

Al-Anon Family Groups HAWAII AREA WORLD SERVICE (HAWS) POLICIES and PROCEDURES

These Policies and Procedures for Al-Anon Family Groups of Hawaii were passed by substantial unanimity by the Hawaii Area Assembly.

BACKGROUND

These Policies and Procedures (P&P) contain valuable information for each Al-Anon member involved in service work at the various levels in the Area of Hawaii. These P&Ps are meant to supplement the current Al-Anon/Alateen Service Manual. If there is a conflict between these P&Ps and the Al-Anon/Alateen Service Manual, the Hawaii Area P&Ps take precedence.

PURPOSE

To provide Hawaii Area P&Ps in addition to the Al-Anon/Alateen Service Manual and special customs and traditions as approved by the Hawaii Area Assembly. These P&Ps will be corrected, amended, or modified as necessary; when said amendments, modifications, or corrections are approved by a two-third (2/3) vote of all Group Representatives (GRs) present at the Hawaii Area Assembly when passed.

PROCEDURE (KBDM)

The Hawaii Area uses Al-Anon's Concepts & Knowledge Based Decision Making (KBDM) as a guide in conducting area business. Discussion is held with background information being introduced to frame the topic. Sometimes discussions may go on over long periods of time without a motion being formed. All points of view will be considered at each stage during the discussion. Once an informed group conscience is arrived at, a motion is made, seconded, and voted on. In this way everyone involved in the decision-making process is assured of complete discussion with all the related information to frame the subject, hearing all sides before a motion is formed.

I. Area Officers, Coordinators and District Representatives (DRs):

- A. All elected Area Officers, Area Coordinators and DRs are expected to participate in two (2) Area Committee meetings and attend two (2) HAWS Assemblies per year during a three-year panel, and all scheduled HAWS Committee meetings.
- B. Absences will be handled as follows:
All HAWS members must notify the Area Chair if not able to attend any of the above meetings.
After notifying the Chair:
 - 1) DRs may have the Alt DR attend and/or present their written report.
 - 2) Area Coordinators will file a report to be read at the HAWS committee meeting.
- C. HAWS committee meetings may be held in-person or via video conference.
- D. All in-coming and out-going Area Officers, Coordinators and DRs are to attend the Area Committee Orientation Meeting in the first year of a panel. (See HAWSC Orientation Meeting Guideline)
- E. HAWS Committee Meetings and Assemblies: An Officer or Coordinator who misses two (2) consecutive meetings, without notification, may be asked to resign by the Chair. Two (2) consecutive meetings include:
 - 1) 2 Consecutive Area Committee Meetings
 - 2) 2 Consecutive Area Assemblies
 - 3) Consecutive Area Committee Meeting and Assembly

- F. DRs are not Area Officers or Area Coordinators (they are elected by their districts). DRs unable to call in or attend meetings may have their alternates substitute for them (after notifying the Chair). The Area Chair will discuss with the DR, their “without notice” absences.
- G. Any Area Officer or Coordinator, who misses 3 or more meetings or conference calls, without notification, or who fails to carry out the responsibilities of the position, engages in malfeasance of, or misuse of funds, or in public controversy in violation of Al-Anon principles, may be asked by the Chair to resign.
- H. The Area Chair may appoint someone temporarily to fill any Officer position that becomes vacant until an election can be held at the next Assembly.
- I. Any Coordinator position that becomes vacant will be filled according to the Coordinator section procedures outlined in Sect VI of the Area P&Ps.
- J. In service, we practice the spirit of rotation of leadership, which allows others to participate, as outlined in the 2022-2025 Al-Anon/Alateen Service Manual:
 - 1) Tradition 2, page 57, Group Service Positions
 - 2) Three Obstacles to Success (Dominance), page 21
(Other references, to this principle of rotation, are in the Service Manual, pages, 148, 152, 156, 157, and 162)
- K. In addition to the duties given in the Al-Anon/Alateen Service Manual, Officers and Coordinators responsibilities are as follows:

OFFICERS

Delegate

Reference Service Manual (SM) Index - World Service Delegate for more info.

