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TimeLine/Deadlines 2010

The following is a schedule of distribution and submission deadlines created by the CCC to help meet ABC/M needs and By-Laws requirements. Actions related to sign-up and registration of Conference Delegates for the Annual Business Meeting are in **Bold Text**.

<u>DESCRIPTION</u>	<u>ACTION</u>	<u>APPROXIMATE TIME FRAME</u>
Announcement of ABC/M to Fellowship Delegate Sign-up and Registration Forms Distributed BOT Nomination Forms Distributed 1 st Business Meeting Items Summary (BMIS) Distributed to Fellowship World-Wide	Sent	180 days (6 months) prior to ABC/M
Delegate Sign-up Forms Due	Due	120 days (4 months) prior to ABC/M
Motion/IFD Submissions for 2 nd BMIS Due	Due	105 days (3½ months) prior to ABC/M
2 nd BMIS Distributed to Conference Members for Committee Feedback	Sent	95 days (3 months, 1 week) prior to ABC/M
Early ABC/M Registrations Due	Due	75 days (2½ months) prior to ABC/M
Conference Committee Comments on BMIS Due Motions/ Issue Submissions for 3 rd BMIS Due Board of Trustees Nominations Due	Due	60 days (2 months) prior to ABC/M 60 days
ABC/M Registrations Due 3 rd BMIS Distributed to Fellowship Worldwide Board of Trustees Nominations Letters Distributed	Due Sent	45 days (1½ months) prior to ABC/M

Although it is strongly recommended that the deadlines for submitting to the BMIS be met, it is understood that this may not be possible. Here are other ways to submit items or address issues

- On Day 1 of the ABC/M, by the end of the first General Assembly, new items may be submitted on the required form to the CCC Chair. Individuals, Intergroups, or Conference members can work through their delegates to get the items brought to the ABC/M, or they may contact the CCC directly for help.
- Discussion and votes can happen (according to the S.L.A.A. By-Laws, Article V, Section 6) at a special meeting (if 2/3 of the delegates present and registered as seated at the last ABC/M agree) or via mail or telephone polls to render advisory opinions. In addition, the CCC publishes a Conference Newsletter, which is meant to help facilitate discussion and solicit opinion from Conference members throughout the year.

Business Meeting Items Summary (BMIS) Review Subcommittee Process
As Approved by the Conference Charter Committee, April 4, 2010

BMIS Review Subcommittee

Purpose:

The purpose of the BMIS Review Subcommittee (“BRS”) is to facilitate the development of well-crafted items for inclusion on the Annual Business Meeting (“ABM”) agenda and to facilitate the efficient functioning of the ABM.

Status:

Subcommittee of the Conference Charter Committee (“CCC”)

Committee Number:

The subcommittee must always consist of an odd number of members. Although it is preferable to have all the committee members present, either 3 or 5 members may constitute the requisite number for decision-making.

Committee Make-up:

It is suggested that:

No more than 2 members be from the CCC.

Committee members come from a variety of Conference Committees.

No more than 2 members be from any one other Conference Committee.

No more than 2 members be from any one group, or intergroup.

At least one person not be a member of any Conference Committee.

At least one person be a returning member.

In the spirit of rotation, each member may serve no more than two years consecutively on the BRS, followed by at least a one year break in service on the BRS.

Membership Process:

The BRS chair nominates proposed members, subject to approval by the Conference Charter Committee. Members of the BRS need not be members of the CCC.

Observers:

Observers may attend the meetings only with the advanced consent and agreement of the CCC Chair and the BRS Chair, in conjunction with input from BRS members.

Qualifications:

(1) Members should have an understanding of the ABM, motion structures, and business process.

(2) Members should be interested in facilitating the submission of Motions and Items For Discussion (“IFDs”), and in assisting those making submissions to develop motions and IFDs with clarity, practicality, effectiveness, impartiality, and efficiency / timeliness..

(3) Members should support the idea of revising, clarifying and in some cases rejecting BMIS items.

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Tasks:

- (1) Members work with item submitters to craft well-written motions and items for discussion (IFDs) for the BMIS;
- (2) Members work with other members of the BMIS subcommittee to improve the quality of items and insure the smooth introduction and understanding of items by the membership at the ABM;
- (3) Members support the CCC in the production of the BMIS.

Ideal Scenario for the BRS:

Through face to face or in-person web or phone conversations help groups and encourage participants to enter the review process and make motions and items for discussion clearer for the membership.

Process:

This process is intended to assist individuals, groups, Intergroups, Conference Committees, and the Board of Trustees in the development of well-crafted items for inclusion on the ABM agenda. Because no service body of the Conference has the authority to prevent the Board of Trustees (BOT) from fulfilling what it perceives to be its fiduciary obligations, the BRS may not reject any item submitted by the BOT.

Submission of Agenda Items:

Items can be submitted any time of the year; however, there are deadlines for inclusion on any one given year's ABM agenda.

Items can be submitted to the FWS office or directly to the BMIS editor between ABMs.

Items can be submitted to the CCC at any time for inclusion on any given year's ABM.

Items must be submitted by the deadline stipulated by the CCC for the particular ABM year.

Agenda Item Review Process:

For an item to have BRS consideration, it must be submitted on such submission form developed for this purpose, or provide all the pertinent information identified on such submission form. Incomplete submissions, whether on the form or an equivalent, will be returned to the submitter for completion in order to be considered. The item originator(s) must be clearly identified, along with valid contact information as deemed appropriate for this purpose.

Further, for an item to have BRS consideration, it must be submitted by an S.L.A.A. member, or if not a member of the Fellowship, then a member of the Conference. Members of the Conference who are not members of the Fellowship might include FWS office staff, members of the BOT, and/or others as may be determined by future Conferences.

