

MOSOLY PAA

BID COMMITTEE INFORMATION PACKET

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BIDDING REQUIREMENTS

Bid Package requirements. Bid committees must include in their bid package (that they bring to MOSCYPAA), the following:

1. An updated bid committee membership roster which lists member's names, contact information, sobriety date, and service position on the committee. Bid committees must have at least three (3) members of AA who are under thirty-five (35) years old with at least one (1) year of continuous sobriety. Committee must include a chair, secretary, treasurer, and hotel chair.
2. A treasurer's report and / or accounting statement explaining all income and expenses of the bid committee; this must demonstrate the committee's financial responsibility and autonomy in keeping with the spirit of the Seventh Tradition. Included with this, a statement of understanding that the host committee agrees to turn over all proceeds remaining after distributing the allotted amount to the General Service Structure within 30 days of the conference.
3. Demonstrate that the bid committee, and the members of the bid committee are involved in General Service and understand the importance of giving back to Alcoholics Anonymous.
4. Include letters of support from Area 38 or Area 39, which state there is no known large scale AA event in the local community 30 days before or after the Conference.
5. A statement illustrating the committee's reasons for bidding, and how hosting the Conference in their area will serve to carry the AAs message to the alcoholic.
6. A contract or written agreement, unsigned, from potential hotels or Conference locations (at least one but preferably two) for a weekend falling between December 31 and February 29; the contract(s)/agreement(s) should include:
 - proposed dates
 - minimum of 40 room nights; your market may require additional room nights
 - room rate
 - whether food and beverage commitment is required
 - a ballroom with a capacity to hold 250 at minimum with sections and rows (theater style)
 - Two break-out rooms; one of which can seat a minimum of 100 people, with theater style seating
 - one hospitality space
 - one boardroom that can seat a minimum of 40
 - A clause in the contract that indicates the rooms are being held for group until at least 60 days after the MOSCYPAA in which you are bidding.
7. The committee's post office box or mailing address, and the URL of any websites, social networking pages or groups, or any other web/internet presence.
8. A bid presentation by each city on the Saturday morning of the conference (22 minutes in length).
9. Bidders should bring enough copies of the bid package for all members of the Advisory Council and one for the MOSCYPAA Archives.
10. Provide a PDF of the bid book seven days prior to the conference.
11. AV quote from one AV provider to meet sound and video (one projector and screen) for the conference.
12. A copy of the Bid Committee By-Laws used by the committee.

*For further information concerning any of the bid requirements, please contact the MOSCYPAA Advisory Council at moscypaa-advisory@googlegroups.com

SUGGESTIONS FOR HOTEL NEGOTIATING

The Advisory Council suggests that bidders following the suggestions listed below in negotiating with hotels. (Previously taken from the Advisory Council Bylaws)

Section 12.1. GET EVERYTHING IN WRITING ON THE CONTRACT!!!

Section 12.2. ASK FOR HELP from someone who has worked with hotels for A.A. functions.

Section 12.3. BE PREPARED: Have a list of your needs before you go to negotiate (meeting space, room block, banquet, flat rate, etc.)

Section 12.4. COFFEE: Negotiate for the lowest possible price! Ask if it is okay to bring in coffee from outside, the hotel's brewing fee, would they provide cups, etc.

Section 12.5. HOSPITALITY ROOMS: Make sure it is okay to bring in outside food into the hotel. Attempt to have the hospitality room included in the meeting space or have it complimentary when room block is met.

Section 12.6. BANQUET SPACE: This space should be complimentary when the room block is met (try to keep the required room block for this at the lowest possible number).

Section 12.7. BANQUET COST: You should never lose money on the banquet. Get the price in writing!!! Get the minimum number required in writing!!! Be conservative when estimating number of anticipated banquet attendees so that you do not end up having to pay for banquet seats that are not sold. Also, remember to charge enough for each banquet ticket to cover the cost and hopefully help the Conference raise more money.

Section 12.8. PARKING: Make sure that the parking is FREE for Conference attendees!!! (Get this in writing!!!)

Section 12.9. SMOKING: Make sure that smoking and non-smoking accommodating areas are provided.

Section 12.10. CANCELLATION POLICY: Make sure there is a "No Penalty Policy" if the committee has to cancel the Conference.

Section 12.11. ROOM RESERVATIONS: Make sure that the Host Committee is not responsible for reservation cancellations by attendees.

Section 12.12. HOTEL RESPONSIBILITY: Get in writing: If the hotel has to cancel, have in writing that they will be financially and legally responsible for finding and providing an alternative hotel, with equivalent or better services, at which to hold the Conference, for the same price, room rate, etc.

Section 12.13. ROOM RATE / ROOM BLOCK HOLD: Attempt have the room block, and low room rate, held up until the dates of the Conference if possible; if that is not possible, try to get the release date as close to the Conference as possible and include this information on your pre-registration flyer.

