

**SHOW ME ICYPAA
BID COMMITTEE
PROCEDURES MANUAL**

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STATEMENT OF PURPOSE

Presentation of an effective bid package to the International Conference of Young People in Alcoholics Anonymous (“ICYPAA”) which meets and/or exceeds all stated bidding requirements of ICYPAA shall be the primary purpose of the Show Me ICYPAA Bid Committee (“Bid Committee”).

The Bid Committee shall be ever governed by the ideals expressed in the Twelve Traditions, the Twelve Concepts and the A.A. Service Manual.

The Bid Committee is specifically charged with the duty of taking necessary and proper steps, in accordance with the aforementioned ideals, toward the carrying out its primary purpose.

The Bid Committee is further charged with electing officers and functioning Standing Committees as it deems necessary to carry out its primary purpose.

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1. **Bid Committee – Membership**

- 1.1 The following are “Bid Committee Members” as such term is used herein: Officers; Standing Committee chairpersons; Standing Committee co-chairpersons; subcommittee chairpersons; the Webmaster; “Young-People’s-Group Representatives” (YRs); and, all individuals duly appointed as set forth in Paragraph 1.7 hereof.
- 1.2 Terms of service for all Bid Committee positions, whether elected or appointed, shall be approximately one year; running from the date of the Election Meeting (see Section 7, below) up to and including the following Election Meeting.
- 1.3 Upon the motion of any Bid Committee Member, the Bid Committee may remove any member of the Steering Committee from their duties for just cause by a 2/3 majority vote.
- 1.4 Relapse, as the term is commonly understood in Alcoholics Anonymous, shall be considered an automatic resignation of any position, elected or appointed, including positions with no sobriety requirement.
- 1.5 At the Meeting immediately following the removal or resignation of any individual holding an elected position, an election to replace said individual shall be held in accordance with the procedures set forth in Section 7, below.
- 1.6 The responsibility for appointing individuals to fill vacant appointed positions and for removing said individuals for cause lies with the Bid Committee Member so designated hereunder in their sole discretion; however, abuse of such discretion shall reflect upon the performance of said Bid Committee Member.
- 1.7 **Additional Appointments.** Upon the motion of any Officer or Standing Committee Chairperson, additional appointed positions may be created by the Bid Committee to carry out regular and continuing (not one-time) tasks and filled as follows: a simple majority of voting members present is required to create the position; a simple majority is required to approve the nomination of the individual to such position. Following ratification, the Structures and Procedures Committee shall see to the inclusion of the description of new appointed positions in the next draft of this manual.

2. **Bid Committee – Meetings**

- 2.1 The Bid Committee shall meet monthly, specifically, the first Saturday of every month (such regular monthly meetings shall hereinafter be referred to as “Meetings”).
- 2.2 Nothing herein shall prevent the Bid Committee Chairperson from calling other meetings of the Bid Committee as need may arise or, after providing no less than five (5) business days notice to Bid Committee Members, rescheduling Meetings as necessary.
- 2.3 The time and place of the Meetings will be selected by the Bid Committee Chairperson, based on a sense of the meeting, as far in advance as possible and shall be posted on the Bid Committee Website.
- 2.4 Only Bid Committee Members shall have a vote on business conducted at Meetings.
- 2.5 The number of voting members present at a Meeting shall constitute a quorum where such number is equal to or greater than four. No vote conducted absent a quorum shall be valid.
- 2.6 Attendance by Officers and Standing Committee Chairpersons at Meetings is mandatory, in the spirit of an informed conscience; therefore, without further notice, such individuals

shall be deemed to have resigned their position in the event they fail to attend two (2) Meetings, whether or not consecutively, without either: a) providing a written report to the Chairperson no less than twenty-four (24) hours prior to the Meeting to be missed; or, b) having their co-chair or other reliable substitute functionary attend the meeting in their stead and present said report.

