

Approved
3/21/2020

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 Al-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 actions, Utah Area Assembly motions, or other circumstances shall be presented to the next Area Assembly by the Guidelines Coordinator. If questions arise regarding the submission of Guideline changes to the Assembly, the Area World Service Committee shall make the final determination.
3. Changes to the Guidelines of a clearly administrative nature, i.e. spelling, grammar, or formatting, need not be presented to the Assembly. Changes that add or subtract portions of a Guideline or may impact the meaning or intent of the Guideline must be submitted to the Assembly for GR vote.
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 affecting the Guidelines that pass through motions shall be revised and copies posted on the area web site. Revisions based on Area motions 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 review once a year or as needed" to "Shall be review at a minimum of once a year as needed".
3/21/2020	Patrick M.	Revision presented to the Summer 2020 Assembly. The Assembly approved changes as amended: wording added to Procedure 2 and Procedure 3 reworked for clarity.