

LOUISIANA STATE CONFERENCE OF YOUNG PEOPLE IN ALCOHOLICS ANONYMOUS
2024 LAFAYETTE HOST COMMITTEE
BYLAWS

I. MISSION STATEMENT

The 2024 Louisiana State Conference of Young People in Alcoholics Anonymous (LASCYPAA) Lafayette Host Committee is an AA service committee with the primary purpose of staying sober and helping other alcoholics to achieve sobriety. Young people's groups are in no way separate from AA as a whole.

The 2024 LASCYPAA Host Committee shall observe the spirit of AA traditions in order to collectively plan, organize, and facilitate a successful 2024 LASCYPAA conference in accordance with the 12 Steps, 12 Traditions, and 12 Concepts for AA World Service.

We shall take care that the committee never becomes the seat of perilous wealth or power, that none of the committee members shall ever be placed in a position of unqualified authority over any of its other members. All important decisions will be reached by discussion, vote, and whenever possible by substantial unanimity. No committee action should ever be personally punitive or an incitement to public controversy. Finally, like the society of AA, our committee will always remain democratic in thought and action.

II. MEMBERSHIP AND STRUCTURE OF COMMITTEE

1. The LASCYPAA Host Committee shall be comprised of members of Alcoholics Anonymous who are elected to committee positions along with Members at Large. All AA members are eligible for committee membership. All persons may attend LASCYPAA business meetings and participate in discussion; any AA member in attendance may participate, vote, and consider himself or herself a member of the LASCYPAA 2024 Host Committee.

i. All members should be fully informed when voting. 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.

2. Whenever possible, decisions should be made by an informed group conscience and with substantial unanimity. Individuals will not make decisions on behalf of the committee outside of their respective responsibilities.

3. Attendance

i. Business meetings are scheduled the 4th Sunday of every month at 9:00am CT at the DOC located at 924 Kaliste Saloom Road, Lafayette, LA 70508. 5 months prior to the conference an additional routine business meeting will be added to the monthly schedule. Taking into account the availability of other committee members as much as possible, the second monthly meeting time and place will be determined by the steering committee.

ii. All committee members are required to attend all business meetings. If the normal time of a business meeting is changed due to extreme circumstances, an absence will not count against any committee member, however said absentee will forfeit their vote. (Note: regularly scheduled business meeting times will not change unless absolutely necessary)

iii. All host committee members are allowed 3 absences throughout the host year. Said absences must be reported to the steering committee, and a report passed to a fellow attendee of the meeting to be considered excused. After a position holder fails to attend two consecutive full committee business meetings the committee Chair shall contact the member to determine if they still wish to keep the position. When the position holder fails to attend the third consecutive full committee business meeting for any reason their position shall be forfeited.

4. All 2024 LASCYPAA Host Committee members are strongly suggested to attend all LASCYPAA events to ensure unity and service.

5. Resignations and Removals

i. Any elected LASCYPAA member can resign their position by notifying the Chair or Co-Chair.

ii. Any break in continuous sobriety is considered a resignation of committee position.

iii. Any committee members that resign a position due to a break in continuous sobriety may remain members at large.

iv. Any chair position may be put up for review by the steering committee if they are found lacking in their responsibilities or if there is just cause.

v. The Chair shall contact the committee member to inform him/her that they are under review and shall provide the reasons why.

vi. If found necessary upon review, a member of the steering committee will make a motion at a full committee business meeting to have the committee member under review removed from their position by a 2/3 balloted vote.

vii. Any forfeited position shall be filled in haste and without reservation in accordance to the election guidelines in section 7 of these bylaws.

III. OFFICER POSITION DESCRIPTIONS

1. Chair – 2 years suggested sobriety time

i. Responsible for the overall functioning of the committee.

ii. Conducts all business in accordance with the 2024 LASCYPAA bylaws.

