

*Nevada Area  
Al-Anon/Alateen  
Handbook*

**GUIDELINES**

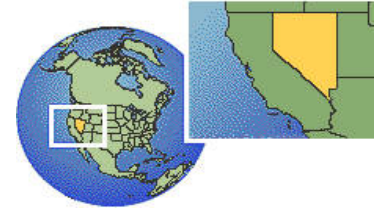
**SERVICE ROLES**

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# **NEVADA AREA GUIDELINES**



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# **NEVADA AREA GUIDELINE**

## **#1**

### **DISTRICT BOUNDARIES**

NEVADA AREA BOUNDARIES OF ALL DISTRICTS:

**District 1:** South from US Route 50 at Utah border to State Route 376; East of US Route 95 to Las Vegas Proper and

North of East Sahara Blvd.

**(Towns include North Las Vegas, Mesquite)**

**District 2:** East of California State line along I-80, to Hwy.95 and north to Oregon State line, excluding communities along

Hwy. 95

**(Towns include Reno/Sparks, Wadsworth, Graeagle, also Alturas)**

**District 3:** From California State line East of I-15 to East Sahara Avenue in Las Vegas to Arizona State Line.

**(Towns include Las Vegas, Henderson, Boulder City, Paradise Valley, Laughlin and Green Valley)**

**District 4:** South from I-80 along California/Nevada border to Hwy 6, then East to SR376, then North to I-80, via 50 and

95.

**(Towns include Carson City, Minden, Gardnerville, Dayton, North & South Lake Tahoe, Smith Valley, Silver Springs, Yerington; Bishop, Mammoth, Truckee, King's Beach, and Tahoe City, CA)**

**District 5:** California State line US Route 6 to US Route 95 (Tonopah). US Route 95 South to I-15 to California Border.

**(Towns include Tonopah, Beatty, South Las Vegas, Pahrump, Spring Valley, and Summerlin)**

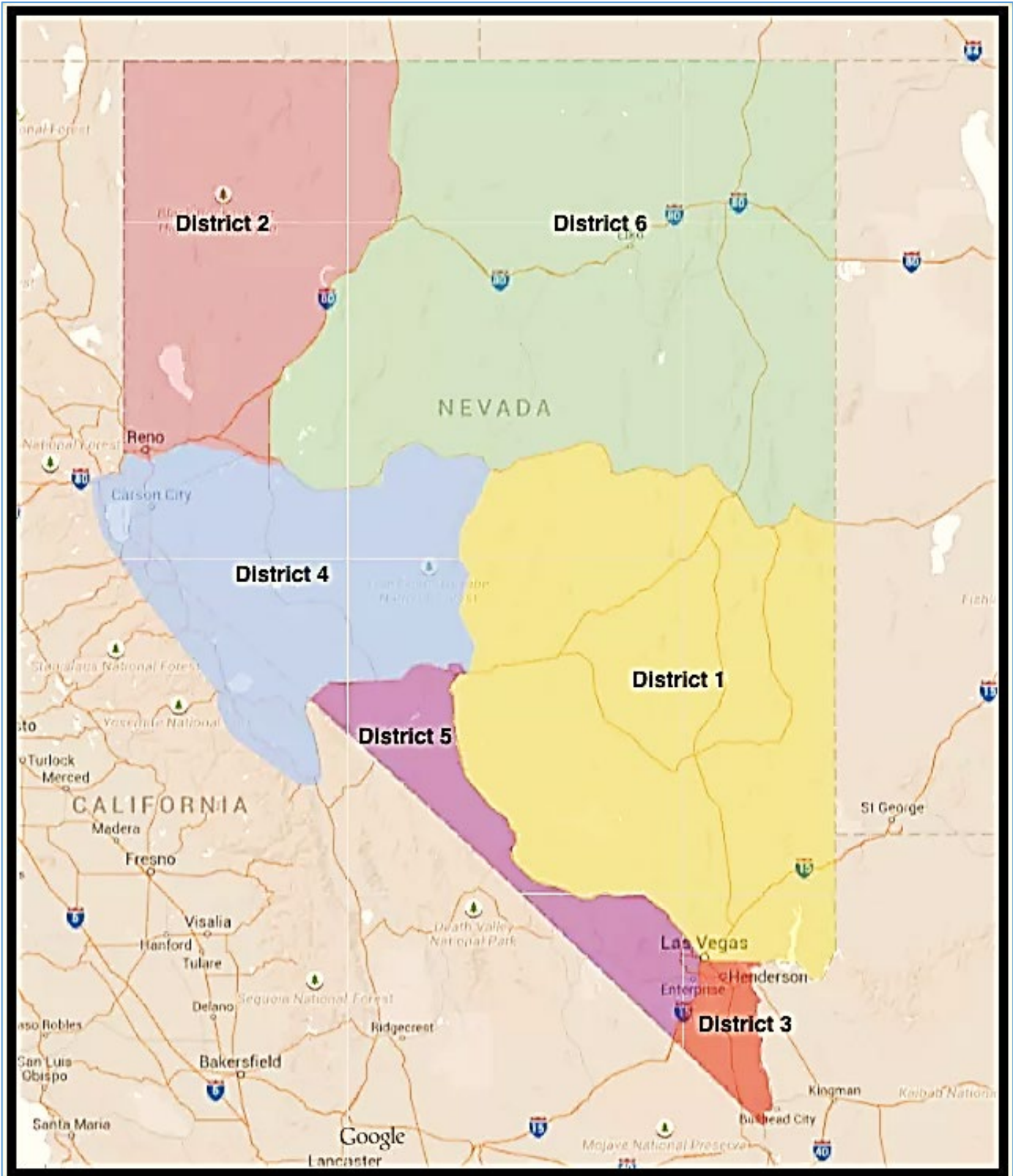
**District 6:** From Oregon State line at Hwy 95 South to Hwy 50 and East to Utah state line, including all communities

along routes.

**(Towns include Winnemucca, Elko, Fallon, Carlin, Ely, Spring Creek)**

**(FALL 1986** Motion passed to define boundaries for the entire Area and officially add District #6).

**(SPRING 2008** Motion passed to revise District #1, #3, and #5 to allow better distribution of groups).



# **NEVADA AREA GUIDELINE**

## **#2**

### **REMOVAL FROM OFFICE**

When a Delegate, Alternate Delegate, Officer or Coordinator/Committee Chair does not attend one Nevada Area Assembly, including the Nevada Area World Service Committee meeting or the mid-year AWSC meeting, that person is responsible for submitting a written report to the Area Chairman, prior to the Area Assembly or AWSC. Absence of a written report in lieu of being there in person will be considered as an “informal resignation.”

In the event any area office is vacated an election is to be held at next scheduled Nevada Area Assembly for the purpose of filling that vacancy according to the Service Manual and Nevada Area Guidelines. In the event any Area Coordinator position is vacated, the Area Chairman is to notify the Nevada Area members of such a vacancy and request the submission of resumes in a timely manner. Such resumes are to be reviewed and appointment made at the next meeting of the AWSC member. If no meeting is scheduled soon, the Chair may make appointment thru communication and affirmation via telephone or email within the AWSC committee. The results of any such appointment are to be provided to the Nevada Area members in a timely manner.

**Resignation:** Any Area Officer or Area Coordinator may resign at any time by giving written notice to the Area Chair, and such resignation shall take effect at the date of receipt of such notice or at any later date specified therein unless otherwise specified. The acceptance of such resignation shall not be necessary to make it effective. Motion passed.

*In 1992 motion passed to accept Guidelines for Removal of Area and Officers and Coordinators*

**GUIDELINE #2 - REMOVAL OF AREA OFFICERS AND COORDINATORS** was accepted. See Revision in 2000 for a restated more clearly defined Guideline).

**Revised in 2000 GUIDELINE #2** Amended by the AWSC for clarification of wording.

**NOTE:** See *Al-Anon/Alateen Service Manual 2018-2021* (p.157 – 158)

# **NEVADA AREA GUIDELINE**

## **#3 (REV. A)**

### **AREA FUNDED TRAVEL FOR SWRDM (SOUTHWEST REGIONAL DELEGATES MEETING)**

The DELEGATE and ALTERNATE DELEGATE expenses are reimbursed for attendance to each SWRDM (Southwest Regional Delegate's Meeting) that is attended, which is always held the second full weekend in March.

Reimbursed expenses for AREA OFFICERS:(Chair, Secretary and Treasurer) can be paid for attendance to the SWRDM providing an appropriate motion is passed at the prior Area Assembly authorizing funds for any portion of the expenses from its officers.

It is the responsibility of the officer to contact the Area Treasurer for funds in adequate time to make prudent travel arrangements and is responsible to submit a full accounting of expenses with receipts and return any unused funds to the Area Treasurer within 30 days after the function.

Approved policy for anyone seeking reimbursement for prudent actual expenses from Area Treasury must submit receipts within 30 days following the event.

*(NOTE: GUIDELINE was originally approved by the 1995 Assembly. After revision for simplicity, it was again approved at Fall Assembly 2010)*

# **NEVADA AREA GUIDELINE**

## **#4 (REV. A)**

### **AREA FUNDED TRAVEL FOR OTHER SERVICE EVENTS**

**Such as "T E A M" (TOGETHER EMPOWERING AL-ANON MEMBERS)**

The DELEGATE and ALTERNATE DELEGATE expenses are reimbursed for attendance to each service event that is attended.

Reimbursed expenses for AREA OFFICERS: (Chair, Secretary and Treasurer) can be paid for attendance to the Service Event providing an appropriate motion is passed at the prior Area Assembly authorizing funds for any portion of the expenses for officers.

It is the responsibility of the officer to contact the Area Treasurer for funds in adequate time to make prudent travel arrangements and is responsible to submit a full accounting of expenses with receipts and return any unused funds to the Area Treasurer within 30 days after the function.

Approved policy for anyone seeking reimbursement for prudent actual expenses from Area Treasury must submit receipts within 30 days following the event.

*(NOTE: GUIDELINE was originally approved by the 1995 Assembly. After revision for simplicity, it was again approved at Fall Assembly 2010)*



# **NEVADA AREA GUIDELINE**

## **#5**

### **NEVADA AREA ELECTIONS**

VIGILANCE IS NECESSARY TO ELECT THE MOST QUALIFIED AND CAPABLE MEMBER FOR EACH POSITION.

THE ELECTION ASSEMBLY IS HELD ONCE EVERY THREE YEARS.  
EACH TERM OF OFFICE BEGINS ON JANUARY 1 AFTER ELECTION ASSEMBLY

**ALL GUIDELINES REFLECT THE COMPLETION OF A FULL (3) YEAR TERM**

#### **DELEGATE & ALTERNATE DELEGATE**

**\*2/3 majority vote**

Chairman asks the following to stand: (List names)

- a. Outgoing or past NV Area DR (still active in service)
- b. Outgoing or past NV Area Officer (still active in service)
- c. Eligible Past NV Area Delegate (still active in service)

Those standing will be asked if they are willing to serve.

#### **AREA OFFICERS: CHAIRMAN, SECRETARY, TREASURER**

**\*simple majority vote**

Chairman asks the following to stand: (List names)

- a. Outgoing Area **GR or past GR (still active in service)**
- b. Outgoing or past NV Area DR (still active in service)
- c. Outgoing or past NV Area Officer (still active in service)
- d. Outgoing or past NV Area Action Committee Coordinator (still active in service)  
providing a full GR term has been served
- e. Outgoing or past NV Area Delegate (still active in service)

Those standing will be asked if they are willing to serve.

#### **COORDINATOR/ACTION COMMITTEE CHAIR**

**\*appointed**

Any AI-Anon/Alateen member (not also a member of A.A.) is eligible to submit a Resume for this position. Resumes must be submitted to the Area Chairman before noon of the election day. After thoughtful consideration, these positions will be appointed by the Area World Service Committee.

*FALL 1996 Motion passed that any AI-Anon member elected or appointed must be present at Area Assembly to be elected or appointed.*

**Look for motion about AWSC appointing Coordinators via e-mail/conference call ?**

# **NEVADA AREA GUIDELINE**

## **#6**

### **ONE PERSON ONE VOTE**

ONE PERSON HOLDS ONE VOTING POSITION AT ASSEMBLY - effective with 2004 elections.

This precaution is set in place to avoid any assembly member having more than ONE VOTE at the AWSC and again at the ASSEMBLY and avoid any conflict of interest since the AWSC votes on policies to be presented to the ASSEMBLY for consideration.

Example: A person **cannot** vote as a GR at ASSEMBLY, and also vote at AWSC in another service capacity.

This would also eliminate a member trying to be in two places at one time during Break-out Sessions at Assembly.

*(2003 FALL Assembly Motion passed by substantial unanimity Y=47 N=2 Ab=1)*

# **NEVADA AREA GUIDELINE**

## **#7**

### **NEVADA AREA RESTRUCTURE OF ITS SERVICE COMMITTEES**

The Nevada Area Al-Anon Assembly voted in the fall of 2019 to restructure its service committees for a trial period of three years, beginning in January 2020 and ending in December 2022. The majority of Coordinator positions remain in place. Service responsibility previously handled by Action Committees is moved to "Work Groups," "Thought Forces," and "Task Forces," all of which are guided by a specific Charge originating from the Area World Service Committee (AWSC). Each body's objective is to complete its activity in order to move the Assembly forward in a timely manner. The intention of the restructuring is to provide more opportunities for participation by Assembly members and increase flexibility for the Assembly as a whole.

The idea or need for a Charge can be identified by any Assembly member, the AWSC, or the Assembly as a whole and brought forward to the Area World Service Committee for consideration. Upon agreement of the AWSC to move the subject forward, it will become the responsibility of the members of the Charge Writing Work Group (CWWG) to write the Charge. Members of the CWWG include the Area Chair, the Area Secretary, the Area Alternate Delegate, and several Past Delegates. It may also include other AWSC members as appointed by the AWSC.

The responsibilities of the Charge Writing Work Group are as follows:

- Identify a CWWG Chairperson whose assignment rotates annually
- Write the Charge(s) and specify whether each one is a temporary Thought Force, Task Force, or ongoing Work Group
- Submit all Charges to the Area Chair
- Keep a history of the Area Charges, recorded by the Area Secretary

After approval of any Charge by the AWSC, the Area Chair will present the Charge to the Assembly as an opportunity for participation. The Area Chair will ask current Group Representatives (GRs) of the Assembly, usually five to seven, to volunteer for work on a Charge of interest to them. To maintain the links of service, the AWSC will assign one member of AWSC to each group. The AWSC will also designate a Chairperson for the group. The Chairperson of this Work Group, Thought Force, or Task Force is responsible for facilitating the group and reporting the group's progress to the AWSC. The information will be communicated back to the Assembly.

## **NEVADA AREA GUIDELINE #7 (continued)**

See the *Al-Anon/Alateen Service Manual, 2018 – 2021, pp. 70-72*, for a full description of these newly adopted (2020) committees. A brief explanation is provided as follows:

**Work Group:** a unit of people established to meet an ongoing need. It can be considered a permanent part of the Assembly which has formed it.

**Thought Force:** a temporary unit of people established to brainstorm ideas and to develop strategies on a single defined task or activity. It uses available resources, but primarily the perspective of its members. Thought forces are “**thinkers.**”

**Task Force:** a temporary unit of people established to work on a single defined task or activity. It uses available resources, including the perspective of members. Task force members are “**doers.**”

All previous Coordinator and Liaison positions are retained in the Assembly service structure, with the exception of Group Services.

Listed below are the **NV Area Assembly Coordinators and Liaisons** who continue to serve the Nevada Area fellowship:

- AIS (Al-Anon Information Service) Liaison - North
- AIS (Al-Anon Information Service) Liaison - South
  
- Alateen Coordinator, which includes the role of AAPP, Area Alateen Process Person
- Assembly Committee Coordinator (previously *Membership Outreach* Coordinator)
- Literature Coordinator – includes CAL and *Forum* (previously the *Fellowship Communication* Coordinator)
- Newsletter Editor/Coordinator
- Spanish Liaison/Coordinator (previously *Spanish Translator Liaison*)
- Website Coordinator
- Public Outreach Coordinator

\*See each Coordinator or Liaison’s service responsibility, described in detail in the *Nevada Area Handbook*, (<http://www.nevadaal-anon.org/>) under the section, “Nevada Area Service Roles.” See also the “World Service Handbook” section in the current *Service Manual* which explains how Al-Anon is held together worldwide, how it is structured, and how our trusted servants can best function within our Structure.

## **NEVADA AREA GUIDELINE #7 (continued)**

### **DEFINITION OF A CHARGE**

A *Charge* is a document written by the originating body, the Nevada AWSC (Area World Service Committee). A Charge specifies a certain project to be completed by a small group of individuals. Although a Charge originates with the AWSC, the idea or need for a Charge can be identified by any Assembly member and brought to the attention of the Area World Service Committee for consideration.

The word *charge* is synonymous with *assignment* or *work to be completed*. Charges can be written for Work Groups, Thought Forces, and Task Forces (See pages 70-72 in “Groups at Work,” *Al-Anon/Alateen Service Manual 2018 – 2021* for a description of these new “committees” that handle work previously done by more traditional committees). Members who receive a Charge adhere closely to it to determine whether or not they are doing what has been asked of them—no more, no less. No group who receives a Charge is a decision-making body. Each group’s objective is simply to complete the assigned activity and present it to the AWSC in order to help the Assembly move forward.

Some Charges are short-term; others are more long-term, depending on the subject. The first step for members who receive a Charge is to ensure that everyone understands the Charge and is clear about the expectations outlined in it, especially the timeline for completion. The Chairperson of the Charge is the person responsible for reporting back to the AWSC any work on the Charge that moves forward or is completed. Work on the Charges happens between Assemblies via e-mail, conference call, or video communication, whatever method is agreed upon by the group.

### **THE BASIC ELEMENTS OF A CHARGE**

1. **THE ORIGINATOR:** The body that created the Charge, along with the date
2. **THE MEMBERS:** Those individuals assigned to complete the Charge
3. **BACKGROUND:** A brief paragraph or two providing any important history, relevance, or context for the topic
4. **THE CHARGE:** A brief paragraph that clearly specifies the subject to be addressed, its suggested format, and any other expectations for the final outcome such as time allotted for a presentation or a workshop
5. **TIMELINE:** Specific dates that identify when certain aspects of the Charge are to be completed. These might include an initial progress report, a first draft, and a submission date. This timeline also includes contact information for the group’s Chairperson.
6. **RESOURCES:** The list identifies some helpful sources to use for information pertinent to the topic. These references might include a particular WSO Guideline, a section of the *Service Manual*, the *NV Area Handbook*, or specific Area Assembly Minutes.

