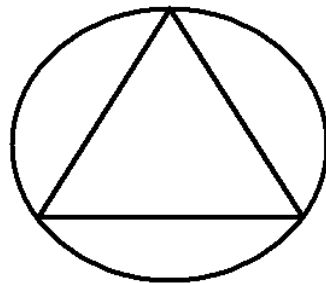


# **Westside Central Office Guidelines**



**Proudly serving the western Portland  
Oregon metropolitan Area**

Last updated: January 6, 2020

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**Article 1** – Name: Westside Central Office<sup>1</sup>

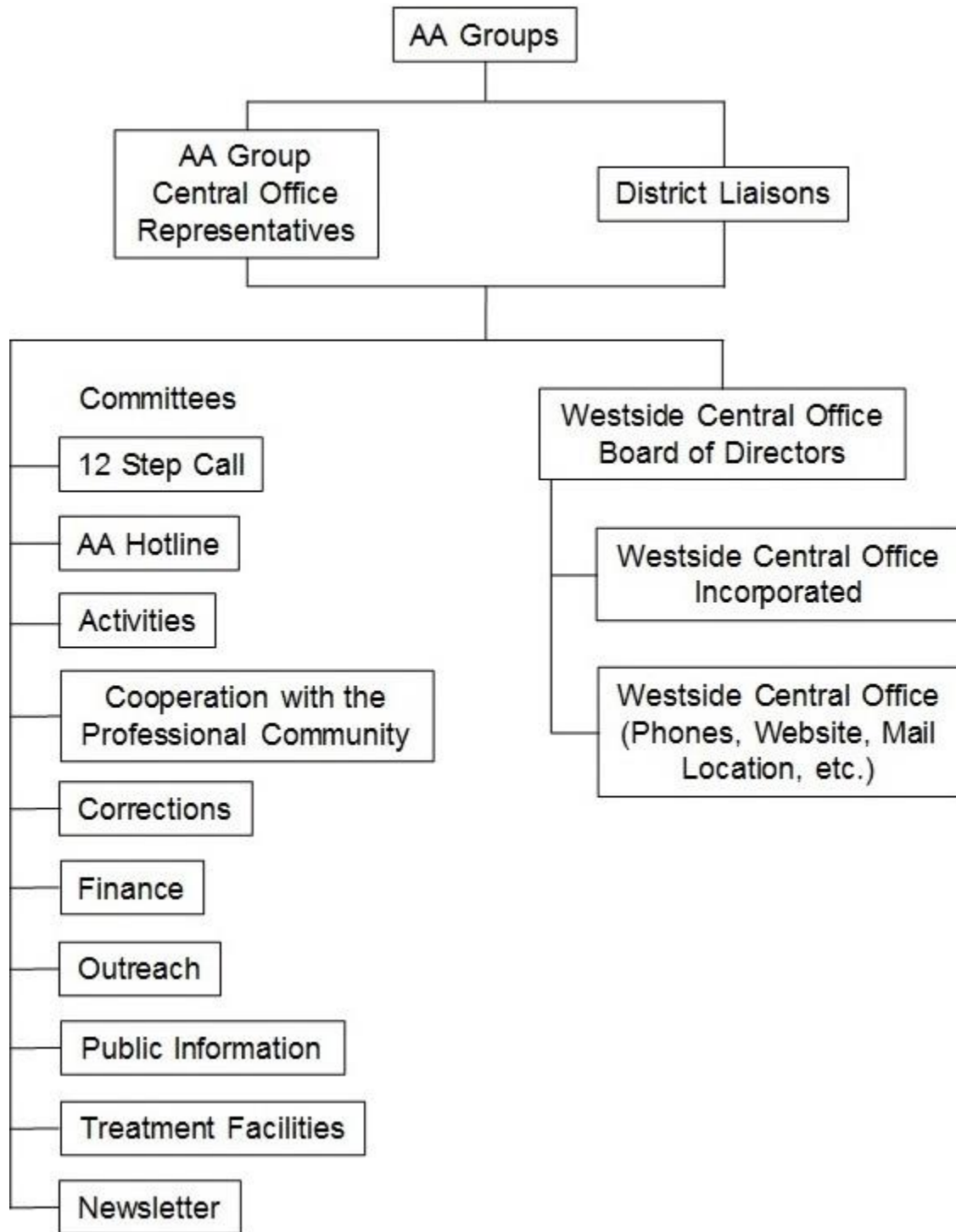
**Article 2** – Purpose: Westside Central Office is an Alcoholics Anonymous (A.A.)<sup>2</sup> service office that involves partnership among A.A. groups in the western Portland Oregon metropolitan area. Westside Central Office carries out certain functions common to all the groups – functions which are best handled by a centralized office – and it is maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

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<sup>1</sup> *Westside Central Office* and its abbreviation, *WCO*, are used interchangeably in this document.

