



BYLAWS
(Updated 01/09/2011)

I. Mission Statement

We, the members of New York City Young People in Alcoholics Anonymous (NYCYPAA), have adopted A.A.'s primary purpose: to stay sober and help other alcoholics to achieve sobriety. NYCYPAA is an A.A. committee comprised of A.A. members, directly responsible to the young alcoholics of the five boroughs of New York City. All alcoholics are welcome to participate. NYCYPAA's practical goals are derived from A.A.'s three legacies. We strive to:

1. Support young alcoholics in their recovery through the 12 Steps of A.A.
2. Promote unity among alcoholics of all ages.
3. Encourage young members of A.A. to participate in A.A.'s General Service Structure.

II. Membership of NYCYPAA

- A. Any member of Alcoholics Anonymous is welcome to attend NYCYPAA committee meetings.
- B. Anyone in attendance at a NYCYPAA committee meeting may consider himself or herself a member of NYCYPAA, and therefore may participate in discussion and voting procedures.
 1. It is suggested that a member abstain or refrain from voting if they feel they do not have a reasonable understanding of the topic at hand.

III. Elections for Committee Positions

- A. NYCYPAA elections will be conducted using the election guidelines outlined in the A.A. Service Manual. (See Appendix G)
- B. Elections for all committee positions will be held annually on the first Sunday in November. Terms begin on January 1st.
- C. In the spirit of rotation, no committee Chair will serve more than two full consecutive terms in the same position.
- D. Candidates and Voting Eligibility:
 1. Any A.A. member who is willing and able to serve NYCYPAA may stand as a candidate for a position, and will have the opportunity to give a brief A.A. Service Resume, including their sobriety date and specific qualifications, before an election takes place.
 2. Every A.A. member has one vote.
 - Absentee voting is not permitted.
 - Those who do not wish to participate in a vote may refrain from voting.
 3. An A.A. member who is unable to attend an election may stand for a position via proxy.
 - 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.
 4. In the event that a candidate stands to fill a position unopposed, they may be accepted by acclamation with a 2/3 majority vote.
 5. A suggested time requirement is listed next to each committee position. These time requirements refer to a member's current length of continuous sobriety.

IV. Rules for Elected Committee Positions

A. Attendance:

1. Failure to attend two consecutive NYCYPAA committee meetings without prior notice to the Chair, Co-Chair, or Secretary will result in an automatic warning from Chair.
 - Failure to attend the next meeting will result in a call to vote on whether the person must forfeit their trusted servant position.
2. Failure to attend three NYCYPAA committee meetings within a 3-month period with or without notice to the Chair, Co-Chair, or Secretary will result in an automatic warning from Chair.
 - Failure to attend more than three meetings in that 3-month period will result in a call to vote on whether the person must forfeit their trusted servant position.
3. If absent, a proxy report should be submitted in advance to the Chair, Co-Chair, or Secretary.

B. A break in continuous sobriety is considered an automatic resignation of one’s elected committee position.

V. **Committee Structure**

A. The following trusted servant positions are elected from the NYCYPAA membership. Each position carries a one (1) year term.

NYCYPAA Committee Position Descriptions		
Position	Sobriety Requirement	Description
Chair	3 years	Responsible for the overall functioning of the committee. Conducts all business in accordance with the NYCYPAA Bylaws. Should have a working knowledge of A.A.’s 12 Steps, 12 Traditions, and 12 Concepts. Holds all elected committee members accountable for the duties of their position and ensures that all tasks are accomplished. 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. Should keep well informed of what is happening on each sub-committee and assist as needed with the help of their Co-Chair. Informs the Secretary of upcoming meetings and changes. Maintains a current Outreach Email List with the Secretary. Affixes his or her signature to all committee actions. Acts as one of six possible signers for the committee bank account. Holds one of two keys to the NYCYPAA P.O. Box and coordinates checking for mail with the Secretary. Creates the agenda for each committee meeting. Opens all committee meetings and conducts each meeting in an orderly fashion by recognizing members entitled to the floor, limiting discussion to one person at a time (no side conversation), keeping 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. Responsible for developing the role of his/her Co-Chair.
Co-Chair	3 years	Assists Chair with the overall functioning of the committee. Should have a working knowledge of A.A.’s 12 Steps, 12 Traditions, and 12 Concepts. Assists Chair with ensuring that all tasks are accomplished. Acquires knowledge of how to carry out the duties of the Chair. In the absence of the Chair,