Incomplete submissions will be returned to the submitter, noting that it does not meet the criteria for consideration. An item can be modified to satisfy the requirement for BRS consideration and can be resubmitted.

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Questions for the BRS to ask regarding each item before deciding whether to include the item as is, reject the item, or send it back to the submitter with a request for revision:

1. Is the item's goal already effectively accomplished by a Motion previously adopted by the Conference;
2. Is the item's goal identical to, or a portion of, a motion defeated in the immediately preceding Conference year;
3. Is the item's goal identical to, or a portion of, a motion already included in the BMIS for the current year;
4. Is the item best combined with another item, at which time the BRS can suggest teamwork between multiple submitter of items;
5. Has the window of time in which an item's goal already passed as of the time of the submission, or will it pass before the item can be voted upon by the Conference;
6. Does the item's goal exceed the scope of authority of the service entity expected to exercise such authority;
7. Does the item contain names of people, places or things; dates; times; or other specifics that are not integral to the effectiveness of the discussion item or execution of the motion (Integral to means central to and necessary for.);
8. Does the item contain date specific information, where the date is not an essential portion of the item;
9. Does the item contain date specific information, for which the date has already passed;
10. Does the item assume previous agreement, action or processes that may not be the case;
11. Is the item unclear, confusing, vague, ambiguous, or in some other way not comprehensible to the BRS as a whole;
12. Does the item propose to create, produce or approve literature where the literature in question has not gone through the Conference Literature Committee review and approval process;
13. Does the item propose to take action that is already being taken, including repackaging existing Conference Approved literature;
14. Does the item clearly identify implementation of the decision, at least at a conceptual level that can be developed by the Conference, the Board of Trustees, and/or the FWS Office as delegated by the Board of Trustees;
15. Does the motion respect the right of the Board of Trustees to determine the method of execution of Fellowship-wide priorities (nonetheless, priorities can be set by the Fellowship as a whole through the Conference per Traditions Two and Nine.);
16. Is there an insufficient body of supporting or background information included for the Conference to make an adequately informed decision or comment on the item (per Tradition Two.);
17. Is the item longer than necessary and can be trimmed considerably without losing effectiveness, scope, or understandability;

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18. Would the item more effectively be considered as is, or combined with other items?

These are subjective elements, which will invariably be interpreted differently by individuals. The BRS members are trusted servants, and should be accorded that trust in accordance with the Twelve Traditions. BRS members may consider other elements in lieu of, or in addition to, these suggested elements, so long as such elements are chosen by group conscience of the entire BRS. The BRS will objectively evaluate items in the form submitted. The BRS shall not research the history and merits of an item.

Acceptance of Received Items:

For an item to be accepted without change onto the BMIS, the item must have a majority vote of the members of the BRS who are not abstaining from the vote. A majority vote to accept an item without change will result in 1) adding the item to the BMIS without change; and 2) inclusion of a note on the right side of the BMIS stating: *This item was accepted without change onto the BMIS by a vote of x-x-x*. If a submission is accepted without change, the BRS will designate a member to communicate this decision to the submitter(s).

When an item does not receive a majority vote of the BRS for inclusion on the agenda without change, it will be considered for the revision process outlined elsewhere in this document.

Revision of Received Items:

Items are requested for revision when they are unclear as to intent or they may present a confusing or conflicting point or points to the ABM. The submitter(s) of the item may either: (1) accept and revise the item; or (2) reject the revisions.

For an item to have a request for revision, the request must have a majority vote of the members of the BRS who are reviewing the incoming items. A majority vote is assured by having an odd number of members of the committee (a “2 or more out of 3” vote or a “3 or more out of 5” vote, depending on the number of committee members, assuming no abstentions).

Once an item is designated for request for revision a member or members of the BRS are designated as primary liaison(s) for that item and would take responsibility for working with the originator(s) (the submitter of the item if an individual or the group or committee bringing the item to the ABM) to: express the concern of the majority of the BRS; prepare a proposed revision of the item; and, if the item is revised, bring the item back to the BRS for a vote.

A majority vote of the BRS would be needed (again, a “2 or more out of 3” vote or a “3 or more out of 5” vote, depending on the number of committee members) to approve the revised item for the BMIS. The liaison would then be responsible for communicating the vote on the revised item to the originator.

If the submitter(s) accept the revision a note on the right side of the BMIS will read: *This item was revised by the submitter and accepted onto the BMIS by a vote of x-x-x*. If there is a minority exception to the vote, that exception may be included as well.

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If the submitter(s) choose not to accept the committee recommendation to revise, the item may be accepted on to the BMIS and a note on the right side of the BMIS will read: *The BRS requested a revision by a vote of x-x-x; however, the item was not revised by the submitter.*

Reasons An Item Can Be Revised:

- (1) Motions or IFDs containing date specific information, where the date is not an essential portion of the item;
- (2) Motions or IFDs which are not worded appropriately for the more effective process;
- (3) Motions or IFDs assuming previous agreement action or process that may not be the case;
- (4) Motions or IFDs which are in some other way confusing, vague or ambiguous, so long as the BRS can submit the reasons for revision in writing;
- (5) Motions or IFDs not submitted on the FWS form or containing the equivalent information.

ITEMS SHALL NOT BE REVISED BASED ON COMMITTEE MEMBERS' PERSONAL OPINIONS OR PREFERENCES.

Rejection of Received Items:

The item should be evaluated against a list of previously existing and understood guidelines (see below). A unanimous vote of those BRS members voting is required to keep an item out of the BMIS. Full participation of the subcommittee in voting is expected, but a member may abstain for good reason (for instance, if the committee member feels there is a conflict of interest).

If the item is unanimously rejected, then one member of the BRS is designated as the liaison to communicate the rejection, the reason(s) and alternative avenues for consideration to the originator.