- a. Attend the Southwest Regional Delegate’s meeting every year.
- b. Work with the Committee on WSO sponsored HAWS events when offered.
- c. Participate at District events as budgeted (when invited).
- d. The Delegate gives a verbal report at the Assembly following each event and provides a written summary.
- e. Be available to provide support to Committees and Thought/Task Forces concerning the responsibilities of his/her position.

Alternate Delegate

References: Guidelines for Hosting Area Assemblies and SM pages 151-152

- a. Assist the hosting district with the logistics for each Assembly.
- b. Work with a hosting district to secure an Assembly site one year before their scheduled rotation.
- c. Sign contracts on behalf of the Area relating to Assemblies.
- d. Assist Chair in keeping order following the WSC Etiquette.
- e. Coordinate the orientation sessions at each assembly.
- f. Coordinate the logistics for the Area Committee meetings.
- g. Liaison for various Al-Anon Area events.
- h. Serve as Alternate Area Chairman.
- i. Attend the Southwest Regional Delegates Meeting once during the new panel, preferably the first year.
- j. Be available to provide support to Committees and Thought/Task Forces concerning the responsibilities of his/her position.

Chairperson

References: WSC Conference Procedures and SM 148-149

- a. Sign contracts on behalf of the Area relating to Assemblies when the Alternate Delegate is not available.
- b. Coordinate with the elected Officers of the Assembly in the selection of Area Coordinators.

- c. Responsible for developing draft Assembly agendas for review and discussion at HAWS Committee meetings.
- d. Set up and serves as moderator for the panel's e-group
- e. The Chair can alter the agenda if circumstances warrant changes.
- f. The Chair calls upon the Assembly members to speak in the order in which they approach the microphone.
- g. The Chair seeks a variety of opinions, including anyone who has a minority opinion to share.
- h. When a discussion continues over more than one session, the Chair decides whether to continue the one time at the mic rule or to reset it with each subsequent session.
- i. If the Chair wishes to participate in a discussion on a topic on the floor, he/she may temporarily relinquish the Chair to the Secretary, or another Area Officer until the discussion is over. This privilege should be exercised only when deemed absolutely necessary by the Chair. (Note: The Chair can answer questions during the discussion at any time without relinquishing the chair).
- j. It is the Chair's prerogative to decide an appropriate time on the agenda when motions are presented for assembly approval.
- k. The Chair has the authority to ask parties that are under consideration to leave the room until a discussion ends and a vote is taken.
- l. If a motion is tabled, the Chair may reschedule the motion.
- m. If a motion is presented from the floor following a full discussion, the Chair—at his/her discretion and time-permitting—may choose to ask the voting members, by a show of hands, the wishes of the assembly to move to a motion or not to move to a motion.
- n. The Chair has the authority to delay or continue a discussion on an agenda item. If voting members object to a motion, second, and vote of substantial unanimity to overrule the Chair's decision is required.
- o. The Chair decides a point of order (a departure from accepted HAWS procedures).
- p. The Chair, or any other member with voice, may ask to have a discussion held at another time. The Chair would then consult the voting members of the Assembly.
- q. The Chair reaches out to the members with questions or concerns about the Hawaii Area Policies and Guidelines.
- r. The Chair plans and updates the Area Master Calendar for the Panel
- s. Be available to provide support to Committees and Thought/Task Forces concerning the responsibilities of his/her position.

Secretary

- a. Prepare the minutes of the meeting to reflect any motions, actions, and points of discussions.
- b. Maintain a motion log.
- c. Maintain area roster.
- d. Distribute minutes within 30 days.
- e. Serve as the HAWS Groups Records Coordinator.
- f. Prepare and maintain a list of current groups in Districts to facilitate roll call at Assemblies.
- g. Assist DRs to keep their District groups' CMA (current mailing address) and the group records current and receive updates from DRs.
- h. Be available to provide support to Committees and Thought/Task Forces concerning the responsibilities of his/her position.

