North Carolina (Area 51)

General Service

Fall 2022 Election Assembly

November 19-20, 2022

Reference Material

For Elections

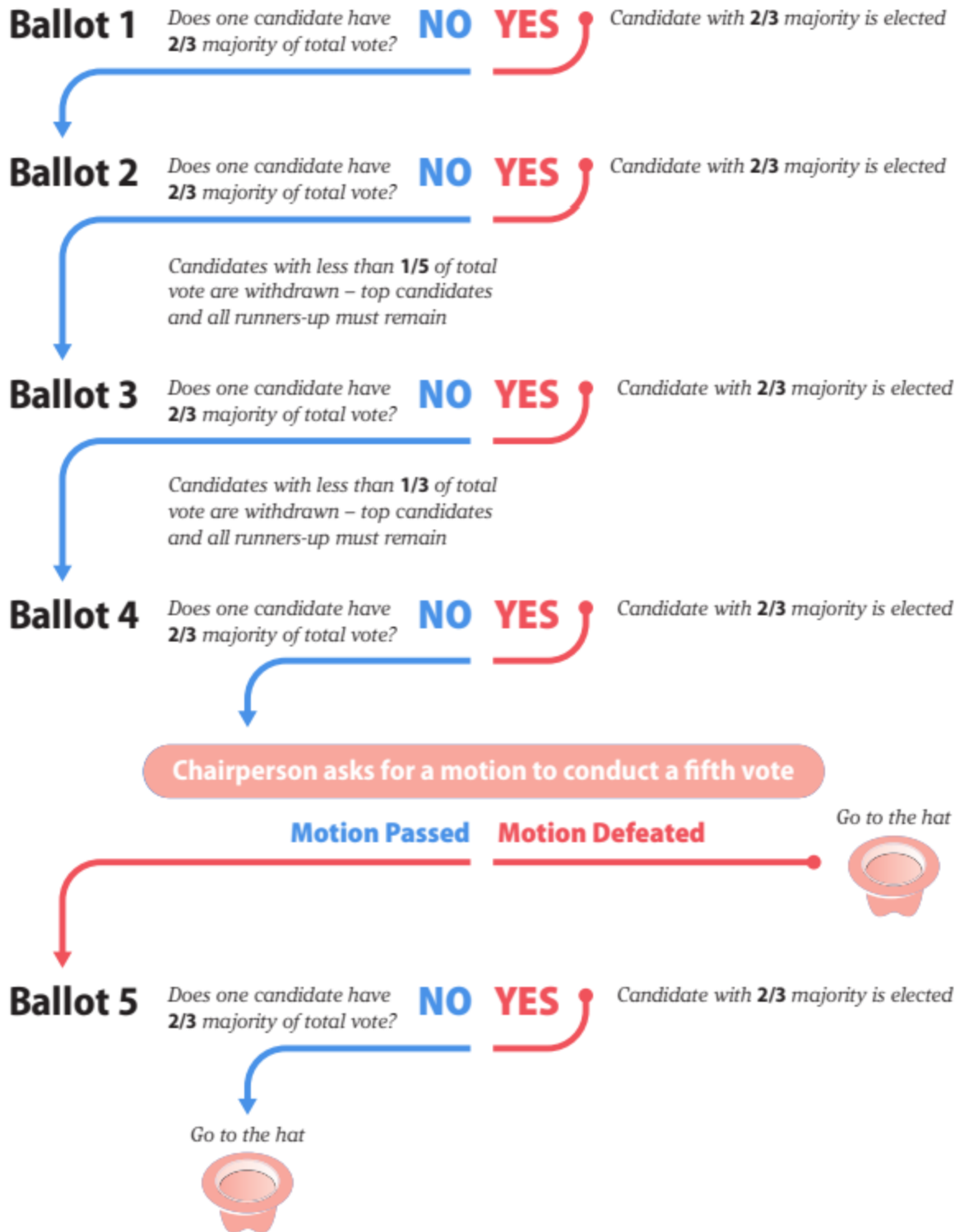**"The Third Legacy Procedure" Chart**

Election Procedures

Persons Eligible to Stand for Office

Job Descriptions for Area Officers (Elected)