If the item is rejected by a simple majority, then the recommendation to reject and the reasons for the rejection will be forwarded to the CCC Chair, to be handled at the next full CCC meeting (see below for suggested process).

If the item is accepted by the CCC, then the item will be included on the BMIS and the BRS may then choose to begin the revision process (see above).

Reasons An Item Can Be Rejected:

- (1) Motions or IFD to create, produce, or approve literature where the literature in question has not gone through the Conference Literature Committee review and approval process;
- (2) Motions or IFD to take an action that is already being taken, including repackaging existing Conference Approved literature;
- (3) Motions or IFD submitted by inappropriate bodies such as non-SLAA members who are not voting members of the Conference;
- (4) Motions or IFD containing date specific information, where the date has passed and was an essential portion of the item;
- (5) Motions or IFD which cannot be enforced;

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- (6) Motions or Items for Discussion that were considered at the previous Annual Business Meeting (Exception: literature approved and submitted by the Conference Literature Committee may be brought back to a subsequent ABM);
- (7) Motions or IFD submitted to the Conference that would be more appropriately addressed by another body such as the BOT, a particular Conference committee, or FWS (not including circumstances relating to Article V, Section 4, where the BOT is seeking input regarding an item that is otherwise within its sole purview).

ITEMS SHALL NOT BE REJECTED BASED ON COMMITTEE MEMBERS' PERSONAL OPINIONS OR PREFERENCES.

Motions and Items for Discussion from the Board of Trustees

Motions and IFDs initiated by the Board of Trustees are not subject to rejection by the BRS; however, the BRS may offer the BOT its opinion for possible revisions or reasons for withdrawal of a BOT Motion or Item for Discussion.

Conference Charter Committee Process for Handling Referrals:

Any referral item from the BRS regarding rejection of an item in the BMIS shall be handled at the next CCC meeting following the referral. Minutes of the BRS discussion (regarding the referral) will be provided to CCC members prior to the CCC meeting where the item will be addressed.

The CCC will read the proposed item, and the proposed reason(s) for rejection. Because of the amount of in-depth discussion at the BRS level, the item will go to an immediate 1st vote, with no preliminary pro and con discussion.

The normal voting process will be used:

- a 1st vote, with an opportunity for minority opinion; then
- a 2nd vote, if necessary, with an opportunity for minority opinion; and then
- a 3rd and final vote, if necessary.

Group conscience (not simple majority or unanimity) of the CCC will be the final vote on the inclusion or exclusion of the item on the BMIS.

If the item is rejected by the full CCC, then one member of the BRS is still designated as liaison to communicate the rejection, the reason(s) for the rejection, and alternative avenues for consideration to the originator.

Items for Discussion (IFDs) Process at the ABM:

IFDs, shall be handled by having discussion for a time established by the Facilitator (usually 10, 15, or 20 minutes). Each participant statement will be limited to one or two minutes. Each person will have the opportunity to speak once; if there is still time after everyone who wants to speak has spoken, people may speak a second time. People may give whatever feedback they wish on the issue at hand; sound bytes are not necessary.

The ABM Record keeper will take down the gist of the comments as well as he/she is able; the rest of the written record will be filled in using the audio recordings. At the end of the

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allotted time, the facilitator will end the discussion and the item will be closed for that ABM. The information gathered during the discussion will be captured in the official ABM minutes, which are distributed as usual.

After the ABM, IFD items that were discussed will be “assigned” to various committees as is currently done with Motions. Additionally, the new BRS Chair/BMIS Editor will communicate with the submitter to pass along the content of the discussion from the minutes, inform the submitter of the rest of the process, and offer help from the BRS, if needed and/or desired.

The item will remain on the agenda in its original form until the CCC sends out the 1st draft of the BMIS for the following year. On the right hand side, there will be a note regarding the process that either: (a) there is a motion replacing the IFD; or (b) that if there is no motion returned by the established due date, as stated below, that the item will be removed.

Motions intended to replace IFDs from the previous year must be received by the deadline established by the CCC for feedback from Conference Committees for the 2nd draft of the BMIS. If, by the deadline for feedback for the 2nd draft of the BMIS, a motion has been submitted regarding the item, based on the discussion from the previous year, the motion will assume the place of the item on the BMIS.

If, by the deadline for feedback for the 2nd draft of the BMIS, no motion is submitted relevant to the item, the item will be removed from the agenda. Motions can be submitted by any service body or individual, and multiple submissions are possible. As with all submissions, motions received through this process are still subject to the motions acceptance process of the BRS.

Communications Regarding BRS Activities:

These guidelines should be published at least once a year in relevant publications and websites at the same time as the first communication of the BMIS submission deadline. Further, any item which is rejected shall be noted in the BRS minutes submitted to the Conference Charter Committee and included in the Conference Charter Committee report to the ABM along with the reasons for the rejection.

Suggested ABC Conference Committee Activities

1st Meeting

- Sign-in, introductions, interest in committee
- Identify recorder to take meeting notes
- Discuss committee mission statement
- Prepare responses to related BMIS items
- Brainstorm committee activities for year

2nd Meeting

- Sign-in, introductions, interest in committee
- Identify recorder to take meeting notes
- Discuss committee mission statement
- Continue 1st meeting activities
- Decide which activities to pursue during year
- Identify milestones and set timelines

3rd Meeting

- Identify recorder to take meeting minutes
- Identify people committing to committee and activities
- Gather contact information for all committed members
- Select committee chair and vice-chair
- Determine subcommittee and workgroup membership
- Identify potential costs and develop budget request
- Develop meeting schedule and time for first meeting
- Determine if chair, vice-chair or alternate will attend chairs' meeting

Conference Committee Budget Request

Fiscal Year: _____

Name of Committee: _____

Committee Chairperson: _____

Total Committee Budget Request: \$ _____

Project Name	Lead Person	Date of Completion	Budget Request

Explain, in detail, the planned use of funds requested:

Project Name	Lead Person	Date of Completion	Budget Request

Explain, in detail, the planned use of funds requested:

Project Name	Lead Person	Date of Completion	Budget Request

Explain, in detail, the planned use of funds requested:

Please copy this form and provide to the Conference Finance Committee, the Conference Charter Committee, and the F.W.S. Office staff on last day of ABM.