		<p>accepts the full duties of the Chair. Carries out various duties assigned by the Chair. Acts as one of six possible signers for the committee bank account. Acts as a liaison between NYCYPAA and other YPAA committees, staying informed of their activities and contacting them when necessary. 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. Should keep well-informed of what is happening on each sub-committee and assist as needed. 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.</p>
Treasurer	2 years	<p>Keeps an up-to-date financial report, closely tracking income and expenses. Shall have this report available for approval at all committee meetings. Has in his or her possession at every committee meeting all bank statements, deposits, and checkbooks so as to be prepared to make deposits and/or disbursements. Maintains all financial accounts, in the name of NYCYPAA, which are subject to inspection at any time. Acts as one of six possible signers for the committee bank account. Ensures that annual rents, P.O. Box fees, and all other bills are paid on time:</p> <ul style="list-style-type: none"> - December: pay rent to the VA Hospital (half of NYCYPAA's total 7th Tradition collection from the term) and manage contributions to other A.A. service entities. - February: pay for an additional 1 year (or more) of Post Office Box use. - March: Pay for an additional 1 year (or more) of Website hosting and ownership fees. <p>Is responsible for recruiting volunteers to collect money at the door for all events. Must have a job, personal bank account, and permanent home address. Responsible for developing the role of his/her Co-Chair.</p>
Treasurer Co-Chair	2 years	<p>Must have a job, personal bank account, and permanent home address. Acts as one of six possible signers for the committee bank account. Acquires knowledge of how to carry out the duties of the Treasurer. Carries out various duties assigned by the Treasurer and assists in maintaining financial records. Confirms the accuracy of all Treasurer's reports. In the absence of the Treasurer, accepts full duties of the Treasurer. 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 Treasurer Co-Chair will immediately rotate into the position of Treasurer for the duration of the term.</p>
Secretary	1 year	<p>Acts as the custodian of all committee materials. Answers all correspondence promptly and in the spirit of NYCYPAA. Makes available to committee members copies of all correspondence pertaining to the committee or young people in A.A. Ensures that all documentation and other communications media maintains the integrity and language as described in the NYCYPAA Bylaws. Keeps accurate minutes of all committee meetings including exact wording</p>

		for all motions, as well as major points of discussion. Minutes should be emailed to the NYCYPAA Chair & Co-Chair, NYCYPAA Website Chair & Co-Chair, SENY Alternate Delegate (altdelegate@aaseny.org), and ICYPAA Advisory Council (advisory@icypaa.org) within one week of the committee meeting. Responsible for acquiring minutes from all sub-committee meetings to keep on file. Reads the previous meeting's minutes for approval at each committee meeting. Works together with the Website Chair to make sure minutes of all NYCYPAA committee meetings are posted on the website within one week of the meeting. Keeps attendance at each meeting and informs the Chair of absences. Maintains a current contact list of all committee members and positions held. Maintains a current Outreach Email List with the Chair. Responsible for sending an email notification of all upcoming committee meetings and events to the Outreach List. Holds one of two keys to the NYCYPAA P.O. Box and coordinates checking for mail with the Chair before each committee meeting. Responsible for developing the role of his/her Co-Chair.
Secretary Co-Chair	1 year	Acquires knowledge of how to carry out the duties of the Secretary. Carries out various duties assigned by the Secretary. In the absence of the Secretary, accepts full duties of the Secretary. 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 Secretary Co-Chair will immediately rotate into the position of Secretary for the duration of the term.
Events Chair	1 year	Responsible for finding locations and arranging events deemed appropriate by the committee that promote awareness of NYCYPAA, unity, and recovery. Has knowledge of A.A. Traditions and plans events in conformity with them. Coordinates committee-approved budgets with the Treasurer. Develops ideas for events and arranges all aspects of such events, including but not limited to the place, date, time, speakers, costs, refreshments, music (if necessary), etc. Recruits volunteers to help organize and run all events. Works closely with the Outreach and Graphics Chairs in order to produce outreach materials for all scheduled events. May form a sub-committee and should keep the full committee informed of discussions and actions taken at these meetings. Responsible for developing the role of his/her Co-Chair.
Events Co-Chair	1 year	Acquires knowledge of how to carry out the duties of the Events Chair. Carries out various duties assigned by the Events Chair. In the absence of the Events Chair, accepts full duties of the Events Chair. In the event the committee votes to relieve the Events Chair of their elected position, or if the Events 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.
Outreach Chair	1 year	Should develop and implement an outreach plan that prioritizes the five boroughs and includes the entire NYC Metro Area. Responsible for outreaching all NYCYPAA and committee functions. Works closely with the Events and