# **NEVADA AREA GUIDELINE #7 (continued)**

## **Knowledge Based Decision Making to Reach an Informed Group Conscience**

### ***KBDM***

KBDM is simply a method of asking four relevant questions in order to gather full and accurate information about a topic BEFORE making a decision or a motion.

KBDM has five elements:

1. Open communication between leadership and membership (Everyone participates.)
2. Dialogue before deliberation (Discussion occurs before a motion is made.)
3. Access to full information for all decision-makers
4. Trust in ourselves
5. Confidence in our competency

### **THE FOUR QUESTIONS**

1. What do we know about our members' needs?

*What do we wish we knew, but don't?*

2. What do we know about our current resources and our vision for the group?

*What do we wish we knew, but don't?*

3. What do we know about current realities today, i.e., the Pros and Cons?

*What do we wish we knew, but don't?*

4. What are the ethical implications of our choices? In other words, will our decision be consistent with our spiritual principles? (Unity, Equality, etc.)

*What do we wish we knew, but don't?*

[Four Questions from the *Conference Procedures Booklet*, Revised January 2019, pp. 6-7.]

Updated: 9/18 JR, 9/19 JR, 5/20 DS, 1/21 DS

# **NEVADA AREA GUIDELINE**

## **#8 Part 1**

### **ALATEEN**

**GUIDELINE (G-34) PUBLISHED BY WSO**

#### **MINIMUM SAFETY/BEHAVIOR REQUIREMENTS FOR ALATEEN MEMBERS ATTENDING ASSEMBLY OR CONFERENCE**

1. Each Alateen member agrees to take personal responsibility for his/her own behavior, keeping in mind the 12 Steps and 12 Traditions of Alateen. Engaging in roughhousing, fighting, overt and covert sexual behavior, or any other inappropriate activities before, during, or after an Al-Anon/Alateen event can put you or your group in a dangerous position and prevent you from receiving the help that Alateen offers. These inappropriate actions can affect Al-Anon and Alateen as a whole and place you and the adults who are trying to help Alateen in a legally vulnerable position.
2. Each Alateen member agrees to be responsible for providing any required permission and medical authorization forms to the Alateen Group Sponsor, or other Al-Anon member in Alateen service, prior to departure for an Al-Anon/Alateen event.
3. Each Alateen member agrees to abide by the laws of the state and any guidelines in place at Al-Anon/Alateen events. Possession of alcohol, drugs, or any substance prohibited by local law is strictly forbidden.
4. Each Alateen member agrees to attend the conference events and advise the Alateen Group Sponsor of his/her whereabouts at all times. Alateen Group Sponsors are responsible for the Alateens at the Conference/Assembly sessions.
5. Each Alateen member agrees to the following: no males in females' rooms or females in males' rooms, including Alateen Group Sponsors.
6. Each Alateen member agrees to support the actions of the Alateen Group Sponsor. Alateen Group Sponsors have the right to ask a member who is displaying inappropriate behavior to leave the meeting. To the best of their ability, Alateen Group Sponsors must maintain a sense of safety and trust in order for recovery to take place and to protect the Alateen members from physical and emotional harm.

# **NEVADA AREA GUIDELINE**

## **#8 Part 2**

### **ALATEEN**

#### **MINIMUM SAFETY/BEHAVIOR REQUIREMENTS FOR ALATEEN GROUP SPONSORS AND AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE**

1. Every Al-Anon member involved in Alateen service (any Al-Anon member who has direct contact and responsibility for Alateens while being of service to Alateen), must:
  - a. Be an Al-Anon member regularly attending an Al-Anon meeting.
  - b. Be at least 21 years old.
  - c. Have at least two years in Al-Anon in addition to any time spent in Alateen.
  - d. Not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems, which could result in harm to Alateen members.
2. Dual members who meet their Area's certification requirements may sponsor Alateen meetings by virtue of their Al-Anon membership. Anonymity regarding other programs is maintained in the Alateen meeting, just as it would be in any Al-Anon meeting.
3. Any overt or covert sexual interaction between any adult and an Alateen member is prohibited.
4. There will be no conduct contrary to applicable state laws.
5. Parental permission and medical care consents are a requirement for any Alateen participant attending an Alateen outside event, including transportation to and from the event.
6. Each Al-Anon member involved with Alateen service must have a background check as recommended by local counsel.
7. Al-Anon members involved in Alateen service and all Alateen members must adhere to the Area's Safety and Behavioral Requirements.
8. Each Alateen meeting and sponsors will be reviewed annually to see if the meeting is in compliance with the Area's Alateen Guidelines. WSO suggests that any District having Alateen meetings also provide an Alateen Liaison to the District. The responsibilities of the Alateen Liaison would include:
  - a. Obtain Group Registration and Sponsor Forms. Forward them to the Area Alateen Coordinator and/or Alateen Process Person.
  - b. Annually visit each Alateen meeting in the District.

NOTE: It is suggested that one-on-one interaction between an Al-Anon member involved in Alateen service and an Alateen member is avoided. Additional suggestions regarding Alateen Service and safety are also found in Al-Anon/Alateen literature. All sponsors are encouraged to be familiar with and refer to our literature and to the local Alateen Coordinators, Liaisons, and Chairs when questions arise.



# **NEVADA AREA GUIDELINE**

## **#9**

### **NEVADA AREA “WEBSITE”**

**Begin September 2002**

The NEVADA AREA AL-ANON WEBSITE will be maintained by the Website Committee under direction of the Website Coordinator. The Web address is: [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

#### **AREA WEBSITE STATEMENT OF PURPOSE** (Adopted September 2006)

The purpose of the Nevada Area Website is to let people know how to get in touch with Al-Anon/Alateen family groups. As a service arm of Al-Anon, the Website adheres to all Al-Anon principles and Traditions at all times. As our Fourth Concept of Service suggests, its Web Coordinator is a trusted servant responsible to the groups and committees served. A thoughtful and informed group conscience, composed of the Web Coordinator and Committee, is responsible for the contents, policies and procedures involved in creating and maintaining the Website. Since the Area Website is a public medium with potential for reaching the broadest possible audience, it, therefore, abides by the same anonymity safeguards that are used at the level of press, radio, TV and films. To preserve personal anonymity, full names are not given. Any WSO postings acknowledge a credit line as follows: "Reprinted with permission of Al-Anon Family Group Headquarters, Inc., Virginia Beach, VA."

The Area Website Coordinator shall be authorized to update special Al-Anon events and schedule information, as well as make corrections in formatting changes that **do not alter** the meaning of the content. Changes to the version of content or meaning of the Website must receive approval from the AWSC prior to publishing.

#### **NEVADA AREA WEBSITE GUIDELINES for CONTENT**

NEVADA AREA, DISTRICT and AIS Al-Anon information on upcoming events including Al-Anon/Alateen special event information

WSO WEBSITE LINK, telephone numbers and postal mail address for contact of Al-Anon Family Groups, Inc. and reference to available material

WSO Alcoholics Anonymous Website (see Al-Anon Tradition 6)

Local AL-ANON INFORMATION SERVICE (AIS) telephone numbers and postal mail address

NEVADA AREA AL-ANON/ALATEEN Meeting Schedules.

Uphold the Guidelines set forth in the WSO Al-Anon pamphlet S-66.

#### **PASSWORD PROTECTED MEMBER SITE**

A password protected and secure member's only location was added to [www.nevadal-anon.org](http://www.nevadal-anon.org). This site is accessible by password only. The password is: **area34afg**. Postings will be determined by the website committee.

# **NEVADA AREA GUIDELINE**

## **#10**

### **NEVADA AREA RAFFLE**

#### **RATIONALE for ASSEMBLY RAFFLE**

Although our *Service Manual* suggests that all groups help fund the cost of Assembly, not all groups do so with financial contributions. For this reason, Nevada Area hosts a raffle at both Spring and Fall Area Assemblies. This raffle accomplishes two purposes: the profits help fund the Assembly expenses, and the participation by groups offers one more way for all groups/members to offer financial support of the Area Assembly. The raffle is both an enjoyable and profitable means of raising necessary funds.

#### **SERVICE MANUAL GUIDELINES for RAFFLE ITEMS**

According to the *Al-Anon Alateen Service Manual, 2018 - 2021*, avoiding commercialism in the raffle is wise: “Raffling various articles at meeting or other gatherings is a matter of autonomy, but to avoid commercialism in the fellowship, it is suggested that **these items relate in some way to our spiritual principles**. Items such as Al-Anon or Alateen books, subscriptions to The Forum, or the “donated products of the creative efforts of individual members are suggested” (pg. 106 – 107)

#### **EXAMPLES of RAFFLE CONTRIBUTIONS**

In the past, members and groups have donated personal art work, afghans, quilts, books, and theme baskets. The raffle is usually held on the final morning of the Assembly. This event affords an opportunity for every group attending Assembly to submit an item for the raffle. The item may be created by an entire group or an individual from a particular group, as a matter of group interest, autonomy and creativity. The raffle item is usually delivered to Assembly by the Group Representative (or Alternate GR).

# **NEVADA AREA GUIDELINE**

## **#11**

### **NEVADA AREA HANDBOOK MAINTENANCE**

The Secretary will create a standing "AREA HANDBOOK COMMITTEE" to serve as an "official team of trusted servants" to review sensitive wording and protect these documents and our history.

The committee would consist of the AREA SECRETARY, the ALTERNATE DELEGATE, and active PAST DELEGATE(s).

Recommendation is that all documents be approved by the standing AWSC.

**NOTE:**

*In 2007 motion passed to accept proposal to appoint the AREA SECRETARY to be responsible to assure the existing MOTIONS and GUIDELINES and SERVICE ROLES are kept current. This would be in addition to keeping the Area Assembly Minutes.*

# **NEVADA AREA GUIDELINE**

## **#12**

### **NEVADA AREA ASSEMBLY**

The NEVADA AREA FALL ASSEMBLY will be held in September on an available full weekend, beginning on Friday.

The NEVADA AREA SPRING ASSEMBLY will be held in March on an available weekend beginning on Saturday.

Duties of Area Chairman in the Service Manual are vague, and left to the discretion of each Area. The responsibilities of the Nevada Area Chairman are more clearly defined in the Nevada Area Service Roles Handbook. Those duties may change from time to time, as a result of this GUIDELINE.

#### **NOTES FOR THOUGHT:**

Historically, the Nevada Area Al-Anon/Alateen Assembly has met at the Convention Center in Tonopah. It has been in conjunction with A.A. and without. For many years, only one Assembly each year was held in the September.

In 2002, recognizing the need for more Nevada Area connection and participation, the first one day Spring Assembly was held the third weekend in March. Our growth, development and responsibility, now dictate that arrangements be established for an **Annual Spring Assembly** as well as an **Annual Fall Assembly**.

The area chair may make arrangements with the convention center to permanently reserve the same weekend in March, and again in September.

# **NEVADA AREA GUIDELINE**

## **#13**

### **NEVADA AREA EQUIPMENT / ELECTRONICS**

Translation equipment: microphones, transmitters, receivers, earpieces, and manuals.

Projector

Computer – MacBook Pro (Retina, 13-inch, Late 2013) Serial # C2QMX0PNFTPH

PA Equipment

ADD MODEL NUMBERS/SERIAL NUMBERS OF ALL EQUIPMENT

#### **TRANSLATION EQUIPMENT: CARE & USE**

- The primary use and availability of the translation equipment purchased by Nevada Area AI-Anon is for Area Assemblies, Area World Service Committee Meetings and Delegate Reports.
- At any event when the translation equipment is being used, the equipment remains in the custody of a trusted servant who is familiar with the care and operation of the equipment. All persons caring for or using the equipment will please read and follow the instructions for its operations, cleaning and storage.
- A “Use sign-in/Sign-out” sheet will help the Area document the number of people who use the equipment and the frequency of its use. This information will help the Area assess both current and future needs.
- Any person using a receiver will sign the sign in/out sheet and provide a current phone number.
- Equipment will remain on the premises and be returned at the end of each session or day’s meeting.
- If the receiver and/or ear piece is not returned in the condition it was issued or damaged by the person using the equipment, that person is responsible to notify the caretaker.

#### **TRANSLATION EQUIPMENT: STORAGE & MAINTENANCE**

- The Nevada Area Chairperson’s responsibilities are to: 1. Store the Translation Equipment in a secure, dry area. 2. Transport translation equipment to and from Assembly.
- The Group Services Action Committee Coordinator is responsible for the following: 1. Provide adequate supply of AA batteries and cleaning wipes. 2. Coordinate check-out process to members at all Assemblies using the Area sign in/out sheet to keep track of the equipment. 3. Insure equipment is operational prior to use and upon return. 4. Cleaning equipment upon return for proper storage. 5. Insure all receivers are turned to the “off” position and returned to carrying case. 6. Periodically check equipment and report problems to the Area Chair.

#### **PROJECTOR**

- The primary use and availability of the projector purchased by Nevada Area AI-Anon is for Area Assemblies, Area World Service Committee meetings and Delegate’s Reports.
- The current Delegate is responsible for housing the projector and during events where the projector is being used. Set up and care of the projector will be the Delegate’s responsibility. With technology advances, facility we rent has projector equipment available.

#### **COMPUTER**

- The primary use and availability of the computer purchased by Nevada Area AI-Anon is for Area Assemblies, Area World Service Committee Meetings and Area World Service Committee phone conferences.
- The current Secretary is responsible for housing the computer and during events where the computer is being used. Set up and care of the computer will be the Secretary’s responsibility.

#### **PA EQUIPMENT**

Modifications can be made to this guideline as time and experience reveal. Facilities have improved.

Update: 3/16 SM: 9/19 JR

# **NEVADA AREA GUIDELINE**

## **#14**

### **VISA DEBIT CARD**

At the beginning of each three-year term, Wells Fargo Bank will issue individual Visa Debit cards to the three officers: Delegate, Area Chair and Treasurer. Cards are valid for three years.

Officers will arrange with Wells Fargo Bank to change the default withdrawal and spending limits on their cards. Each officer must arrange for limit change on their own card by seeing a business banker at any Wells Fargo branch. The limits are as follows:

- Treasurer's card will have a limit of \$210 daily withdrawal and \$1500 daily spending limit.
- Delegate's card and Area Chair's card will not have daily withdrawal and will each have a \$1000 daily spending limit.

When cards are received, pin numbers are to be implemented immediately by each recipient for security purposes.

At beginning of term, Treasurer will set up email update alerts to Treasurer and Delegate for withdrawals that post to the checking account.

Treasurer is to be notified by cardholder within 48 hours when card is used. Notification will be via email with receipt(s) attached. If receipt is unavailable, an explanation of expense is to be provided. Note that additionally, email alert will be issued by Wells Fargo Bank.

Eligible expenses are AWSC conference calls, Assembly Administrative expenses, Delegate travel expenses, online WSO contribution, Area website expenses, and special approved purchases. Not eligible: expenses related to officers attending Area Assembly.

Treasurer may use the card as an ATM card with pin number for making Area deposits.

At the end of the term, the three cards will be shredded by their owners. If new cards are sent to old officers, the cards will be shredded and the new Treasurer will be informed, in order to follow up with Wells Fargo Bank.

Note: Expenses of other AWSC members (Alt. Delegate, Coordinators, Past Delegates, etc.) are handled by submitting a check request to the Treasurer in a timely fashion. A check request form should be used, and receipts clearly documented. Checks are signed by 2 of 3 officers.

See Treasurer Guidelines for additional information.

Update: 2/19/15 SM

# **NEVADA AREA GUIDELINE**

## **#15**

### **ASSEMBLY PROCEDURES**

Adapted from the World Service Conference Procedures. Update 1-16-16

Assembly has a primary goal – to conduct the bi-annual business of Nevada Area AI-Anon and Alateen. Each GR or alternate GR representing a WSO registered group has both VOICE and VOTE. AWSC members have voice but no vote. Any other members attending do not have voice or vote; they are represented by their GR. Orderly transaction of business is important for group unity and harmony. It is important to note that the purpose of the Assembly Procedures is to make it easier for the Assembly to conduct business in a timely manner.

### **PHOTOS**

Out of respect for others please do not take photographs, videos and recordings during Assembly sessions. Outside of Assembly sessions be considerate when taking photographs, using care that you do not capture images of AI-Anon/Alateen members, or their guests who did not give their permission and may not wish to appear in your pictures. In the spirit of Tradition 11, please do not post recognizable photos of identifiable AI-Anon, Alateen members or their guests on websites accessible to the public, including unrestricted pages on social networking sites (pg. 43 of the 2014-2017 Service Manual).

### **ASSEMBLY AGENDA**

- The Area World Service Committee plans the Assembly agenda.
- Input is gathered and careful consideration is given to suggestions from any Nevada Area AI-Anon member.
- During Assembly session the Area Chair can alter the agenda if circumstances warrant.
- Assembly Minutes and Financial reports (**with the exception of the Budget**) do not require a written motion. Once the reports are presented and corrections or additions are made the Area Chair asks for a show of hands to accept the Minutes/financial reports.

### **DISCUSSION**

**WARRANTY THREE** states that all-important decisions be reached by discussion, vote and whenever possible, by substantial unanimity. This principle guarantees that all matters of importance will be extensively debated, and substantial majority can support every critical decision.

### **KNOWLEDGE BASED DECISION MAKING (KBDM)**

#### **To Reach an Informed Group Conscience. (As modeled in the 2008 WSC Summary available on the Members' Website)**

In a Knowledge-Based Decision-Making culture, full discussion of an idea takes place (with background information introduced to frame the topic) before a motion is presented. Sometimes these discussions go on over a longer period of time (several Assemblies) before any decision for a motion or action is made. KBDM requires research and information gathering before and during the discussion. At the end of discussion, further information and knowledge may be necessary to come to an informed group conscience. A motion need not be made after every discussion. Premature action (such as making or amending motions prior to discussion) can divert attention from the topic at hand, thus confusing and/or delaying Assembly business.

# **NEVADA AREA GUIDELINE**

## **#15**

### **ASSEMBLY PROCEDURES (continued)**

With KBDM, the decision reached is usually one of substantial unanimity.

There are FIVE key elements to the KBDM process to reach an informed group conscience.

- 1) Open communication between leadership and membership
- 2) Dialogue before deliberation
- 3) All decision makers have common access to full information
- 4) Existence in a culture of trust
- 5) Confidence in the competency of our partners

Background information used to frame a topic is usually the result of answering these

FIVE KBDM questions:

- 1) What do we know about our proposed needs or preferences that are relevant to this discussion?
- 2) What do we know about the capacity and strategic position of the organization relative to this issue?
- 3) What do we know about the current realities and evolving dynamics that are relevant to this discussion?
- 4) What are the ethical implications of our choices (pros and cons?)
- 5) What do we wish we know, but don't?