Retain original for committee use.

Page ____ of ____.

Conference Committee Project Progress

Committee:

Project:

Report Date:

Committee Chair:

Project Leader:

Project Leader Preferred Contact Information:

Phone:

email:

Project Members:

Project Budgeted Amount, This Year:

Total:

Project Expended Amount, This Year:

Total:

Project Percentage Progress, This Year

Total:

Estimated Completion Date:

On-going Project Significant Milestones:

Detail regarding any matters that are hindering the completion of this project, and attempts that have been made to obtain help:

**The Augustine Fellowship,
Sex and Love Addicts Anonymous,
Fellowship-Wide Services, Inc.**



Request for Reimbursement Form

Who Can Use This Form?

Conference committee members, members of board committees/subcommittees or volunteers of the FWS office may use this form to receive reimbursement for authorized items as agreed upon by Conference committee chairs, FWS Office supervisor, Conference Finance Committee or the Board Finance and Operation Committee.

Guidelines:

1. The Board Finance and Operating Committee (BFOC)/Conference Finance Committee (CFC) request that this form be used for each reimbursement check requested.
2. Single items of expense in an amount greater than \$10.00 should be supported by a receipt attached to this form. Expenditures of \$500.00 or more require pre-approval by the Board of Trustees.
3. Please make requests for reimbursement within 30 days of the date of expenditure.
4. All requests for reimbursement must be approved by the committee chair.
5. Send completed form to CFC chair for conference expenses and BFOC chair for Board expenses. All conference committee expenses must be mailed or emailed to the CFC Chair directly from the committee chair in order to document that chair's approval.
6. Send form to the CFC via email to <http://www.slaafws.org/contact/Conference+Finance+Committee>, by mail or by fax to the FWS office via the address or fax number at the bottom of this page.

Committee Chair Approval By _____

Date of Receipt or Expenditure	Description	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total		\$ _____

Make check payable to: _____

Send reimbursement to:

Name _____

Address _____

City/State/Postal Code/Country _____

Office Use Only:

Approved by _____ Title _____

Date Sent _____

Via _____

Initials _____

Check # _____

**F.W.S. Office
1550 NE Loop 410, Suite 118
San Antonio, TX 78209 USA
(210) 828-7900 Fax: (210) 828-7922**

The Conference Committees, Chair Responsibilities and Accountability

Introduction

At the 2004 Annual Business Meeting, the Conference decided that Conference Committees needed to be accountable for the work they do on active projects within their committee by passing the following motion:

For the accountability of all conference committees to its fellowship and as a tool of organization, each project undertaken by S.L.A.A. conference committees, subcommittees, or individuals will have a projected deadline, determined by the committee members at the start of the project and an evaluation of each project done annually. Based on these reports and the status of each project, conference members will be invited to provide feedback to the Conference Finance Committee (CFC) regarding continued funding of each committee and to the Conference Charter Committee (CCC) for activity accountability. If members have concerns about either CFC or CCC accountability they may direct comments to the Board of Trustees.

What follows is a thorough description of how this accountability is to be employed and the process used for inquiries regarding potential violations of this accountability.

This document was created by Conference Committee Chairs and modified by the Conference Service Manual Revision Work Group of the CCC. This document is intended to be used by future Conferences and is available to anyone inquiring as to the accountability of Conference Members and Conference Committees.

Who are the Committees Accountable to?

Ultimately, the committees and the full Conference are accountable to the entire fellowship of S.L.A.A. The facilitation of this accountability will generally occur within the group conscience of the Chairs of all Conference committees and will be facilitated by the Conference Finance Committee (CFC) and Conference Charter Committee (CCC) for the Chairs in service to the Conference as a whole. Feedback regarding a committee and its effectiveness in its charter and projects as they relate to budgeting and continued funding will be provided to the CFC for budget facilitation by whoever may have a concern. Similarly, the CCC will receive feedback around inappropriate actions, activities, attitudes, planning, etc. from whoever may have a concern. The CCC will facilitate the meetings of the Chairs, the main forum of communication for the Chairs Group Conscience, provide support to the committees as they need, and as appropriate evaluate the progress of the committees – both independently and with the CFC, the Chairs, or other groups or individuals.

The CCC and CFC will receive the budget requests and timelines of the committees from each – with focuses around finances for the CFC and progress, process and activity for the CCC. The CFC will use those projections to establish budgets for the committees within the total funds provided by the BOT for Conference Committee expenses. The CCC will refer to these forms to help with the focus and direction of the committee. While the CFC and CCC have the authority within their charters, this document outlines the forum, processes and guidelines to implement the motion, acting in the interest of the Chairs, the Conference and S.L.A.A. as a whole. Whenever appropriate and possible, the group conscience of the Chairs of the Conference Committees will be the forum for any dramatic actions or decisions. The CFC and CCC (independently and together) have the authority to determine the appropriate forum to address any issues as they arise. These committees perform this service in their roles as servants, guardians, and leaders within the Conference, and are expected to demonstrate respect, maturity and the ultimate in accountability themselves as they carry out these responsibilities.

As the motion states, concerns or violations on the part of the CCC and/or the CFC should be directed to the Board of Trustees (BOT), who may determine the appropriate course of action and forum for that action, but generally will bring any concerns to the Chairs Group Conscience.