Section 12.14. CHECKOUT TIME: Negotiate the latest possible check out time you can.

SUGGESTED BID COMMITTEE JOB DESCRIPTIONS

1. **Chair** - sobriety requirement: 1 years
 - a. Responsible for the overall functioning of the committee.
 - b. Conducts all business in accordance with Bid By_Laws.
 - c. Should have A.A. committee service experience in a leadership role.
 - d. Must have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts.
 - e. Communicates regularly with the MOSCYPAA Advisory Council.
 - f. Holds all elected committee members accountable for the duties of their position and ensures that all tasks are accomplished.
 - g. In the event the committee votes to relieve a member of their elected position, it is the Chair's responsibility to inform him or her of the committee's decision.
 - h. Should keep well informed of what is happening on each committee and assist as needed with the help of the Alt. Chair.
 - i. Informs the Secretary of upcoming meetings and changes.
 - j. Acts as a signer and has access to the committee bank account.
 - k. Holds one of two keys to the P.O. Box.
 - l. Creates the agenda for each committee meeting.
 - m. Opens all committee meetings and conducts each meeting in an orderly fashion.

2. **Alt. Chair** - sobriety requirement: 1 years
 - a. Assists Chair with the overall functioning of the committee.
 - b. Should have A.A. committee service experience in a leadership role.
 - c. Must have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts.
 - d. Assists Chair with ensuring that all tasks are accomplished.
 - e. Acquires knowledge of how to carry out the duties of the Chair.
 - f. In the absence of the Chair, accepts the full duties of the Chair.
 - g. Carries out various duties assigned by the Chair. Acts as a signer and has access to the committee bank account.
 - h. In the event the committee votes to relieve the Chair of their elected position, it is the Alt. Chair's responsibility to inform him or her of the committee's decision.
 - i. Should keep well-informed of what is happening on each sub-committee and assist as needed.
 - j. In the event the committee votes to relieve the Chair of their elected position or if the Chair's position is vacated for any reason, the Alt. Chair will immediately rotate into the position of Chair.

3. **Treasurer** - sobriety requirement: 1 years
 - a. Responsible for maintaining financial records for the conference.
 - b. Should have A.A. committee service experience and experience managing budgets.
 - c. Will work with the Host Committee and Advisory Council to create a conference and committee budget, and should assist committees with budgets throughout the host year.
 - d. Must have a job, personal bank account, and permanent home address.
 - e. Regularly reports to the Advisory Council Treasurer.
 - f. Keeps an up-to-date financial report, closely tracking income and expenses.
 - g. Shall have this report available for all committee meetings.

- h. 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, which are subject to inspection at any time.
 - i. Acts as a signer and has access to the committee bank account. Ensures that rent, P.O. Box fees, and all other bills are paid on time.
 - j. Collects money from events.
 - k. Works closely with the Registration and Merchandise Chairs to establish financial accountability, including online and onsite sales.
 - l. Within 90 days of the conference, the Treasurer will have balanced books.
4. **Secretary** - sobriety requirement: 1 years
- a. Should have A.A. committee service experience.
 - b. Acts as the custodian of all committee materials.
 - c. Answers all correspondence promptly and in the spirit of MOSCYPAA.
 - d. Ensures that all documentation and other communications media maintains the integrity.
 - e. Keeps accurate minutes of all committee meetings including exact wording for all motions, as well as major points of discussion. Minutes should be emailed to the committee and Advisory Council within one week of the committee meeting.
 - f. Responsible for acquiring minutes and reports from all sub-committee meetings to keep on file. Provides the previous meeting's minutes for approval at each committee meeting.
 - g. Keeps attendance at each meeting and informs the Chair of absences.
 - h. Maintains a current contact list of all committee members and position held.
 - i. Responsible for sending an email notification of all upcoming committee meetings and events.
 - j. Holds one of two keys to the P.O. Box and is responsible for checking the mail before each committee meeting.
5. **Facilities Chair** - sobriety requirement: - 1 years
- a. Should have A.A. committee service experience.
 - b. Responsible for developing and negotiating the hotel contracts.
 - c. Should set up insurance to safeguard the contracts and work with the Advisory Council regarding insurance for the conference itself.
 - d. Facilitates discussions and outlines the needs of the conference to the hotels.
 - e. Acts as liaison between the hotel, the committee, and the Advisory Council.
 - f. Assures that the needs of the conference are met and that facility conflicts are resolved within the spirit of MOSCYPAA.
 - g. Shall represent MOSCYPAA in a professional and responsible manner.
 - h. Shall Chair a committee and keep the full committee informed of discussions and actions taken at these meetings.
6. **Program Chair** - sobriety requirement: 1 years
- a. Should have A.A. committee service experience.
 - b. Creates and coordinates a detailed program for the conference.
 - c. Responsible for securing speakers for all main meetings, panels, and workshops throughout the conference.
 - d. Responsible for coordinating travel arrangements and accommodations for main speakers.
 - e. Presents a selection of speakers to the committee for final decision by group conscience.