		Graphics Chairs in order to produce outreach materials for all scheduled events. Distributes fliers to A.A. clubhouses, Inter-Groups, treatments centers, individual members, meetings, and other A.A. functions throughout New York City, the surrounding areas, and beyond. Coordinates announcements about NYCYPAA committee meetings and events at A.A. meetings. Forwards all pertinent outreach information to the Website Chair. Stores the NYCYPAA banner and outreach table materials. Responsible for coordinating volunteers and transportation of outreach table materials to and from all NYCYPAA presence requests. May form a sub-committee and should keep the full committee informed of discussions and actions taken at these meetings. Responsible for developing the role of his/her Co-Chair.
Alt. Outreach Chair	1 year	Acquires knowledge of how to carry out the duties of the Outreach Chair. Carries out various duties assigned by the Outreach Chair. In the absence of the Outreach Chair, accepts full duties of the Outreach Chair. 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.
Graphics Chair	90 days	Designs and produces all approved printed and digital material requiring graphics (fliers, tickets, banners, t-shirts, etc.) Has access to a computer with appropriate digital technologies. Works closely with the Events and Outreach Chairs in order to produce outreach materials for all scheduled events. Researches economical production options and presents them to the committee for final decision by group conscience. Is responsible for developing the role of his/her Co-Chair.
Graphics Co-Chair	90 days	Has access to a computer with appropriate digital technologies. Acquires knowledge of how to carry out the duties of the Graphics Chair. Carries out various duties assigned by the Graphics Chair. In the absence of the Graphics Chair, accepts full duties of the Graphics Chair. 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.
Website Chair	1 year	Should have prior experience with website design and implementation. Responsible for maintaining up-to-date website content in conformity with A.A. Traditions. Works together with the Events, Graphics, and Outreach Chairs to make sure all outreach/events materials are posted and removed from the website in a timely manner. Works together with the Secretary to make sure minutes off all committee meetings are posted within one week. Maintains the nycypaa.org email system and promptly updates whenever there is a change in the NYCYPAA committee roster. Responsible for developing the role of his/her Co-Chair.
Website Co-Chair	1 year	Should have prior experience with website design and implementation. Acquires knowledge of how to carry out the

		duties of the Website Chair. Carries out various duties assigned by the Website Chair. In the absence of the Website Chair, accepts full duties of the Website Chair. In the event the committee votes to relieve the Website Chair of their elected position, or if the Website Chair's position is vacated for any reason, the Website Co-Chair will immediately rotate into the position of Website Chair for the duration of the term.
SENY Liaison	2 years	Acts as the liaison between NYCYPAA and the General Service Structure. Informs Box 4-5-9, the SENY Agenda Chair and Link Editor of upcoming NYCYPAA events. Stays informed of and is encouraged to attend all SENY Assemblies. Stays informed of all SENY standing committee activities. Responsible for developing the role of his/her Co-Chair.
SENY Liaison Co-Chair	2 years	Acquires knowledge of how to carry out the duties of the SENY Liaison. Carries out various duties assigned by the SENY Liaison. In the absence of the SENY Liaison, accepts full duties of the SENY Liaison. In the event the committee votes to relieve the SENY Liaison of their elected position, or if the SENY Liaison's position is vacated for any reason, the SENY Liaison Co-Chair will immediately rotate into the position of SENY Liaison for the duration of the term.
NY Inter-Group Liaison	1 year	Acts as the liaison between the NYCYPAA and NY Inter-Group. Informs "Sober News" of upcoming NYCYPAA events. Stays informed of and is encouraged to attend all quarterly NY Inter-Group meetings. Stayed informed of all forum meetings throughout the five boroughs. Organizes late-night phone answering commitments for NY Inter-Group on the 2 nd Saturday of each month from 10:00pm-2:00am. Researches, develops and proposes additional NY Inter-Group related service opportunities to NYCYPAA. Responsible for developing the role of his/her Co-Chair.
NY Inter-Group Liaison Co-Chair	1 year	Acquires knowledge of how to carry out the duties of the NY Inter-Group Liaison. Carries out various duties assigned by the NY Inter-Group Liaison. In the absence of the NY Inter-Group Liaison, accepts full duties of the NY Inter-Group Liaison. In the event the committee votes to relieve the NY Inter-Group Liaison of their elected position, or if the NY Inter-Group Liaison's position is vacated for any reason, the NY Inter-Group Liaison Co-Chair will immediately rotate into the position of NY Inter-Group Liaison for the duration of the term.
C&TF Chair	1 year	Responsible for coordinating weekly meetings inside the juvenile wing of Rikers Island. Should follow up with volunteer Chairs on a weekly basis to ensure that all commitments are covered. Should keep NY Inter-Group informed on all aspects of the Rikers Island commitment. Stays informed of and is encouraged to attend all SENY Corrections Committee, SENY Treatment Facilities Committee, and NY Inter-Group C&TF meetings. Researches, develops and proposes additional C&TF related service opportunities to NYCYPAA. Responsible for developing the role of his/her Co-Chair.
C&TF Co-Chair	1 year	Acquires knowledge of how to carry out the duties of the