Education

While the request forms have already been created, the CFC and CCC will as needed edit or alter those documents as well as create new ones. Also already in existence is the Conference Service Manual (CSM) which is readily available. It is the responsibility of all Conference Members and Conference Committee Members (even if not a member of the Conference) to study and understand to the best of their ability these documents and the responsibilities involved in these leadership/servant roles. Chairs of Conference Committees ought to be especially familiar with the responsibilities and processes used within these roles and committees as well as the Conference as a whole.

To assist with this education, the CCC will periodically, generally at each ABM, provide guidance and direction in these areas. The CCC is also available at any time throughout the ABM year to help with this on an individual level. Similarly, the CFC will provide assistance as it relates to finances and budgeting. The CCC and CFC are available as needed. The request for assistance is ultimately up to the one needing it (like that of needing assistance when we first began our recovery path – we had to ask).

Determining Deadlines and Beginning Projects

This process is up to the individuals and committees who will be working on the projects – the committees and its own membership. Keeping always in mind that the benefit of the committee, the Conference, and S.L.A.A. as a whole is to be placed before the individual, but that the benefit and well being of the individual closely follows (Tradition One), both must work in concert and neither need stifle the other. That being said, the Conference, its members, the CFC or CCC, or even another Conference Committee may question these timelines and the progress of the work. If a concern or conflict arises that is not easily answered with a direct, appropriate, respectful, mature dialogue between the one inquiring and the individual or group receiving the inquiry, there is a process established that follows later in this document to guide all involved in the next action(s) to follow and the level of group conscience needed to impose change on another.

The CCC and CFC are always available to help with establishing timelines around projects and general committee activities including the related financial requests of the committees. The CCC will facilitate a meeting of the Chairs to help with this soon after the close of the ABM. Ideally, this may be ‘in person’ directly after the close of the ABM, or if no ‘in person meeting’ occurs, then at the first teleconference Chairs meeting within 60 days of the close of the Conference. However, the initial committee request for future budgets needs to be submitted before leaving the ABM, or prior to the established deadline shortly after the ABM/C.

Late submission or failure to submit any request for funding will likely result in nil or inadequate funds allotted to the committee to perform the work on projects it may have anticipated. Similarly, lack of representation at Chairs Meetings and thus absence of responses to inquiries about a project jeopardizes the availability of Conference Committee funds to the committee.

Annual Evaluations

Periodic evaluations occur at the meeting of the Chairs throughout the year. It is up to the Chair (or their ambassador in the Chair’s absence) to insure that their committee is represented at these meetings and provide information as to the progress, struggles, successes, triumphs, disasters, activity or inactivity and any other experiences within the committees around all active projects for which funding has been requested, time has been spent, and decisions have occurred. An annual summary shall be provided to the full Conference as to the activities of each committee by its chairperson (get help from your committee members in the completion of this), and is expected to be submitted by the deadline conveyed for inclusion in the packets of information provided to each Conference member upon her/his arrival and check-in at the ABC. A verbal presentation of this information that may include additional inquiry from others outside the committee is to occur at a meeting of the Chairs, ideally ‘in person’ at the location of the ABM/C before its opening, or if necessary at the last teleconference meeting of the Chairs immediately prior to the ABM/C should an ‘in person’ meeting not be possible.

Lack of representation of a committee at a Chairs meeting may jeopardize continued funding of that committee. It is in the interest of the committee to insure that it is represented. If the Chairperson is not able to attend the meeting scheduled to address this evaluation, another committee member or “ambassador” for the committee is expected to represent the committee.

Who is Responsible to Insure that a Committee is Represented at the Chairs Meetings?

Everyone on the committee is responsible.

While ultimately, the Chair is responsible, each committee member should use discretion and scrutiny in electing a Chairperson. Additionally, should someone not be following through, then maturely, with respect and emotional sobriety, present the issue to the committee as a whole for discussion. If that does not provide a change in action and the proper completion of committee activities and projects, then explore help from the CFC, CCC, , and/or the BOT via your BOT liaison. Use the Conference Committee Conflict Resolution process outlined further in this document to guide you in moving through a conflict or confrontation. Everyone and their efforts on the committee will suffer if any individual or the Chairperson are drastically “dropping the ball” around their responsibilities. Ask for help!

As previously mentioned, it is part of the role of the Chairperson to insure that projects are moving, dialogue within the committee is appropriate and productive, and the committee is represented at Chairs Meetings as well as to the entire Conference and other Conference Committees. Additionally this representation must also occur beyond to FWS, the BOT and its committees, the fellowship as a whole, and the world at-large when applicable. We are all representatives of our committees to all others, both within our committee and outside our committee. *All Conference Members* have accepted a “leadership/servant” role in their election to the Conference, but the Chairs have that same responsibility *to a higher degree*. Chairs lead by serving, and serve by leading. Chairs set the example for others to desire to follow. If they desire to follow, then they will follow.

Again, while the Chairperson is *ultimately responsible*, *we are all responsible* for the actions and representation of our service committees.

Who May Question a Conference Committee?

All of us and even members of S.L.A.A. at large may present mature, respectful, emotionally sober inquiries and expect a response to this inquiry. Each committee, the entire Conference, FWS, the BOT, and all of the members of each are ultimately responsible to the entire fellowship of Sex and Love Addicts Anonymous.

As Conference Members, we, along with other Conference Committees and especially the CFC and CCC, have a special ability and obligation to question in a mature, respectful, sober manner that which seems inappropriate. The BOT has similar responsibilities, yet we who are not part of the BOT also have a responsibility to make these inquiries ourselves. In doing so, we have an obligation to use respect, be appropriate with our inquiry, and treat others only as we would want to be treated. We also have an obligation to employ the appropriate resources, tools and processes explained in this outline – regardless of whether we fully understand the reason for or agree with the process. These processes and tools emerged from wisdom, experience, and group conscience – so we assume them to be the guidance and direction for us from our Higher Power (Tradition Two). We trust our Higher Power and thus we trust the process.

