

## **BLOPS COMMITTEE REPORT - Delegates Meeting June 18, 2022 - Mike K., CCFAA BLOP Chair**

The CCFAA BLOP Committee has posted changes/updates to the CCFAA Personnel Policy document for Delegate review as noted in the May 18, 2022 CCF Delegates Meeting. These updates and changes have been carefully reviewed and approved by the CCF Office Manager, BLOPS Committee and CCF BOD. There have been no comments or questions coming to me via the requested format to my email [ccfblops@aacramento.org](mailto:ccfblops@aacramento.org). Are there any questions related to any of these changes?

I make the following motion: ***That CCF Delegates accept the changes to CCF Personnel Policy Document as written and submitted by the BLOPS Committee.***

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BLOP's is now presenting 10 proposed CCFAA motions amending (4) Bylaws and (6) Operating Procedures. This approval process is delineated below:

1. Today, 6/18/22, we are asking Delegates to take these proposed motions back to your home groups for questions. Please send your questions via email [ccfblops@aacramento.org](mailto:ccfblops@aacramento.org).
2. At our next CCFAA Delegates Meeting on 7/16/22, we will have an opportunity to discuss any questions to the motions. On 7/16/22, we will formalize or lock in the motions.
3. At our subsequent CCFAA Delegates Meeting on 8/20/22, we will vote on the motions.

The proposed motions are located here:

CCF Bylaws = <https://aacramento.org/about-ccfaa/bylaws/>

CCF Operating Procedures = <https://aacramento.org/about-ccfaa/operating-procedures/>

Once again, feedback to email [ccfblops@aacramento.org](mailto:ccfblops@aacramento.org)

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### **Bylaws and Operating Procedures Amendment Drafts Overview**

Most of these Bylaws and Operating Procedures motions further the work previously approved by the CCF Delegates in 2020 & 2021 to bring the CCFAA Bylaws into alignment with the State of California Non Profit Laws.

#### **Proposed CCFAA Bylaw motions:**

- The Section 4.9 A.2 Motion proposes the Board Chair have 3 years and Delegate Chair have 5 years continuous sobriety, and additionally suggests the Title of "Assistant Chair" to be clarified as "Assistant Delegate Chair/Area Liaison".
- The Section 7.5.f Motion clarifies that the "Assistant Delegate Chair/Area Liaison" act as Chair of the Board of Directors or Delegate Chair, should these positions be absent and additionally clarifies that the "Assistant Delegate Chair/Area Liaison" is required to attend Board of Director meetings.
- The Section 7.7.k Motion clarifies that the Recording Secretary is required to attend Board of Director meetings.
- The Section 9.2 Motion proposes to remove Delegate Chair as check countersignature, as checks are presently signed by the Office Manager and countersigned by the Board Chair or Office Manager, further there is no requirement for a fourth signatory.

#### **Proposed CCFAA Operating Procedure motions:**

- The Section 9.7.1 Motion proposes removal of the 2 signature requirement for checks as most all payments are now electronic.
- The Section 9.7.3 Motion proposes a monthly disbursement audit and monthly report to the Board and Delegates.
- The Section 9.7.5 Motion proposes a prudent reserve of six, rather than four months.
- The Section 14.3.12 Motion clarifies that the Delegate Chair acts as the Board of Director Chair, in the absence of the Board of Directors Chair.
- The Section 14.7.7 Motion suggests the Title of "Assistant Chair" to be clarified as "Assistant Delegate Chair/Area Liaison" and further that the "Assistant Delegate Chair/Area Liaison" act as Chair of the Board of Directors or Delegate Chair, should these positions be absent.
- The Section 14.5.4.1 Motion clarifies listing registered groups who have contributed rather than all groups.

## Bylaws Section 4.9 A.2 Motion Proposal

### Proposed Motion:

**I, Betty K. propose a change to CCF Bylaw Section 4.9 Subsection A.2, to read Board Chair: 3 years (as selected by the board from one of the At Large Delegates), Delegate Chair: 5 years, Assistant Delegate Chair/Area Liaison:**

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### Bylaw Currently Reads

**4.9 Election of Directors and Officers.** The Eight Officers designated in Section 7.1 of these Bylaws shall also serve as Directors of the Corporation.