<sup>2</sup> “A.A.” and “Alcoholics Anonymous” are registered trademarks of A.A. World Services, Inc., used by permission.

**Article 3 – Westside Central Office Service Structure:**



## **Article 4 – Westside Central Office Service Positions:**

### **A.A. Member**

- Has right of participation

### **Central Office Representative (Co Rep)**

- Elected by represented Home Group
- Has right of participation, motion making, and voting

### **Alternate Central Office Representative (Alt Co Rep)**

- Elected by represented Home Group
- Has right of participation
- Has right of motion making and voting, only in absence of Central Office Representative

### **District Liaison**

- Elected by represented A.A. District
- Has right of participation, motion making, and voting

### **Alternate District Liaison**

- Elected by represented A.A. District
- Has right of participation
- Has right of motion making and voting, only in absence of Central Office Representative

### **Chair** - 4 years continuous sobriety suggested - 2 year term

- Facilitates WCO monthly business meeting using Robert's Rules of Order
- Emails the WCO Business Meeting Agenda and Treasurer Report to the WCO Business Meeting

- participants within 24 hours of the WCO Business Meeting.
- Provides hard copies of the WCO Business Meeting Agenda and Treasurer Report to anyone who wants a hard copy at the business meeting. The Chair shall determine the number of hard copies to bring to the WCO Business Meeting.
  - Has the time and energy to serve the Westside Central Office well
  - Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Central or Intergroup Offices" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
  - Submits a quarterly report on Westside Central Office to the Area 58 Secretary no later than 1 week before each Area 58 Quarterly Assembly for inclusion in the assembly minutes
  - Presents (or finds a volunteer to present) a quarterly report on the Westside Central Office during "District / Intergroup Reports" at each Area 58 Quarterly Assembly
  - Emails minutes from each Westside Central Office monthly business meeting to the Area 58 Archives Chair
  - Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
  - Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair

- Chair has no vote at the WCO monthly business meeting except to break a tie and is not empowered to make motions. Chair does not participate in discussion.
- The trusted servant holding the Chair position may concurrently hold another WCO service position. However, when acting as Chair, the trusted servant relinquishes all rights of participation, motion making, and voting from their other WCO service positions.
- Chair attends the WCO Board meeting.
- Chair may participate in discussion at the WCO Board meeting.
- Chair has no vote at the WCO Board meeting except to break a tie and is not empowered to make motions.
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Co-Chair** - 2 years continuous sobriety suggested - 2 year term

- Records WCO monthly business meeting minutes, in absence of Secretary
- Distributes minutes via email within 1 week of business meeting to attendees, in absence of Secretary
- Distributes hard copies of prior meeting minutes at each WCO business meeting, in absence of Secretary
- If Chair resigns or is unable to serve for any reason, the Co-Chair steps in and assumes Chair duties and responsibilities.
- Has the time and energy to serve the Westside Central Office well
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for

- Central or Intergroup Offices" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Has right of participation, right of motion making, and voting
  - Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
  - Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
  - Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Recording Secretary** - 1 year continuous sobriety suggested  
- 1 year term

- Records WCO monthly business meeting minutes
- Has right of participation, motion making, and voting
- Distributes minutes via email within 1 week of business meeting to attendees
- Distributes hard copies of prior meeting minutes at each WCO business meeting
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Has right of participation, motion making, and voting

- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Finance Chair** - 2 year continuous sobriety suggested - 2 year term

- Receives and approves annual budget requests from committees
- Compiles committee itemized annual budgets into a report to be submitted at the November WCO business meeting for discussion/ratification at the December WCO business meeting
- Monitors and documents committee expenditures
- Reconciles expenditures to annual budget
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Finance" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**A.A. Hotline Chair** - 2 years continuous sobriety suggested - 1 year term