2.7 Except where specified, all voting procedures shall be governed by Robert's Rules of Order.

3. Bid Committee – General

3.1 The expectation of the Bid Committee is that all communications (i.e., phone calls and emails) from Bid Committee Members be returned within 72 hours.

3.2 Given the availability of free email services and in the spirit of an informed conscience, all Bid Committee Members must have a working email address and must provide said address to the Corresponding Secretary.

4. Bid Committee – Officers

4.1 The Officers, and their respective sobriety requirements, shall be:

- A. Chairperson; three years;
- B. Co-Chairperson; three years;
- C. Recording Secretary; one year;
- D. Corresponding Secretary; one year;
- E. Treasurer; two years.

4.2 The duties and requirements of the Chairperson shall be:

- A. Conduct and chair all Meetings;
- B. Prepare and see to publication of Meeting agenda;
- C. Perform the duties of administrative officer;
- D. Until the time the Bid Committee elects a Bid Committee Representative (see Section 7, below), contact each of the Advisory Council members and keep them informed on how the Show Me ICYPAA Bid is progressing;
- E. Vote only as a tiebreaker if a tie should occur (the foregoing does not pertain to voting at elections, which is covered in detail in Section 7, below);
- F. To make sure the Meetings start and end on time;
- G. Write thank you notes when appropriate;
- H. Within three days following their approval, deliver, via email, approved minutes to the ICYPAA Advisory Council and individuals on the Outreach List;
- I. Act as liaison between the Bid Committee and Area 38 and Area 39; this includes, but is not limited to, obtaining a letter from each such Area's Chairperson, and compiling a list of any large-scale AA events and activities that are scheduled near the proposed Conference dates. See ICYPAA Bidding Requirement No. 4;
- J. Appoint a qualified Webmaster at or prior to the Meeting following the Election Meeting;
- K. Must be able to organize and lead;
- L. Must be knowledgeable of the steps, traditions and concepts of AA;
- M. Must be open to the needs of all committee members and be able to see the "big picture";
- N. Should be a good listener;
- O. Should have a working knowledge of Robert's Rules of Order (or be willing to become familiarized with the same).

- 4.3 The duties and requirements of the Co-Chairperson shall be:
- A. Assume the duties of the Chairperson in his/her absence;
 - B. Help wherever needed and possible;
 - C. Find people to take on positions or to just get involved;
 - D. Responsible for the presentation table in the Bid City room at ICYPAA (including, but not limited to: scheduling volunteers to work the table, planning and setting up all materials for the table, etc.);
 - E. After timely notice to all Bid Committee Members, organize and chair a sharing session for the purpose of soliciting three (3) separate and independent themes which have some reference to AA approved literature to use as the theme for the ICYPAA conference; following said meetings, present the three (3) themes to the Bid Committee at a Meeting, and make a motion that one of such themes be selected by a vote under the third legacy procedure.
- 4.4 The duties and requirements of the Recording Secretary shall be:
- A. Take and prepare minutes of all Meetings and move for their approval;
 - B. Distribute the Bid Committee Meeting Minutes as follows:
 - i. Unapproved minutes:
 - 1. At least two (2) days prior to the Meeting, distribute, via email, the subsequent Meeting's minutes to all Bid Committee Members;
 - 2. Bring two (2) paper copies of the minutes for distribution at Meetings;
 - ii. Approved minutes:
 - 1. Within three (3) days following their approval, deliver, via email, approved minute to all Bid Committee Members;
 - C. Distill from the minutes a concise written summary containing only: the text of carried motions; and, a description of approvals and/or other affirmative actions of the Bid Committee (said summary hereinafter referred to as the "Summary of Actions");
 - D. Read the Summary of Actions at the Meeting subsequent to which said Summary pertains and make a motion for approval of the minutes so summarized (the minutes shall not be read aloud at the Meeting in their entirety.)
- 4.5 The duties and requirements of the Corresponding Secretary shall be:
- A. Keep an up-to-date contact list of all Bid Committee Members and distribute the same to Bid Committee Members on a quarterly basis;
 - B. Maintain a list of individuals and entities with interest in Bid Committee activities (hereinafter referred to as the "Outreach List");
 - C. Maintain and periodically retrieve mail from the Bid Committee post office box;
 - D. Mail bulk correspondence of the Bid Committee wherever necessary.
- 4.6 The duties and requirements of the Treasurer shall be to:
- A. Receive contributions/donations from A.A. sources;
 - B. Pass the basket at Meetings and collect and account for money so received;
 - C. Maintain records of all monies received and make disbursements as determined by the Bid Committee;

