

NORTHERN ILLINOIS PLANNING PROCEDURES

AREA 20

Procedures for the Pre-General Service Conference Workshop

TABLE OF CONTENTS

NORTHERN ILLINOIS PLANNING PROCEDURES 1

TABLE OF CONTENTS 2

PROCEDURES FOR THE PRE-GENERAL SERVICE CONFERENCE

WORKSHOP 3

Suggested Assignments..... 3

Responsibilities for the Workshop 3

Sample Agenda for NIA Pre-General Service Workshop..... 5

Section Revisions..... 5

PROCEDURES FOR THE PRE-GENERAL SERVICE CONFERENCE WORKSHOP

These procedures are being written to describe the function of the Pre-General Service Conference Workshop (“Workshop”) and to clarify the responsibilities of our trusted servants in preparation for and during the workshop. The NIA Committee or the appropriate officers may alter these procedures at any time. The aim of the Pre-General Service Conference Workshop is to present a well- informed group conscience to our Delegate in preparation for his/her trip to the General Service Conference (GSC) in New York, specifically on those items which are listed as Agenda items for the Conference. The Workshop is a standalone event that is hosted by a District within the Area in a similar manner to the Assemblies. For planning purposes, please refer to the Procedures for District Hosting Area Meetings.

Issues which Groups or Districts feel should be discussed at the GSC should be brought to the Area, or directly to GSO, well in advance to provide ample time for the Group, District or Area concerns to be considered on the Conference Agenda.

Traditionally Northern Illinois Area 20 has followed the guidelines as suggested by the General Service Office for assignment to committees. However the Delegate, in consultation with the Area committee chairs, determines the conference committee chair assignments.

Suggested Assignments

Conference Committee	Area Service Committee	Chairperson
Agenda	GSRs	Alt. Chairperson
C.P.C.	C.P.C.	C.P.C. Chair
Corrections	Corrections	Corrections Chair
Finance	Treasurer	Treasurer
Grapevine	Grapevine	Grapevine Chair
Literature	Literature, Concepts	Literature Chair
Policy/Admission	Secretary, Registrar	Secretary
Public Information	Public Information	P.I. Chair
Treatment Facilities, Special Needs	Treatment Facilities, Special Needs	T.F. Chair, S.N. Chair
Report & Charter	D.C.M.s	Alternate Delegate
Trustee	Past Delegates	A past Delegate
International Conventions & Regional Forums	Answering Service	A.S. Chair
Archives	Archives	Archives Chair

Responsibilities for the Workshop

Delegate, Alternate Delegate and Past Delegates

As soon as the Delegate receives the Final Conference Agenda and background material, he/she will make full copies of the electronic versions using current media such as cds and deliver to the Alternate Delegate. The Alternate Delegate then mails electronic versions of the background material to each DCM and Area Committee Service Chairperson, along with a printed copy of the Agenda.

The Delegate, Alternate and Past Delegates are available to assist committee chairs, DCMs or other trusted servants with additional background on issues, relative importance of various agenda items etc.

Committee Chairs

Chairs of the committee meetings at the Workshop should be well informed about the agenda items that their committee will be discussing.

- Chairs should read all background material provided by the Delegate, Alternate Delegate and/or GSO.
- If there are any questions about agenda items these should be addressed well in advance and clarification or additional background information sought from our Delegate, his/her Alternate, Past Delegates and/or directly from GSO.
- This information should be disseminated to all committee members, in particular the District committee chairs, at the earliest possible time so that they can review it with their local committees prior to the Workshop.

During the Workshop it is the Chairs' responsibility to review GSC agenda items with his/her committee and to prepare a summary of the discussion including the "Sense of the Committee" to be presented at the general session at the end of the Workshop.

- The committees will have up to two (2) hours to discuss the Agenda items. Many Agenda items are simple housekeeping or status reports on on-going activities that may require little or no discussion. The Chair should exercise some judgment as to what the more important issues facing his/her committee are and be sure that these are given ample discussion.
- A secretary should be appointed for the committee to condense the deliberations into a written report, given by the committee chair to the Assembly, who will have up to ten minutes to report, continue discussion, and recommend any "sense of the meeting" votes.

Again, the essential role of the Chair is to ensure that both the Committee and the Assembly are well informed.

