

NYC Host Committee Elections Procedure & Position Descriptions

Sunday, July 19th 2009, 9:00am-5:00pm

VA Hospital, Atriums A&B

423 E. 23rd Street, New York, NY 10010

I. Elections for New York City ICYPAA Host Committee Positions

A. Elections will be conducted using the election guidelines outlined in the A.A. Service Manual.

1. Third Legacy Procedure

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 If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn — except for the top two candidates, which must remain.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- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except for the top two candidates, which must remain.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fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except for the top two candidates, which must remain.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

B. Candidates and Voting Eligibility:

1. Any A.A. member who is willing and able to serve on the NYC Host Committee may stand as a candidate for a position, and will have the opportunity to give a brief A.A. Service Resume, including their sobriety date and specific qualifications, before an election takes place.
2. Every A.A. member who is in attendance at the NYC Host Committee Elections has one vote.
 - Absentee voting is not permitted.
 - Those who do not wish to participate in a vote may refrain from voting.
3. An A.A. member who is unable to attend the NYC Host Committee Elections may stand for a position via proxy.
 - The absent candidate should write a brief statement explaining the reason for their absence and why they feel qualified for the position. They should ask someone in attendance to present the statement on their behalf at the appropriate time.
4. In the event that a candidate stands to fill a position unopposed, they may be accepted by acclamation with a 2/3 majority vote.
5. “Suggested Minimum Lengths of Sobriety” are suggestions only. If an A.A. member feels qualified to fill a position, they are welcome to stand.

C. Host Committee Positions

1. The following Host Committee positions will be elected in this order, time permitting. Positions not elected on the first day will be elected at subsequent Host Committee Meetings.

NYC Host Committee Position Descriptions*

*Descriptions subject to change

Position	Suggested Minimum Lengths of Sobriety	Description
Chair	3 years	Responsible for the overall functioning of the committee. Conducts all business in accordance with the NYC Host Committee Guidelines. Should have A.A. committee service experience in a leadership role. Must have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts. Communicates regularly with the ICYPAA Advisory Council. Holds all elected committee members accountable for the duties of their position and ensures that all tasks are accomplished. In the event the committee votes to relieve a member of their elected position, it is the Chair's responsibility to inform him or her of the committee's decision. Should keep well informed of what is happening on each sub-committee and assist as needed with the help of the Alt. Chair. Informs the Secretary of upcoming meetings and changes. Affixes his or her signature to all committee actions. Acts as a signer and has access to the committee bank account. Holds one of two keys to the P.O. Box. Creates the agenda for each committee meeting. Opens all committee meetings and conducts each meeting in an orderly fashion.
Alt. Chair	3 years	Assists Chair with the overall functioning of the committee. Should have A.A. committee service experience in a leadership role. Must have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts. Assists Chair with ensuring that all tasks are accomplished. Acquires knowledge of how to carry out the duties of the Chair. In the absence of the Chair, accepts the full duties of the Chair. Carries out various duties assigned by the Chair. Acts as a signer and has access to the committee bank account. In the event the committee votes to relieve the Chair of their elected position, it is the Alt. Chair's responsibility to inform him or her of the committee's decision. Should keep well-informed of what is happening on each sub-committee and assist as needed. In the event the committee votes to relieve the Chair of their elected position or if the Chair's position is vacated for any reason, the Alt. Chair will immediately rotate into the position of Chair.
Treasurer	3 years	Responsible for maintaining financial records for a conference with an operating budget of more than \$100,000. Should have A.A. committee service experience and experience managing large budgets. Will work with the Host Committee and Advisory Council to create a conference and committee budget, and should assist committees with budgets throughout the host year. Must have a job, personal bank account, and permanent home address. Regularly reports to the Advisory Council Treasurer. Keeps an up-to-date financial report, closely tracking income and expenses. Shall have this report available for all committee meetings. Has in his or her possession at every committee meeting all bank statements, deposits, and checkbooks so as to be prepared to make deposits and/or disbursements, which are subject to inspection at any time. Acts as a signer and has access to the

