

Bid Committee Bylaws

Hawaii United Islands of Young People in Alcoholics Anonymous (HUIYPAA)
committee structure and procedures

Mission

The mission of the Hawaii United Islands of Young People in Alcoholics Anonymous (HUIYPAA) for the 61st International Conference of Young People in Alcoholics Anonymous (ICYPAA) is to foster greater unity among A.A. members and groups in the state of Hawaii. We will focus on the growing numbers of young people, and those young at heart, through the Three Legacies of Alcoholics Anonymous; Recovery, Unity, and Service.

The Hawaii Bid Committee (HUIYPAA) is comprised of A.A. members from across the islands of Hawaii Area 17. All alcoholics are welcome and encouraged to participate in the effort to bring ICYPAA to the state of Hawaii in 2019.

Our bid committee consists of a chair, co-chair, and subcommittee chairs responsible for the completion of the bid requirements as defined by the ICYPAA Advisory Board.

We will present our completed bid package as well as a skit or video at the 61st ICYPAA to be held in Baltimore, MD, to the ICYPAA Advisory Board.

Should Hawaii be selected the site for the 62nd ICYPAA the Bid Committee will serve as the interim host committee until we form a host committee to welcome ICYPAA 62 and the world to Hawaii Nei.

Procedures

1. Elections
 - a. Elections for all positions (excluding Members at Large) shall be carried out using either the Third Legacy Procedure (see Appendix A) or simple majority voting, as outlined in the position descriptions.

- i. Elections for all committee positions will be held annually at the first Bid Committee meeting after the preceding ICYPAA conference. Terms are one year in length and correspond with the ICYPAA Conference cycle.
 - ii. In the spirit of rotation, no committee Chair will serve more than two full consecutive terms in the same position.
 - b. Candidates and Voting Eligibility
 - i. Any A.A. member who is willing and able to serve the Bid 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.
 - ii. Chairs and co-chairs have a vote. Subcommittee members can vote within their committees, but not at the monthly business meetings.
 - iii. Absentee voting is not permitted.
 - iv. Those who do not wish to participate in a vote may refrain from voting.
 - v. An A.A. member who is unable to attend an election may not stand for a position via proxy.
 - vi. In the event that a candidate stands to fill a position unopposed, they may be accepted by acclamation with a 2/3 majority vote.
 - vii. A suggested time requirement is listed next to each committee position. These time requirements refer to a member's current length of continuous sobriety.

2. Voting on Matters other than Elections

- a. A vote may be called by a quorum of 50% plus one (e.g. 6/10 or 7/12) of elected committee members.
 - i. Only elected committee members have a vote at committee meetings.
 - 1. If a member at large has concerns about the direction of the committee, the member should raise the issue with the chair.
- b. Generally HUIYPAA follows *Robert's Rules of Order* (see Appendix B) in accord with the spirit of A.A. Tradition. It is advised that all members acquire a familiarity with the rules. In brief:
 - i. Once a meeting is called to order, the Chair shall be responsible for instituting and maintaining order in compliance with Robert's Rules (see Appendix B)
 - 1. This includes enforcement of the restriction of discussion topic to the relevant issue, ensuring the formalities of Robert's Rules

are observed, recognizing speakers in an orderly manner, and determining the result of votes called to a question. It is suggested that the chair acquire an intimate familiarity with Robert's Rules.

ii. Phases of meetings

1. Each meeting shall begin with reports from present voting members, unless there is a motion to advance to old business which is seconded and passed by a simple majority.
2. Second, each meeting shall address old business, addressing issues raised at previous meetings and either disposing of the issue by resolution, or by a successful motion to:
 - a. Postpone the issue until a future meeting, requiring a simple majority, or
 - b. Refer to a committee for more information and investigation, requiring a simple majority, to be re-raised when more information is available.
3. Third, each meeting shall address new business, which can be brought to discussion by a seconded motion passed by a simple majority.
 - a. Discussion will continue until a substantial unanimity ($\frac{2}{3}$) passes a motion to call to question, ending discussion and immediately bringing the issue to a vote. The two-minute time limit on speaking applies to motion debate, as does the requirement that a speaker wait to be recognized by the chair before addressing the meeting.
4. The meeting ends when a simple majority passes a seconded motion to adjourn.

iii. Motions

1. While a motion is pending, discussion shall be limited to that motion.
 - a. The Chair shall be responsible for maintaining order regarding the topic of discussion.
2. Each speaker shall wait to be recognized by the Chair before addressing the meeting. Unrecognized speakers will be ignored.
3. On all matters of policy, a substantial unanimity is required to pass a motion.
4. On all substantial (non-procedural) motions, the minority opinion shall be captured in the meeting minutes.
 - a. The minority shall be defined as:

- i. The movant on a failed motion which required a substantial unanimity to pass, even when that group numbers more than a simple majority, or
- ii. The opposition to a successful motion which required a simple majority to pass, or
- iii. The movant on a failed motion which required a simple majority to pass.

