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Greater Toronto Area Intergroup Operating Procedures

The object of this operating procedure is to provide for the continuing successful operation of a united Intergroup effort in the Greater Toronto Area to further the AA program in accordance with the Twelve Traditions of Alcoholics Anonymous. This operating procedure sets out what the groups have agreed upon, not what has been imposed upon them.

An AA group ought never endorse, finance, or lend the AA name to any related facility or outside enterprise lest problems of money, property or and prestige divert us from our primary purpose.

All committees and subcommittees and those employed in the Intergroup Office will scrupulously observe this AA tradition and ensure that neither the endorsement, expressed or implied, nor the name, goodwill, property or finances of AA in Toronto are under any circumstances ever lent or given to anything of a public nature.

1 Name

The Name of the Organization shall be Greater Toronto Area Intergroup (“GTA Intergroup”).

2 Purpose

Greater Toronto Area Intergroup is a coordinating body that supports the 12 Step Work of AA groups in the Toronto area, providing a point of contact between Individual groups, the public, and the still suffering alcoholic.

3 Composition

GTA Intergroup is composed of

- Intergroup Representatives from AA groups in the Greater Toronto Area,
- Members of the Executive (known as “The Operating Committee”).

4 Intergroup Representatives and Alternates

4.1 Intergroup Representatives

Each group shall be entitled to representation by one Intergroup Representative on GTA Intergroup. A second member from a group may also serve on the Operating Committee, but at no time may a group have more than one representative on the Operating Committee. Upon election to the Operating Committee an Intergroup Representative shall cease to be the Intergroup Representative for his/her group, and the group shall elect a new one.

4.2 Role of Intergroup Representatives

The role of Intergroup Representatives is

- to represent and communicate their groups' conscience at GTA Intergroup,
- to make such recommendations as they deem proper for the consideration of and action by the Operating Committee, and
- to keep their groups advised of the work of the Operating Committee and GTA Intergroup.

4.3 Alternates

If, for any reason, the Intergroup Representative cannot attend meetings of the GTA Intergroup, an Alternate may attend in his/her stead.

The Alternate, **when representing the group**, shall have the same voting privileges as the Intergroup Representative, but an Alternate may not serve on the Operating Committee.

4.4 Notice to the Executive Secretary

Each group shall notify the Executive Secretary of the name of the Intergroup Representative upon election.

5 Privileges of Members of Intergroup

An Intergroup Representative (or, in the absence of the Intergroup Representative, the Alternate) has the following rights:

- to speak at GTA Intergroup meetings as the representative of his/her group,
- to move motions before GTA Intergroup
- to second motions before GTA Intergroup
- to vote on motions before GTA Intergroup
- to nominate candidates for the Operating Committee
- to stand for election to the Operating Committee.

Members of the Operating Committee have the following rights:

- to speak at GTA Intergroup Meetings
- to attend all subcommittee meetings of GTA Intergroup.

6 Meetings of GTA Intergroup

6.1 Regular Meetings

GTA Intergroup shall meet monthly at the time and location indicated in the agenda for the meeting to receive and discuss the reports of the Operating Committee and Subcommittees and any other business that it shall deem fit to consider.

6.2 Semi-Annual Meetings

GTA Intergroup shall hold semi-annual meetings at which, in addition to the regular order of business, the Intergroup Representatives shall elect members to the Operating Committee and consider amendments to the Operating Procedures. The Semi-Annual Meetings shall take place no later than the last days of April and October in each year, and they shall be reckoned among the regular monthly meetings of GTA Intergroup.

6.3 Workshop Meetings

In the month following a Semi-Annual Meeting a Regular Meeting shall be designated as a Workshop Meeting, at which time Intergroup Representatives shall receive detailed information regarding the activities of all committees from their respective chairpersons. Intergroup Representatives will also receive an explanation of and orientation to the Procedures and Guidelines of GTA Intergroup at this Workshop Meeting.

6.4 Special Meetings

The Operating Committee, at its discretion, may call Special Meetings of GTA Intergroup for any special purpose.

6.5 Notice of Meetings

The Executive Secretary shall give written notice to all groups of the time, place and agenda for all meetings.

