North Florida
Area Conference
Structures and Guidelines

November 2026

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1. PREFACE

These guidelines are not intended to replace the current A.A. Service Manual. Each Area is autonomous, and these guidelines are to assist in clarifying matters which pertain specifically to the North Florida Area Conference, Inc. (NFAC). References to the A.A. Service Manual are included to make these guidelines a concise service reference for its members.

2. DEFINITION

In these guidelines, the following definitions apply:

- The North Florida Area hereafter known as the North Florida Area Conference; Inc. (NFAC) is the geographic region designated as Area 14 by the General Service Conference of Alcoholics Anonymous World Services.
- The NFAC Committee is made up of District Committee Members (DCMs), Committee Chairs , Administrative Committee Chairpersons, and Area Officers.
- The NFAC Assembly is a meeting, with proper notice, of the Area Committee and the General Service Representatives (GSRs) of registered A.A. groups within the Area that desire to participate.
- The NFAC is the mainspring of the conference structure-the democratic voice of the membership expressing itself, according to the A.A. Service Manual.
- North Florida Area Conference, Inc. is the legal entity incorporated under the laws of the State of Florida through which the Assembly conducts business with the public.
- All references to the Service Manual will be to the most current revision. If the referenced language of the Service Manual changes, Structures and Guidelines will be modified to the correct language. References are to specific page and the format is: (pg.##).

3. MOTIONS AMENDING THE NFAC GUIDELINES

Any proposed amendment to these guidelines:

- Shall be submitted in writing to the Chairperson.
    - with a copy to the Delegate, Secretary, Parliamentarian and Translator.
- The proposed amendment may be sent to the appropriate Administrative Committee at the discretion of the Chairperson.
- A two-thirds (2/3) vote in favor by the GSRs, DCMs, Officers, and Committee Chairs present, and voting shall constitute adoption of the amendment.
- Any motion to amend the Structures and Guidelines will not be discussed at that time but will be printed in the minutes and will be discussed and voted on at the next assembly.
- The Chairperson shall include the proposed amendment, and any other motions delayed and brought forward on the Business Agenda for the next assembly.

4. ASSEMBLY FORMAT

- Saturday

- Workshops
  - Committee Chairs
  - DCM and Officers meeting
  - GSR workshop.
- Workshop minutes will be taken and given to the Secretary.
- Open speaker meeting on Saturday night.
  - Except the fourth quarter of even years when the business meeting takes place

- Sunday
  - Assembly
  - Uses Robert's Rules of Order as modified by the current revision of the General Service Conference
  - Follows Summary of Conference Procedures (Appendix A) as adopted by the body.
  - All business of the Assembly will be conducted only with members of the NFAC, or individuals approved by the Chairperson.
  - Business not on the agenda can be brought before the Assembly from the floor.
  - Any eligible voter who is not in their seat at their District table at 9 am for roll call or in the virtual waiting room by 8:45am for roll call, will have their voting privileges suspended for that Assembly.
    The Voting Assembly takes place in the fourth quarter of even years.

5. SCHEDULING AND NOTICE OF ASSEMBLIES (pg.20)

- The Assembly shall convene on a quarterly basis in afixed location.
- The dates shall be determined by the Site and Agenda Administrative Committee and hotel per contract.
  - Nonelection October Assemblies include an inventory conducted by the South Florida Area 15 Delegate or if not available as designated by Chairperson.
  - Once every two years, the Southeastern Regional Trustee will be invited to the Assembly.
  - Other meetings, sessions or committee meetings may be scheduled from time to time as decided by the Chairperson.
- Assemblies shall be scheduled for a minimum of a year and preferably for a two-year period beyond the current year.
- Consideration shall be given to any state or regional A.A. functions to avoid conflict when setting the date for assemblies.
- The Chairperson sets the agenda.
- The mailing shall also include the minutes of the previous Assembly meeting and the proposed agenda.
- All information regarding the Assembly should be forwarded to the Secretary sufficiently in advance of the mailing deadline to ensure its inclusion in themailing.
- The agenda mailed to the members of the Assembly shall include specific items of business scheduled to be submitted for discussion and voting.
- Other items of business brought before the Area shall be added to the agenda if appropriate.
- The order of business for the business session of each Assembly is:
  - Opening
  - Roll Call
  - Anonymity Statement
  - Short Form of the Concepts
  - Secretary's Report

- Treasurer's Report
- Special Guest Report, if applicable
- Delegate's Report
- Alternate Delegate's Report
- Chairperson's Report
- Alt Chairperson's Report
- Registrar's Report
- Special Reports
- Committee Chair's Reports
  - Accessibilities
  - Archives
  - Archivist
  - Cooperation with the Professional Community
  - Corrections
  - Grapevine/LaVina
  - Intergroup
  - Literature
  - Public Information
  - Treatment
- Administrative Committee Reports
  - Finance
  - Growth
  - Site and Agenda
  - Website
- Old Business
- New Business
- Closing

6. DISTRICTS

It is suggested that elections be held every two (2) years and that the GSRs, DCMs, and Alternates serve their terms concurrent with the NFAC Panel.

- General Service Representative (GSR) (pg. 7)
  - Link between their groups and A.A. as a whole.
  - Represents the voice of their group conscience.
  - Attends their District meeting.
    - Reports their group conscience to the DCM.
  - Attends the Assembly
    - Voting their group conscience in manners affecting the Area. (pg.7)
  - Brings information and problems which affect A.A. unity, health, and growth, as well as suggested remedies back to the group.
  - Two (2) years of sobriety is suggested.
- District Committee Member (DCM) (pg. 13):
  - Links the GSR and the Delegate
  - Served in past Group and District activities.
  - Receives reports from groups through the GSRs.
  - Makes personal contact with the Groups in the District.
  - Holds regular District meeting.

- Attends Assemblies
  - Obtains up-to-date Group information.
  - Keeps GSRs informed about Conferenceactivities.
- Serves on an Administrative Committee asassigned.
- Four (4) years of sobriety is suggested.

- Alternate District Committee Member (pg. 16):
  - The Alternate DCM should have the same qualifications as the DCM as they may be required to assume all or part of the term of office due to unforeseen circumstances.
    - Assists and participates in District responsibilities.
- Local Committee Member (LCM) (pg. 112 Appendix F):
  - If the number of groups in a district increases, the responsibilities of the DCM can be met by adding additional committee members called LCMs.
    - Does not carry a vote at the Assembly.

7. COMMITTEE CHAIRS AND OTHER SERVICE POSITIONS

1. Qualifications: It is suggested that Committee Chairs have at least two (2) years of sobriety and have served as a GSR.

2. Selection: Those interested in a position should present their service resume to the Chairperson after the election assembly. The Committee Chairs are appointed by the incoming Chairperson after the election.

3. Composition: At each assembly, the committee will be composed of the Chairperson and any voting members of the Assembly who attend their workshop on Saturday.

4. General Responsibilities of Area Committee Chairs:

a. Communication & Information Sharing: Keep Area, District, and Group members informed of current resources and service material pertaining to their specific service area. Serve as a point of contact for questions related to their service area, encouraging 2-way communication, listening to needs and feedback from members.

b. Workshops & Assembly Participation: Plan, create, and facilitate informative workshops at Area Assemblies pertaining to their service area. Participate fully in Assembly activities and business meetings. Reports should include current activities, workshop summaries, and status of ongoing or completed projects.

c. Service Activity & Project Development: Initiate or support service efforts that help carry the message within the Committee's service area. Projects may include educational materials or presentations, or resource efforts such as flyers, new literature, or displays.

d. Collaboration with Other Committees: Encourage collaboration with other committees rather than acting independently. Work cooperatively with other Committee Chairs when service areas overlap, sharing ideas, resources, and best practices. Avoid duplication of efforts where possible.

e. Stewardship of Resources: Be mindful of the Area's financial resources and submit budget requests or expense needs through established Area procedures.

f. Maintaining Continuity: In the interest of continuity and archives, keep basic records, materials, or notes that can be passed to the next trusted servant. Help ensure continuity of effort from one panel to the next.

