

**BYLAWS**  
**of the**  
**LONG ISLAND COMMITTEE**  
**OF YOUNG PEOPLE**  
**in**  
**ALCOHOLICS ANONYMOUS**  
**(LICYPAA)**

**Adopted by its members on: May 1, 2017**

**\*Amended and adopted by its members on: February 6, 2018**

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**\*\*\*\*Amended and adopted by its members on: January 6, 2020**

## **1. Mission Statement**

The Long Island Committee of Young People in Alcoholics Anonymous (LICYPAA) is a service committee whose mission is to reach out to alcoholics everywhere; including in institutions, schools, and meetings. LICYPAA hosts events to be of service and promote unity across Long Island and New York State.

## **2. Membership of LICYPAA**

- A. Any member of Alcoholics Anonymous is welcome to attend LICYPAA committee meetings.
- B. Anyone in attendance at a LICYPAA committee meeting may consider him or herself a member of LICYPAA. Therefore, they may participate in discussion and voting procedures.
  - a. All attendees are encouraged to ask questions if they do not have a reasonable understanding of the topic at hand.

## **3. Elections for Committee Positions**

- A. LICYPAA elections will be conducted using the election guidelines outlined in the A.A. Service Manual.
- B. Elections for all committee positions will be held annually on the third Monday of January. Terms are effective immediately.
- C. In the spirit of rotation, no committee chair shall serve more than two full consecutive terms in the same position.
- D. Candidates and Voting Eligibility:
  - a. Any A.A. member who is willing and able to serve LICYPAA may stand as a candidate for a position, and will have the opportunity to give a brief A.A. Service Resume which includes:
    - i. Their sobriety date,
    - ii. Any previously held service commitments,
    - iii. Any pertinent outside experience which directly correlates to the particular position.
  - b. Every A.A. member has one vote.
    - i. Absentee voting is not permitted.
    - ii. Those who do not wish to participate in voting may abstain.
  - c. An A.A. member who is unable to attend an election may stand for a position via proxy.
    - i. 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.
  - d. In the event that a candidate stands to fill a position unopposed, they may be accepted by acclamation with a two thirds (2/3) majority vote.

- e. A suggested time requirement is listed next to each committee position. These time requirements refer to a member's current length of continuous sobriety.

#### **4. Rules for Elected Committee Positions**

##### **A. Attendance**

- a. Failure to attend two consecutive LICYPAA committee meetings without prior notice to the Chair, Co-Chair, or Secretary will result in an automatic warning from the Chair.
  - i. Failure to attend the next meeting will result in a call to vote on whether the person must forfeit their trusted servant position.
- b. Failure to attend three LICYPAA committee meetings within a three month period with or without notice to the Chair, Co-Chair, or Secretary will result in an automatic warning from the Chair.
  - i. Failure to attend more than three meetings in that three month period will result in a call to vote on whether the person must forfeit their trusted servant position.
- c. If absent, a proxy report should be submitted in advance to the Chair, Co-Chair, or Secretary.
- d. A break in continuous sobriety is considered an automatic resignation of one's elected committee position.

#### **5. Committee Structure**

The following trusted servant positions are elected from the LICYPAA membership. Each term carries a one year term.

##### **A. Chair (Suggested Sobriety of 3 years)**

- a. Responsible for the overall functioning of the committee.
- b. Conducts all business in accordance with the LICYPAA by-laws.
- c. Should have a working knowledge of A.A.'s 12 Steps, Traditions, and Concepts.
- d. Holds all elected committee members accountable for the duties of their position and ensures that all tasks are accomplished.
- e. Should hold no opinion.
- f. Only give points of information to help move the discussion along when necessary, while trying to avoid interruption of the committee meeting and members speaking.
- g. 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.
- h. Should keep well informed of what is happening on each sub-committee and assist as needed with the help of their Co-Chair.
- i. Informs the Secretary of upcoming meetings and changes.
- j. Maintains a current outreach email list with the Secretary.
- k. Acts as one of three possible signers for the committee bank account (Chair, Treasurer, and Co-Treasurer).
- l. Creates the agenda for each committee meeting and electronically shares it 48 hours prior to the meeting.