Job Descriptions for Coordinators & Chairs (Appointed)

THE THIRD LEGACY PROCEDURE

Ballot 1 *Does one candidate have 2/3 majority of total vote?* **NO** **YES** *Candidate with 2/3 majority is elected*

Ballot 2 *Does one candidate have 2/3 majority of total vote?* **NO** **YES** *Candidate with 2/3 majority is elected*

Candidates with less than 1/5 of total vote are withdrawn – top candidates and all runners-up must remain

Ballot 3 *Does one candidate have 2/3 majority of total vote?* **NO** **YES** *Candidate with 2/3 majority is elected*

Candidates with less than 1/3 of total vote are withdrawn – top candidates and all runners-up must remain

Ballot 4 *Does one candidate have 2/3 majority of total vote?* **NO** **YES** *Candidate with 2/3 majority is elected*

Chairperson asks for a motion to conduct a fifth vote

Motion Passed   **Motion Defeated**   *Go to the hat*

Ballot 5 *Does one candidate have 2/3 majority of total vote?* **NO** **YES** *Candidate with 2/3 majority is elected*

Go to the hat

Copied from:
The A.A. Service Manual, 2021-2023 Edition, p.111

ELECTION PROCEDURES

Every two years at the Fall Assembly Area 51 elects officers to serve a two-year term of office. Accordingly, this Assembly will elect all seven Area 51 Officers to serve during the years of 2023-2024, which is also the Delegate Panel 73 term.

We will use "Third Legacy" election procedures as outlined in our A.A. Service Manual, pages 110-111. However, the mechanics and details of how we will implement the procedures will be as follows:

- The elections will take place in the following order: Delegate, Alternate Delegate, Chair, Alternate Chair, Secretary, Treasurer, and Registrar.

- The Chair will clearly explain the details and "Third Legacy" Procedures before starting the elections.

- The Chair will call out the names of eligible candidates for each office. All eligible candidates are asked to respond with a loud "Yes" or "No" when their name is called to indicate whether they wish to stand for that office. At the end of each call-out, the Chair will ask: Are there any other eligible candidates present? This is to assure that no eligible person is inadvertently overlooked. Eligible candidates who do not respond to the call-out or the inquiry will not be called for subsequent positions.

- The slate of eligible candidates for the office will be projected on the screen in front of the Assembly room.

- Each candidate who wishes to stand for any area office will be given the opportunity to give a two-minute presentation giving their name, sobriety date, service experience, etc. If the same person decides to stand for two or more area offices and would like to make a presentation to articulate qualifications they have to make them eligible for a different office, they will be given the opportunity to make a two-minute presentation for that office.

- Once we have an election for a respective area office, the elected candidate may have a brief opportunity (one minute is suggested) to address the Assembly.

- Votes will be counted by a group of nonvoting "elections volunteers" who will oversee the balloting and vote-counting process and provide the results to the projectionist for display on the screen in front of the Assembly room.

- "Elections volunteers" will distribute district envelopes and blank voting slips to DCMs prior to every ballot of each election. DCMs, seated in close proximity to all voting members of their respective districts, are responsible for distributing the voting slips to GSRs in their respective districts, making sure that only eligible voting members take part in the process, and collecting the completed voting slips after they have been marked. DCMs will protect the completed ballots, insert them in the district envelopes, and turn them over to the "elections volunteers" for counting. Votes will be tallied and verified by two-person teams of nonvoting volunteers.

- Once the tally sheets are complete, they will be delivered to the projection table where volunteers will re-check calculations and prepare the projector to display the results on the large screen at the front of the meeting hall. This process will be repeated for each ballot of each elective position according to the Third Legacy election process.

- While the votes are being counted and the results are being prepared for showing on the large screen, other Area business on the Assembly agenda will be conducted. Therefore, all members are urged to be as quiet and as attentive as possible to the Area agenda items that will be ongoing during the vote counting process.