- Seeks volunteers and groups for WCO hotline shifts
- Trains volunteers how to handle calls and forward contact information and location to 12 step call chair



- Makes written report at WCO monthly business meeting reporting what days and shifts are open
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for A.A. Answering Services" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**12 Step Call Chair** - 2 years continuous sobriety suggested - 1 year term

- Maintains a list of 12 step call volunteers and A.A. groups available to make 12 step calls
- Receives 12 step call requests from A.A. hotline volunteers
- Matches up 12 step call requests to 12 step call volunteers/A.A. groups based on their geographical location
- Makes a written report at WCO monthly business meeting

- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for A.A. Answering Services" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Outreach Chair** - 2 years continuous sobriety suggested - 1 year term

- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Central or Intergroup Offices" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Informs A.A. groups and members of the available services and opportunities for service at the Westside Central Office
- Maintains the Westside Central Office Frequently Asked Questions (F.A.Q.) form.

- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Public Information Chair** - 2 years continuous sobriety suggested – 2 year term

- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Public Information" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Contacts Westside area school districts, doctors offices, other community organizations to set up presentations to inform the public of Alcoholics Anonymous
- Coordinates and works closely with Oregon Area 58, Districts, and Intergroups
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair

- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Treatment Facilities Chair** - 2 years continuous sobriety suggested - 2 year term

- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Treatment Facilities Committees" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Contacts Westside area treatment facilities to assure that their needs are being met by Alcoholics Anonymous
- Coordinates and works closely with Oregon Area 58, Districts, and Intergroups
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Has right of participation, motion making, and voting

- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Cooperation with Professionals Community Chair - 2 years continuous sobriety suggested - 2 year term**

- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Cooperation with the Professional Community" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Reaches out to local fire stations, police stations, doctors offices, community organizations, and local business to set up presentations to the professionals community
- Coordinates and works closely with Oregon Area 58, Districts, and Intergroups
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Corrections Chair** - 2 years continuous sobriety suggested - 2 year term

- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Corrections Committees" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Contacts Westside area corrections facilities to assure that their needs are being met by Alcoholics Anonymous
- Coordinates and works closely with Oregon Area 58, Districts, and Intergroups
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Activities Chair** - 2 years continuous sobriety suggested - 1 year term

- Has the time and energy to serve the Westside Central Office well.

- Well-grounded in the A.A. Twelve Traditions and becoming familiar with the principles and practices of the Westside Central Office
- Brings suggestions for WCO-sponsored events to Co Reps for approval. Quarterly WCO events are recommended: workshops on Sponsorship, Steps, Home Groups, etc... or “plain old ordinary whoopee parties”.
- Holds WCO Activities Committee meetings as needed to host activities.
- Works within the Activities budget to host activities.
- Organizes volunteers to host activities.
- Finds the facilities to host activities.
- Prepares flyers for distribution to A.A. community for events; distributing to Co Reps, Outreach Committee, and other WCO trusted servants.
- Posts dates/times of WCO activities to the Events Calendar on the WCO website and to the Events Calendar on the Area 58 website.
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Board of Directors – 2 year term**

- Directors are WCO trusted servants that serve on the Westside Central Office Board, act as the legal custodians of Westside Central Office, Inc. (an Oregon non-profit corporation), and oversee the day-to-day operations of Westside Central Office.
- A minimum of three Directors are required to serve on the Westside Central Office Board of Directors
- A maximum of seven Directors may serve on the Board at any one time.
- Non-alcoholic Directors may serve on the Board provided that the Alcoholic Directors outnumber the Non-alcoholics by at least a 2/3 majority. For example, if there are 3 Directors, then no more than one Director may be a Non-alcoholic.
- Suggested qualifications for Alcoholic Directors:
  - Minimum 4 years of continuous sobriety suggested
  - Have the time and energy to serve the Westside Central Office well.
  - Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of the Westside Central Office.
  - Have some business or professional experience
- Suggested qualifications for Non-alcoholic Directors:



- Have the time and energy to serve the Westside Central Office well.
  - Have some business or professional experience
  - Have a demonstrated interest in Alcoholics Anonymous and some experience in working with A.A. and its members.
- Directors are elected at the September Westside Central Office business meeting by the Co Reps and WCO trusted servants, using Third Legacy Procedure, as outlined in the A.A. Service Manual
  - After the Directors are elected, they shall organize themselves in accordance to the Westside Central Office Bylaws and appoint, at minimum, a President and a Secretary of Westside Central Office, Inc. Other Officer positions that the Directors may appoint include Vice President, Treasurer, and I.T. Committee Chair, as mentioned in *Article 5* of the Bylaws.
  - Directors have right of participation, motion making, and voting at Westside Central Office business meetings.