(a) ...

(2) It is suggested that each qualified candidate for election to the position of Director and Officer have at least the following amount of continuous sobriety as of the time of their nomination:

Assistant Chair: 5 years, Treasurer: 5 years, Recording Secretary: 2 years,  
Delegate Chair: 3 years, At Large Delegates: 3 years,

### Proposed Changes

**4.9 Election of Directors and Officers.** The Eight Officers designated in Section 7.1 of these Bylaws shall also serve as Directors of the Corporation.

(a) ...

(2) It is suggested that each qualified candidate for election to the position of Director and Officer have at least the following amount of continuous sobriety as of the time of their nomination:

**Board Chair: 3 years (as selected by the board from one of the At Large Delegates), Delegate Chair: 5 years, Assistant Delegate Chair/Area Liaison: 5 years,** Treasurer: 5 years, Recording Secretary: 2 years, At Large Delegates: 3 years,

### Background to proposed Bylaw amendment:

- This Bylaw amendment furthers the previously approved work by the CCF Delegates in 2020 & 2021 to bring the CCF AA Bylaws into alignment with the State of California Non Profit Corporation Laws.
- This Section 4.9, Subsection A.2 Motion proposes the Board Chair have 3 years and Delegate Chair have 5 years continuous sobriety, and suggests the Title of "Assistant Chair" to be clarified as "Assistant Delegate Chair/Area Liaison". This clarification of title simply reflects the intent of the CCFAA Bylaws and Operating Procedures that this is a Delegate not a Board of Directors position.

## Bylaws Section 4.9 A.2 Motion Proposal

**Note:** Should this be approved; as a part of general bylaw “housekeeping”, the following changes should be made in the CCF Bylaws:

### **Article 4 Membership, Section 4.1(a) (i)**

From: (3) Assistant Chair

To: (3) Assistant Delegate Chair / Area Liaison

**Note:** Should this be approved; as a part of general bylaw “housekeeping”, the following changes should be made in the CCF Operating Procedures:

### **Section 12, Subsection 12.4**

From “The following Board Officers: Board Chair, Assistant Chair, ...”

To “The following Board Officers: Board Chair, Assistant Delegate Chair/Area Liaison, ...”

### **Section 14, Subsection 14.1.2**

From: “The Board Chair, Assistant Chair, Treasurer, and Recording Secretary...”

To: ” The Board Chair, Assistant Delegate Chair / Area Liaison, Treasurer...”

### **Section 14, Subsection 14.4**

From: Title “Assistant Chair/Area Liaison”

To: Title “Assistant Delegate Chair/Area Liaison”

### **Section 17, Subsection 17.6.5, Subsection 17.6.5.1.2**

From “Assistant Chair”

To “Assistant Delegate Chair/Area Liaison”

### **Section 18, Subsection 18.7**

From: New delegates meet at 2:00 pm on the same day and at the same location for orientation. The Assistant Chair conducts this meeting.

To: New delegates meet at 2:00 pm on the same day and at the same location for orientation. The Assistant Delegate Chair/Area Liaison conducts this meeting.

**Note:** Should this be approved; as a part of general Delegate Handbook “housekeeping” changes should occur to change the reference to CCFAA Assistant Delegate Chair / Area Liaison in the Delegate Handbook.

## Bylaws Section 7.5 Motion Proposal

### Proposed Motion:

**I, Betty K. propose a change to CCF Bylaw Section 7.5, to read; Duties of Assistant Delegate Chair/Area Liaison.** The Assistant Delegate Chair/Area Liaison shall, subject to the control of the Board of Directors:..

**I propose a change to CCF Bylaw Section 7.5, SubSection f to read;**

(f) May act as Delegate Chair of the Delegates Meeting in the absence of the Delegate Chair or may act as Chair of the Board meetings in the absence of both the Board Chair and Delegate Chair.

**I propose a change to CCF Bylaw Section 7.5, SubSection h to be added to read;**

(h) Required to attend all Board Meetings.