Voting Procedures / Responsibilities

DCMs have a special responsibility to assure that only authorized voting members of the district cast votes. *In each district, only the DCM, or in their absence, the Alternate DCM, and each GSR, or in their absence, the Alternate GSR, may cast a vote*.

Remember, one vote per group plus a vote by the DCM.

Seating is by District in the Assembly room, so that DCMs will be able to assure that only eligible voters of the district take part in the voting process.

Each DCM will:

- Receive a large envelope and a pad of blank sheets to be used for voting. An "elections volunteer" will provide these supplies and replenish as needed during the elections.

- Prior to each ballot, provide a blank voting slip to each voter in their district, assuring that each eligible voter has the opportunity to vote.

- After voting, collect completed voting slips from each voter in the district, assure that each slip is folded once and insert all slips into the district's large envelope.

- When all voting slips have been inserted into the district envelope, the DCM should stand and hold the district envelope and the large district number in the air for an "elections volunteer" to pick up for counting. At this time, the "elections volunteer" will give each DCM an empty envelope and if needed, a pad of blank voting slips to be used during the next vote.

Please note that any time a DCM needs more supplies or the attention of the election volunteer serving the district, he or she should stand holding up the district number sign. The elections volunteer will soon arrive.

Each VOTER in the district (DCM or alternate, GSR or alternate) will cast their vote in the following manner:

- Obtain a blank voting sheet from the DCM prior to each ballot

- Write District number on top of voting sheet

- Vote for one of the candidates by writing their name on the voting slip. (Please clearly write the name of the preferred candidate exactly as it is shown on the screen at the front of the assembly room.)

- Fold voting slip once (and only once) and hand it to DCM for insertion into the district envelope.

Officers / Coordinators

- To facilitate voting, all Officers and Coordinators/Chairs will sit either on the dais or in the first row of seats to the immediate right and in front of the Officers.

- The Registrar will serve as the vote coordinator for all Area officers and Coordinators / Chairs. As such, the Registrar is responsible for obtaining blank voting slips and the ballot envelope from an election volunteer and distributing the blank voting forms to the Officers and Coordinators/Chairs. Once they have voted the Registrar will see that each completed voting slip has been folded once and only once and that all ballots are inserted in the envelope for counting by the election volunteers.

Finally, a very important announcement about the total number of votes in each election and the method of calculating the 2/3rds vote required for election to each of the offices:

On occasion, the total number of votes cast on each ballot may vary somewhat from a previous ballot as members temporarily exit or re-enter the assembly hall or on rare occasions, a member may choose not to vote on a particular ballot. The 2/3rds percentage needed for election is calculated based on the total number of votes actually cast on each ballot – *not* on the total registered members, nor on the total votes cast on a previous ballot. However, on each ballot (vote), the total number cast must constitute a quorum, which is equal to 2/3rds of the total voters registered for the assembly. The Area Chair will announce the required minimum vote prior to beginning the elections.

Persons Eligible to Stand for Area Office
November 2022 Election Assembly

Assembly Action, Spring 2016: "That beginning with the 2018 Election Assembly, eligibility to stand for Area Office will include all Area Committee members who: 1) rotate out in the current delegate term and who are eligible to stand for Area Office at the end of the current term, or 2) rotated out in the previous Delegate term and who were eligible to stand at the end of that term."

Panel 71 Officers		Eligible Panel 71 Coordinators	
Delegate	Rainer LeFebvre	Literature	Pat Brennan
Alternate Delegate	Julie Reilly	PI	Linda Nichols
Chair	Denise Mathiasen	Grapevine	Brooks Downs
Alternate Chair	Clayborne Thomas	Accessibilities	Karen Benson
Secretary	Lisa Pardee	Convention Chair	Elizabeth Phillips
Treasurer	Steven Devaney	Spanish Interpreter	Rick Lara
Registrar	Greg Keller		