		C&TF Chair. Carries out various duties assigned by the C&TF Chair. In the absence of the C&TF Chair, accepts full duties of the C&TF Chair. In the event the committee votes to relieve the C&TF Chair of their elected position, or if the C&TF Chair's position is vacated for any reason, the C&TF Co-Chair will immediately rotate into the position of C&TF Chair for the duration of the term.
CPC/PI Chair	1 year	Each month, is responsible for contacting the Dr.'s Program Coordinator with contact information for at least one qualified young alcoholic volunteer. Recruits volunteers for all PI commitment requests throughout New York City. Stays informed of and is encouraged to attend all SENY Cooperation with the Professional Community Committee, and Public Information Committee meetings. Researches, develops and proposes additional CPC and PI related service opportunities to NYCYPAA. Responsible for developing the role of his/her Co-Chair.
CPC/PI Co-Chair	1 year	Acquires knowledge of how to carry out the duties of the CPC/PI Chair. Carries out various duties assigned by the CPC/PI Chair. In the absence of the CPC/PI Chair, accepts full duties of the CPC/PI Chair. In the event the committee votes to relieve the CPC/PI Chair of their elected position, or if the CPC/PI Chair's position is vacated for any reason, the CPC/PI Co-Chair will immediately rotate into the position of CPC/PI Chair for the duration of the term.
12 th Step Call Chair	1 year	Responsible for responding to all 12 th Step emails within 24 hours. Fields 12 th Step Call requests/service opportunities to NYCYPAA. Documents all 12 th Step Calls into a log. Follows up with 12 th Step Call volunteers to gather experience. Researches, develops and proposes additional 12 th Step related service opportunities to NYCYPAA. Responsible for developing the role of his/her Co-Chair.
12 th Step Call Co-Chair	1 year	Acquires knowledge of how to carry out the duties of the 12 th Step Call Chair. Carries out various duties assigned by the 12 th Step Call Chair. In the absence of the 12 th Step Call Chair, accepts full duties of the 12 th Step Call Chair. In the event the committee votes to relieve the 12 th Step Call Chair of their elected position, or if the 12 th Step Call Chair's position is vacated for any reason, the 12 th Step Call Co-Chair will immediately rotate into the position of 12 th Step Call Chair for the duration of the term.
Audio/Video Chair	1 year	Responsible for all audio and video assets of NYCYPAA. Arranges for the recording of all speakers at NYCYPAA events, ensures the integrity of the audio files, and provides a copy of the digital audio files to the NYCYPAA Archives. Coordinates the production of NYCYPAA videos, including submissions for the Young People's Video Project at GSO, and other videos as determined by the NYCYPAA Committee; ensures the integrity of the video files, and gives a copy of the digital video files to the NYCYPAA Archives. Cooperates with other NYCYPAA Chairs and A.A. committees to make audio and video assets available as needed. Communicates with the Appointed Committee Member on the Trustee's PI Committee, who is responsible for the Young People's video