Treasurer

- a. Serve as the Budget Committee Chairperson.
- b. Work with the HAWS Budget Committee concerning fundraising activities to support the Area.
- c. Work with Financial Reviewer when one is appointed by the Chair.

- d. Be available to provide support to Committees and Thought/Task Forces concerning the responsibilities of his/her position.

AREA COORDINATORS

Public Outreach - Work with District Public Outreach Coordinators/members in public outreach efforts to attract members and inform professionals and communities about the Al-Anon and Alateen program.

Alateen - Encourage the formation and support of Alateen groups. Educate membership about Alateen Safety Requirements for Alateen Sponsors. Encourage members to volunteer as Al-Anon Members Involved in Alateen Service (AMIAS). Serve as Area Alateen Process Person (AAPP) to register and recertify AMIAS.

Archives - Work with DRs to preserve records and history of Al-Anon in the Hawaii Area. Educate the membership about Al-Anon's history.

Literature/Forum - Provide information to the groups about Conference Approved Literature (CAL) and the Forum magazine. Encourage members to share their experience, strength, and hope by writing articles for submission.

Web - Maintain the Hawaii Area website to communicate the voice of Al-Anon to the general public and members of the Hawaii Area.

II. Election of Area Officers

- A. Election of Area Officers is held at the Fall Assembly of the third year of the Panel. A Panel is the three-year term served by Area Officers and Coordinators.
- B. Area Officers include Delegate, Alternate Delegate, Area Chair, Secretary and Treasurer.
- C. Eligible candidates include former, outgoing, and current DRs, Area Officers and Coordinators who have remained active members of Al-Anon.
- D. Al-Anon Service Experience Forms will be posted on the Hawaii Al-Anon website and be available at the Spring Assembly of the election year. All those who are eligible are asked to fill it out, in advance, and bring it to the election Assembly.
- E. Candidates desiring to make themselves available for an Area Officer position shall complete the Al-Anon Service Experience Form and present it in person at the Assembly before the election. If they cannot attend the Assembly, their Al-Anon Service Experience Form will be read to the Assembly by the Chair.

III. Voting Procedure for Officers

- A. The Secretary calls the roll of GRs and Alternate GRs (Alt. GR) who are voting members.
- B. Ballots will be given to the voting members during roll call by the Secretary.
- C. Al-Anon members who are also members of AA and are sent by their group cannot represent the Group as GR or Alt. GR and cannot vote.
- D. During the voting, GRs and/or Alt GRs eligible to vote should stay in the room and wear their name Tags and when they leave the room, they must notify the Secretary or Chair using the following procedure:
 1. The hosting district will distribute GR name tags with the GR's name, position, group name and number, and district typed on it. When the GR must leave the room, he/she will place their name tag in a box near the door. Upon return, the GR picks up their name tag. When a voice vote is taken, the GRs with name tags will stand and count off. If the vote requires a closed ballot, the ballot collectors will check the GRs name tag as the ballots are collected. If a GR is out of the room, that name tag will be noted by the person in charge of "the box" at the end of the count, and notifies the Chair. Those name tags would be noted as abstentions.

2. A blank ballot is considered an abstention. Abstentions are not considered a vote and reduces the number of voting members
 3. "None of the Above" is considered a NO vote.
- E. Non-voting members are selected to serve as tellers, collector of ballots, and to record and tally votes.
 - F. All members of the Hawaii Area eligible for officer positions will be asked to stand. (See II. C. above).
 - G. Members who are eligible, but cannot attend the election assembly, can submit their names, Al-Anon Service Experience Form and reasons for wanting to stand for an officer position to the Chair and they will be added to the board as willing members.
 - H. Members not willing to serve are asked to sit down.
 - I. If more than one candidate is left standing for a position, their names will be written on the board, along with any willing members listed "on the board."
 - J. Candidates are encouraged to submit their Service Experience Form 4-6 weeks prior to Election Assembly to the Chair, with the intent that the DR's provide forms to their voting GR's for review.