### Bylaws

#### Currently Reads

**7.5 Duties of Assistant Chair/Area Liaison.** The Assistant Chair shall, subject to the control of the Board of Directors:

- (a) Assist and/or substitute for the Delegate Chair whenever necessary and appropriate;
- (b) Exercise responsibility for all special committees and subcommittees, workshops, and special functions;
- (c) Serve as liaison to all permanent committees of the Corporation, working closely with the Committee Chairs, to enhance the effectiveness of the Committee Chair's functioning;
- (d) Perform all other duties incidental to this office and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, by the Operating Procedures or by these Bylaws, or which may be prescribed from time to time by the members or the Board of Directors.
- (e) Indoctrinate all new Delegates and Group Applications immediately prior to the beginning of each monthly meeting.
- (f) Not required to attend Board of Directors meetings.
- (g) Acts as Liaison with California Northern Interior Area Committee (CNIA). Reports to the delegates any CNIA action that may affect or be of interest to the CCF.

## Bylaws Section 7.5 Motion Proposal

### Bylaws

#### Proposed Changes

**7.5 Duties of Assistant Delegate Chair/Area Liaison.** The Assistant Delegate Chair/Area Liaison shall, subject to the control of the Board of Directors:

- (a) Assist and/or substitute for the Delegate Chair whenever necessary and appropriate;
- (b) Exercise responsibility for all special committees and subcommittees, workshops, and special functions;
- (c) Serve as liaison to all permanent committees of the Corporation, working closely with the Committee Chairs, to enhance the effectiveness of the Committee Chair's functioning;
- (d) Perform all other duties incidental to this office and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, by the Operating Procedures or by these Bylaws, or which may be prescribed from time to time by the members or the Board of Directors.
- (e) Indoctrinate all new Delegates and Group Applications immediately prior to the beginning of each monthly meeting.
- (f) May act as Delegate Chair of the Delegates Meeting in the absence of the Delegate Chair or may act as Chair of the Board meetings in the absence of both the Board Chair and Delegate Chair.
- (g) Acts as Liaison with California Northern Interior Area Committee (CNIA). Reports to the delegates any CNIA action that may affect or be of interest to the CCF.
- (h) Required to attend all Board Meetings.

#### Background to proposed Bylaw amendment:

- This Bylaw amendment furthers the previously approved work by the CCF Delegates in 2020 & 2021 to bring the CCF AA Bylaws into alignment with the State of California Non Profit Corporation Laws.
- This Section 7.5 Motion clarifies that if both the Delegate Chair and the Board Chair are absent, the Assistant Delegate Chair/Area Liaison may act as Delegate Chair of the Delegates Meeting and Chair of the Board meetings, further this clarifies the attendance requirement of the Assistant Delegate Chair/Area Liaison at the Board of Director meetings.

## Bylaws Section 7.5 Motion Proposal

**Note:** Should this be approved; as a part of general bylaw “housekeeping”, the following changes should be made in the CCF Bylaws:

### **Table of Contents Page 3:**

From: 7.5 Duties of Assistant Chair/Area Liaison.

To: 7.5 Duties of Assistant **Delegate** Chair/Area Liaison.

### **Article 7 Officers, Section 7.1**

**From: Number of Officers.** The officers of the Corporation shall be a Board Chair (as selected by the board from one of the At Large Delegates). Delegate Chair, Assistant Chair, Treasurer, Recording Secretary, and four (4) At Large Delegates.

**To: Number of Officers.** The officers of the Corporation shall be a Board Chair (as selected by the board from one of the At Large Delegates). Delegate Chair, **Assistant Delegate Chair/Area Liaison**, Treasurer, Recording Secretary, and four (4) At Large Delegates.

**Note:** See proposed motion to change CCF Operating Procedures Section 14.4.7

## Bylaws Section 7.7 k Motion Proposal

### Proposed Motion:

I, Betty K. propose a change to CCF Bylaw Section 7.7 Subsection k, to read (k) Attend all Board of Directors Meetings.

### Bylaws

#### Currently Reads

**7.7 Duties of Recording Secretary.** The Recording Secretary shall, subject to the control of the Board of Directors:

(k) Not required to attend Board of Directors Meetings.