- m. Opens all committee meetings and conducts each meeting in an orderly fashion by recognizing members entitled to the floor, limiting discussion to person at a time.
  - n. Keeps the meeting focused on the topic at hand, calling the question on all motions properly made and seconded, and announcing the results of all votes.
  - o. Responsible for developing the role of his/her Co-Chair.
- B. Co-Chair (Suggested Sobriety of 1 years)
- a. Assists Chair with overall functioning of the committee.
  - b. Should have a working knowledge of A.A.'s 12 Steps, Traditions, and Concepts.
  - c. Assists Chair with ensuring that all tasks are accomplished.
  - d. Acquires knowledge of how to carry out the duties of the Chair.
  - e. In the absence of the Chair, accepts full duties of the Chair.
  - f. Carries out various duties assigned by the Chair.
  - g. Acts as a liaison between LICYPAA and other YPAA committees, staying informed of their activities and contacting them when necessary.
  - h. In the event the committee votes to relieve the Chair of their elected position, it is the Co-Chair's responsibility to inform him or her of the committee's decision.
  - i. Should keep well informed of what is happening on each sub-committee and assist as needed.
  - j. 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 Co-Chair will immediately rotate into the position of Chair for the duration of the term.
- C. Treasurer (Suggested Sobriety of 3 years)
- a. Should have a working knowledge of A.A.'s 12 Steps, Traditions, and Concepts.
  - b. Should have A.A. committee service experience and experience managing large budgets.
  - c. Must have a job or source of income, personal bank account, and permanent home address.
  - d. Keeps an up-to-date, detailed financial report, closely tracking income and expenses, and has a hard copy available at all committee meetings.
  - e. Keeps all "Funds Request Forms" and matches receipts to appropriate form in order for the committee member to receive financial reimbursement.
  - f. Has in his or her possession at every committee meeting the LICYPAA checkbook so as to be prepared to make disbursements, which are subject to inspection at any time.
  - g. Acts as one of three possible signers for the committee bank account (Chair, Treasurer, and Co-Treasurer).
  - h. Ensures that rent, P.O. Box fees, and all other bills are paid on time.
  - i. Collects money from events.
  - j. Ensures that any cash disbursements have proper receipts and documentation along with cash disbursement form prior to monies leaving committee possession.
  - k. Holds the committee debit card.
  - l. Responsible for developing the role of his/her Co-Chair.
- D. Co-Treasurer (Suggested Sobriety of 2 years)
- a. Should have A.A. committee service experience and experience managing large budgets.

- b. Must have a job or source of income, personal bank account, and permanent home address.
  - c. Acts as one of three possible signers for the committee bank account (Chair, Treasurer, and Co-Treasurer).
  - d. Acquires knowledge of how to carry out the duties of the Treasurer.
  - e. Carries out various duties assigned by the Treasurer and assists in maintaining financial records.
  - f. Confirms the accuracy of all Treasury reports.
  - g. In the absence of the Treasurer, accepts full duties of the Treasurer.
  - h. 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 Co-Treasurer will immediately rotate into the position of Treasurer.
- E. Secretary (Suggested Sobriety of 1 year)
- a. Acts as the custodian of all committee materials.
  - b. Answers all correspondence promptly and in the spirit of LICYPAA.
  - c. Makes available to committee members copies of all correspondence (flyers and minutes) pertaining to the committee and/or young people in A.A.
  - d. Ensures that all documentation and other communications media maintain the integrity and language as describes in LICYPAA's by-laws.
  - e. Keep accurate minutes of all committee meetings including exact working for all motions, as well as major discussion points.
  - f. Will re-read all motions before voting takes place and announces the results of such voting.
  - g. Minutes should be electronically submitted to all members within one week of the committee meeting.
  - h. Responsible for acquiring minutes from all sub-committee meetings and also works with the Web Chair to make sure all minutes of LICYPAA committee and sub-committee meetings are posted on the website within ten days of the meeting.
  - i. Keeps attendance at each meeting and informs the Chair of absences.
  - j. Maintains a current contact list of all committee members, positions held, email, and phone numbers.
  - k. Responsible for sending an email of all committee meetings, sub-committee meetings, and events to the contact and outreach list.
  - l. Daily checks the LICYPAA email (info.licypaa@gmail.com).
  - m. Responsible for developing the role of his/her Co-Chair.
- F. Co-Secretary (Suggested Sobriety of 6 months)
- a. Acquires knowledge of how to carry out the duties of the Secretary.
  - b. Carries out various duties assigned by the Secretary.
  - c. In the absence of the Secretary, accepts full duties of the Secretary.
  - d. 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 Co-Secretary will immediately rotate into the position of Secretary.
- G. Events Chair (Suggested Sobriety of 1 year)
- a. Responsible for finding locations and arranging events deemed appropriate by the committee that follow the mission statement of LICYPAA.