Establishing additional Committee Chair positions:

- Additional Committee Chairs positions may be authorized by following the procedure for amending the guidelines
- Requests for authorization of the position will be referred to the Growth, Site and Agenda, Finance, and the Website Committees
- If the Committees agree, the matter will be placed on the agenda for the next Assembly
- Ad Hoc Committees established by the body or appointed by the Area Chairperson automatically cease to exist upon completion of their prescribed service assignment.

The Assembly includes the following Committee Chair positions:

Accessibilities:
Recommends activities to Districts and other Committee Chairs to provide better access to meeting.

Archives: Recommends activities to Districts and other Committee Chairs to educate members regarding the history of A.A., Conducts workshops and displays on A.A. and NFAC history at assembly and in our Districts when invited.

Cooperation with the Professional Community (CPC): Recommends activities to Districts and other Committee Chairs that will help carry the message to the still-suffering alcoholic through third party professionals such as probation officers, clergy, doctors, etc. When contacted by the General Service Office, provides assistance in setting and staffing a table at any appropriate events located geographically in the NFAC Area.

Corrections: Recommends activities to Districts and other Committee Chairs that will help carry the message to those in jail or in prison.

Grapevine / LaViña: Recommends activities to Districts and other Committee Chairs to educate the membership about our Meeting in Print., Coordinates with Grapevine Host District the operation of the Grapevine/La Viña bookstore and bookstore raffle during Area 14 Conferences/Assemblies., Maintains a Grapevine/La Viña information table.

Intergroup: Recommends activities to Districts and other Committee Chairs to facilitate sharing common problems and solutions that pertain to Intergroup.

Literature: Recommends activities to Districts and other Committee Chairs how to inform members about conference-approved literature changes and how to use said literature to carry the message.

Public Information: Recommends activities to Districts and other Committee Chairs that offer a better understanding of the A.A. program through the public media.

Treatment: Recommends activities to Districts and other Committee Chairs to carry the message to clients of treatment centers and other recovery institutions.

The NFAC includes Other Service Positions:

Archivist: Qualifications for this office: Should be thoroughly familiar with our primary purpose and our A.A. Traditions to ensure privacy and to protect the anonymity of the members whose names are included in the collected documents., Should be knowledgeable of the NFAC history., Should have experience with archival and conservation procedures as well as handling of historical records., Available to attend

National A.A. Archives Workshop during the first panel of their term, if funded. Duties for this office include Attends Area Assemblies and works closely with the Archives Chair., Elected in 4th quarter assembly of non-electoral years for no more than three (3) two-year terms. Election will follow the Third Legacy Procedure. Preserve the documents, artifact items and maintain the physical integrity of the collection. Attends NFAC Assemblies.

Parliamentarian: This position is appointed by the incoming Area Chairperson. Will be a two-year term, to coincide with the current rotation of Officers and Committee Chairs. Qualifications for this office include Has or is willing to gain a good working knowledge of Robert's Rules of Order as amended by the General Service Conference. Has or is willing to gain a good working knowledge of the NFAC Structures and Guidelines and Advisory Actions. Attends NFAC Assemblies. Does not have a vote at the NFAC Assembly. Duties for this office include Assist the Area Chairperson in keeping the Assemblies operating within Robert's Rules of Order as amended by the General Service Conference and the Structures and Guidelines. Be present at the Saturday DCM Officers meeting at the Assembly. Be present at all business meetings of the Assembly.

NFAC Convention Oversight Committee: Chaired by the Alternate Delegate. This Committee provides oversight of the Florida State Convention when it occurs geographically within the North Florida Area boundaries. It is comprised of the North Florida Area Representative appointed by the Alternate Delegate, the current Florida State Convention Chairperson, the current Florida State Convention Treasurer, and the future Florida State Convention Chair and Treasurer, if that convention is geographically located in North Florida. The Convention scope and procedures are set forth in the Advisory Actions under the Structures and Guidelines April 2006 and revised January 2014.

Technology: Qualifications for this office: Have the knowledge and experience of technology and AV equipment that are of the benefit to the NFAC and its functions or to have the willingness to learn. Duties for this office: Provides AV and Virtual support and equipment set-up as requested and secures outside resources as deemed fiscally responsible. Evaluates immediate and future technology needs, including equipment, software licenses, production services, hotel AV support, and the integration of technology with other NFAC functions such as the website and communications. Consults with other NFAC Committee members in planning, selecting, obtaining, maintenance and use of technology. Maintains records of technology equipment and software, including those assigned to NFAC Officers and Committee Chairs, and oversees transfer of equipment at beginning of each panel, providing a copy of the inventory to the Finance Chair. The Technology Chair, or their designee, will administer the accounts, assigning user levels, scheduling meetings, etc. A roster of members available to provide virtual hosting and other support for virtual/hybrid events and other necessary administrative functions will be maintained.

8. QUALIFICATIONS AND DUTIES OF OFFICERS

Common qualifications for all officer positions are an ability to work well with others, have the time and willingness to perform the job effectively, comfortability to communicate with others as well as with the Fellowship as a whole, be able to offer and accept suggestions as well as criticisms, and be competent in any computer skills that are required and maintain transparency concerning their actions on behalf the Assembly. It is suggested, that when an A.A. member is considering one of these positions, they consult with past trusted servants of that role for an accurate representation of the position.

Officers are responsible for the following: any NFAC owned equipment in their possession during the duration of the panel and must have an inventory form on file with the Technology Committee Chair; providing a budget sheet when requested by the Treasurer; and for providing a quarterly report at the

Assembly Business Meeting with copies submitted to the Secretary and the Translator.

- DELEGATE (pg. 32-38)

Duties:
NFAC Representative to the annual General Service Conference, providing a link of communication between the General Service Conference and the NFAC. Delivers Conference reports to members of the NFAC. Participates in Area or District activities as invited. Works with the Chairperson in preparing the agenda for Assemblies.

Attends:
Florida State Convention, Southeastern Delegates "Get Together" in Atlanta, Southern States Alcoholics Anonymous Service Assembly, Southeastern Regional Forum, International Convention, Delegate-Elect attends Southeastern Regional Forum**.**

        - Provides or participates in:
        - Leadership
        - Training
            - Especially for new GSRs and DCMs,
        - Workshops whenever possible.
        - Service talks.
    - Delegate Elect attends the Southeast Regional Forum
    - If the Delegate is unable to attend the General Service Conference the elected Officers, in the following order will assume this duty as long as otherwise qualified including having served as DCM:
        - Alternate Delegate
        - Chairperson
        - Alternate Chairperson
        - Treasurer
        - Registrar
        - Secretary
- Qualifications:
    - Time and desire to serve.
    - Must be a past DCM.
    - Offer and accept suggestions as well ascriticisms.
    - Have knowledge of A.A. affairs
    - Not final authority on all A.A. matters, be aware of where to locate the correct information.
    - Know the 12 Traditions and how they apply to local needs.
    - Be able to organize and lead.

