

# **OREGON AREA AL-ANON/ALATEEN HANDBOOK**

The Oregon Area Handbook is to be used in conjunction with the Al-Anon/Alateen Service Manual, WSO Guidelines and Conference Approved Literature. This Handbook can be found on the Oregon Area Website at: [www.oregonal-anon.org](http://www.oregonal-anon.org)

November 2023

# PREFACE

**Welcome to the Oregon Area Al-Anon/Alateen Handbook. In this section you will find the Oregon Area Handbook Change Procedures, the Handbook Record of Change and the Change Recommendation Form.**

## Oregon Area Handbook Change Procedures

The Oregon Area (OA) Handbook is a living document to help volunteers in Oregon (Area) Al-Anon Service work in a more effective way. The OA Handbook explains how Oregon Area works together, is organized, and how each member is elected or appointed to best function in the Area.

1. All AWSC (Officers, Coordinators, District Representatives, Liaisons, Past Delegates, and other appointed positions) have the authority and are responsible to make recommendations to the handbook while doing their job, as soon as they determine changes are needed in the OA Handbook. All other Al-Anon members shall use the links of service if they have a question or concern with the handbook. Concept 2 and Concept 3 has given AWSC the right of decision making for updating and making changes to the OA Handbook.
2. Major or Minor Changes:
  - a. For Major changes: Contact the Alternate Delegate and request a possible change to the OA Handbook for discussion at the next AWSC. After discussion, if the AWSC decides clarification is needed, a thought force or task force may be appointed to get more information using Knowledge Based Decision Making (KDBM).
  - b. For Minor changes (grammatical changes, punctuation or spelling), which do not alter the intent of the document in the OA handbook: These changes can be sent directly to the Alternate Delegate for immediate correction to the master copy.
3. Motions and changes that effect the handbook need to be updated 3 weeks after AWSC or Assembly and sent to the Web Coordinator for posting. The intent is to keep the OA Handbook as current as possible.
4. Chairperson to appoint a standing committee of up to 5 current AWSC members which includes the Alternate Delegate to assist in making changes and updating the OA Handbook.

**OREGON AREA HANDBOOK  
RECORD OF CHANGES**

<b>CHANGE (BRIEF DESCRIPTION)</b>	<b>DATE</b>	<b>PAGES AFFECTED</b>
Reformat	Mar 2008	All
Position Description, travel allowance	Mar 2008	Sec 2 & Sec 4 p 3
Revisions & updating by audit budget	Dec 2009	Sec. 4
Revisions & updating	Dec 2009	Sec. 5 & 6
Eliminated	Dec 2009	Sec. 7
Forms Added	Dec 2009	Sec. 8
Updated	Feb 2012	Sec. 1
Updated	Jul 2012	Sec. 2
Added Section VII	Nov 2012	Sec. 7
Added Who Brings What	Nov 2012	Sec. 6 page 23
Included new Flyer Guidelines	Nov 2012	Sec 6 page 21-22
Edit purposes of Group Services & Membership Outreach Action Committees	Dec 2012	Sec. 1 page 3 – 4
Updated Section VIII Alateen	Nov 2014	Sec 8
Updates to Table of Contents	Oct 2015	Table of Contents
Add OAC Guidelines	Oct 2015	
Add Alateen Standing Committee G.	Oct 2015	
Revisions & updating	Oct 2015	PDs in Section II
Revisions to Who Brings What	Oct 2015	
Updated Section IV	Oct 2015	IV
Add Section IX Financial Guidelines	Oct 2015	Sec. 9 [Actually to IV]
Revisions/Reformat Sec. II-Position Descr.	Jun 2016	Most Pages
Reformat Sections I-IV	Jul 2016	Most Pages
Section IX-Delete and move Financial Guidelines to Section IV	Oct 2017	All of financial Guidelines
Section VI-Update flyer eligibility instructions	Oct 2017	All Pages
Section III-Archive motions and add	Jan-Nov 2018	All Pages
By motion, moved out of date motions to history	Oct 2018	Motions-Section III
Section IV-Update per new motions	Oct-Nov 2018	Just a few pages
Reformat and revise Section VI-draft form	Jul-Nov 2018	Most Pages
Create Sec IX-Who Brings What; Flyer Guidelines and add Insurance Instruction	Oct-Nov 2018	New
Reformat and Update Section VIII-Alateen	Jul-Nov 2018	Most Pages
Reformat and Correct Sec II–Delegate /Sec; add technology; remove Alateen standing comm.	Nov 2018	Just a few pages
Section VII-Reformat and update Service Manual Year and Pages	Nov 2018	Just a few pages
Revised Position Descriptions for AAPP and Alateen Coordinator	Jan 20	One page each
Revised Alateen Complete Section VIII	Jan 20	All pages
Revised Flyer Approval Guidelines-Sec IX	Feb 2020	All pages
Added Meeting Listing Guidelines-Sec IX	Nov 2020	New
Revised Title Page by adding Preface which includes new Handbook Update Procedures	May 2021	New/Updated
Undated Section I/Action Committees part is on hold until November	May 2021	Update all pages
Updated Motions to Handbook	Jul 2021	All Pages
Added New motions to Handbook	Jul 2021	All pages

<b>CHANGE (BRIEF DESCRIPTION) (Continued)</b>	<b>DATE</b>	<b>PAGES AFFECTED</b>
Section VII Updated and Renamed. Moved Flyer Guidelines, Insurance Procedure, Listing Groups to this section from Section IX. Added Election Procedures, Service Resume, Nomination of Regional Trustee. Revised all other pages.	Jul-Aug 2021	All Pages
Updated Change Form in Title Section	Aug 2021	Changes List
Section II-Position Descriptions Updated and Revised	Aug 2021	All Pages
Added information to Assembly Etiquette, Section I	Aug 2021	Page 1
Updated Section V formatting	Aug 2021	All pages
Updated Section VIII formatting	Aug 2021	All pages
Section VII-Add Group Record Procedures	Oct 2021	Page 5
Section II-Revised PI Position Description	Oct 2021	Page 14
Section II-Revised Delegate Position Description	Oct 2021	Page 1
Updated Title Page and Table of Contents	Oct 2021	All Pages
Update Change Pages in Title Section	Dec 2021	Changes List
Update and remove Action Committees from Sec II	Dec 2021	All Pages
Updated Section IV	Dec 2021	All Pages
Updated Title Page and Table of Contents	Dec 2021	All Pages
Updated Section VIII (AMIAS Recert Application)	Feb 2022	Page 10
Updated Table of Contents	May 2022	All Pages
Updated Title Page Section- Record of Changes	May 2022	All Pages
Updated Section I: Removed Action Committees	May 2022	All Pages
Section IV-Added missing pages 23 and 24 to .docx	May 2022	Pages 23, 24
Section VII – Updated KBDM Procedure	May 2022	Page 1
Section VII p.6 Do Not Refer Section: Added “Approved by Area, Awaiting WSO Acceptance”	May 2022	Page 6
Section III – Oregon Area Motions Updated	June 2023	Pages 2-7
Section VII-Accepting Electronic Mtgs. Policy Added	Nov 2023	Pages 6-7
Section VII-OA Group Records Procedures subsection 2 & 3 Updated pursuant to Electronic Mtgs.Policy	Nov 2023	Page 5
Section III- Oregon Area Motions Updated	Nov 2023	Pages 2-8
Table of Contents Updated	Nov 2023	Pages 1-3
Record of Changes Updated	Nov 2023	Pages 3-4