		committee bank account. Ensures that rent, P.O. Box fees, and all other bills are paid on time. Collects money from events. Works closely with the Registration and Merchandise Chairs to establish financial accountability, including online and onsite sales. Should be prepared to sign the federal tax return covering the conference activities upon request. Within 90 days of the conference, the Treasurer will have balanced books.
Secretary	2 years	Should have A.A. committee service experience. Acts as the custodian of all committee materials. Answers all correspondence promptly and in the spirit of ICYPAA. Ensures that all documentation and other communications media maintains the integrity and language as described in the NYC Host Committee Guidelines. Keeps accurate minutes of all committee meetings including exact wording for all motions, as well as major points of discussion. Minutes should be emailed to the committee and Advisory Council within one week of the committee meeting. Responsible for acquiring minutes and reports from all sub-committee meetings to keep on file. Provides the previous meeting's minutes for approval at each committee meeting. Keeps attendance at each meeting and informs the Chair of absences. Maintains a current contact list of all committee members and positions held. Responsible for sending an email notification of all upcoming committee meetings and events. Holds one of two keys to the P.O. Box and is responsible for checking the mail before each committee meeting.
Hotel Chair	3 years	Should have A.A. committee service experience. Responsible for developing and negotiating the hotel contracts. Should set up insurance to safeguard the contracts. Facilitates discussions and outlines the needs of the conference to the hotels. Acts as liaison between the hotel, the committee, and the Advisory Council. Assures that the needs of the conference are met and that facility conflicts are resolved within the spirit of ICYPAA. Shall represent ICYPAA in a professional and responsible manner. Shall Chair a sub-committee and keep the full committee informed of discussions and actions taken at these meetings.
Program Chair	3 years	Should have A.A. committee service experience. Creates and coordinates a detailed program for the conference. Responsible for securing speakers for all main meetings, panels, and workshops throughout the conference. Responsible for coordinating travel arrangements and accommodations for main speakers. Presents a selection of speakers to the committee for final decision by group conscience. Works closely with the Hotel and Graphics Chairs to coordinate the printed schedule of events. Shall Chair a sub-committee and keep the full committee informed of discussions and actions taken at these meetings.
Registration Chair	3 years	Should have A.A. committee service experience. Responsible for maintaining a database of 1,500-3,000+ registrants and emails. Presents updated registration numbers and banquet ticket sales at all committee meetings. Sends confirmation letters to all registered attendees via email or post. Should keep back-up files/hard copies of registrations.

		Submits all money to the Treasurer. Coordinates Pre-Registration tables at meetings and events. Coordinates volunteers for the registration table during the conference weekend. Houses and transports the cash registers. Works closely with the Treasurer, Graphics Chair, and Secretary. Shall Chair a sub-committee and keep the full committee informed of discussions and actions taken at these meetings.
Outreach Chair	2 years	Should have A.A. committee service experience. Should develop and implement an outreach plan that covers local, national, and international A.A. Responsible for outreaching all ICYPAA and committee functions. Works closely with the Events and Graphics Chairs in order to produce outreach materials for all scheduled events. Distributes flyers to A.A. clubhouses, Inter-Groups, Central Offices, treatments centers, individual members, meetings, and other A.A. functions. Coordinates announcements about ICYPAA, committee meetings, and events at A.A. meetings. Shall Chair a sub-committee and keep the full committee informed of discussions and actions taken at these meetings.
Website Chair	2 years	Should have A.A. committee service experience. Should have prior experience with website design and implementation. Responsible for maintaining up-to-date website content. Works together with the Events, Graphics, and Outreach Chairs to make sure all outreach materials are posted and removed from the website in a timely manner. Ensures that all conference, events, and email address information is made available on the website within A.A. Traditions and GSO guidelines to A.A. websites.
Events Chair	1 year	Should have A.A. committee service experience. Responsible for finding locations and arranging events deemed appropriate by the committee that promote awareness of the convention, unity, and recovery among young people in A.A. All events prior to the convention shall include an A.A. meeting. Has knowledge of A.A. Traditions and plans events in conformity with them. Develops ideas for events and arranges all aspects of such events, including but not limited to the place, date, time, speakers, costs, refreshments, music (if necessary), etc. Recruits volunteers to help organize and run all events. Responsible for securing all necessary insurance policies for events. Works closely with the Outreach and Graphics Chairs in order to produce outreach materials for all scheduled events. Shall Chair a sub-committee and keep the full committee informed of discussions and actions taken at these meetings.
Graphics Chair	1 year	Should have A.A. committee service experience. Designs and produces all printed and digital committee-approved material requiring graphics (flyers, tickets, programs, signs, banners, etc.) Has access to a computer with appropriate digital technologies. Works closely with the Events and Outreach Chairs in order to produce outreach materials for all scheduled events. Works closely with the Merchandise and Memorabilia Chairs to design a graphic that best suits the conference theme for t-shirts, stickers, buttons, etc. Researches economical production options and presents them to the committee for final decision by group conscience.