- b. Has a working knowledge of A.A. Traditions and plans events in conformity with them.
  - c. Coordinates detailed committee-approved budgets with the Treasurer.
  - d. Must form a sub-committee to develop ideas for events and arranges all aspects of such events, including but not limited to place, date, time, speakers, costs, food/beverage, music, etc.
  - e. Keeps the full committee informed of discussions from sub-committee and electronically submit the minutes within 48 hours of meeting.
  - f. All details must be finalized and approved with the committee at least six weeks from the date of the event.
  - g. Stores all event related material.
  - h. Responsible for developing the role of his/her Co-Chair.
- H. Events Co-Chair (Suggested Sobriety of 6 months)
- a. Acquires knowledge of how to carry out the duties of the Events Chair.
  - b. Carries out various duties assigned by the Events Chair.
  - c. In the absence of the Events Chair, assumes the full duties of the Events Chair,
  - d. In the event the committee votes to relieve the Events Chair of their elected position, or if the Event Chair's position is vacated for any reason, the Events Co-Chair will immediately rotate into the position of Events Chair for the duration of the term.
- I. Outreach Chair (Suggested Sobriety of 1 year)
- a. Should develop and implement an outreach plan that prioritizes the entire Long Island Area.
  - b. Responsible for outreaching all LICYPAA and committee functions.
  - c. Works closely with the Events and Graphics Chairs in order to produce outreach materials for all scheduled events.
  - d. Organizes the distribution fliers to individual members, meetings, treatment centers, Intergroups, General Service, and all other A.A. functions throughout the Long Island Area and beyond.
  - e. Coordinates announcements about LICYPAA committee meetings and events at A.A. meetings.
  - f. Forwards all pertinent outreach information to the Website Chair.
  - g. Stores the LICYPAA banner and outreach table materials.
  - h. Responsible for coordinating volunteers and transportation of outreach table materials to and from all LICYPAA presence requests.
  - i. May form a sub-committee and should keep the full committee informed of discussions and electronically submit the minutes within 48 hours of meeting.
  - j. Responsible for developing the role of his/her Co-Chair.
- J. Outreach Co-Chair (Suggested Sobriety of 6 months) \*
- a. Acquires knowledge of how to carry out the duties of the Outreach Chair.
  - b. Carries out various duties assigned by the Outreach Chair.
  - c. In the absence of the Outreach Chair, assumes the full duties of the Outreach Chair.
  - d. 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

Outreach Co-Chair will immediately rotate into the position of Outreach Chair for the duration of the term.