Some Tips in Communication:

1. Focus on the situation, issue, or behavior, not on the person.
2. Maintain the self-confidence and self-esteem of others.
3. Maintain constructive relationships.
4. Take initiative to make things better.

5. Lead by example.
6. Think beyond the moment.

Principles before personalities.

The Process

Should an individual, the CCC, the CFC, the Chairs, or any other group conscience find the need to address the progress, activities, and/or actions of a Conference Committee, the process outline below is always to be employed.

Conference Committee Conflict Resolution

Sometimes there is conflict within a committee and/or between committees. The following is intended to provide a process of resolution, insuring that all members of the committee(s) are clearly heard and to guarantee the process of “group conscience” without manipulation or influence of the situation.

- a. When any member(s) of a Conference Committee or any member of the Conference feels that some experience or behavior within a committee threatens the integrity of the committee and its work, the Conference, F.W.S., S.L.A.A.-as-a-whole, or that the 12 Traditions of S.L.A.A. are being violated, those/that member(s) are encouraged to request a group conscience meeting of the committee itself for the purpose of discussing the issue.

This meeting needs to be either in-person or by teleconference, thus allowing all members of the committee to participate equally and hear all of the information about the issue directly from the person offering that information at the same time and prior to any vote. (E-mail, electronic or written correspondence does not constitute a meeting due to the limitations of communication for those mediums – even if everyone has access to the electronic meeting.) Once all information has been represented fairly and completely, a vote is taken on the issue. While anyone at the meeting may participate in the discussion, only those who were recognized as members of the committee prior to the issue may vote. This is to guarantee that a vote cannot be influenced or “stacked.”
- b. In the event that the individual(s) expressing concern does not feel the issue has been resolved, that/those individual(s) may attend a CCC meeting, presenting their concern and a summary of the discussion and result of the vote at the committee meeting where the issue was discussed. The CCC will then discuss and vote as to whether it agrees that the issue is a concern. If the CCC by a group conscience majority of 2/3 of its voting members agrees that there is an issue to discuss, the CCC will convene and host a meeting with the committee in question. The discussion and meeting requirements will meet the description stated in “a” above, and after all discussion, the vote will again be by *only those members of the committee in question*.
- c. If the issue is not corrected and a simple majority (50% plus one vote) of the CCC and the person(s) who originally confronted the issue feel that the problem/threat/concern still exists, then the CCC will convene a meeting of the committee in question, the CCC, all the Conference Committee Chairs and the person(s) who presented the item. This meeting and its discussion will also meet the same description as described in “a” above. Similarly, the vote after all discussion is heard will be *only by those members of the committee in question who were recognized prior to the issue*.
- d. Again, if a simple majority (50% plus one) of the CCC, the Conference Chairs and the person(s) who originally presented the issue feel that it has not been resolved, a meeting of the same description in “a” above is called which includes the committee in question, the person(s) presenting the issue, the CCC, the Conference Committee Chairs and the Board of Trustees (BOT). The vote, after all aspects of the issue have been heard, *will still be exclusively with those members of the committee in question who were recognized as members of that committee prior to item “a” above*.
- e. If the simple majority (50% plus one) of the group conscience of the member(s) presenting the issue, the CCC, the Conference Committee Chairs and the BOT feel the issue is still unresolved, then the issue will be taken to

the full Conference either at the next ABM as the first item on the agenda or at a special meeting if a simple majority of this same group conscience feels that the item presents an urgency that will not be satisfied by waiting until the next scheduled ABM. This meeting will also be either in person or by teleconference.

All sides of this issue will be heard completely regardless of the time involved. Once all perspectives have been heard and 30 seconds passes with no one offering any additional discussion, the item/motion will be restated, 60 seconds of silence observed immediately followed by a vote of the entire Conference. In the case there is minority in the vote, then the minority opinion will be heard and the item/motion again restated, 60 seconds of silence immediately followed by another vote of the entire Conference. If the vote changes, the minority opinion process (exactly as stated above) is again exercised and that vote is final.

A 2/3 majority of the Conference vote will be considered binding upon the committee in question, while a simple majority (50% plus one) will be considered a recommendation to the committee in question. The CCC, Chairs, BOT or Conference will no longer concern itself with the original issue of this committee unless the committee does not comply with a binding 2/3 resulting vote of the Conference.

In that instance, the Conference would explore and entertain options including, but not limited to, removing the Chair(s) of the committee in question and disbanding or reorganizing the current membership of the committee in question. This will be only by a 2/3 majority of the full Conference.

Conclusion

While this document is intended to employ the will of the Conference within the motion passed in 2004, this outline itself is not and should not become "Conference Approved." This will permit evolution of this outline by future Conferences or by existing or ad-hoc committees as they deem appropriate.

This is submitted in gratitude and service to future Conferences and the fellowship of S.L.A.A. by members, committees, and the BOT from the 2004/2005 Conference. We respect and honor the members of S.L.A.A. along with previous and future Conferences of S.L.A.A. with the creation of this document.

