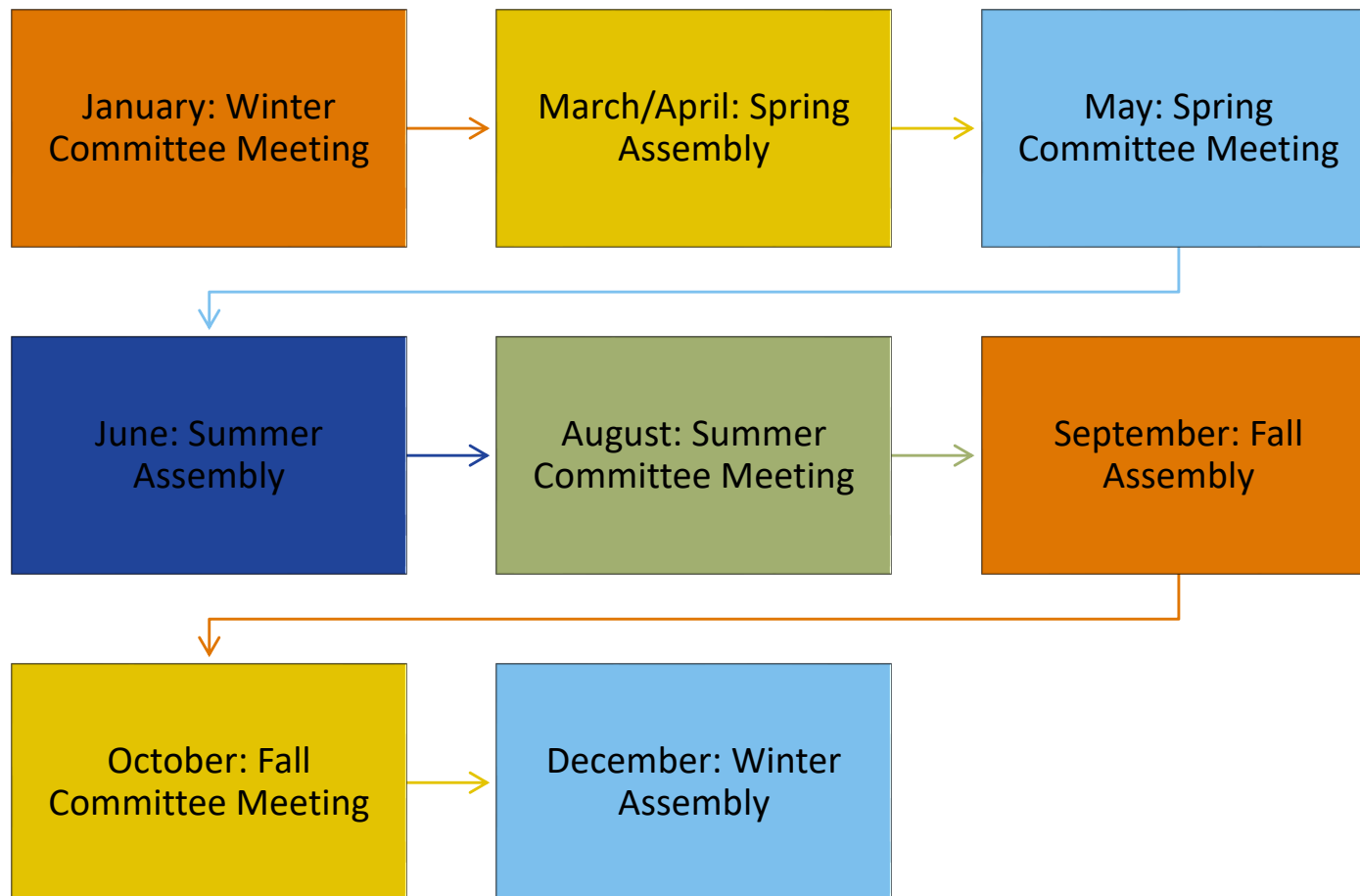
Area Meeting Timeline

Inside front cover

GENERIC AREA CALENDAR

EVENT	Approx. DATE
Winter Committee Meeting	January
Annual Conference of Delegates Past and Present	February
NIA Spring Conference	March
Spring Assembly	March
Pre-General Service Conference Workshop	April
General Service Conference	April

Area Meeting Timeline

January: Winter Committee Meeting → March/April: Spring Assembly → May: Spring Committee Meeting

June: Summer Assembly → August: Summer Committee Meeting → September: Fall Assembly