- ALTERNATE DELEGATE (pg.34)

The Alternate Delegate should have the same qualifications as the Delegate.

Duties:
Should be prepared to replace the Delegate at any time, Chairperson of the NFAC Growth Committee, Chairperson of the NFAC Florida State Convention Oversight Committee. The committee provides oversight of the Florida State Convention when the convention is located within the geographical boundaries of NFAC. Serves on the Joint Area Committee to the Florida State Convention as either the Secretary or the Treasurer, as well as appoints an additional NFAC Representative.

Attends:
Southeastern Delegate "Get Together" in Atlanta, Florida State Convention, International Convention and cohosts the Florida Hospitality Room.

- CHAIRPERSON (pg. 26)
  - Duties:
    - Acts as administrative officer of the Assembly.
      - Responsible for overseeing all Area operations.
    - Conducts the Assembly business session in anorderly manner.
    - Prepares the agenda for Assemblies with assistance from the Officers.
      - Provides agenda to Secretary at least 30 days prior to the assembly,
    - Appoints the Committee Chairs,
      Parliamentarian, Finance Chairperson, and
      Website Chairperson
    - Chairperson Elect attends the Southeast Regional Forum
  - Qualifications:
    - Should have the time and desire toserve.
  - The Area Chairperson will maintain "ownership" status of any NFAC virtual accounts with Zoom or other providers; removing it from the Technology Committee Chair.

- ALTERNATE CHAIRPERSON (pg.29)

The Alternate Chairperson should have the same qualifications as the Chairperson as they may be required to assume all or part of the Chairperson's term of office due to unforeseen circumstances.

  - Duties:
    - Assume the Chairperson's duties in the Chairperson's absence.
    - Assist and support the Chairperson in carrying out dutiesas needed.
    - Serve as Chairperson of the Site and AgendaCommittee
    - Oversees the ScholarshipFund
      - Serve as contact person for DCM's that have an eligible voting member requesting a room for Saturday night.
      - helps in booking the room for eligible votingmembers.
      - keeps track of the balance in the Scholarship Fund ($3,000 per year)
    - Schedule Host Districts

- TREASURER (pg. 28)
  - Duties:
    - Receives and records contributions from A.A. groups and other sources.
      - An Excel database from the Registrar is used to help credit Group Contributions.
    - Serves on the FinanceCommittee
      - Gives access to the Finance Chair to the online checking account "view only."
    - Managing the Area's monies
      - Maintains a record of all monies receivedand dispersed.
      - Requires the ability to do monthly bank reconciliation, preferably making weekly deposits,

        - Settles all bills with the hotel where each assemblyis located.
        - Issues checks for expenses.
    - Maintains a bank account.
        - be aware of the bank'sguidelines.
    - Maintains a savings account for the prudentreserve.
        - Researches the best interest rates for the prudent reserve.
    - Must have a signature card signed by the Delegate, Chairperson,and Treasurer
        - All checks and online payments paid shall be reviewed at the end of each quarter by two of the above.
    - Provides a financial report at each Assembly.
    - Provides an annual written in-depth report of all transactions upon request.
    - Prepares a one-year proposed budget to be presented to the body in July for approval in October.
    - Monitors expenditures by Committees to help ensure spending is within budget limits.
    - At the first Assembly of each year, presents to the Finance Committee a report of "large differences" between actual costs for the prior year and the approved budget for that year, for review and consideration by the Committee.
    - Files Sales Tax and Corporate Annual Tax reports online
    - Speaks with Group Treasurers that need advice or help and attend District Workshops if needed
- Qualifications:
    - Should have the time and ability to keep accurate records
    - Computer skills
    - Ability to be firm anddiplomatic.
    - Working knowledge of QuickBooks and Excel or be willing to learn
    - Knowledge of double entry bookkeeping

- ALTERNATE TREASURER
    - Duties:
        - Alt Treasurer should have the same qualifications as the Treasurer as they may be required to assume all or part of the Treasurer's term of office due to unforeseen circumstances
        - Assists Treasurer in Treasurer all duties
        - Attends quarterly Assembly and attends Finance Committee meetings
        - Gives Treasurer Report to Area Assembly and collects Assembly monies in the absence of the Treasurer

- REGISTRAR (pg. 27)

Duties:

- Maintains the record database and official roster of GSRs, DCMs, Committee Chairs, Officers, Past Delegates and Groups.
- Maintains the official roster of voting members of the NFAC.
- Produce mailing lists, email distribution lists, rosters, correspondence and reports used by the NFAC officers and its committees.
- Assists the GSO in maintaining accurate and current NFAC records.
- Conducts the roll call at Assembly business meetings and provides the official voting count to the Area Chairperson.
- Submits the Registrar's Report and Assembly Attendance to the Area Secretary.

- Safeguards confidential records and ensures they are used for authorized NFAC business.

Qualifications:

- Has the time, organizational skills, attention to detail and ability to communicate effectively necessary to maintain accurate NFAC records.
- Understands and maintains the confidentiality of NFAC records and personal information.
- Possesses, or is willing to develop, proficiency with computer systems and database management.

- SECRETARY (pg. 27)
  - Duties:
    - Responsible for keeping accurate minutes.
      - Of the Assembly
      - Quarterly officers' meetings when held.
      - Prepares these minutes to be mailed and emailed.
        - To all GSRs, DCMs, Committee Chairs, Officers, Past Delegates
        - Any A.A. member who requests a copy.
        - The mailing will include:
          - The meeting agendas for the next Assembly business meeting
          - The Florida State Convention flyer
          - Any other material, as directed, if submitted in time.
        - Requests the mailing addresses from the Registrar.
        - Delivers the minutes within 30 days after the current assembly.
    - Prepares the motions after each Assembly.
      - Emails to the Webmaster in adequate time that they can be posted on the North Florida Website, within ten (10) days following the Assembly.
    - Updates electronic documents per all motions passed:
      - Advisory Actions
      - Structures and Guidelines
  - Qualifications:
    - Should have the time and ability to keep accurate minutes.
    - Prepare minutes in a publishable format in a timely manner.
    - Be able to organize a filing system and be prepared to find past procedures.

9. ADMINISTRATIVE COMMITTEES

Administrative Committees exist to assist with the business of the NFAC. All motions from Administrative Committees are seconded and ready for discussion when brought to the floor. Each committee is comprised of the Chairperson and the DCMs assigned by the Area Chairperson.

- Additional Administrative Committees may be authorized by following the procedure for amending these guidelines.
  - Requests for authorization of Administrative Committees shall be referred to the Growth, Site and Agenda, Finance, and the Website Committees.
  - If the request receives favorable consideration by these Committees, the matter shall be proposed as a motion and placed on the agenda for the next Assembly
  - Finance
  - The Chairperson is appointed by the Area Chairperson

- Review the budget prepared by the Treasurer before it is submitted to the Assembly.
- Reviews the Treasurer's quarterly report and any proposals that may require funding to:
  - Provide financial guidance.
  - Make recommendations.
  - Encourage the development of long-range financial policies.
  - Monitor expenditures as compared to the approved budget.
  - Keeps a current inventory sheet of NFAC property as provided by the Technology Committee

- Growth

  The Committee, with an eye always on the future of the NFAC, monitors and helps manage growth to keep the NFAC as inclusive as possible.
  The Chairperson is the Alternate Delegate
  - Receives and reviews requests for changes in District boundaries.
  - Provides suggestions for effective management of Districts as an alternative to splitting the district.
  - Each January reviews the references in Structures and Guidelines to page numbers in the Service Manual and provides the Secretary with a list of the changes for Structures and Guidelines. Such changes will be made without the need to publish and vote.