IV. Voting Procedure When One Person is Standing for an Officer Position

- A. If only one candidate is standing or "on the board", she/he will be asked to read their Al-Anon Service Experience Form before a vote is taken by the GRs. The Chair will read the absent "on the board" candidate's Al-Anon Service Experience Form and reasons.
- B. After the candidate reads his/her Al-Anon Service Experience Form, she/he will leave the room to allow discussion and a confirmation vote will be taken by closed ballot. Upon confirmation, the candidate will become the new officer.
- C. If the candidate is not confirmed by two-thirds vote the candidate is not elected, the voting procedure will start over from E in Section II.

V. Replacing Officers who Resign

- A. If the Chair resigns, the HAWSC names a chair pro-tem or the Alternate Delegate serves as Chair until an assembly election can be held.
- B. If the Delegate resigns, the Alternate Delegate fills the position. Another Alternate Delegate should be elected as soon as possible.
- C. If the Delegate and Alternate Delegate resign, the Chair attends the Conference if a replacement can't be elected in time. If the Chair cannot fill the Delegate position the immediate Past Delegate fills the position until someone can be elected.
- D. If any Officer resigns other than the Delegate before the end of his/her term, the Chair appoints an eligible member to fill the position until an election Assembly can be called to elect a successor for the remaining term.

VI. Area Coordinator Selection Procedure

- A. Active Al-Anon members desiring to make themselves available for Coordinator positions are to complete a Coordinator Al-Anon Service Experience Form.
- B. The completed Form for the incoming panel must be given to the current Chair no later than November 30th.
- C. The current Chair will pass all completed Forms to the newly elected Chair.
- D. Selection of the incoming panel of Coordinators will be made by the newly elected Officers no later than the 15th of December of the election year.
- E. The incoming Chair shall notify the selected Coordinators between the dates of December 1-15 and ensure that their contact information is sent to the World Service Office (WSO) no later than the 31st of December of the election year.

- F. When a Coordinator vacancy occurs, the Chair will announce the vacancy through the DRs establishing a deadline to receive the completed Forms. The current Officers will make the selection. In the interim, The Chair appoints a temporary Coordinator.

VII. Area Committee

- A. Officers, DRs, and Coordinators shall each have one vote, regardless of the number of positions held.
- B. Members having voice only are Past Delegates and the manager of the Hawaii Al-Anon Literature Center (HALC).
- C. The Chair shall work with the Area Committee to determine the dates for the HAWSC meeting. They are usually held at least 35-40 days prior to the scheduled Assembly to allow reports, questions, and items on the Assembly Agenda to be made known by the DRs to all GRs and their groups prior to the Assembly. Reports for the Assembly shall be published 10-14 days after the Area Committee meeting.
- D. Any Al-Anon member/group can recommend through their DR to place an item(s) on the Committee and or Assembly agenda and shall submit the item(s) to the Chair, no later than two weeks before the next HAWSC meeting. Correspondingly, GRs channel their questions back through their DRs which in turn flow back to the appropriate HAWSC member. This follows the links of service which exist within the Al-Anon fellowship.
- E. Financing of the HAWSC meeting is an expense of the Area and includes transportation for the Officers, Coordinators and DRs. Reimbursement of airfare and expenses, including parking fees and mileage, will not exceed the amount in the HAWSC budget, without prior approval.
- F. Officers, Coordinators and DRs submit reimbursement expense sheets with receipts to the Treasurer for reimbursement no later than 30 days after the event. Costs on expense sheets submitted after the end of the budget year will not be reimbursed.
- G. If an Officer, Coordinator or DR needs advance funds to cover expenses before the HAWSC meeting, they must submit an expense sheet to the treasurer with the projected expense amount and turn in receipts at the next HAWSC Meeting or the Area Assembly.
- H. Early on the first year of a newly elected panel prior to the Spring HAWSC meeting, a third Area Committee meeting known as an Orientation Area Committee meeting is scheduled and held. Outgoing and Incoming Officers, Coordinators, and DRs attend this meeting. This meeting prepares newly elected members of the HAWSC for service at the Area level and establishes Area goals. Members will be introduced to standing committees for the panel. The Area pays expenses for airfare, parking fees and gas mileage not to exceed the amount in the HAWSC budget for Incoming and Outgoing Officers, Coordinators, and DRs. All Out-going and In-coming Officers, Coordinators and DRs submit reimbursement expense sheets with receipts to the Treasurer for reimbursement before, at, or 30 days after the event or before the end of the budget year. Costs on expense sheets submitted after the end of the budget year will not be reimbursed.
- I. If an Officer or Coordinator cannot use the airfare ticket they purchased for a HAWSC meeting or Assembly because of unforeseen circumstances, they should apply it to the next HAWSC meeting or Assembly, change it with the airline and the Area will pay the change fee. They can use the ticket for self-travel but must reimburse the Area.
- J. If DRs cannot use the airfare ticket they purchased for a HAWSC meeting because of unforeseen circumstances, they should apply it to the next HAWSC meeting, make changes with the airline and the Area will pay the change fee or added expenses. They can use the ticket for self-travel but must reimburse the Area.
- K. If an Area Officer or Coordinator needs to stay alone in a room because they cannot find a roommate, the Area will pay the extra charge. However, if they are requesting to stay alone, they must then pay the extra charge.

