Utah Delegate Area 69
Alcoholics Anonymous

Preamble

Helping to carry the message of Alcoholics Anonymous shall be the primary purpose of the Utah Area Service Structure. In all its proceedings, the Utah Area Service Assembly shall observe the spirit of the AA Tradition, taking great care that the Assembly never becomes the seat of perilous wealth or power: that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Assembly members shall ever be placed in a position of unqualified authority over any of the others: that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Assembly action ever be personally punitive or an incitement to public controversy; that though the Assembly may act for the service of Alcoholics Anonymous in the Utah Area, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Assembly itself will always remain democratic in thought and action.

Service Structure Guidelines
Revised September 27, 2014

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<u>SECTION 1. AREA 69 GUIDELINES</u>

PURPOSE: The purpose of these guidelines is to describe policies and procedures which apply to the Utah Area General Service Committee. These guidelines are not intended to replace the information in the A.A. Service Manual, but are to be used in conjunction with and as a supplement to the Service Manual and other A.A. service related literature.

1.0 Area Assembly – Membership

    1.1 <u>Area Committee Members</u>

        a. <u>Area Officers</u>: (7) Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer, Registrar, Immediate Past Delegate

        b. <u>Area Standing Chairpersons</u>: (10) Archives, Assembly/Agenda, Communications, Cooperation with the Professional Community (CPC), Corrections, Grapevine, Literature, Public Information (PI), Repository Archivist, Treatment Facilities.

        c. <u>Members of District Committees</u>: District Committee Member Chairpersons (DCMCs), District Committee Members (DCMs) or Alternate DCMs in their absence.

        d. <u>Non Voting Area Members</u>: All Utah Area Past Delegates, Central Office/Intergroup Liaisons, Repository Archivist.

    1.2 <u>General Service Representatives (GSRs)</u>

        a. Only those groups registered with the Utah Area Service Committee may be represented through their GSR at Area Assemblies.

        b. Each GSR or alternate in his/her absence may represent and carry the group conscience of only one group. Only currently serving GSRs or alternates may carry the group's vote at Area Assemblies.

    1.3 <u>Other Non-Voting Participants in Area Assemblies may include</u>: Regional Trustees, Members of the General Service Office Staff, Delegates or Area Officers from other Service Areas, or any interested member of the Utah Fellowship

2.0 Area - Meetings (see Appendix A for a chronological list of Area Events)

    2.1 <u>Area Assemblies</u>: All meetings of the GSRs and the Area Committee are called Area Assemblies described in the Service Manual as "the democratic voice of the Area expressing itself". Through discussions and voting each trusted servant becomes better informed of how to best serve the fellowship. Area Standing Committee roundtables are held so members become better informed of ways to carry the message beyond the group level. The Utah Area will hold three Assemblies each year which are hosted by the Districts selected on a rotating basis two years in advance. Assemblies will begin at 6:30 p.m. on Friday and end at noon on Sunday. These Assemblies are:

        a. **Pre-Conference Assembly** held the 1st weekend in April to inform the

Delegate of the group conscience of the Utah Area prior to the General Service Conference.

    b. **Post-Conference Assembly** held the 3rd weekend in May to allow the Delegate to report back to the Area the actions taken at the General Service Conference.

    c. **Fall Assemblies** the Fall Election Assembly held the 4th weekend in September on even numbered years to elect Area Officers and Area Standing Committee Chairpersons and the Fall Assembly held the 4th weekend in September on odd numbered years to conduct Area business.

2.2 <u>Area Workshops</u> - Two Area workshops will be held each year which are rotated among Districts selected to host the event one year in advance. The purpose of Area Workshops is to provide a forum to discuss the General Service Conference theme and workshop/presentation topics for the current year. The format may include panel presentations, round table discussions, A.A. speaker meetings, ask-it-basket panels, and open mike discussions. Time should be given for Area Standing Committees to meet. The Area Committee may also hold a brief Area Committee meeting in conjunction with the workshop in order to better serve the need for communication within the Area. If an Area Committee Meeting is scheduled, it will begin at 9:00 a.m. on Saturday. Workshops will begin at noon on Saturday and end at noon on Sunday. These Area Workshops are:

    a. **Pre-Assembly Workshop** <u>held the 3rd weekend in August.</u>

    b. **Fall Workshop** held the 1st weekend in November.