- Site and Agenda

  The Chairperson is the Area Alternate Chairperson. The Committee votes on which Site and Agenda business to bring to the Sunday meeting. The Panel Committee solicits, obtains, and reviews bids from hotels/motels willing to provide facilities for NFAC Assemblies in Quarter 1. All hotel bids need to be finalized and submitted to the Site and Agenda Committee by the second Quarter Assembly. The Site and Agenda Chair negotiates the hotel bids once submitted. It is suggested that the Site and Agenda Chair should present the Committee's recommendation at the 3rd Quarter Assembly. After the site is chosen by the body, the Site and Agenda Chair negotiates the new hotel contract with legal assistance & subject to the Area Chair's approval.
  - Assembly
    - Responsible for overseeing the logistics of each Assembly.
    - Develops written procedures and guidelines for future Assembly hosts.
    - Arranges for a Spanish Translator and/or ASL for the Assembly weekend.
    - Coordinate, maintain, and update the GSR Workbook and PowerPoint presentation, and conduct the GSR Saturday afternoon workshop at the first two assemblies of each year.
    - Develops the Saturday agenda with the Area Chair to meet the needs of the Panel and the Assembly attendees.
  - Host Hotel
    - Works with the hotel to set up and sign the Banquet Event Orders
    - Acts as the liaison between the A.A. Fellowship and the host hotel
    - Settles the Assembly bill with the Area Treasurer.

The logistics include the following:

TIMELINE	ACTIONS	BY DATE
January, February, March	• Send out bid packets for the uncontracted 2-year period. • When Bid Packets are returned: Collect the data from the bid packets and enter them into the comparison sheet	June 1
April, May, June	• Receive incoming bid packets and enter them into the comparison sheet. • Use comparison sheet to analyze data from potential host hotels.	3rd Quarter Assembly
July, August, September	• Recommend a hotel at the July Site and Agenda meeting • Present recommended hotel to the body at Sunday's business meeting.	3rd Quarter Assembly
October November, December	• Sign a contract with a winning hotel in the third quarter.	4th Quarter Assembly
Second Year	• Prepare catalog/database of potential venue options and lessons learned to provide to the next Site and Agenda Committee, Alt Chair	Dec 31

- Website
  - This committee will review and select the preferred candidate for the position of Webmaster.
    - The contract for the Webmaster's Services will be executed by both the Website Chairperson and the AreaChairperson.
  - Ensure Advisory Actions and Structures and Guidelines per all motions that have passed are updated on the website.
  - Update the NFAC Website Guidelines as needed, with submission to the body for approval."
  - Website Chairperson
    - The Chairperson is appointed by the Area Chairperson and attends Assemblies.
    - Responsible for setting up the meeting and coordinating information within the committee.
    - Ensure that the Website (aanorthflorida.org) meets the recommendations of the Committee and/or the Assembly.
  - Webmaster
    - Maintain the Website and only add or remove data when directed by the Website Committee and/or Assembly.
    - Responsible for the bulk emailing of the minutes when received from the Secretary.

10. ELECTIONS AND ELIGIBILITY TO STAND

All candidates should have a thorough understanding and appreciation of the A.A. Steps, Traditions and Concepts and be prepared to place principles above personalities at all times.

- The NFAC shall convene at the Assembly every even year to elect the Officers.
- Unless directed otherwise by the General Service Conference, all Officers of

the NFAC Committee shall be elected at this time in the manner described in the A.A. Service Manual (pg. 19).

- The terms of office for all Officers shall be concurrent and of two years 'duration.
- Assembly Prior to the Election Assembly
  - All current and past DCMs and Alternate Delegates shall be queried to determine if they would be available to stand for Delegate.
  - All current and past DCMS shall be queried to determine if they would be available to stand for Alternate Delegate.
  - All current and past DCMs, GSRs and elected officers shall be queried to determine if they would be available to stand for any of the other Area offices.
- Eligible individuals may indicate their willingness to stand for office at the Election Assembly.
- Others may stand, if approved by a two-thirds vote of the Assembly.
- The voting body should have a choice of at least two candidates for each office whenever possible.
- Eligibility
  The following are eligible to stand for offices:
  - For Delegate and Alternate Delegate
    - All current and past DCMs and Alternate Delegates
    - For all other elected offices.
      - All current and past DCMs,
      - All current and past GSRs,
      - All elected Officers.
    - Others may stand, if approved by a two-thirds vote of the Assembly at that time.
    - It is strongly suggested that candidates have at least five (5) years of continuous sobriety.
    - It is also strongly suggested that the spirit of rotation prevails.

11. VOTING ELIGIBILITY AND PRIVILEGES

- Eligibility
  - GSRs or their alternates,
  - DCMs or their alternates,
  - Chair, Technology,
  - Administrative Committee Chairs,
  - Committee Chairs,
  - Archivist,
  - Officers.
- Privileges
- Starting with the April 2024 Business Meeting, Area 14 will provide a virtual meeting platform for login to the business meeting, including voting capabilities for those who are voting members of the assembly according
- to voting privileges as set forth in Structure and Guidelines.
  - Only GSRs from groups registered with the NFAC Registrar shall be eligible to vote.
  - A person may cast only one (1) vote.
    - If the DCM is also a GSR or Committee Chair, only one vote may be cast.
    - Allow the alternate DCM, alternate Committee Chair or alternate GSR to register and cast the other vote.
  - Absentee ballots and proxy voting are not permitted (pg.20).

- Any eligible voter who is not in their seat at their District table at 9 am for roll call or in the virtual waiting room by 8:45 am for roll call, will have their voting privileges suspended for the assembly.

- Procedures to qualify persons eligible to vote:
  - A separate voter registration table will be set up and staffed by members of the hostDistricts for those voting in- person. For the on-line voters, the Technology team will designate a person to register virtual attendees.
  - The Registrar shall provide the elections Chairperson with a roster of registered groups for use both in the room and in the virtual meeting. The Technology team shall provide the number of registered group voters to the Registrar.
  - Eligible voters will sign the roster of groups and then be given a colored tag or sticker which must be displayed on the name badge of each voter for those attending in person. Only qualified members will be allowed to vote virtually.

  .

  - Only persons wearing a name badge bearing the appropriate tag or sticker if in person or a qualified voter in the virtual meeting will be eligible to vote in elections.

12. VOTING PROCEDURE

- Non-Election Assembly: The Summary of Conference Procedures, Appendix A, will be followed.
- Election Assembly: All voting will follow the Third Legacy Procedure as set out in Appendix G of the A.A. Service Manual.
- Names of persons standing for office will be posted on the whiteboard at the front of the room. Voting will be by written ballot, with exception to the online voting procedure as set out in Section 11, Voting Eligibility and Privileges. It is suggested that different colored paper be used for each ballot, for in person voting.
- Ballot Handlers: Ballot handlers are non-voting A.A. members who are selected by election Chairpersons prior to the election to equal approximately one (1) handler for every forty (40) qualified voters. (Edited for clarity). Will be assigned specific areas. Give one (1) ballot to each qualified voter, as designated by the tagged name badge who is in the room at the time of the vote. Collect the ballots and give them to the election Chairperson or designated ballot counters. (Edited for clarity.) It is suggested that past Delegates present at the election assembly be asked to tally the ballots. The number of ballots cast for each candidate will be displayed on the whiteboard.
- The order of the election of Officers is at the Area Chairperson's discretion. The following order is suggested: Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Treasurer, Registrar, Secretary

13. VOTE FOR TRUSTEE NOMINEES AND NOMINATION PROCEDURE

- The term of office of Trustees is set in the Bylaws of the General Service Board, Inc. as published in the A.A. Service Manual (pg. 135-138 - Appendix O).
  - NFAC may choose to make nominations for Southeastern Regional Trustee and Trustee At-Large U.S.
  - How to make this selection will be determined by the NFAC Committee, as defined in section 2, second bullet.