6.6 Rules of Order at Meetings

The Rules of Order at Meetings shall be those adopted by GTA Intergroup in its Operating Guidelines.

6.7 Minutes of Meetings

The Executive Secretary (or someone acting in his/her stead) shall record the minutes of all Intergroup Meetings. The Executive Secretary shall

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distribute these minutes to all registered Intergroup Representatives and all members of the Operating Committee. These minutes shall also be available on demand to all members of AA.

6.8 Yearly Donations to Intergroup

The maximum donation any individual may make to Toronto Intergroup be increased to \$2800.00 from \$2000.00.

7 The Operating Committee

7.1 Composition

The Operating Committee is composed of ten persons:

- the Chairperson, First Vice Chairperson, and Second Vice Chairperson
- three Senior Members
- three Junior Members
- the Treasurer (in a non-voting capacity).

7.2 Qualifications of Members of the Operating Committee

7.2.1 Members of the Operating Committee must have a minimum of one year of sobriety.

7.2.2 Members of the Operating Committee should also have a minimum of six consecutive months of Intergroup experience. Candidates with lesser experience may be considered if none can be found with the requisite experience.

7.2.3 The office of Treasurer is held by the current Chairperson of the Finance Subcommittee. The Treasurer, in turn, is a member of the Operating Committee by virtue of holding this office.

7.3 Terms of Office and Duties of Members of the Operating Committee.

7.3.1 Members of the Operating Committee serve terms of eighteen months, progressing in semi-annual stages from Junior Members to Senior Members to Chairperson or Vice Chairperson.

7.3.2 The Chairperson shall be the executive officer of the Intergroup office and shall perform such other duties as are incidental to this office. The Chairperson is automatically a voting member of all Subcommittees of GTA Intergroup that he/she attends. The Chairperson presides at meetings of GTA Intergroup and the Operating Committee.

7.3.3 The First Vice-Chairperson shall assume the duties of the Chairperson in

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the absence of the Chairperson and shall act as liaison officer between the Operating Committee and such Subcommittees as the Chairperson may designate

- 7.3.4 The Second Vice-Chairperson shall assume the duties of the First-Vice Chairperson in the absence of the First Vice-Chairperson and shall serve as liaison officer between the Operating Committee and such subcommittees as the Chairperson may designate.
- 7.3.5 At the end of their term of office, members of the Operating Committee will be ineligible to serve on GTA Intergroup for a period of 24 months.
- 7.3.6 All members of the Operating Committee have the duty to attend meetings of the Operating Committee. Should a member be absent from two consecutive meetings of the Operating Committee, the Operating Committee may remove the member and declare the position vacant with a 2/3 majority vote of the members of the Committee.
- 7.3.7 The Operating Committee shall designate one of its members as the Reception Coordinator, who shall be responsible for arranging set-up, registration and cleanup at Intergroup Meetings.

7.4 Election of Chairpersons and Junior Members of the Operating Committee

- 7.4.1 The Chairperson, First and Second Vice Chairpersons of the Operating Committee are elected from among the three Senior Members of the Operating Committee by ballot of the Intergroup Representatives at the Semi-Annual Meetings. The procedure for holding this ballot shall be that adopted by GTA Intergroup in its Operating Guidelines.
- 7.4.2 Three new Junior Members of the Operating Committee are also elected from among the Intergroup Representatives of GTA Intergroup by a secret ballot of the Intergroup Representatives at the Semi-Annual Meetings. Candidates for election must be nominated and seconded by Intergroup Representatives at the meeting. The procedure for holding this ballot shall be that adopted by GTA Intergroup in its Operating Guidelines.

7.4 Promotion of Junior Members of the Operating Committee to the Rank of Senior Members

Junior Members of the Operating Committee are promoted to the Rank of Senior Members of the Operating Committee after the first six months of

their term. This promotion is automatic and entails no vote or review by the Intergroup Representatives.

7.5 Vacancies in the Operating Committee

7.5.1 Among the Chairpersons

If a vacancy occurs in the office of the Chairperson, the First Vice-Chairperson shall become the Chairperson. If a vacancy occurs in the Office of the First Vice-Chairperson, the Second Vice-Chairperson shall become the Chairperson for the balance of the term in which a vacancy occurs only two Chairpersons will remain.