- iii. Shall arrange for and announce the agenda before all LASCYPAA meetings. Agenda items are collected via the Host Committee Secretary and then turned in to the Chair.
- iv. Open LASCYPAA meetings and maintain reasonable order during meetings.
- v. Recognize members entitled to the floor.
- vi. State and put to vote all motions properly made and seconded, and announce the results of all votes.
- vii. Affix his or her signatures to the necessary committee actions.
- viii. Be one of three or four signatures on the bank account.
- ix. Have a working knowledge of AA's 12 Steps, 12 Traditions, and 12 Concepts for World Service.
- x. Responsible for calling emergency meetings.
- xi. Holds all elected committee members responsible for the duties of their positions and ensures that all tasks are accomplished.
- xii. If in the event the committee votes to relieve a member of their elected positions, it is the Chair's responsibility to inform the member of the committee's decision.
- xiii. Should keep well informed of what is happening on each subcommittee.
- xiv. Informs the secretary of upcoming meetings and changes.
- xv. Acts as liaison between 2024 LASCYPAA and other area committees, staying informed of their activities and contacting them when necessary.
- xvi. Responsible for making sure someone is at Area Assembly to give a report to Advisory at the Sunday Business meeting.

2. Co-Chair – 2 years *suggested sobriety time*

- i. Shall work closely with the Chair and assist the Chair during discussion by keeping track of those who wish to speak.
- ii. In the event that any position cannot be filled, shall be responsible for fulfilling the duties of that position and/or delegate the duties to host committee members.
- iii. If the Chair is absent, shall be responsible for their duties.
- iv. If the Chair position is left vacant, shall immediately rotate into the Chair position including being a signer on the bank account.
- v. Acts as one of three or four possible signers for the committee bank account.
- vi. Have a working knowledge of AA's 12 Steps, 12 Traditions, and 12 Concepts for World Service.
- vii. Assists Chair with ensuring that all tasks are accomplished.

viii. In the event that the committee votes to relieve the Chair of their elected position, it is the Co-Chair's responsibility to inform the Chair of the committee's decision.

ix. Should keep well informed of what is happening on each subcommittee and assist as needed.

3. Treasurer – 2 years suggested sobriety time along with a bank account in good standing

i. Keeps an up-to-date financial report, closely tracking income and expenses.

ii. Shall have this report available for approval at all committee meetings.

iii. 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.

iv. Maintains all financial accounts in the name of LASCYPAA, which are subjected to inspection at any time.

v. Acts as one of three or four signers on the host committee bank account.

vi. Ensures that all bills are paid on time.

vii. Responsible for recruiting volunteers to collect money at the door for all events if necessary.

viii. Responsible for holding all money at events or delegating another committee member to do so.

ix. Assist the Events Chair with financial and activity planning to ensure the conference maintains its financial obligations.

x. Responsible for maintaining the bank account.

xi. Responsible for enforcing budget deadlines.

4. Secretary – 1 year suggested sobriety time

i. Acts as custodian of all committee materials.

ii. Answers all correspondence promptly and in the spirit of LASCYPAA.

iii. Makes copies of all correspondence pertaining to the committee or AA as a whole available to all committee members.

iv. Ensures that all documentation and other communications media maintains the integrity and language as described in the 2024 LASCYPAA Bylaws.

v. Keeps accurate minutes of all committee meetings, including exact wording for all motions as well as major points of discussion.

vi. Keeps minutes of all committee meetings, saves minutes and agendas to bring to committee meetings.

vii. Maintains roll/attendance of committee members at meetings.

- viii. Responsible for maintaining a calendar of events.
- ix. Furnish information from Advisory council records to anyone who requests it.
- x. Shall email minutes to the 2024 LASCYPAA Host Committee and LASCYPAA Advisory Council a minimum of 7 days prior to the committee meeting.
- xi. Responsible for acquiring minutes of all subcommittee meetings to keep on file.
- xii. Reads the previous meeting's minutes for approval at each committee meeting.
- xiii. Maintains a current contact list of all committee members and positions held.
- xiv. Responsible for informing Website Chair whenever there is a change to the committee roster.
- xv. Responsible for sending an email notification of all upcoming committee meetings.
- xvi. Shall keep Group-Me app (and/or host committee communication platform) membership up to date (ie: delete any group-me member not currently on the host committee and/or add members as needed).