### **President** – 1 year term

- Note: The President is an Officer of Westside Central Office, Inc. and is appointed by the Board of Directors.
- President shall be a member of the Board of Directors (see also *Board of Directors* description above).

- President shall present a monthly “Board” report at each Westside Central Office business meeting.
- The President and Treasurer shall both be signers on the Westside Central Office’s bank account(s).
- President shall concurrently serve as *interim* Treasurer if Treasurer position is vacant or if Treasurer is unable to serve for any reason.
- President shall concurrently serve as *interim* Office Manager if Office Manager position is vacant or if Office Manager is unable to serve for any reason.
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position
- Please see *Article 5 Section 6* in the Westside Central Office Bylaws for additional duties of President

### **Vice President – 1 year term**

- Note: The Vice President is an Officer of Westside Central Office, Inc. and is appointed by the Board of Directors.
- Vice President shall be a member of the Board of Directors (see also *Board of Directors* description above).
- If President resigns or is unable to serve for any reason, the Vice President steps in and assumes President duties and responsibilities.
- Please see *Article 5 Section 7* in the Westside Central Office Bylaws for additional duties of Vice President

### **Secretary (of the Board) – 1 year term**

- Note: The Secretary is an Officer of Westside Central Office, Inc. and is appointed by the Board of Directors.
- Secretary shall be a member of the Board of Directors (see also *Board of Directors* description above).
- Secretary shall record and keep minutes of all meetings of the Board of Directors.
- Please see *Article 5 Section 8* in the Westside Central Office Bylaws for additional duties of Secretary

### **Treasurer - 1 year term**

- Note: The Treasurer is an Officer of Westside Central Office, Inc. and is appointed by the Board of Directors.
- Treasurer shall be a member of the Board of Directors (see also *Board of Directors* description above).
- Should have some business and/or accounting experience.
- Should be organized enough to keep good records.
- Attends monthly Westside Central Office business meeting.
- Collects donations, in accordance to A.A. Tradition 7, and makes payment of approved budgetary expenses on an as needed basis.
- Maintains the Westside Central Office bank account(s), balancing the statement each month.
- The President and Treasurer shall both be signers on the Westside Central Office's bank account(s).
- Provides monthly report and budget balance at each monthly Westside Central Office business meeting. The monthly report shall include all budget balances for each WCO service position and operating expense.
- Emails the monthly report to the WCO Chair within 24 hours of the WCO Business Meeting.

- Shall be in communication with WCO trusted servants involved in transacting funds.
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position
- Please see *Article 5 Section 9* of the Westside Central Office Bylaws for additional duties of the Treasurer

#### **I.T. Committee Chair – 1 year term**

- Note: The I.T. Committee Chair is an Officer of Westside Central Office, Inc. and is appointed by the Board of Directors.
- Board of Directors shall solicit nominations for I.T. Committee Chair at the October WCO business meeting and shall announce the appointment at the November WCO business meeting (or at any subsequent WCO business meeting after the appointment is made).
- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Internet" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Familiar or becoming familiar with Copyright laws as they pertain to the use of third party images and other content on the WCO website.