2.3 <u>Bridging the Gap Workshop</u> - A Bridging the Gap Workshop will be held each year on the third Saturday in June. This will be rotated among districts selected to host the event one year in advance; i.e., the next workshop is bid at the current workshop. The purpose of the Bridging the Gap Workshop is to provide a joint forum for the Corrections Standing Committee and theTreatment/Special Needs-Accessibility Standing Committee to share experiences with the Bridging the Gap program and to discuss ways it can be better utilized by the area. The Area Standing Chairs of these two committees will have joint responsibility for setting the agenda for the workshop. The purpose of the Bridging the Gap program is to help newcomers stay sober by introducing them to temporary contacts and the AA lifestyle. This workshop is to be a one-day event, beginning at 9:00 am. While all Area Officers and Area Standing Chairpersons who are able are encouraged to attend this workshop, travel defrayments are limited to the Corrections and Treatment Standing Chairpersons and the Agenda/Assembly Chairperson.

2.4 <u>Area Committee Meetings</u> - Elected Area Officers, DCMCs, DCMs, and Chairpersons of Area Standing Committees are voting participants at Area Committee meetings. Non-voting participants may include GSRs, Utah Area Past Delegates, and Central Office/Intergroup Liaisons. The purpose of the Area Committee Meeting is to allow the Delegate to share current information from G.S.O., to discuss agenda items prior to Area Assemblies so that Districts can be better informed, and to discuss solutions to ongoing problems and concerns in order to better carry the message. Two regularly scheduled

Area Committee Meetings will be held each year organized by the Area Committee Officers and rotated among various Districts chosen a year in advance. Area Committee Meetings are one day events beginning at 9:00 a.m. on Saturday. These Area Committee Meetings are:

    a. <u>February Area Committee Meeting</u> held the 4th Saturday in February.

    b. <u>December Area Committee Meeting</u> held the 1st Saturday in December. On even numbered years this meeting is called "Pass the Gavel." On odd numbered years this meeting will conduct an Area Inventory. Time permitting, an Area Inventory may be conducted on even numbered years.

2.5 <u>Special Area Committee Meetings</u> - Special Area Committee Meetings may be called by the Area Chairperson as deemed necessary by a majority of the Area Officers.

2.6 <u>Changes in Scheduling</u> - Any deviation from the dates listed in these guidelines for holding Area Assemblies, Workshops, and Committee Meetings must have the prior approval of the Area Committee and notification of the change made available as soon as possible prior to the event.

3.0 Area Officers

3.1 <u>Delegate</u>

    a. Attends the Annual General Service Conference with a thorough understanding of the Conference issues and the views of the Utah Delegate Area.

    b. Communicates to the Utah Area following the Conference the decisions made by the Conference on important issues, and the "world picture" of AA as a whole.

    c. Attends PRAASA, the Pacific Region Forum, Area Assemblies, Workshops and Committee Meetings to gain a better understanding of the service needs of the Area. Note: If unable to attend an Area Event, notify the Area Chairperson.

    d. Visits Groups and Districts whenever possible to encourage a two way flow of information between the groups and the Area Service Structure.

    e. Serves as the vital communication link between the Utah Area and GSO.

    f. Works closely with other Area Committee Officers.

    g. Keeps Alternate Delegate fully informed.

    h. Provides a written inventory of all Area property held by Delegate to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

    i. Serves on the Area Communications Committee.

3.2 <u>Alternate Delegate</u>

a. Assists the Area Delegate in any and all duties of that position as required and is prepared to assume responsibility for the Area Committee if the Area Chairperson is unable to serve.

b. Assumes the position of Delegate in the event that person is unable to serve.

c. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends PRAASA annually and the Pacific Region Forum.

d. Serves as co-chair of the Area Guidelines Review Committee.

e. Provides a written inventory of all Area property held by the Alternate Delegate to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

f. Collects a written inventory of all Area property from Area Officers and Standing Chairs. Confirms that copies have also been given to Repository Archivist.

g. Serves on the Area Communications Committee as liaison to the Linguistic District(s).

    1. Maintains liaison with Spanish Linguistic District sharing information between Linguistic District and Area 69.

    2. Works with Linguistic District to determine their translation/interpretation needs at/for Area events.

    3. Supports the Linguistic District efforts to recruit bilingual volunteers for translation/interpretation.

    4. Coordinates Linguistic District translation equipment needs with the Assembly Agenda Chair.

    5. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.