5. Bylaws Chair – *1 year suggested sobriety time*

- i. Have a working knowledge of AA's 12 Steps, 12 Traditions, 12 Concepts for World Service, and 2024 LASCYPAA Bylaws.
- ii. Has full authority to stop any meeting to clarify points-of-order.
- iii. Shall be responsible for knowing procedures and aiding in efficient conduct of participants during business meetings in accordance with the 2024 LASCYPAA Bylaws.
- iv. Drafts governing bylaws for presentation and approval by the committee.
- v. Has a copy of the current 2024 LASCYPAA Bylaws at every business meeting.
- vi. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

6. Hotel Chair – *suggested 2 years sobriety time with professional attire, attitude, and knowledge of business dealings and negotiation skills*

- i. Responsible for locating, contacting, and coordinating with prospective hotels, sights, and venues for 2024 LASCYPAA.
- ii. Obtains written commitments from facilities to comply with conference requirements.
- iii. Shall represent LASCYPAA in a professional and responsible manner.
- iv. Suggested to bring Chair and Co-Chair of committee to ensure consistency and clear recognition of negotiations.
- v. Must be in direct contact with LASCYPAA Advisory Council during all negotiations.

vi. Signs final contract ONLY UPON APPROVAL FROM BOTH THE LASCYPAA ADVISORY COUNCIL AND THE 2024 LASCYPAA HOST COMMITTEE.

vii. Acts as liaison between the hotel and LASCYPAA during the conference should issues arise.

7. In-reach Chair – *suggested 6 months of sobriety time*

i. Shall be responsible for coordinating LASCYPAA attendance to regular meetings and service committee meetings within our area, including monthly district meetings.

ii. Maintains relationships with statewide central offices/intergroups and keeps them up-to-date on events.

iii. Willing and able to travel and/or delegate other committee members to travel across the state to share LASCYPAA news and events.

iv. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

8. Prayer Chair – *suggested 3 months sobriety time*

i. Responsible for opening and closing all committee meetings with a prayer or meditation.

ii. Responsible for reminding the committee of the spiritual aspect of our service work.

iii. Has full authority to stop committee meeting for a prayer or meditation during heated debate, reminding us of our primary purpose.

9. Hospitality Chair – *suggested 6 months sobriety time*

i. Shall create menu for conference.

ii. Responsible for purchasing and making available all food and beverages at the conference.

iii. Will recruit help during the conference and work closely with the Program Chair and Hotel Chair to ensure fluidity and be aware of any restrictions the hotel may have.

iv. Responsible for creating a budget and presenting it to the committee for approval.

v. Responsibilities include providing tableware such as cutlery, napkins, cups, plates, bowls, table cloths etc.

vi. Will submit receipts to Treasurer prior to events.

vii. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

10. Coffee/Caffeine Chair – *suggested 6 months sobriety time*

- i. Responsible for the production of coffee and caffeine at all LASCYPAA events and the conference.
- ii. Should work closely with the Hotel Chair to be aware of any restrictions the hotel may have.
- iii. Recruits help during the conference to ensure coffee and caffeine is available at all times.
- iv. Responsible for creating a budget and presenting it to the committee for approval.
- v. Responsible for procuring all coffee and caffeine supplies, including coffee makers and ice chests.
- vi. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

11. Unity Chair – *no minimum sobriety suggestion*

- i. Responsible for hosting activities and meetings to promote unity amongst LASCYPAA Host Committee members. These activities can be anything that bring the members closer together and enhances the spiritual atmosphere and sense of community within the committee.
- ii. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

12. Transportation Chair – *suggested 3 months sobriety time*

- i. Coordinates rides for committee members attending business meetings and events.
- ii. Coordinates rides for those interested in attending business meetings and events.
- iii. Coordinates rides for guests arriving from the airport at the time of the conference.
- iv. Works closely with T&C (Treatment & Corrections)/CPC (Cooperation with the Professional Community)/PI (Public Information) Chair to arrange for transportation of treatment center clients to the conference.
- v. Responsible for providing a flyer with transportation options from the airport and directions to the hotel for attendees traveling by personal vehicles to be posted on the Facebook page and the LASCYPAA website.
- vi. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

13. T&C/CPC/PI Chair (Treatment & Corrections, Cooperation with the Professional Community, Public Information) – *suggested 6 months sobriety time*