7.5.2 Among the Senior Members

If a vacancy occurs in the senior group, one of the members of the junior group shall be elected to the senior group by vote of the Intergroup Representatives at the next meeting of GTA Intergroup.

7.5.3 Among the Junior Members

Any vacancy among the junior group of the Operating Committee will be filled by election from among the Intergroup Representatives by simple majority. Candidates for election must be nominated and seconded by Intergroup Representatives at the meeting.

8 Meetings of the Operating Committee

8.1 Frequency & Minutes

Meetings of the Operating Committee shall be held monthly, and the minutes of these meetings shall be kept in safekeeping by the Executive Secretary.

8.2 Availability of Minutes

The minutes of the Operating Committee, except for portions of such minutes, which contain confidential or privileged information relating to employees of GTA Intergroup, shall be available to members of Alcoholics Anonymous upon written request to the GTA Intergroup Office.

8.3 Quorum for Meetings of the Operating Committee

Five members shall constitute a quorum for a meeting of the Operating Committee, and one of the five members making up this quorum must be the Chairperson or one of the Vice-Chairpersons.

9 Subcommittees

9.1 Subcommittees Defined

The Subcommittees of GTA Intergroup are

- Annual Celebration/Ontario Regional Conference
- Archives
- Cooperation with the Professional Community
- Correctional Facilities
- Finance
- Public Information
- Treatment Facilities
- Twelfth Step
- Access Ability
- Website

GTA Intergroup may also create other subcommittees as it sees fit from time to time.

9.2 Meetings and Minutes of Subcommittees

9.2.1 The subcommittees of GTA Intergroup shall meet as often as they are directed to do so either by GTA Intergroup or by the Operating Committee. If there is no direction from GTA Intergroup or the Operating Committee on the frequency of meetings, the subcommittees shall meet no less than six times per year.

9.2.2 The subcommittees shall keep minutes of all of their meetings and deposit these minutes for safekeeping with the Executive Secretary within thirty days of the meeting.

9.2.3 The minutes of all subcommittees, except for portions of such minutes, which contain confidential or privileged information relating to employees of GTA Intergroup, shall be available to members of Alcoholics Anonymous upon written request to the GTA Intergroup Office.

9.3 Chairpersons of Subcommittees

9.3.1 The Operating Committee shall appoint chairpersons of Subcommittees to perform the service functions required, and the sole criterion (aside from a sobriety requirement identical to that for an Intergroup Representative or an Alternate) for selecting Subcommittees chairpersons shall be their ability to perform the duties and tasks of the office. Chairpersons of all subcommittees hold their appointments at the pleasure of the Operating

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Committee and may be removed before the expiry of their term by a 2/3 vote of the members of the Operating Committee.

- 9.3.2 The Chairpersons of the subcommittees bear the responsibility for maintaining policy established by the Operating Committee as a whole.
- 9.3.3 The Chairperson of each subcommittee is responsible to ensure that the effective strength of the subcommittee does not fall below three persons.
- 9.3.4 The Chairpersons of all Subcommittees (except the Archives Committee) are appointed for terms of twelve months. Chairpersons of all Subcommittees (except the Archives Committee, where the term is indefinite, and the Finance Committee, where the term is limited to one year) may be re-appointed at the discretion of the Operating Committee to a maximum (including the initial appointment) of three terms. These appointments are reviewed annually at the first meeting of the Operating Committee following the October Semi-annual Meeting of GTA Intergroup.
- 9.3.5 The Chairperson of the Archives Committee holds his/her position for an indefinite term at the pleasure of the Operating Committee.
- 9.3.6 The Chairperson of the Finance Committee holds his/her position for the term prescribed in section 9.4.5.2, below.
- 9.3.7 Members of the Operating Committee shall sit on subcommittees in a non-voting, liaison capacity unless requested by the subcommittee to take an active part in its operations.