### **METHOD FOR PROPOSING A TOPIC FOR AN ASSEMBLY AGENDA ITEM**

- 1) Any GR can submit a proposed topic to any AWSC member prior to Assembly. The proposed topic includes background information, answers to the FIVE KBDM questions, and written text, framing the discussion. All items noted are valuable so that discussion can be fully understood by all Assembly members.
- 2) The Area Chair chooses a place on the agenda to allow ample time for the Assembly to have a discussion on the topic and may choose to ask the Assembly members, by a show of hands, whether the Assembly wishes to discuss the topic.
- 3) When the Assembly agrees to discuss the topic, the voting members should be provided the background information and answers to the FIVE KBDM questions, so that all are prepared to discuss the topic.
- 4) At the appointed time, the member proposing the topic begins the discussion by framing the topic. The floor is then opened for discussion. Assembly members, who wish to speak, would line up at the mic and are called on in order. Any discussion on the proposed topic follows the guidelines outlined in the "Guide for Discussion."
- 5) Following discussion, the Chair may ask for consensus (by show of hands) in order to determine if any additional actions are necessary based on the discussion.

### **GUIDE FOR DISCUSSION**

- The Assembly Chair may ask to have the discussion held at another time.
- During discussions, Assembly members who wish to speak will line up at the mic and are called on in order, by the Area Chair. Assembly members must use the mic each time they speak and state their name.
- Assembly members are allowed two minutes and one time at the mic per topic. When the two-minute time limit is ended, the member may finish their sentence before relinquishing the mic.
- In addition to the two minutes and one time at the mic per topic Assembly members are allowed to go to the mic to ask a question for information only. Asking a question begins with who, what, where, when, why and how; and does not contain personal opinion.
- When a question is asked, the Area Chair can call on the appropriate person to answer the question. To answer a question, the answer is not limited to two minutes at the mic, nor do they give up their one time at the mic per topic.
- Assembly members should express their opinions; however, if their opinion has been expressed they are asked to not repeat what has already been expressed.



# **NEVADA AREA GUIDELINE**

## **#15**

### **ASSEMBLY PROCEDURES (continued)**

#### **GUIDE FOR DISCUSSION (continued)**

- The legitimate rights of the minority are protected by CONCEPT FIVE:  
“*The rights of appeal and petition protect minorities and insure that they be heard*”.
- Out of respect to those holding a different opinion, applause is not permitted during any discussion.
- During discussion and prior to a motion being made, the Area Chairperson, at his or her discretion, may take a consensus by a show of hands from the voting members to give direction as to the next steps the Assembly wishes to take.

The options may include:

- To continue the discussion
- To move forward with a motion
- Definition of a Motion:  
A motion shall change and or create area policy, Area guidelines and Area financial status
- The Assembly body asks for more information to be shared at a later time; example - the next assembly
- Stop the discussion without a motion or action

#### **VOTING PROCEDURES**

With any Assembly vote, the intent is to find” Substantial Unanimity.”

A 2/3 majority vote is required for a motion to pass.

All motions are to be written on the Area Motion Form.

Motions require a second. Written motions are to be read by the Area Chair prior to the vote. A voting card is held by each GR.

The motion is presented from the **ASSEMBLY MOTION FORM**.

The Area Chair reads the motion as written.

The Area Chair asks for a second.

The Area Chair asks if there is any more discussion on the motion as presented. If needed, discussion begins again.

The Area Chair then reads the motion again.

The Area Chair calls for the vote.

GR's vote using their voting cards.

Following the voting, result will be announced by the Area Chair, and then recorded

from the motion form by the Area Secretary. The Area Secretary updates the History of Motions section of the Nevada Area Handbook.

#### **Amendment procedures:**

To insert or add.... To strike out.... To strike out and insert....

#### **Tabling a Motion:**

Requires a motion and a second

Is not debatable

Needs substantial unanimity to pass

Motion to reschedule at the discretion of the Area Chair.

#### **Withdraw a Motion:**

When a motion is not ready to be considered, the originator and seconder have to agree to withdraw the motion.

**ORIGINAL MOTION:**

\_\_\_\_\_ Date

Written by GR, read from floor, and submitted to the Area Chair/Secretary:

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**REVISION or FINAL WORDING OF ORIGINAL MOTION:**

The Chair again reads motion to the Assembly before voting occurs:

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Originator of Motion \_\_\_\_\_

Name of "Second" \_\_\_\_\_

Motion Passed / Failed

Assembly Vote Count \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstentions

Update 3/18/16 SM

# NEVADA AREA SERVICE ROLES

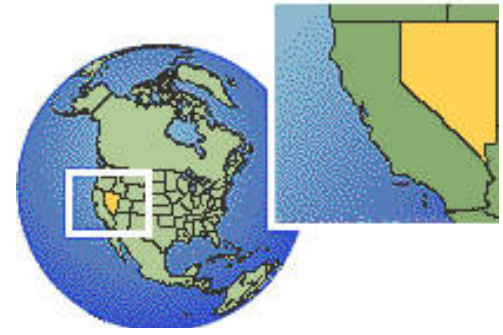
## TABLE OF CONTENTS:

### GENERAL INFORMATION:

AL-ANON/ALATEEN NEVADA AREA  
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ELECTION PROCEDURES  
AREA WORLD SERVICE COMMITTEE (AWSC)

### AREA SERVICE ROLES:

DELEGATE  
ALTERNATE DELEGATE  
AREA CHAIR  
SECRETARY  
TREASURER  
DISTRICT REPRESENTATIVE  
PAST DELEGATE  
AIS LIAISON NORTH/SOUTH  
NEWSLETTER EDITOR/COORDINATOR  
PUBLIC OUTREACH COORDINATOR  
ASSEMBLY COMMITTEE COORDINATOR  
LITERATURE COORDINATOR  
ALATEEN COORDINATOR  
WEBSITE COORDINATOR  
GROUP REPRESENTATIVE (GR)  
SPANISH LIAISON/COORDINATOR  
RESUME FOR NEVADA AREA



*We learn about how to delegate authority in Al-Anon service. The balance of responsibility in routine jobs occurs only when we can explain what we have done, wish the person love, and allow our successor their own God-given direction. More times than I care to think, my successor did a better job than I ever could have done. (About Concept 8 - Forum 8/06)*

Update: 11/10 JA: 11/12 SJ: 11/13 SJ: 3/16 SM: 9/19 JR: 4/20 DS

## AL-ANON – ALATEEN NEVADA AREA

Nevada Area adheres to the policies set forth by the World Service Conference (WSC) and follows procedures suggested in the most current edition of *Al-Anon/Alateen Service Manual*. All members are encouraged to read and practice the *Service Manual's* suggestions for carrying out service work responsibilities.

Although many answers to questions about special situations are found in the *Service Manual*, all Areas differ. This booklet presents additional details applicable to Nevada Area. It is not intended to replace the *Service Manual*, but simply to provide a reference of unique practices in our Area. It was compiled by the current AWSC to offer guidance, direction, clarification and a checklist that gives an overview of the job duties, aims and objectives. Each Job Description was prepared by the current Al-Anon member holding the stated position. Helpful suggestions drawn from experience are meant to provide a basic foundation that allows courageous and creative commitment from successors in service to be "directly responsible to those they (we) serve." (Tradition Nine)

With our Area officers constantly rotating, and modifications being made as our Area grows, further additions and changes will be needed as circumstances require. "*We never finish, we just stop!*" It is suggested that details be timely updated to match the actual responsibilities.

**The responsibility of those revisions was assigned to the AREA HANDBOOK COMMITTEE.** To serve on this "official team of trusted servants" for review of the sensitive wording and protect our documents and our history are the Serving AREA SECRETARY, serving ALTERNATE DELEGATE, PAST DELEGATE(s). It is recommended that all documents be approved by the standing AWSC.

### AREA ASSEMBLY OVERVIEW

Currently the Al-Anon/Alateen Assembly meets twice a year at the Convention Center in Tonopah, Nevada. These Assemblies are held in the Spring, usually the third weekend in March for a shortened Assembly (one night); and the Fall, usually the second weekend in September (two nights). Sometimes, but not always, Alcoholics Anonymous meets at the Convention Center as well. Historically, Al-Anon had arranged a Saturday night banquet at the Fall Assembly and invited AA to participate. In the past, this was considered a "fundraiser" for Al-Anon, but has not always been a moneymaker. As time and growth dictate in the future, different meeting and dining arrangements may be necessary. The Al-Anon Chair currently coordinates with Alcoholics Anonymous.

*(In 2004, AA announced they needed a larger facility where they could meet. Our Al-Anon 2004 Fall Assembly covered discussion for the Al-Anon 2005 Spring Assembly to be held on a different weekend than AA.)*

### SUGGESTED LITERATURE/BOOK DEPOT SCHEDULE:

SPRING ASSEMBLY from NORTH

FALL ASSEMBLY from SOUTH

### ELECTION PROCEDURES

Election procedures basically follow the *Al-Anon/Alateen Service Manual*, but because Nevada Area is small, with only six districts, Nevada has adopted its own Nevada Area Election Guidelines (Guideline #5, 2003). Please see Guideline #5 for specific Area procedures.

Out-going Group Representatives, those currently still serving, vote for the new Area officers at their final Assembly at the end of their three-year term. The election procedure of the District Representatives (DR) and Group Representatives (GR) precedes the date of the fall Area Assembly. The terms of Group Representative and District Representative are from the January following the fall election for a full three-year term, coinciding with the Delegate's term. District Representatives are elected from outgoing Group Representatives in the election year.

Area Coordinators are selected by the AWSC from submitted resumes. Appointment of Area Coordinators will occur at a meeting of the AWSC at some time following the Assembly business meeting after Area elections are held. Selection of Area Coordinators is based on qualifications and resumes submitted.

## AREA WORLD SERVICE COMMITTEE (AWSC):

### **PRIMARY FUNCTION:**

To plan for the general improvement the Area Assembly as well as all Area groups  
(See Service Manual 2018 – 2021 pages 68, 155 – 156)

### **AREA WORLD SERVICE COMMITTEE MEMBERS:**

(It is suggested that a Service Sponsor is helpful for those who have these positions).

- Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer.
- Past Delegates
- Coordinators: Membership Outreach, Public Outreach, Fellowship Communication, Group Services, Alateen - Website - Newsletter Coordinator/Editor
- District Representatives (6)
- AIS Liaisons (2)
- Spanish Translation Liaison

### **GENERAL POLICIES and RESPONSIBILITIES OF ALL AWSC MEMBERS**

All AWSC members attend two (2) Assemblies per year, held in the Spring (March) and Fall (September).

All AWSC members attend the (2) AWSC meetings held prior to Assembly each year. If unable to attend either the Assembly or AWSC, or have an alternate present, the committee member needs to notify the Chairperson and send a written report.

All AWSC members utilize a copy of the *AI-Anon/Alateen Service Manual* and adhere to its stated policies unless a different procedure for a service duty has been adopted by Nevada Area AI-Anon.

All AWSC members participate in two conference calls per calendar year scheduled between each assembly and as needed.

All Officers, Coordinators, and DRs provide a copy of their report given at the AWSC meetings and Assemblies to the Area Secretary. Reports at Assembly by the Coordinators and DRs are brief: two to five minutes in length.

All members of the AWSC are reimbursed for expenses from the Area Treasury, with the exception of the District Representatives and the AIS liaisons, whose attendance is supported by their respective service body.

All Officers, Coordinators, and DRs submit a quarterly, written report to *The AI-Anon Times* newsletter. (January, April, July, and October)

Nevada Area Guideline Two (1992) outlines the policy for "Removal of Area Officers and Coordinators." That guideline was later revised for clarity (2000). In summary, if a member of the AWSC does not attend one Assembly or AWSC meeting, that person is responsible to submit a written report to the Chair. Absence of a written report in lieu of being there in person will be considered as an "informal resignation." Guideline Two further outlines the procedure for filling the vacancy.

All members of the AWSC keep accurate records and reports of their activities while serving. At end of the three-year term, each committee member passes on information to the newly-elected trusted servant.

The Secretary is charged with creating a standing AREA HANDBOOK COMMITTEE to serve as an "official team of trusted servants" to review sensitive wording and protect our documents and our history. Included in this committee: Serving AREA SECRETARY, Serving ALTERNATE DELEGATE, PAST DELEGATE(S) It is recommended that all documents be approved by the standing AWSC.

### **SUGGESTED SCHEDULE FOR LOVE GIFTS:** (always due in February)

"Love gift" is a term used to describe a simple gift for each participant at the World Service Conference to be provided by the Delegate from each Area. It usually depicts in some small way, a reflection of the Area it represents. Since each Area usually sends gifts, it is a heartwarming experience for Delegates to receive a gift from each of the fellow AI-Anon Delegates. Rotation of "Love gift" responsibility has been designated by District in our Area as follows:

District #6	1997
District #3	1998
District #5	1999
District #2	2000
District #4	2001
District #1	2002
District #6	2003
District #3	2004
District #5	2005
District #2	2006
District #4	2007
District #1	2008

District #6	2009
District #3	2010
District #5	2011
District #2	2012
District #4	2013
District #1	2014
District #6	2015
District #3	2016
District #5	2017
District #2	2018
District #4	2019
District #1	2020

District #6	2021
District #3	2022
District #5	2023
District #2	2024
District #4	2025
District #1	2026
District #6	2027
District #3	2028
District #5	2029
District #2	2030
District #4	2031
District #1	2032

Updated: 9/19 JR

## DELEGATE

2018 – 2021 Service Manual pages 146-148  
WSO Members' website [www.alanon.org/members](http://www.alanon.org/members)  
Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

Serves as communication link between Area and World Service Office (WSO).

Obtains a password to WSO AFG-Connects and receives Conference information as well as other information about Al-Anon/Alateen to be passed on to AWSC members. The Delegate's access to AFG-Connects is the link between WSO/WSC and our Area.

Represents the Nevada Area at the annual World Service Conference (WSC).

**After WSC** passes on to the Area Chairman and Area World Service Committee (AWSC) all presentations, skits, and workshops from WSC for use at Area Assemblies and ensures all such materials are available on request.

**After WSC** arranges a Delegate's Report in person for all districts in NV Area, coordinating dates with District Representatives or AIS Liaisons as applicable.

North and East - District 2, 4 and 6      South – District 1, 2 and 5

At the beginning of each term of office, the Treasurer must make arrangements to visit the bank with two other check signers: The Delegate and Chair. Old signature cards must be removed using the proper form, and replaced with new signature cards of the current Treasurer, Delegate, and Chair. The outgoing Delegate will shred their debit card and the incoming Delegate will receive a new debit card in their name (see Nevada Area Guideline #14 Visa/Debit Card). Change of mailing address to the NEW DELEGATE is necessary for both the Area Business checking and Savings accounts.

Receives Area bank statement and reviews deposits/expenditures; forwards to Area Treasurer may be the second signature (signer) required on Area bank account checks.

Communicates with the Area Treasurer to insure payment is sent to WSO for Delegate's equalized or full expense check to attend WSC, as soon as possible after Fall Assembly, but no later than December 31.

Submits itemized Delegate expense vouchers with receipts to Area Treasurer for expense reimbursement. When using the Visa/Debit card for Area expenses they will follow guideline #14 Visa/Debit Card.

The current Delegate will be responsible for housing the projector and during events where the projector is being used set up and care of the projector will be the Delegates. With technology improvements, facility where we meet has projector.

Attends the yearly US Southwest Regional Delegates' Meeting (SWRDM) usually held the second full weekend in March, purpose being to inform Delegates of upcoming conference concerns or issues and to welcome the new Delegates (Although the SWRDM is not an official part of the Al-Anon Conference Structure, all delegates from the SW region meet annually, and Nevada funds Delegate participation for strengthening communication among Areas.)

Becomes a member of the SWRDM online group in order to receive information from other Delegates in the Region about SWRDM.

Attends and participates in AWSC meetings and conference calls.

Gives semi-annual report to AWSC and Area Assembly with email and printed copy to Area Secretary and Spanish translator.

Submits Quarterly report for Al-Anon Times four publication dates:

February 1	(by Jan 15)	May 1	(by April 15)
August 1	(by July 15)	November 1	(by October 15)

Updated: 9/19 JR

## ALTERNATE DELEGATE

2018 – 2021 Service Manual page 148  
WSO Members' website [www.al-anon.org/members](http://www.al-anon.org/members)  
Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

### Supports Delegate

Serves as a resource of information and history on the NEVADA AREA HANDBOOK Committee to review sensitive wording and protect our documents; to assure the existing "MOTIONS," "GUIDELINES" and "SERVICE ROLES" are kept current; assure review by the standing AWSC. Included in this committee: Serving AREA SECRETARY, Serving ALTERNATE DELEGATE, PAST DELEGATE (S).

Creates individual GROUP VOTING CARD for each Area-registered Group represented at Assembly; to be distributed by DR at Assembly.

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement and returns unused advanced funds.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email and printed copy to Area Secretary and Spanish translators present at assembly.

Attends SWRDM the 2<sup>nd</sup> full week-end in March with the Delegate (if available to travel, expenses paid for by the Nevada Area.

Submits Quarterly report for AI-Anon Times four publication dates:

February 1	(by Jan 15)
May 1	(by Apr 15)
August 1	(by July 15)
November 1	(by Oct 15)

**SERVES AS NEVADA AREA GROUP RECORDS COORDINATOR (See WSO Guideline G-36)** and provides information regarding how to update and view group records to DR's and GR's.

Each DR is to maintain and provide updated information of each group to Group Records Coordinator.

Makes corrections when needed electronically or by mail, to update Group Records with WSO

From the WSO Group Records site, compiles information by District and distributes to AWSC via email or printed copy. Each DR will have all GRs attending Assembly from that District stand for Roll Call. Count on VOTING CARDS/VOTING GRs can be verified for accuracy. (Groups not listed or Group corrections must be noted and amended at another time)

Obtains a password to AFG Connects and receives information to be passed on to AWSC members.

Can appoint one additional active AWSC member, concurrent with Group Records Coordinator term, access to the WSO Online Group Records site.