- i. Acts as liaison between 2024 LASCYPAA Host Committee and any treatment centers to secure service opportunities for the committee.
- ii. Makes sure that the treatment centers are aware of any and all committee meetings, events, and the conference.
- iii. Responsible for cooperating with the professional community and disseminating (spread) public information on behalf of the 2024 LASCYPAA Host Committee.
- iv. Should be familiar with AA's general service structure and should coordinate with other T&C and CPC/PI chairs within the area.
- v. Works closely with Transportation Chair to arrange for transportation of treatment center clients to the conference.
- vi. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

14. Website Chair – *suggested 1 year sobriety time and knowledge on how to build and maintain a website. Must also have computer with internet connection.*

- i. Responsible for creation and maintenance of LASCYPAA website page upon establishment.
- ii. Shall update the website for each event, but with a minimum of one update per month.
- iii. Responsible for ensuring all additions to the website are in agreement with AA's 12 Traditions and 12 Concepts for World Service, as well as any other requirements the committee sees fit.
- iv. Works with Events Chair, Graphics Chair, and Outreach Chair to make sure all outreach and events material are posted to and removed from the website in a timely manner.
- v. Works with Secretary to maintain and update the LASCYPAA website whenever there is a change to the Host Committee roster.
- vi. Responsible for creating an email account for 2024 LASCYPAA Host Committee.
- vii. Ensures the website has the ability to take registrations for the conference and allows attendees to pay online if the committee agrees to do so. If and when the committee decides to accept online payment via website, shall inform Treasurer and Registration Chair of any payments or registrations accepted.
- viii. Responsible for creating and maintaining a zoom account for the Host committee and providing all host committee members and subcommittees access to the same.

15. Social Media Chair – *suggested 3 months sobriety time*

- i. Shall distribute all event flyers and announcements on social media including but not limited to LASCYPAA events, subcommittee meetings, outreaching events, business meetings, and all LASCYPAA-related messages.
- ii. This chair may not be used to distribute anything other than AA related texts in accordance with AA's 12 Traditions.
- iii. Shall maintain a committee contact list and distribute communications among committee.
- iv. Responsible for posting all pertinent committee communication information on Facebook, GroupMe, and/or other applicable social media platforms i.e. subcommittee meetings, upcoming unity events, etc.

16. Entertainment/AV Chair – *suggested 1 year sobriety time*

- i. Coordinates all planned av related events and activities at conference.
- ii. Responsible for finding entertainment for the conference in a timely manner.
- iii. Prepares and submits budgets for the sound equipment or any other entertainment related expenses for the conference to the committee for approval. This includes but is not limited to all aspects of said events.
- iv. Works closely with Hotel Chair to ensure the hotel has no restrictions that may affect any entertainment.
- v. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

17. Speaker Chair – *suggested 1 year sobriety time*

- i. Responsible for finding all main speakers for conference, subject to a vote by the committee.
- ii. Provides a copy of or link to the speaker tape for their suggested speakers to committee for review at least 7 days prior to the vote.
- iii. Will work closely with Programs Chair to select speakers for all panels or workshops.
- iv. Proposes a budget for all speaker expenses, i.e. hotel room, travel, gifts, food, etc.
- v. Shall find hosts and book flights and hotel rooms for speakers.
- vi. Responsible for organizing any outing the committee may have with speakers and their hosts during the conference (ex: dinner).
- vii. Arranges for the recordings of all speakers at LASCYPAA, ensures the integrity of the audio files, and provides a copy of the digital audio files to the LASCYPAA archives.
- viii. Responsible for procuring any and all speaker gifts.

ix. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

18. Registration Chair – *suggested 2 years sobriety time and excellent organizational skills*

- i. Keeps a running and accurate record of registrations.
- ii. Responsible for providing Website and Outreach Chair with registration flyer for conference.
- iii. Prepares registration packets including lanyards, name badges, program, and other special conference items, i.e. markers, stickers, etc.
- iv. Will coordinate placement and seating of the hearing impaired with the interpreter and other special needs requirements.
- v. Responsible for getting volunteers to staff registration tables at the conference.
- vi. Coordinates with Treasurer to make each money drop at the conference.
- vii. Informs committee of up-to-date registrations number at each business meeting.
- viii. Proposes budget of expenses for registration supplies to be approved by committee and is responsible for purchasing such items.

