

AFG Area 9 – Florida North Procedures

Area Elections

These election procedures are provided for clarification of election procedures in the Florida North (FL-N) Area, to increase the unity of purpose as we transition from one Panel to the next, and to provide stability for members who are interested in serving the Area as a whole. The spiritual principles in the Concepts – including good personal leadership, participation, and responsibility – are the foundation of this document.

I. The Florida North Area requires all members of the Area World Service Committee (AWSC) to be Al-Anon members participating at the Group level.

II. Candidates

Florida North members hold only one Area position at a time. Thus if you are a voting member of the AWSC panel, District Representative (DR), District Information Services Liaison (DISL), Coordinator, or Officer you may not stand for, or accept a second position on the AWSC panel. If you accept a position mid-Panel, you will be asked to relinquish the first position.

III. It is the Group Conscience of the Florida North Area that members who hold a position on the Area World Service Committee agree to the following statements:

- A. I am not a former or current member of Alcoholics Anonymous.
 - B. I have not previously served a full three-year term in the position for which I am now standing.
 - C. I have the ability to access and the willingness to use electronic communication and media.
 - D. I have read the corresponding job description/guidelines and agree to fulfill the responsibilities.
 - E. I am willing to read and use the current Service Manual regularly. From the *Al-Anon/Alateen Service Manual*, "Every Al-Anon and Alateen member is encouraged to actively use and study this Manual." (See "Title Page" in the *Al-Anon/Alateen Service Manual*)
 - F. I attend Al-Anon meetings regularly.
 - G. I have served three years as a Group Representative (GR) in the Florida North Area, or three years of equivalent service in Florida North.
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IV. Specific position eligibility

A. Delegate – Eligible candidates are defined as:

All voting members of the current AWSC Panel who have actively participated in and served a full three-year term in Florida North, have served three years as a GR (or equivalent) in Area 9, and are not current or former members of AA are eligible to stand for Delegate.

B. Alternate Delegate – Eligible candidates are defined as:

Members that have not served a full three-year term as Delegate.

All voting members of the current AWSC Panel who have actively participated in and served a full three-year term in Florida North, have served three years as a GR (or equivalent) in Area 9, and are not current or former members of AA are eligible to stand for Alternate Delegate.

C. Chairperson – Eligible candidates defined as:

All voting members of the current AWSC Panel who have actively participated in and served a full three-year term in Florida North, have served three years as a GR (or equivalent) in Area 9 and are not current or former members of AA are eligible to stand for Chairperson.

D. Secretary – Eligible candidates defined as:

All voting members of the current, or immediately previous, AWSC Panel who have actively participated in and served a full three-year term in Florida North, who have served three years as a GR (or equivalent), and are not current or former members of AA are eligible to stand for Secretary.

E. Treasurer – Eligible candidates are defined as:

All voting members of the current, or immediately previous, AWSC Panel who have actively participated in and served a full three-year term in Florida North, who have served three years as a GR (or equivalent), and are not current or former members of AA are eligible to stand for Treasurer. To avoid possible conflict Area Treasurer candidates should not concurrently hold any other Treasurer positions in the District or Area above the group level.

F. Coordinators (Area Alateen Process Person, Alateen, Archives, Group Records, Literature, Public Outreach, Spanish Liaison, Technology) – Eligible Coordinator candidates are defined as:

1. Members of Florida North who meet the criteria in Section III, and are willing to serve on behalf of the Area as a whole.
2. Members of Florida North who have served three years as a GR in Florida North and who are not current or former members of AA are eligible to stand for a Coordinator position.

3. The Alateen Coordinator and the Alateen Area Process Person (AAPP) candidates must be a currently registered AI-Anon Member Involved in Alateen Service (AMIAS) in good standing with the Florida North Area.

4. The Spanish Liaison Coordinator candidate must be bilingual in Spanish and English.

V. Eligible Assembly Voters Defined

- A. GRs elect their Area Officers and Coordinators and name their Delegate. When a GR and/or Alternate GR are unable to attend Assembly the Group may elect or appoint a temporary GR to vote. An AI-Anon or Alateen member who is also a member or past member of A.A. is not eligible to serve as a Temporary GR. (See "Elections" in the *AI-Anon/Alateen Service Manual*)
- B. Each DR or Alternate District Representative (ADR) will announce to the Secretary the number of eligible voters from the District.