#### Proposed Changes

**7.7 Duties of Recording Secretary.** The Recording Secretary shall, subject to the control of the Board of Directors:

(k) Attend all Board of Directors Meetings.

#### Background to proposed amendment:

- This Bylaw amendment furthers the previously approved work by the CCF Delegates in 2020 & 2021 to bring the CCF AA Bylaws into alignment with the State of California Non Profit Corporation Laws.
- This Section 7.7, subsection k. motion simply clarifies the attendance requirement of the Recording Secretary at the Board of Director meetings.

**Note:** Should this be approved; as a part of general Bylaw “housekeeping”, no other related changes would be required in the CCF Bylaws.

**Note:** Should this be approved; as a part of general Operating Procedures “housekeeping” no other related changes would be required in the Operating Procedures.

## Proposed changes to the By Laws Section 9.2 (May 2022)

### Proposed Motion:

I, **Veronica R.**, propose a change to CCF By Laws Section 9.2 (Checks and Notes) to remove the Delegate Chair of the Corporation as a countersignature to the checks.

### Bylaws Section 9, Subsection 2

Submitted by Veronica R.

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#### CURRENT:

**9.2 Checks and Notes.** Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, any and all checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporation shall be signed by the Treasurer and countersigned by the Board Chair, Office Manager, or Delegate Chair of the Corporation.

#### UPDATE TO:

**9.2 Checks and Notes.** Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, any and all checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporation shall be signed by the Treasurer and countersigned by the Board Chair **or** Office Manager. **, or Delegate Chair of the Corporation.**

#### RATIONALIZATION:

Based on the most recent Operations Audit (conducted in May of 2022), the Audit Committee recommends a change to CCF Bylaws (Checks and Notes) to remove a fourth signatory (Delegate Chair of the Corporation) as a countersignature to checks. There is no requirement for a fourth signatory as Operations Procedures Section 9.7.8 states: “The Board Chair, Treasurer, and Office Manager are signatories to all accounts.”

This change has little bearing on the CCF Bylaws. Section 9.7 (Financial Accounts), Subsection 1 states: All checks require at least two signatures except those designated by the Board of Directors to be imprest accounts. **Please note:** “imprest” equates to “Petty Cash”

**Note:** Should this be approved; as a part of general Bylaw “housekeeping”, no other related changes would be required in the CCF Bylaws.

**Note:** Should this be approved; as a part of general Operating Procedures “housekeeping” no other related changes would be required in the Operating Procedures.



**Proposed Motion:**

**I, Al E., propose a change to CCF Operating Procedures (that) Section 9.7.1 be removed.**

Operating procedures 9.7.1

Submitted by Al E.

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CURRENT:

9.7.1 All checks require at least two signatures except those designated by the Board of Directors to be imprest accounts.

UPDATE TO:

~~9.7.1 All checks require at least two signatures except those designated by the Board of Directors to be imprest accounts.~~

RATIONALIZATION:

- a) Given most all payments are done through Bill Pay, Credit Card, or other Electronic Payment, very few to no checks are written. We are auditing the monthly payments and reconciliation; therefore there is no longer a need to continue with this process that can burden the office manager, their processes, and deadlines.

**Note:** Should this be approved; as a part of general Operating Procedures “housekeeping”, subsections 9.7.2 - 9.7.8 should be renumbered.

**Note:** Should this be approved; as a part of general Bylaw “housekeeping”, no other related changes would be required in the CCF Bylaws.

## Proposed changes to the Operating Procedures (May 2022)

Operating procedures 9.7.3

Submitted by AI E.

### Proposed Motion:

I, AI E., propose a change to CCF Operating Procedures Section 9.7.3 to read: The Treasurer shall perform a monthly audit of all disbursements from the Check Detail Report and Reconciliation with the bank. Findings and irregularities (should there be any) will be reported to the Board and Delegates along with the monthly financial reporting.

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### CURRENT:

#### **Section 9.7 FINANCIAL ACCOUNTS:**

SubSection

9.7.3 All disbursements will be reported by date, amount, and payee to the board each month along with reconciliation to the General ledger.