- K. Outreach Liaisons (Suggested Sobriety N/A) Number of positions - Flexible, as needed.  
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- a. Assists the Outreach Chair and Outreach co-chair to fulfill their LICYPAA duties.
  - b. Helps staff LICYPAA outreach tables.
  - c. Distributes LICYPAA material to local AA meetings.
  - d. Makes LICYPAA related announcements at the opening of AA meetings.
  - e. Assures the security of LICYPAA materials at outreach functions.
- L. Graphics Chair (Suggested Sobriety of 90 days)
- a. Designs and produces all approved printed and digital material requiring graphics (fliers, tickets, banners, t-shirts, etc.).
  - b. Has access to a computer with appropriate digital technologies.
  - c. Works closely with the Events and Outreach Chair in order to produce outreach materials for all scheduled events.
  - d. Researches economical production options and presents them to the committee for final decision by group conscience.
  - e. If the graphics chair position is vacant, any graphic related material is to be created by the appropriate chair who/whom requires the graphic.
- M. Graphics Co-Chair (Suggested Sobriety of 90 days) \*\*
- a. Acquires knowledge of how to carry out the duties of the Graphics Chair.
  - b. Carries out various duties assigned by the Graphics Chair (i.e. Aiding in designing and producing all approved printed and digital material requiring graphics).
  - c. In the absence of the Graphics Chair, assumes the full duties of the Graphics Chair.
  - d. 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 Graphics Co-Chair will immediately rotate into the position of Graphics Chair for the duration of the term.
- N. Website Chair (Suggested Sobriety of 1 year)
- a. Should have experience with website design and implementation.
  - b. Responsible for maintaining up-to-date website content in conformity with A.A. Traditions.
  - c. Works together with Events, Graphics, and Outreach Chairs to make sure all outreach/events materials are posted and removed from the website in a timely manner.
  - d. Works together with the Secretary to make sure minutes of all committee meetings are posted within ten days of the meeting.
- O. Website Co-Chair (Suggested Sobriety of 1 year) \*\*
- a. Acquires knowledge of how to carry out the duties of the Web Chair.
  - b. Carries out various duties assigned by the Web Chair (i.e. Works together with Events, Graphics, and Outreach Chairs to make sure all outreach/events materials are posted and removed from the website in a timely manner).
  - c. In the absence of the Web Chair, assumes the full duties of the Web Chair.

- d. In the event the committee votes to relieve the Web Chair of their elected position, or if the Web Chair's position is vacated for any reason, the Web Co-Chair will immediately rotate into the position of Web Chair for the duration of the term.
- P. Nassau Intergroup Liaison (Suggested Sobriety of 1 year)
- a. Attends monthly Intergroup Meeting and bring report back to the committee.
  - b. Keeps committee updated on all upcoming events for the Intergroup.
  - c. Attain an outreach table at any possible event, including but not limited to: Thanksgiving/Christmas/New Years/Alka-thon.
  - d. Work closely with outreach to make sure tables have volunteers and appropriate materials.
  - e. Keeps Intergroup informed of any upcoming meetings, events, and service opportunities that LICYPAA is apart of.
- Q. Nassau General Service Liaison (Suggested Sobriety of 1 year)
- a. Attends monthly General Service Meeting and bring report back to the committee.
  - b. Keeps committee updated on all upcoming events for the General Service.
  - c. Attain an outreach table at any possible events, including but not limited to: SENY Convention.
  - d. Work closely with outreach to make sure tables have volunteers and appropriate materials.
  - e. Keeps General Service informed of any upcoming meetings, events, and service opportunities that LICYPAA is a part of.
- R. Suffolk Intergroup Liaison (Suggested Sobriety of 1 year)
- a. Attends monthly Intergroup Meeting and bring report back to the committee.
  - b. Keeps committee updated on all upcoming events for the Intergroup.
  - c. Attain an outreach table at any possible event, including but not limited to: Share-A-Thon.
  - d. Work closely with outreach to make sure tables have volunteers and appropriate materials.
  - e. Keeps Intergroup informed of any upcoming meetings, events, and service opportunities that LICYPAA is a part of.
- S. Suffolk General Service Liaison (Suggested Sobriety of 1 year)
- a. Attends monthly General Service Meeting and bring report back to the committee.
  - b. Keeps committee updated on all upcoming events for the General Service.
  - c. Attain an outreach table at any possible event, including but not limited to: Unity Breakfast and SENY Convention.
  - d. Work closely with outreach to make sure tables have volunteers and appropriate materials.
  - e. Keeps General Service informed of any upcoming meetings, events, and service opportunities that LICYPAA is a part of.
- T. Corrections and Treatment Facilities Chair (Suggested Sobriety of 1 year)
- a. Responsible for coordinating meetings inside area Corrections and Treatment Facilities.
  - b. Should follow up with volunteers to ensure that all commitments are covered.
  - c. Should keep Intergroup and General Service Corrections and Treatment Facilities Chairs are informed of all aspects of LICYPAA commitments.