- D. Maintain a bank account in the name “SMICYPAA” for depositing all monies received;
 - E. Maintain complete records of all monies received and disbursed;
 - F. For each Meeting, prepare a written summary, in parenthetical form, of the financial status of the Bid Committee, setting forth relevant financial information, including, but not limited to, the following information: revenues for the preceding period, expenses for the preceding period, detail of any significant financial happenings, the balance (revenues over (under) expense) for the current year to date; read said summary at each Meeting and make and distribute copies of the same to all Members at each Meeting; said summary to appear in the Minutes;
 - G. Prepare and present a proposed annual budget, containing proposed budgets for each Officer, Standing Committee and subcommittee, no later than the third Meeting following the Election Meeting;
 - H. Work towards keeping the Bid Committee on track with its annual budget by advising the Bid Committee of overspending whenever appropriate;
 - I. Must be able to keep good records;
 - J. Must have the ability to balance a checkbook; and,
 - K. Must be able to formulate projections and goals for the Bid Committee's financial position and assist in devising a plan of action to achieve the goals.
- 4.7 Officers shall present a written budget to the Treasurer at the second Meeting following their election.
- 4.8 In the event of the resignation or removal of any Officer, a special election, under the procedures outlined Section 7, below, will be held at the Meeting following such resignation or removal to fill the unexpired term of said Officer.
- 4.9 It is imperative that all Officers attend every Meeting; in the event he/she cannot attend, he/she must appoint a reliable substitute functionary.
- 4.10 In furtherance of complying with ICYPAA Bidding Requirement #5, all Officers must be willing and able to attend ICYPAA to present the Bid.

5. Bid Committee – Standing Committees

- 5.1 The Standing Committees, and their respective subcommittees, duties and requirements, shall be as follows:
- A. ***Outreach Committee***
 - 1. Sobriety requirement for the Chairperson: Two years
 - 2. Duties of the Chairperson:
 - i. Make contacts, either in person or through committee and/or subcommittee members, with alcoholics situated in cities throughout Missouri for support of the Show Me ICYPAA Bid;
 - ii. Appoint chairpersons for the following subcommittees:
 - 1. *Men’s Treatment Facilities Subcommittee*
 - a. Duties of this subcommittee chairperson:
 - i. Outreach to all area hospitals and institutions, especially those wards of which are male-only, to let them know all alcoholics in treatment therein are welcome to participate in all Show Me ICYPAA Bid Events free of charge.

2. *Women's Treatment Facilities Subcommittee*
 - a. Duties of this subcommittee chairperson:
 - i. Outreach to all area hospitals and institutions, especially those wards of which are female-only, to let them know all alcoholics in treatment therein are welcome to participate in all Show Me ICYPAA Bid Events free of charge.
 3. *Family Groups (Al-anon and Alateen) Subcommittee*
 - a. Duties of this subcommittee chairperson:
 - i. Act as liaison between the Show Me ICYPAA Bid Committee and the Al-anon and Alateen fellowships; in doing so, carry the message of the Bid and events of the Bid Committee to members of such fellowships.
 4. *Missouri State Convention Liaison Subcommittee*
 - a. Duties of this subcommittee chairperson:
 - i. Either individually or by and through subcommittee members, attend State Convention Committee meetings and/or correspond with such Committee;
 - ii. Maintain communication between the Bid Committee and the State Convention Committee;
 - iii. Provide event and outreach flyers, and other Bid Committee publications for use at the State Convention;
 - iv. Report to the Outreach Chairperson regarding the activities and needs of the State Convention Committee.
 5. *Outreach Flyers Subcommittee*
 - a. Duties of this subcommittee chairperson:
 - i. As needed, create (design and/or make copies of) all flyers for the Outreach Committee, as needed, in a timely manner;
 - ii. Wherever appropriate, deliver such flyers to Central Services in time for its regular mass mail-out.
- iii. Create subcommittees in Missouri cities and appoint subcommittee chairpersons for each said subcommittee, under the following guidelines:
 1. Such subcommittees shall only be created in such cities which are more than fifty (50) miles outside of St. Louis;
 2. Such subcommittees shall be known as the "[city name] Subcommittee";
 3. Once a subcommittee chairperson has been appointed for such subcommittee, no amendment to this Procedures Manual shall be required for the subcommittee's recognition;