VIII. Area Assemblies

- A. HAWS has two assemblies per year, one is held in Spring and one in Fall. The HAWSC considers the recommendation of the Hosting District and will approve the exact dates each year. (See Hawaii Area Guidelines for Hosting Assemblies).
- B. The Spring Assembly is held on Oahu and rotates between Leeward, Windward, and Central Districts. The Spring Assembly is scheduled as soon as possible, but not earlier than three weeks after the ending of the Word Service Conference (WSC) and will carry the Conference theme.
- C. The Fall Assembly rotates between Neighbor Island Districts: Kauai, East Hawaii, Maui, and West Hawaii and is scheduled between October and November, if possible. This Assembly will carry the theme suggested by the Hosting District, with the final approval of the HAWSC.
- D. The Hosting District should reserve a site for the Area Assembly one year before the District's scheduled Assembly rotation. The Area Treasurer will advance seed monies to help secure the reservation. If the Assembly occurs after a newly elected panel takes office, the existing District panel should select and reserve a site a year in advance. The new panel will assume responsibility for hosting the Assembly.
- E. Assemblies are a HAWS function. The HAWSC assumes final responsibility for Assemblies. The Area takes responsibility for any profits or deficits. These will be reported to the HAWSC 30 days from the close of the Assembly, supported by an acceptable written accounting report from the Hosting District to the Area Treasurer with monies due to include the advanced seed monies.
- F. Any AI-Anon member/group/district desiring to place an item(s) on the Assembly Agenda, shall submit the item(s) to the Chair, no later than two weeks before the next HAWSC meeting. (See Section VII, D)
- G. Area Officer's and Coordinator's registration, meals, lodging (for off-island attendees), transportation expenses (to include parking fees and gas mileage) to attend the Assemblies are borne by the Area.
- H. Submit reimbursement expense sheets with receipts to the Area Treasurer before, at, or 30 days after the event or before the end of the budget year. Costs on expense sheets submitted after the end of the budget year will not be reimbursed.
- I. If a Coordinator chooses to attend as a DR or a GR, expenses for Assembly are to be borne by the District or Group.
- J. DRs expenses to attend Assemblies are borne by the District.
- K. GRs expenses to attend Assemblies are borne by the Group.
- L. Members of the Assembly having voice and vote are the elected GRs.
- M. Each GR (or Alternate GR, if attending in place of the GR) represents only one group and has one vote.
- N. Only GRs can make a motion. Chair can ask for a motion to be made by a GR.
 - a. Motions shall be submitted in writing either by the Secretary or the GR making the motion.
 - b. The Secretary shall read the motion before the vote.
- O. All attendees have a voice at the Area Assembly.