District	Name	Term		District	Name	Term
01	Sarah Warren	2021-22		32	Kevin Kroll	2020-21
02	Kerry Galvin	2021-22		33	Paul Moon	2020-21
03	Nancy Bessette	2021-22		34	Susan Hannum	2020-21
04	Debbi Asberry	2021-22		35	George Shanko	2021-22
05	Jose Luis Aguilar Tonche	2020-21		41	Lisanne Smith	2020-21
11	Roger Atkins	2021-22		42	Donna Ward	2021-22
12	Charles Bostian	2021-22		43	Lindsey Houser	2020-21
13	Alison Minnick	2021-22		44	Stacey Ann Dowd	2021-22
14		2020-21		45	Ken McLean	2021-22
15		2020-21		50	Scott Holston	2021-22
16		2021-22		51	Charlotte Swift	2021-22
17	Bud Hagwood	2020-21		52	Rebecca Robbins	2021-22
18	Catherine Wandell	2020-21		60	Donald Speight	2020-21
19	Len Tillman	2020-21		70	Steve Russell	2021-22
21	Donna Kirk	2020-21		71	Dale Llewelyn	2020-21
22	Rick McKinney	2021-22		80	Diane White	2020-21
23	Adrian Cole	2020-21		91	Chuck Craft	2021-22
24	Steve Lander	2021-22		92	Vivianna Saenz	2021-22
30	Maribel Galvan	2020-21		93	Gale Persil	2020-21
31	Mathew Capron	2020-21				

Panel 69 Officers		Eligible Panel 69 Coordinators	
Delegate	Katy Patterson	Treatment Facilities	Marty McGee
Secretary	Anna Roman	Grapevine	Corey S.
Treasurer	Jerry Weaver	Convention Chair	Beth Rudin

District	Name	Term		District	Name	Term
01	Terry Pratt	2019-20		32	Chris Farmer	2018-19
02	Allison Chaucer	2019-20		33	Doug Brockett	2018-19
03	Robert Gochnauer	2019-20		34		2018-19
04	James Mansfield	2019-20		35	Derek Jaeger	2019-20
05	Pedro Medina	2018-19		41	Kevin Austin	2018-19
11		2019-20		42	Patsy Page	2018-19
12	Debbie Graham	2019-20		43	Wyatt McDonald	2018-19
13		2018-19		44	Anthony Botti	2019-20
14				45	David Lampe	2019-20
15		2018-19		50	Norman Grantham	2019-20
16				51	Brenna Ozment	2019-20
17		2018-19		52	David Sinclair	2019-20
18	Rebecca Jacobs	2018-19		60	Joe Batchelor	2018-19
19		2018-19		70	Bill Werme	2019-20
21	Debra Cannon-Douglas	2018-19		71	Terry Gratton	2018-19
22		2019-20		80	Keith White	2018-19
23		2018-19		91		2019-20
24	Stephanie Sink	2019-20		92	Calvin Bright	2019-20
30	Francisco Jimenez	2018-19		93	Marlene Cohen	2018-19
31	Theo Snow	2018-19				

TRAVEL REQUIREMENTS
(Other events may be attended, but are not required)

OFFICERS							
	Delegate	**Alt. Delegate**	**Chair**	**Alt. Chair**	**Secretary**	**Treasurer**	**Registrar**
Assembly	X	X	X	X	X	X	X
Committee	X	X	X	X	X	X	X
Convention	X	X					
Corrections	X	X					
Regional Preconferences	All	All					
SSAASA*	X	X					
Southeast Delegate Get Together	X	X					
SE Regional Forum*	X						
General Service Conference	X						

*Events held on alternating years.

