

**TO: ALL GROUP SECRETARIES AND ALL INTERGROUP REPRESENTATIVES**  
**FROM: NOMINATING & ELECTIONS COMMITTEE, ROCHESTER AREA INTERGROUP**  
**DATE: 09/10/20**

**SUBJECT: ELECTION OF STEERING BOARD OF TRUSTEES, PERSONNEL COMMITTEE AND REGISTRAR CANDIDATES**

The Nominating & Elections Committee has received nominations for the positions on the Steering Board of Trustees, Personnel Committee and Registrar whose terms either expired on June 30<sup>th</sup>, 2020 or have been, or will be, left vacant. Due to the COVID crisis, nominations and the election were postponed until September 2020 IR meeting (for final nominations) and October 2020 IR meeting (for the election of new Board, Personnel Committee and Registrar).

**THE SLATE OF CANDIDATES & THEIR HOME GROUPS APPEAR AT THE BOTTOM OF THIS PAGE.**

The slate of candidates consists of those persons who were nominated, who meet the requirements of the Intergroup's By-Laws, and who have agreed to serve in those positions.

**Elections will take place at the OCTOBER meeting of the Intergroup Representatives:**  
**October 8<sup>th</sup>, 2020, 6:30 PM**  
*This IR meeting is scheduled to be online via Zoom (please check Website for any changes)*

Each candidate has been asked to make a brief presentation at this meeting regarding the skills, experience and other qualities they would bring to the Board, Personnel Committee or Registrar position if elected.

Please have your Intergroup Representative or your Alternate Intergroup Representative attend this meeting and vote on behalf of your home group. Each Rochester Area Group is entitled to cast one vote in the election of Trustees to the Board.

*Candidates are listed in alphabetical order by last initial*

<b>Chairperson:</b> (1 <sup>st</sup> term ends – 6/30/22)	<b>Craig S – Poker Chip</b>
<b>Secretary:</b> (1 <sup>st</sup> term ends – 6/30/22)	<b>Cindy S – A Novel Idea</b>
<b>City Trustee:</b> (completing unfinished term – ends 6/30/21 – and candidate may run for 2 more full terms)	<b>Michelle M - Big Book Discussion</b>
<b>Northeast Trustee:</b> (1 <sup>st</sup> term ends – 6/30/22)	<b>Zack L - Webster Wednesday</b>
<b>Northwest Trustee:</b> (completing unfinished term – ends 6/30/21 – and candidate may run for 2 more full terms)	<b>John F - Lexington</b>
<b>Southeast Trustee:</b> (completing unfinished term – ends 6/30/21 – and candidate may run for 2 more full terms)	<b>Steve T - Mountain Rise Discussion</b>
<b>Southwest Trustee:</b> (1 <sup>st</sup> term ends – 6/30/22)	<b>Kent D – Poker Chip</b>
<b>Personnel Committee (even year):</b> (1 <sup>st</sup> term ends – 6/30/22)	<b>Shannon F-The Great Fact</b>
<b>Registrar:</b> (1 <sup>st</sup> term ends – 6/30/22)	<b>Elyse H – Terminally Unique</b> <b>Nancy W-24 Hour</b> <b>Pam A – Seneca Group</b>

*Please see other side of this page for excerpts from the Rochester Area Intergroup By-Laws regarding information about each position.*

*For more information regarding the election process, please reference the By-laws, which are available on our website: [www.rochester-ny-aa.org](http://www.rochester-ny-aa.org) in the "Members Section"*

#### **Section 4.02 - Chairperson of the Intergroup**

- A. The Chairperson of the Intergroup shall preside over all meetings of the Intergroup and all meetings of the Steering Board of Trustees
- B. The Chairperson does not function as the supervisor of any employee of the Intergroup.
- C. The Chairperson shall have the duties and responsibilities of supervision of the Intergroup which usually pertain to the office, including but not limited to:
  - 1. Being knowledgeable of Intergroup issues, management effectiveness, as well as Alcoholics Anonymous Twelve Traditions and Twelve Concepts.
  - 2. Conducting well-organized, timely and effective meetings.
  - 3. Ensuring agendas and presentations are carefully tailored to facilitate responsible communication and decision making.
  - 4. Ensuring that committees are staffed with appropriate talent and that communication channels are clear.
  - 5. Fostering a proactive role for trustees and committee chairs in fulfilling their duties and responsibilities.
  - 6. Assuring that issues relating to the Intergroup are dealt with in a timely fashion.
  - 7. Being a nonvoting, ex-officio member of all organization committees (with the exception of the Nominating and Elections and the Personnel Committee).