- d. Stays informed of and is encouraged to attend all Corrections and Treatment Facility Committee meetings.
  - e. Researches, develops, and proposes additional Corrections and Treatment Facilities related service opportunities to LICYPAA.
  - f. Maintains access to all pertinent applications necessary for volunteers to complete in order to gain entry into such facilities.
  - g. Responsible for developing the role of his/her Co-Chair.
- U. Corrections and Treatment Facilities Co-Chair (Suggested Sobriety of 6 months)
- a. Acquires knowledge of how to carry out the duties of the Corrections and Treatment Facilities Chair.
  - b. Carries out various duties assigned by the Corrections and Treatment Facilities Chair.
  - c. In the absence of the Corrections and Treatment Facilities Chair, assumes full duties of the Corrections and Treatment Facilities Chair.
  - d. In the event the committee votes to relieve the Corrections and Treatment Facilities Chair of their elected position, or if the Corrections and Treatment Facilities Chair position is vacated for any reason, the Corrections and Treatment Facilities Co-Chair will immediately rotate into the position of Corrections and Treatment Facilities Chair for the duration of the term.
- V. PI/CPC Chair (Suggested Sobriety of 1 year)
- a. Ensures applicable communities have up-to-date contact information of A.A. volunteers.
  - b. Recruits volunteers for all PI/CPC commitment requests throughout the Long Island Area.
  - c. Stays informed and is encouraged to attend PI/CPC committee meetings in the county, which they live. (Suggest getting other members to attend in opposite county).
  - d. Researches, develops, and proposes addition PI/CPC related service opportunities to LICYPAA.
  - e. Responsible for maintaining and storing committee literature.
- W. Prayer and Unity Chair (Suggested Sobriety of 90 days)
- a. Starts and closes each committee meeting with a prayer.
  - b. Responsible for reminding the committee of the spiritual aspect of our service work.
  - c. Calls a prayer during heated debate, ever reminding us of our primary purpose.
  - d. Helps coordinate all committee unity/fellowship gatherings outside of committee meetings and events.
  - e. Reads about or coordinates speakers for Traditions and Concepts to be briefly spoken about at the beginning of each meeting.
- X. Bid Book Chair (Suggested Sobriety of 2 years) #
- a. Shall coordinate the completion, production, and transportation of the bid books in accordance with the LICYPAA group conscience, and the convention bidding requirements.
  - b. Must form a sub-committee to research and develop relationships with facilities (hotels, universities, convention centers, gymnasiums, churches, schools, meeting halls, etc.) capable of accommodating a convention and events.

- c. Obtains written commitments from the facilities to comply with convention requirements.
  - d. Shall represent LICYPAA in a professional and responsible manner.
  - e. Responsible for developing the role of his/her Co-Chair.
- Y. Bid Book Co-Chair (Suggested Sobriety of 1 years) #
- a. Acquires knowledge of how to carry out the duties of the Bid Book Chair,
  - b. Carries out various duties assigned by the Bid Book Chair. In the absence of the Bid Book Chair, assumes full duties of the Bid Book Chair.
  - c. In the event the committee votes to relieve the Bid Book Chair of their elected position, or if the Bid Book Chair's position is vacated for any reason, the Bid Book Co-Chair will immediately rotate into the Bid Book Chair position for the duration of the term.