		Project. Arranges screenings of NYCYPAA video assets at YPAA conventions or other appropriate events. Responsible for all of NYCYPAA's Audio/Video equipment, arranges for its transportation to events, and its storage and safe-keeping. Responsible for developing the role of his/her Co-Chair.
Audio/Video Co-Chair	1 year	Acquires knowledge of how to carry out the duties of the Audio/Video Chair. Carries out various duties assigned by the Audio/Video Chair. In the absence of the Audio/Video Chair, accepts full duties of the Audio/Video Chair. In the event the committee votes to relieve the Audio/Video Chair of their elected position, or if the Audio/Video Chair's position is vacated for any reason, the Audio/Video Co-Chair will immediately rotate into the position of Audio/Video Chair for the duration of the term.
Archivist	1 year	Responsible for collecting fliers, documents, memorabilia, audio/video files, and any other data that will help preserve NYCYPAA's history. Is encouraged to offer appropriate extra NYCYPAA archival materials to the GSO & SENY Archives. Responsible for developing the role of his/her Co-Chair.
Archivist Co-Chair	1 year	Acquires knowledge of how to carry out the duties of the Archivist. Carries out various duties assigned by the Archivist. In the absence of the Archivist, accepts full duties of the Archivist. In the event the committee votes to relieve the Archivist of their elected position, or if the Archivist's position is vacated for any reason, the Archivist Co-Chair will immediately rotate into the position of Archivist for the duration of the term.
Literature/Grapevine/La Viña Chair	90 days	Obtains literature from GSO, NY Inter-Group, and The A.A. Grapevine Office when necessary. Acts as a liaison between NYCYPAA and the SENY Literature and SENY Grapevine/La Viña Committees to ensure that literature and Grapevine/La Viña materials are available for purchase or distribution at all NYCYPAA events, as the committee deems appropriate. Informs the Grapevine/La Viña of upcoming NYCYPAA events. Produces any literature NYCYPAA agrees is useful. Responsible for developing the role of his/her Co-Chair.
Literature/Grapevine/La Viña Co-Chair	90 days	Acquires knowledge of how to carry out the duties of the Literature/Grapevine/La Viña Chair. Carries out various duties assigned by the Literature/Grapevine/La Viña Chair. In the absence of the Literature/Grapevine/La Viña Chair, accepts full duties of the Literature/Grapevine/La Viña Chair. In the event the committee votes to relieve the Literature/Grapevine/La Viña Chair of their elected position, or if the Literature/Grapevine/La Viña Chair's position is vacated for any reason, the Literature/Grapevine/La Viña Co-Chair will immediately rotate into the position of Literature/Grapevine/La Viña Chair for the duration of the term.
LGBTQ Liaison	90 days	Works closely with the Outreach Chair to coordinate NYCYPAA Outreach to the LGBTQ community. Responsible for developing the role of his/her Co-Chair.
LGBTQ Liaison Co-Chair	90 days	Acquires knowledge of how to carry out the duties of the LGBTQ Liaison. Carries out various duties assigned by the

		LGBTQ Liaison. In the absence of the LGBTQ Liaison, accepts full duties of the LGBTQ Liaison. In the event the committee votes to relieve the LGBTQ Liaison of their elected position, or if the LGBTQ Liaison's position is vacated for any reason, the LGBTQ Liaison Co-Chair will immediately rotate into the position of LGBTQ Liaison for the duration of the term.
Accessibility/ Special Needs Chair	1 year	Works with the local Accessibility/Special Needs committees to communicate with, outreach to, and accommodate the Special Needs community. Responsible for obtaining competitive bids from ASL interpreters, making services available to the hearing impaired, and tending to the needs of attendees with disabilities at all NYCYPAA events. Responsible for developing the role of his/her Co-Chair.
Accessibility/ Special Needs Co-Chair	1 year	Acquires knowledge of how to carry out the duties of the Accessibility/Special Needs Chair. Carries out various duties assigned by the Accessibility/Special Needs Chair. In the absence of the Accessibility/Special Needs Chair, accepts full duties of the Accessibility/Special Needs Chair. In the event the committee votes to relieve the Accessibility/Special Needs Chair of their elected position, or if the Accessibility/Special Needs Chair's position is vacated for any reason, the Alt. Accessibility/Special Needs Chair will immediately rotate into the position of Accessibility/Special Needs Chair.
Prayer & Unity Chair	90 days	Responsible for reminding the committee of the spiritual aspect of our service work. Calls a prayer during heated debate, ever reminding us of our primary purpose. Helps coordinate all committee unity/fellowship gatherings outside of committee meetings and events. Responsible for developing the role of his/her Co-Chair.
Prayer & Unity Co-Chair	90 days	Acquires knowledge of how to carry out the duties of the Prayer & Unity Chair. Carries out various duties assigned by the Prayer & Unity Chair. In the absence of the Prayer & Unity Chair, accepts full duties of the Prayer & Unity Chair. In the event the committee votes to relieve the Prayer & Unity Chair of their elected position, or if the Prayer & Unity Chair's position is vacated for any reason, the Prayer & Unity Co-Chair will immediately rotate into the position of Prayer & Unity Chair for the duration of the term.
Bid Facilities Chair*	2 years	Researches and develops relationships with facilities (hotels, universities, convention centers, gymnasiums, churches, schools, meetings halls, etc.) capable of accommodating conventions and events. Obtains written commitments from facilities to comply with convention requirements. Shall represent NYCYPAA in a professional and responsible manner. Responsible for developing the role of his/her Co-Chair.
Bid Facilities Co-Chair*	2 years	Acquires knowledge of how to carry out the duties of the Bid Facilities Chair. Carries out various duties assigned by the Bid Facilities Chair. In the absence of the Bid Facilities Chair, accepts full duties of the Bid Facilities Chair. In the event the committee votes to relieve the Bid Facilities Chair of their elected position, or if the Bid Facilities Chair's position is vacated for any reason, the Bid Facilities Co-Chair