19. Outreach Chair – *suggested 6 months sobriety time and access to a vehicle*

- i. Shall outreach all LASCYPAA functions within the 12 Traditions of AA.
- ii. Should attend Area Assembly with the Chair and share LASCYPAA progress and events.
- iii. Willing and able to travel across the state and through neighboring states to share LASCYPAA news and events.
- iv. Should develop and implement an outreach plan that includes the entire state.
- v. Responsible for outreaching all LASCYPAA and committee functions.
- vi. Works closely with Events Chair and Graphics Chair in order to produce outreach materials for all scheduled events.
- vii. Distributes flyers to AA clubhouses, central offices/intergroups, treatment centers, individual members, and meetings in the area.
- viii. Coordinates announcements about LASCYPAA committee meetings and events at AA meetings.
- ix. Forwards all pertinent outreach information to Website Chair.
- x. Stores the outreach table materials.
- xi. Responsible for coordinating volunteers and transportation of outreach table materials to and from all LASCYPAA presence requests.

xii. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

20. Events Chair – *suggested 1 year of sobriety time*

i. Shall find locations and arrange for all pre-conference events that promote unity and recovery among alcoholics regardless of age.

ii. Has knowledge of AA's 12 Traditions and plans events in accordance with them.

iii. Develops ideas for all pre-conference events and arranges all aspects of such events, including but not limited to the place, date, time, speakers, costs, refreshments, music, etc.

iv. Recruits volunteers to help organize and run all events.

v. Works closely with Outreach Chair and Graphics Chair in order to produce outreach materials for all scheduled events.

vi. Presents a proposal for events to committee for approval.

vii. Responsible for coordinating with any committees that co-host events with LASCYPAA.

viii. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

21. Decorations Chair– *suggested 6 months sobriety time*

i. Provides a detailed budget of expenses for all decorations needed for events and the conference.

ii. Obtains the decorations in a timely manner once the budget has been approved.

iii. Responsible for putting up decorations at all events.

iv. Responsible for putting up decorations on Friday and taking them down on Sunday, as well as maintaining decorations throughout the conference.

v. Will work closely with Programs Chair, Events Chair, Hotel Chair, and Entertainment Chair.

vi. If funds allow, will decorate main stage at conference, keeping in mind safety precautions.

vii. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

22. Graphics Chair – *suggested 6 months sobriety time*

i. Designs and produces all approved printing and digital material requiring graphics, i.e. flyers, tickets, banner, t-shirts, program, etc.).

- ii. Has access to a computer with appropriate digital technologies.
- iii. Works closely with Events Chair and Outreach Chair in order to produce outreach materials for all scheduled events.
- iv. Researches economical production option and presents them to the committee for final decision by group conscience.
- v. Works with Registration Chair on registration flyer.
- vi. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

23. Program/Activities Chair – *suggested 1 year sobriety time*

- i. Works in collaboration with Events Chair, Entertainment/AV Chair, Speaker Chair, and Graphics Chair to develop a suitable program of events and activities for the conference.
- ii. Will work closely with Speaker Chair to select speakers for all panels or workshops.
- iii. Shall come up with a schedule for LASCYPAA XXXVIII and make readily available to attendees as the committee sees fit (ex: printed programs, posters, etc.).
- iv. Responsible for creating the “podium book” for conference.
- v. Coordinates marathon meetings at the conference, including finding members to chair the meetings.
- vi. Responsible for creating the topics and finding volunteers to chair the workshops and panels.
- vii. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

24. Security Chair – *suggested 6 months sobriety time*

- i. Shall maintain a sign-up sheet for security volunteers at the conference and make this sign-up sheet available at events throughout the year.
- 1. Suggested 8 volunteers per three-hour shift – obtain name, phone number, and city for each volunteer.
- ii. Coordinate with Hotel Chair to see that all hotel rules and regulations are known and followed.
- iii. Assure respect for all guest areas, manners are expected AT ALL TIMES – we are guests.
- iv. See that each person on security has some identification indicating they are security while on duty and able to help participants, i.e. ribbon on nametag, t-shirt, etc.
- v. Responsible for obtaining any communications equipment, such as walkie-talkies, for the conference.

vi. Responsible for ensuring the LASCYPAA banner is protected at all times.

vii. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

25. Merchandise Chair – *suggested 1 year sobriety time. Suggested to own a computer with internet connection*

i. Shall solicit and accept all submissions of ideas for t-shirt emblems or artwork which agrees with the conference theme and which will appear on the memorabilia.