# These commitments will remain dormant until LICYPAA votes to bid for a convention

## **6. Sub-Committee Meetings**

- A. Any Chair may hold Sub-Committee meetings at their discretion.
- B. 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.
- C. A minimum of two weeks' notice should be given to LICYPAA for scheduling a sub-committee meeting.
  - a. This allows sufficient time for those interested to make arrangements to attend.
- D. The pertinent discussion from a Sub-Committee meeting shall be reported at the following LICYPAA meetings.
  - a. Minutes should be shared electronically within one week and posted to the website within ten days.
- E. Sub-Committee meetings should be held in public places and only at private residences when absolutely necessary and no other options are possible.
  - a. This promotes the spirit of unity. This allows members who are new to the committee or who may not hold personal relationships with other members to feel more comfortable attending.

## **7. Committee Operations**

- A. LICYPAA will follow the 12 Steps of Alcoholics Anonymous, the 12 Traditions of Alcoholics Anonymous and the 12 Concepts of World Service.
- B. All LICYPAA financial transactions will be made through its bank account. No member will expense LICYPAA funds without first receiving a two thirds (2/3) majority approval from the committee.
  - a. All financial transactions require "Funds Request Form" to be filled out prior to receiving any money along with all proper documentation of funds spent.
    - i. If money is allocated in advance, receipts must be provided by the following business meeting after the funds were spent.
      - 1. Failure to provide proper documentation of spending will revoke the member's privileges of receiving money in advance.

- b. Only members holding committee positions are eligible to request funds for LICYPAA related expenses.
- c. After each year's elections, the previous year's bank signers will have one month to add the new "bank signers" positions as signers.
  - i. At this point the previous year's Chair and Co-Treasurer be removed as signers.
  - ii. The immediate past Treasurer will remain on the account for the following year.
- d. LICYPAA will maintain a P.O. Box for all written correspondence.
- e. The committee P.O. Box and bank account will be used exclusively for LICYPAA business.
- f. Any amendments, deletions, or additions to the LICYPAA by-laws will be made in a three-step process:
  - i. The change will be submitted in writing, and copies distributed at a LICYPAA meeting.
  - ii. The change will be discussed and evaluated after the group has had sufficient time to read the proposed amendments.
  - iii. All amendments require a two thirds (2/3) majority approval from the voting body.
- g. In the event that LICYPAA is awarded any convention, the LICYPAA committee may scale down its operations, in effect becoming dormant, in order to best serve both the Host Committee and standing LICYPAA service commitments.
  - i. The LICYPAA bank account will be kept separate from the Host Committees.
    - 1. The LICYPAA bank account will retain its prudent reserve, plus 25% of remaining funds. The balance will be transferred to the Host Committee's bank account.
    - 2. With the approval of the Host Committee, all standing LICYPAA service commitments will be transferred to the Host Committee during the host year.
- h. All flyers must be approved by the committee prior to distribution.

## **8. Committee Procedures**

### **A. General**

- a. Regular LICYPAA meetings will be held the 1<sup>st</sup> and 3<sup>rd</sup> Sunday of the month unless two thirds (2/3) majority vote to move or postpone an individual meeting.\*\*\*\*
  - i. Meetings may be canceled without two thirds (2/3) when in result of an outside circumstance (building closure) or act of God.

### **B. The Agenda**

- a. The Chair will arrange the agenda for all LICYPAA meetings and will be electronically shared 48 hours.
  - i. 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.

- b. Agendas are to follow this order:
  - i. Opening (with prayer).
  - ii. Introduction of new members and anniversary announcements.
  - iii. Tradition/Concept Reading.
  - iv. Motion to accept previous meetings minutes.
  - v. Treasury report.
  - vi. Committee reports.
  - vii. Old Business.
  - viii. New Business.
  - ix. Closing.
- c. A 7<sup>th</sup> Tradition basket will be passed at all committee meetings.
- d. The Chair or Co-Chair may suggest handling any part of the agenda out of order.
- e. All committee meetings shall be a maximum of one hours long, unless a two thirds (2/3) majority votes to extend the meeting.
  - i. If motion carries, meeting must end at 9:55pm to ensure an empty building by 10:00pm as per rules of South Oaks.