#### **Section 4.04 - Secretary of the Intergroup**

- A. The Secretary of the Intergroup (or their designee) shall keep minutes of all meetings of the Board and the Intergroup. Such minutes shall reflect all business conducted at both meetings; including findings, conclusions, and recommendations. Copies of the minutes, when approved by the Board or the Voting Body of the Intergroup (§2.10), respectively, shall be a part of the permanent Intergroup records and shall be maintained in the central office for reference and archival purposes.
- B. The Secretary/Office Administrator shall issue notice of all meetings where notice of such meetings is required by these bylaws.
- C. The Secretary/Office Administrator shall maintain and be responsible for all Intergroup records, except financial records. The Secretary shall perform such other duties as usually pertain to the office or as are properly required of the Secretary by the Steering Board of Trustees or the Intergroup.

#### **Section 3.03 - Qualifications of Trustees**

- A. All Trustees shall have their nominations accepted by and be elected by a majority of the Voting Body of the Intergroup.
- B. Each Trustee, prior to election to the Board, shall have a minimum of five (5) years of continuous sobriety.
- C. Each Trustee shall have demonstrated, to the satisfaction of the Nominating Committee, the basic qualities of honesty, integrity, justice, and good judgment, and have knowledge of the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous.
- D. Each Trustee should be committed to upholding the purposes and general policies of the Intergroup.
- E. Each Trustee should have the willingness and ability to devote necessary time to Board activities.
- F. Each Trustee should be able to apply experience and expertise to Board decisions objectively and realistically.

#### **Section 2.03 – Record of Those Entitled to Vote at Meetings of the Intergroup.**

- A. **The Intergroup Registrar** shall maintain a current and up-to-date list of Trustees, active Intergroup Representatives, alternate Intergroup Representatives, Standing Committee chairpersons, and Standing Committee co-chairpersons. Only those so recorded will be entitled to vote (as defined in §2.10).
- B. **The Intergroup Registrar** will establish policies and procedures by which the membership is tracked, updated, and confirmed. These policies and procedures should be written and available from the Intergroup Registrar or central office upon request.

#### **Section 5.09 - Personnel Committee**

- A. The Personnel Committee shall have the operating responsibility, authority and accountability for administering personnel policy in accordance with these bylaws and the policies described in the Intergroup's "Personnel Policy and Procedures".
- B. The Personnel Committee is composed of the following five (5) members:
  - 1. The immediate past Chairperson of the Intergroup. In the event that the immediate past Chairperson did not, for any reason, complete their term of office or is not available to serve, membership in the Personnel Committee shall pass back to the most recent past Chairperson who did successfully complete their term of office and is available to serve.
  - 2. The Vice Chairperson of the Intergroup.
  - 3. Two members of A.A. elected by the Voting Body of the Intergroup (§2.10); one member elected in the even numbered years and one elected in the odd numbered years, each serving a term of two years.
  - 4. One A.A. member professionally qualified in personnel work appointed (in odd years) by the Steering Board of Trustees to a term of two years.
- C. The terms of all members of the committee shall begin on July 1st.
- D. Generally, the Personnel Committee shall have the following responsibilities (where detailed responsibilities are defined as in §5.09-A):
  - 1. Soliciting resumes, interviewing and recommending candidates for open staff employee positions.
  - 2. Making staff employee compensation and benefits recommendations to the Board.
  - 3. On-going evaluation of employee job performance.
  - 4. Administering personnel policy and procedures.