		will immediately rotate into the position of Bid Facilities Chair for the duration of the term.
Bid Book Chair*	2 years	Shall coordinate the completion, production, and transportation of bid books in accordance with the NYCYPAA group conscience and the convention/conference bidding requirements. Responsible for developing the role of his/her Co-Chair.
Bid Book Co-Chair*	2 years	Acquires knowledge of how to carry out the duties of the Bid Book Chair. Carries out various duties assigned by the Bid Book Chair. In the absence of the Bid Book Chair, accepts full duties of the Bid Book Chair. 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 position of Bid Book Chair for the duration of the term.
*These positions will remain dormant until NYCYPAA votes to bid for a convention.		

B. Sub-Committee Meetings

1. Any Chair may hold sub-committee meetings at their discretion.
2. 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.
3. A minimum of two weeks' notice should be given to NYCYPAA for scheduling a sub-committee meeting. This allows sufficient time for those interested to make arrangements to attend.
4. The results of sub-committee meetings shall be reported at the following NYCYPAA meeting.
5. Each elected member of NYCYPAA has a 'Right of Decision' as described in Concept 3 of the 12 Concepts for World Service. This means that each Chair and Co-Chair has great freedom in how they choose to fulfill the duties of their position. However, it is understood that each Chair will give a report of their plans, decisions and actions at each NYCYPAA meeting and that adequate consultation with the NYCYPAA Officers will inform any important decisions and actions.
 - "This 'Right of Decision' should never be made an excuse for failure to render proper reports of all significant actions taken; it ought never be used as a reason for constantly exceeding a clearly defined authority, nor as an excuse for persistently failing to consult those who are entitled to be consulted before an important decision or action is taken." (Excerpt from Concept 3, *A.A. Service Manual*.)

VI. Committee Operations

- A. NYCYPAA will follow the 12 Steps & 12 Traditions of Alcoholics Anonymous and the 12 Concepts for World Service. (See Appendices D, E, & F)
- B. All NYCYPAA financial transactions will be made through its bank account. No member will expense NYCYPAA funds over \$20.00 without first receiving a two thirds (2/3) majority approval from the committee. A transaction under \$20.00 only requires approval from the Treasurer.
 1. After each year's November election meeting, the previous year's bank signers will have until January 1st to add the new Chair, Co-Chair, Treasurer, and Treasurer Co-Chair as signers.