Updated: 9/19 JR



**AREA CHAIRMAN**

- Communicates regularly with Delegate to be aware of all AFG information
- Create an email-message-system to effectively communicate between Area Assemblies to the serving AWSC; requests needed agenda items or ideas for AWSC and Assembly.
- Reserves meeting place for regular AWSC & Area Assembly (assures rent is paid for facility).
- Schedules, arranges and facilitates two Electronic AWSC calls to be held in January and June and as needed.
- Prepares agenda and conducts all AWSC meetings and Assembly meetings.
- Prepares assembly agenda for publication in the February and August Al-Anon TIMES.
- Prepares Information Packets for AWSC and Area Assembly
- Is responsible to house the translation equipment and transport it to and from each assembly.
- Arranges for meals during Assembly
- Assures safekeeping of Area map and Legacy banners for display at Assembly
- Ensures Nevada voting guideline/requirements are upheld at Election Assembly and when motions are made.
- Invites the Regional Trustee to attend the Area Assembly, usually in the election year
- Coordinates the appointments to fill office until next Assembly of any resigned or terminated officer
- Compiles a list of contact information for Tonopah to pass on to successor (Telephone number /e-mail address for Convention Center, Restaurants
- Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement. When using the Visa/Debit card for are expenses will follow Guideline # 14 Visa/Debit Card.
- May be the second signature (signer) required on Area bank account check, follows Treasurer guide and Area Guideline # 14 Visa/Debit Card to complete this process.
- Facilitates an AWSC self- inventory at the conclusion of the second Spring assembly of the three year term.
- Submits Quarterly report for Al-Anon Times four publication dates:
  - February 1 (by Jan 15)
  - May 1 (by Apr 15)
  - August 1 (by July 15)
  - November 1 (by Oct 15)

Updated: 9/19 JR, 6/21 DS

Sends contact information to WSO of all AWSC members and keeps listing for Area current.

Distributes updated AWSC contact information to all AWSC members.

Requests all AWSC members to submit their Area reports either at Assembly, or electronically within one week after Assembly, in order to prepare and distribute minutes of the meetings within two weeks after Assembly, to all AWSC members. (DRs to review and make copies for their GRs)

Keeps a permanent electronic "Minutes Book" on a flash drive or memory stick to be passed on to successors.

Keeps a copy of Area documents presented to AWSC for safekeeping and back up.

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement and returns unused funds.

At Election Assembly, lists candidates' names eligible for office and assists as needed.

Update after each assembly, the List of Motions (on principle).

Compiles and summarizes comments and suggestions from assembly and distributes to AWSC.

Attends and participates in AWSC meetings and conference calls.

Area Secretary has been appointed to be responsible for the safe-keeping of the official records, to assure the existing "MOTIONS" and "GUIDELINES" and "SERVICE ROLES" and "HISTORY" are kept current.  
Create a standing AREA HANDBOOK COMMITTEE to serve as an "official team of trusted servants" to review sensitive wording and protect our documents and our history.

Include in this committee:

Serving AREA SECRETARY,

Serving ALTERNATE DELEGATE, PAST DELEGATE (S) It is recommended that all documents be approved by the standing AWSC.

Submits Quarterly report for Al-Anon Times four publication dates:

February 1	(by Jan 15)
May 1	(by Apr 15)
August 1	(by July 15)
November 1	(by Oct 15)

### **Secretary's Laptop Computer**

- The primary use and availability of the computer purchased by Nevada Area Al-Anon is for Area Assemblies, Area World Service Committee Meetings and Area World Service Committee phone conferences.
- The current Secretary will be responsible for housing the computer and during events where the computer is being used. Set up and care of the computer will be the Secretary's responsibility.
- Update computer software regularly

Updated: 9/19 JR

## **TREASURER**

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2018 – 2021 Service Manual page 146  
See S-21 Seventh Tradition See G-41 Reserve Fund Guideline  
WSO Members' website [www.al-anon.org/members](http://www.al-anon.org/members)  
Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

Provides training to newly elected Treasurer on all processes and tools, including use of Quicken. Provide Quicken software to new Treasurer. Provide old Excel reports and other documents in electronic format to New Treasurer. Provide all historic hard copy materials available to new Treasurer.

At the beginning of each term of office, the new Treasurer will visit the bank and meet with a business banker.

The following documents will be provided to the banker:

1. Confidential list of Nevada Area officers with new officers highlighted.
2. Fall Assembly minutes indicating election of new officers, highlighted.
3. Nevada Area service roles for Delegate, Treasurer and Area Chair, including table of contents and the three service role descriptions, with the paragraph highlighted that indicates each member's responsibility.

The following will be done by the banker:

1. Old signature cards will be replaced with new signature cards of the current Treasurer, Delegate, and Area Chair.
2. Change of mailing address to the NEW DELEGATE who receives the bank statements is necessary for both the Business checking and Savings accounts.
3. Executives will be changed from the previous Treasurer, Delegate and Area Chair to the new ones. All transactions may be done by FedEx, email and/or telephone. It is suggested that the new Treasurer coordinate all items.

New Treasurer will provide a Wells Fargo on-line account to be associated with the Area checking and savings account.

Provide new Visa Debit Card information to Area Secretary, to attach to the Apple ID for Macintosh Computer (for Operating System updates).

Provide new Visa Debit Card information to Webmaster, to attach to the website account for billing purposes. Receives and deposits all contributions to Nevada Area Treasury account, posting identification of source by Group, District or other.

Provide accurate accounting of Area Treasury at all AWSC & Assembly meetings.

Regularly reconciles bank statements.

Sends check to WSO (before Jan 1) for the Delegate's expense to World Service Conference.

Provides advance funds of \$200 quarterly to Newsletter Editor for costs of Newsletter printing and mailing. Arranges with Newsletter Editor for acceptable process to assure subscription fees are properly and timely managed. It is suggested that all received subscription forms be scanned in and emailed to the Editor.

Reimburse AWSC members upon receipt of expense requests. Request checks are cashed within two weeks for expediency.

Pays all expenditures approved by AWSC or Assembly. Note that two signatures are required (Area Chair **or** Delegate).

Pay amount budgeted for Assembly expenses of Delegate, Alt. Delegate, Area Chair, Area Secretary, Area Treasurer, all Coordinators, and Past Delegates Pays extra expenses for handouts, supplies and other items needed for Area Assembly.

Updated: 08/21 DS

**AREA TREASURER – continued**

Pay all Assembly expenses for meeting facilities and planned group meals.

Track yearly “Income & Expenses” in order to present an informed budget.

Prepare proposed Annual Budget for approval by AWSC and Area at each Fall Assembly.

Prepare “Profit/Loss” statement of each Assembly to help ascertain budget proposals for future.

Send annual Appeal Letter to members every January, asking for their support to Area. Letters are sent to groups.

Provides to Assembly Registration Committee, two cash boxes and \$150 in small bills.. These cash boxes are for registration funds and raffle funds.

Receives and deposits all Assembly income from raffle proceeds and sale of lunch or banquet tickets.

Attends and participates in AWSC meetings and conference calls. Give semi-annual report to AWSC and Area Assembly. Provide email or printed copy to Area Secretary and Spanish translators present at assembly.

Submits Quarterly report for Al-Anon Times four publication dates:

February 1	(by Jan 15)
May 1	(by Apr 15)
August 1	(by July 15)
November 1	(by Oct 15)

Prior to passing position to elected successor at end of term (but by January 1st), arranges for a financial audit to be done by the outgoing Delegate or Chairman.

## DISTRICT REPRESENTATIVE

2018 – 2021 Service Manual pp 143 - 144

WSO GUIDELINE G-15; G-37

WSO Members' website [www.al-anon.org/members](http://www.al-anon.org/members)

Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

Conducts District meetings at regular intervals, providing Area & WSO information to each GR in person or via e-mail. Keeps e-mail list of GR's current. Distribute information at first District meeting of the new term, such as folder for each GR containing contact information of District, AIS, Area, World Service, "Al-Anon Times" "Forum", Guidelines and the Area Website. Provides Group Records Coordinator with names of new groups to be assigned to an Action Committee and explains to the new GR, the purpose and goals of that committee. Provides Love Gifts for Delegate as mentioned in the Nevada Service Roles General Information section. (Which shows which District and which Year responsible for gifts)

When possible, during term, attends each active meeting within District. Encourages Group accountability for support of Area Treasury (Tradition Seven). Provides current print-outs of Group Details as listed on the Group Records site of WSO website to each GR, so information can be updated as needed.

Informs Group Records Coordinator of changes in GR, Group current mailing address (CMA), and notifies AIS and Web Coordinator for Meeting Schedule changes. See Guideline G-36 for current process and coordinate with Area Group Records Coordinator. District Rep's do have access to electronic Group Records. Group Update Process information is distributed by the Group Records Coordinator at Assembly.

Each DR will have all GRs attending Assembly from that District stand for Roll Call. VOTING CARDS and VOTING GRs can be verified for accuracy. (Groups not listed or Group corrections must be noted and amended at another time).

Encourages each Al-Anon/Alateen Group to elect a GR who will attend Area Assembly and encourages GR's to send the alternate or another member as a proxy if they cannot attend Assembly. Provides contacts for Assembly registration at least two months prior to Assembly. Provide motel and travel information to Tonopah. Explain the Assembly raffle to help defray expenses.

Conducts elections in an election year for new DR and District Officers prior to Fall Assembly. Makes arrangements after World Service Conference for Delegate's report to District.

Creates or participates in local workshops, local Public Outreach events, or other Al-Anon events. Encourages participation throughout the year in Action Committee events & reports progress at District Meetings and to Action Committee Coordinator.

Submits and informs the Al-Anon Web Coordinator and the Area Events Calendar person of all district events, thereby keeping all members informed of service events via the website and the Area monthly calendar. Attends and participates in AWSC meetings or conference calls. Gives semi-annual report to AWSC and Area Assembly with email and printed copy to Area Secretary and Spanish translators present at assembly.

Submit Quarterly report for Al-Anon Times four publication dates:

February 1 (by Jan 15)

May 1 (by Apr 15)

August 1 (by July 15)

November 1 (by Oct 15)

**NOTE: ASSEMBLY EXPENSES ARE PAID BY RESPECTIVE DISTRICT TREASURY**

Update: 9/19 JR

## PAST DELEGATE

WSO Members' website [www.al-anon.org/members](http://www.al-anon.org/members)

Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

Serves on AWSC as an active member in an advisory capacity

Shares experience of the past Assembly history, referencing past experience, previous discussions, historical milestones, and Assembly motion decisions.

Shares ideas from other Areas heard at WSC and makes suggestions

Serves as advisor, offers experience, strength, hope, and wisdom to members of Assembly

Serves on committees; assists in business matters when asked by Chairman or AWSC

Attends and participates in AWSC meetings and conference calls.

Examples, Short Talks for Assembly:

Conference Structure, Policy Issues, Spiritual Principles, What/who are BOT, Appeal Letter, How CAL comes to be, Concepts, WSO Services, Greeter as Assembly, Breakout leaders, Resource for workshop ideas, Handbook Committee, What is a Delegate, Links of Service, Legacies, What is conference, International Outreach

Serves as a resource of information and history on the NEVADA AREA HANDBOOK COMMITTEE to review sensitive wording and protect our documents; to assure the existing "MOTIONS," "GUIDELINES," "HISTORY" and "SERVICE ROLES" are kept current; assures review by the standing AWSC. Included in this committee: Serving AREA SECRETARY, Serving ALTERNATE DELEGATE, PAST DELEGATE(S).

Update: 9/19 JR

**SUPPORTS THE DISTRICTS IT SERVES AS A SERVICE ARM**

Attends AWSC as a liaison.

Obtains a password to WSO e-communities and receives information to be passed on to AWSC members.

Serves as Chair of AIS; communicates with all Information Service Representatives (Alt.GRs) as a link to the Districts it serves.

Arranges facilities for AIS Meetings.

May serve as an avenue for local public outreach.

Ensures printing and distribution of current Al-Anon meeting schedules to Area Webmaster and all Districts it serves.

Communicates with DRs about any changes to the Answering System Service.

Provides current AIS meeting information, changes and updates to Area Webmaster.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email or printed copy to Area Secretary.

Submits Quarterly report for Al-Anon Times four publication dates:

February 1	(by Jan 15)
May 1	(by Apr 15)
August 1	(by July 15)
November 1	(by Oct 15)

**NOTE: ASSEMBLY EXPENSES ARE PAID BY RESPECTIVE AIS TREASURY**

Update: 9/19 JR

Basic keyboard and computer skills are necessary in order to communicate through email and other E-communication. Word processing skills are necessary to produce the Newsletter.

Selects a Newsletter theme for quarterly publication.

Selects a print shop for printing of Newsletter. – currently not sending out printed copy (2020)  
Requests advance funds from Area Treasurer for cost of Newsletter printing & mailing.

Submits itemized expense receipts to Area Treasurer for expense reimbursement and returns unused funds. Also, reports quarterly cost and distribution, and number of group and individual subscriptions.

Arranges with Area Treasurer for acceptable process to assure subscription fees are properly and timely managed.

Reviews all submissions to ensure they meet the Newsletter Statement of Purpose and are Al-Anon in content and focus.

Compiles, edits, and distributes (in printed and electronic formats), information pertinent to Nevada Area in a quarterly publication.

Following USPS guidelines, folds, labels and stamps, then mails the Newsletter. Sends quarterly Newsletter via email to individuals/groups who have agreed to receive it in this manner.

Keeps records of subscription expiration dates and current mailing addresses for individuals and/or groups. (Notification of subscriber expiration date appears on mailing label).

Updates mailing list, as necessary, with new subscriptions and when mail is returned as undeliverable. Manages undeliverable group subscriptions by cross-referencing group address with group records listing provided by Group Records Coordinator.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly, with email and printed copy sent to Area Secretary and Spanish Liaison.

Encourages member participation for sharings, as well as group/individual subscriptions.

Presents an Assembly Workshop as requested.

Publication dates:

February 1	(by Jan 15)
May 1	(by Apr 15)
August 1	(by July 15)
November 1	(by Oct 15)

AL-ANON TIMES – Statement of Purpose:

The Al-Anon Times is a service publication of the Nevada Area AFG. Its purpose is to keep the Area informed of all service related projects and activities at the District, AIS, and Area levels. Each issue will have a topic. Sharing submitted by members will be included as space allows. The opinions expressed in the Al-Anon Times are not to be attributed to Al-Anon as a whole; they are the personal views and experience of the individual member. In keeping with the 11<sup>th</sup> and 12<sup>th</sup> Traditions, any names disclosed within this publication are to be kept within the fellowship.

Update: 9/19 JR



**PUBLIC OUTREACH COORDINATOR**

2018 – 2021 Service Manual pp 117 – 125, 143

See WSO GUIDELINE G-09; G-10; G-29; G-38

Best of Public Outreach

WSO Members' website [www.al-anon.org/members](http://www.al-anon.org/members)

Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

Chairs Committee meetings at Assembly: reports to AWSC (Area World Service Committee) and Assembly with a printed report.

Disseminates information from WSO (World Service Office) to AWSC; sharing projects & encouraging support.

Communicates with WSO to keep up with updated information.

Communicates with DR's (District Representatives) and Committee members to ensure all Public Outreach information is received and utilized.

Informs all DRs of any new PSA information in order to encourage distribution to local stations.

Notifies WSO of project successes/flops in Area.

Presents an Assembly workshop as requested.

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement and returns unused funds..

Communicates with Web Coordinator for updates on the Nevada Area Website.

Obtains a password to WSO e-communities and receives information to be passed on to AWSC members.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email and printed copy to Area Secretary and Spanish translators present at assembly.

Submits Quarterly report for Al-Anon Times four publication dates:

February 1	(by Jan 15)
May 1	(by Apr 15)
August 1	(by July 15)
November 1	(by Oct 15)

Update: 9/19 JR

## ASSEMBLY COMMITTEE COORDINATOR

2018 – 2021 Service Manual pp 67-68, 93, 137

See WSO GUIDELINES:

G-02: Beginners Meeting G-12: Starting an AI-Anon Group  
G-13: Suggested Programs for Meetings G-22: A Meeting on Wheels  
G-27: The Open AI-Anon Meeting G-30: Area Archives  
WSO Members' website [www.ai-anon.alateen.org/members](http://www.ai-anon.alateen.org/members)  
Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

Primary Goal: To reach out in friendship and support to all members of our diverse fellowship by encouraging individual participation and strengthening group unity, always preserving and sharing our history and heritage (pg.9)

Basic keyboard and computer skills are necessary in order to communicate through email and other E-communication. (Excel spreadsheet may be helpful for Registration)

Attends and participate in AWSC meetings and conference calls.

Submits semi-annual report to AWSC and Area Assembly. Sends report via e-mail to the Area Secretary and Spanish translators before assembly

Submits Quarterly report for AI-Anon Times four publication dates:

February 1	(by Jan 15)	May 1	(by April 15)
August 1	(by July 15)	November 1	(by October 15)

Chairs Membership Outreach Committee meetings at Assembly.

Obtains a password to WSO e-communities and receives information to be passed on to AWSC members.

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement for Action Committee supplies.

**Maintains & displays Area Archive items. (Guideline G-30) (recommended to change this to Area Archives Coordinator position) ????????**

Provides warm welcome to new GR's (Group Representatives) to Area service at Assembly

Hosts a New GR (Group Representative) Orientation Session for the GR attending their first Assembly.

### **ASSEMBLY REGISTRATION COMMITTEE Guideline 7 part 1 and Guideline 10 (REGISTRATION, MEALS & RAFFLE)**

Assembly Registration form and information sheet is developed 3-6 months before each Assembly. Key items to be on flyer are dates of Assembly, times, cost, deadline for pre-registration, how to make out checks, where to mail the completed registration and payment. Also include a list of hotels/motels available for lodging, potluck assignments, banquet information (Fall Assembly only) and information about the raffle.

The Pre-registration information and registration form should be distributed well in advance of Assembly:

Email it to the Times Editor to be included in the appropriate issue of the AI-Anon Times

Email it to the Area Webmaster to be included on the website

Email it to the person in charge of the events calendar to include as appropriate.

Email it to each of the DR's to distribute at District meetings

Email it to the Spanish Liaison to translate and distribute

Email it to the Area Chair to put into the Assembly packets (check with Chairperson for deadline)

## **ASSEMBLY COMMITTEE COORDINATOR - continued**

### **Registration By Mail:**

When you receive registration forms & payment in the mail, have an accurate method to keep track of who is registered and paid. This may be done using Excel or another method of your choosing. All checks, cash and money orders received are deposited at Wells Fargo Bank regularly during the pre-registration period.

**Suggestion:** Make a copy of each check you deposit and each deposit slip. This can be a great help in reconciling your monies if needed. As registrations come in you may choose to contact each person by email, text or phone to let them know their registration was received.

Before Assembly, badges are created as needed for new attendees or new positions (or replacements for those lost). Be sure to provide blank name badges that can be completed at Areas Assembly for those who did not pre-register by the deadline.

### **Registration Table at the Assembly:**

During Acting Committee break out assign 2 – 4 people to work the registration table. These committee members will:

- Arrive prior to registration opens to set up
- Provide information for food, raffle baskets, bathrooms and where GR Meet and Greet will be held
- Add pages to Assembly packet as needed
- Take care of details of registering each person and provide a name tag.
- Sell raffle tickets
- Hopefully provide friendly smiles and a welcome to all Area Assembly attendees

### **Suggested Supplies:**

Blank name badges, markers and pens, moneybox with change(registration), raffle tickets, container for sold raffle tickets. Money box for raffle sales, sign with raffle ticket prices

### **Funds / Attendees:**

As Registration closes, a detailed account of received monies is provided to Area Treasurer along with actual funds and breakdown by registration, banquet and raffle. A final count of all attendees is given to the Area Chair before the close of assembly, including breakdown of, GRs AWSC members & Guests as well as grand total.