9.4 Mandates and Functions of the Subcommittees**9.4.1 Annual Celebration/Ontario Regional Conference Subcommittee**

The Annual Celebration/Ontario Regional Conference Subcommittee is responsible for the organization of the Annual Celebration/Ontario Regional Conference sponsored by GTA Intergroup and financed by a reserve fund maintained by GTA Intergroup to provide start-up financing for each new conference and to cover any losses.

The Chairperson of the Annual Celebration/Ontario Regional Conference Subcommittee is responsible for presenting a set of financial statements to GTA Intergroup no later than 90 days after the close of the Conference.

A past Chairperson of GTA Intergroup becomes a member of the subcommittee upon leaving office.

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9.4.2 Archives

The Archives Subcommittee is responsible for collecting records, documents and memorabilia from Alcoholics Anonymous and maintaining them at the GTA Intergroup Office.

9.4.3 Cooperation with the Professional Community

The Cooperation with the Professional Community Subcommittee shall be responsible for presentations, workshops and cooperation with the legal profession, the medical profession and the judiciary.

9.4.4 Correctional Facilities

The Correctional Facilities Subcommittee is responsible for supplying chairpersons, speakers and literature for meetings at all correctional centres, jails, detention centres, probation centres and similar institutions.

The Subcommittees shall deal directly with the staff and personnel of corrections facilities who are responsible for alcoholics.

9.4.5 Finance

The Finance Subcommittee is responsible for

- the financial soundness and well being of the operations of the Intergroup Office
- the presentation to the Operating Committee for approval of a draft annual budget for the Intergroup Office, including recommendations regarding compensation for employees
- the presentation to GTA Intergroup for approval of an annual budget for the Intergroup Office previously approved by the Operating Committee
- the presentation of monthly statements of income and expense and monthly balance sheets to GTA Intergroup
- the presentation of quarterly budget variance reports to GTA Intergroup
- Making available, upon request, a yearly total of donations / commitments from individual groups for their records *only*
- the implementation of Gratitude Month
- the obtaining for every calendar year evenly divisible by four of financial statements **AUDITED** by independent external accountants
- obtaining for every calendar year not evenly divisible by four of financial statements **REVIEWED** by independent external accountants.

9.4.5.1 Composition

The Finance Subcommittee is composed of 6 voting members: 4 members of AA (with a minimum of five years continuous sobriety and a business or accounting background), the Operating Committee Chairperson and the

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Executive Secretary. The Executive Secretary may vote in all matters except questions of employee compensation. The Chairperson and Vice Chairpersons of the Operating Committee may attend the meetings of the Finance Subcommittee and take part in the deliberations. Other members of the Operating Committee may attend the proceedings.

9.4.5.2 *Term and Appointment*

Each year the Operating Committee appoints two AA members to the Finance Subcommittee to serve a term of two years. In making its appointments the Operating Committee will consider the recommendations of the current members of the Finance Subcommittee and will annually call for résumés and review the qualifications of persons seeking the office. The Operating Committee shall designate the Chairperson of the Finance Subcommittee. The one-year term of office of the Chairperson begins January 1.

9.4.5.3 *Chairperson of the Finance Committee to serve as Treasurer of GTA Intergroup*

The Chairperson of the Finance Subcommittee shall, by virtue of holding the office of Chairperson, serve as Treasurer of GTA Intergroup and (along with the Executive Secretary) be one of the signing officers of GTA Intergroup.

9.4.5.4 *Resignations*

Should a member of the Finance Subcommittee resign, the Operating Committee will appoint a replacement to the subcommittee who meets the qualifications for the office. The Operating Committee will consider the recommendations of the current members of the Finance Subcommittee regarding suitable candidates. The replacement shall serve the balance of the term of office of the member who resigned.

9.4.6 Public Information

The Public Information Subcommittee shall be responsible for supplying information on Alcoholics Anonymous on three levels:

- providing information to the Press, Radio and Television
- providing speakers and information for organizations or for meetings of groups other than AA
- providing periodic bulletins to AA groups of items of interest concerning the fellowship and its operations.

9.4.7 Treatment Facilities

The Treatment Facilities Subcommittee is responsible for supplying chairpersons, speakers and literature for meetings at facilities such as hospitals, detoxes, halfway houses and rehabilitation centres.