Merchandise Chair	3 years	Should have A.A. committee service experience. Works closely with the Graphics Chair to design a graphic that best suits the conference theme for t-shirts, stickers, buttons, etc. Researches economical production options and presents them to the committee for final decision by group conscience. Makes merchandise available for purchase online, at events, and at the conference. Coordinates volunteers for the merchandise table during the conference weekend. Works closely with the Treasurer to account for sales of merchandise.
Alt. Treasurer	3 years	Should have A.A. committee service experience and experience managing large budgets. Must have a job, personal bank account, and permanent home address. Acts as a signer and has access to the committee bank account. Acquires knowledge of how to carry out the duties of the Treasurer. Carries out various duties assigned by the Treasurer and assists in maintaining financial records. Confirms the accuracy of all Treasurer's reports. In the absence of the Treasurer, accepts full duties of the Treasurer. In the event the committee votes to relieve the Treasurer of their elected position or if the Treasurer's position is vacated for any reason, the Alt. Treasurer will immediately rotate into the position of Treasurer.
Alt. Secretary	2 years	Should have A.A. committee service experience. Acquires knowledge of how to carry out the duties of the Secretary. Carries out various duties assigned by the Secretary. In the absence of the Secretary, accepts full duties of the Secretary. In the event the committee votes to relieve the Secretary of their elected position, or if the Secretary's position is vacated for any reason, the Alt. Secretary will immediately rotate into the position of Secretary.
Alt. Hotel Chair	3 years	Should have A.A. committee service experience. Should be well-informed of the negotiation process and the content of hotel contracts. Acquires knowledge of how to carry out the duties of the Hotel Chair. Carries out various duties assigned by the Hotel Chair. In the absence of the Hotel Chair, accepts full duties of the Hotel Chair. In the event the committee votes to relieve the Hotel Chair of their elected position, or if the Hotel Chair's position is vacated for any reason, the Alt. Hotel Chair will immediately rotate into the position of Hotel Chair.
Alt. Program Chair	3 years	Should have A.A. committee service experience. Acquires knowledge of how to carry out the duties of the Program Chair. Carries out various duties assigned by the Program Chair. In the absence of the Program Chair, accepts full duties of the Program Chair. In the event the committee votes to relieve the Program Chair of their elected position, or if the Program Chair's position is vacated for any reason, the Alt. Program Chair will immediately rotate into the position of Program Chair.
Alt. Registration Chair	3 years	Should have A.A. committee service experience. Acquires knowledge of how to carry out the duties of the Registration Chair. Carries out various duties assigned by the Registration Chair. In the absence of the Registration Chair, accepts full duties of the Registration Chair. In the event the committee votes to relieve the Registration Chair of their elected