- Maintains the WCO website, email accounts, and telephone system.
- Has access to a computer connected to the Internet
- Has experience with web page design (preferably with Wordpress Software)
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/ attend 2 consecutive Westside Central Office business meetings will result in an open position

#### **I.T. Committee Co-Chair – 1 year term**

- Note: The I.T. Committee Co-Chair is an Officer of Westside Central Office, Inc. and is appointed by the Board of Directors.
- Board of Directors shall solicit nominations for I.T. Committee Co-Chair at the October WCO business meeting and shall announce the appointment at the November WCO business meeting (or at any subsequent WCO business meeting after the appointment is made).
- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Internet" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office

- Assists the I.T. Committee Chair with the WCO website, email accounts, and telephone system.
- Has access to a computer connected to the Internet
- Has experience with web page design (preferably with Wordpress Software)
- If I.T. Committee Chair resigns or is unable to serve for any reason, the I.T. Committee Co-Chair steps in and assumes I.T. Committee Chair duties and responsibilities.
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/ attend 2 consecutive Westside Central Office business meetings will result in an open position

**Newsletter Chair** - 2 years continuous sobriety suggested - 1 year term

- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions and becoming familiar with the principles and practices of the Westside Central Office
- Familiar or becoming familiar with Copyright laws as they pertain to the use of third party images and other content for the *Into Action!* newsletter.
- Publishes the WCO monthly newsletter, *Into Action!* in pdf format
- Suggested content for the newsletter include: Summary of the most recent WCO Business Meeting, List of A.A. Related Events, WCO Service Opportunities, and Contact Information for WCO
- Emails newsletter to subscribers

- Solicits articles for *Into Action!* from the WCO Trusted Servants, Co-Reps, and A.A. Community
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual
- Has right of participation, motion making, and voting
- Failure to meet qualifications or report at/ attend 2 consecutive Westside Central Office business meetings will result in an open position

**Office Manager** – 5 years continuous sobriety suggested - 2 year term

- Note: Office Manager is an Officer of Westside Central Office, Inc. and is appointed by the Board of Directors
- Board of Directors shall solicit nominations for Office Manager at the October WCO business meeting and shall announce the appointment at the November WCO business meeting (or at any subsequent WCO business meeting after the appointment is made).
- Serves as the main contact of Westside Central Office for A.A. groups, G.S.O., and the general public
- Possesses good oral, written, and interpersonal communication skills
- Has some business and/or management experience
- Should be organized enough to keep good records
- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the “A.A. Guidelines for Central or Intergroup Offices” from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- Able to be a co-signer (along with the President or another Board member) on the office space lease
- Has access to a computer connected to the Internet
- Handles email sent to [info@westsidecentraloffice.com](mailto:info@westsidecentraloffice.com)
- Answers phone calls to the Westside Central Office (503-684-0415 extension 0)
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Chair
- Purchases office supplies and other approved expenses



- for the office space
- Maintains stock of the Westside Central Office literature, purchasing as needed
  - Fills in for A.A. Hotline Chair or appoints an interim A.A. Hotline Chair when A.A. Hotline Chair position is vacant.
  - Fills in for 12 Step Call Chair or appoints an interim 12 Step Call Chair when 12 Step Call Chair position is vacant.
  - Opens and closes WCO office space
  - Schedules the shifts for office space volunteers
  - Works with the I.T. Committee to keep the meeting schedule on westsidecentraloffice.com up to date
  - Oversees the publication of the Westside Central Office printed meeting schedule
  - Attends the Westside Central Office business meeting and has right of participation, motion making, and voting
  - Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Assistant Office Manager** – 3 years continuous sobriety suggested - 2 year term

- Note: Assistant Office Manager is an Officer of Westside Central Office, Inc. and is appointed by the Board of Directors
- Board of Directors shall solicit nominations for Assistant Office Manager at the October WCO business meeting and shall announce the appointment at the November WCO business meeting (or at any subsequent WCO business meeting after the appointment is made).
- Assists the Office Manager in their duties.
- Possesses good oral, written, and interpersonal communication skills
- Has some business and/or management experience
- Should be organized enough to keep good records
- Has access to a computer connected to the Internet
- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the “A.A. Guidelines for Central or Intergroup Offices” from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office
- If Office Manager resigns or is unable to serve for any reason, the Assistant Manager steps in and assumes the Office Manager duties and responsibilities.
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position

**Office Volunteer Chair** - 2 years continuous sobriety suggested - 1 year term

- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Central or Intergroup Offices" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office.
- Assists the WCO Office Manager (or Board of Directors if WCO Office Manager position is vacant) with finding A.A.s to volunteer at the WCO facility.
- Elected in September by Third Legacy Procedure, as outlined in the A.A. Service Manual.
- Submits an itemized annual budget for the following calendar year, by no later than the date of the October Westside Central Office business meeting, to the Finance Committee Chair.
- Has right of participation, motion making, and voting.
- Failure to meet qualifications or report at/attend 2 consecutive Westside Central Office business meetings will result in an open position.