COORDINATORS								
	Literature	**Grapevine**	**Interpreter**	**Translator**	**CPC**	**PI**	**Treatment**	**Accessibilities**
Assembly	X	X	X	X	X	X	X	X
Committee	X	X	X	X	X	X	X	X
Convention	X	X			X	X		
Corrections	X	X			X	X		

JOB DESCRIPTIONS OF AREA TRUSTED SERVANTS

DELEGATE
• Attend the annual Conference meeting fully prepared. Immediately upon election, every delegate is put on the GSO mailing list to receive Conference materials and is given a password to the Conference dashboard maintained by GSO to access important Conference-related information, including direct communications from the Conference coordinator and other GSO employees.
• Communicate the actions of the Conference to area committee members and encourage them to pass on this information to groups and to intergroup/central offices.
• Help the area generate greater interest among A.A. members in serving as GSRs and DCMs and in area positions. Inspire greater participation in area assemblies and other activities among GSRs and DCMs.
• Be prepared to attend all area and regional service meetings and assemblies applicable to their respective areas. 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 the area committees encourage greater Seventh Tradition support for the area, GSO and other local service entities.
• Provide leadership in solving local problems involving the A.A. Traditions.
• Remind GSRs to inform groups and individual A.A. members about Grapevine and La Viña magazines and all conference-approved literature.
• Pass along calls for résumés for trustee and non-trustee director positions as requested by GSO.
• Cooperate with GSO in obtaining information from groups for records and periodic membership surveys.
• Visit groups and districts in the area whenever possible.
• Work closely with committee members and officers, sharing experience throughout the year. After GSRs and committee members have reported on the Conference, learn from them how groups and individual A.A. 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 step in for the delegate if necessary.
• Late in year 2 of the term, work with the newly elected delegate to pass along a basic knowledge of Conference proceedings.

ALTERNATE DELEGATE
• Maintain readiness to step in for the delegate should it be necessary.
• Assist the delegate in obtaining the conscience of Area 51 on General Service Conference matters.
• Assist in preparation of the assembly workshops. This involves ordering and packaging literature relevant to workshop topics.
• Liaison with the Spanish community.

AREA CHAIR
• Responsible for the smooth running of area assemblies and committee meetings. This includes:
- making hotel arrangements per contract and negotiating changes as needed with hotel representatives
- preparing notices, agendas, and schedules, working with the secretary to ensure all parties are notified
- reviewing assembly and committee minutes
- consulting with officers and committee members on the program/agenda.
• Chairs the area assemblies and committee meetings.
• Works closely with the secretary to ensure minutes and 1 page summary are published on schedule.
• Reviews new hotel contracts for compliance with costs and conditions set down in the bid package; conducts any final negotiations and signs the contracts.
• Reviews hotel invoices to ensure accuracy and compliance with contract.
• Appoints coordinators; assigns members to standing and ad hoc subcommittees.
• Keeps the delegate informed about what is going on in the area, and ensures the committee members are aware of what goes on in world services.

• In the event the alternate delegate cannot perform their duties, the area chair assumes that responsibility, including representing the area at the General Service Conference should the Delegate be unable to attend.
• Passes the basket at committee meetings and assemblies, with contributions forwarded to GSO.
• Can determine the agenda for non-business assembly events, including but not limited to altering the timing and/or quantity of workshops and speaker meetings.
• Determines the assignment and use of the Area Zoom Account or appoints a designee to perform the same.
• Ensures change requests for the area service manual (P3) are submitted after each event as required.

ALTERNATE CHAIR
• Maintain readiness to step in for the area chair should it be necessary.
• Assist the area chair with duties as requested.
• Maintain event supplies: District number signs, bell, stop watch, contribution baskets, raffle boxes, office supplies, Early Bird meeting notebook, etc.
• Act as on-site liaison with hotel staff during assemblies and committee meetings.
• Organize Area sponsored dinners during events (Friday night officers, Saturday night 'dinner with the guest').
• Ensure parlor has adequate supplies for events. Act as parlor host, ensuring officers have access and parlor is open and available throughout the weekend.
• Perform or coordinate time-keeping and vote-counting at assemblies and committee meetings.
• Organize chairs for 'Early Bird' AA meetings, DCM/Alt DCM Committee meeting, and readers for Sunday morning speaker meeting at Assemblies.
• Provide, collect, evaluate and collate feedback from workshop evaluation cards.