VI. Two-Thirds Majority Defined

- A. The two-thirds majority refers to two-thirds of the total number of votes cast. B. Abstentions do not count as votes cast.

VII. Required Resources and Process

A. Staff:

1. Non-voting members (NVMS) to serve as ballot distributors.

B. Equipment:

1. A display board or projector, ballots, and writing implements.
2. Blank copies of Trusted Servant Profiles.
3. In the case of an in person meeting, where the Chairperson requests electronic voting instead of paper, electronic voting software, App or other digital method will be obtained and tested prior to the meeting by the Area Technology Coordinator and team.

C. Process:

1. Officers are elected first in the following order: Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer.
2. Ballots are distributed to voters for each vote taken.

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3. In the case of an in person meeting, where the Chairperson requests electronic voting instead of paper, an electronic poll will be launched to the voting members digital device. The electronic poll will include the name of the position and the names of the candidates who stood for the position. If a voting member does not have access to a digital device an alternative method will be made available.
 4. The names of all candidates are posted.
 5. Votes are tallied.
 6. Any unreadable name on a ballot will not be counted as a vote cast.
 7. The number of votes cast for each candidate will not be posted.
 8. The numbers will be shared with the Officers. The Chairperson may discuss the numbers with the candidates.

VIII. Election Procedures for Officers

- A. The Chairperson/Acting Chairperson begins the election and asks all eligible candidates who are able to serve to please stand with eyes closed. Those willing to serve to please remain standing now for the specified office (i.e. Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer).
- B. If the Chairperson/Acting Chairperson is a candidate, the Delegate chairs the election.
- C. If the Delegate is not present or is a candidate, the first of the following who is not a candidate chairs the election:
 1. Alternate Delegate
 2. Secretary
 3. Treasurer
- D. Names of all willing and eligible candidates for the specified office are written on the display board or equivalent.
- E. Candidates are asked to line up at the microphone and read from their "Trusted Servant Profile" starting at "My Home Group." Please have this filled out before approaching the microphone.
- F. The blank profiles are available on the Area website and blank copies will be available before and during elections (click [here](#) to view).
- G. Candidates vacate the room after profiles are read. They return when a candidate is elected.

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- H. After voting the first round the Chairperson may take the vote numbers to the candidates in the event a candidate wishes to withdraw their name.
 - I. GRs vote on the selected ballots (if paper, fold the ballot in half); any unreadable ballot will be discarded.

IX. Election Procedures for Coordinators

- A. The current DR will place a ballot with each interested and eligible candidate's name, address, phone number, district number and desired position in the appropriate container(s). In the absence of a DR, another elected person from that district may place the ballots in the appropriate container(s).
Prior to the drawing, a non-voting member will ensure there are no duplicate entries in each container. The Florida North Area Secretary will collect all ballots at the end of the Assembly and destroy them as appropriate.
- B. An incoming AWSC Coordinator and one alternate will be drawn by lot by the current Florida North Area Chairperson before the closing session on Saturday. All Coordinator positions will be drawn first, and then all Alternate Coordinator positions will be drawn. Once chosen, each selected Coordinator will go to the microphone and read their Trusted Servant Profile.
- C. If you are chosen for a Coordinator position and your name is in another lot, it will be disqualified and you will retain the first position you are chosen for. One individual will not occupy more than one Coordinator position.
- D. Any vacated coordinator position will be offered to the alternate previously drawn.
- E. Any vacated Coordinator position(s) where an alternate is not available will be filled by the same means as above at the next Florida North AWSC meeting or Assembly.

X. Balloting Procedures for Officers

- A. On any ballot, a candidate who receives two-thirds of the votes cast is elected. If there is only one candidate a "yes" or "no" is written/selected on the ballot. A two-thirds majority is needed to be elected.
- B. If there are only two candidates and a two-thirds majority of votes cast is not reached on the first ballot:
 - 1. A second ballot is taken and a two-thirds majority of votes cast is still needed to win.