    6. Is a member of Area 69 Communications Committee and attends all Communications Committee meetings.

    7. Coordinates with the Communications Committee Chair for posting, as soon as possible, of translated documents/other information that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet. (As soon as possible)

3.3   Chairperson

a. Chairs all Area Assemblies, Area Committee Meetings, and meetings of the Area Finance Committee.

b. Is responsible to see that meeting agendas are prepared, copied, and distributed in a timely manner prior to each Area Meeting.

c. Calls special meetings of the Area Committee as deemed necessary by a majority of the Area Officers.

d. May appoint someone to fill a vacancy in the office of treasurer, secretary, registrar, or chairperson of a standing committee, after considering input from the current area officers. All such appointments will be subject to confirmation by a 2/3 majority vote cast by the Area Assembly at its next meeting.

e. Develops a working knowledge of the Utah Area Guidelines and has the responsibility along with the Area Secretary to give direction to the Area Service Committee whenever it becomes apparent the policies and procedure contained in the guidelines are not being followed.

f. Appoints and coordinates ad hoc committees to study and report back on specific issues as directed by the Area Assembly. Ad hoc committees should include one or more Area Officers and/or Chairpersons of Standing Committees appropriate to the issues being addressed. Committees should also include GSRs and DCMs representing as many Districts as possible.

g. . Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Delegate. Also attends PRAASA in the odd years and the chairperson name is placed in a hat to be drawn out for the Pacific Region Forum.

h. Responsible to ensure that all contractual agreements made by or for Area 69 are reviewed and signed by an Area Officer and other signatories noted in Appendix C and in accordance with the Activity Planning Schedule/Checklist in Appendix C.

i. Provides a written inventory of all Area property held by the Chairperson to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

3.4   Secretary

a. Records, types, and copies the minutes of all Area Business Meetings.

b. Mails a copy of the minutes of all Area Committee Meetings to each member of the Area Assembly and District Standing Chairs within 30 days following the meeting.

c. Mails a copy of the minutes of all Area Assemblies to each member of the Area Assembly and District Standing Chairs, each Pacific Region Area Delegate, and

to the Pacific Region Trustee within 30 days following the Assembly.

d. Copies and mails the agenda for each Area Committee Meeting to each member of the Area Assembly and District Standing Chairs no later than 30 days prior to the meeting.

e. Copies and mails the agenda for each Area Assembly to each member of the Area Assembly and District Standing Chairs no later than 30 days prior to the meeting.

f. Keeps and maintains throughout his/her two year term of office up-to-date copies of these Area Guidelines and all other records of the Area Committee, and at the end of each term turns all records not more than 2 years old over to the newly elected Secretary, and records over 2 years old to the Repository Archivist.

g. Develops a working knowledge of the Utah Area Guidelines and has the responsibility along with the Area Chairperson to give direction to the Area Service Committee whenever it becomes apparent the policies and procedures contained in the guidelines are not being followed.

h. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends PRAASA in the even years and the secretary name is placed in a hat to be drawn out for the Pacific Region Forum.

i. Provides a written inventory of all Area property held by the Secretary to the Alternate Delegate and to Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

j. Serves as a member of the Area Finance Committee.

k. Serves as Secretary on the Area Communications Committee:

> 1. Coordinates with the Communications Committee Chair for posting on Area 69 Website all official minutes and reports submitted to Area 69 Secretary. (As soon as possible following events)

> 2. Collects and sends all area business documents, via email, to AA Service Assembly Members requesting area correspondence via email. (As soon as possible following or prior to events)

> 3. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.

> 4. Is a member of Area 69 Communications Committee and attends all Communications Committee meetings.

> 5. Record and distribute minutes from Communications Committee meetings (As needed)

6. Request reports from the Area Standing Chairs and Area Officers. When they are received coordinate with the Alternate Delegate to facilitate the translation/interpretation process. (Minimum of one week prior to events)

3.5 Treasurer

a. Receives and records all contributions to the Utah Area, acknowledging all cash contributions with a letter or receipt.

b. Establishes and maintains a checking account for the deposit and disbursement of Area funds with a signature card signed by the current Area Treasurer, Area Chair and Area Secretary, with all checks requiring two signatures.

c. Establishes and maintains one or more savings accounts as necessary for the Prudent Reserve which requires the signature of the Treasurer and one other Area Officer to transfer or withdraw funds.

d. Disburses Area funds as necessary in compliance with the Area Guidelines and the Area budget for the current fiscal year, making all disbursements by check and keeping accurate records of each expenditure.

e. Presents a written financial report that includes income received, funds disbursed and balances remaining in each budget category, and makes copies available at each Area Assembly and Committee Meeting.

f. Prepares the Area's Proposed Budget as approved by the Area Finance Committee and makes copies available at the Pre-Assembly Workshop and the Fall Assembly. Serves as a member of the Area Finance Committee.

g. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends PRAASA in the odd years and the treasurer name is placed in a hat to be drawn out for the Pacific Region Forum.

h. Provides a written inventory of all Area property held by the Treasurer to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

i. Serves on the Area Communications Committee.

j. Obtains a P.O. Box in geographically appropriate.