The Subcommittee shall deal directly with the staff and personnel of treatment facilities who are responsible for alcoholics.

9.4.8 Twelfth Step

The Twelfth Step Subcommittee shall ensure that qualified greeters are

On hand at the Intergroup Office for the periods each day of the week as deemed appropriate by the Operating Committee.

9.4.9 Access Ability

While there are no special A.A. members, many members have special needs. A.A. as a whole defines AA's with special needs as persons who are blind, visual impaired, having limited mobility, deaf or hard of hearing, chronically ill, homebound and those with limited reading skills. The challenge: How do we active A.A. members carry the message of hope to those alcoholics with special needs? This is the primary purpose of the Toronto Intergroup Access Ability Committee.

9.4.10 Website

The Website Committee, which is currently a sub-committee of the Better Times newsletter, shall become a committee in its own right, reporting directly to Intergroup.

10 Employees

10.1 General

The Operating Committee may employ an Executive Secretary and such other employees as may be required from time to time for such time and at such salary as the Operating Committee may approve. The Operating Committee, on behalf of GTA Intergroup, shall exercise the authority accruing to it as employer in matters relating to employer/employee relations. The Executive Secretary shall be responsible to the Operating Committee. Other employees shall be supervised by and responsible to the Executive Secretary.

10.2 Executive Secretary

10.2.1 Responsibilities

The Executive Secretary shall:

- supervise the daily operations of the GTA Intergroup Office
- report to the Finance Subcommittee on all aspects of the day-to-day operations of the GTA Intergroup Office

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- hold in safekeeping all files, records, and minutes of all Intergroup meetings
- notify all groups of the names of the three senior members of the Operating Committee available for the offices of the Chairperson, First Vice-Chairperson and Second Vice-Chairperson prior to the Semi-Annual Meetings
- record the minutes of Intergroup meetings and distribute these minutes to members of GTA Intergroup and the Operating Committee
- perform any other work designated by the Chairperson of the Operating Committee
- with the Treasurer of GTA Intergroup countersign all cheques.

The Executive Secretary shall be responsible for seeing that inquiries are properly attended to in accordance with instructions issued by the Operating Committee, shall refer all matters dealing with the various subcommittees to the appropriate subcommittees, and shall keep all information in respect of individuals in the strictest confidence.

11 Amendments to the Procedures

11.1 General

Amendments to these procedures require a 60% majority of the votes cast by individual members of affiliated AA groups in a referendum conducted as outlined below.

11.2 Procedure to amend

Motions to amend these procedures may be moved and seconded at any meeting of GTA Intergroup.

11.2.1 Such a motion will not be debated on the floor of GTA Intergroup until a period of at least (3) three months has elapsed from the time it was moved and seconded. The months of July, August and December will not be included in the calculation of this (3) three-month period.

11.2.3 Once the (3) three-month period has elapsed, the motion may be debated in the same manner as any other motion. If the motion receives a simple majority on the GTA Intergroup floor, it will be forwarded to the groups to be decided by referendum.

11.3 Procedure for Referendum

11.3.1 All proposed amendments to these procedures will be sent to the groups on the form found in Schedule A.

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- 11.3.2 The Executive Secretary will mail this form to all Intergroup Representatives on the mailing list within two weeks of the date of the motion receiving a simple majority on the GTA Intergroup floor. The form may also be requested on demand by any group in GTA Intergroup
- 11.3.3 Each group will consider the amendment at a business meeting, then record the vote of its members in attendance for or against the amendment. Abstentions will not be counted.
- 11.3.4 Each group will then return the form, duly signed by the Chairperson of the group business meeting and by the Group Secretary (or, in the place of the Group Secretary, by another officer selected by the group) to the Intergroup office within 90 days of the date when the motion received a simple majority on the GTA Intergroup floor.
- 11.3.5 The decision in the referendum will be announced at the meeting of GTA Intergroup immediately following the end of the 90-day period and will take effect either when announced or on the date indicated in the motion to amend.