### **Raffle Tickets:**

Raffle tickets may be sold at registration if you feel you have enough people. Otherwise tickets are to be sold only during times when the Assembly is not in session (breaks, lunch, etc.) as to not distract from the agenda. Baskets will be raffled at the Area Chair's discretion. Discuss with your Chairperson the timing of the raffle; this can happen all at once or at various times throughout the Assembly. At end of assembly announce raffle income total.

### **Also suggested to track:**

- English vs. Spanish Speaking attendees (helps the Area Chair know how many packets in each language)
- GR's vs AWSC attendees
- How many attendees from each district (helps with potluck assignments)
- How many pre-registered vs. how many registered at the Assembly
- Total \$ paid for registration
- Total \$ paid for the banquet (Fall Assembly only)
- Total \$ received from the raffle

Update: 9/19 JR: 4/20 DS

## LITERATURE COORDINATOR

2018 – 2021 Service Manual pp 67 – 68, 93, 137  
See WSO GUIDELINE G-06; G-18; G-31; G-32  
WSO Members' website [www.al-anon.org/members](http://www.al-anon.org/members)  
Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

Chairs Committee meetings at Assembly: reports to AWSC and Assembly with a printed report.

Contacts WSO for updated information.

Encourages Forum participation by members, with sharing's and subscriptions.

Encourages use of CAL Literature for meetings and meeting topics.

Encourages AI-Anon Times participation by members, with sharing's and subscriptions.

Obtains a password to WSO AFG Connects and becomes familiar with WSO web-site, to download pertinent information and pass on to GRs.

Encourages use of discussion boards in e-communities to communicate with other Literature Coordinators on various topics.

Participates in scheduled WSO conference calls for Literature Coordinators and Forum Coordinators; or if unable to participate, asks for a volunteer to substitute and participate.

Coordinates an Assembly workshop, skit or presentation through Action Committee as requested.

Assures Literature Table responsibility is preserved (South – Fall) (North – Spring). Assures only CAL Literature is DISPLAYED and available FOR SALE at Assembly. (See BOOK DEPOT SCHEDULE - Page 2)

Notifies WSO of project successes/flops in Area.

Submits itemized expense vouchers with receipts to Area Treasurer for expense reimbursement.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email and printed copy to Area Secretary and Spanish translators present at assembly.

Submits Quarterly report for AI-Anon Times four publication dates:

February 1	(by Jan 15)
May 1	(by Apr 15)
August 1	(by July 15)
November 1	(by Oct 15)

Update: 9/19 JR: 4/20 DS

**ALATEEN COORDINATOR and (AAPP) AREA ALATEEN PROCESS PERSON**

2018 – 2021 Service Manual pp 36 – 39, 93 - 97  
See WSO GUIDELINE: G-5; G-7; G-16; G-19; G-24; G-34  
WSO Members' website [www.al-anon.org/members](http://www.al-anon.org/members)  
Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

REQUIRED to be a certified AMIAS.

Contacts WSO for updated information, serving as Area Alateen Process Person (AAPP).

Obtains a password to WSO AFG Connects.

Participates in conference calls initiated by WSO with other Area Alateen Coordinators as needed.

Generates and coordinates all Alateen Forms for Sponsor Certification.

Reviews paperwork for compliance with Nevada Area certification process for all Al-Anon Members involved in Alateen Service and Alateen group registration forms before signing and forwarding to WSO. (either snail mail or electronic submission)

Appropriately disposes of all personal certification paperwork once process has been completed.

Distributes Alateen Power Point presentations to Districts and Alateen sponsors for the "training and preparation" needed for sponsoring Alateen.

Coordinates the sponsors with information and details for the Nevada Area Online-Alateen Chat meeting.

Pass on critical information about Alateen group registration to the Area Group Records Coordinator with updates of meeting changes and/or group Sponsors.

Serves as a direct link to Nevada Area AMIAS, Alateen sponsors and Alateen meetings; keeping current records for AMIAS, Alateen meetings and their WSO ID numbers.

Communicates and cooperates with an Alateen Liaison in each district, to maintain annual requirements.

**Verifies that all Al-Anon Members involved in Alateen Service (AMIAS) meet the Annual Re-Certification Requirements and submits confirmation by mail or on-line to WSO by required deadline usually June 1st.**

Encourages and supports cooperation and communication between Al-Anon/Alateen members. Serves as Alateen contact to Districts, Area & WSO.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email and printed copy to Area Secretary and Spanish translators present at assembly.

Submits Quarterly report for Al-Anon Times four publication dates:

February 1	(by Jan 15)
May 1	(by Apr 15)
August 1	(by July 15)
November 1	(by Oct 15)

Updated JR 9/19

**WEB-SITE COORDINATOR**

2018 – 2021 Service Manual pp 97 - 99  
See WSO GUIDELINE: S-66; G-39; G-40  
WSO Members' website [www.al-anon.org/members](http://www.al-anon.org/members)  
Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

Basic keyboard and computer skills are necessary in order to communicate thru email and other E-communication. (Can use MAC or a PC, can update browsers as needed).

Insures Website contains only Nevada Area information and conforms to WSO and Nevada/Area Guidelines

Assure Webmaster Platform website passwords are in printed form and are provided to the Area Delegate, and Area Secretary.

Recruits and maintains a volunteer Committee, which may consist of Webmaster, Northern AIS Chair, Southern AIS Chair, and members as needed for collecting and managing pertinent posting information.

Works with Web Committee members to coordinate and provide a useful and welcoming Website for Area Al-Anon/Alateen members, as well as others seeking information and help.

Maintains all sections of Website to assure information is attractive and technically correct, revising outdated Area Events with current information as needed. Upcoming Area Events can be obtained from the Al-Anon Events Calendar or from DRs.

Promptly answers all e-mail from anyone who contacts the site's Web coordinator.

Coordinates with Area Treasurer to make annual payment to web host, yearly amount can change and is reviewed by Web Committee prior to payment being made. Annual renewal is January 1st. This payment can be made by personal credit card of AFG member and reimbursed by treasurer or an Area credit/debit card if available. (see note below regarding Information for *Incoming Website Coordinator*).

Maintains and updates the Area Website Guidelines, noting policy changes, development and expansion as needed, with an updated copy to the Area Chair.

At all times, maintains the security and confidentiality of Website, in order to reflect positively on our Area and Al-Anon as a whole.

Attends and participates in AWSC meetings and conference calls. Gives semi-annual report to AWSC and Area Assembly with email and printed copy to Area Secretary and Spanish translators present at assembly.

Submits Quarterly Report for Al-Anon Times four publication dates:

February 1	(by Jan 15)	May 1	(by April 15)
August 1	(by July 15)	November 1	(by October 15)

**ADDITIONAL INFORMATION FOR INCOMING WEBSITE COORDINATOR:**

The first task is to meet with the current Webmaster to go over access to the hosting site, website building platform and Google account that holds maps, etc.

## GROUP REPRESENTATIVE (GR)

2018 – 2021 Service Manual pp 60 - 61, 64 – 65, 141 - 143

Guideline G-11 *The Al-Anon Times; E-News*

WSO Members' website [www.al-anon.org/members](http://www.al-anon.org/members)

Nevada Area website [www.nevadaal-anon.org](http://www.nevadaal-anon.org)

### **ACCEPTS RESPONSIBILITY OF A GROUP REPRESENTATIVE (GR) BY:**

- Regular attendance at the Group meeting,
- Assuring use of Conference Approved Literature (CAL)
- Serving as the FORUM Representative
- Supporting the designated Action Committee.
- Making enthusiastic announcements of current and upcoming events

Attends regular District Meetings to attain and share pertinent information for and from the Group. Brings Group problems or concerns to District Meetings for insight or help.

Is familiar with the *Al-Anon/Alateen Service Manual* and commonly refers to the manual for information regarding any matters of policy or procedure which affect members, the group, or Al-Anon as a whole.

**Ensures** the group has a FORUM subscription; and an AL-ANON TIMES subscription.

Encourages Group financial support to Al-Anon District, AIS, Area, and WSO with regular Group donations.

Reads the Quarterly Appeal letter from WSO to enlighten the Group of the importance of contributions for worldwide Al-Anon and to inform the group members how money is used.

Serves as communication link between Group and District and Nevada/Area.

Serves as the Group Communication Link to WSO – maintaining the Current Mailing Address (CMA) by providing the **Area Group Records Coordinator** with timely and updated group information.

Attends Semi-Annual Area Assembly to represent Group with voice and vote on decisions to be made. Explain the importance of attendance at Assembly and that the Group finances pay the expenses to attend. Explain the plan for Gift Basket as a donation for the RAFFLE, which is the fundraiser at Area Assembly.

Encourages "ROTATION" of service position when term is completed and supports participation by others to step forward and seize the opportunity to gain personal growth in service.

### **SUPPORT IS AVAILABLE FROM:**

- Past **Group Representative**
- Current **District Representative**
- A Service Sponsor
- Other Group Officers:
  - Alternate GR who attends AIS and obtains meeting schedules and other information
  - Secretary/Literature person who maintains meeting supply of CAL
  - Treasurer who is responsible for group expenses and contributions
  - Any other regular members who attend and participate

### **VALUABLE PERSONAL CHARACTERISTICS:**

- Is responsible, consistent and trustworthy
- Is a motivator and encourages participation
- Is a diplomat with a composed attitude and calm voice tone
- Is an example, not a dominator or controller

Update: 3/06 JWK: 3/10 JA: Reformatted 10/12 SJ

The purpose of the Spanish Liaison is to encourage unity in the Area by supporting the participation of the Area's Spanish speaking members at Area events and facilitating the flow of information between the Spanish speaking members and the Area.

The Area Spanish Liaison will be bilingual equally able to speak, read and write in English and Spanish.

The Spanish Liaison will represent the Area Spanish groups in AWSC meetings, at Assembly, conference calls and e-mail communication of AWSC.

The Spanish Liaison will facilitate the flow of communication between Area Spanish speaking members, AWSC and the Area's members by reporting to the Spanish speaking groups all on-going Area information. This will include information regarding Area assemblies and the Area delegate's reports to the districts. Also, the Liaison will bring any questions, needs or concerns from the Spanish speaking groups to AWSC and Assembly. All Spanish group changes will be reported to the Area Alternate Delegate and the Webmaster.

The Spanish Liaison will encourage participation at assembly and other Area events by facilitating the registration process for attendance.

The Spanish liaison will translate written materials given to the Area assembly attendees. The liaison will work with the Time's editor and the Area Webmaster to translate information. The liaison will coordinate with Group Services and Area Chair in preparations for Area assemblies by making arrangements to have translators at Area assembly.

Submit semi-annual report to AWSC and Assembly with email and printed copy to Area Secretary.

Submits Quarterly report for Al-Anon Times four publication dates:

February 1	(by Jan 15)
May 1	(by Apr 15)
August 1	(by July 15)
November 1	(by Oct 15)



**RESUME FOR NEVADA AREA  
WORLD SERVICE COMMITTEE POSITION**

**ALL offices are held by AL-ANON members who ARE NOT also members of AA.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**AL-ANON BACKGROUND AND ACTIVITIES**

Number of years ACTIVE IN AL-ANON: \_\_\_\_\_

Name of Home Group: \_\_\_\_\_ District: \_\_\_\_\_

Present Service Position: \_\_\_\_\_

Your Leadership Qualities: \_\_\_\_\_  
\_\_\_\_\_

Positions held at Group Level: \_\_\_\_\_  
\_\_\_\_\_

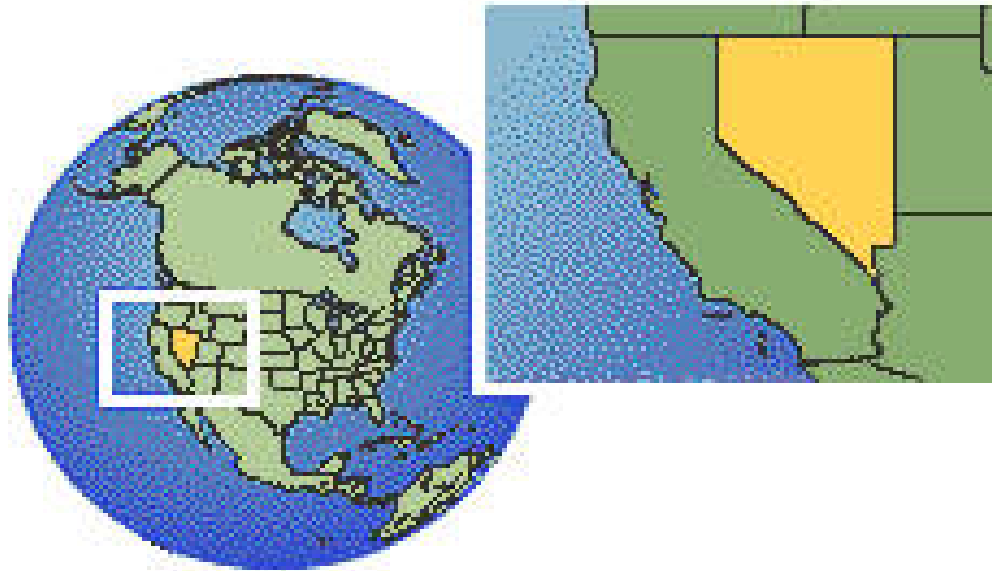
Positions held at the Area World Service Committee Level: \_\_\_\_\_  
\_\_\_\_\_

Any other Al-Anon Service: \_\_\_\_\_  
(Book Depot; Action Committee membership; AIS Officer)

Years of attendance at Area Assembly: \_\_\_\_\_

AWSC position(s) of interest \_\_\_\_\_  
\_\_\_\_\_

Update: 3/10 JK/JA



# **NEVADA AREA HISTORY**

# HISTORY OF NEVADA AREA ASSEMBLY

## NEVADA AL-ANON BEGINNINGS

**1966 September:** the first Nevada Area Al-Anon Assembly was held in Las Vegas.

A temporary chairman opened the meeting and then a Chairman, Secretary, and Treasurer were elected. It was agreed that the first Delegate and Alternate Delegate be chosen from the Southern part of the state. Two people were eligible for these positions. Names were drawn by lot with Margie E. becoming Nevada's first Delegate. The following motions were passed:

- That the subsequent Delegate and Alternate Delegate be elected alternately from the North and South participants, with Tonopah being dividing line
- That Alateen be a part of each Assembly with voice but no vote
- That any Group represented must have had membership four months and be registered at WSO
- That the Secretary keep correspondence and minutes of GR meetings as history
- That each Group contribute 10% of collections toward sharing cost of Delegate expenses to WSC after 1967

\* **See Attachment A** – “Nevada State Al-Anon Assembly Minutes of First Meeting” (9/66)

**1968:** Motion passed that a group must simply be registered with WSO to participate at Assembly.

- Each group has one vote from its GR or Alt. GR.
- Decided that recording names of participants making or seconding motions was not necessary, but name should be noted in case of an objection.

**1978:** It was agreed to ask all Districts—North and South—to meet the same month for more efficient financial reports to Area Treasury.

**1979:** Because the Registration Book was inadvertently discarded, 14 GRs voted to consider the count on number of past Assemblies to be eleven, by counting only election Assemblies.

## NEVADA ADAPTATIONS

**1980:** It was voted to follow Nevada Area Adaptations as adopted by the 1971 Assembly, which had differences from the *World Service Handbook*.

**1986:** Proposed revisions from the *Service Manual* for Nevada Assembly again were approved. A copy was attached to the minutes and distributed to each member.

**Motion in 1986 failed to pass, that a GR who is elected DR will remain as GR while serving as DR (2/3 majority needed to pass Y=19 N=11).**

**1991:** Motion that the North/South rotation of Area officers be lifted for a trial period of six years, for elections held in 1992 and 1995.

**1997:** Motion to permanently delete the North/South rotation (passed).

**2003 Fall:** Motion for “One Person, One Vote” effective with 2004 elections passed. (Y – 47 N = 2 Ab = 1) (See Nevada Area Guideline #6). A GR can no longer vote at Area Assembly and also vote as a DR at AWSC.

## NEVADA AREA HANDBOOK

**2007 Fall:** Motion to adopt the proposal to appoint the AREA SECRETARY as the person responsible to assure the existing MOTIONS and GUIDELINES and SERVICE ROLES (Begun in 2005, finished, and added to *Handbook* in 2007) are kept current (passed)

- This would be in addition to keeping the Area Assembly Minutes. Create a standing “AREA HANDBOOK COMMITTEE” to serve as an “official team of trusted servants” to review sensitive wording and protect these documents and our history.
- Included in the committee: will be the AREA SECRETARY, the ALTERNATE DELEGATE, and active PAST DELEGATES.
- It is recommended that all documents be approved by the standing AWSC.

**2010 Fall:** Motion to accept the updated Nevada Area Guidelines with the addition of Guideline #12 (passed)

**2012 Spring:** Trial Guideline #13 (translation equipment) was passed and added to *Handbook*

- Bilingual members began working on translating the Area *Handbook* into Spanish, with the goal of completion 2013.
- At the 2012 Fall Assembly, the Chair announced the project was complete.

*\*The NV Area Handbook is now available to all members on the NV Area Members' website.*

**2014 Fall:** Guideline #14 (Area Visa Debit Card) was added to Nevada Handbook

**2016 Spring:** Guideline #13 (translation equipment), and Guideline #15 (Area Assembly Procedures) were added to Nevada Handbook

## AWSC

**1985:** Area World Service Committee changed meeting to Friday of Assembly-weekend in an effort to reduce expenses.

**1989:** Past Delegates added as Advisors to the AWSC.

**1990:** CPC and PI Coordinator function was combined, with one person appointed for each the North and South.

**1996:** Voted that any member qualified to stand for Area office submit a written Service Resume to the Area Chairman by noon Saturday of Assembly or may be verbally interviewed by the Assembly body and Area Officers; that any Al-Anon member appointed to AWSC must be present at Assembly to be elected or appointed.

**1996:** Motion that the AWSC meet twice per year in Tonopah, once prior to Area Assembly and again during the first quarter of the year (passed).

- Reimbursement for travel expenses for Spring Assembly to DRs will come from their respective Districts, all other AWSC members at \$75 from Area Treasury.

**2000:** Voted to have Coordinators Reports read only at Assembly and not at AWSC.

**2006 Spring:** It was determined that a separate Registration Committee would work under Membership Outreach Committee to cover functions of Registration, Raffle, and Meal tickets.

