



# ALCOHOLICS ANONYMOUS



## East of Scotland Region

### Terms of Reference

**(Agreed 11<sup>th</sup> September 2022)**

#### Aims

This document aims to clarify the attendance and further responsibilities, of East of Scotland serving officers, and the processes themselves.

It is in addition to the “Structure Handbook” and “Service Handbook” which are authoritative, except in matters clarified in this document.

#### Region Business Meetings

There shall be four business meetings per year and one additional meeting to discuss “Questions for Conference”.

The AGM (currently November) is the meeting where officer rotation will take place and unfilled posts may be officially voted in.

As described in the Structure Handbook:

- Region liaison officers must have a minimum of three years continuous sobriety.
- Conference delegates (including alternates) must have a minimum of five years continuous sobriety.
- Proposed candidates for the General Service Board must have a minimum of ten years continuous sobriety.

#### Voting Rights of Members

- Maximum of three named Group Service Representative's (GSR's) from each intergroup – all with voting rights.
- All Liaison Officers in post, including the regional executive (steering committee) comprising Chair, Vice Chair, Secretary and Treasurer.
- The Board Trustee has full voting rights (in accordance with Structure Handbook p93).
- The Chair will only vote in a drawn vote, where he/she has a casting vote.
- One person one vote (including those with more than one qualifying service position).
- Conference delegates and alternates may also vote.
- Scottish National Convention delegates have one shared vote between three possible delegates.  
(Adopted 13/02/2022)
- Observers do not have a vote.
- Acting Liaison Officers have no voting rights. i.e. Members who take an interest in the role and indeed may even carry it out for say two assemblies do not have any special rights until they have been voted in (If no one else goes for the post) at the AGM.

## **Voting mechanism**

For the nomination of officers (other than GSR's):

- Self-nomination is acceptable if it is then proposed and seconded.
- Alternatively, there may be a proposer and a seconder.

Candidates are required to give their AA 'CV' - be asked to leave the room – and a discussion (if requested by any existing member with an objection / or in the scenario where several members are trying for the same post) then voted on by the remaining officers.

The vote will normally be conducted by show of hands. In exceptional circumstances a closed ballot may be used.

A simple majority will elect the officer.

## **Attendance of Officers**

All officers are expected to attend the five Regional Assemblies per annum, and where appropriate, the production of a report is also expected.

In the event of unavoidable absence, a notification of the absence is expected as soon as possible, and any report (if appropriate) should be produced and given to the secretary or other individual going to the region assembly in advance.

Officers missing two of the five assemblies per annum, may be approached by the executive to reassess their time commitment

NB. Only one delegate of the Scottish Convention Committee need attend Region Assemblies.

## **Conference Delegates and Alternate Delegates**

(Adopted on 08/08/2021)

Anyone representing East of Scotland Region as a Conference Delegate or Alternate Delegate is expected to attend **all** five Regional Assemblies per annum, **and** to attend Conference on a physical or virtual basis as required. An individual might be excused for genuine extraordinary personal circumstances, which should be communicated in writing or email, to the Region Secretary, at the earliest opportunity, preferably at least three months prior to Conference.

## **Contact Details**

(Adopted on 13/2/2022)

All officers, conference delegates and alternate delegates agree to share their contact details with each other, using an appropriate aamail.org email address wherever possible, for the general purposes of East of Scotland Region.

## **Quorum Agreement**

(Adopted on 14<sup>th</sup> February 2021)

The acceptable minimum of members for region assembly attendees to be able to uphold decisions (a 'quorum'). The following was agreed unanimously:

Two from the executive (i.e. Chair, secretary, treasurer or vice-chair) and at least three other voting officers (LO, conference delegates, and GSR's).

Or

One executive and five voting members.

Of those voting, outwith the executive, at least three Intergroups must be represented.

## **Term of Office**

(Adopted on 21<sup>st</sup> November 2021)

East of Scotland Region adheres to the guidelines given in the Service Handbook.

No position will exceed a three year term, apart from defined exemptions.

All regional officers are required to provide a written report for each assembly.

---

**Whole Document Agreed by the Regional Assembly 11<sup>th</sup> September 2022.**

---