October: Fall Committee Meeting → December: Winter Assembly

Assembly voting members

Page 28

Voting members

- All current G.S.R.s or Alternate when G.S.R. is absent
- All current D.C.M.s or Alternate when D.C.M. is absent
- The Area Delegate and Alternate Delegate
- The Area Chairperson and Alternate Chairperson
- The Area Treasurer and Alternate Treasurer
- The Area Secretary and Alternate Secretary
- The Area Registrar and Alternate Registrar
- All Elected Area Service Committee Chairpersons or Alternate when Chairperson is absent
- The Area Archivist
- The Concepts Editor or co-Editor when Editor is absent
- The Web Administrator or Alternate Web Administrator when Web Administrator is absent
- All Past Area Delegates

Assembly agenda items

Page 32

- Summer Assembly
  - Bids for NIA Big Book Conference

- Fall Assembly
  - Bids for NIA Spring Assembly Conference
  - Every 3 years bids for Illinois State Conference
  - Odd year Area elections

- Winter Assembly
  - Approval of Area Calendar
  - Approval of Primary Purpose Register

Sequence of Events at Assemblies

Page 32 & 33

- Short form of the Concepts
- Approval of minutes
- Treasurer's report (Alt Treasurer report to occur with other officer reports)
- Delegate's Report
- Assembly Breakout Sessions
- NIA Old Business
- NIA New Business
- Lunch
- Open Microphone Session
- Conference and Forum Reports
- NIA Service & Administrative Committee Reports
- NIA Officer Reports

2006 Summer Assembly: Floor Motion by DCM Comm to change the sequence of events at the Assemblies

Motions

Pages 33 & 34

- A motion out of a Committee requires no second

- A motion from an individual requires a second

- Floor motions
  - Item new at an Assembly and not previously presented at Committee Meeting
  - Must be presented in writing to Area Chair
  - Assembly may decline to consider
  - Happen after other business completed

Voting procedures

Pages 34

Voting Procedures

- Simple majority for typical business.
- Two-thirds majority (substantial unanimity) for guideline changes. Not all guidelines require approval by the Area Assembly. See the revision guidelines at the end of each section in the N.I.A. Service Handbook for specific requirements.
- At the discretion of the Chairperson or request by any member, a sense of the Assembly may be taken for specific issues.

Service Guidelines

Parliamentary procedure

Pages 34 - 36

- ☐ NIA operates like the General Service Conference

- ☐ Loosely based on Robert's Rules of Order

- ☐ Minority voice – Concept Five

Parliamentary guide

Page 37

To do this:	You say:	When another has the floor?	Second required?	Discussion?	Amendable?	Vote
Make a motion	I move that…	No	Yes	Yes	Yes	Majority
Amend a motion*	I move that the motion be amended to read…	No	Yes	Yes	Yes	Majority
Withdraw a motion	I wish to withdraw my motion		No	No	No	Majority
End discussion **	Call the question	No	Yes	No	No	2/3

Third Legacy Procedure

Page 40
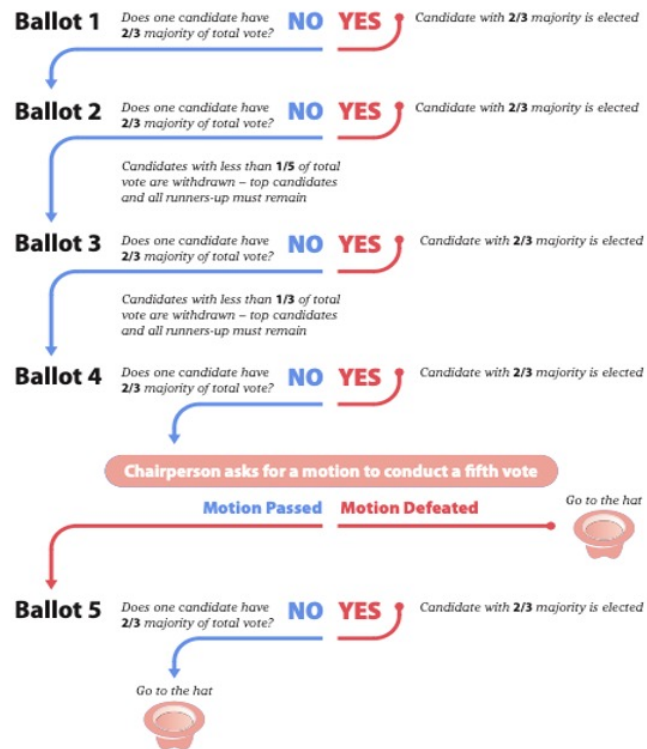
Service Guidelines

Committee Meeting agenda items

Page 42

- Winter Committee Meeting
  - Service Orientation Workshop

- Spring Committee Meeting
  - Delegates report on the General Service Conference

