

## UTAH AREA GUIDELINES PROCEDURES

The purpose of this guideline is to describe the procedure for maintaining the area's guidelines and give direction for maintenance of same. These guidelines are not intended to replace the information in the AI-Anon/Alateen Service Manual but to supplement the Service Manual.

### PROCEDURE

1. All guidelines shall be reviewed at a minimum of once a year and as needed by the Guidelines Coordinator or the Guidelines Committee.
2. Any changes made necessary by World Service Conference changes or circumstance shall be reported to the next Area Assembly by the Guidelines Coordinator.
3. At this time, the coordinator shall introduce new guidelines and update existing guidelines where a previous assembly has passed a motion.
4. The guideline coordinator may invite a member who is actively versed in the subject matter, to assist in creating or updating any guideline assigned at the previous assembly.
5. Changes that pass through motions shall be revised and copies posted on the area web site. The revisions do not need to go through a second area approval.

### GUIDELINE FORMAT

1. All guidelines will begin with a purpose statement.
2. The latest status of the guideline will be stated in the upper left hand corner (see above). Status may be: Created, Reviewed, Proposed Change, Revised or Approved. The date shall follow.
3. A history of the guideline changes shall follow the actual guideline. It should include the date, the change, and the name of a person willing to be the contact to supply intent in the future.

### Revision History

Date	Contact	Revision
9/5/2015	Chris C.	Created proposed draft
9/26/2015	Denise L.	Presented to Fall Assembly. Was approved by the assembly as amended: Changed procedure 1 from "shall be reviewed once a year or as needed" to "shall be reviewed at a minimum of once a year and as needed".