4. The purpose of such subcommittees shall be to assist the Outreach Committee Chairperson in the carrying out of his/her duties with respect to the city in which the subcommittee is created;
5. Such subcommittee chairpersons shall report directly to the Outreach Chairperson.

B. *Hotels/Facilities Committee*

1. Sobriety requirement for the Chairperson: One Year
2. Duties of the Chairperson:
 - i. Obtain proposals from possible venues for the conference—preferably a minimum of three; two of which will be selected for the actual bid. See ICYPAA Bidding Requirement No. 2;
 - ii. Represent the Bid Committee in a professional and responsible manner, acting as contact for the Bid Committee with all businesses and venues dealt with.

C. *Bid Book Committee*

1. Sobriety requirement for the Chairperson: One year
2. Duties of the Chairperson:
 - i. Produce the “Bid Book” within a time reasonably sufficient to allow its presentation at ICYPAA, following review by the Bid Committee, but no later than two (2) Meetings prior thereto;
 - ii. Make a motion that the one of the ideas presented by the Reasons Statement Subcommittee chairperson be selected by a vote under the third legacy procedure (see below);
 - iii. Appoint a chairperson for the following subcommittee:

1. *Reasons Statement Subcommittee*

- a. Duties of this subcommittee chairperson:
 - i. After timely notice to all Bid Committee Members, organize and chair no less than three (3) sharing sessions for the purpose of soliciting three (3) separate and independent ideas for the reasons statement which fulfills ICYPAA Bidding Requirement #8; following the last of said meetings, present the three (3) ideas to the Bid Committee at a Meeting.

D. *Events Committee*

1. Sobriety requirement for the Chairperson: One year
2. Duties of the Chairperson:
 - i. Coordinate all outreach/fundraiser events;
 - ii. Find and coordinate volunteers to staff each event;
 - iii. Be present at all events or appoint a designee in charge if they cannot attend;
 - iv. Appoint a chairperson for the following subcommittee:

1. *Events Flyers Subcommittee*

- a. Duties of this subcommittee chairperson:
 - i. As needed, create (design and/or make copies of) all flyers for events in a timely manner;

- ii. Deliver such flyers to Central Services in time for its regular mass mail-out;
- iii. Design a temporary pre-registration flyer for ICYPAA in accordance with ICYPAA Bidding Requirement No. 3.

E. ***Merchandising Committee***

- 1. Sobriety requirement for the Chairperson: One year
- 2. Duties of the Chairperson:
 - i. Oversee the production and merchandising of promotional products as the Bid Committee deems necessary;
 - ii. Work closely with the Bid Book Committee Chairperson with respect to use and creation of logos, designs, etc. which may appear on such merchandise.