- Nominations will be held at the fourth (4th) meeting in every second (2nd) even year.
- Candidate selection is made either at the NFAC Committee meeting or at the Assembly.
- Third Legacy procedures should be used in voting.

14. CONTRIBUTIONS AND FUNDING

The North Florida Area Conference, Inc., in accordance with the Sixth Tradition will not finance, affiliate with, or lend the A.A. name to any enterprise that is not part of the NFAC.

- To provide necessary funds to enable the North Florida Area Conference, Inc. to fulfill its responsibilities.
  - It is recommended that all Groups contribute monthly or quarterly.
  - Contributions are not dues or fees but are voluntary contributions.
  - Necessary funds must be available to the Delegate and the Alternate Delegate
  - In the event the Delegate is unable to attend any of the above functions, the Alternate Delegate will receive the Delegate's funding to attend unless the Alternate Delegate is already funded to attend.

    - Provide for mailing and other expenses as approved bythe Assembly.
    - Provide expenses for the Assembly meetings (pg. 30) Receive expenses for attending Assemblies.
    - Receive allocated funds to defray expenses!
      - General Service Conference in New York
      - Report on the General Service Conference to Districts
      - Delegate "Get Together" in Atlanta,
      - Southeastern Regional Forum,
      - International Convention
      - Florida State Convention.
      - Southern States Alcoholic Anonymous Service Assembly
  - Officers, Administrative Committee Chairs, Committee Chairs, Parliamentarian, Archives, and Chair, Technology Committee.
    - Reimburse for telephone and mailing expenses incurred in the performance of their duties.
  - To defray expenses for attending the Assemblies,
    - Lodging for one night reimbursed at the assembly rate at the contract hotel.
      Alternate Chair, Treasurer, Grapevine, Archives, and Technology Committee Chairs which will receive two nights lodging.
    - Mileage reimbursement at a rate set from time to time, by the Area.
  - To pay the Webmaster $150.00 per month.

15. PRUDENT RESERVE

- Prudent Reserve shall be between 9-12 months of the annual budget, including cash on hand.
- An overage or shortfall evaluation shall be made by the Treasurer at the end of each calendar year after all bills are paid.
  - Any overage or shortfall shall be reported to the body at its next Assembly.
  - Any such overage or shortfall shall be reported in the minutes from that Assembly.

- Distributions of the overage shall be sent to the General Service Board at the end of the following year.

16. NORTH FLORIDA AREA MAP

The NFAC is divided into Districts as described in Appendix C.

- a Hispanic Linguistic District is area wide.
- A Virtual District is areawide.

17. REDISTRICTING

- When a District has grown such that the DCM can no longer effectively serve all groups (thirty (30) or more)
- The District may petition the Assembly (pg. 112 Appendix F) to elect multiple DCMs (one for each fifteen (15) groups).
  - The petitioning DCM must receive approval from the Groups involved.
  - The DCM then petitions the Growth Committee
    - If approved, the petition will be taken to the Assembly business meeting for a final vote.
  - The multiple DCMs will perform all the duties of a DCM and will have a vote at the Assembly.
- When district(s) want to change their boundaries
  - a letter from each District's DCM statingthe change
    - Approved by the Districts involved
    - Sent to the Growth Committee forreview
  - brought to the floor as a motion from the Growth Committee for approval by the Assembly.

18. ASSEMBLY PROPERTY

- Property owned by the NFAC, may be assigned to the appropriate elected or appointed members of the NFAC who require the use of the property to fulfill their assigned duties including but not limited to
  - Computers
  - Printers
  - recording equipment
  - other office equipment
  - Archives and fireproof containers,
- Property is under control and direction of the Technology Committee who will provide an inventory of all equipment and software licenses to the Area Finance Chair at the beginning of each panel.
- The location of such property is determined by the needs of the person who assumes possession and responsibility for same.
- At the end of their term, all property should be turned over to their successor or the NFAC Chairperson.
- It is suggested that any trusted servant receiving possession of NFAC property have a minimum of two (2) years sobriety.

How the ConferenceOperates

Generally speaking, the General Service Conference follows *Robert's Rules of Order,* and proceeds on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Conference to conduct its business; rules exist to allow the Conference to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years the Conference has adopted some exceptions to *Robert's Rules,* which help it to proceed more closely in accord with the spirit of A.A. Tradition.

Conference Quorum

A Conference quorum — two-thirds of all registered members — is required to conduct Conference business.

Committee System

To the extent possible, important matters to come before the Conference will be handled via the "Committee system." This assures that a large number of questions can be dealt with during Conference week. Members are encouraged to trust the process. Each Committee has considered carefully the items before it and presents its recommendations to the Conference as a whole for acceptance or rejection. Recommendations of Conference committees are automatically motions that have been made and seconded. Members are asked to refrain from spontaneously amending the work of the Committee; there are no "friendly" amendments under Robert's Rules.

Substantial Unanimity

All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, *a two-thirds majority*. Any actions, including amendments, that affect an Advisory Action, or motions that might result in such an action, also require a *two- thirds majority*. Because the number of members present in the hall during the week of Conference varies from time to time, the phrase "two-thirds majority" is taken to mean two-thirds vote of the Conference members voting, as long as the total vote constitutes a Conference quorum.

Minority Opinion

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote, but fails to pass for lack of a two-thirds vote, the majority may speak.

Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Conference body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

General Rules of Debate and Voting

(Agreed to at the beginning of each Conference)

- People who wish to speak line up at the microphones and address their comments to the chair.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- *Full* discussion of a recommendation should take place *before* each vote.
- Everyone is entitled to express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mike and say it again.
- Our experience is that premature actions such as amending motions early in the discussion or hastily calling the question can divert attention from the subject at hand, confusing and/or delaying Conference business.

Motions Made During Conference

When making a motion, come to the microphone and address the chair. There are various types of motions we use to help reach an informed group conscience. The specific rules gov- erning each are on the next page.

Tabling a Motion

Tabling a motion postpones discussion to a later time during the same Conference.

Motion to Recommit

The motion to recommit returns a motion or proposal to the respective trustees' committee or appropriate corporate board for further consideration. A motion to recommit must be sec- onded, is debatable and can be amended.

Calling the Question

Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote (the question) or go on with the debate.

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone. If the majority votes to reconsider, full debate, pro and cons, is resumed.

Floor Actions

It is possible for a Conference action to come from the floor, but any matter which falls within the scope of a Conference committee ought first go through that Conference committee, so that the topic may receive due consideration. Floor actions may be introduced at any time during the Conference except at the Sharing Sessions. Any floor action regarding a piece of committee business that has not yet been concluded will be considered out of order. When a floor action is to be heard, its maker will be given two (2) minutes to state the rationale behind the action, after which the chair shall ask if there is a motion that the Conference decline to consider the floor action.

Declining to Consider a Floor Action

A motion to decline to consider a floor action is made without comment.