3.6 Registrar

a. Maintains a database of Groups registered with the Utah Area including group numbers and the names, addresses, and phone numbers of currently serving GSRs.

b. Maintains a database of the names, addresses, and phone numbers of all currently serving Area Committee Members including past delegates.

c. Maintains a database of the names, addresses, and phone numbers of all currently serving district secretaries, treasurers, and chairpersons of district standing committees.

d. Provides the Area Secretary with mailing lists/labels required to send minutes and agendas to members of the Area Committee or Area Assembly.

e. Conducts registration of voting members at Area Assemblies and assists Area Chairperson in establishing the number of voting members required to form a quorum.

f. Serves as the liaison between the groups and the GSO Records Department, and works closely with the Delegate to ensure that all GSO records of the Utah Area are as accurate and up-to-date as possible, thus maintaining GSO's database.

g. Updates the Area Directory after each Area Assembly and distributes it to those on the Area's email list and print copies as requested.

h. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends PRAASA in the odd years and the registrar name is placed in a hat to be drawn out for the Pacific Region Forum.

i. Provides a written inventory of all Area property held by the Registrar to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

j. Obtains a P.O. Box if geographically appropriate.

k. Serves on Area Communications Committee:

> 1. Has the password and posts new A.A. meetings to Area website.
>
> 2. Synchronizes Area Website with Intergroup/Central Office A.A. meeting lists. (Posting corrections as received.)
>
> 3. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.
>
> 4. Is a member of Area 69 Communications Committee and attends all Communications Committee meetings.
>
> 5. Works closely with other Communications Committee members gathering reports/information for newsletter.

3.7   Immediate Past Delegate

    a. Acts as an advisor to the currently serving Delegate and to the Area Committee as a whole sharing his/her knowledge and experience.

    b. Attends all Area Assemblies, Workshops, and Committee Meetings making available his/her insight and experience. Note: If unable to attend an Area Event, notify the Area Chairperson. The immediate Past Delegate will not be defrayed for PRAASA or the Pacific Region Forum.

    c. Participates in the planning of the Pre-Conference Assembly.

    d. Serves as Co-Chair of the Area Guidelines Review Committee.

    e. Provides a written inventory of all Area property held by the Immediate Past Delegate to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

    f. Serves as Newsletter Editor on the Area Communications Committee:

        1. Prepares Area 69 Newsletter and distributes an appropriate amount of hard copies at each Area Assembly via posting it on the area website. Also, provides a hard copy to the Repository Archivist.

        2. Emails the Newsletter to AA Service Assembly Members requesting Area correspondence via email.

        3. Budget for newsletter production is up to 2/3's of Communications Committee annual budget.

        4. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.

        5. Is a member of Area 69 Communications Committee and attends all Communications Committee meetings.

        6. Works closely with other Communications Committee members gathering reports/information for newsletter.

4.0 Area Standing Committee Chairpersons

4.1 Agenda/Assembly - The Area Assembly/Agenda Chairperson serves as the liaison between the Area Committee and the host committee of Area Workshops and Assemblies. The Area Assembly/Agenda Chairperson:

    a. Makes the hosting committee aware of the Theme and Discussion Topics selected by the General Service Conference.

    b. Assists in the preparation of agendas for Area Assemblies, Workshops, and

Committee Meetings.

c. Provides assistance and guidance to host committees by sharing the knowledge gained from past experience found in the Utah Area Assembly/Workshop Guidelines and "AA Guidelines - Conferences and Workshops". Is responsible as signatory, along with one Area Officer and the Host Committee Chairperson, on all Area function contracts with hotels and other facilities. All contracts shall be in the name of the event, i.e., Utah Area Pre-Conference Assembly, and not in the name of Alcoholics Anonymous.