- At this point the previous year's Co-Chair, Treasurer Co-Chair, past Chair, and past Treasurer should be removed as signers.
 - The immediate past Chair and past Treasurer will remain as signers through the next term.
2. NYCYPAA will maintain a prudent reserve of \$800.00 in its bank account.
- C. NYCYPAA will maintain a P.O. Box for all written correspondence.
- D. The Committee P.O. Box and bank account will be used exclusively for NYCYPAA business.
- E. Any amendments, deletions, or additions to the NYCYPAA Bylaws will be made in a three-step process:
1. The change will be submitted in writing, and copies distributed at a NYCYPAA committee meeting.
 2. The change will be discussed and evaluated after the group has had sufficient time to read the proposed amendments.
 3. All amendments require a two thirds (2/3) majority approval from the voting body.
- F. In the event that New York City is awarded ICYPAA or another large-scale Convention, the NYCYPAA committee may scale down its operations, in effect becoming dormant, in order to best serve both the Host Committee and standing NYCYPAA service commitments.
1. The NYCYPAA bank account will be kept separate from the Host Committee's.
 - The NYCYPAA bank account will retain its prudent reserve, plus 25% of remaining funds. The balance will be transferred to the Host Committee's bank account.
 - With the approval of the Host Committee, all standing NYCYPAA service commitments will be transferred to the Host Committee during the host year.

VII. Committee Procedures

A. General:

1. Regular NYCYPAA meetings will be held on the 1st and 3rd Sundays of each month unless a two thirds (2/3) majority votes to move or postpone an individual meeting.
 - In the event that there is a 5th Sunday in a particular month, this date will be reserved for "5th Sunday Fellowship" for the committee. No business will be done on these days.

B. The Agenda:

1. The Chair will arrange the agenda for all NYCYPAA meetings and will bring an adequate number of copies for distribution.
 - 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.
2. Agendas are to follow this order:
 - Opening.
 - Review of the previous meeting's minutes.
 - Treasurer's Report.
 - Committee reports.
 - Announcements.
 - 7th Tradition.
 - Old Business.

- New Business.
 - Closing.
3. The Chair or Co-Chair may suggest handling any part of the agenda out of order, but a simple majority must approve it.
 4. All committee meetings shall be a maximum of two hours long, unless a two thirds (2/3) majority votes to extend the meeting.

C. Minutes:

1. The Secretary is to prepare each meeting's minutes, noting Old Business, motions, actions, and other important items.
2. Copies of minutes are to be available to A.A. members upon request.
3. The minutes are to be read, corrected when needed, and then approved at each committee meeting.
4. The Chair is responsible for conducting the meeting so as to allow the Secretary to make the most accurate notes possible.
5. The committee will honor all requests for clarification from the Secretary.

D. Reports:

1. Reports shall inform NYCYPAA of the status, progress, and direction of the individual or sub-committee.
 - All committee Chairs/Liaisons shall give a report to the committee at every regularly scheduled NYCYPAA meeting.
 - All reports will be concise and well prepared.
2. Following each report, the floor will be opened for questions and discussion.
 - The Chair may entertain motions during the discussion of a report.

E. Motions and Voting Procedures:

1. In order for a motion to be discussed and voted upon, it must be seconded by another member of the committee.
 - Motions are generally made during reports, Old Business, New Business, or by contacting the Chair prior to the committee meeting.
2. A two thirds (2/3) majority is required to pass each motion.
 - When determining a two thirds (2/3) majority, the calculated amount is always rounded up to the next whole number.
3. Motions may be withdrawn by the member making the motion at any time prior to the vote.
4. Motions may be amended by the committee at any time prior to the vote.
5. The Chair may not make motions, second them, or vote under any circumstances.
6. In the discussion of a motion, the member who made the motion has the right to speak first and last on that motion.
 - The Chair will always ask for further discussion from others.
7. Any member may make procedural motions at any appropriate break in discussion.
8. Members may vote for, against, or abstain from voting.
 - An abstention vote is tallied for the minutes, but is not counted in the 2/3 majority.
 - Members who do not want to be counted at all may simply refrain from voting on a motion.
9. Automatically following a vote, the minority opinion has an opportunity to be voiced.
 - If a voting member of the majority is swayed by the minority opinion, a motion to "reconsider the original motion" may be made.