- Assembly Roll Call format was streamlined by asking each DR to account for each GR in their District; and the Alt. Delegate verify the GR total count (to allow for calculating 2/3 majority for voting, if needed)

## **SECOND ASSEMBLY**

**2002:** Assembly moved that AWSC hold a Spring Mini-Assembly prior to World Service Conference, for a 2-year trial period commencing Spring 2003. (Passed Y-38 N-5) (*Vote again in 2004*). At the

**2005 Spring:** Consensus to keep four Action Committees to encompass the entire Nevada Area, and to have two yearly Assemblies.

- This would contribute to increased communication and better informed Al-Anon members.

**2005:** Online communication began between AWSC members and proved highly effective.

**2011:** AWSC now holds Telephone Conference Calls between Assemblies.

**2015 Fall:** Motion to allow AWSC Committee members to be funded for 1 extra day at Spring 2016 Assembly. (passed)

- This proved successful and the assembly body agreed to continue for a 3 year trial period.

**2019 Spring:** Motion passed to allow AWSC Committee members to be funded for 1 extra day at Spring which shall be funded by the Area. Note, this can include DR's or AIS Liaison members if a hardship to be self-supporting for this extra day.

## **RESTRUCTURE - ACTION COMMITTEES**

**1999 and 2000** Consensus of agreement to have AWSC explore a Restructure Plan for Nevada Area which would be patterned after the new WSO structure, and make a presentation at the 2001 Assembly with a 2/3 majority required to pass.

**2001** Assembly approved the presentation by the AWSC "to set aside the existing Area structure and implement a Nevada Area Trial re-structure as presented in distributed exhibit. Carried. (52-Yes/1-No)

**2005 Spring** Consensus was that keeping the four Action Committees to encompass the entire Nevada Area, and having two yearly Assemblies would contribute to increased communication and better-informed Al-Anon members. Motion passed to make the trial restructure permanent, with the change in title of Action Committee Chair to be Action Committee Coordinator.

**2006 Spring** Unanimously voted to rotate members of the Assembly Service Committee structure at each 3-year term election (See Nevada Area Guideline #7, Part 2).

## **REDISTRICTING**

**2008 Spring** Motion was passed with 2/3 vote, to revise the boundaries of Southern Districts 1,3 & 5; change the Western boundaries of District 1 and 5, from I-15 to I-95, and remove Tropicana as the boundary. Seven groups from District 5 moved to District 1. The purpose of redistricting was to equalize the number of groups and diversify the Southern Districts.

## **COOPERATION WITH AA**

**1978** Motion passed to cooperate with AA at Assembly and have a speaker if time permitted.

**1984** It was agreed, at the request of AA, to help pay Convention Center rent. According to records, from 1984 until 2007, Al-Anon paid some portion of the rent for the Convention Center weekend, ranging from \$75 to \$150.

**2004 Spring** When AA requested that Al-Anon meet a different weekend because of AA's space limitations, Al-Anon began meeting at a different time. The first change was Spring of 2004. In 2008 the AFG cost for rent was \$475.

## **FINANCE AND MOTIONS**

**1984** Motion passed in 1984 to send an appeal letter three times a year to all groups for contributions to Area Treasury.

**1985** motion was passed to change the Area Treasury accounting from a fiscal year to a calendar-year (Jan. to Dec.) to coincide with Area Officers' term of office.

**1986** vote raised Assembly registration to \$10 for the 1987 Assembly. In 1986, finances were a big part of discussion since contributions were down and expenses were climbing.

**1989** Change of fiscal year proved awkward and was rescinded by 1989 motion to revert back to fiscal-year accounting of 9/1 to 8/31.

**1989** motion reimbursed District #6 with a one-time donation of \$250 to defray costs of travel and related expenses.

**1996** Motion that a financial audit be done at the end of each Treasurer's term by the outgoing Delegate and Chairman, prior to forwarding to the incoming Treasurer on Jan 1<sup>st</sup>.

**2005 Spring** Motion was passed to include at each fiscal year-end in August, a transfer of funds to the "Prudent Reserve Savings Account" sufficient to cover one full year of Area expenses based on the prior three-year average expenses.

**2006 Fall** Motion passed to send 10% of our year-end surplus to WSO on a yearly basis.

**2008 Spring** Motion was passed with 2/3 vote to increase the Assembly registration fee from \$10 to \$20 in order to cover expenses and be self-supporting.

**2021 Fall** Motion passed to change back to budget being a calendar year (Jan. to Dec.). As a two year trial starting January 2022 and the FY21 Budget being extended to end December 2021.

## **REIMBURSEMENT/ASSEMBLY EXPENSES**

**1978** It was voted that the expenses of Delegate and Alt. Delegate, Officers, Coordinators, and DR's not covered by their home-group be reimbursed at \$35.

**1979** Voted to increase expense reimbursement to \$75 and voted that DRs would be reimbursed from Area funds less the amount paid by their group as GR. This was the last year GRs would be paid from Area Treasury.

**1988** Vote increased expense reimbursement amount to \$100.

**1992** Motion removed the responsibility of Area Treasury to fund the DR's expense to Assembly unless financial help was needed.

**1995** Motion increased expense reimbursement to \$125.

**2001** Motion increased expense reimbursement to \$150.

**2007 Spring** Motion increased reimbursement to \$100 for the Spring Assembly and \$200 for Fall Assembly.

**2011 Fall** Motion increased reimbursement to \$145 for the Spring Assembly and \$245 for Fall Assembly.

**2016 Spring** Motion passed to allow AWSC Committee to meet one day prior to Spring Assembly for trial period of three years, to be funded by NV Area. (Reason for motion, for example if a District or AIS could not afford the extra day expense in Spring Area would cover that extra day).

## **DELEGATE EXPENSE**

**1979** After lengthy discussion of finances, it was voted to approve an additional \$200 for the Alt. Delegate or an AI-Anon Representative to attend the Pacific Region Alcoholics Anonymous Service Assembly (PRAASA) in 1980 being held in California.

**1993** Budget item of Delegate Expense was increased to allow the Alt. Delegate to attend the Southwest Regional Delegates' Meeting (SWRDM).

## **DELEGATE EXPENSE contiued**

**1994** Motion passed approving payment in full of the expense of the Delegate's travel to Conference due to an appeal from WSO.

**1995** Voted to pay equalized expense not full expense.

**2006 Fall** A consensus was given by Assembly for the AWSC to decide on the amount the Area would fund for Delegate to attend the yearly WSC (actual amount or equalized amount).

**2007** Forward the payment decision for Delegate expense rests with the Area Treasurer, based on available funds.

## **SAVINGS ACCOUNT**

**1981** Motion passed to name the savings account “Al-Anon General Reserve Account” with more than one signature required.

**1988** Motion passed that any monies over \$5000 in the checking account be transferred into the Savings account.

**1990** Motion passed to determine a prudent reserve, to cover all expenses and for one time only, to send excess funds over \$9000 as a contribution to WSO.

**2005 Spring** Motion was passed to rename the savings account “Prudent Reserve Savings Account.”

## **SURPLUS OF FUNDS**

**2011 Fall** Motion was passed to change the operating expense account to be equal to current budget with excess to be dispersed as voted on annually by the Assembly. Sj

## **ABUNDANCE PROJECT/SURPLUS OF FUNDS**

**2012 Fall** Six proposals were presented to assembly as projects to utilize a surplus of funds. The Assembly passed three and they are as follows:

1. On Line registration – \$700 approved. Provide online registration for assembly twice a year for an increased cost of \$202 per year for a three year trail period of \$606 plus an additional \$1.25 per registration. Approved for vote. Passed
2. Northern NV AIS - Supply the NV Prevention Resource Center with Al-Anon Alateen literature. \$337.97. Approved for vote. Passed.
3. Alternate Area Chair – Microphones and speakers will be donated to Area for the price of the speaker cables. \$70.00 Approved for vote. Passed. sj

## **ALATEEN**

**2004 Spring** Motion was passed to adopt as an area the “Minimum Safety Behavior Requirements” suggested by WSO. Added to the motion was the requirement for a one-time background check.

**2004 Fall** Discussion resumed and the Requirements were submitted to WSO as required by the 12/31/04 deadline.

**2005 Spring** An explanation of specific needed action was described. (The WSO GUIDELINE will be followed as well as written Nevada Area/Nevada GUIDELINE will be added to the “Nevada Area Al-Anon Guidelines” when all procedures are completed and adopted by the Assembly body).

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## **ALATEEN continued**

**2006 Spring** Again discussed wording and motion passed to accept Alateen Guidelines with reservations to change grammar or wording. Motion passed to create a second coordinator position as Alateen Coordinator under GROUP SERVICES COMMITTEE.

**2006 Fall** Motion passed that ALATEEN COORDINATOR would be a separate position, not under Group Services umbrella, and funded separately to AWSC. The Alateen Coordinator would also serve as the AAPP (Area Alateen Process Person), responsible for sponsor certification and annual re-certification.

**2010 Fall** Motion was unanimously passed that starting 2011, make Alateen a separate and 5<sup>th</sup> Action Committee, NOT under Group Services, for a three year trial Period. kf

**2011 Spring** Alateen Action Committee agreed to apply for web space through WSO and begin an Alateen Chat meeting online. The Chat meeting is 4:00 PM Pacific Time, Wednesday, sponsored by a minimum of two sponsors who are trained by WSO in the Chat format.

**2012 Fall** Assembly voted to accept the revision of the initial AMIAS (Al-Anon Member Involved in Al-Anon Service) Guideline of 2004. No longer does a dual member need to be a sponsor with another Al-Anon member but is eligible to sponsor by virtue of his or her Al-Anon membership (See Nevada Area Guides #8, Part 2: Alateen). This change reflects the 2010-2013 *Service Manual* Policy.

## **NEVADA AREA NEWSLETTER**

**1986** Motion was passed that *The Al-Anon Times* newsletter be sold at .25/copy, and new subscriptions be \$4/year. Each group would continue to receive a free copy.

**1990** Assembly voted to dispense with the .25/copy fee, and the Area Treasury would subsidize printing costs.

**1997** Motion passed that the printing of the Newsletter change from bi-monthly to quarterly.

**1998** Motion passed that the printing be made permanent as quarterly.

**2003 Fall** It was unanimously voted to protect the content of our Newsletter with the adoption of a "Statement of Purpose" which will be printed in each issue.

**2005 Spring** Action was taken by the AWSC to raise the subscription price of *The Al-Anon Times* from \$4.00 to \$5.00 per year. The price of a three-year subscription will remain at \$12.00.

## **NEVADA AREA WEBSITE**

**2002** Motion passed to produce an Al-Anon Area Website; to appoint a 5 member Website Committee from the members of the Membership Outreach Committee; to appoint a chairman-Webmaster; to approve a one-time \$500 set up and first year maintenance fee; the domain name be "*Nevada Al-Anon.Org.*"

**2006 Spring** A new Webmaster was needed, as well as a written GUIDELINE and specific "Statement of Purpose."

**2006 Fall** The proposed "Statement of Purpose" was accepted for the Nevada Area/Nevada Website. Motion passed that the Area Webmaster position be funded to Area Assembly and AWSC.

**2012 Fall** A password protected, members only location, was added to [www.nevadaal-anon.org](http://www.nevadaal-anon.org). The password is area34afg. Sj

**2014 Spring** Online registration option was added to our website during 2011-2013. Personal info was provided by our current Delegate at the time. It was discovered that our Delegate had to take on financial responsibilities for this and online registration was discarded from our website in 2014. sm



## **TRANSLATION SUPPORT EQUIPMENT AND LIAISON**

**2011 Spring** A Task Force was formed to investigate the cost and purchase of translation equipment. Nevada Area wanted to reach out to its Spanish-speaking GR's.

**2011 Fall** Assembly voted to purchase translation equipment.

**2012 Spring** The translation equipment was used by Spanish-speaking GR's. Two translators came from Las Vegas. Their hotel and travel expenses were paid by the Area. A Trial Guideline for the care and use of the equipment was also presented and passed at Assembly.

**2012 Fall** Use of translation equipment began a three year trial period to be used at Assemblies and AWSC meetings. See Nevada Area Trial Guideline #13 regarding its use and handling, contained in the *Area Handbook*. Sj

### **LIAISON**

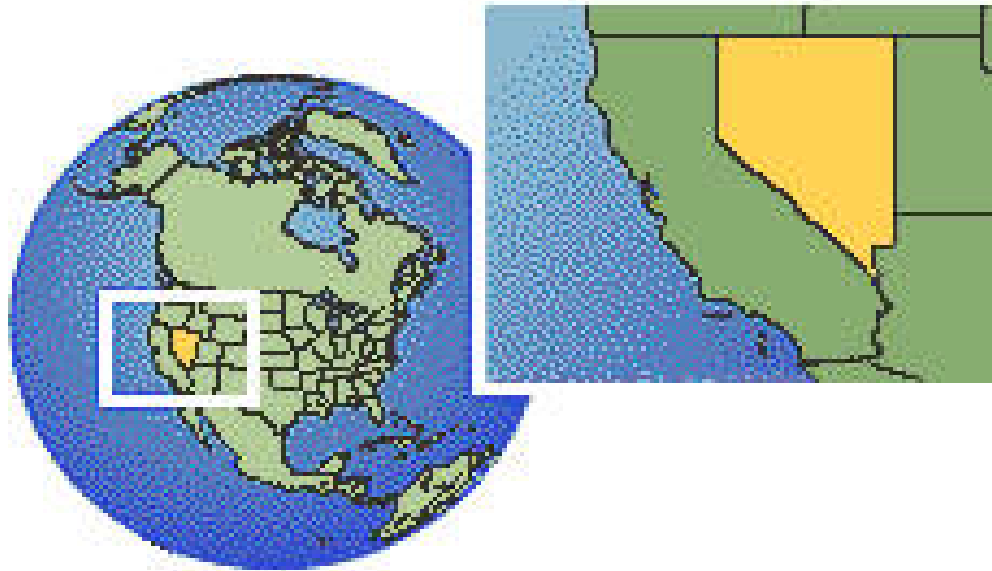
**2013:** Motion made at Fall assembly and passed by the assembly to add a new service position of Spanish Translator Liaison to AWSC for a 3-year trial period.

**2016:** By show of hands, trial period complete and this position to be permanent member of Nevada AWSC – yes.

**2020:** Now calling this position a Spanish Liaison/Coordinator.

## NEVADA AREA PAST DELEGATES

NAME	PANEL	COMMENTS	DATES
1. Margie P.	6		1966 - 1969
2. Bill O.	9	Deceased	1969 - 1971
3. Don B.	12		1972 - 1974
4. Dottie D.	15		1975 - 1977
5. Winnie M.	18	Deceased	1978 - 1980
6. Bruce K.	21	Deceased	1981 - 1983
7. Tommie Mac E.	21	Deceased	1981 - 1983
8. Velda W.	24		1984 - 1986
9. Tommie Mac E.	27	Deceased during term	1987 - 1989
10. Dorothy N.	27	Moved during term	1987 - 1989
11. Joan A.	27	1 year term	1987 - 1989
12. Judi F.	30		1990 - 1992
13. Rachel P.	33		1993 - 1995
14. Doug J.	36		1996 - 1998
15. Judy F.	39		1999 - 2001
16. Renee M.	42	Deceased	2002 - 2004
17. Tina B.	45		2005 - 2007
18. Judy K.	48		2008 - 2010
19. Denise S.	51		2011 - 2013
20. Janice B.	54		2014 - 2016
21. Janet P.	57		2017 - 2019
22. Robin P.	60		2020 - 2022
23.			



## **NEVADA AREA MOTIONS**

MOTIONS ON POLICY OF NEVADA AREA ASSEMBLY  
**MOTIONS EN POLITICA DE LA ASAMBLEA DE LA AREA DE NEVADA**

<b>NOTE:</b>	<b>The first Nevada Area Al-Anon Assembly was held in September, 1966 in Las Vegas.</b>
<b>NOTA:</b>	<b>La primera asamblea Alanon de la area de Nevada se celebro en septiembre 1966 en Las Vegas</b>
1968	To change the requirement passed at last Assembly, (requiring a group be registered four months before its GR could vote or serve as officer) by deleting this provision and stating that a group simply must be registered with WSO. Passed
1968	Para cambiar el requisito aprobado a la asamblea antes, (requiere que un grupo fue registrado quatro meses antes de que su GR puede votar o servir como oficial) eliminando esto proviso y indicando que un grupo simplemente debe ser registrado con WSO. Aprobado
1968	That every GR (or Alternate) vote at a single meeting on all offices: Delegate, Alt. Delegate, Chairman, Secretary, Treasurer, and Committee members;but that the offices continue to alternate between North and South as presently done. Passed.
1968	Que cada GR (o alternativo) vota para todos los oficiales en solo un reunion: Delegado, Delegado Alternativo, Presidente, Secretario, Tesoro, y miembros del comite; pero que los oficiales sigue alterno entre norte y sur como se realiza actualmente. Aprobado
1978	In order to simplify recording the minutes, no names are needed for making or seconding a motion. In case of an objection, the person will be recorded. Carried.
1978	Para simplificar recordando los minutos, los nombres no estan necesario para hacer o secundar una motion. En caso de un objection, la persona va a ser recordado. Aprobado
1978	To defray cost of attending this Assembly, the Delegate, Alt. Delegate, Officers and Coordinators, DRs and GRs who are not paid by their home group will be reimbursed at \$35 each, or the difference between that amount and what their group pays. Carried
1978	Para sufragar los gastos en asistir la asamblea, el Delegado, Delegado Alternativo, Oficiales y Coordinadores, DRs y GRs, quienes no estan reembolsados por su grupo deben ser reembolsado \$35.00 cada uno, o la diferencia entre este cantidad y lo que su grupo puede pagar. Aprobado
1978	To ask Northern Area Districts to start meeting in the same month with the Southern Area Districts. Purpose: more efficiency on financial reports of Area Treasury. Carried.
1978	Para preguntar distritos de la area norte a su proximo reunion si puede empezar a reunir en el mes mismo con los distritos de la area sur; la proxima reunion del distrito sur es en noviembre. (Razon: mas eficiencia en reportajes financial del tesoro de la area. Aprobado.
1978	That we cooperate with the AA's at the next Assembly, and get a speaker if it fits with the overall agenda. Carried.
1978	Que cooperamos con los AA en la proxima asamblea, y obtener un orador si coresponde en totalidad con el orden de la dia. Aprobado.
1978	After discussion of the number of Area Assemblies, (only election assemblies counted) motion carried unanimously that this be the Eleventh Assembly.
1978	Despues de un discussion sobre el numero de asambleas de la area (Cuenta solamente asambleas de election) motion aprobado unanimo que este sea la asamblea undecimo.
<b>NOTE:</b>	<b>The Registration Book was unfortunately discarded by mistake. The voting was done only by the 14 Group Representatives that were present.</b>
<b>NOTA:</b>	<b>El libro de registracion fue descartado por equivocacion. El voto se llevo a cabo solamente por los 14 representantes de grupos quienes estaban presente.</b>
1978	To reimburse officers \$75 for expenses in attending the Area Assembly. Approved.
1978	Pare reembolsar oficiales \$75.00 para los gastos en asistir en la asamblea de la area. Aprobado.
1979	That since we presently have sufficient funds we approve paying \$200 for Alt. Delegate or an Al-Anon representative to attend the PRAASA CA in 1980. Passed. (This motion followed lengthy discussion whether it was feasible to pay expenses of Delegate and/or Alt. Delegate to attend both the PRAASA and SWRDM).
1979	Desde que en este momento tenemos fondos suficientes, aprobamos pagando \$200.00 para el delegado alternativo o un representante de Alanon para asistir a la PRAASA CA en 1980. Aprobado. (Este motion sigue un discusion largo si estaba posible a pagar los gastos del delegado y/o delegado alternativo para asistir en ambos la PRAASA y SWRDM.)
<b>NOTE:</b>	<b>It was agreed that DRs will be reimbursed from Area funds less whatever amount paid by their group as GR. This is the last year GRs will be paid from Area Treasury.</b>
<b>NOTA:</b>	<b>Estaba de acuerdo que DRs van a ser reembolsado de fondos de la area menos cualquier cantidad esta reembozado por su grupo. Este es el ano ultimo en que los GRs van a ser pagado desde el tesoro de la area.</b>