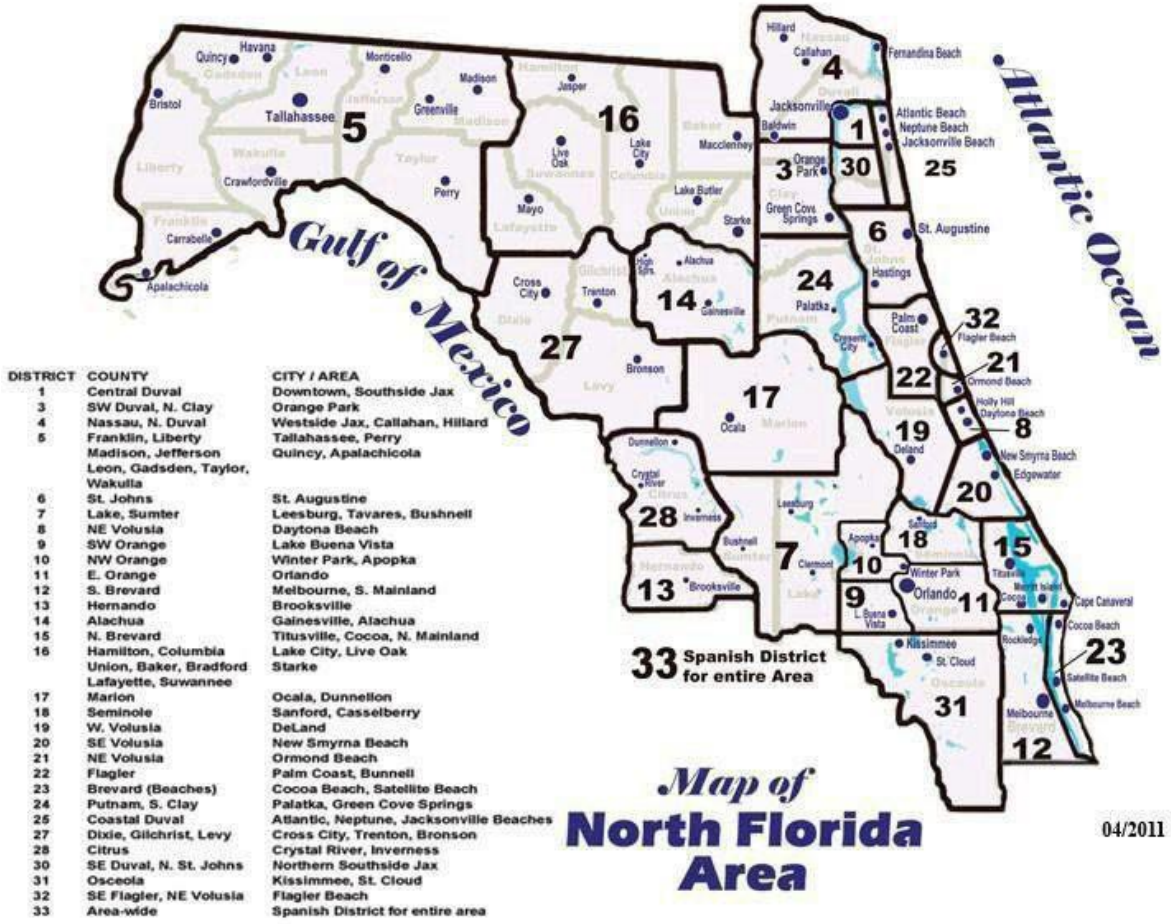
Summary of ConferenceProcedures

Remember:

- Motions must be made in order at themicrophone.
- Address motions to thechair.

MOTION		Requires a "Second"?	Is Debatable?	Vote Required for Approval	Minority Voice Heard?
Committee Recommendation	Presented in the committee report.	Automatically seconded	YES	Two-thirds	YES
Amending a Motion	A motion on the floor is owned by the entire Conference body, no longer by the Committee which recommended it. The committee is not asked to vote on the motion to amend; any motion to amend a main motion depends on the approval of the Conference.	YES	YES	Two-thirds	YES
Tabling a Motion	Made without comment.	YES	NO	Simple Majority	NO
Moving to Recommit	Made without comment.	YES	YES	Two-thirds	NO
Calling the Question	Made without comment.	YES	NO	Two-thirds	NO
Reconsidering a Vote	May only be made by a member who voted with the prevailing side. No action may be reconsidered twice.	YES May be seconded by either side.	NO	Simple Majority	NO
Making a Floor Action	Made without comment. Introduced any time during the Conference except at the Sharing Sessions. Is submitted in writing by the maker to the Conference secretary.	YES	YES	Two-thirds	YES
Declining to Consider a Floor Action	Made without comment. May be made after the maker of a floor action is provided time to state the rationale for it.	YES	NO	Two-thirds	NO

Appendix C – North Florida Area Map



DISTRICT	COUNTY	CITY / AREA
1	Central Duval	Downtown, Southside Jax
3	SW Duval, N. Clay	Orange Park
4	Nassau, N. Duval	Westside Jax, Callahan, Hillard
5	Franklin, Liberty Madison, Jefferson Leon, Gadsden, Taylor, Wakulla	Tallahassee, Perry Quincy, Apalachicola
6	St. Johns	St. Augustine
7	Lake, Sumter	Leesburg, Tavares, Bushnell
8	NE Volusia	Daytona Beach
9	SW Orange	Lake Buena Vista
10	NW Orange	Winter Park, Apopka
11	E. Orange	Orlando
12	S. Brevard	Melbourne, S. Mainland
13	Hernando	Brooksville
14	Alachua	Gainesville, Alachua
15	N. Brevard	Titusville, Cocoa, N. Mainland
16	Hamilton, Columbia Union, Baker, Bradford Lafayette, Suwannee	Lake City, Live Oak Starke
17	Marion	Ocala, Dunnellon
18	Seminole	Sanford, Casselberry
19	W. Volusia	DeLand
20	SE Volusia	New Smyrna Beach
21	NE Volusia	Ormond Beach
22	Flagler	Palm Coast, Bunnell
23	Brevard (Beaches)	Cocoa Beach, Satellite Beach
24	Putnam, S. Clay	Palatka, Green Cove Springs
25	Coastal Duval	Atlantic, Neptune, Jacksonville Beaches
27	Dixie, Gilchrist, Levy	Cross City, Trenton, Bronson
28	Citrus	Crystal River, Inverness
30	SE Duval, N. St. Johns	Northern Southside Jax
31	Osceola	Kissimmee, St. Cloud
32	SE Flagler, NE Volusia	Flagler Beach
33	Area-wide	Spanish District for entire area

Appendix D – Computer Use Policy

Computers assigned to officers, committee chairs or assembly members at large, when deemed necessary by the Area Chair will be subject to reading and understanding the computer usage policy outlined below.

It is mandatory that prior to release of equipment, a form affirming receipt of same will be completed. The form will be so arranged to facilitate checking out equipment from the Finance Committee, while transferring from past user to current user. The form will have spaces for serial numbers that must be filled out in order to enable the Finance Committee to accurately track the location of specific equipment.

Computers, which are North Florida Area property, are limited in use solely for purposes of the Change of NFAC preferred software NFAC. It will be agreed by trusted servants that preferred or personal software will not be installed on NFAC equipment, thereby compromising possible errors between dissimilar file formats.

All documents created for, or containing official business of the NFAC will be on the current preferred software of the NFAC. To this end, documents will be cross compatible. Data on computers shall be considered the intellectual property of NFAC therefore falling under the ultimate stewardship of the FinanceCommittee.