Accountability Process Timeline Implementation

1. In person meeting of the Chairs - delivery by CCC and CFC of this information (Accountability document, Serving on a Conference Committee), the progress sheet developed by CFC, and a blank budget request form as well as a completed copy of the request they had just submitted a few hours previous. This meeting will establish expectations for the year, meeting dates and times, timelines, review of budget requests submitted, any clarifications or revisions of the budget/project request, etc.
2. First Chairs teleconference meeting 1-2 months (Sep/Oct) after the ABM - this would be focused as past Chairs calls are - to support and "jump-start" any struggling committees.
3. Winter (January) Chairs teleconference meeting - CFC would have sent progress form requesting completion and return for review at the Chairs meeting. This meeting will focus on forward progress of the committees and their projects along with secondary support of struggling committees and reviewing timelines like feedback on the BMIS.
4. Spring (March/April) Chairs teleconference meeting - More focused review of committee progress on projects and possible reallocation of funds. Lack of participation (or at least communicating the progress of projects if representation has not been possible) jeopardizes committee budgets if CFC needs funds for other active and represented committees or the group conscience of the Chairs feel a committee's funds should be reduced or withdrawn (self accountability to have representation at the meetings). Again, secondarily support of struggling committees, presentation of timelines (feedback on BMIS, written reports to F.W.S. for next Conference, etc.)

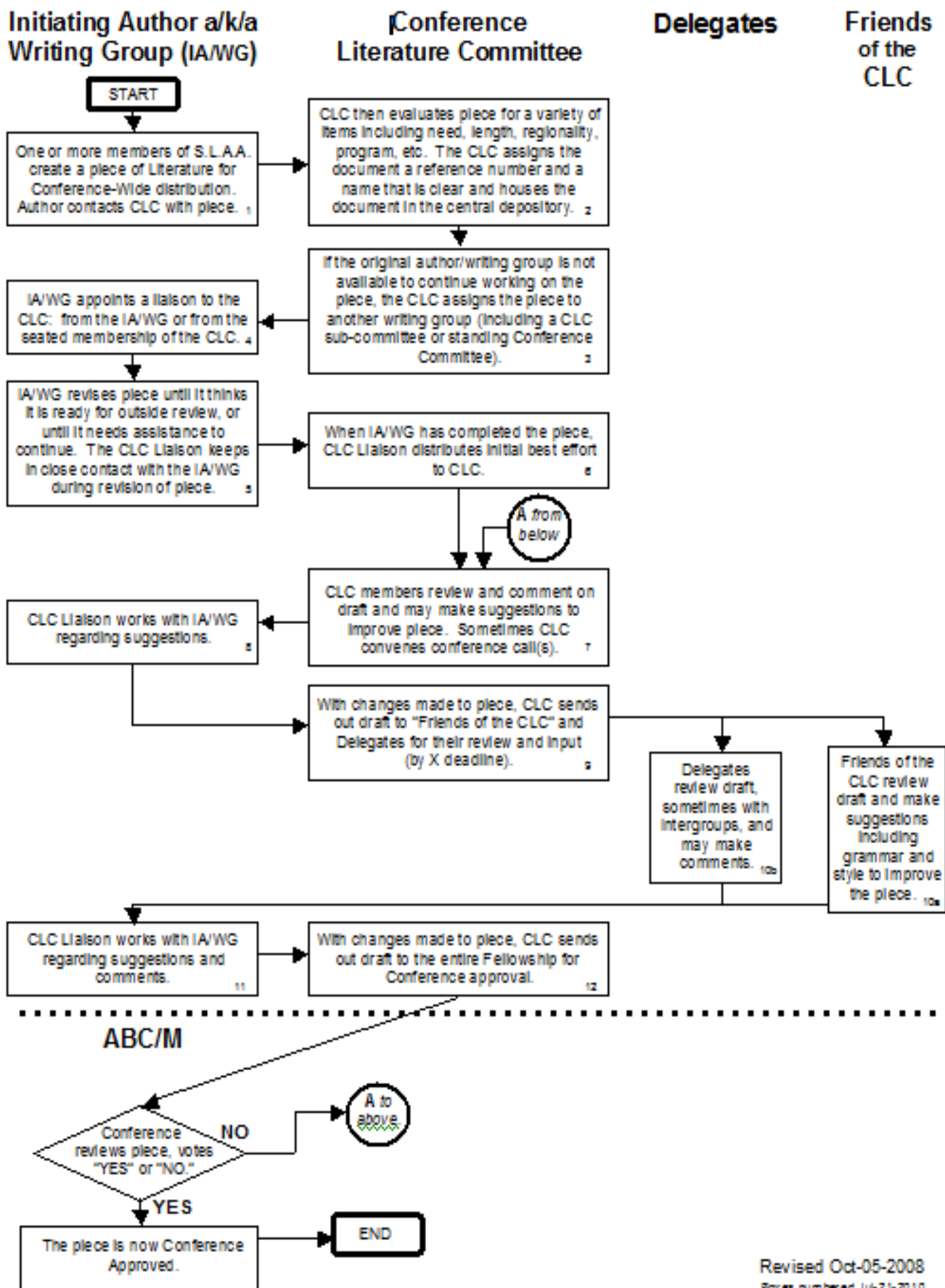
5. In person Chairs meeting at beginning of ABM - the chairs will have been expected to provide written reports to FWS for the packets to the Conference members, so this meeting will simply be a review of that and serve as the "annual review" in the motion. The progress of projects in the initial request from the previous ABM should be accounted in that report. The group conscience of the Chairs would decide if any drastic action is needed and also could schedule additional meetings at the ABM if they have an "issue" which needs further attention.