1979	The Assembly voted to follow the Nevada Area Election Procedures as adopted by the 1971 Assembly which has some minor differences from the World Service Handbook.
1979	La asamblea voto para seguir los procedimientos de eleccion de la area de Nevada como son adoptado por la asamblea de 1971 que tiene algunas diferencias menores del manual de Servicios Mundial.
1981	That the savings account name is changed to "Al-Anon General Reserve Account" and there be more than one signature on the account. Agreed.
1981	Que el nombre de la cuenta de ahorros sea cambiado a Cuenta general reserva Alanon y que tiene que hacer mas que una firma en la cuenta. Aprobado.
1984	That we help pay the rent for Convention Center at the request of AA. Passed
1984	Que ayudamos pagar la renta por el centro de convenciones, segun la peticion de AA. Aprobado.
1984	That three times a year an appeal letter is sent to the groups for contributions to help support our Area Treasury. Carried.
1984	Que tres veces cada ano enviamos una carta de peticion a los grupos pidiendo contribuciones para sostener nuestro tesoro de la area. Aprobado.
1985	That the accounting fiscal year be changed to a calendar year (January to December) to coincide with the Area Officers' terms of office. Carried. ( <i>Rescinded-see 1989</i> )
1985	Que el ano contabilidad economico cambio a un ano calendario (enero a diciembre) para coincidir con los condiciones de oficina de los oficiales de la area. Aprobado. (Resindido – vea 1989)
<b>NOTE:</b>	<b>A change was made to set the Area World Service Committee meeting on the same weekend as the Assembly in an effort to reduce expenses.</b>
<b>NOTA:</b>	<b>Se hizo un cambio para tener la reunion del comite de servicios mundiales de la area en la misma fin de semana de la asamblea en un esfuerzo de bajar los gastos.</b>
1986	That Assembly registration is raised to \$10 for the 1987 Assembly. Passed. Discussion at this Assembly was long and lengthy on budget matters since contributions were down and expenses are climbing.
1986	Que la cuota de inscripcion sea elevado a \$10.00 para la asamblea en 1987. Aprobado. Discusion en esta asamblea fue largo y prolongado en el asunto del presupuesto desde que contribuciones fueron bajando y los gastos estan elevando.
1986	To vote on the following change in the Nevada Area Adaptations: That a GR who is elected DR will remain as GR while serving as DR. Two-thirds vote needed to pass. Y=19 N=11 (20 needed to pass) Motion Failed
1986	Para votar en los cambios siguientes en los adaptaciones de la area de Nevada: Que un GR elegido para DR debe quedar como GR cuando sirviendo como DR. Necesita un voto de dos tercios para pasar. Si = 19, No = 11 ( Necesita 20 para pasar) Motion fracasado.
1986	That the Newsletter be sold at .25/copy, and that new subscriptions be sold at \$4/year. (Each GR would continue to receive one free copy for their group) Passed.
1986	Que se vende el boletin de noticias a .25 un copie, y que se vende subscripciones nuevas a \$4.00 cada ano. (Cada GR continue recibiendo un copie gratis para su grupo) Aprobado.
<b>NOTE:</b>	<b>Proposed revisions for the Nevada Adaptations to the Handbook were approved after review of each one. Final approved was attached to the minutes and distributed to each member present.</b>
<b>NOTA:</b>	<b>Modificaciones proponado para Adaptaciones de Nevada para la Guia estaban aprobado despues de un repaso sobre cada uno. Aprobados finales estaban colocado a los actas y distribuido a cada miembro presente</b>
1986	<b>GUIDELINE #1</b> To re-district the Nevada Area, as outlined, to add District #6; and provide boundaries for each district encompassing the entire state. Passed. ( <i>See completed 1994</i> )
1986	<b>DIRECTRIZ #1</b> A Nuevo distrito la area de Nevada como esta perfilado para incluir Distrito #6, y proveer limites para cada distrito rodeando todo el estado. Aprobado. (Vea completado 1994)
1988	To increase amount of reimbursement of expenses for each committee member from \$85 to \$100. Passed
1988	Para aumentar la suma de reembolso de gastos para cada miembro de comite desde \$85 a \$100. Aprobado.
1988	That any monies over \$5000 in the checking account be transferred to the savings account. Passed
1988	Que cualquiera monedas mas que \$5000 en la cuenta de cheques estare trasferido a la cuenta de ahorros. Aprobado.
1989	That the Budget be moved back to a fiscal year basis, using dates Sept.1 through August 31; and the remainder of the 1989 Budget be cancelled to coincide with our fiscal year Budget. Passed.
1989	Que el presupuesto estare movado a un basis de ano fiscal usando los datos 1 de septiembre a 31 agosto y el residuo del presupuesto de 1989 estare cancelado para coincidir con nuestro presupuesto del ano fiscal. Aprobado.
1989	That District #6 is given a one-time donation of \$250 to defray the costs of travel and related expenses, due to their vast and remote distances. Passed.

1989	Que darian distrito #6 para una vez la ayuda de \$250 para sufragar los gastos de viajar a causa de su distancia largo y remoto. Aprobado.
<b>NOTE:</b>	<b>During the World Service Committee meeting it was moved, seconded and carried that an Advisory Council be formed consisting of all Past Delegates; to be part of the World Service Committee.</b>
<b>NOTA:</b>	<b>Durante de la reunion del comite de servicios mundiales estaba movado, secundado y ganado que un concilio de aviso estare formado de todos los delegados pasados como parte del comite de servicios mundiales.</b>
1989	The Area Treasury will subsidize printing the Area Newsletter and dispense with .25/copy charge. Carried
1989	El Tesoraria de la area subsidiara la publicacion del boletin de noticias para la area y deshacerse del encargo de .25/copia. Aprobado.
1990	The CPC and PI Coordinator functions will be a combined to cover each end of the Area. Carried. (One coordinator was appointed the position from the North, since the South position was already filled).
1990	Los funciones del coordinador de CPC y PI van a ser combinado para cobrar cada parte de la Area. Aprobado. (Un coordinador fue designado para la posicion del norte, ya que la posicion del sur ya estaba ocupado)
1990	After prudent reserve was determined and all current bills paid, for this one time only, funds in excess of \$9,000 are to be sent as a contribution to WSO. Carried.
1990	Despues de la determinacion del suplente prudente y todos los billetes corrientes estan pagado, para este vez solamente, fondos en exceso de \$9000 van a enviar a WSO como donativo. Aprobado.
1990	That the specified geographic rotation of Nevada Area officers be lifted for a trial period of six years (for elections held in 1992 and 1995) as covered by Nevada Adaptation 2. Carried.
1990	Que la rotacion geografico especificado para los oficiales de la area de Nevada ser levantado para un periodo de prueba de seis anos (para elecciones se celebraron en 1992 y 1995) como cobierto por Adaptacion 2 de Nevada. Aprobado.
1991	Area Assembly is no longer responsible to fund the DR's expenses to Assembly unless financial help is needed. Carried
1992	La Asamblea de la area ya no es responsable para financiar los gastos de Asambleas del DR a menos que ayuda financiera es nesasario. Aprobado
1992	<b>GUIDELINE #2 - REMOVAL OF AREA OFFICERS AND COORDINATORS was accepted. See Revision in 2000 for a restated more clearly defined Guideline).</b>
1992	<b>DIRECTRIZ #2</b> – Quitando de Oficiales de la área y coordinadores fue aprobado. (A ver revision en 2000 para un directriz mas claro.)
1992	To increase the budget items for the Delegate Expense to also send the Alt. Delegate to the SWRDM. Carried
1992	Para aumentar la partida presupuestaria para Los Gastos del Delegado a incluir el envio del delegado alternativo a SWRDM. Aprobado
1994	To approve paying full expense for the Delegate's travel to Conference. ( <i>Rescinded – see 1995</i> )
1994	Para aprobar pagar los gastos completos del delegado para viajar a la conferencia. (revocarlas – ver 1995)
1995	<b>GUIDELINE #1</b> To define all district boundaries within Area. Approved. (See 1986 beginning)
1995	<b>DIRECTRIZ #1</b> Para definir todas las fronteras de los distritos dentro de la area. Aprobado. (Ver 1986 empieza)
1995	<b>GUIDELINE #3 - AREA FUNDED TRAVEL FOR SWRDM.</b> Approved. (See Guideline #3)
1995	<b>Directriz #3</b> – Viajes a SWRDM que estan fundado por la area. Aprobado. (Vea Directriz #3)
1995	<b>GUIDELINE #4 - AREA FUNDED TRAVEL FOR PRAASA OR SWRSS.</b> Approved. (See Guideline #4)
1995	<b>DIRECTRIZ #4</b> – Viajes a PRAASA o SWRSS que estan fundado por la area. Aprobado. (Vea Directriz #4)
1995	To return to paying the equalized expense for Delegate travel to the World Service Conference. Carried. ( <i>see 1994 motion</i> )
1995	A regresar en pagando los gastos igualados para el delegado para viajar a la conferencia de servicios mundiales. Aprobado. (Vea motion de 1994)
1995	To increase the reimbursement to AWSC members to \$125 effective for 1995. Carried
1995	Aumentar el reembolso a los miembros de AWSC a \$125 empezando en el ano 1995. Aprobado.
1996	A financial audit be done at the end of the Treasurer's term of office; the books closed and turned over to the review-team consisting of the outgoing Delegate and Chairman by mid-December, to be checked and forwarded to the incoming Treasurer by January 1 <sup>st</sup> . Passed.
1996	Debe hacer un revisar de contabilidad al fin de la duracion de oficina del tesoro; los libros cerrado y dado a un equipo de examen que consiste en el delegado saliente y presidente antes del medio de diciembre, para verificar y remitado al tesoro entrante antes del primero de enero. Aprobado.
1996	That the AWSC meet twice in a fiscal year; once prior to the Area Assembly and once during first quarter of the year. Both meetings to be held in Tonopah. Reimbursement to each AWSC member for expenses would be \$75 for attending the additional meeting. DR's are reimbursed by their respective District. Passed.

1996	Que AWSC reunir dos veces en un año fiscal, una vez antes de la asamblea de la área y una vez durante la primera cuarta del año. Ambos de las reuniones van a ser en Tonopah. Reembolso de gastos para cada miembro de AWSC va a ser \$75 por asistir en una reunión suplementaria. Los DR están reembolsados por su distrito respectivo. Aprobado.
1996	Any Al-Anon member qualified to stand for any Area office is to submit a written service Resume to the Area Chairman by noon on Saturday of the Assembly or will be verbally interviewed by the Assembly body and Area Officers. Passed.
1996	Cualquier miembro de Alanon con calificaciones para probar cualquier oficina de la área debe que presentar un resumen de servicio escrito al presidente de la área antes de mediodía en sábado de la asamblea o será entrevistado por el cuerpo de la asamblea y los oficiales de la área. Aprobado.
1998	Change printing of the Newsletter from bi-monthly to quarterly, and review again after one year. Carried.
1998	Cambiar publicación del boletín de noticias desde dos veces al mes a trimestral, y repasar otra vez después de un año. Aprobado.
1998	Nevada Voting Procedures-1987 Paragraph#2 Nevada Adaptations: concerning rotation of North and South for election officers are permanently DELETED. Carried.
1998	Procedimientos para votar de Nevada – 1987 Párrafo #2 Adaptaciones de Nevada: Acerca del roto de norte y sur para oficiales de elección eliminarán de forma permanente. Aprobado.
1998	That the trial period for a quarterly Al-Anon Times Newsletter be permanently made as such. Passed.
1998	Que el período de prueba para un boletín de noticias (Alanon Times) trimestral sea de forma permanente. Aprobado.
<b>NOTE:</b>	<b>A consensus was taken and agreed to have AWSC look into a Restructure plan for Nevada Area which would follow WSO service positions.</b>
<b>NOTA:</b>	<b>Un consenso fue tomado y estaban de acuerdo para AWSC investigar un plan de reestructurar en que las posiciones de servicio de WSO están seguidas por la área de Nevada.</b>
2000	To have Coordinators Reports read at Assembly only, not at AWSC. Passed
2000	Tener que leer los reportajes de los coordinadores solamente a la asamblea, pero no en AWSC. Aprobado.
2000	<b>GUIDELINE #2</b> Amended by the AWSC for clarification of wording.
2000	<b>DIRECTRIZ #2</b> Modificado por AWSC como versión actualizada de 1992
2001	AWSC voted to approve increase from \$125 to \$150 for reimbursement of expenses to assembly. Passed
2001	AWSC voto para aprobar el reembolso de los gastos para la asamblea desde \$125 a \$150. Aprobado.
2002	To approve with 2/3 majority the AWSC proposal to set aside the existing Area structure and implement a Nevada Area Trial Re-structure as shown in exhibit. Motion carried
2002	Aprobar con 2/3 mayoría el propósito de AWSC dejar a un lado la estructura de la área que existe y realizar una reestructura de prueba para la área de Nevada como se muestra en la exposición. Motion aprobado.
2002	To produce and implement an Al-Anon Area Website; to appoint a 5 member Nevada Website Committee from the Membership Outreach Committee; to appoint a Chairman/Webmaster; to approve a one-time \$500 set up and first year maintenance fee; the domain name be "Nevada Al-Anon.Org." Passed.
2002	Para producir y poner en práctica un sitio web de la área de Alanon, para nombrar un comité del sitio web de Nevada con 5 miembros desde el comité de Alcance a Miembros, a nombrar un presidente/webmaster; a aprobar una cuota de una vez de \$500 para establecer y mantener; el nombre propiedad es :Nevada Al-Anon. Org." Aprobado.
2003	<b>GUIDELINE #5</b> To adopt the written NEVADA AREA ELECTION GUIDELINES. Passed.
2003	<b>DIRECTRIZ #5</b> Adoptar las directrices por escrito de elección para la área de Nevada. Aprobado
2003	<b>GUIDELINE #6</b> One person holds one voting position at the assembly starting with the elections. Motion passed by substantial unanimity. Y=47 N=2 Abstain 1.
2003	<b>DIRECTRIZ #6</b> Una persona tiene un posición de votar en la asamblea empezando con las elecciones. Motion aprobado por unanimidad sustancial. Si = 47, No = 2 abstenerse = 1
2003	A motion was made to accept the Al Anon Times newsletter Statement of Purpose, seconded and approved. None opposed. No abstentions.
2003	Se hizo una motion para aceptar la declaración de propósitos del boletín Tiempos Al Anon, secundada y aprobada. Ninguna oposición. Ninguna abstención. Sj
2004	(Fall) <b>GUIDELINE #8</b> ALATEEN We take the Minimum Safety Behavior Requirements suggested by WSO and accept them as an entire Area, add as needed and as we see fit. That the wording "we add to minimum Safety Requirements that a one-time background check is required. Motion passed.
2004	(Otono) <b>DIRECTRIZ #8</b> Alateen Tomamos los requisitos mínimos de comportamientos seguros que sugiere el WSO y aceptarlos como una área entero, adjuntar si es necesario y como mejor nos parezca. Que la

	redaccion “ adjuntamos a los requisitos minimos de comportamientos seguros que se requiere de una vez un verificacion de antecedentes. Motion aprobado.
2005	(Spring) <b>GUIDELINE #7</b> To finalize the Trial Restructure which began in 2001, Motion was passed to adopt as PERMANENT the trial restructure with change in title of Action Committee Chair to Action Committee Coordinator. This is to enhance the unity of Nevada Area with increased communication and more informed AI-Anon members.
2005	(Primavera) <b>DIRECTRIZ #7</b> Finalizar la prueba de reestructura que empieza en 2001. Una motion estaba aprobado para adoptar como permanente la estructura de prueba con un cambio en el titulo del presidente del comite de accion a coordinador del comite de accion. Esto fue para mejorar la unidad de la Nevada Area con comunicacion aumentado y miembros de Alanon mas informado.
2006	(Spring) To create a second coordinator position as ALATEEN COORDINATOR, under GROUP SERVICES. (Position open) Motion passed unanimously.
2006	( Primavera) Crear un posicion coordinador segundo como coordinador Alateen, bajo servicios grupos. (Posicion abierto) Motion aprobado unanimo.
2006	(Spring) To rotate ACTION COMMITTEE structure simultaneously with each 3-year election term. Motion passed unanimously.
2006	( Primavera) A rotar la estructura del comite de accion simultaneamente con cada eleccion de tres anos duracion. Motion aprobado unanimo.
2006	(Fall) That 10% of our year end surplus be sent to WSO on a yearly basis. Passed.
2006	(Otono) Que 10% del exceso al fin del ano sea eviado a WSO en un basis anual. Aprobado.
2006	(Fall) To form an ALATEEN COORDINATOR as a position not under Group Services, and funded separately to AWSC. Passed
2006	(Otono) Para formar un coordinador Alateen como un posicion separado de servicios grupos, y financiado separado de AWSC. Aprobado.
2006	(Fall) That reimbursements for AWSC members be increased to \$100 for Spring Assembly and \$200 for Fall Assembly effective fall 2006. Passed.
2006	(Otono) Que los reembolsos para miembros de AWSC sea aumentado a \$100 para la asamblea de primavera y \$200 para la asamblea de otono, empezando en Otono 2006. Aprobado.
2006	(Fall) That the Statement of Purpose for the Nevada Area/AFG Website be accepted. Passed
2006	(Otono) Que la Declaracion de Proposito para el sitio de web AFG para la Nevada Area ser aceptado. Aprobado
2006	(Fall) The Nevada Area Web position is a funded position for attendance at Area Assembly and attendance at the AWSC meetings effective immediately. Passed.
2006	Otono) La posicion Web de la Nevada Area va a ser una posicion financiado para asistencia a la asamblea de la area, y asisencia a los reuniones a la comite AWSC efectivo inmediatamente. Aprobado.
2007	(Fall) Motion was passed to adopt the proposal to appoint the AREA SECRETARY as the person responsible to assure the existing MOTIONS and GUIDELINES and SERVICE ROLES are kept current. This would be in addition to keeping the Area Assembly Minutes; to create a standing “AREA HANDBOOK COMMITTEE” to serve as an “official team of trusted servants” to review sensitive wording and protect these documents and our history. Included in the committee: AREA SECRETARY, ALTERNATE DELEGATE, and an active PAST DELEGATE. It is recommended that all documents be approved by the standing AWSC.
2007	(Otono) Mocion en la Asamblea en Oton 2007 fue aprobado para adoptar la propuesta de apuntar la secretaria de la area como persona responsable para segurar que los motiones que existen y las guias y los roles de servicios se mantienen actualizados. Esto fue ademas de mantener los minutos de la asamblea de la area; para crear un comite permanente de la manual de la area para servir como equipo oficial de sirvientes de confianza para examinar redacion sensible y proteger estos documentos y nuestro historia. Incluso en la comite va a ser la secretaria de la area, el delegado alternativo, y un delegado pasado activo. Se recomienda que todos los documentos estan aprobados por la AWSC comite permanente.
2008	(Spring) That we revise Districts 1, 3 & 5. Change the western boundaries of Districts 1 and 5, from I-15 to I-95 and remove Tropicana as the boundary of District 3. (7 groups from District 5 moved into District 1). Passed by 2/3 vote. Kf
2008	(Primavera) Que modificamos los Distritos 1, 3, y 5. Cambio las lineas divisores al oeste de Distritos 1 y 5 desde I – 15 to I – 95, y quitar Tropicana como la linea divisora de Distrito 3. ( 7 grupos de distrito 5 movado a Distrito 1) Aprobado por 2/3 voto Kf
2008	(Spring) That the Assembly registration fee be raised from \$10.00 to \$20.00. In order to be cover costs and be self-supporting. Passed by 2/3 vote. Kf
2008	(Primavera) Que la matricula para la Asamblea sea elevado desde \$10.00 a \$20.00 para cobrar los gastos y mantener independencia economica. Aprobado por 2/3 voto. Kf
2010	(Fall) Starting 2011 to make Alateen as a separate and 5th Action Committee, not under Group Services, for a three-year trial period. Unanimously passed. Kf