12 Amendments to the Guidelines

12.1 Procedure to Amend Guidelines

- 12.1.1 The Guidelines may be amended by a simple majority vote of members of GTA Intergroup
- 12.1.2 A motion to amend the Guidelines must be preceded by a written notice of motion presented to the Executive Secretary by an Intergroup Representative. The notice of motion will be read aloud at a Meeting of GTA Intergroup and then tabled until the next Regular or Special Meeting of GTA Intergroup.
- 12.1.3 At the next Regular or Special Meeting of GTA Intergroup the motion will be moved, and if it is seconded, it will be debated and disposed of as GTA Intergroup sees fit.

Schedule A

Form for amendments to Intergroup Procedures.

To the members of the [Insert the name of AA Group here] group:

Greater Toronto Area Intergroup has resolved to amend its procedures as follows:

[Insert the text of the motion here]

To take effect this amendment must be approved by 2/3 of the members of Greater Toronto Area Intergroup's constituent groups voting on the question.

Please present this motion to your next business meeting and record the results of the vote in the space below. This form should be signed and returned to Greater Toronto Area Intergroup offices at 234 Eglinton Avenue East, Suite 202, Toronto, Ontario, M4P 1K5, by [insert the date by which the form must be returned].

To Greater Toronto Area Intergroup:

The members of the [insert group name here] group have met at their business meeting and have considered the motion set out above. The members of the group have voted as follows on the motion:

Number voting for the motion	
Number voting against the motion	

Date

Signature of Chairperson
of Group Business
Meeting

Signature of Group
Secretary or other group
officer.

Guidelines

Section 6 (Meetings of GTA Intergroup)

All members of AA are welcome to attend GTA Intergroup meetings, but under normal circumstances only Intergroup Representatives or members of the Operating Committee may speak or address the meeting.

When addressing the meeting an Intergroup Representative or a member of the Operating Committee should go to a microphone, be recognized by the chair, state his/her first name and last name, state whether s/he is the Intergroup Representative or Alternate, and state the name of the group which s/he represents. Speakers should limit their remarks to no more than two minutes, and nobody should speak for a second time until all who wish to participate have made their remarks.

Section 6.1 Regular Meetings: Standard Agenda

1. Call to order and introduction of the Chair
2. Moment of Silence followed by the Serenity Prayer
3. Reading of the Traditions
4. Motion to Adopt Minutes of last meeting.
5. 7th Tradition
6. Subcommittee Reports
7. Old Business
8. New Business
9. Close

Section 6.2 (Semi-Annual Meetings)

Standard Agenda

The outgoing chairperson shall give a final report with any recommendations for future consideration by GTA Intergroup.

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The meeting will follow the standard agenda (see above). One standard item of new business in this agenda will be elections to the Operating Committee.

Section 6.3 (Workshop meetings)

The sole function of the biannual Workshop Meetings (would) be to thoroughly orient the Intergroup reps and the Operating Committee to the Procedures and Guidelines, the GTA Intergroup structure, and the general functioning of the Office/Literature Department. All the attending OC members and reps will be given written histories and summaries of the Subcommittees of GTA Intergroup.

Section 6.6 (Rules of Order at Meetings of GTA Intergroup)

All meetings shall be conducted according to the Procedures and Guidelines adopted by GTA Intergroup. Should any matter not be covered by the Procedures and Guidelines, then the matter will be decided by reference to *Robert's Rules of Order*, 9th edition, newly revised.

Section 6.7 (Minutes of Meetings)

The Minutes of Meetings of GTA Intergroup will begin with a listing of each motion (including the names and groups of the mover and seconder) presented at the meeting along with a note as to whether the motion was carried, defeated, tabled or otherwise disposed of. The minutes will also include a list of groups represented at the meeting and a summary of the reports presented.

All liaisons shall write or type their reports and present copies of them to the Executive Secretary at the Intergroup meeting.

Section 7.1 The Operating Committee - Composition

The past chairperson will continue on the Operating Committee for 6 months following his/her term of office in a non-voting, advisory role.

Section 7.4.1 Elections for Senior Members

1. A Senior member of the Operating Committee may decline to stand for election to the post of Chairperson of the Operating Committee.
2. The names of the Senior members shall be posted on the blackboard.
3. Each person shall have a maximum of two minutes to address the meeting.