		position, or if the Registration Chair's position is vacated for any reason, the Alt. Registration Chair will immediately rotate into the position of Registration Chair.
Alt. Outreach Chair	2 years	Should have A.A. committee service experience. Acquires knowledge of how to carry out the duties of the Outreach Chair. Carries out various duties assigned by the Outreach Chair. In the absence of the Outreach Chair, accepts full duties of the Outreach Chair. In the event the committee votes to relieve the Outreach Chair of their elected position, or if the Outreach Chair's position is vacated for any reason, the Alt. Outreach Chair will immediately rotate into the position of Outreach Chair.
Alt. Website Chair	2 years	Should have A.A. committee service experience. Should have prior experience with website design and implementation. Acquires knowledge of how to carry out the duties of the Website Chair. Carries out various duties assigned by the Website Chair. In the absence of the Website Chair, accepts full duties of the Website Chair. In the event the committee votes to relieve the Website Chair of their elected position, or if the Website Chair's position is vacated for any reason, the Alt. Website Chair will immediately rotate into the position of Website Chair.
Alt. Events Chair	1 year	Should have A.A. committee service experience. Acquires knowledge of how to carry out the duties of the Events Chair. Carries out various duties assigned by the Events Chair. In the absence of the Events Chair, accepts full duties of the Events Chair. In the event the committee votes to relieve the Events Chair of their elected position, or if the Events Chair's position is vacated for any reason, the Alt. Events Chair will immediately rotate into the position of Events Chair.
Alt. Graphics Chair	1 year	Should have A.A. committee service experience. Has access to a computer with appropriate digital technologies. Acquires knowledge of how to carry out the duties of the Graphics Chair. Carries out various duties assigned by the Graphics Chair. In the absence of the Graphics Chair, accepts full duties of the Graphics Chair. In the event the committee votes to relieve the Graphics Chair of their elected position, or if the Graphics Chair's position is vacated for any reason, the Alt. Graphics Chair will immediately rotate into the position of Graphics Chair.
Alt. Merchandise Chair	3 years	Should have A.A. committee service experience. Acquires knowledge of how to carry out the duties of the Merchandise Chair. Carries out various duties assigned by the Merchandise Chair. In the absence of the Merchandise Chair, accepts full duties of the Merchandise Chair. In the event the committee votes to relieve the Merchandise Chair of their elected position, or if the Merchandise Chair's position is vacated for any reason, the Alt. Merchandise Chair will immediately rotate into the position of Merchandise Chair.
C&TF Chair	1 year	Should have A.A. committee service experience. Responsible for outreaching the Conference to Treatment Facilities and encouraging them to allow groups of patients to attend. Responsible for coordinating weekly meetings inside the juvenile wing of Rikers Island. Should follow up with volunteer Chairs on a weekly basis to ensure that all commitments are covered. Should keep NY Inter-Group