3. Disqualification

- a. An elected member must meet the suggested sobriety requirement for the position.
- b. Elected members shall attend all committee meetings or notify the chair if unable to attend. If an elected member is absent from two consecutive committee meetings, they will be considered to have vacated their position and a Third Legacy election will be held to fill the position.
- c. By group conscience, membership may be limited due to violations of these by-laws.

4. Bylaws

- a. Any amendments, deletions, or additions to the Bid Committee Bylaws will be made in a three-step process:
 - i. The proposal in complete wording will be submitted in writing to the committee chair, and copies distributed at a Bid Committee meeting.
 - ii. The change will be discussed and evaluated after the group has had sufficient time to read the proposed amendments.
 - iii. All amendments require a two thirds (2/3) majority approval from the voting body.

Committee Structure and Position Descriptions and Requirements

Bid Committee

Chair: (Suggested minimum length of sobriety: 5 years. Elected by Third Legacy voting procedure.) Oversees all operations Bid Committee. Must be able to dedicate a large amount of personal time to the commitment required by this position. Shall have a solid

understanding of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service and shall have service experience in a leadership role. Holds all elected committee members accountable for the duties of their positions and ensures that all tasks are accomplished. Is to review committee performance with each individual (if necessary) one on one. They will be responsible of notifying members lacking in performance of probationary status. 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. Should keep well informed of what is happening on each sub-committee and assist as needed with the help of the sub-committee Co-Chair. Creates the agenda for all committee meetings. Opens all committee meetings and conducts each meeting in an orderly fashion by recognizing members entitled to the floor, limiting discussion to one person at a time, keeping the meeting focused on the topic at hand, calling the question on all motions properly made and seconded, and announcing the results of all votes. Informs group of upcoming meetings and changes. Is responsible for calling emergency meetings when needed. Acts as a liaison, with the Secretary, between the committee and ICYPAA Advisory Council. Acts as one of 4 signers on the committee's bank account. Holds one of two keys to the committee's P.O. Box. Is an owner/moderator of the group's Facebook page and email group. Responsible for mentoring and developing the role of the Co-Chair. Along with the Co-Chair, is available to support and mentor individual committee members to ensure that they are succeeding in their service positions. Gives inspirational speeches.

Co-Chair: (Suggested length of sobriety 5 years. Elected by Third Legacy voting procedure. Shall have relevant service experience. Co-Chair is expected to have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for World Service and be developing the skills to function as Chair in the event of absence or vacancy of the Chair. The Co-Chair will assist in the scheduling and running of timely, orderly business meetings and various tasks delegated by the Chair including acting as a liaison between Chair and Committee members and Sub-committee Chairs. Co-Chair will be available to assist all other committee members ensuring that tasks are accomplished and all elements of a competitive bid package are produced and presented at ICYPAA.

Treasurer: (Suggested length of sobriety 3 years. Elected by third legacy voting procedure.) Shall be responsible to establish a bank checking account. Shall maintain all bid committee account records and hold any funds that the committee possesses. Is one of four signers on the bank account. Shall make all account records available to HUIYPAA Bid Committee and to Bid Committee Members. Shall make sure that all funds are spent prudently and within the budget of the committee. I prepare and announce all financial matters occurring since the previous bid committee Shall perform all financial transactions of the committee according to approved and carried motions of the bid committee, except in an emergency where funds (without committee approval) are necessary to carry out Bid Committee Mission. The Treasurer must have a job and a personal bank account.

Co-Treasurer: (Suggested length of sobriety 3 years. Elected by Third Legacy voting procedure.) Shall perform the duties and fulfill all the job responsibilities of the Treasurer in their absence. Shall assist the Treasurer as requested. The Co-Treasurer must have a job and a personal bank account.

Secretary: (Suggested length of sobriety 2 years. Elected by Third Legacy voting procedure.) Shall be responsible for recording the minutes at all meetings. Shall provide minutes to the committee members within 72 hours of the close of each meeting and upon request. Shall be responsible for keeping and maintaining an up-to-date contact list of all committee members. Shall be responsible for maintaining and regularly checking the HUIYPAA post office box.

