

NYC Host Committee Guidelines for the 52nd ICYPAA

Last Update: 10/31/09

I. Purpose

These guidelines shall serve the purpose of steering the NYC Host Committee to operate effectively, efficiently, and with regard to the 12 Steps & 12 Traditions of Alcoholics Anonymous, and the 12 Concepts for World Service.

II. NYC Host Committee Membership

A. Any member of Alcoholics Anonymous or Al-Anon/Alateen is welcome to attend NYC Host Committee meetings.

B. Any attendee may participate and consider himself or herself a member of the NYC Host Committee.

1. Any A.A. member may vote.

2. The elected Al-Anon/Alateen Liaisons, Alternates, and any elected Al-Anon/Alateen sub-committee chairs may also vote.

3. All members should be fully informed when voting.

- It is suggested that a member abstain or refrain from voting if they feel they do not have a reasonable understanding of the topic at hand.

III. 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. (See Appendix G)

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 has one vote.

- The elected Al-Anon/Alateen Liaisons, Alternates, and any elected Al-Anon/Alateen sub-committee chairs may also 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 an election 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.

IV. Rules for Elected Committee Positions

A. Attendance:

1. Attendance at NYC Host Committee meetings is not mandatory, but is strongly suggested in the spirit of an informed group conscience.
 - A quorum at a regularly scheduled NYC Host Committee meeting is two Steering Committee members and one additional voting member.
 - This performance-based attendance policy includes the expectation that all phone calls and emails (or other communications) from committee members will be responded to within 72 hours.
 - This policy also suggests that a trusted servant be asked to resign if time does not permit him or her to carry out the responsibilities of the position.
2. If absent, a proxy report should be submitted in advance to the Chair, Alt. Chair, Secretary, or Alt. Secretary.

B. A break in continuous sobriety is considered an automatic resignation of one’s elected committee position.

V. **Committee Structure**

- A. The following trusted servant positions will be elected in this order to make up the NYC Host Committee.
 1. Positions not elected on the first day will be elected at subsequent Host Committee or sub-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. May create additional sub-committee positions within the scope of their responsibilities as needed.
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. May create additional sub-committee positions within the scope of their responsibilities as needed.
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. Has "Right of Decision" regarding registration-related financial disputes. May create additional sub-committee positions within the scope of their responsibilities as needed.
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 fliers 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. May create additional sub-committee positions within the scope of their responsibilities as needed.

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. Maintains the icypaahost.org email system. Maintains the Super Secret ICYPAA Facebook Group. May create a sub-committee with additional sub-committee positions within the scope of their responsibilities as needed.
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. May create additional sub-committee positions within the scope of their responsibilities as needed.
Graphics Chair	1 year	Should have A.A. committee service experience. Designs and produces all printed and digital committee-approved material requiring graphics (fliers, 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. May create a sub-committee with additional sub-committee positions within the scope of their responsibilities as needed.
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. May create a sub-committee with additional sub-committee positions within the scope of their

		responsibilities as needed.
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. May create a sub-committee with additional sub-committee positions within the scope of their responsibilities as needed.

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. May create a sub-committee with additional sub-committee positions within the scope of their responsibilities as needed.
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 fliers, 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. May create a sub-committee with additional sub-committee positions within the scope of their responsibilities as needed.
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. May create a sub-committee with additional sub-committee positions within the scope of their responsibilities as needed.
Alt. Accessibility/ Special Needs Chair	1 year	Acquires knowledge of how to carry out the duties of the Accessibility/Special Needs Chair. Carries out various duties assigned by the Accessibility/Special Needs Chair. In the absence of the Accessibility/Special Needs Chair, accepts full duties of the Accessibility/Special Needs Chair. In the event the committee votes to relieve the Accessibility/Special

