

Proposed changes to the CCF Operating Procedures (July 2024)

Proposed change to: [CCF Operating Procedures](#)

Section: 7.2 Election Committee

Subsection: Various

Submitted by: CCF Bylaws and Operating Procedures Committee

Prepared by: CCF Bylaws and Operating Procedures Committee

CCF Bylaws and Operating Procedures Committee approval date:

CCF Board of Directors approval date:

CCF Delegates approval date:

CCF Operating Procedures Section 20.1-20.2 Amendment of the Operating Procedures:

Section 20.1 states that the Operating Procedures may be amended by a simple majority of the Delegates present at a Delegate Meeting.

Section 20.2 states that proposed amendments must be submitted in writing in the form of a motion to the Board Chair, the Delegate Chair, or the Bylaws and Operating Procedures Committee Chair, and shall specify the existing article, paragraph and sub-paragraph to be amended, and the reason for the amendment.

Current language for Section 17, Subsection 2: Election Committee

17.2.1 ELECTION CHAIR:

17.2.1.1 The Delegate Chair has the option of serving as the Election Chair or selecting another person with experience with Third Legacy procedures to act as Election Chair.

17.2.2 ELIGIBILITY FOR ELECTION:

17.2.2.1 All individuals present are eligible for election to any position for which they are qualified on the date of taking office. The qualifications are set out separately for each elected position.

17.2.2.2 Candidates normally must be present to be eligible for election. However, the Delegates, by a majority vote, may allow an absent candidate to be considered for election in unusual circumstances such as a family or employment emergency

17.2.2.3 Prior to the election, candidates will be asked to prepare a brief resume detailing their home group, sobriety date, and their service experience in Alcoholics Anonymous.

17.2.3 PROCEDURE:

17.2.3.1 All elections at the November meeting shall model the Third Legacy procedures outlined in the By-laws.

17.2.3.2 A 15 minute break shall be called by the Election Chair prior to the election to allow for the preparation of a resume.

17.2.3.3 Each candidate's name (suggest full names be used) is written on a list in front of the room.

17.2.3.4 The Election Chair then polls each candidate to determine whether they are available for the position being elected. The names of the unavailable candidates shall be erased from the list. Preceding the balloting, candidates shall stand and present their resumes.

17.2.3.5 Paper and pencils are distributed for written ballots.

17.2.3.6 The voting members are the Delegates. The Secretary calls the roll of the Delegates present to determine the total number of eligible voters-

17.2.3.7 Two non-voting individuals are selected as tellers, two non-voting individuals are selected as collectors of ballots, and one non-voting person is selected to record the tallied votes on the blackboard. These people must not be standing for office or serving in any CCFAA elected position.

17.2.3.8 The Delegates present in the room cast written ballots and the ballots are collected and given to the tellers to count. Votes will be written on the blackboard alongside the names of the candidates.

17.2.3.9 The Office Manager publishes the election results in the December By The Way

17.2.4 ORDER OF ELECTIONS: It is recommended that the Order of Election of the Officers and the Committee Chairs be as follows

- 17.2.4.1.1 Board of Directors
 - 17.2.4.1.1.1 Delegate Chair
 - 17.2.4.1.1.2 Assistant Delegate Chair/Area Liaison
 - 17.2.4.1.1.3 Treasurer
 - 17.2.4.1.1.4 Recording Secretary
 - 17.2.4.1.1.5 Two Directors at Large
- 17.2.4.1.2 Committee Chairs
 - 17.2.4.1.2.1 Teleservice/Special Needs Chair
 - 17.2.4.1.2.2 Bylaws and Operating Procedures Committee Chair
 - 17.2.4.1.2.3 Birthday Club and Faithful Fivers Committee Chair
 - 17.2.4.1.2.4 PI/CPC. Committee Chair
 - 17.2.4.1.2.5 Northern California Council of Alcoholics Anonymous Delegate Liaison (odd numbered years)
 - 17.2.4.1.2.6 Picnic Chair
 - 17.2.4.1.2.7 Special Events Chairman

Proposed language for Section 17, Subsection 2: Election Committee

17.2.1 ELECTION CHAIR:

17.2.1.1 Announcement of Elections, the offices to be filled, and the requirements for each office, shall be made known at the October meeting, by including the relevant information in the package of materials sent to delegates before the October meeting.