- f. Works closely with the Facilities and Graphics Chairs to coordinate the printed schedule of events.
 - g. Shall Chair a sub-committee and keep the full committee informed of discussions and actions taken at these meetings.
 - h. May create additional sub-committee positions within the scope of their responsibilities as needed.
7. **Registration Chair** - sobriety requirement: 1 years
- a. Should have A.A. committee service experience.
 - b. Responsible for maintaining a database of all registrants and their emails.
 - c. Presents updated registration numbers and banquet ticket sales (if applicable) at all committee meetings.
 - d. Sends confirmation letters to all registered attendees via email or post.
 - e. Should keep back-up files/hard copies of registrations.
 - f. Submits all money to the Treasurer.
 - g. Coordinates Pre-Registration tables at meetings and events.
 - h. Coordinates volunteers by working with the Volunteer Chair for the registration table during the conference weekend.
 - i. Houses and transports the cash registers (if applicable). Works closely with the Treasurer, Graphics Chair, and Secretary.
 - j. Shall Chair a sub-committee (if needed) and keep the full committee informed of discussions and actions taken at these meetings.
 - k. Has “Right of Decision” regarding registration-related financial disputes.
 - l. May create additional sub-committee positions within the scope of their responsibilities as needed.
8. **Outreach Chair** - sobriety requirement: 1 years
- a. Should have A.A. committee service experience.
 - b. Should develop and implement an outreach plan that covers local, regional, and national AA. Responsible for outreaching all MOSCYPAA and committee functions.
 - c. Works closely with the Events and Graphics Chairs in order to produce outreach materials for all scheduled events. Distributes fliers to A.A. clubhouses, Inter-Groups, Central Offices, treatments centers, individual members, meetings, and other A.A. functions.
 - d. Coordinates announcements about MOSCYPAA, committee meetings, and events at A.A. meetings.
 - e. Shall Chair a sub-committee and keep the full committee informed of discussions and actions taken at these meetings.
 - f. May create additional sub-committee positions within the scope of their responsibilities as needed.
9. **Events Chair** - sobriety requirement: 1 year
- a. Should have A.A. committee service experience.
 - b. Responsible for finding locations and arranging events deemed appropriate by the committee that promote awareness of the convention, unity, and recovery among young people in A.A.
 - c. Ensures all events prior to the convention shall include an A.A. meeting.
 - d. Has knowledge of A.A. Traditions and plans events in conformity with them.

- e. Develops ideas for events and arranges all aspects of such events, including but not limited to the place, date, time, speakers, costs, refreshments, music (if necessary), etc.
 - f. Recruits volunteers to help organize and run all events.
 - g. Responsible for securing all necessary insurance policies for events.
 - h. Works closely with the Outreach and Graphics Chairs in order to produce outreach materials for all scheduled events.
 - i. Shall Chair a sub-committee and keep the full committee informed of discussions and actions taken at these meetings.
 - j. May create additional sub-committee positions within the scope of their responsibilities as needed.
10. **Graphics Chair** - sobriety requirement: 1 months
- a. Should have A.A. committee service experience.
 - b. Designs and produces all printed and digital committee-approved material requiring graphics (fliers, tickets, programs, signs, banners, etc.)
 - c. Has access to a computer with appropriate digital technologies.
 - d. Works closely with the Events and Outreach Chairs in order to produce outreach materials for all scheduled events.
 - e. Works closely with the Merchandise and Memorabilia Chairs to design a graphic that best suits the conference theme for t-shirts, stickers, buttons, etc.
 - f. Researches economical production options and presents them to the committee for final decision by group conscience.
 - g. May create a sub-committee with additional sub-committee positions within the scope of their responsibilities as needed.
11. **Merchandise Chair** - sobriety requirement: 1 years
- a. Should have A.A. committee service experience.
 - b. Works closely with the Graphics Chair to design a graphic that best suits the conference theme for t-shirts, stickers, buttons, etc.
 - c. Researches economical production options and presents them to the committee for final decision by group conscience.
 - d. Makes merchandise available for purchase online, at events, and at the conference. Coordinates volunteers for the merchandise table during the conference weekend.
 - e. Works closely with the Treasurer to account for sales of merchandise.
 - f. May create a sub-committee with additional sub-committee positions within the scope of their responsibilities as needed.
 - g. Works closely with the Registration and Graphics Chairs to design and produce all memorabilia items for the registration packets.
12. **General Service Chair** – sobriety requirement: 1 year
- a. Should have AA committee service experience, including experience in the general service structure.
 - b. Encourages all committee members to become more involved in the General Service structure and attend their district meetings and area assemblies.
 - c. Responsible for liaising the general service structure. This includes Corrections and Treatment facilities, CPC, PI, EAMO, WAMO and local districts and inter-groups.
 - d. Shall coordinate the sale coordinate the sale of AA conference approved literature at the conference

- e. Shall Chair a sub-committee to assist with fulfilling these duties and keep the full committee informed of discussions and actions taken at these meetings.
- f. May create a sub-committee with additional sub-committee positions within the scope of their responsibilities as needed.
- g. May create additional sub-committee positions within the scope of their responsibilities as needed.