		Needs Chair of their elected position, or if the Accessibility/Special Needs Chair's position is vacated for any reason, the Alt. Accessibility/Special Needs Chair will immediately rotate into the position of Accessibility/Special Needs Chair.
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. May create a sub-committee with additional sub-committee positions within the scope of their responsibilities as needed.
Al-Anon Liaison	1 year	Acts as the liaison between the committee and Al-Anon. Responsible for outreaching to Al-Anon 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 Program for the Conference. Shall Chair a sub-committee and keep the full committee informed of discussions and actions taken at these meetings. May create additional sub-committee positions within the scope of their responsibilities as needed.
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		
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 Coordinator*	6 months	Works closely with the Registration Chair to coordinate and sign-up greeters for the Conference and all committee events.
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.
Sub-Committee Treasurer	2 years	Manages registration budget, including credits and debits. Works closely with the Host Committee Treasurer.
Sub-Committee Secretary	6 months	Takes minutes at each registration sub-committee meeting, and circulates them for review and approval. Assists with database management.
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 fliers to be made available at an un-manned outreach table.
LGBTQ Liaison*	6 months	Works closely with the Outreach Chair to coordinate ICYPAA outreach to the LGBTQ 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.
Al-Anon/Alateen sub-committee		
Alt. Al-Anon Liaison	1 year	Acquires knowledge of how to carry out the duties of the Al-Anon Liaison. Carries out various duties assigned by the Al-Anon Liaison. In the absence of the Al-Anon Liaison, accepts full duties of the Al-Anon Liaison. In the event the committee votes to relieve the Al-Anon Liaison of their elected position, or if the Al-Anon Liaison's position is vacated for any reason, the Alt. Al-Anon Liaison will immediately rotate into the position of Al-Anon Liaison.
Alateen Liaison	1 year	Acts as the liaison between the committee and Alateen. Responsible for outreaching to Alateen and keeping them informed of the Conference and upcoming committee events. Should work closely with the Program Chair to design the best possible Alateen Program for the Conference.
Alt. Alateen Liaison	1 year	Acquires knowledge of how to carry out the duties of the Alateen Liaison. Carries out various duties assigned by the Alateen Liaison. In the absence of the Alateen Liaison, accepts full duties of the Alateen Liaison. In the event the committee votes to relieve the Alateen Liaison of their elected position, or if the Alateen Liaison's position is vacated for any reason, the Alt. Alateen Liaison will immediately rotate into the position of Alateen Liaison.
Al-Anon Outreach	1 year	Should develop and implement an outreach plan that covers local, national, and international Al-Anon. Responsible for outreaching all ICYPAA and committee functions. Distributes fliers to Al-Anon clubhouses, Inter-Groups, Central Offices, individual members, meetings, and other Al-Anon functions. Coordinates announcements about ICYPAA, committee meetings, and events at Al-Anon meetings.
Alateen Outreach	1 year	Should develop and implement an outreach plan that covers local, national, and international Alateen. Responsible for

		outreaching all ICYPAA and committee functions. Distributes fliers to Alateen clubhouses, Inter-Groups, Central Offices, individual members, meetings, and other Alateen functions. Coordinates announcements about ICYPAA, committee meetings, and events at Alateen meetings.
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*These positions may be elected at appropriate sub-committee meetings.

B. Sub-Committee Meetings

1. Sub-Committee meetings should be scheduled with care given to the time, day, and location, as well as other scheduled sub-committee meetings so those interested can attend.
2. A minimum of two weeks notice should be give to the Host Committee for scheduling a sub-committee meeting. This allows sufficient time for those interested to make arrangements to attend.
3. The results of sub-committee meetings shall be reported at the following Host Committee meeting.
 - Keeping in mind the “Right of Decision,” individuals may not make decisions on behalf of the Host Committee outside of their respective responsibilities. Any applicable items shall be brought back to the Host Committee for approval.
4. An Ad-Hoc 12th Step Service Sub-Committee will function as an organizing body and pool all 12th Step-related chair positions together, facilitating communication and sharing of experience and resources.
 - The Ad-Hoc 12th Step Service Committee shall be chaired by the Alt. Chair, and is comprised of the 12th Step Call, CPC/PI, C&TF, and Accessibility/Special Needs Chairs, as well as the NY Inter-Group, SENY, and GSO Liaisons.

C. Steering Committee

1. The Steering Committee will be comprised of the Chair, Alt. Chair, Treasurer, Secretary, Alt. Treasurer, and Alt. Secretary.
 - Each steering committee member will have a voice and a vote.
 - A quorum at a steering committee meeting is four members.
2. Each steering committee member will liaise with a number of other Host Committee Chairs/Liaisons in order to maintain the best possible communication.
 - Chair will liaise with the Hotel, Program, and Prayer & Unity Chairs.
 - Alt. Chair will liaise with the 12th Step Sub-Committee: 12th Step Call, CPC/PI, C&TF, and Accessibility/Special Needs Chairs, NY Inter-Group, SENY, and GSO Liaisons.
 - Treasurer will liaise with the Merchandise, Website, and Registration Chairs.
 - Secretary will liaise with the Outreach Chair, Bid City, & National Inter-Group/Central Offices Liaisons.
 - Alt. Treasurer will liaise with the Events, Literature, Grapevine/La Viña, and Set-up/Clean-up Chairs.
 - Alt. Secretary will liaise with the Graphics Chair, 52nd ICYPAA Archivist, and AI-Anon/Alateen Liaison.
3. The Steering Committee is not an autonomous body; it is directly responsible to the full Host Committee. No decisions will be made outside the scope of an individual’s authority. Recommendations will be brought back to the full Host Committee for final decision.