SECRETARY
• In consultation with the area chair, prepare and/or mail timely notices of the assemblies and committee meetings. Postal mailings are only sent when requested, and all postal mailings are sent first class.
• Record and transcribe accurate minutes of all assemblies and committee meetings.

• Prepare and mail (when requested) area committee minutes (Winter, Spring, Summer and Fall).
• Prepare and mail (when requested) area assembly minutes (Spring and Fall).
• The following is a generalized outline of time tables and mailing deadlines for assembly minutes, committee minutes and notices:
- Notices (Committee and Assembly): four weeks prior to hotel cut-off date
- Minutes (Committee): three weeks after Committee meetings
- Minutes (Assembly): four weeks after Assemblies
• In consultation with the area chair, assist with or prepare agendas, schedules and background information regarding business items to be considered at each meeting, and the 1 page summary document distributed immediately after events.
• Coordinates with the Area 51 Translator to translate minutes.
• Maintain up-to-date official area files, including minutes, committee reports, tape recordings and correspondence.
• In coordination with the registrar, maintain up-to-date committee rosters.
• On a bi-annual basis, update the Area 51 Summary of Assembly Advisory Actions.

TREASURER
• Post and deposit group contributions and other receipts.
• Maintain computerized records for all Area funds.
• Manage bank accounts and Certificates of Deposit.
• Audit expense reports and pay all Area bills (except those handled by the State Convention and Corrections Conference Committees).
• Audit the financial reports of the State Convention and Corrections Conference.
• Serve as an ex officio member of the Budget and Finance Subcommittee.
• Obtain and distribute Area and GSO contribution envelopes.
• Prepare annual budgets and track actual against budgeted expenses throughout the year.
• Prepare and present various financial reports at each Area meeting.
• File and pay sales tax quarterly on area Literature and Grapevine sales.

• Research Area and GSO financial and group information records as required.
• Encourage the practice of the Seventh Tradition throughout the Area.

REGISTRAR
• Maintain records on the Area database for existing and new groups, Area Officers, Past Delegates, DCMs, Alternate DCMs, Standing Subcommittee Chairs, Coordinators, answering services and central offices.
• Enter applicable changes of Area records in the GSO database.
• Distribute group information to officers and DCMs at each committee meeting and assembly.
• Perform various activities to reconcile Area and GSO records.
• Produce/obtain and distribute group update forms and new group registration forms.
• Assign new groups to the proper districts, or verify the districts entered on new group forms.
• Produce and distribute Area Map at each committee meeting and assembly.
• Produce and distribute lists of names, address, and telephone numbers and email address of all Officers, Standing Subcommittee Chairs and Coordinators, DCMs and Alternate DCMs.
• Maintain the list of candidates eligible to stand for area office.
• Prepare group data sheets for distribution to DCMs at all Area Meetings.
• Produce name badges for Area Committee Members at all Area Meetings.
• Prepare lists of groups for and oversee Assembly registration.
• Prepare reports for Area Meetings, giving various summary information on groups in the Area.
• Research Area and GSO database records on various issues as required.
• Coordinates with the Secretary to keep an updated list of members requesting postal mail communications.
• Distribute updated district information to the Delegate, Chair, Secretary and Treasurer two weeks after every Committee Meeting or Assembly.
• Provides the Treasurer with updated Area-wide Registrar information, including name, address, telephone number, and email address at each Committee meeting and Assembly.

GRAPEVINE COORDINATOR
• Serves by appointment of the area chairperson and approval of the area assembly.
• Two-year term concurrent with the Delegate term.
• Voting member of the committee and assembly and eligible to stand for area office. Literature is not available for sale while business is being conducted.
• Maintains an updated list of district Grapevine Representatives (GVRs) or group GVRs where there is no district rep.
• Provides information to districts of the advantages of having GVRs.
• Supplies GVRs with information and order forms.
• Maintains contact with the district and group GVRs to facilitate keeping the delegate informed of Grapevine progress in Area 51.
• Visits groups/districts when invited and takes Grapevine display.
• Replenishes inventory and forwards proceeds of sales to Area Treasurer after each event. Keeps accurate records for sales tax.
• Has an electronic device to provide the ability to accept online payments that will help maintain inventory.
• Displays and offers for sale an inventory of Grapevine literature and audio-visual materials at all Area functions other than Area Committee meetings.
• Must have previously served as DCM, have good transportation and be able to lift 50 pounds.