*In the event the committee votes to relieve a specific Chair of their elected position or if a specific Chair's position is vacated for any reason, the Alt. Chair will immediately rotate into the position of said Chair.

13. **Alt. Treasurer** - sobriety requirement: 2 years

- a. Should have A.A. committee service experience and experience managing budgets.
- b. Must have a job, personal bank account, and permanent home address.
- c. Acts as a signer and has access to the committee bank account.
- d. Acquires knowledge of how to carry out the duties of the Treasurer.
- e. Carries out various duties assigned by the Treasurer and assists in maintaining financial records.
- f. Confirms the accuracy of all Treasurer's reports. In the absence of the Treasurer, accepts full duties of the Treasurer.

14. **Alt. Secretary**- sobriety requirement: 1 years

- a. Should have A.A. committee service experience. Acquires knowledge of how to carry out the duties of the Secretary.
- b. Carries out various duties assigned by the Secretary.
- c. In the absence of the Secretary, accepts full duties of the Secretary.

15. **Alt. Facilities Chair** - sobriety requirement: 1 years

- a. Should have A.A. committee service experience.
- b. Should be well-informed of the negotiation process and the content of hotel contracts.
- c. Acquires knowledge of how to carry out the duties of the Facilities Chair.
- d. Carries out various duties assigned by the Facilities Chair.
- e. In the absence of the Facilities Chair, accepts full duties of the Facilities Chair.

16. **Alt. Program Chair** - sobriety requirement: 6 months

- a. Should have A.A. committee service experience.
- b. Acquires knowledge of how to carry out the duties of the Program Chair. Carries out various duties assigned by the Program Chair. In the absence of the Program Chair, accepts full duties of the Program Chair.

17. **Alt. Registration Chair** - sobriety requirement: 1 years

- a. Should have A.A. committee service experience.
- b. Acquires knowledge of how to carry out the duties of the Registration Chair.
- c. Carries out various duties assigned by the Registration Chair.
- d. In the absence of the Registration Chair, accepts full duties of the Registration Chair.

18. **Alt. Outreach Chair** - sobriety requirement: 1 years

- a. Should have A.A. committee service experience.

- b. Acquires knowledge of how to carry out the duties of the Outreach Chair.
 - c. Carries out various duties assigned by the Outreach Chair.
 - d. In the absence of the Outreach Chair, accepts full duties of the Outreach Chair.
19. **Alt. Events Chair** - sobriety requirement: 1 year
- a. Should have A.A. committee service experience.
 - b. Acquires knowledge of how to carry out the duties of the Events Chair.
 - c. Carries out various duties assigned by the Events Chair.
20. **Alt. General Service Chair** – sobriety requirement: 1 year
- a. Should have A.A. committee service experience.
 - b. Acquires knowledge of how to carry out the duties of the General Service Chair.
 - c. Carries out various duties assigned by the General Service Chair.
21. **Al-Anon Liaison**- sobriety requirement: 1 year
- a. Acts as the liaison between the committee and Al-Anon.
 - b. Responsible for outreaching to Al-Anon and keeping them informed of the Conference and upcoming committee events.
 - c. Should work closely with the Program Chair to design the best possible Al-Anon Program for the Conference.
 - d. Shall Chair a sub-committee and keep the full committee informed of discussions and actions taken at these meetings.
22. **Prayer & Unity Chair** - sobriety requirement: 1 month
- a. Responsible for reminding the committee of the spiritual aspect of our service work.
 - b. Calls a prayer during heated debate, ever reminding us of our primary purpose.
 - c. Helps coordinate all committee unity/fellowship gatherings outside of committee meetings and events.

SUGGESTED BID BY LAWS

Missouri State Conference of Young People in Alcoholics Anonymous Host Committee Structure and Procedures Manual (to be used as an example)

I. Purpose: This document shall serve the purpose of guiding the 10th Missouri State Conference of Young People in Alcoholics Anonymous (“MOSCYPAA”) Host Committee to operate effectively, efficiently and with regard to the Twelve Steps, Traditions and Concepts of Alcoholics Anonymous.