ii. Responsible for proposing budget for all expenses for committee approval.

iii. Host Committee shall vote on final designs to appear on the t-shirt and other merchandise.

iv. Acquires comparison pricing, lead times, deadlines, and places orders for merchandise.

v. Makes t-shirts, mugs, pens, buttons, hats, or any other printed objects available at all events prior to and at the conference according to the committee group conscience.

vi. Responsible for inventory and sales of all merchandise and reporting the information to the committee.

vii. Staffs merchandise table at the conference, keeping in mind that money will need to be kept and counted.

viii. Responsible for finding volunteers to staff the merchandise table.

ix. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

26. Literature Chair – *suggested 3 months sobriety time*

i. Act as the caretaker of AA conference-approved literature and ensuring it is available at committee meetings, events, and the conference.

ii. Shall obtain literature from GSO, central office/intergroup, and the AA Grapevine Office when necessary, upon approval by Host Committee.

iii. Acts as a liaison between LASCYPAA and the Area Literature, Area Grapevine/La Vina Committees to ensure that literature and materials are available for purchase at all LASCYPAA events as the committee deems appropriate.

iv. Informs the Grapevine/La Vina of upcoming LASCYPAA events.

27. Cleanup Chair – *suggested 3 months sobriety time*

i. Responsible for coordinating and recruiting people to help set up before and clean up after all committee meetings and events.

- ii. Works closely with Events Chair and Unity Chair to identify clean up needs of each event.
- iii. May form a subcommittee and must keep the full committee informed of discussions and actions taken at these meetings.

28. Alternate Positions – *see below*

- i. Alternate Treasurer, Alternate Secretary, & Alternate Hotel Chair are elected positions identical to each chair position the alternate is for – suggested 2, 1, and 2 years of sobriety time, respectfully.
- ii. Alternates are expected to be able to fulfill the duties of the position chair in that member’s absence.
- iii. The alternate is to assist the chairperson with their duties, develop a working knowledge of the position, and participate in any subcommittee the chair falls under.
- iv. If the position holder is to forfeit their position for any reason, the alternate shall immediately step into their position.
- v. – All other Chair positions are encouraged to appoint Co-Chairs at their discretion. All Co-Chairs must be recorded with Committee Secretary.

IV. STEERING COMMITTEE

1. The Steering Committee serves to lead by example and by suggestion. The members are suggested to meet once per month to discuss the state of the committee as it pertains to group unity, progress toward committee goals, and the financial welfare of the committee.
2. If a motion is to be presented by the Steering Committee to the full committee, the minutes of the Steering Committee meeting must be emailed to the committee at least 7 days prior to the committee meeting at which the motion will be presented.
3. Any suggestions for the committee (carrying with them a majority vote within the steering committee) will take the form of a motion to be presented to the full committee, not requiring a second to be taken to a general vote. All LASCYPAA members are welcome at Steering Committee meetings, but only Steering Committee members are allowed to vote and take part in discussion.
4. The Steering Committee shall appoint members to have access and maintain LASCYPAA email account, in addition to the Website Chair.
5. The Steering Committee may take action between LASCYPAA Host Committee meetings as follows:
 - i. 2/3 of the Steering Committee members must be present to have a quorum at an action item meeting being called by the Chair.

- ii. The Chair may use their discretion to hold such a meeting electronically when necessary, but should strive to meet in person whenever practicable.
- iii. Passage of Steering Committee action items require majority vote by; Co-Chair, Secretary, Treasurer, Traditions/Bylaws, and Hotels. (In the event that one of the above is unable to vote, their respective alternate shall vote in their place.)
- iv. Any member of the 2024 LASCYPAA Host Committee can request funds of \$50 or less directly from the Treasurer, subject to Steering Committee approval by unanimous vote as described in sections “i,” “ii,” “iii,” and “iv” above.

6. The Chair shall report all Steering Committee action items in a Steering Committee report at the next LASCYPAA Host Committee meeting and shall explain the process for the committee to vote down an action item in the report.

7. The Secretary must email all LASCYPAA Host Committee members to notify of any change of steering committee meeting venue or time as soon as possible.