LITERATURE COORDINATOR
• Serves by appointment of the area chairperson and approval of the area assembly.
• Two-year term concurrent with the Delegate term.
• Voting member of the committee and assembly and eligible to stand for area office. Literature is not available for sale while business is being conducted.
• Displays and offers for sale an inventory of World Services literature and audio-visual materials at all Area functions other than Area Committee meetings.
• Replenishes inventory and forwards proceeds of sales to Area Treasurer after such events. Keeps accurate records for sales tax.
• Has an electronic device to provide the ability to accept online payments that will help maintain inventory.

• Keeps the fellowship informed of developments regarding World Services literature and audiovisual materials through regular reports.
• Visits groups/districts when invited and takes Literature display.
• Must have previously served as DCM, have good transportation and be able to lift 50 pounds.

SERVICE COORDINATOR
• Informs, supports and energizes the efforts of groups and districts to carry out our Primary Purpose in the designated service area (CPC, PI, Treatment Facilities, Accessibilities, or Spanish-Language).
• Serves a two-year term concurrent with the delegate term, with the exception of Spanish-Language Translator and Interpreter which are four year terms. The Spanish-Language Coordinators are eligible for one additional term. The CPC, PI, Treatment Facilities, Accessibilities and Spanish-Language Coordinators are appointed by the Area Chair and approved by the Assembly.
• Primary selection criteria: demonstrated enthusiasm and experience in the particular service area, along with the ability to identify and access qualified resource people across North Carolina.
• Previous service as a DCM is not required, although some experience in General Service is desirable.
• Has a voice and a vote in Area Committee Meetings and Assemblies.
• Not eligible to stand for area office unless a past DCM.
• Participates in Area 51 events and other service activities at the area, district and group level and participates in meetings and conferences of professionals in Area 51 as appropriate.
• Organizes workshops or other activities at Assemblies and other events as appropriate, with an emphasis on programs that would be useful for local service workers to attend.
• Upon request by local groups or districts, and under the oversight of the Area 51 Committee, identify and deploy resources—experienced people, money for these people to travel, essential literature or other materials—to assist in establishing or revamping local services.
• Accounts fully and precisely to the Area Committee and Assembly for the use of "resource funds".

• Participation by position:
- **CPC Coordinator** cooperates with the professional community (e.g., medical, clergy, educators, business and government professionals, judges, attorneys) to inform them about A.A. and the resources available to them to make an effective referral to A.A.
- **PI Coordinator** helps coordinate local A.A. efforts to make A.A. literature and resources accessible to the public via media, public events, libraries, hospitals, schools, churches, etc.
- **Treatment Coordinator** cooperates with professionals and local A.A.s to encourage and help coordinate efforts to Bridge the Gap.
- **Accessibilities Coordinator** helps districts and groups work toward improved AA accessibility for people who have hindrances. These include but are not limited to motor, auditory, and visual limitations.
- **Spanish-Language Interpreter** provides oral translation between English and Spanish speaking members at area events. They also assist the Area Chair in recruiting and evaluating candidates for this position at the end of their term.
- **Spanish-Language Translator** provides written translations of area documents into Spanish, including notices, agendas, minutes, and flyers. They maintain a glossary of commonly used A.A. terms, and assist the Area Chair in recruiting and evaluating candidates for this position at the end of their term.

CORRECTIONS COORDINATOR
• The Corrections Coordinator is nominated by the Corrections Conference and approved by the Assembly.
• For more information about the requirements and selection process, refer to the P3 Manual on the Area website.

WEBMASTER
• The Webmaster is selected by the Website Subcommittee and approved by the Assembly.
• For more information about the requirements and selection process, refer to the P3 Manual on the Area website.