II. Membership:

1. The 10th MOSCYPAA Host Committee is comprised of members of Alcoholics Anonymous who are elected to committee positions, serve as Members at Large, or serve as an MOSCYPAA Service Representative. (Committee positions are outlined in Article IX.)
2. Any break in continuous sobriety is considered a resignation of committee position.
3. Any elected Host Committee member may be removed from their position by a 2/3 vote when a 2/3 quorum is present.
4. Two unexcused or three excused business meeting absences in succession result in a forfeit of position. An absence is unexcused if there is no prior notice and/or no proxy report is made in absence.

III. Structure:

1. The Host Committee is comprised of the six “Steering Committee” seat positions, elected Host Committee positions, Members at Large and the MOSCYPAA Service Representatives.
2. Most positions will serve under a chair on a sub-committee; positions on a sub-committee will answer directly to that chair.
3. Members at Large are not elected, they are recognized after stating their desire to be a Member at Large and have furnished their name to the Secretary. Members at Large are entitled to vote and participate without the responsibilities of a specific commitment, provided they have attended two or more consecutive business meetings.
4. An MOSCYPAA Service Representative (“MSR”) represents any group, meeting or conference at the Host Committee and takes MOSCYPAA information back to their area or respective body. MSR’s must attend a Host Committee meeting before they can have voting privileges. (The Host Committee does not elect MOSCYPAA Service Representatives. MSR’s are volunteers elected by the group they represent. MSR’s carry all the rights and

privileges of an elected Host Committee position and is considered a member of the Host Committee)

5. The Chair shall meet with Host Committee members to review and discuss the overall functioning of the Host Committee. Keeping in mind the "Right of Decision," individuals will not make decisions on behalf of the Host Committee outside of their respective responsibilities without bringing such items back to the Host Committee for approval.
6. The informed group conscience of the Host Committee shall be the ultimate authority, having the ability to discuss, motion and vote on any matter within the principles of AA
7. In the event of a unique condition not covered in this Structure and Procedures Manual, the Chair or any other member may suggest a method of proceeding, which shall be temporarily adopted (for the meeting only) upon acceptance by a vote of 2/3 of the members present.
8. The Host Committee is responsible for observing the provisions of this Structure and Procedures Manual. The Chair is responsible for observing, enforcing and maintaining such provisions.
9. Should a participant persist on holding the floor without adhering to the requirements of these procedures or should a participant 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 should declare the meeting adjourned.
10. The Twelve Steps, Twelve Traditions and the Twelve Concepts of World Service govern all procedures covered here.

IV. Committee Operations:

1. The 10th Host Committee will follow the 12 Steps & 12 Traditions of Alcoholics Anonymous and the 12 Concepts for World Service.

2. All Host Committee financial transactions will be made through its bank account, and in accordance with the approved budget and financial policies.

3. All budget revisions must be approved by the full Host Committee.

4. The 10th Host Committee will maintain a P.O. Box for all written correspondence.

5. The Committee P.O. Box and bank account will be used exclusively for Host Committee business.

6. Any amendments, deletions, or additions to the "10th MOSCYPAA Host Committee Structure and Procedures Manual" will be made in a three-step process:

- a. The change will be submitted in writing, and copies distributed at a Host Committee meeting.
- b. The change will be discussed and evaluated after the group has had sufficient time to read the proposed amendments.
- c. All amendments require a two thirds (2/3) majority approval from the voting body.

V. Sub-committee Meetings

1. Sub-committee meetings should be scheduled with care given to the time, day, and location, as well as other scheduled sub-committee meetings so those interested can attend.
2. A minimum of two weeks notice should be given to the Host Committee for scheduling a sub-committee meeting. This allows sufficient time for those interested to make arrangements to attend.
3. The results of sub-committee meetings shall be reported at the following business meeting. The sub-committee chair will be responsible for providing these results.

VI. Steering Committee

1. The Steering Committee will be comprised of the Chair, Alt. Chair, Treasurer, Secretary, Alt. Treasurer, and Alt. Secretary.
 - a. Each steering committee member will have a voice and a vote.
 - b. A quorum at a steering committee meeting is four members.
2. Each steering committee member will liaise with a number of other Host Committee Chairs/Liaisons in order to maintain the best possible communication.
 - a. Chair will liaise with the Hotel and Program Chairs.
 - b. Alt. Chair will liaise with the Outreach and Public Information chairs.
 - c. Treasurer will liaise with the Events and Registration Chairs.
 - d. Secretary will liaise with the Entertainment and Hospitality Chairs.
 - e. Alt. Treasurer will liaise with the Display & Literature Chair.
 - f. Alt. Secretary will liaise with the Prayer and Unity chair.
3. The Steering Committee is not an autonomous body; it is directly responsible to the full Host Committee. No decisions will be made outside the scope of an individual's authority. Recommendations will be brought back to the full Host Committee for final decision.
 - a. In the event that a decision must be made in between Host Committee meetings, the Steering Committee may convene to offer guidance. Full disclosure of the decision-making process will be presented at the next Host Committee meeting.
 1. Any decision made by the Steering Committee may be overturned by the full Host Committee at any time. The Host Committee has final authority.
 - b. In the spirit of transparency, any Host Committee member may listen in on Steering Committee conference calls provided the following:
 1. Participation is limited to Steering Committee members unless specifically requested otherwise by the Steering Committee.
 2. Listeners must enter the conference call early so as not to disturb the meeting once it begins.