- In the event that a decision must be made in between Host Committee meetings, the Steering Committee may convene to offer guidance. Full disclosure of the decision-making process will be presented at the next Host Committee meeting.
 - i. Any decision made by the Steering Committee may be overturned by the full Host Committee at any time. The Host Committee has final authority.
- In the spirit of transparency, any Host Committee member may listen in on Steering Committee conference calls provided the following:
 - i. Participation is limited to Steering Committee members unless specifically requested otherwise by the Steering Committee.
 - ii. Listeners must enter the conference call early so as not to disturb the meeting once it begins.
 - iii. Listeners must remain on the conference call for the duration of the call so as not to disturb the meeting in progress.
- Minutes of all Steering Committee meetings will be available upon request.

VI. *Committee Operations*

- A. The NYC Host Committee will follow the 12 Steps & 12 Traditions of Alcoholics Anonymous, and the 12 Concepts for World Service. (See Appendices D and E)
- B. All Host Committee financial transactions will be made through its bank account, and in accordance with the approved budget and financial policies.
 1. All budget revisions must be approved by the full Host Committee.
- C. The NYC Host Committee will maintain a P.O. Box for all written correspondence.
- D. The Committee P.O. Box and bank account will be used exclusively for Host Committee business.
- E. Any amendments, deletions, or additions to the “NYC Host Committee Guidelines for the 52nd ICYPAA” will be made in a three-step process:
 1. The change will be submitted in writing, and copies distributed at a Host Committee meeting.
 2. The change will be discussed and evaluated after the group has had sufficient time to read the proposed amendments.
 3. All amendments require a two thirds (2/3) majority approval from the voting body.

VII. *Committee Procedures*

- A. General:
 1. The NYC Host Committee will host the 52nd ICYPAA in accordance with the ICYPAA Facts, Aim & Purpose, Host Committee Responsibilities, Bylaws, Bid Requirements, and all relevant A.A. Guidelines for Conferences, Conventions, and Roundups.
 2. Regular Host Committee meetings will be held on the 1st and 3rd Sundays of each month unless a two thirds (2/3) majority votes to cancel or postpone an individual meeting.
 - In the event that there is a 5th Sunday in a particular month, this date will be reserved for “5th Sunday Fellowship” for the Host Committee. No business will be done on these days.

B. The Agenda:

1. The Chair will arrange the agenda for all Host Committee meetings.
 - It is recommended that requests to add an item to New Business be done prior to the meeting, although requests to add an item will be considered during the meeting, prior to the close of New Business.
2. Agendas are to follow this order:
 - Opening.
 - Review of the previous meeting's minutes.
 - Treasurer's Report.
 - Committee reports.
 - Announcements.
 - 7th Tradition.
 - Old Business.
 - New Business.
 - Closing.
3. The Chair or Alt. Chair may suggest handling any part of the agenda out of order, but a simple majority must approve it.
4. All committee meetings shall be a maximum of five hours long, unless a two thirds (2/3) majority votes to extend the meeting.

C. Minutes:

1. The Secretary is to prepare each meeting's minutes, noting Old Business, motions, actions, and other important items.
2. Copies of minutes are to be available to A.A. members upon request.
3. The minutes are to be approved at each committee meeting.
4. The Chair is responsible for conducting the meeting so as to allow the Secretary to make the most accurate notes possible.
5. The committee will honor all requests for clarification from the Secretary.

D. Reports:

1. Reports shall inform the Host Committee of the status, progress, and direction of the individual or sub-committee.
 - All committee Chairs/Liaisons shall give a report to the committee at every regularly scheduled Host Committee meeting. This report should also be submitted in advance to the Secretary.
 - All reports will be concise and well prepared.
2. Following each report, the floor will be opened for questions and discussion.
 - Motions may be made during the discussion of a report.

E. Motions and Voting Procedures:

1. The informed group conscience of the Host Committee shall be the ultimate authority, having the ability to discuss, motion, and vote on any matter.
2. In order for a motion to be discussed and voted upon, it must be seconded by another member of the Host Committee.
 - Motions are generally made during reports, Old Business, New Business, or by contacting the Chair prior to the Host Committee meeting.
3. A two thirds (2/3) majority is required to pass each motion.
 - Votes are calculated by a show of hands, except for elections.
 - When determining a two thirds (2/3) majority, the calculated amount is always rounded up to the next whole number.