- i. This motion to “reconsider the original motion” requires a 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, 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.
- 10. 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.
 - If the Chair does postpone the motion, it will be the priority in Old Business at the next regularly scheduled business meeting.
- 11. The following table is a summary of rules and procedures, which will serve as a guide to NYCYPAA:

Motion	Second	Debatable	Amendable	Vote	Reconsider
Main motion or question	Yes	Yes	Yes	2/3*	Yes
Amend	Yes	Yes	Yes	Majority**	Yes
Refer [to a (standing, special, or <i>ad hoc</i>) committee]	Yes	Yes***	Yes	Majority	Yes
Call the question/Close debate	Yes	No	No	2/3	Yes
Postpone (to a certain time)	Yes	Yes***	Yes	Majority	Yes
Table or Lay on the table	Yes	No	No	Majority	No
Take from the table	Yes	No	No	Majority	No
Limit or extend debate on the pending question****	Yes	No	Yes	2/3	Yes
Reconsider	Yes	Yes*****	No	Majority	No
Point of order	No	No	No	Chair decide	No
Appeal	Yes	Yes	No	Majority	Yes
Point of information	No	No	No	No vote	No

*A simple majority under RONR, but generally we seek a substantial majority to give the decision a firmer base.

**The area may wish to have the required vote to amend a motion match the required vote to pass a policy motion, that is, 2/3. In that way both require substantial unanimity to pass.

***Limited to its merits only, and usually cannot extend to the main question it concerns. For example, once a motion to refer a matter to a committee is on the floor, speaker may debate whether this is the appropriate committee to handle the matter or whether to refer to any committee, but should not continue to address the merits of the main motion itself.

****The meeting must first have rules on the limits to debate in place. Custom holds to two minutes at a time and not a second time before others who wish to have spoken the first time.

*****When the motion to be reconsidered is itself not debatable, then the motion to reconsider is also not debatable.

F. Rules of Discussion:

1. Listening:

- 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.
- The Chair/Co-Chair may only interrupt a speaker for the following reasons:
 - i. Speaking off the topic.
 - ii. Speaking too long.
 - iii. Repeating the previous points at length.

2. Talking:

- Discussion will begin by the Chair asking, “Is there any discussion?” The Chair will then call on members who have their hands raised.

- i. The Co-Chair will keep a listed order of all the people that raised their hands, if needed.
- At the conclusion of discussion the Chair will ask the Secretary to repeat the motion on the table and a vote will ensue.

VIII. 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 approval of the committee.
- B. NYCYPAA is responsible for observing these Bylaws. The Chair is responsible for observing, enforcing and maintaining these rules of procedure.
 - 1. 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.”
 - If the disorderly discussion continues, the Chair may suggest a break, ask the person to leave the meeting, or declare the meeting adjourned if necessary.
- C. The 12 Steps & 12 Traditions of Alcoholics Anonymous, and the 12 Concepts for World Service precede all procedures covered here. It is not the intention of NYCYPAA to violate any of A.A.’s spiritual principles.
- D. The Twelve Steps of A.A.
 - 1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
 - 2. Came to believe that a Power greater than ourselves could restore us to sanity.
 - 3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
 - 4. Made a searching and fearless moral inventory of ourselves.
 - 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
 - 6. Were entirely ready to have God remove all these defects of character.
 - 7. Humbly asked Him to remove our shortcomings.
 - 8. Made a list of all persons we had harmed, and became willing to make amends to them all.
 - 9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
 - 10. Continued to take personal inventory and when we were wrong promptly admitted it.
 - 11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
 - 12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.
- E. The Twelve Traditions of A.A.
 - 1. Our common welfare should come first; personal recovery depends upon A.A. unity.
 - 2. For our group purpose, there is but one ultimate authority--a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
 - 3. The only requirement for A.A. membership is a desire to stop drinking.

4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose--to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

F. The Twelve Concepts for World Service.

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in world affairs.
3. To ensure effective leadership, we should endow each element of A.A. - the Conference, the General Service Board and its service corporations, staffs, committees, and executives - with a traditional "Right of Decision".
4. At all responsible levels, we ought to maintain a traditional "Right of Participation", allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualification, induction procedures, and rights and duties will always be matters of serious concern.

12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

G. Third Legacy Procedure

1. The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
2. The first candidate to receive two-thirds of the total vote is elected.
3. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn — except for the top two candidates, which must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
4. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except for the top two candidates, which must remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
5. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except for the top two candidates, which must remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.) At this point, the Chair asks for a motion, second, and a simple majority vote on conducting a fifth and final ballot. If the motion is defeated, balloting is over and the choice is made by lot —“going to the hat” — immediately. If the motion carries, a fifth and final ballot is conducted.
6. If after the fifth ballot no election occurs, the Chair announces that the choice will be made by lot (from the hat.) At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
7. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer.)

The Third Legacy Procedure

BALLOT