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2. If a two-thirds majority of the votes cast is not obtained on the second ballot the presiding officer will draw a name to fill the position. From the *Al-Anon/Alateen Service Manual*, "...Two-thirds vote or by lot greatly reduces political friction..." (See "Concept 9," *Al-Anon/Alateen Service Manual*)
- C. If there are more than two candidates and a two-thirds majority of the votes cast is not obtained on the first ballot the Chairperson may ask candidates if they wish to withdraw their names:
 1. A second ballot is taken and a two-thirds majority of votes cast is still needed to win.
 2. The Chairman may privately ask the candidates if anyone is interested in withdrawing.
 - D. If a two-thirds majority of the votes cast is not obtained on the second ballot the presiding Officer will draw a name to fill the position. From the *Al-Anon/Alateen Service Manual*, "...Two-thirds vote or by lot greatly reduces political friction..." (See "Concept 9," *Al-Anon/Alateen Service Manual*)

XI. Vacated Positions

- A. In the event any Officer or Coordinator is unable to attend two consecutive Area meetings AWSC or Assembly or is not fulfilling the requirements of the position their position shall be deemed vacated.
- B. If the position of Delegate becomes vacant the Alternate Delegate will assume the position of Delegate.
- C. If any Officer or Coordinator position other than Delegate becomes vacant during the term of the current panel the current election procedures will be followed.
- D. If any position is vacated during the term of the current panel the materials of that vacated position are returned to Florida North. The materials of each vacated position shall be placed in labeled containers by the Archives Coordinator or Area Chairperson or appointed interim replacement who will be responsible for bringing the materials to each Area meeting.

XII. Required Resources and Process for a Virtual Election

- A. Equipment: Paper ballots, containers, and writing implements, video conferencing software or APP, meeting poll.
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1. Created after the meeting starts by a non-voting member (NVM)/Meeting Co-Host/Tech Helper pre-determined by the Area Chairperson.
 2. The Area Chairperson selects the non-voting members, in advance, that will be drawing from containers. The NVM(s) will have the container prepared in advance and keep their video camera on during the actual drawing.
 3. Trusted Servant Profile, fillable PDF.

XIII. Virtual Selection Procedures for Coordinators

- A. If an eligible candidate knows which position(s) they would like to stand for, they are highly encouraged to email their completed Trusted Servant Profile to their District Representative (DR) and copy the Area Chairperson ahead of time, preferably by midnight of the Thursday before the Area elections. The Area Chair will then forward the candidate's info via email to the specified NVM that has the container for that Coordinator position.
 1. Completing and emailing the Trusted Servant Profile before the election takes place is preferred to create a smoother and less time consuming election. However, time will be given before the Coordinator selection for members whose Higher Power gave them a nudge at the last minute. An interactive Trusted Servant Profile PDF will be available on the Area website at:
www.afgarea9.org/area-doc-library.
 - B. For entries received the day of elections, the candidate will contact (Private Chat, email, call or text) their DR and provide their name, address, phone number, district number and desired position. The DR will Private Chat the predetermined NVM, and forward the candidate(s) information. In the absence of a DR, another elected person from that district may perform this task.
 - C. The NVM will place a written paper ballot with each interested and eligible candidate's name, address, phone number, district number and desired position in the appropriate container(s).
 - D. After the paper ballot has been placed in the appropriate container, the NVM will private-chat the DR, or eligible member, confirming the candidate has been entered. If the paper ballot was filled out in advance, the NVM will email the DR and the eligible member confirming the candidate has been entered.
 - E. Prior to the drawing, a non-voting member(s) will ensure there are no duplicate entries in each container. If there are no entries for a particular Coordinator position, the NVM will let the Chairperson know via Private Chat. All paper ballots at the end of the Assembly are destroyed as appropriate.
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- F. With the NVM's video on the NVM will shake the container effectively, randomly pick one paper ballot and read the selected member's first name, last initial, and district number out loud. If attendees wish to view the picking of the paper ballot, it is recommended to change the view from Gallery View to Speaker View.
 - G. After the drawing, the selected coordinator will read their Trusted Servant Profile out loud and email the completed profile document to the Area Chairperson, if not already done in advance. If the selected Coordinator is not present, they may pre-select a member to read the profile for them.