**Office Volunteer** - 2 years continuous sobriety suggested - 1 year term

- Note: Office Volunteer position is appointed by the WCO Office Manager (or Board of Directors if Office Manager position is vacant).
- Has the time and energy to serve the Westside Central Office well.
- Well-grounded in the A.A. Twelve Traditions, becoming familiar with the "A.A. Guidelines for Central or Intergroup Offices" from G.S.O., and becoming familiar with the principles and practices of the Westside Central Office.
- Volunteers at the WCO facility for one or more office shifts.
- If volunteering for the first office shift of the day, opens the WCO facility.
- If volunteering for the last office shift of the day, locks up the WCO facility.
- Sells A.A. literature to WCO facility patrons.
- Answers questions/provides information on A.A. to anyone who stops by the office.
- If unavailable to work an assigned shift, informs the WCO Office Manager (or WCO President if Office Manager position is vacant) as soon as possible.
- Has right of participation, motion making, and voting.
- Failure to meet qualifications will result in an open position.

*Note: Anyone attending the WCO business meeting in a capacity not listed above is welcome to observe the meeting, but does not have the right of participation, motion making or voting.*

## **Article 5 - Elections / Rotation:**

**5.1** - Elections will be held by Third Legacy Procedure, as outlined in the A.A. Service Manual, at the WCO Business Meeting in September. Newly elected trusted servants will begin their positions at the WCO Business Meeting in October.

**5.2** - Voters cast written ballots, one choice to a ballot. In addition to voting for a named candidate, a voter may choose to abstain from the voting or cast a vote to "None of the above". Voters that abstain do not factor into the 2/3 of the majority that candidates need to win the election. However, casting a vote to "None of the above" does factor into the 2/3 majority. If "None of the above" receives 2/3 of the majority, or is pulled from "out of the hat" (as described in Third Legacy Procedure), then the position will remain open.

**5.3** - During elections, absentee members may be elected to a specific position or office provided that:

- They have submitted a service resume, and
- They have stated an interest in a specific position.

**5.4** - Positions that become open during a term will be announced at the next WCO Business Meeting, with elections at the following WCO Business Meeting.

## **Article 6 - Operations:**

**6.1** – The Westside Central Office Business Meeting will be held once a month. See the WCO website ([www.westsidecentraloffice.com](http://www.westsidecentraloffice.com)) for time and location.

**6.2** – The Standardized Format of the Westside Central Office Business Meeting shall be as follows:

- Open meeting with moment of silence followed by the Serenity Prayer – by Chair
- Introductions – by All
- Determine total Votes and 2/3 majority – by Chair
- Motion to accept or amend the minutes of the previous meeting – by a voting member in attendance
- Treasurer's report - by Treasurer
- Motion to accept or amend the Treasurer report – by a voting member in attendance
- Chair report – by Chair
- Co Chair report – by Co Chair
- Board Report – by President of Westside Central Office, Inc.
- Committee Reports – by Committee Chairs
- Old Business

- Seventh Tradition and A.A. related announcements
- New business
- Close meeting with Responsibility Statement – by Chair

### 6.3 Annual Budgets for Service Positions

- Service position holders that require funds to perform their duties must submit an annual budget for the following calendar year to the Finance Chair.
- Budgets shall be submitted to the Finance Chair by no later than the date of the October Westside Central Office Business Meeting.
- Each budget is written and itemized to the dollar figure.
- Service position holders are encouraged to discuss their budgetary needs with the WCO Finance Chair, Treasurer, Chair, and past service position holders prior to submitting their budget.
- Co Reps ought to discuss each budget submitted at the November WCO Business Meeting with their groups prior to the following December WCO Business Meeting.
- The voting body shall ratify each budget line item separately at the December WCO Business Meeting; starting with any *urgent budget line items* first.
- Urgent budget line items include any expenses that WCO may incur before or at the following WCO Business Meeting. For example, The January

Meeting Space Rent expense could be considered “urgent” at the December WCO Business Meeting.

