

STATEMENT TO ASSEMBLY ATTENDEES

Attendees unfamiliar with Assemblies may find help by referring to the Al-Anon/Alateen Service Manual and Oregon Area website. In order to keep the Oregon Area informed, much of the Assembly is composed of regularly scheduled reports. Items of Old Business can be determined prior to arriving at the Assembly by reviewing the minutes of previous sessions for unresolved issues. New Business is generally brought forth by the Area World Service Committee (AWSC) prior to the Assembly. Questions and suggestions for upcoming agendas should be directed to your District Representative or to another member of the AWSC.

Assembly Etiquette:

Bring your Al-Anon/Alateen Service Manual (P-24/27)

- Assemblies are held in the months of March, July and November.
- Assembly runs all day Saturday and until Noon on Sunday.
- Before each Assembly, an agenda is posted on the Oregon Area Website. The agenda states what will be discussed and voted on.
- Arrive on time so that the Assembly can start promptly.
- When you arrive, sign in. There are two sign-in sheets. All attendees sign the attendance sheet; only voting members (GR's or an alternate) sign the voting sheet.
- All Assembly attendees wear a badge. Most badges are previously prepared and available at the assembly. Group Representatives wear Blue Badges; AWSC members wear Yellow Badges; and guests & visitors wear White Badges.
- Only Group Representatives or their alternates have voice and vote at an Assembly. There is only one vote per group.
- AWSC members (Officers, Coordinators, AIS Liaisons, District Representatives, Past Delegates, and Audit Budget Committee) have only voice at an Assembly unless also a Group Representative.
- If you are a visitor or a guest without voice, please ask your Group or District Representative to speak for you.
- Your vote is important; be present during voting. Group Representatives were counted on the Voting Sheet and if you're not present during voting this disrupts the count and will delay the meeting.
- Only one visit to the microphone per topic. You may return to the microphone if you have a question, but not to make another point.
- If your opinion has already been stated – do not repeat it again.
- Time at the microphone should be kept to 2 minutes.
- If you have a question during a discussion, go to the microphone and raise your WSO Service Manual.
- When people are at the microphone voicing an opinion, refrain from applause or other forms of audible response as a courtesy to others whose opinion might differ from yours.
- Only one conversation should be going on at a time. If you need to communicate with someone, please use scratch paper to do so.
- If you do not have a Service Sponsor, speak to an AWSC member for more information. Also see Service Sponsorship Pamphlet (P-88).
- If you have a general question, complete the Ask It Basket Form found on your table.
- The people at the front table are the Oregon Area Officers.
- Cell phones and other electronic devices should be silenced.
- No pets are allowed. Service animals are permitted.

GENERAL POSITION INFORMATION

Statement of Attendance for AWSC Members

It is a requirement for AWSC members to attend 3 AWSC meetings and 3 Assemblies each year during the panel. If an AWSC member can't attend a meeting, notify the Chairperson. If an AWSC member misses two consecutive meetings (Assembly and/or AWSC) without contacting the Chairperson, the Chairperson will contact the person to ask for cause and/or resignation.

Reimbursement for Area Travel Fund (ATF=Mileage)

All Area World Service Committee Members (Officers, Coordinators, District Representatives*, AIS Liaisons, Past Delegates, Audit/Budget Committee) and Group Representatives* are to attend all of the scheduled full sessions of each AWSC and Assembly to be eligible for reimbursement from the ATF. This means, currently, attending all day Saturday and Sunday morning. *Eligible for ATF only if District/Group cannot cover the travel expenses.

Committee Service Work

Members may serve on various committees such as Task Force or Thought Forces as requested. The Oregon Area World Service Delegate and Oregon Area Chairperson are ex-officio members of all committees. We encourage the use of the Al-Anon / Alateen Service Manual.

Residency

As the Oregon Area represents those members of Al-Anon from the State of Oregon, it is preferred that those members holding positions beyond the District Level (Officers and Coordinators) reside within the State of Oregon or have their Home Group within the State of Oregon. We recognize that during a term of service, a change in residency may occur. Continuing to serve in an Oregon Area position is welcomed in finishing out the term. However, there may be limitations as to the expenses that may be reimbursed. Please see the Oregon Area Budget Policy for details.

Expenses

During a 3-year term, there may be limits to the expenses covered by the Oregon Area. Please see and review the Oregon Area Handbook (Section IV) Al-Anon Budget Policy for a list of expenses covered.

Al-Anon Members Who Are Also Members of AA

Oregon Area's policy is that Al-Anon/Alateen members who are also members of AA are not eligible for the office of Group Representative, District Representative, Area Coordinator, Delegate and/or any of their Alternates. For guidance of this policy at the District and Group level, please refer to the Al-Anon/Alateen Service Manual.

References and Resources (for more information)

References: Al-Anon/Alateen Service Manual, Oregon Area Handbook, WSO Guidelines, Pamphlets, Conference Approved Literature (CAL), Oregon Area Website. Resources: the links of service--District Representatives, Area Delegate, Past Oregon Area Delegates, Coordinators and Officers, World Service Office.