the Journal **Production Policy**

1. The primary purpose of *the Journal* production team is to reach 'the addict who still suffers' by producing each bimonthly issue of *the Journal* within an agreed upon production schedule and in observance of S.L.A.A. Traditions.
2. The auxiliary purpose of *the Journal* production team may include projects related to customer service, marketing, quality control, etc. the involvement of which may affect other service bodies. The Conference Journal Committee (CJC,) represented by the CJC chair, is ultimately responsible for facilitating partnerships between *the Journal* production team and affected service bodies by first and foremost honoring Tradition One to preserve S.L.A.A. unity.
3. The Managing Editor is elected by the group conscience of the CJC after this open service position is announced to the greater S.L.A.A. fellowship for a minimum of one month. All other elections to *the Journal* production team are decided by the group conscience of the production team chaired by the Managing Editor after similar announcements.
4. Per Concept 3, the traditional right to decide rests with the Managing Editor regarding the inner content of *the Journal*. Any production team member may request the group conscience of the entire production team regarding any production concern within a given time frame so as not to delay the production schedule. Production concerns from outside the production team may be directed to the CJC, which the Managing Editor is required to attend.
5. All production team business, including reaching the group conscience, may be conducted via email or teleconference chaired by the Managing Editor. In case of a tie, the vote cast by the Managing Editor is decisive. Anytime the group conscience is reached, production will proceed with any changes to meet any deadline. However, to settle any unresolved conflict for future policy the matter may be brought before the CJC in observance of Conference Committee standard procedures as outlined in the Conference Service Manual.
6. First draft of *the Journal* is delivered to the production team for review. Final draft is delivered to the entity responsible for printing and distribution. The CJC may receive a copy of the final draft for reference purposes rather than review per Concept 3 above. Each draft of *the Journal* must be kept private at all times, draft issues are not for personal distribution.
7. The F.W.S. Office Supervisor oversees the management of subscriber payments and subscriber lists to maintain confidentiality in observance of the F.W.S. Privacy Policy sharing statistical information on a quarterly basis with *the Journal* production team. The *e-Journal* Subcommittee oversees the e-publishing of *the Journal* in electronic formats.

<i>the Journal</i> Production Team			
<i>volunteer position</i>	<i>description</i>	<i>requirements</i>	<i>election term cycle</i>
Managing Editor	2-year commitment. Oversees production of each issue of <i>the Journal</i> . Chairs discussions among the production team. Per S.L.A.A. By-Laws, expenses paid by F.W.S. to attend ABC/M as a voting member.	1 year sobriety, CJC attendance	January 1 st every odd-numbered year
Layout Editor	2-year commitment. Works with the Managing Editor and the Art Director to provide the layout for each issue of <i>the Journal</i> .	6 months sobriety	January 1 st every odd-numbered year
Marketing Director	2-year commitment. Writes Monthly Outreach Business (MOB) newsletter with flyers and announcements to encourage participation, solicit creative contributions, increase subscriptions, etc.	6 months sobriety, CJC attendance	January 1 st every even-numbered year
Art Director	2-year commitment. Designs the cover and provides input and artwork.	None	January 1 st every even-numbered year
Editorial Assistants	1-year commitment. Assists the Managing Editor with production efforts.	None	January 1 st every year
Proofreaders (2)	1-year commitment. Proofreads each issue of <i>the Journal</i> within a given time frame.	None	January 1 st every year
Other Journal-Related Service			
Contributors	Contribute writing and artwork to <i>the Journal</i> .	None	N/A
Journal Reps	Raise Journal awareness. Subscribe to <i>the Journal</i> 's MOB newsletter to make announcements and distribute flyers to local intergroups and meetings.	None, or determined by local intergroup	N/A, or determined by local intergroup
CJC members	Attend monthly teleconference meetings to decide annual projected goals and oversee policy for <i>the Journal</i> by participating in the group conscience.	None	N/A

Participate on *the Journal* Production Team, the Conference Journal Committee, or *the e-Journal* Subcommittee:
<http://www.slaafws.org/cjc>



Policy for Request and Implementation of Committee Email Addresses on the F.W.S. Website

approved BPRC and CIC June 2009

The following policy by the F.W.S. Web Team clarifies how Conference and Board committees may obtain a mailbox accessed through the F.W.S. website at slaafws.org. The goal is to provide adequate email availability to committees while keeping the number of addresses at a level that is manageable for the F.W.S. webmaster to monitor and maintain. (Monitoring and regular purging of unused addresses is critical so that we are sure no email is being sent to an unmonitored mailbox and being left unanswered.)

It is suggested that the addresses provided by F.W.S. are to be used to communicate publicly, i.e., with the Fellowship at large and the rest of the world. It is assumed that most email communication within committees and subcommittees will happen within privately held accounts such as Google Groups or other free services.

Additionally, some of these policies are designed to prevent the system from being deluged with junk email. We request that you follow these instructions carefully so that we all may enjoy a spam-free email experience.

General Committee Email Addresses

- Each Conference and Board Committee of F.W.S. may request a general email mailbox at slaafws.org.
- General Committee email addresses do not require prior approval for implementation; the Webmaster will, however, keep an index of all addresses, identifying for what purpose each is being used.
- Requests for general Committee email addresses should come directly to the Webmaster at webmaster@slaafws.org. Please include the committee name, the requested address, and any forwarding addresses. Also indicate if the address should be an alias or if a full account is necessary. (Alias accounts only forward messages, and email cannot be sent from the address.)
- General Committee addresses will not be posted on the F.W.S. website but will be accessed by a contact form. This prevents junk email.
- It is strongly advised that only the *contact form* address not the actual *email address* be used on any document that will be posted online. This prevents junk email.

Additional Committee Email Addresses including special forms

- If an email address is needed for a purpose in which the use of a Committee's general address would be impractical, an additional email address may be requested by contacting the Web Team via the email address above. Please include all pertinent information in your request.
- Additional Committee addresses require approval by the Web Team based on how the address will be used.
- Special forms can be created if the address is to be used for feedback and/or submissions from the public. Again, this prevents the problem of exposing the address to junk email.
- If a request for an additional address raises concerns that require further review, the issue will be forwarded to the appropriate committee(s) such as the BPRC, CCC, or CIC.
- It should be the goal of the Web Team to answer Committee web content requests as efficiently as possible unless there is a definite need for delay and further examination.
- It will be the responsibility of the requesting committee to provide all information, documents, and/or assistance necessary both to approve and implement an approved request.
- Once approval is granted, the webmaster will work with the requesting Committee to complete the task.