IX. Standing Committees

A. Policy and Guidelines

The Committee shall consist of the Area Chair, and four volunteer members including a DR and Past Delegates appointed by the Area Chair in consultation with the newly elected Officers. The committee elects a chair from among themselves.

Duration of service continues until the Charge is completed or discretion of the Area Chair and Assembly.

Roles & Responsibilities

- To implement Policies and Procedures as approved in concept by the Assembly and ensure that they reflect the environment of the Hawaii Area
- Not to act as an advocate or opponent but focus on the area needs
- Identify gaps, discrepancies, errors and their relevancy and propose solutions and/or clarifications of policies, procedures and guidelines
- To ensure that the P&P adhere to the Traditions and Concepts

B. Budget Committee

The Committee shall consist of the Treasurer, immediate past Treasurer and additional volunteer members who have served on the Area Committee and remained active in Area service. The volunteer members are appointed by the Area Chair in consultation with the newly elected Officers. This committee shall serve simultaneously with the Area Officers term. The Area Treasurer serves as the Chairperson of this committee.

Roles & Responsibilities

- All Hawaii Area elected Officers and Coordinators will submit budget requests for the upcoming year by May 31st.
- Upon receipt of the Area Committee members' budget requests, the Budget Committee will work toward the development of a balanced budget and inform the membership of their responsibilities towards meeting that goal.
- The proposed budget is to be mailed/e-mailed to all Area Committee members no later than two weeks prior to the last scheduled Area Committee meeting before the Fall Assembly.
- The Budget Committee will present the proposed budget to the Area Committee. Following the Area Committee Meeting, the Treasurer will make the recommended changes to the budget and mail/e-mail a copy to each member of the Area Committee. A final draft of the proposed budget needs to be mailed/e-mail to the District Representatives NO LATER THAN ONE MONTH PRIOR TO THE ASSEMBLY.

Financial Review

1. The reviewer of the HAWS financials is appointed by the HAWSC Chair at the Fall Committee meeting at the end of the Panel.
2. Prepares a written report of the financials maintained by the HAWS Treasurer and submits it to the HAWSC Chair at the HAWSC Spring Meeting and at the Spring Assembly.

Hawaii AI-Anon Literature Center (HALC) Financial Review

1. The reviewer for HALC's financials is appointed by the HAWSC Chair at the Fall Committee meeting at the end of the Panel.
2. Prepares a written report of the financials maintained by the manager of HALC and submits it to the HAWSC Chair for presentation at the Spring HAWSC meeting and the Spring Assembly.

X. Redistricting for the Area of Hawaii

When a District, Group, including Permanent Electronic Group (PEG), or the Area feels that they would be better served by redistricting, the KDBM process will be initiated, using the following procedure:

- A. The current DRs for the affected districts will notify HAWSC and all the active groups within the Districts of the realignment intentions.
- B. The Area Chair will appoint a Thought Force to start the KDBM process. The results will be presented by the DRs to the Groups for discussion and input. Affected Groups will be asked to take a Group Conscience. If the majority of the Groups vote, by substantial unanimity, for the realignment, the DR(s) will request the item be included in the next HAWSC meeting agenda.
- C. The Area Chair appoints a Task Force to implement the final decision of the affected groups.
- D. The Area Assembly has the final approval of the District(s) geographic boundaries, names(s) and number(s).
- E. Upon completion of this process, the Area Group Records Coordinator will notify the World Services Office of the changes. The notice will include the district number(s) along with the affected Groups and the placement of those Groups.
- F. If at any time, a district is no longer active the Area Committee will review the structure and propose a motion for District realignment to the next Area Assembly. All Groups in the affected District(s) will be notified of the proposed action

ADDENDUM

October 25, 2009 - Policy and Procedures amended.

October 2014 - Action Committees discontinued.

October 2015 - Voting Procedure amended.

November 2016 - Officers, Coordinators, and DR section updated.

May 2019 – Area Committee; travel, lodging, expenses (advanced funding) updated.

September 2024 – ***DRAFT sent for review by voting GR's for possible voting at 2024 Fall Assembly***

DRAFT