3. Listeners must remain on the conference call for the duration of the call so as not to disturb the meeting in progress.
- c. Minutes of all Steering Committee meetings will be available upon request.

VII. Meeting Procedures

1. Agenda: The Chair will arrange the agenda for all MOSCYPAA Host Committee meetings. It is recommended that requests to add an item to new business be done prior to the meeting, although requests to add an item will be honored during the meeting, prior to the close of new business.

2. Reports: Reports shall inform the Host Committee as to the status, progress and direction of the individual or Sub-committee. Following each report, the floor will be opened for questions. After discussion the presenter of the report should have a clear picture of whether and where they should move forward or take items back to their Sub-committee. Absentee reports must be submitted in writing to one of the officers, or otherwise can be given by another member. All reports made at business meetings must also be provided in writing to the secretary.

3. Discussion of Reports

- a. After each report is given, the Chair opens the floor for questions.
- b. All questions should pertain to content of report.
- c. In order to be recognized, you must raise your hand.
- d. The Co-Chair will keep track of raised hands and write them down.
- e. To maintain order, please speak only when you have been called on.
- f. Committee membership is not required to take part in the discussion; all AA attendees are encouraged to participate.

4. Motions

a. Making a Motion

1. Any member, except the Chair, may make a motion by stating, "I make a motion." Or "I move." The Chair may not make motions.
2. Motions may be withdrawn by the member making the motion anytime prior to the vote.
3. Motions may be amended by the member making the motion anytime prior to the vote. Amendments must be seconded.

b. Procedural Motions

1. Close Discussion

- i. Must be seconded and passed by a majority vote.
- ii. A vote must be taken immediately following this motion being seconded.

2. Call the Question

- i. Must be seconded and passed by a majority vote.
- ii. If vote passes: The discussion will end and the discussed motion shall be voted upon.

- iii. If vote fails: The discussion of the motion will continue.

3. Table an Item

- I. Must be seconded and passed by a majority vote.
- ii. Discussion is limited to once per member.
- iii. Automatically becomes old business on the next meeting's agenda if passed.
- iv. The Chair may call for an issue to be tabled in the interest of time management.

4. Extend Business Meeting

- i. Must be seconded.
- ii. Must be passed by a majority vote.

5. Discussion of Motions

- a. The Chair will open the floor for discussion after a motion has been made and seconded.
- b. 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 that motion. The Chair will always ask for further discussion before giving the floor to the member who made the motion to speak last. The Chair will then call on members or guests having their hands raised. At any time the Chair decides the discussion has escalated above keeping track of raised hands, the Co-Chair will keep a list of all the people that raised their hands and follow the list until the Chair can keep track again.
- c. The only member who may interrupt a speaker is the Chair except when a question of procedure arises or the Prayer Chair calls for a prayer. The Chair may only interrupt a speaker for these reasons:
 - 1. Speaking off the topic.
 - 2. Speaking too long.
 - 3. Repeating the previous points at lengths.
 - 4. Any member may make procedural motions at any appropriate break in discussion.
 - 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.

6. Voting

- a. Each Host Committee member has one vote and Host Committee members are the only ones allowed to vote.
- b. The Chair of the Host Committee can only vote to break ties. Absentee voting is not permitted.
- c. Voting shall be done by a show of hands except for chair position elections.
- d. A majority vote may decide all motions, unless otherwise stated in this Structure and Procedures Manual, or at the Chair's discretion.
- e. Motions to amend, delete or add to the 10th MOSCYPAA Host Committee Structure and Procedures Manual shall require a 2/3 vote with 2/3 quorum to pass.

- f. All decisions should be reached after a discussion with an informed group conscience and, whenever possible, with substantial unanimity.
- g. Automatically following the vote, minority opinion is voiced. If one of the majority wishes to reconsider, a second vote must be taken. This does not apply to procedural motions.

VIII. Elections for 10th MOSCYPAA Host Committee Positions

1. Elections will be conducted using the election guidelines outlined in the A.A. Service Manual.
2. Candidates and Voting Eligibility:
 - a. Any A.A. member who is willing and able to serve on the 10th MOSCYPAA Host Committee may stand as a candidate for a position, and will have the opportunity to give a brief A.A. Service Resume, including their sobriety date and specific qualifications, before an election takes place.
 - b. Every A.A. member in attendance has one vote.
 - c. Absentee voting is not permitted.
 - d. Those who do not wish to participate in a vote may refrain from voting.
3. An A.A. member who is unable to attend an election may stand for a position via proxy.
 - a. The absent candidate should write a brief statement explaining the reason for their absence and why they feel qualified for the position. They should ask someone in attendance to present the statement on their behalf at the appropriate time.
4. In the event that a candidate stands to fill a position unopposed, they may be accepted by acclamation with a 2/3 majority vote.
5. "Suggested Minimum Lengths of Sobriety" are suggestions only. If an A.A. member feels qualified to fill a position, they are welcome to stand.