### UPDATE TO:

#### **Section 9.7 FINANCIAL ACCOUNTS:**

SubSection

9.7.3 The Treasurer shall perform a monthly audit of all disbursements from the Check Detail Report and Reconciliation with the bank. Findings and irregularities (should there be any) will be reported to the Board and Delegates along with the monthly financial reporting.

### RATIONALIZATION:

The CCF Treasurer has a monthly responsibility to audit and provide financial reports to the Board & Delegates. These reports and responsibilities are described in the CCF Operating Procedures. This amendment further defines the Treasurer's responsibility to audit and report disbursements.

**Note:** Should this be approved; as a part of general Operating Procedures "housekeeping", no related changes would be required in the Operating Procedures.

**Note:** Should this be approved; as a part of general Bylaw "housekeeping", no other related changes would be required in the CCF Bylaws.

Proposed changes to the Operating procedures (May 2022)

Operating procedures 9.7.5

**Proposed Motion:**

**I, Al E., propose a change to CCF Operating Procedures Section 9.7.5 to read: ...difficult financial situations... and ... six (6)...**

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Submitted by Al E.

CURRENT

9.7.5 Prudent reserve: The purpose of the prudent reserve is to ensure our ability to withstand and react to difficult a financial situation. The prudent reserve is four months average operating expenses of CCFAA for the preceding twelve months. It shall be kept in a “money management” fund where it is accessible while earning interest. One month’s expenses shall be maintained in the operations checking account.

UPDATE TO:

9.7.5 Prudent reserve: The purpose of the prudent reserve is to ensure our ability to withstand and react to difficult financial situations. The prudent reserve is six (6) months average operating expenses of CCFAA for the preceding twelve months. It shall be kept in a bank fund where it is accessible while earning interest. One month’s expenses shall be maintained in the operations checking account.

RATIONALIZATION:

In addition to a simple sentence correction, our current Operating Procedures call for the Prudent reserve to be 4 months based on last year’s operating expenses. Per my conversations with our office manager Robin, her discussions with other office managers, and given the last 2 years of financial insecurity we are suggesting moving to 6 months prudent reserve. Many other Central office’s and Intergroups, have or are in the process of moving to 6 months reserves. This change will financially secure our Central Office the next time we have an economic crisis that could/will affect your meetings, and your Central California Fellowship of AA office. If adopted, the prudent reserve will be built over time, as funds become available.

**Note:** Should this be approved; as a part of general Operating Procedures “housekeeping” no other related changes would be required in the Operating Procedures.

**Note:** Should this be approved; as a part of general Bylaw “housekeeping”, no other related changes would be required in the CCF Bylaws.

**Proposed Motion:**

**I, Betty K., propose a change to CCF Operating Procedures Section 14.3.12 to read: ...the Board Chair.**

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**Operating Procedures**

**Currently Reads**

**14.3 DELEGATES CHAIR:.**

14.3.12 May act as chair of Board meetings in the absence of both the Board Chair and Assistant Chair.

**Operating Procedures**

**Proposed Changes**

**14.3 DELEGATES CHAIR:.**

14.3.12 May act as chair of Board meetings in the absence of the Board Chair.

**Background to proposed Operating Procedures amendment:**

- This Operating Procedures amendment furthers the previously approved work by the CCF Delegates in 2020 & 2021 to bring the CCF AA Bylaws into alignment with the State of California Non Profit Corporation Laws.
- This Section 14, subsection 14.3.12. amendment clarifies that the Delegate Chair assumes the role of Board Chair, if the Board Chair is absent from Board meetings.

**Note:** Should this be approved; as a part of general Operating Procedures “housekeeping” no other related changes would be required in the Operating Procedures.

**Note:** Should this be approved; as a part of general Bylaw “housekeeping”, no other related changes would be required in the CCF Bylaws.