2010	(Otono) Empezando en 2011, para hacer Alateen como un comite separado de la comite de Servicios para Grupos y la comite de accion quinto, para un periodo de prueba de tres anos. La decicion fue unanime. kf
2010	(Fall) That we accept the updated Nevada Area Guidelines with the addition of Guideline #12. Unanimously passed. Kf
2010	(Otono) Que aceptamos Las Guias de la Area de Nevada con la adicion de Directiva #12. La decicion fue unanime. Kf
2011	(Fall) The operating expense account was changed to be equal to current year budget with any excess to be dispersed as voted upon by the Assembly on an annual basis. sj
2011	(Otono) Los gastos operativos en cuenta fue cambiado para ser igual al presupuesto del ano corriente con cualquier exceso compartido como la vota de la asamblea en un basis anual. sj
2011	(Fall) A motion was made to authorize the purchase of translation equipment not to exceed \$3500.00. sj
2011	(Fall) Hicieron una motion para autorizar la compra de equipaje de traduccion que no exceda de \$3500.00. sj
2011	(Fall) A motion was made to raise AWSC officers, action committee coordinators, and webmaster reimbursements from \$100 and \$200 to \$145 and \$245. Carried. sj
2012	(Otoño) Hicieron una motion para elevar reembolsos para los oficiales AWSC, coordinadores de comités de acción y maestro de web desde \$100 a \$145 y \$245 Aprobado. sj
2011	(Fall) A motion was made to approve Budget D as amended by area treasurer recognizing excess of \$9800.00 and \$3500.00 purchase of translation equipment for budget of \$32,655.00 for 2012. Carried. sj
2012	(Otono) Hicieron una motion para aprobar presupuesto D en su forma enmendada por tesoro de la area con el reconocimiento del exceso de \$9800 y \$3500 para comprar equipaje de traduccion para un presupuesto de \$32,655 (en total) para 2012. Aprobado. sj
2012	(Spring) The assembly moved to accept NV Area Guideline #13 regarding care and use of newly purchased Translation Equipment. The Guideline was amended to read "Trial beginning Fall 2012" with Area Chair as the custodian of equipment and Group Services Coordinator manager of equipment during Assemblies. sj
2012	Primavera) El conjunto de la mocion de aceptar la Orientacion NV Area N 13 sobre el cuidado y uso de los Equipos de traduccion que acaba de adquirir. La Orientacion se emienda para que rece "Fall Trial inicio 2012" Coordinador de Area como custodio de equipo y gerente del Grupo Coordinador de Servicios de los equipos durante las Asambleas. Sj.
2012	(Fall) A motion was made to pass the new verbiage to the NV Area Guideline #8, part 2. This change will allow a dual member to sponsor an Alateen group without the requirement to include one Al-Anon sponsor and to be in keeping with the <i>Al-Anon Alateen Service Manual</i> . Carried. sj
2012	(otono) Se hizo una mocion para aprobar el nuevo verbage de la Directriz numero 8 de la Area de NV parte 2. Este cambio permita que un miembro dual de Al-Anon puede sirvar como patrocinador de Alateen y ser lo mismo que el manual de servicio de Alanon/Alateen. (Aprobado)
2013	(Fall) A motion was made and passed with one abstention that we add a new service position of Spanish Liaison to AWSC for a 3 year trial period. sj
2013	(Otoño) Una moción fue hecha y aprobada con una abstención que añadimos un nuevo puesto de servicio de los españoles de Enlace para AWSC para un período de prueba de 3 años. sj
2013	(Spring) A Motion was made and unanimously approved to accept Mammoth Group into our Nevada area contingent upon approval by S. California assembly and approval.
2013	(Primavera) Se hizo, y se aprobó de manera unánime, una moción para aceptar al grupo de Mammoth en nuestra área de Nevada, sujeto a la aprobación de la asamblea del Sur de California.
2014	(Fall) A motion was made to purchase a projector not to exceed \$800.00. Unanimously passed. SM
2014	(Otoño) Se hizo una moción para comprar un proyector que no exceda 800.00. Aprobada por unanimidad. (Oto
2014	(Fall) A motion was made and passed to implement the Visa Debit Cards for the delegate and the treasurer. Passed with 1 abstention. SM
2014	(Otoño) Se hizo una moción para implementar las tarjetas de débito Visa para los oficiales de la Zona. Se pasó con una abstención.
2014	(Fall) A motion was made to accept the written guideline as written for the Visa Debit cards. Passed with 1 abstention. SM
2014	Otoño) Se hizo una moción para aceptar las guías por escrito tal como están para las tarjetas de débito Visa. Se aprobó con una abstención.
2015	(Spring) A motion was made to strike the word officers from the Visa Debit Card guideline and amend it to Area Chair, Area Treasurer, and Area Delegate. Approved & passed. sm

2015	(Primavera) Se hizo una moción para quitar la palabra 'oficiales' de la guía de la Tarjeta de Débito Visa y corregirla a: Coordinador(a) de la Zona, Tesorero(a) de la Zona, y Delegado(a) de la Zona. Aprobada y pasada.
2015	(Spring) A motion was made not to exceed \$1200.00 toward the purchase of hardware and software for a laptop for the Area Secretary. Passed with 1 abstention. sm
2015	(Primavera) Se hizo una moción para no exceder \$1200.00 en la compra de hardware y software para una computadora portátil para la Secretaria de la zona. Pasada con 1 abstención.
2015	(Fall) A motion was made to increase the area donation to WSO by \$500.00 for a total of \$1060. For the fiscal year of 2015-2016. Passed. sm
2015	(Otoño) Se hizo una moción para incrementar la donación de la Zona a la OSM en \$500.00 para un total de \$1060.00, para el año fiscal 2015-2016. Pasada.
2015	(Fall) A motion was made for the AWSC to meet for an additional day during the area assembly of March 2016, which shall be funded by the area. Passed. sm
2015	(Otoño) Se hizo una moción para que el CSMZ se reúna un día adicional durante la asamblea de zona en Marzo 2016, la cual será financiada por la zona. Pasada.
2016	(Spring) A motion was made to make a one-time \$650.00 contribution to WSO as a 65th anniversary donation. Passed. Sm
2016	(Primavera) Se hizo una mocion para hacer una contribucion por una sola vez de \$650.00 a la OSM como donacion por el 65o. aniversario. Aprobada. sm
2016	(Spring) A motion was made to allow AWSC Committee to meet one day prior to Spring Assembly for trial period of three years, to be funded by NV Area. Passed. sm
2016	(Primavera) Se hizo una mocion para permitir que el CSMZ se reuniera un dia previo a la Asamblea de Primavera por un periodo de prueba de 3 anos, para los cuales la Zona de NV va a proporcionar los fondos. Aprobada. Sm
2016	(Spring) A motion was made that NV Area support a future TEAM event. Funds by NV Area not to exceed \$2,000. Passed with 2 abstentions. Sm
2016	(Primavera) Se hizo una mocion para que la Zona de NV apoyara un futuro evento TEAM. Los fondos proporcionados por la Zona de NV no excederan \$2,000. Aprobada con 2 abstenciones. Sm
2016	(Spring) A motion was made to add NV Area Guideline #15 to our Nevada Handbook. Passed. sm
2016	(Primavera) Se hizo una mocion para agregar la Guia de la Zona de NV #15 al Manual de Nevada. Aprobada. Sm
2016	(Fall) A motion was made to donate \$1,500.00 from excess treasury funds in addition to the already budgeted \$500.00 to send to WSO. Passed sm
2016	(Otoño) Se hizo una moción para donar \$1,500.00 de los fondos excedentes de tesorería en adición a .los \$500.00 ya presupuestados para enviar a la OSM. Aprobada. sm
2016	(Fall) A motion was made to set aside \$1,000.00 for the Group Binder Project from excess treasury funds for Group Services. Passed with 1 no. Sm
2016	(Otoño) Se hizo una moción para apartar \$1,000.00 para el Proyecto de Carpetas para Grupos de los fondos excedentes de tesorería de Servicios a Grupos. Aprobada con un no. sm
2016	(Fall) A motion was made to set aside \$1,000.00 from excess treasury funds towards a scanner for Archives so that we can scan documents. Passed by majority vote. Sm
2016	(Otoño) Se hizo una moción para apartar \$1,000.00 de los fondos excedentes de tesorería destinados a un scanner para Archivos para que podamos escanear documentos. Aprobada por voto mayoritario. Sm
2017	(Spring) A motion was made to amend the motion made at 2016 Fall Assembly to set aside \$1000.00 for a scanner – to strike out scanner and replace with “Archive Supplies”. Passed unanimously. Jr
2017	(Primavera) Se hizo una mocion para cambiar una motion hecho en la asamblea de otono 2016 para apartar \$1000.00 para un scanner – cambio para decir “cosas para Archivos”. Aprobado jr

2018	(Spring) A motion was made to permit GRs to choose the action committee of their preference at Assembly in Fall of 2018, with further discussion by full body at that Assembly. Passed by majority vote (jr)
2018	(Primavera) Se hizo una mocion para permitir los GR decidir cual comite de accion que prefieren en la Asamblea de Otono 2018, y dicutirlo en esta Asamblea. Aprobada. (jr)
2018	(Fall) A motion was made to set aside \$3000.00 for Area officers to attend SWRDM 2019. Passed by majority vote (jr)
2018	(Otono) Se hizo una mocion para dejar a un lado \$3000.00 para los oficiales que quieren participar en SWRDM 2019. Aprobada jr
2019	(Spring) A motion was made to allow AWSC to meet one day prior to Spring Assembly which shall be funded by the Area Passed 54 yes 0 no 0 abstentions (jr)
2019	(Primavera) Se hizo una mocion para permitir que AWSC se reuna un dia antes de la Asamblea de Primavera, que sera financiado por el Area. Aprobada 54 si 0 no 0 abstenciones (jr)
2019	(Fall) A motion was made: As of Fall 2019, all action committees as currently functioning be eliminated, and the Nevada Area Assembly transition to less traditional committees called "Work Groups, Thought and Task Forces" for a trial period of three years, beginning in 2020 and ending in 2022; and that all coordinator positions be retained, with the exception of Group Services position which would be eliminated, and three other Coordinator positions renamed: Membership Outreach renamed Assembly Committee Coordinator; Fellowship Communication Coordinator renamed Literature Coordinator; and Spanish Translation Liaison renamed Spanish Liaison. Assembly Vote Count 51 yes, 1 no, 0 abstentions (jr)
2019	(Otono) Se hizo una mocion: A partir del otono de 2019, se eliminarian todos los comites de accion que funcionan actualmente, y la transicion de la Asamblea de Area de Nevada a comites menos tradicionales llamados "Grupos de trabajo, Fuerzas de tareas y de pensamiento" por un periodo de prueba de tres años, que comienza en 2020 y termina en 2022; y que se mantengan todos los puestos de coordinador, con la excepcion del puesto de Servicios de Grupo que se eliminaria, y otros tres puestos de Coordinador renombrados: Cambio de Membresia renombrado Coordinador del Comite de la Asambela; Coordinador de Comunicacion de la Comunidad renombrado Coordinador de Literatura; y enlace de traduccion al espanol renombrado enlace al espanol. Asambela Voto Cuenta 51 si, 1 no, 0 abstenciones (jr).
2020	(Fall) The Assembly accepts updated Guideline # 7 – which institutes the use of Thought Force, Task Force and Work Groups in the Area Assembly. (passed) Assembly Vote Count 32 yes, 0 no, 0 abstentions (ds)
2020	(Otono) La Asambela acepta la Directriz # 7 actualizada, que instituye el uso de la Fuerza de Pensamiento, la Fuerza de Tarea y los Grupos de Trabajo en la Asambela de Area. (pasado) Asambela Voto Cuenta 32 si, 0 no, 0 abstenciones (ds).
2020	(Fall) Move to amend newly passed Guideline # 7 – which institutes the use of Thought Force, Task Force and Work Groups in the Area Assembly, to reflect the positions of Public Outreach Coordinator and the Spanish Liaison/Coordinator (passed) Assembly Vote Count 34 yes, 0 no 1 abstention (ds)
2020	(Otono) Mover para enmendar la Directriz # 7 recientemente aprobada, que instituye el uso de la Fuerza de Pensamiento, la Fuerza de Tarea y los Grupos de Trabajo en la Asamblea de Area, para refejar las posiciones de Coordinadora de Difusion Publica y Enlace / Coordinator Espanol. (pasado) Asambela Voto Cuenta 34 si, 0 no, 1 abstencion (ds)
2020	(Fall) Motion to accept amended proposed 2020-2021 budget as presented. (passed) Assembly Vote Count 33 yes, 0 no, 1 abstention (ds)
2020	(Otono) Mocion para aceptar el presupuesto propuesto enmendado para 2020-2021 tal como se present. (pasado) Asambela Voto Cuenta 33 si, 0 no, 1 abstencion (ds)
2020	(Fall) NV Area motions to apply the \$ 1,481.69 from the 2020 WSC to the 2021 WSC equalized expense of \$ 2,381.81. (passed) Assembly Vote Count 33 yes, 2 not, 1 abstention (ds)
2020	(Otono) Las mociones de NV Area para aplicar los \$ 1,481.69 de la WSC de 2020 a la WSC de 2021 igualaron el gasto de \$ 2,381.81. (pasado) Asambela Voto Cuenta 33 si, 2 no, 1 abstencion (ds)
2020	(Fall) Motion to reimburse the Area Chair and Area Treasurer's expenses to attend 2021 SWRDM not to exceed \$ 1,200.00 (passed) Assembly Vote Count 28 yes, 3 not, 1 abstention (needed 23 yes to pass) (ds)
2020	(Otono) Mocion para reembolsar lose gastos del president de area y del tesorero de area para asistir al SWRDM 2021 no debe exceder los \$ 1,200.00 (pasado) Asambela Voto Cuenta 28 si, 3 no, 1 abstencion (ds)
2021	(Spring) Motion for special funds to dispense to Alateen the Amount of \$ 500.00 for literature for the kids and postage. Passed 26 yes, 0 (zero) no and 2 abstentions (ds)

2021	(Primavera) Moción de fondos especiales para distribuir a Alateen por la cantidad de \$ 500.00 para literature para los nonos y gastos de envoi. (pasado) 26 si, 0(cero) no y 2 abstenciones (ds)
2021	(Fall) Motion to accept the corrected proposed 2021-2022 budget as presented. Passed 21 yes, 1 no and 1 abstention (ds)
2021	(Otono) Moción para aceptar el presupuesto propuesto corregido para 2021-2022 seguna lo propuesto. (pasado) 21 si, 1 no y 1 abstenciones (ds)
2021	(Fall) Motion that We move that the Budget be moved back to a calendar year basis, using Jan. 1 through Dec 31; and the remainder of the 2020-2021 Budget be extended to coincide with our calendar year Budget. This will be for a two-year trial starting in 2022. Passed 25 yes, 0 (zero) no and 2 abstentions (ds)
2021	(Otono) Proponemous que el presupuesto se mueva de nuevo a una base de ano calendario, utilizando las fechas del 1 de enero al 31 de diciembre; y el resto del presupuesto 2021-2022 se prorrogara para que coincide con nuestro presupuesto anual. Esto sera para una prueba de dos anos a partir de 2022. (pasado) 25 si, 0 (cero) no y 2 abstenciones (ds)
2021	Motion to invite and pay expenses for Regional Trustee to attend Fall Area Assembly 2022 not to exceed \$1,100,00 Passed 25 yes, 1 no, 0 (zero) abstentions (ds)
2021	Moción para inviter y pagar los gastos reales del Fideicomisaron Regional West para asistir a la Asambela de Area de Otono 2022. (pasado) 25 si, 1 no, 0 (cero) abstenciones (ds)
2021	Motion to reimburse the Area Officer's expenses to attend 2022 SWRDM not to exceed \$ 1,800.00 Passed 24 yes, 3 no 0 (zero) abstentions (ds)
2021	Moción para reembolsar los gastos de los oficiales del area para asistir al 2022 SWRDM que no exceda los \$ 1,800.00 (pasado) 24 si, 3 no, 0 (cero) abstenciones (ds)