As the NFAC is compelled to upgrade software, care must be taken to save copies of the software for archival purposes. It is not prudent to rely entirely on "reverse" compatibility: for opening existing files. Hardware, software, anddata files require climate control. Hardware is susceptible to electronic damage and data corruption. Software is subject to physical damage and/or dataloss.

Historically, the NFAC has intentionally selected the simplest software to complete the job at hand. The purpose being to make service positions where computer use is necessary to be available to as many assembly members as possible. Should the preferred software be changed, updated copies of old software shall be implemented into the NFAC archives for simplest method of opening backed-up documents or originals offdisk.

Appendix E – Computer Sign Out Sheet

I, the undersigned do hereby declare that I have read, understood, and will adhere to the NFAC computer use policy. I understand all the responsibilities within the policy and will perform them bound by this document and the role of Trusted Servant for the NFAC.

Position	Name	Date Out
Position	Name	Date In
Computer Description	Serial Number	
Monitor	Serial Number	
Printer	Serial Number	

Miscellaneous Items:

Maintenance Warranty	Policy Number	Expiration Date

Cleared by Finance Committee

Approved by: Finance Committee Chair Date

Appendix F – Revisions Table

The following revision table is updated with a date when the section is changed by an Advisory Action. The historical revision table contains the old headings and old dates; the current revision table contains the new layout by the IFF Crew.

Current Revision Table

HEADINGS	REVISIONS MM/YY
PREFACE	
DEFINITION	
MOTIONS AMENDING THE NFAC GUIDELINES	*9/20, 08/26*
ASSEMBLY FORMAT	*04/23 04/24*
SCHEDULING AND NOTICE OF ASSEMBLIES	*04/23,11/25, 08/26*
DISTRICTS	
COMMITTEE CHAIRS AND OTHER SERVICE POSITIONS	*10/21, 01/22, 04/23, 11/26*
QUALIFICATIONS AND DUTIES OF OFFICERS	*10/21, 01/22, 04/23,11/25, 06/26, 08/26, 11/26*
ADMINISTRATIVE COMMITTEES	*10/21, 11/25, 11/26*
ELECTIONS AND ELIGIBILITY TO STAND	*04/23 09/24*
VOTING ELIGIBILITY AND PRIVILEGES	*10/21, 01/22, 04/23, 10/11, 4/24, 09/24*
VOTING PROCEDURE	*11/26*
VOTE FOR TRUSTEE NOMINEE AND NOMINATION PROCEDURE	*08/26*
CONTRIBUTIONS AND FUNDING	*01/21, 04/25*
PRUDENT RESERVE	*07/24, 11/26*
NORTH FLORIDA AREA MAP	*04/23, 11/26*
REDISTRICTING	
ASSEMBLY PROPERTY	*11/26*
APPENDIX A – HOW THE CONFERENCE OPERATES	*05/22, 11/22*
APPENDIX B – SUMMARY OF CONFERENCE PROCEDURES	

APPENDIX C – NORTH FLORIDA AREA MAP	*04/23*
APPENDIX D – COMPUTER USE POLICY	*05/22*
APPENDIX E – COMPUTER SIGN OUT SHEET	
APPENDIX G – THIRD LEGACY PROCEDURE	*11/26*
APPENDIX H – WEBSITE GUIDELINES	*11/26*