4. Motions may be withdrawn by the member making the motion at any time prior to the vote.
5. Motions may be amended by the Host Committee at any time prior to the vote.
6. The Chair may not make motions, second them, or vote under any circumstances.
7. In the discussion of a motion, the member who made the motion has the right to speak first and last on that motion.
 - The Chair will always ask for further discussion from others.
8. Any member may make procedural motions at any appropriate break in discussion.
9. Members may vote for, against, or abstain from voting.
 - An abstention vote is tallied for the minutes, but is not counted in the 2/3 majority.
 - Members who do not want to be counted at all may simply refrain from voting on a motion.
10. Automatically following a vote, the minority opinion has an opportunity to be voiced.
 - If a voting member of the majority is swayed by the minority opinion, a motion to “reconsider the original motion” may be made.
 - i. This motion to “reconsider the original motion” requires a simple majority to pass.
 - a. If a simple majority votes against “reconsidering the original motion,” then the original vote stands and minority rights no longer apply.
 - b. If, however, a simple majority votes to “reconsider the original motion,” the motion is reopened for discussion, and then followed by a second vote requiring a two thirds (2/3) majority to pass. Minority rights no longer apply, and the second vote on the motion stands as counted.
11. If any vote does not show substantial unanimity, is the cause of major disagreement, or is lacking significant participation due to abstentions in the majority or poor attendance, the Chair may choose to postpone the motion.
 - If the Chair does postpone the motion, it will be the priority in Old Business at the next regularly scheduled Host Committee meeting.
12. The following table is a summary of rules and procedures, which will serve as a guide to the NYC Host Committee:

Motion	Second	Debatable	Amendable	Vote	Reconsider
Main motion or question	Yes	Yes	Yes	2/3*	Yes
Amend	Yes	Yes	Yes	Majority**	Yes
Refer [to a (standing, special, or <i>ad hoc</i>) committee]	Yes	Yes***	Yes	Majority	Yes
Call the question/Close debate	Yes	No	No	2/3	Yes
Postpone (to a certain time)	Yes	Yes***	Yes	Majority	Yes
Table or Lay on the table	Yes	No	No	Majority	No
Take from the table	Yes	No	No	Majority	No
Limit or extend debate on the pending question****	Yes	No	Yes	2/3	Yes
Reconsider	Yes	Yes*****	No	Majority	No
Point of order	No	No	No	Chair decide	No
Appeal	Yes	Yes	No	Majority	Yes
Point of information	No	No	No	No vote	No

*A simple majority under RONR, but generally we seek a substantial majority to give the decision a firmer base.

**The area may wish to have the required vote to amend a motion match the required vote to pass a policy motion, that is, 2/3. In that way both require substantial unanimity to pass.

***Limited to its merits only, and usually cannot extend to the main question it concerns. For example, once a motion to refer a matter to a committee is on the floor, speaker may debate whether this is the appropriate committee to handle the matter or whether to refer to any committee, but should not continue to address the merits of the main motion itself.

***The meeting must first have rules on the limits to debate in place. Custom holds to two minutes at a time and not a second time before others who wish to have spoken the first time.

****When the motion to be reconsidered is itself not debatable, then the motion to reconsider is also not debatable.

F. Rules of Discussion:

1. Listening:

- No person, except for the Chair/Alt. Chair, shall ever interrupt a speaker while he has the floor unless a question of procedure arises, or a prayer is called.
- The Chair/Alt. Chair may only interrupt a speaker for the following reasons:
 - i. Speaking off the topic.
 - ii. Speaking too long.
 - iii. Repeating the previous points at length.

2. Talking:

- Discussion will begin by the Chair asking, “Is there any discussion?” The Chair will then call on members who have their hands raised.
 - i. The Alt. Chair will keep a listed order of all the people that raised their hands, if needed.
- At the conclusion of discussion the Chair will ask the Secretary to repeat the motion on the table and a vote will ensue.

VIII. Appendix

A. In the event of a unique condition not covered here, the Chair may suggest a method of proceeding which shall be temporarily adopted for that meeting only, with approval of the committee.

B. The Host Committee is responsible for observing these guidelines. The Chair is responsible for observing, enforcing and maintaining these guidelines.

1. Should a participant persist on holding the floor without adhering to the requirements of these procedures, or should a participant persist in interrupting or otherwise disrupting the meeting, the Chair has a right to say, “Will you please come to order.”
 - If the disorderly discussion continues, the Chair may suggest a break, ask the person to leave the meeting, or declare the meeting adjourned if necessary.

C. The 12 Steps & 12 Traditions of Alcoholics Anonymous, and the 12 Concepts for World Service precede all procedures covered here. It is not the intention of the NYC Host Committee to violate any of AA’s spiritual principles.

D. The Twelve Steps of A.A.

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.

6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

E. The Twelve Traditions of A.A.

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose, there is but one ultimate authority--a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose--to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

F. The Twelve Concepts for World Service.

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in world affairs.
3. To ensure effective leadership, we should endow each element of A.A. - the Conference, the General Service Board and its service corporations, staffs, committees, and executives - with a traditional "Right of Decision".
4. At all responsible levels, we ought to maintain a traditional "Right of Participation", allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualification, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

G. Third Legacy Procedure

1. 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.
2. The first candidate to receive two-thirds of the total vote is elected.
3. 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.)
4. 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.)
5. 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.
6. 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.

7. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer.)