F. ***Group Communications Committee***

- 1. Sobriety requirement for the Chairperson: One year
- 2. Duties of the Chairperson:
 - i. Communicate with A.A. groups in Missouri, either in person or through committee and/or subcommittee members, regarding the Show Me ICYPAA Bid and the Bid Committee;
 - ii. Appoint chairpersons for the following subcommittees:

1. ***Young Peoples' Group Subcommittee***

- a. Duties of this subcommittee chairperson:
 - i. Establish and maintain communication between the Bid Committee and A.A. groups in Missouri which designate themselves as young people's groups, or the like, via individuals elected by each such group to facilitate such contact and communication; such elected individuals shall be known as "Young-People's-Group Representatives" (YRs) and shall be, upon their election, members of this subcommittee;
 - ii. Provide event flyers and other Bid Committee publications to YRs;
 - iii. Communicate the collective conscience of the YRs to the Outreach Chairperson.

2. ***Intergroup Liaison Subcommittee***

- a. Duties of the this subcommittee chairperson:
 - i. Either individually or by and through subcommittee members, attend and/or correspond with the various Alcoholics Anonymous intergroup offices throughout the State of Missouri;
 - ii. Provide event and outreach flyers and other Bid Committee publications to such intergroup offices (except the St. Louis Central Service Office, which is covered by the Events and Outreach Flyers Subcommittees.)

G. ***Website Committee***

1. Composed of the Recording Secretary, the Chairperson, the Bid Book Chairperson and a Webmaster to be appointed by the Bid Committee Chairperson.
2. This committee shall be an administrative committee and shall not have a chairperson.
3. Duties of *the Webmaster*:
 - i. Solely responsible for updating and maintaining the Bid Committee Website, as needed, with current material supplied by Bid Committee Members (i.e., minutes, agendas, event information);
 - ii. Alter the design and structure of the Bid Committee Website only after first obtaining the consent of three-fourths (3/4) of the Website Committee.

H. ***Structure and Procedures Committee***

1. Composed of: the Bid Committee Chairperson, the Bid Committee Co-Chairperson and the Recording Secretary.
2. This committee shall be an administrative committee and shall not have a chairperson.
3. Duties of this committee:
 - i. Carry out the procedure set forth in Section 8, herein, whenever an amendment is suggested pursuant to same.

I. Plus any other committees deemed necessary. Note: as with all other changes which affect the substantive text of this Procedures Manual, except as noted herein, the amendment procedure described in Section 8 herein must be followed to add committees and subcommittees.

- 5.2 Each Standing Committee shall consist of a chairperson, a co-chairperson, and, as needed, a workable number of committee members.
- 5.3 Standing Committee chairpersons and co-chairpersons shall be elected separately by the Bid Committee.
- 5.4 The duties of each Standing Committee co-chairperson shall be to assume the duties of the Standing Committee chairperson in his/her absence.
- 5.5 Standing Committee co-chairperson positions shall have the same sobriety requirements as the related chairperson positions.
- 5.6 Each Standing Committee shall meet at the call of its chairperson and/or at the discretion of the Bid Committee Chairperson.
- 5.7 Standing Committee Chairpersons are directed and encouraged to recruit others, from within and without the Bid Committee as committee members, to assist in carrying out their duties and to conduct Standing Committee meetings as needed.
- 5.8 If any Standing Committee's chairperson or co-chairperson shall resign, then a special election, under election procedures outlined herein, will be held at the Bid Committee meeting following the termination of their duties to fill the unexpired term of such chairperson or co-chairperson.
- 5.9 Standing Committee chairpersons are required to submit a report at each Meeting, either in person or via a representative of the committee (also in person); such reports should

contain mention of the following with respect to the committee and any subcommittees: important activities since the last report; goals accomplished; problems solved; needs met; actions taken; progress made; current activities; current problems and needs; and, current goals. All reports shall be submitted in writing and read as written, to ensure that the minutes are an accurate reflection of the Meeting; a copy of such report is to be provided to the Secretary, prior to the Meeting.

- 5.10 In furtherance of complying with ICYPAA Bidding Requirement #5, and to answer questions posed by the ICYPAA Selection Committee, all Standing Committee chairpersons and co-chairpersons must be willing and able to attend ICYPAA to present the Bid.
- 5.11 Standing Committee chairpersons shall present a written budget to the Treasurer at the second Meeting following their election.
- 5.12 During meetings and as often as possible, Standing Committee Chairpersons are encouraged to announce the dates, times & locations of their upcoming Standing Committee meetings.