#### C. Minutes

- a. The Secretary is to prepare each meeting's minutes, noting old business, motions, actions, and other important items.
- b. Copies of minutes are to be available electronically to A.A. members within one week of the committee meeting.
- c. It is to be understood that the minutes are to be read ahead of time by committee members and then approved at each committee meeting.
- d. The Chair is responsible for conducting the meeting so as to allow the Secretary to make the most accurate notes possible. The committee will honor all requests for clarifications from the Secretary.

#### D. Reports

- a. Reports shall inform LICYPAA of the status, progress, and direction of the individual or sub-committee.
  - i. All committee Chairs/Liaisons shall give a report to the committee at every regularly scheduled LICYPAA meeting.
  - ii. All reports will be concise, well prepared, and contain all pertinent information.
  - iii. Each report shall be no longer than three minutes.
- b. Following each report, the floor will be opened for questions for clarification purposes only.

#### E. Motions and Voting Procedures

- a. In order for a motion to be discussed and voted upon, it must be seconded by another member of the committee.
  - i. Motions are to be made during Old Business and/or New Business.
- b. A two thirds (2/3) majority is required to pass each motion.
  - i. When determining a two thirds (2/3) majority, the calculated amount is always rounded to the next whole number.
- c. Motions may be withdrawn by the member making the motion at any time prior to the vote.

- d. Motions may be amended by the member making the motion at any time prior to the vote.
  - e. The Chair may not make motions, second them, or vote under any circumstances.
  - f. In the discussion of a motion, the member who made the motion has the right to speak first and last in the motion.
    - i. The Chair will always ask for further discussion from others.
  - g. Members may vote for, against, or abstain from voting.
    - i. An abstention vote is tallied for the minutes, but is not counted in the two thirds (2/3) majority.
    - ii. Members who do not want to be counted at all may simply refrain from voting on a motion.
  - h. Automatically following the vote, the minority opinion has an opportunity to be voiced.
    - i. If a voting member of the majority is swayed by the minority opinion, a motion to “reconsider the original motion” may be made.
      - 1. This motion to “reconsider the original motion” requires 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 pertaining to the minority opinion, 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.
    - i. 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.
      - i. If the Chair does postpone the motion, it will be priority in Old Business at the next regularly scheduled business meeting.
- F. Rules of Discussion
- a. Listening
    - i. No person, except for the Chair/Co-Chair shall ever interrupt a speaker while he/she has the floor unless a question of procedure arises or a prayer is called.
    - ii. The Chair/Co-Chair may only interrupt a speaker for the following reasons:
      - 1. Speaking off the topic,
      - 2. Speaking too long,
      - 3. Repeating the previous points.
  - b. Talking
    - i. Discussion will begin by the Chair asking, “Is there any discussion?”. The Chair will then call on members who have their hands raised.
      - 1. Stacking: The Co-Chair will keep a listed order of all the people that raised their hands, if needed.

- ii. At the conclusion of discussion, the Chair will ask the Secretary to repeat the motion on the table and a vote will ensue.

## **9. 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 the approval of the committee.
- B. LICYPAA is responsible for observing these by-laws. The Chair is responsible for observing, enforcing, and maintaining these rules of procedure.
  - a. 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?".
    - i. If the disorderly discussion continues, the Chair may suggest a break, asks the person to leave the meeting, or declare the meeting adjourned if necessary.
- C. The 12 Steps and 12 Traditions of Alcoholics Anonymous, and the 12 Concepts of World Service precede all procedures covered here. It is not the intention of LICYPAA to violate any of A.A.'s spiritual principles.
- D. See The Twelve Steps of A.A..
- E. See The Twelve Traditions of A.A..
- F. See The Twelve Concepts of World Service.
- G. See Third Legacy Procedure as outlines in the General Service Manual.

## **10. Steering Committee**

The committee shall uphold in its membership an operating committee consisting of the Chairperson, the Co-Chairperson, the Secretary, the Treasurer, and the Co-Treasurer. They shall serve 1 year. In the event that a decision needs to be made in-between committee meetings, the operating committee may convene to offer guidance. It is not an autonomous body and is directly responsible to the full LICYPAA committee. No decisions can be made outside the scope of an individual's authority.