		informed on all aspects of the Rikers Island commitment. Works with the local C&TF committees to communicate with correctional and treatment facilities about A.A. and the 52 nd ICYPAA. Proposes C&TF-related service opportunities to the Host Committee.
CPC/PI Chair	1 year	Should have A.A. committee service experience. Each month, is responsible for contacting the Dr.'s Program Coordinator with contact information for at least one qualified young alcoholic volunteer. Recruits volunteers for all PI commitment requests throughout New York City. Works with the local CPC and PI committees to communicate with professionals and the public, including the media, about A.A. through ICYPAA. Proposes CPC and PI-related service opportunities to the Host Committee.
GSO Liaison	6 months	Acts as the liaison between the committee and the General Service Office. Informs Box 459 of the Conference and upcoming committee events. Contacts Delegates and Trustees in the U.S. and Canada about ICYPAA.
SENY (Area 49) Liaison	6 months	Acts as the liaison between the committee and SENY (Area 49.) Informs the SENY Agenda Chair and Link Editor of the Conference and upcoming committee events. Stays informed of all SENY Assemblies and standing committee activities.
NY Inter-Group Liaison	6 months	Acts as the liaison between the committee and NY Inter-Group. Informs "Sober News" of the Conference and upcoming committee events. Stays informed of all quarterly Inter-Group and forum meetings. Organizes late-night phone answering commitments for NY Inter-Group on the 2 nd Saturday of each month from 10:00pm-2:00am. Proposes NY Inter-Group-related service opportunities to the Host Committee.
National Inter-Groups & Central Offices Liaison	6 months	Acts as the liaison between the committee and all U.S. Inter-Groups & Central Offices, keeping them informed of the Conference and upcoming committee events.
Bid City Liaison	6 months	Acts as the liaison between the committee and all cities bidding for the 53 rd ICYPAA. Should initiate and maintain contact with all bid cities. Will work closely with the Hotel Chair to determine the best area to set up the bid room.
52 nd ICYPAA Archivist	1 year	Responsible for collecting flyers, documents, memorabilia, and data that will help preserve the 52 nd ICYPAA experience. Will turn over all materials to the Advisory Council Archivist immediately following the Conference.
Accessibility/ Special Needs Chair	1 year	Works with the local Accessibility/Special Needs committees to communicate with, outreach to, and accommodate Special Needs communities for the 52 nd ICYPAA. Responsible for obtaining competitive bids from ASL interpreters, making services available to the hearing impaired, and coordinating with the Registration Chair to tend to the needs of handicapped attendees.
12 th Step Call Chair	1 year	Works closely with the dormant NYCYPAA Chair to field any 12 th Step Call requests / service opportunities to the Host Committee.
Al-Anon/Alateen Liaison	1 year	Acts as the liaison between the committee and Al-Anon/Alateen. Responsible for outreaching to Al-Anon/Alateen and keeping them informed of the Conference and upcoming committee events. Should work closely with the Program Chair to design the best possible Al-Anon and

		Alateen Program for the Conference.
Literature Chair	1 month	Works with and assists the local Literature committees to ensure that literature is available for sale/distribution at the Conference and all appropriate committee events.
Grapevine/La Viña Chair	1 month	Works with and assists the local Grapevine/La Viña committees to ensure that Grapevine materials are available for sale at the Conference and all appropriate committee events. Informs The Grapevine/La Viña of the Conference and upcoming committee events.
Prayer & Unity Chair	1 month	Responsible for reminding the committee of the spiritual aspect of our service work. Calls a prayer during heated debate, ever reminding us of our primary purpose. Helps coordinate all committee unity/fellowship gatherings outside of committee meetings and events.
Set-up & Clean-up Chair	1 month	Responsible for coordinating set-up and clean-up at all committee meetings, events, and at the Conference where necessary. Should coordinate and maintain a list of volunteers to assist with various jobs.
Hotel sub-committee		
Banquet Chair*	1 year	Responsible for coordinating the banquet for ICYPAA. Works closely with the Hotel and Program Chairs in order to coordinate the event. Responsibilities may include menu planning, seating, and coordinating special requests.
Security Chair*	1 year	Works closely with the Hotel Chair and coordinates security throughout the Conference with the help of security volunteers. Ensures the adherence of hotel policies by all attendees.
Hospitality Chair*	1 year	Works closely with the Hotel Chair to set-up and maintain a Hospitality Suite at ICYPAA that adheres to hotel policy. Responsible for coordinating volunteers to replenish supplies as needed.
Program sub-committee		
Speaker Researcher*	1 year	Works closely with the Program Chair to research speakers for all meetings during the Conference. This research should include listening to speaker tapes. Speakers should appropriately represent the YP community in some way.
Entertainment Chair*	1 year	Works closely with the Program Chair to research, propose, coordinate, and oversee all entertainment at the Conference.
Pre-Conference Event Chair*	1 year	Works closely with the Program Chair to research, propose, coordinate, and oversee the Pre-Conference Event. At least 2-3 ideas should be proposed to the committee.
Panel Researcher*	3 months	Works closely with the Program Chair to find panelists for all panel meetings.
Marathon Meeting Coordinator*	3 months	Schedules and coordinates volunteers to chair all Marathon Meetings at the Conference. Ensures that a meeting format, A.A. readings, and A.A. literature are available for each Marathon Meeting.
Registration sub-committee		
Transportation Chair*	1 year	Works closely with the Registration Chair to ensure all necessary transportation information and materials are distributed to Conference attendees. Should coordinate volunteers to assist attendees with navigating NYC public transit.
Memorabilia Chair*	6 months	Works closely with the Registration and Graphics Chairs to design and produce all memorabilia items for the registration packets.