- It is the responsibility of each service position to inform the voting body of any potential urgent budget line items at the November WCO Business Meeting.
- After all budgets deemed urgent are ratified, any remaining budgets are considered by the voting body for approval.
- The Chair will facilitate voting on each budget line item using Robert’s Rules of Order described in section 7.3.
- Any annual budgets that the voting body does not approve, may be resubmitted for reconsideration at the following WCO Business Meeting.

#### 6.4 Budgetary Practices

- Service positions may request reimbursement from the Treasurer for approved budgetary expenses at any time during their term of service.
- Service positions are encouraged to request reimbursement from the Treasurer before or soon after incurring an approved expense. This practice allows the participating A.A. groups to better gauge WCO expenses and plan accordingly if additional funds are needed to fulfill WCO’s service work for the year.
- When a service position no longer has sufficient funds in their annual budget to fulfill their duties, they shall submit an Interim Budget Proposal to WCO for approval.
- Interim budget proposals shall be presented to WCO in the form of a motion at a WCO Business Meeting.



## 6.5 Budgets for Open Service Positions

- The Westside Central Office shall provide budgetary seed money for each open service position that normally has an annual budget.
- The amount of budgetary seed money for each open service position is proposed by the Finance Chair at the November WCO Business Meeting and voted on at the following December WCO Business Meeting.

## **Article 7: - Motions and Voting Procedure:**

7.1 When possible, provide motions in writing with enough copies for all members of the voting body.

7.2 All proposals shall be limited to one issue. Any proposal submitted with multiple issues shall be broken down by the Chair into separate proposals for each separate issue.

Motions should include:

- the motion
- statement of current practice
- budgetary impact

7.2a The *Voting Body* consists of everyone present at the business meeting that has a vote as defined in Article 4 - Westside Central Office Service Positions.

7.2b Members of the Voting Body may cast a vote for one of three positions on a particular motion:

- A position *in favor* of the motion
- A position *against* the motion
- No position (i.e., *abstain*)

**7.2c** The *Total Vote Count* of a motion is defined as the total number of votes cast in favor of the motion plus the total number of votes cast against the motion.

**7.2d** Abstentions do not factor into the outcome of a motion.

**7.2e** *2/3 of the Votes Cast* is defined as two-thirds of the Total Vote Count rounded up to the next whole number. For example, if the Total Vote Count is 8, then 2/3 of the Votes Cast is 6.

**7.2f** *2/3 Majority* is defined as the position mentioned in 7.2b that receives at least 2/3 of the Votes Cast.

**7.3** The Chair shall facilitate the motion making process using the following *modified* Robert's Rules of Order:

**A motion is made**

- If it does not receive a second, the motion dies.
- Otherwise, if the motion involves expenditure of WCO funds, the Treasurer will be asked to report.
- Debate is open, presenter of motion is given first opportunity to speak.

*Calling the Question*

- The Question may be called at any time during debate and it must be called in turn as recognized by the Chair.
- If a voter calls for the Question, a second will be required to end debate or debate resumes.
- If the Question is seconded, a vote is taken. A 2/3 majority will end the debate, or debate resumes.
- When debate has ended, Chair asks, "Is this motion urgent and/or administrative?" A vote is taken right away if the motion is deemed urgent and/or

administrative by the voting body. Otherwise, the motion is tabled and revisited at a later WCO Business Meeting.

- A 2/3 majority vote determines whether a vote is taken now or if the motion gets tabled. If tabled, the specified period of time for revisiting the tabled motion must be set.
- When the vote is taken, a 2/3 majority is required to pass.
- The minority side will be asked to voice their opinion.
- The majority side will be asked if anyone would like to change their vote based on the minority opinion.
- If yes, the motion is reconsidered, if no, the motion stands as voted.

*A motion is reconsidered*

- Full debate pro and con is resumed and continues as above (discussion limited to new considerations only).
- The question may again be called, seconded and requires a 2/3 majority to end debate or debate resumes.
- The minority opinion is not asked for in the second round of voting.

Debate has ended.

**Article 8 - Amendments:**

**8.1** Amendments to the Westside Central Office Guidelines must be presented in writing and be approved by passage with a 2/3 majority of the voting members at a WCO Business Meeting.