Committee Secretaries – Reporting to the Assembly

The committee secretaries will be appointed by the committee chairs at the start of the workshop to take notes that need to be condensed into a report to the Assembly.

- Please keep your report to 10 minutes.
- The report should include some detail of the discussion, pro and con, that led to the "Sense of the Committee" so that other members of the Assembly are well informed during the process of arriving at a "Sense of the Assembly".
- The report will be followed by questions from the floor, after which comments from the floor will be heard. At any time, any member of the Assembly may ask the chairman to take a "Sense of the Assembly" on an issue. The vote tally will be recorded for the Delegate's information, but is not in any way binding on the Delegate at the GSC.
- The Secretary must provide a written summary of the "Sense of the Committee" to be handed into the Area secretary so that the Delegate can bring it to the GSC.

DCMs

DCMs should do their utmost to provide the Conference Agenda to their groups as early as possible so that the groups have ample time to arrive at a well-informed group conscience. If the groups need additional information on any issues the DCM is their primary contact to get this information. If the DCM needs further information he/she can

contact the Chair responsible for that portion of the Agenda, the Delegate or Alternate, Past Delegates or GSO directly. Although the Groups can, and should, be represented at the workshop directly by their GSRs, this is often not the case. Thus the DCM will need to carry the "Sense of the District" to the Workshop so that the Delegate hears the voice of the Groups in his/her area. If your District has a particularly strong opinion on an issue it is helpful if the DCM provides a written summary to the Delegate, who is typically overwhelmed with information during the Workshop. Finally, the DCM should encourage all GSRs to attend, and actively participate in, the Workshop, emphasizing that their Group's voice is important, that they will be heard by their Delegate and that this input will go with the Delegate to the GSC.

GSRs

The GSR is the most critical link in the chain between the Conference and the Groups. It is during the Workshop that the conscience of each Group can, and should, be presented to the Delegate and shared with the Area. In order for the Group to arrive at a well-informed Group Conscience, the GSR will need to bring the Agenda items and background to the Group for discussion. In most cases Group members will need some time to consider Agenda items, and/or additional background or clarification, so it is best to get the Agenda to the Group members as early as possible to allow time for discussion, fact-finding and arrival at a well-informed Group Conscience.

Some Groups hold business meetings dedicated to discussion of the Conference Agenda, while others simply discuss the Agenda as part of their normal monthly business meetings. Most Groups do not feel that this discussion should be conducted during the normal AA meeting time. If additional information is requested, the DCM, Delegate, Committee Chairs and GSO can provide this. The Workshop is in many ways the most critical experience for any GSR to participate in on behalf of his/her Group. If the GSR does not participate directly in the Workshop, then the Conscience of their Group will be diluted or lost within the voice of the District presented by the DCM. If a Group has a particularly strong opinion on an issue it is helpful if the GSR provides a written summary to the Delegate, who is typically overwhelmed with information during the Workshop.

Sample Agenda for NIA Pre-General Service Workshop

- 8:00am: Registration
- 9:00am: Quiet Time, Welcome, Anniversaries, Newcomers, Concepts, Announcements
- 9:15am: Explanation of what will happen in break-out rooms
- 9:30am – 11:30 am Pre-Conference Committee Breakout Meetings
- 11:30am: Open Mike (3 minute limit)
- 12:00pm: Lunch
- 12:45pm: Explanation of what will happen in second half of meeting
- 1:00pm: Pre-Conference Workshop Reports & Discussion
- Adjourn - closing prayer

Section Revisions

Revision Guidelines

Revisions to this section are approved by a substantially unanimous vote of the Area Committee. All approved revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a "sense of the Assembly."

Revision History

- Approved by the NIA Winter Committee 1-11-2003.
- Revised by the NIA Spring Committee 5-5-2003 (Last bullet of, "Committee Chair" section, p.2).
- Retitled to "Procedures for...", reformatted to standardized document style, and added standardized Section Revisions section. Text changes only as needed to support style. Report and Charter Committee, 5/17/2009, 6/13/2009, 9/27/2009, 10/3/2009, 10/11/2009
- Approved by Assembly, 12/12/2009
- Revised and Approved by Assembly 03/09/2013
- Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook. Approved by Assembly, December 9, 2017
- Updated to address accessibilities in font size and style, 10/2024