Volunteer Coordinator*	6 months	Works closely with the Registration Chair to coordinate and sign-up volunteers for the Conference and all committee events.
Greeter*	No Suggested Minimum Length of Sobriety	Welcomes attendees at committee events and at ICYPAA.
General Volunteer*	No Suggested Minimum Length of Sobriety	Volunteers at committee events and at ICYPAA.
Visitors Information Chair*	3 months	Works closely with the Registration Chair to ensure a list of local restaurants, etc., is available to attendees in their registration packet. Responsible for notifying local businesses and business bureaus of the Conference.
Outreach sub-committee		
NYC Outreach Coordinator*	6 months	Works closely with the Outreach Chair to coordinate ICYPAA outreach throughout New York City. Should seek opportunities at local Share-A-Days for ICYPAA outreach and participation.
Bronx Chair*	1 month	Responsible for outreaching ICYPAA and recruiting outreach volunteers in the Bronx.
Brooklyn Chair*	1 month	Responsible for outreaching ICYPAA and recruiting outreach volunteers in Brooklyn.
Manhattan Chair*	1 month	Responsible for outreaching ICYPAA and recruiting outreach volunteers in Manhattan.
Queens Chair*	1 month	Responsible for outreaching ICYPAA and recruiting outreach volunteers in Queens.
Staten Island Chair*	1 month	Responsible for outreaching ICYPAA and recruiting outreach volunteers in Staten Island.
NYS Outreach Coordinator*	6 months	Works closely with the Outreach Chair to coordinate ICYPAA outreach throughout New York State. Should seek opportunities at Area/State Conventions and Roundups for ICYPAA outreach and participation.
National Outreach Coordinator*	6 months	Works closely with the Outreach Chair to coordinate ICYPAA outreach with regional representatives throughout the United States.
International Outreach Coordinator*	6 months	Works closely with the Outreach Chair to coordinate ICYPAA outreach internationally.
YPAA Liaison*	6 months	Works closely with the Outreach Chair to coordinate the creation of a YPAA calendar in which YPAAs all over the country are listed. Should create a contact list of YPAAs, organize ICYPAA outreach tables, and encourage committee members to attend other YPAA events and conventions. If no committee member is able to attend a certain YPAA, the YPAA Liaison should coordinate for pre-registration flyers to be made available at an un-manned outreach table.
GLBT Liaison*	6 months	Works closely with the Outreach Chair to coordinate ICYPAA outreach to the GLBT community.
Non-English Language Outreach Chair*	6 months	Works closely with the Outreach Chair and local Translation committees to communicate with, outreach to, and accommodate those needing translation at the 52 nd ICYPAA.
Regional Representative*	3 months	Works closely with the Outreach Chair via phone/internet to coordinate ICYPAA outreach in their local area.
Events sub-committee		
Decorations Coordinator*	1 month	Works closely with the Events Chair & Treasurer to coordinate decorations for committee events while remaining within the allotted budget.
Food & Beverage Coordinator*	1 month	Works closely with the Events Chair & Treasurer to coordinate food & beverage for committee events while

		remaining within the allotted budget. Should there be leftover storable goods after an event, they are responsible for inventorying and storing these items until the next event.
Member at Large	No Suggested Minimum Length of Sobriety	Available to any A.A. member that has attended at least one committee meeting. Members at Large are not elected. They are recognized after stating their desire to be a Member at Large and furnishing the Secretary with their contact information, at which point they are entitled to vote without the responsibilities of a specific committee position.
*These positions may be elected at appropriate sub-committee meetings.		