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4. The Chairperson will then be elected by the Representatives by a simple majority in a secret ballot.
5. The First Vice-Chairperson shall be elected in a separate election carried out in the same manner.

Section 7.4.2 Election of Junior members

1. The Chair will read out the requirements to be elected to the Operating Committee. (Intergroup Representative with at least one year's sobriety and 6 months experience as an Intergroup Representative. If a candidate with six months Intergroup experience cannot be found, other persons meeting the other requirements may be nominated.)
2. The Chair will then open nominations.
3. Each candidate will be nominated and seconded by Intergroup Representatives.
4. Each candidate will be asked if s/he is qualified and prepared to stand.
5. When there are no further nominations, the chair will accept a motion to close nominations.
6. If there are 3 or fewer candidates, they will be acclaimed as members of the Operating Committee.
7. If there are more than three candidates, elections will be held by means of a secret ballot of Intergroup representatives.
8. Before the balloting the candidates will be called upon to address the meeting for no more than 2 minutes each explaining why they feel they should be elected.
9. Ballots will then be issued with spaces for the names of three candidates.
10. Intergroup representatives will mark the names of their three preferred candidates on the ballot sheets.
11. The three candidates garnering the greatest number of votes will be declared elected.
12. After the results of the elections have been announced, the chair will entertain motions to destroy the ballots.

Section 7.5.1 Vacancies in the Operating Committee among the Chairpersons

If vacancies should occur in the offices of both vice-chairpersons, the Chairperson shall continue by him/herself.

If there should be vacancies in all three positions, an election will be held at the next Intergroup meeting from among the three senior members. The three junior members will move up to senior level, and three junior members will be elected from among GTA Intergroup. All members of the Operating Committee so

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elected or promoted will serve out the balance of the term of the position to which they have been elected or promoted.

Section 9.3.1 Annual Celebration/Ontario Regional Conference Subcommittee

An outgoing Chairperson of the Operating Committee (or in the event of the incapacity of the Chairperson, one of the outgoing Vice-Chairpersons of the Operating Committee) will become a member of the ORC Subcommittee for the following year.

At least two names will be considered by the Operating Committee for vice chairperson of the conference. No person who has been a previous chairperson will be eligible. The successful candidate will serve one year as a vice-chairperson before serving as chairperson in the following year. Names must be submitted to the Operating Committee by the end of December.

Section 9.3.2 Archives Subcommittee

The Chairperson of the Archives Subcommittee holds his/her position for an indefinite term at the pleasure of the Operating Committee. The Chairperson should have an understanding of the historical background of AA in and around the Toronto Area.

Section 9.4.5 Finance Subcommittee & Operating Committee Roles Defined

The Finance Subcommittee shall act as the internal auditor of the day-to-day operations of the Intergroup Office. It shall recommend salaries and benefits to the Operating Committee. The Finance Committee shall report in writing to the Operating Committee its assessment of the performance of the employees. The report will include its opinion of the results of operations and of the methods and procedures in place.

The Operating Committee, with the advice and report of the Finance Committee, will evaluate and assess performance of the Executive Secretary.

All members of the Operating Committee may attend meetings of the Finance Subcommittee. Since the Operating Committee is a phased-in training experience of three 6-month periods, it is recommended that members attend. Only the Chairperson of the Operating Committee may have a voice and a formal vote at the meetings unless the Finance Subcommittee decides otherwise.

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Section 9.3.10 Twelfth Step Subcommittee

The 12-Step Subcommittee is responsible for insuring that the GTA Intergroup phone lines are staffed by trained volunteers with a minimum of one year sobriety, who can assist callers during the hours of:

9:00 am to 11:00 p.m. Monday to Friday

9:00 am to 10:30 p.m. Weekends and Holidays,

The Committee is also responsible for maintaining a volunteer list of available members for 12-Step calls.

The Committee works with other committees on projects where responsibilities of carrying the message overlap.

Section 10.2 The Executive Secretary

The Executive Secretary shall have administrative experience, bookkeeping experience and an understanding of the fellowship. The position is contractually limited to three-year terms. The Executive Secretary will be responsible to the Operating Committee.

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