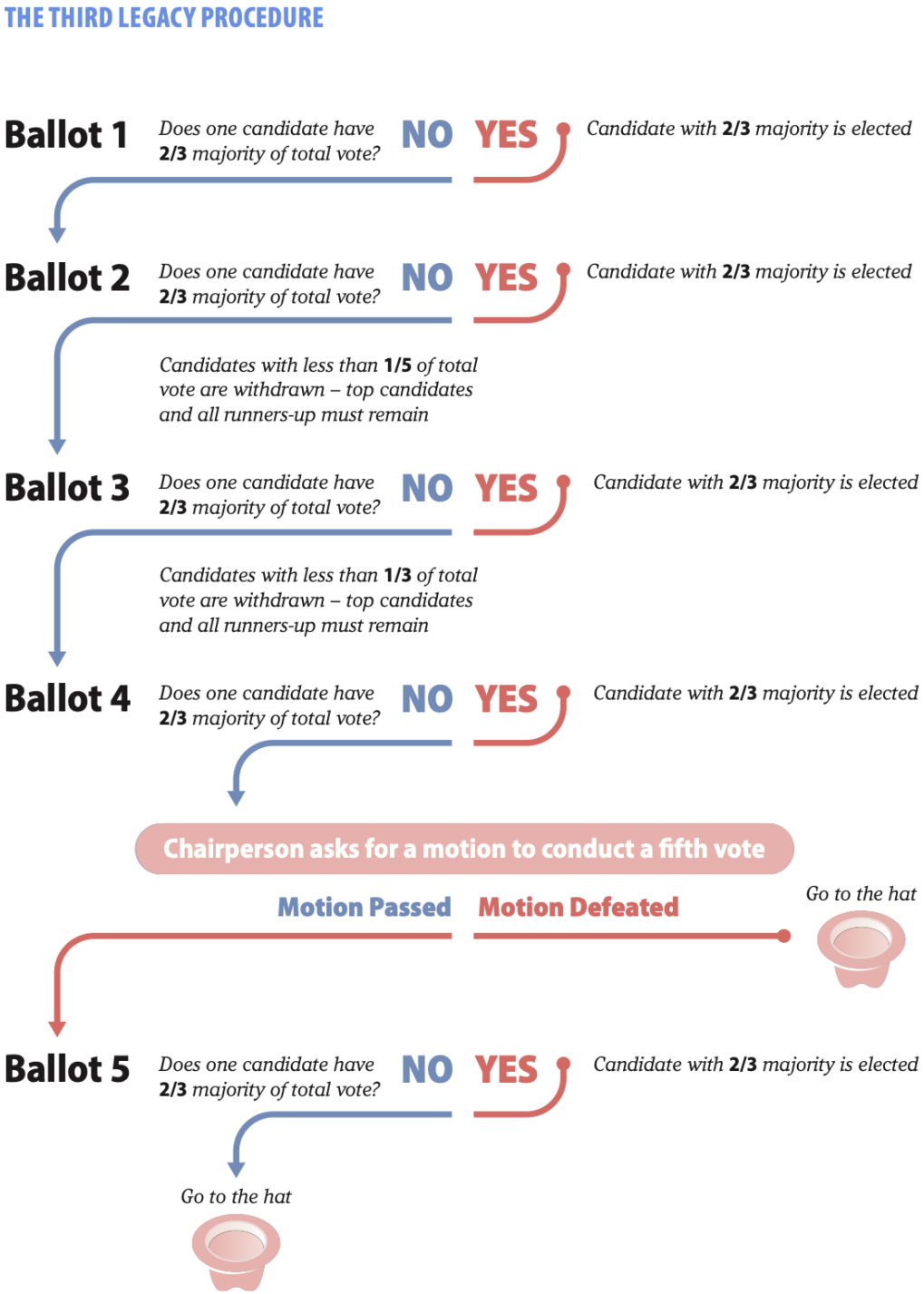
Historical Revision Table

HEADINGS	REVISIONS MM/YY
PREFACE	
DEFINITION	*4/17, 1/18*
MOTIONS AMENDING THE NFAC GUIDELINES	*10/97*
NFAC ASSEMBLY FORMAT (MEMBERSHIP & MEETINGS	*1/98,4/17, 10/11*
NFAC COMMITTEE CHAIRS / ADMINISTRATIVE COMMITTEES	*10/98, 1/99, 7/99, 3/04, 1/05, 3/06, 10/08, 4/09,3/13,7/13,1/14,10/14,7/16, 4/17,1/19*
SCHEDULING & NOTICE OF NFAC ASSEMBLIES	*7/96, 1/99, 7/99, 10/99, 1/05, 4/09, 3/13, 4/1, 1/19*
NFAC ELECTIONS	
ELIGIBILITY TO STAND FOR NFAC OFFICE	*1/05, 4/17*
VOTING PRIVILEGES	*7/96,4/17, 10/11*
VOTING PROCEDURE	*7/96, 4/16,1/19. 10/11,*
QUALIFICATIONS & DUTIES OF NFAC OFFICERS	*7/95, 7/96, 1/99, 7/99, 10/99, 1/03, 1/12, 4/12, 7/12, 4/17, 9/18, 1/19.*
QUALIFICATIONS/DUTIES OF COMMITTEE CHAIRS	*1/05*
DISTRICTS	*1/19*
NFAC MAP	*3/04, 4/11, 4/23*
NOMINATION PROCEDURE AND VOTE FOR TRUSTEE NOMINEES	*1/05*

CONTRIBUTIONS AND FUNDING ASSEMBLY ACTIVITIES	*1/19*
NFAC OFFICER FUNDING	*4/95, 7/95, 1/05, 10/10, 4/11,1/13, 4/17*

NFAC PRUDENT RESERVE	*10/01*
REDISTRICTING THE NFAC	*7/96*
ASSEMBLY PROPERTY	*7/99 & 7/00*
HOW THE GENERAL SERVICE CONFERENCE OPERATES	*4/17*
NORTH FLORIDA NFAC MAP	*4/17, 4/23*
COMPUTER SIGN OUT SHEET	*4/17*
COMPUTER USE POLICY	*4/17*

Appendix G – Third Legacy Procedure



Appendix H – Website Guidelines

These guidelines are the combination of what was then section 19 of the NFAC Structures and Guidelines (which were removed from S&G in 2006), and the advisory actions of the NFAC since 2006. These are guidelines the Administrative website Committee and the Webmaster must comply with as the committee administers the website.

These Guidelines are as follows:

1. The NFAC will provide a website.
2. The website shall be named aanorthflorida.org.
3. The purpose of the website be followed as listed under the Administrative Committee's guidelines for the NFAC website
4. The website shall include the following items and features:
    a. The Twelve Steps
    b. The Twelve Traditions
    c. The Twelve Concepts
    d. The A.A. Preamble
    e. The Serenity Prayer
    f. The "Responsibility" Statement
    g. Declaration of Unity
    h. An Area Map with references only (name, address, telephone, web address) including non-affiliation disclaimer to local intergroups
    i. Links to GSO and AA Grapevine
    j. Calendar with District, Intergroup, Area, State, Regional, and GSO activities that Area 14 officially participates in.
    k. Upcoming Assembly agenda, Dates, and registration information
    l. Email to the Webmaster
    m. Internet Website Guidelines
    n. Link to Florida State Convention, if possible
    o. Links with disclaimers to Area Intergroups, and Districts on web page
    p. Link to FCYPAA, and ICYPAA, if available and held in Florida
    q. Link to South Florida (Area 15) website
    r. Link to Area 1 Intergroups located geographically within the State of Florida
    s. Area Newsletter, if one is being put out
    t. The North Florida Area Accessibilities document (pamphlet)
    u. A password protected area of the Website for posting of the area minutes (excluding the resource pages) and the Webmaster will change the password with the emailing of the minutes following the first assembly of each panel at the direction of the Web chairperson
    v. Posting of the current motions on the password protective area 10 days after assembly. (The motions are to be forwarded from the Area Secretary to the Web chairperson who will send them to the webmaster)
    w. The Webmaster or his/her designee will e-mail the area minutes with the resource pages to those requesting e-mail minutes, to the addresses supplied by the Registrar. The e-mail list is to be maintained by the Area Registrar

x. To maintain a separate Website in English and in Spanish (translations permitting)

5. The website shall be administered by the Administrative Committee as describe in the motion passed October 2008 by the NFAC. (The Administrative Committee structure, including composition, purpose, and duties are to be followed as laid out in the motion of October 2008)

   NOTE- THOSE GUIDELINES ARE LISTED BELOW

6. The website, its name, content and all related computer hardware and software, with the exception of the web hosting service and the internet service provider shall be owned and supported by the NFAC.
7. The Website shall conform to the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous.
8. In keeping with AA Traditions the website shall cooperate with other AA entities by providing reference only including a non-affiliation disclaimer. There shall be no reference or link to any non-AA material except to reference or link to specific Internet software necessary to view the website.
9. In keeping with AA Traditions there shall be no mention or reference to individuals including email addresses and telephone numbers.

Budget Guidelines/ Website Chair
The website Chairperson is given a budget each January approved by the Finance Committee and the NFAC. He/she is responsible for the expenditures of the Committee, including expenditures for supplies, hardware, District workshops, and other related expenses to conduct the business of the website Committee. The website Chair is paid one night lodging at the hotel the assembly is held each quarter, and reimbursed for his/her mileage and tolls to and from the assembly.

Budget Guidelines/ Webmaster
The Webmaster is not given any budget. Any expenses incurred by the Webmaster need to be approved through the Website Administrative Committee (Voting Members), The Finance Committee, and the NFAC.

SCOPE

- To administer the official website of NFAC, aanorthflorida.org, as outlined in our past advisory actions and motions from 2000 to present including the previous guidelines that were once part of the Area 14 Structures and Guidelines section 19.
- To insure the NFAC website complies with all the Traditions and Concepts of Alcoholics Anonymous.
- Is responsible for establishing and maintaining the guidelines and policies that the website must adhere to, subject to approval by the North Florida Area. The Committee would determine what material is appropriate for inclusion and exclusion on the Area website.

PURPOSE

- To carry the message of Alcoholics Anonymous by providing a user friendly resource on the internet where alcoholics can get information about the activities and business of and within AA's North Florida Area.
- To encourage participation of North Florida Area members, groups, districts, and committees in the Florida A.A. services and activities.
- To administer the NFAC website to provide accurate, consistent, and updated information about Alcoholics Anonymous in general as well as the NFAC business information and A.A. sponsored events within the Area.
- To administer the NFAC website as a resource for the A.A. members, professionals working with alcoholics, the media, and the general public at large.
- To have a website in English as well as in Spanish (translations permitting).

DUTIES (website Chairperson)

- Website Chair- To act as the NFAC website Administrative Committee leader.
- The Chairperson needs to have a working knowledge of the A.A. Traditions and Concepts.
- The Chairperson is responsible for coordinating information within the committee and to facilitate the needs of the area with the Committee and Webmaster. They insure the website (aanorthflorida.org) meets the recommendations of the Committee and the NFAC assembly. They need to attend the quarterly assembly meetings and are responsible for the website Committee Budget.

DUTIES (Webmaster)

- Shall maintain the website and only add or remove data when directed by the Website Chairperson or designee as approved by the Website Administration Committee and/or the NFAC assembly. To keep the site updated, scrubbed, passwords changed every twenty four months, e-mail minutes out to list maintained by the Area Registrar, and implement the technical aspects of the website as directed by the Website Chairperson.