XIV. Virtual Election Procedures for Officers

- A. The Chairperson/Acting Chairperson begins the election and asks all eligible candidates who are able to serve the Officer's position being considered to please raise their virtual blue hand (currently in Zoom). Those willing to serve in the position will be asked to keep their blue hand raised, all other eligible members, who are not interested in standing for the particular position, will lower their virtual hand.
 - B. A virtual poll, currently Zoom, for the position is created and voting members will take the poll for the willing candidates. There will be at least one poll per each position.
 - C. The Officer candidates will email the completed Trusted Servant Profile document to the Chairperson. Officer Candidates are highly encouraged to email their completed profile to the Area Chairperson ahead of time, preferably by midnight of the Thursday before the Area elections.
 - D. Completing and emailing the Trusted Servant Profile ahead of time is preferred to create a smoother and less time consuming election, however, time will be given before the Officers' election for members whose Higher Power gave them a nudge at the last minute. An interactive Trusted Servant Profile PDF will be available on the Area website at: www.afgarea9.org/area-doc-library.
 - E. The Officer candidates will read their Trusted Servant Profile out loud before the vote takes place.
 - F. The host will assign candidates about to be voted upon to a breakout room after profiles are read.
 - G. The Poll Tech Helper will launch the vote, one virtual poll per each position, will contain one question listing all the candidates' first names and last initials only and an option for "Non-Voting."
- If only one candidate stands, the poll options will be Yes, No or "Non-Voting"
- H. Each poll will be left up for two-minutes to allow members to Private Chat their vote to the Poll Tech Helper if necessary.

To maintain anonymity, voting members who cannot submit their vote via the Zoom poll, will Private Chat their vote to the Poll Tech Helper. If the voting member is experiencing challenges with the Private Chat, they may Public Chat they are experiencing difficulties and a pre-determined Tech Helper or NVM will provide assistance.

I. The Poll Tech Helper will Private Chat the grand total of each vote to the Area Chairperson or presiding officer.

J. The Area Chairperson or presiding officer will announce whether a two-thirds majority vote has been reached or not.

XV. Virtual Balloting Procedures for Officers

A. On any vote, a candidate who receives two-thirds of the votes cast is elected. If there is only one candidate a virtual poll will be launched with the options of “yes” or “no” and an option for “Non-Voting.” A two-thirds majority is needed to be elected.

B. If there are only two candidates and a two-thirds majority of votes cast is not reached on the first vote:

1. A second virtual poll (vote) is taken and a two-thirds majority of votes cast is still needed to win.

2. If a two-thirds majority of the votes cast is not obtained on the second vote, the presiding officer will draw a name to fill the position. The presiding officer is the Chairperson, if the Chairperson is not available or is a candidate, the presiding officer will be the Delegate, Alternate Delegate, Secretary, and Treasurer, in that order. From the *AI-Anon/Alateen Service Manual*, “...Two-thirds vote or by lot greatly reduces political friction...” (See “Concept 9,” *AI-Anon/Alateen Service Manual*)

C. If there are more than two candidates and a two-thirds majority of the votes cast is not obtained on the first Virtual Poll (vote) the Chairperson/presiding officer may ask candidates, via breakout room, if they wish to withdraw their names:

1. A second vote is taken and a two-thirds majority of votes cast is still needed to win. 2.

An updated Zoom Poll is relaunched

3. The Chairperson/presiding officer may privately ask, using the virtual breakout room, the candidates if anyone is interested in withdrawing.

D. If a two-thirds majority of the votes cast is not obtained on the second vote, the Chairperson/presiding officer will draw a name to fill the position. The current Area Delegate may wish to prepare by having paper ballots and a container on hand prior to Assembly.

E. The Host will close the breakout room(s) once a majority is reached so the candidate(s) can rejoin the main meeting room.