**Proposed Motion:**

**I, Betty K., propose a change to CCF Operating Procedures Section 14.4 to read:  
ASSISTANT **DELEGATE** CHAIR/AREA LIAISON:**

**I propose a change to CCF Operating Procedures Section 14.4.7 to read: 4.7 May act as Chair of the Delegates Meeting in the absence of the Delegate Chair or may act as Chair of the Board of Directors meetings in the absence of both the Board Chair and Delegate Chair.**

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**Operating Procedures**

**Currently Reads**

**14.4 ASSISTANT CHAIR/AREA LIAISON:**

- 14.4.1 Presides over the New Delegates Meeting and shall act as a source of information to new delegates.
- 14.4.2 Ensures that each new delegate receives a current copy of the CCFAA By-Laws, Operating Procedures, and the Delegate's Hand Book.
- 14.4.3 Assists the Delegate Chair with orderly conduct of all Delegates meetings.
- 14.4.4 Assists the Delegate Chair in ascertaining the correct wording of motions, identifying seconds and counting votes.
- 14.4.5 Prepares agenda for the New Delegates Meeting.
- 14.4.6 Attends CCFAA Delegates' Meetings, except when attending a conference or other authorized function. Reports to the delegates on those conferences and functions. The reports are published in the By The Way.
- 14.4.7 May act as chair of Delegate or Board Meetings in the absence of those chairs.

**Operating Procedures**

**Proposed Changes**

**14.4 ASSISTANT **DELEGATE** CHAIR/AREA LIAISON:**

- 14.4.1 Presides over the New Delegates Meeting and shall act as a source of information to new delegates.
- 14.4.2 Ensures that each new delegate receives a current copy of the CCFAA By-Laws, Operating Procedures, and the Delegate's Hand Book.
- 14.4.3 Assists the Delegate Chair with orderly conduct of all Delegates meetings.
- 14.4.4 Assists the Delegate Chair in ascertaining the correct wording of motions, identifying seconds and counting votes.
- 14.4.5 Prepares agenda for the New Delegates Meeting.
- 14.4.6 Attends CCFAA Delegates' Meetings, except when attending a conference or other authorized function. Reports to the delegates on those conferences and functions. The reports are published in the By The Way.

## Operation Procedures Section 14.4.7 Motion Proposal

- 14.4.7 May act as Chair of the Delegates Meeting in the absence of the Delegate Chair or may act as Chair of the Board of Directors meetings in the absence of both the Board Chair and Delegate Chair.

### Background to proposed Operating Procedures amendment:

- This Operating Procedures amendment furthers the previously approved work by the CCF Delegates in 2020 & 2021 to bring the CCFAA Bylaws into alignment with the State of California Non Profit Corporation Laws.
- This Section 14, Subsection 14.4.7 amendment clarifies that the Assistant Delegate Chair/Area Liaison assumes the role of Delegates Chair, or Board Chair if the Chairs are absent from their meetings.

**Note:** Should this be approved; as a part of general Operating Procedures “housekeeping” no other related changes would be required in the Operating Procedures.

**Note:** See proposed motion to change CCF Bylaw Section 7.5 (f)

**Note:** Should this be approved; as a part of general Delegate Handbook “housekeeping” changes should occur to reference CCFAA Assistant Delegate Chair / Area Liaison in the Delegate Handbook.

**Proposed Motion:**

I, Veronica R., propose a change to CCF Operating Procedures Section 14.5.4.1 to remove the requirement to list all groups, rather than just those groups who have contributed to CCFAA over the year.

Operating Procedures Section 14, Subsection 5.4.1

Submitted by Veronica R.

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CURRENT:

14.5.4.1 A list of all registered groups, their last month's and year-to-date contributions.

UPDATE TO:

14.5.4.1 A list of **all** registered groups **who have contributed, and** their last month's and year-to-date contributions.

RATIONALIZATION:

Based on the most recent Operations Audit (conducted in May of 2022), the Audit Committee recommends a change to CCF Operating Procedures Section 14.5.4.1, to require monthly reports to include only groups that made contributions, rather than all groups.

The Treasurer and CCF Office Manager complete a monthly report of groups' 7th Tradition donations to CCFAA. This report is prepared for the CCF Delegates meeting and these results are published in the (monthly) By The Way Newsletter. This motion simply clarifies that this report will include just those groups' that have made a donation in that year, rather than list out all groups of which a certain percentage will be \$0.00.

**Note:** Should this be approved; as a part of general Operating Procedures "housekeeping" no other related changes would be required in the Operating Procedures.

**Note:** Should this be approved; as a part of general Bylaw "housekeeping", no other related changes would be required in the CCF Bylaws.