HELPFUL HINTS

- Reach out to Advisory! We want to hear from you!
- Don't focus on being awarded the conference, focus on working in your local AA community and creating the fellowship you crave! If you put in the footwork, the results will follow.
- If you're thinking about bidding, just do it! You have nothing to lose. Everyone will cheer for you on stage even if it's just you putting in a token bid.
- Never be discouraged to Bid, do your best with what your town has to offer no matter the size.
- It doesn't matter how many people are on your bid. A bid can be super successful with just a few dedicated people!
- Show community involvement through events
- Don't make money your motivator
- We want you to bid! Don't let anything hold you back.
- Don't be skrrred.

ADVISORY CONTACTS 2018

Chair

Name: Chris W.

Number: (913)827-8956

Email: ctwehunt@gmail.com

City: Olathe, KS

Previous Experience: GSR, Literature,

(MOSCYPAA 9) Program Co-chair,

(MOSCYPAA 10) Hotel Co_Chair, and relay conference needs to hotel staff.

Bidding: Bid Committee in Jacksonville, NC

Co-Chair

Name: Amanda G.

Number: (816)516-7287

Email: amandaguinnmusic@gmail.com

City: Lenexa, KS

Previous Experience: (MOSCYPAA 10)Website Chair

Treasurer

Name: Katie S.

Number: (314)657-6522

Email: katie.sobkoviak@gmail.com

Previous Experience:

Secretary

Name: Taylor J.

Number: (262)914-3455

Email: janischtaylor@yahoo.com

City: Columbia, MO (currently Elmhurst, IL)

Previous Experience:

(MOSCYPAA 11) Secretary

Bidding: Secretary and Merchandise, Chair of WSB for ISCYPAA

Website Chair

Name: Lexi P.

Archivist Chair

Name: Paul W.

Hotel Chair

Name: Charlie B.

General Service Chair

Name: Thadd K.

Bid Development Chair

Name: Rob R.

Finance Chair

Name: Seth P.

Procedures Chair

Name: Jessica R.

Council Member

Name: Charlie B.

Number: (573)268-6970

Email: Chuckb1786@gmail.com

City: Columbia, Mo

Host: MOSCYPAA 9

Previous Experience: MOSCYPAA Advisory Hotel Chair, Home group
Treasurer

Council Member:

Name: Paul W.

Number: (636)219-8895

Email: Wagz@hotmail.com

City: St. Louis, MO

Host: MOSCYPAA 9

Previous Experience: MOSCYPAA Advisory Co-Chair, Archives, and a wealth
or knowledge about YPAA

Council Member

Name: Thadd (tha dad) K.

Number: 573-356-7411
Email: j.thaddeusk@gmail.com
City: Columbia
Host: Moscypaa IX
Previous Experience: IX host, advisory
Bidding: none

Council Member

Name: Kelly R.
Number: (602)396-3226
Email: kellyrowen87@gmail.com
City: Lenexa, KS
Host: (MOSCYPAA 10)Registration Chair

Council Member

Name: Margiolio (Margo) J.
Number: (573)220-0648
Email: margojatho00@gmail.com
City: Columbia, MO
Host: (MOSCYPAA 11)Columbia, MO Merchandise Chair
Bidding: Columbia, MO Registration Chair

Council Member

Name: Donnie N.
Number: (909)714-4103
Email: themightyduck815@gmail.com
City: Columbia, Mo
Host: (MOSCYPAA 11) Security Chair
Previous Experience: Outreach sub-committee on MOSCYPAA 11
Chair meetings at my home group once a week apart of putting together home group functions

Council Member

Name: Rob R.
Number: 573-999-7054
Email: bigbrobrichardson@gmail.com
City: Columbia, MO
Host: MOSCYPAA IX Hotel/Facilities Chair

Previous Experience: MOSCYPAA Advisory Chair and Hotel Chair, GSR-District 12, Treasurer.

Council Member

Name: Jessica R.

Number: (636)233-3964

Email: jduerscheidt712@gmail.com

City: St. Charles, MO

Previous Experience: Alt. DCM, Secretary, PI/CPC Chair, GSR- District 14, Chairperson, Activities- Steering Committee Campus Office, Brought meetings into St. Charles County Department of Corrections for 1+ years, IR and treasurer for home group, secretary and co-chair for women's float trip committee.

Host: MOSCYPAA 9 Co-chair

Council Member

Name: Seth P.

Number: (573)529-6458

Email: smpvdb@mail.missouri.edu

City: Denver, CO (formerly Columbia, MO and St. Louis, MO)

Host: MOSCYPAA Host, Treasurer, 2012-2015

Bidding: Colorado Bid for ICYPAA, Treasurer, 2016-present

Council Member

Name: Lauren S.

Number: 636-698-2227

Email: lnboda18@gmail.com

City: St. Louis, MO

Host: WACYPAA Host Committee 2014; MOSCYPAA Hospitality Chair 2014; Secretary of Advisory Council 2014-current; Secretary of Advisory Council 2015-2018

Council Member

Name: Paige W.

Number: 314-623-3643

Email: paige_e_williams@yahoo.com

City: St. Louis, Mo

Host: MOSCYPAA 12; registration co-chair, second in command on Missouri outreach trips

Previous experience: I am currently the treasurer of my home group, have chaired my HG multiple times

Council Member

Name: Jesse K.
Number:(918)688-8512
Email: jlk2m9@mail.umsl.edu
City: STL (St. Louis, Mo)
Host: MOSCYPAA 12. Co-chair
Previous Experience: STL bid events chair.
Bidding: STL bid for MOSCYPAA 11

Council Member

Name: Megan C.
Number: (314) 809-8931
Email: mcrenshaw_95@outlook.com
City: St. Louis
Host: MOSCYPAA 11 (hospitality chair), MOSCYPAA 12 (events chair)
Previous Experience: Currently set up/clean up at my HG, chaired meetings, gone to district meetings for MOSCYPAA, other positions at my HG.
Bidding: helped with putting together bid book for MOSCYPAA 11

Council Member

Name: S.
Number: 314-288-6732
Email: stephen.bade@yahoo.com
City: St. Louis
Host: 12, outreach chair
Previous Experience: chaired meetings, coffee guy, I bring a meeting into a probation/parole office once a month
Bidding: was outreach chair on moscy bid committee for about 6 months

***Alternate Council Member**

Name: Sarina A.
Number: 314 330 5359
Email: S.askinazi1@gmail.com
City: St. Louis, Mo
Host: Moscypaa 12 Secretary
Bidding: Moscypaa 11 prayer and unity

Previous experience: GSR, chaired meetings, lit rep, greeter, set up & clean up

***Alternate Council Member**

Name: Lexi P.

Number: 314-712-9340

Email: apowell1511@gmail.com

City: St. Louis

Host: MOSCYPAA 9 (Program: Entertainment Chair) MOSCYPAA 12 (Web Chair)

Other Service: Fall Classic 2013 Secretary, Sponsorship, Chair of many meetings, IR, GSR, HG secretary, HG Grapevine Rep

***Alternate Council Member**

Name: Brendan L.

Number: 314-550-8083

Email: brendanloydx1993@yahoo.com

City: Saint Louis, Mo

Host: MOSCYPAA 12 (Volunteer Coordinator)

Previous Experience: Chairing meetings & clean up, set up positions in HG

***Alternate Council Member**

Name: Pat D.

Number: 314-600-0856

Email: pdavis1804@gmail.com

City: STL

Host: MOSCYPAA 12 (Treasurer)

Previous Experience: STL bid for MOSCYPAA 12 co-chair. Stl bid for MOSCYPAA 11 outreach co chair, hotel chair

Bidding: STL bid for MOSCYPAA 11 & 12

Past Advisory Contacts:

Name: Matthew D.

Number: (314)791-5626

Email: Matthew.a.demien@gmail.com

Host: MOSCYPAA 9

Previous experience: MOSCYPAA Advisory Chair, Procedures, Hotels, Etc.

OVERALL: Amazing source of information about YPAA.

OTHER IMPORTANT CONTACTS

Name: Matthew Demien
Number: (314)791-5626
Email: Matthew.a.demien@gmail.com

The Easter Area of Missouri (EAMO)-Area 38
<http://eamo.org/>

The Western Area of Mid Missouri (WAMO)-Area 39
<http://www.wamo-aa.org/>

Central Office of Mid Missouri (COMM)
<http://www.aacomm.org/>

Central service offices:
<https://aastl.org/>
<http://aaswmo.org/>

ICYPAA:
<https://www.icypaa.org/>

MOSCYPAA:
<http://www.moscypaa.org/>
Private Facebook, email us to be added

MOSCYPAA Advisory:
advisory-moscypaa@googlegroups.com

Neighboring State Conferences:
<http://www.iscypaa.org/>
<http://iaypaa.org/index.html>
<http://arkypaa.org/>

<https://www.ncypaa.org/>
<https://okypaa.wordpress.com/>
<https://www.sercypaa2018.com/>
<http://www.tcypaa.com/>
<http://hacypaa.org/>