- Fall Committee Meeting
  - Presentation of Area Calendar
    - Accept bids from Districts to host meetings
  - Presentation of Primary Purpose Register

Primary Purpose Finance

Page 43 - 45

- Unique to NIA

- Established in 2008 and implemented in 2009

- Activity driven finance model

- Prudent Reserve based on 30% of the combined projected costs

Primary Purpose Finance

Pages 43 - 45

- Primary Purpose Basic (PPB) covered expenses
  - Area Assemblies & Committee Meetings
  - Operating expenses such as insurance, tax advice
  - Concepts, archives storage
  - Activities covered in the Duties and Responsibilities of the NIA trusted servants

- Primary Purpose Motions
  - Activities not covered under the NIA Service Manual
    - Electronic equipment for hybrid meetings

Duties and Responsibilities

- In or around 2003 the effort to document the Duties and Responsibilities (D&R) of NIA trusted servants began

- The earliest electronic copy of the D&R notes they were approved at the Winter 2003 Assembly

- These have been adpated over the years to better reflect the work being done

Duties and Responsibilities of Northern Illinois Area Trusted Servants

Officers

Pages 48 - 63
- Elected by Third Legacy Procedure
  - Delegate & Alternate
  - Area Chair & Alternate
  - Treasurer & Alternate
  - Secretary & Alternate
  - Registrar & Alternate

Duties and Responsibilities of Northern Illinois Area Trusted Servants

Area Standing Committees

Pages 65 - 74

- Elected by simple majority

  - Accessibilities & Alternate
  - Answering Service & Alternate
  - Bridging the Gap & Alternate
  - Cooperation with the Professional Community & Alternate

  - Corrections & Alternate
  - Grapevine & Alternate
  - Literature & Alternate
  - Public Information & Alternate
  - Treatment & Alternate

Appointees

Pages 75 - 79

- Appointed by Area Chair every two years, in the odd year, for a two-year term – tend to serve for an indefinite period
  - Archivist
  - Concepts Editor & Co-editor
  - Web Administrator & Alternate
  - NIA Service Manual Custodian
  - Linguistic Translation Coordinator(s)

Administrative Committees

Pages 80 - 85

- Appointed by Area Chair, every year, for a one-year term

  - Operating Committee
    - Delegate, Area Chair, Secretary
    - Four DCMs

  - Finance Committee
    - Treasurer & Alternate Treasurer
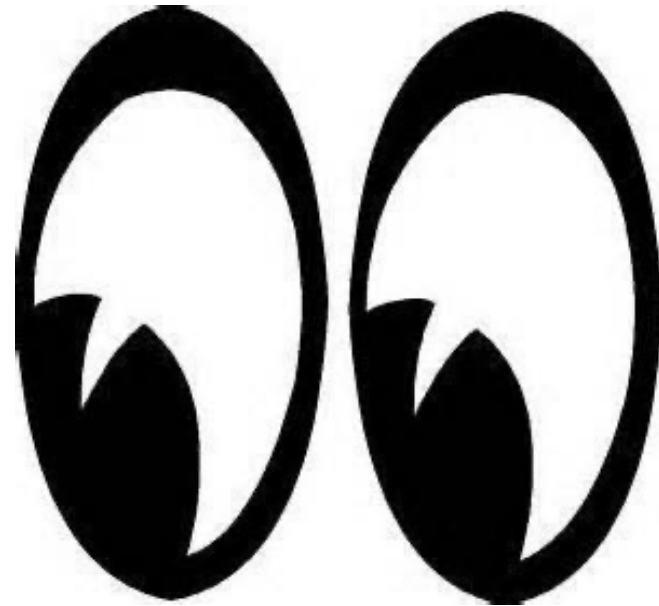   - Three DCMs
    - Past Delegate

Administrative Committees

Pages 80 - 85

- Appointed by Area Chair, every two years, in odd year, for a two-year term
  - Electronic Equipment Committee
  - Report & Charter Committee
  - Conference Advisory Committee
  - Technology Committee

Section Revisions

Other documents

https://aa-nia.org/guides/

Planning Procedures

Procedures for Districts Hosting Area Meetings

Reference Documents for Hosting Area Meetings

Procedures for the Pre-General Service Conference Workshop

Procedures for Planning the Spring Assembly Conference

Procedures for Planning the Big Book Conference

Other Guidelines

Secretary Handbook

Primary Purpose Finance

Website Policy and Guidelines

Procedures for Submitting Event Flyers

Accessibility Checklist for Meetings

Questions?