Bid Outreach/Steering Committee

Outreach Chair: (Suggested length of sobriety 6 months. Shall be elected by simple majority.) Shall be responsible for getting all HUIYPAA Bid Committee literature distributed to Central Offices/Intergroups, treatment centers, and Alcoholics Anonymous meetings throughout the Hawaiian Islands, as well as to other YPAA committees in Hawaii. Shall be responsible for informing the HUIYPAA Bid Committee members of meetings and events sponsored by other committees. Shall forward all pertinent outreach information to the Web Chair. Creates content for outreach email blasts. Shall head a sub-committee and hold regular meetings, keeping the full committee informed of discussions and actions taken at these meetings. Is responsible for mentoring and developing the role of the Outreach Co-Chair.

Outreach Co-Chair: (Suggested length of sobriety 6 months. Shall be elected by simple majority.) Shall perform the duties of the Outreach Chair in their absence. Shall assist the Outreach Chair as requested by that chair.

Bid Sub-Committees

Bid Book Chair: (Suggested length of sobriety 1 year. Shall be elected by simple majority. Shall source and oversee production of the physical bid book. Shall work with all chairs to gather required material, information and documents to meet ICYPAA bid requirements. Shall work with the **Graphics** Chair to create bid book layout to insure timely completion and compliance according to ICYPAA council requirements. Oversee bid book sub-committee.

Bid Book Co-Chair (Suggested length of sobriety 1 year. Shall be elected by simple majority.) Shall perform the duties of the Bid Book Chair in their absence. Shall assist the Bid Book Chair as required.

Events Chair: (Suggested length of sobriety 1 year. Shall be elected by simple majority.) Shall plan entertainment and coordinate with event co-chairs on all islands for A.A.s to attend. Shall be aware and show respect of other events around the islands, including HUIYPAA events and other YPAA events around the state. Events and activities can include hikes, campouts, dances, beach days, game nights, dinners and etc. - anything that gathers the A.A. Fellowship for fun and awareness of our mission. Events can also be used to encourage contributions for the HUIYPAA Bid Committee and its services. Shall work closely with Treasurer, Outreach and Graphics chairs. Shall stay up to date with all reports and attend all scheduled meetings. Shall form a sub-committee and be responsible to train a co-chair sub.

Events Co-Chair: (Suggested length of sobriety 1 year. Shall be elected by simple majority.) Shall perform the duties of the Events Chair in their absence. Shall assist the Events Chair upon request and recruit volunteers to help with all events.

Merchandise Chair: (Suggested length of sobriety 1 year. Shall be elected by simple majority.) Works closely with the Graphics Chair to create lines of merchandise to be sold by the committee at events and online. Works with the Treasurer to formulate the budget for merchandise. Keeps accurate records of inventory costs and income. Works with Web Chair to sell merchandise on the committee website. Is responsible for transporting and selling of merchandise at events. Will also be the person responsible for give-away merchandise (e.g. pins, buttons, stickers). Responsible for storage of merchandise, unless a Co-Chair is elected

Merchandise Co-Chair (Suggested length of sobriety 1 year. Shall be elected by simple majority.) Shall perform the duties of the Merchandise Chair in their absence. Shall assist the Merchandise Chair as required.

Prayer Chair: (Suggested length of sobriety 3 months. Shall be elected by simple majority. Must have a sponsor.) Shall be responsible for reminding the committee of the spiritual aspect of our service work. Shall be responsible for opening and closing meetings with a prayer or appropriate reading. Has the authority to call for prayer during heated debate in the event that personalities start to precede principles, reminding us of our primary purpose. Shall have a working knowledge of the 12 Traditions.

Venue Chair: (Suggested length of sobriety 2 years. Shall be elected by simple majority.) Shall be responsible for locating, contacting, and coordinating prospective hotels, sites, and venues for HUIYPAA. Investigates all possible event locations for the ICYPAA conference, which entails hotel/venue negotiations, and main meeting sight negotiations, if different

from conference site. In the absence of an Audio/Visual Chair, the Venues Chair shall ensure that sites meet all A/V requirements.

Webmaster: (Suggested length of sobriety 1 year. Shall be elected by simple majority.) Must have working knowledge of HTML, FTP services and the internet. Must have a computer with Internet connection. Shall update the webpage a minimum of once per month and for each event.

Bidbook Sub-Committee

Graphics: (Suggested length of sobriety 1 year. Shall be elected by simple majority.) Shall have access to a computer with appropriate digital technologies (i.e. Adobe Photoshop and Adobe InDesign or equivalent). Shall design and produce all appropriate material requiring graphics (which may include flyers, banners, tickets, t-shirts, newsletters, etc.). Must be able to dedicate a large amount of personal time to the commitment required by this position. Works closely with the Events and Outreach Chairs in order to produce outreach materials for all scheduled events. Works closely with the Merchandise Chair in order to research economical production options and presents them to the committee for final decision by group conscience, then works with Merchandise Chair to produce relevant merchandise. Works closely with Bid Book Chair to produce bid book.