6. Bid Committee – Finance

- 6.1 Necessary funds must be available for the Bid Committee to fulfill its responsibilities to accomplish its Purpose and provide for other expenses approved by the Bid Committee. Therefore, in addition to funds raised at Bid Committee events, to insure the availability of said necessary funds, each alcoholic present at Meetings is asked to make a voluntary contribution to the treasury.
- 6.2 An annual budget for the Bid Committee shall be adopted no later than the third Meeting following the Bid Committee Election.
- 6.3 The Bid Committee shall observe the spirit of the 7th Tradition in the strictest sense (i.e. including within the Fellowship).
- 6.4 Off-budget expenses for committee business shall be allowed with the following approval: \$25.00 or less - right of decision (for Standing Committee chairpersons only); \$25.01 or more - approval of entire Bid Committee.
- 6.5 The checking account should have two signers. Any two of the following positions will be signers on the account, with preference in the order listed: Treasurer, Bid Committee Chairperson and Bid Committee Co-Chairperson.

7. Bid Committee – Elections

- 7.1 The following procedures shall be applicable to all elections of the Bid Committee:
 - A. All elections of the Bid Committee shall be conducted in accordance with the Third Legacy procedure;
 - B. Prior to balloting, the Bid Committee Chairperson shall read the applicable election procedures set out in the current A.A. Service Manual;
 - C. All alcoholics present at the Election Meeting and meeting the respective sobriety requirements for the elected positions shall be eligible for candidacy;
 - D. Only Bid Committee Members shall vote at elections

- E. Only one vote per person per ballot;
- F. Absentee or proxy votes shall not be valid;
- G. Abstentions from the vote will not be counted;
- H. All nominations shall come from the floor in a verbal manner—a nomination committee will not be formed;
- I. For each position, the Bid Committee Chairperson and/or the outgoing holder of such position shall read the respective position’s duties and requirements (stated herein);
- J. Each candidate shall give a brief statement of his service qualifications and length of sobriety;
- K. The first candidate to receive a two-thirds vote by written ballot is elected.

7.2 When held:

- A. In the spirit of rotation, at the first Meeting of the Bid Committee following the ICYPAA Conference, there shall be an election to fill all elected positions set forth herein (hereinafter referred to as the “Election Meeting”);
- B. At the February Meeting of the Bid Committee, an election shall be held to fill the position of Bid Committee Representative (hereinafter referred to as the “Bid Committee Representative (“BCR”) Election”). (See ICYPAA Bidding Requirement #1.)

8. Amendment of Show Me ICYPAA Bid Committee Procedures Manual

8.1 The process for amending this Procedures Manual shall take place over a period of three (3) Meetings of the Bid Committee, as follows:

Meeting 1: The proposed amendment (“Submission”) is submitted in writing to the Bid Committee Structure and Procedures Committee;

Meeting 2: Having been listed on the Agenda for this Meeting as “New Business”, and following a brief oral summary of the Submission by the Bid Committee Chairperson, the Submission (in written form) shall be tendered by the Bid Committee Chairperson to the Bid Committee, which shall then have the opportunity to discuss the Submission; no decision shall be made at this Meeting;

Meeting 3: The submission, having been prepared in ballot form by the Bid Committee Structure and Procedures Committee, shall be submitted to the Bid Committee for a vote by written ballot after a brief period of discussion. A two-thirds majority vote will be necessary for ratification.

8.2 **Sunset Clause.** All amendments to this Procedures Manual are temporary and will expire after three (3) months (approximately) unless re-affirmed by a simple majority of the voting members present; the Bid Committee Chairperson shall make such motion on the fourth Meeting following the amendment’s ratification. Once re-affirmed, the amendment becomes “permanent”.