17.2.1.2 The Delegate Chair has the option of serving as the Election Chair or selecting another person with experience with Third Legacy procedures to act as Election Chair.

17.2.2 ELIGIBILITY FOR ELECTION:

17.2.2.1 All individuals present are eligible for election to any position for which they are qualified on the date of taking office. The qualifications are set out separately for each elected position.

17.2.2.2 Candidates normally must be present to be eligible for election. However, the Delegates, by a majority vote, may allow an absent candidate to be considered for election in unusual circumstances such as a family or employment emergency. If delegates are interested in serving but will not be able to attend the November meeting, they can make their interest known in writing to the Delegate Chair and/or Secretary before the November meeting. Candidates should state how they meet the eligibility requirements and what relevant experience they have to perform the duties of the office.

17.2.3 PROCEDURE:

17.2.3.1 All elections at the November meeting shall model the Third Legacy procedures outlined in the By-laws.

17.2.3.2 Candidates may propose themselves for an office or be nominated by another delegate.

17.2.3.3 Each candidate's name (suggest full names be used) is written on a list in front of the room.

17.2.3.4 The Election Chair then polls each candidate to determine whether they are available for the position being elected asking each candidate if he/she willing to serve, meets the eligibility requirements, and what experience each has that suits him/her to perform the duties of the office.

17.2.3.5 Paper and pencils are distributed for written ballots in the room.

17.2.3.6 The voting members are the Delegates. The total number of eligible voters is determined from having called the roll of Delegates at the beginning of the meeting.

17.2.3.7 Two non-voting individuals are selected as tellers in the room, two non-voting individuals are selected as collectors of ballots, and one non-voting person is selected to record the tallied votes on the blackboard. These people must not be standing for office or serving in any CCFAA elected position.

17.2.3.8 The Delegates present in the room cast written ballots and the ballots are collected and given to the tellers to count. Delegates attending via video conferencing platform will cast ballots using the video conferencing platform polling application as prepared by the meeting Secretary. The total number of votes will be written on the blackboard alongside the names of the candidates.

17.2.3.9 The Office Manager publishes the election results in the December By The Way

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 - 17.2.4.1.1.5 Two Directors at Large
- 17.2.4.1.2 Committee Chairs
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 - 17.2.4.1.2.2 Bylaws and Operating Procedures Committee Chair
 - 17.2.4.1.2.3 Birthday Club and Faithful Fivers Committee Chair
 - 17.2.4.1.2.4 PI/CPC. Committee Chair
 - 17.2.4.1.2.5 Northern California Council of Alcoholics Anonymous Delegate Liaison (odd numbered years)
 - 17.2.4.1.2.6 Picnic Chair
 - 17.2.4.1.2.7 Special Events Chairman

Rationale for proposed change:

The current procedures are based on the presumption that all delegates will be attending the meeting in person, but we now have a hybrid format where delegates may attend meetings in person or virtually, and we need to accommodate the new format. We also believe that if delegates are made aware of the available offices and requirements before election, then they can make known their openness to election beforehand. Finally, we think there is no need to present candidate speeches, but only to ascertain if nominees are willing and capable of serving in a particular office and meet the requirements for a particular office.

Redline Comparison of the texts:

17.2.1 ELECTION CHAIR:

17.2.1.1 ~~Announcement of Elections, the offices to be filled, and the requirements for each office, shall be made known at the October meeting, by including the relevant information in the package of materials sent to delegates before the October meeting.~~

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~~17.2.2.3 Prior to the election, candidates will be asked to prepare a brief resume detailing their home group, sobriety date, and their service experience in Alcoholics Anonymous.~~

17.2.3 PROCEDURE:

17.2.3.1 All elections at the November meeting shall model the Third Legacy procedures outlined in the By-laws.

- ~~Candidates may propose themselves for an office or be nominated by another delegate.~~

~~17.2.3.2 A 15 minute break shall be called by the Election Chair prior to the election to allow for the preparation of a resume. We do not think a resume is needed, so no break to prepare resumes.~~

17.2.3.3 Each candidate's name (suggest full names be used) is written on a list in front of the room.

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