8. Composition of Steering Committee:

- i. Chair
- ii. Co-Chair
- iii. Secretary (or Alt)
- iv. Treasurer (or Alt)
- v. Hotel Chair (or Alt)
- vi. Traditions, Concepts, and Bylaws Chair

V. MEETING PROCEDURES

1. Subcommittee Meetings

- i. Committee Chair positions shall arrange for their subcommittee meetings.
- ii. Subcommittee meetings should be scheduled with care given the time, day, and location so that as many as possible may attend.
- iii. Subcommittee meetings should be announced at the regular committee meetings.
- iv. Minutes shall be taken at each subcommittee meeting, given to the Secretary, and distributed by the position Chair to members of the subcommittee.
- v. Results of each subcommittee meeting should be reported at the next regular committee meeting.

2. Agenda

- i. The Chair will arrange the agenda for all LASCYPAA Host Committee meetings. It is recommended that requests to add an item to new business must be done no later than 7 days prior to the next business meeting. The Chair will prioritize new business. Any

new business item submitted less than 7 days prior to the business meeting will be subject to approval for the agenda at the Chair's discretion.

ii. Regularly scheduled business meeting agendas are to follow this order:

1. Meeting opening – Prayer chosen at Prayer Chair's discretion.
2. Guest introductions (If applicable)
3. Take attendance
4. Approval of previous meeting minutes
5. Committee reports
6. Old business
7. Open positions (elections)
8. New business
9. Announcements from the floor
10. Motion to close
11. Closing prayer

3. Minutes

i. Minutes of each business meeting shall be recorded by the Secretary and submitted to LASCYPAA Advisory Council no later than 7 days prior to the next host committee meeting.

ii. Copies of the previous meeting's minutes will be distributed electronically a minimum of 7 days prior to regularly scheduled business meetings. Hard copies of meeting minutes will be provided upon request for members who do not have electronic access.

iii. Minutes are to be read aloud by the Secretary, corrected as needed, and approved at each regularly scheduled committee meeting.

iv. Minutes are to be taken at each subcommittee and Steering Committee meeting and submitted to the Secretary.

4. Reports

i. A report is an account or statement that informs the committee as to the status, progress, and direction of an individual, Steering Committee, or subcommittee.

ii. All committee chairs will give a report to the host committee at every business meeting.

iii. All reports must be submitted in writing to the Secretary 7 days prior to the next business meeting.

iv. At the end of a report, the Chair will open up the floor for questions pertaining to the report.

v. No motions are to be made during reports.

5. Motions

i. Making a motion

1. Any committee member, except the Chair, may make a motion by stating, "I make a motion."
2. Any committee member who wants to make a motion should submit their motion in writing to the Secretary 7 days prior to the next business meeting. Said motions will take precedence over open floor motions.
3. A motion may be withdrawn by the member making the motion at any time prior to the completion of vote.
4. A motion may be amended by the member making the motion at any time prior to the vote. Any amendments to a motion must be seconded.
5. There can only be one motion on the floor at a time.
6. If there are any motions on the floor, a motion to adjourn cannot be made until motion is voted upon.
7. The Chair may veto a motion to adjourn if there is still urgent business that needs to be presented. The Chair's veto may be overturned by a 2/3 vote.

ii. Procedural motions

1. Close discussion of the motion/Call to question
 - a. Any member of the committee can call to question/close the discussion.
 - b. If seconded and passed, the main motion is then voted on. If no second is made, discussion continues.
 - c. A call to question/close the discussion may be overruled by the Chair.

iii. Tabling an item

1. Must be seconded and passed by a majority vote.
2. Once a motion is tabled there is no further discussion.
3. Automatically becomes old business on the agenda if passed.

iv. Discussion of motions

1. Discussion of motions is permitted only after a motion has been seconded.
2. Discussion will begin by the Chair asking, "Is there any discussion?" The member making the motion has the right to speak first and last on the motion.
3. The speaker may only be interrupted under the following circumstances:

- a. By the Chair for the following reasons:
 - i. The speaker is speaking off topic.
 - ii. The speaker is speaking past the one-minute time limit.
 - iii. The speaker is repeating previous points made at length.
- b. By the Prayer Chair per that position's description.
- c. By the Bylaws Chair per that position's description.