Bylaws Sub-Committee

Chair: (Suggested length of sobriety 2 years. Shall be elected by simple majority.) Shall have a working knowledge of the 12 Steps, 12 Tradition and 12 Concepts for World Service. Shall hold sub-committee meetings as necessary. Shall be responsible for enforcing and maintaining the rules of procedure set forth in the HUIYPAA Bid Committee Bylaws. Shall have the authority to interrupt committee proceedings to clarify points-of-order.

Co-chair: (Suggested length of sobriety 2 years. Shall be elected by simple majority.) Shall perform the duties of the Bylaws Chair in their absence. Shall assist the Bylaws Chair as required.

Members-at-Large: Must have the desire to stop drinking. Members-at-Large are not elected and are recognized after stating their desire to be a Member-at-Large and providing their contact information to the secretary. Members-at-Large have a voice in the proceedings but do not have a vote.

Appendix A - Third Legacy

THIRD LEGACY PROCEDURE

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A, and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting, rather than withdraw.

Third Legacy Procedures are as follows:

- The names of eligible candidates are posted on a board. All voting members of HUIYPAA cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn - except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point the Chairperson asks for a motion, second and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot - "going to the hat"- immediately. If the motion carries, a fifth and final ballot is conducted.
- If after the fifth ballot no election occurs, the Chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
- Lots are then drawn by the teller, and the first one "out of the hat" is the elected.

Appendix B - Robert's Rules of Order

GUIDELINES FOR DISCUSSION

HUIYPAA loosely follows Robert's Rules of Order, which when practiced, allows the discussion to proceed in an informal, yet business-like, manner.

I. General Guidelines for Discussions:

- Once a topic or motion is placed into discussion, only the topic or motion may be discussed.
- Each participant may speak for two (2) minutes.
- After everyone has spoken once, and if time allows, participants are given a second opportunity to speak on the topic or motion.

- We discuss only one motion at a time.

II. Determining a quorum: A quorum is required for a vote. HUIYPAA's quorum is 50% plus 1 of all voting members.

III. Types of Voting Results

Votes are determined by a show of hand, except when the chair decides to cast ballots.

Simple majority: Achieved whenever 51% (and not 50% + 1) of the voters are in agreement.

Substantial Unanimity: At least two-thirds (2/3) of the assembly's voters agreeing to one side of a motion. The total number of votes cast must meet or exceed the quorum number requirement.

1. All matters of policy require a substantial unanimity vote.
2. On all motions requiring a substantial unanimity result, HUIYPAA always gives the minority the opportunity to speak to the majority.

IV. Minority: HUIYPAA recognizes the minority in two (2) distinct ways:

1. When a simple majority result is needed, the minority is the side with the least amount of votes.
2. When substantial unanimity result is needed, the minority is the side that didn't get the required two-thirds (2/3) votes necessary to pass a motion. Therefore, when seeking substantial unanimity, the minority could have the majority of the votes but less than the required two-thirds (2/3).

V. Procedures for Frequently Made Motions

- A. Motion to Call the Question: (requires a second; discussion ceases immediately.)
 1. Stops the discussion of a motion already in progress to proceed directly to a vote.
 2. Requires a substantial unanimity result.
 3. If substantial unanimity is achieved, the committee moves immediately to vote on the motion at hand.
 4. If substantial unanimity is not achieved, discussion continues.
- B. Motion to Table (a motion): (Requires a second; discussion ceases immediately.)
 1. Stops the discussion of a motion already in progress until a future date.
 2. Requires a simple majority result to proceed.
 3. If the motion is accepted, then the motion in progress is set aside to a future date, either later on during the assembly or for a future assembly.
 4. If the motion is defeated, then the discussion of the motion in progress continues.
- C. Motion to Reconsider: (Requires a second; discussion ceases immediately.)

1. Must be made by someone who first voted with the majority and wants to change their vote.
2. Requires a simple majority result.
3. If the motion is accepted, then the committee will re-vote on the issue.
4. If the motion is defeated, the results from the first voting procedure will be the committee's action.

A cheat sheet can be found here:

diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf

ICYPAA Policies

We fully adopt and agree with the ICYPAA Non-Discrimination and Anti-Harassment Policy (found at

https://www.icypass.org/uploads/files/icypaa_non-discrimination_anti-harassment_policy_final.pdf) and Conflict of Interest Policy (found at

<https://www.icypaa.org/uploads/files/ICYPAAA-Conflict-of-Interest-Policy-3-22-13.pdf>) both of which require full compliance of bid committees.