d. Provides the Area Chairperson a monthly status report on all existing and pending Area 69 contracts.

e. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the even years and the Agenda/Assembly name is placed in a hat to be drawn out for the **Pacific Region Forum**.

f. Prepares and distributes Area calendars. Coordinates with hosting committee chair to ensure the event is listed in Box 4-5-9.

g. Provides a written inventory of all Area property held by Agenda/Assembly Chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

h. Assumes responsibility for any and all PA, recording and translation equipment, Power Point Presentation equipment including laptop, computer, projector and peripheral equipment owned by the area. This includes transportation, storage and maintenance of the equipment, or the arrangements thereof.

i. Serves on the Area Communications Committee:

1. Coordinates with the Communications Committee Chair for posting on the Area Website of the Area calendar.

2. Coordinates with the Area Registrar or Communications Committee Chair for posting on the Area Website of area service event information, district flyers, registration forms, host committee agendas and other material that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet.

3. Becomes knowledgeable regarding Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.

4. Is a member of Area 69 Communications Committee and attends

all Communications Committee meetings.

     5. Coordinates Linguistic District translation equipment needs with the AlternateDelegate.

4.2 <u>Archives</u>: The Area Archives Standing Committee Chairperson coordinates the Area Archives Committee, which is comprised of the District Archives Committee members and interested members of A.A. The function of the Archives Committee is to provide information to the Area about the Area Archives Collection. The Area Archives Chairperson:

a. Coordinates the Archives Committee.

b. Provides information from the G.S.O. archivist to the Area.

c. Encourages and supports Districts in their Archive activities.

d. Attends all Area Assemblies, Workshops, and Committee Meetings and chairs Archive roundtables at Assemblies. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the even years and the archivist name is placed in a hat to be drawn out for the **Pacific Region Forum**.

e. Attends the National Archives Workshop during the first (odd) year of their term.

f. Assists and conveys items and information to the Repository Archivist.

g. Provides a written inventory of all Area property held by the Archives Standing Chairperson and the Repository Archivist to the Alternate Delegate each December at the Pass the Gavel or the Area Inventory Meeting.

4.3 <u>Communications</u>: The Communications Chairperson serves as the Area Webservant.

a. Develops and distributes Communications Committee meeting agenda to all members of the Communications committee. Schedules and chairs all Communications Committee meetings. Committee meetings should be scheduled during Area Assembly weekends and should not conflict with Area business meetings or host committee activities. Besides Area Assembly and monthly meetings via internet/teleconference, the chair may call special Communications Committee meetings as needed.

b. Appoints an Alternate Communications Chair after consulting with the Communications Committee.

c. Pays the annual hosting and domain name registration fees each January. This practice will keep the hosting and domain name registration paid for two years out at all times.

d. Becomes knowledgeable regarding Area 69 website guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.

e. Has the website password and posts A.A. event documents/flyers and other information that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet. (As needed)

f. Prepares reports of highlights, statistics and other pertinent information for presentation during Area meetings and provides a copy to the Area Secretary and the Area Newsletter. Shares Area concerns/requests with committee members.

g. Maintains overall maintenance of Area 69 Website including;

1. Check the following email accounts daily and reply to them promptly and appropriately: area69webservant@utahaa.org , utahaa@utahaa.org, area69communications@utahaa.org, and suggestions@utahaa.org.

2. Collects newly elected personal email account information after Fall Elections and changes the forwarding of all the Area Officers and chairpersons email accounts by December 31.

3. Create PDF files of the last event's minutes, the next event's agenda, and any other related Area business documents as soon as these items are emailed to the Communications Committee Chair from the Area Secretary.

4. Create new pages and/or modify existing pages as directed by the Website Committee. New pages are created without a public link. The public is given access to them after the website committee has reviewed and approved them.

5. Changes the site password on a quarterly basis. Notify the Registrar and Alternate Communications Chair of the new password.

6. Checks the website for broken links on a quarterly basis. (Using something like Xenu, home.snafu.de/tilman/xenulink.html).

h. Prepares and gives a presentation on the Area's email system for the new panel at the 'Pass-The-Gavel' meeting.

i. Provides a written inventory of all Area property held by the Communications chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

j. Attends all Area Assemblies, Workshops, and Committee Meetings and chairs Communication roundtables at Assemblies. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the odd years and

the archivist name is placed in a hat to be drawn out for the **Pacific Region Forum.**

4.4 Alternate Communications Chair:

a. