

# MSCA09 Guidelines and Polices Committee Guidelines

- Contents:
1. Statement of purpose
  2. Duties and Responsibilities
  3. Committee Membership
  4. Committee Meetings

Revision 1      Approved by the Assembly January 8, 2017

# MSCA 09 Guidelines and Policy (GAP) Committee

## Guidelines

### 1. Statement of Purpose:

- a. The purpose of the Guidelines and Policy Committee (GAP) is to assist the Area in achieving substantial unanimity while it strives for its important decisions by reducing conflict and by providing clarity as the Area reaches an informed group conscience.

### 2. Duties and responsibilities:

- a. Assists with formulating motions to be presented to the Area at the request of Committees and/or Area members. GAP will check for conflict within the MSCA 09 Guidelines and Bylaws; any impact on these plus any other pertinent background information will be presented with the motion. GAP will be mindful of the principles of AA's Twelve Traditions, AA's Twelve Concepts, and the AA Service Manual as it considers each motion.
- b. Processes all motions presented to the GAP Committee without censor or veto.
- c. Assists the Area Secretary in keeping accurate and complete records of all motions presented to the Area Assembly.
- d. Assists the Area Secretary in preparing and distributing updated copies of the Area Structure and Guidelines and Area Bylaws.
- e. Assists the Area Assembly in matters concerning District boundaries.
- f. Provides the Web Servant with the minutes of each GAP Committee meeting.
- g. At least one voting member of the GAP Committee will be at each ASC and each Assembly. This is a directive to the GAP Committee itself and is not meant to interfere with nor impede Area meetings in any way should a GAP member not be present.
- h. Liaise with Archives in maintaining current Guidelines/Bylaws.

### 3. Committee Membership:

- a. Officers will be composed of a Chair and a Secretary. Officers' terms of service shall be two years. Officers will be elected within the Committee by simple majority vote.
- b. The GAP Committee is composed of five (5) to seven (7) voting members. A quorum shall consist of at least 50% of the voting members. It is suggested for

reasons of continuity and experience that a past Delegate or past Area Chair be asked to serve a two year term.

- c. GAP members may serve a term of two (2) consecutive panels. Officers shall serve one (1) panel only in their office.
  - i. Duties of Chair: The Chair will inform the Secretary of the date and place of the next meeting, prepare the meeting agenda, chair the meetings, insure that written recommendations are submitted to the Executive Committee, and make overview reports at the ASCs and/the Assemblies. The Chair votes as an Area 09 member.
  - ii. Duties of Secretary: The Secretary will record and distribute the minutes of each meeting and send notices of the meeting time and place to each member of the GAP Committee not less than a week prior.
- d. Absence from three (3) consecutive meetings without good cause will be considered a resignation.

#### **4. Committee meetings:**

- a. GAP will normally meet at the allotted committee time at ASCs and Assemblies and additionally as needed and as agreed upon by its members.