4. The Chair will always ask for further discussion before giving the floor to the member who made the motion. If further discussion is needed, the Chair will go around the room and grant each member a maximum of one minute to discuss the motion.

5. All discussion will be concise, courteous, and dignified.

6. After discussion of the motion, the Chair will ask the Secretary to repeat the motion on the table and a vote will be taken.

v. Voting

1. Each LASCYPAA Host Committee member has one vote. Votes by proxy will not be accepted.

2. The Chair may only vote to break a tie.

3. At committee meetings, voting is by a show of hands unless otherwise specified within the 2024 LASCYPAA Host Bylaws.

4. Motions to amend, delete, or add to the 2024 LASCYPAA Host Bylaws require a 2/3 majority vote of the members present to pass.

5. Automatically following a vote, minority opinion (for or against – whichever is less) is voiced if they choose to. If one of the majorities (for or against – whichever is more) wishes to change their vote, a second vote must be taken.

6. Each minority opinion may be voiced, so long as it is not repeating previous points.

7. If you leave a meeting you forfeit future votes for that meeting.

6. Discussion of Non-Motions

i. Discussion begins with the Chair presenting points of discussion.

ii. The Chair will go around the room and grant each member a maximum of one minute for discussion.

iii. The speaker may only be interrupted under the following circumstances:

- 1. By the Chair for the following reasons:

- a. The speaker is speaking off topic.
 - b. The speaker is speaking past the one-minute time limit
 - c. The speaker is repeating previous points made at length.
2. By the Prayer Chair per that position's description.
 3. By the Bylaws Chair per that position's description.
- iv. All discussion will be concise, courteous, and dignified.

VI. FINANCIAL GUIDELINES

1. A non-profit bank account will be maintained.
2. Accurate records of all financial transactions will be kept and submitted to LASCYPAA Advisory Council by email.
3. The Treasurer will work the LASCYPAA Advisory Council and committee chairpersons to create a budget for the conference.
 - i. All budget and financial requests must be submitted in writing to the Treasurer.
 - ii. Individuals are required to submit receipts to the treasurer for all expenditures.
4. It is each chair's responsibility to monitor and attain record of all purchased items, donated items, and funds spent, and report the same to the Host Committee Treasurer.
5. There shall be no reimbursements without receipts except during special circumstances which shall be decided by Steering Committee.
6. Any legal or ethically binding contract to be signed on behalf of LASCYPAA, or which includes the LASCYPAA name, must be submitted to advisory for approval then signed by the Host Chair and Host Treasurer and turned over to LASCYPAA Advisory Council.
7. At the conclusion of the conference, after financial obligations have been met, any remaining funds will go towards repayment of seed money. Additional funds will be distributed to the AA service structure as decided by the full Host Committee.
8. Committee members who collect money must bring all money collected to the treasurer within 72 hours. Money must only be used on what the committee decides upon.

VII. ELECTIONS

1. LASCYPAA Host Committee elections will be conducted using the election guidelines found in the AA World Services Manual or as suggested by LASCYPAA Advisory.
2. Chair, Co-Chair, Secretary, and Treasurer will be elected using the Third Legacy voting procedure.

3. All other positions shall be elected by majority vote.
4. All AA attendees are eligible to vote during the election of host committee positions.
5. Any member of AA can make themselves available for election to a position by proxy at the discretion of the steering committee.
 - i. It is recommended that any member standing by proxy provide a verbal statement of their service resume during elections.

VIII. APPENDIX

1. In the event of a unique condition not covered here, the Chair or any other member may suggest a method of proceeding, which shall be temporarily adopted for that meeting only upon acceptance by a 2/3 vote of members present.
2. Emergency meetings - In the event there is a need for a vote that cannot take place during the regular business meeting, the discussion and vote requires a minimum of three steering committee members, as well as five other committee members. It is encouraged that as many voting members are present as possible. Minutes will need to be submitted at the next regular business meeting. All committee members need to be informed in the event of an emergency meeting.
3. Should a committee member persist on holding the floor without adhering to the requirements of these procedures, or should a committee member persist in interrupting or otherwise disrupt the meeting, the Chair has a right to say, "Will you please come to order." If the disruption continues, the Chair may ask the participant to leave. If the participant does not leave, the Chair should declare the meeting adjourned.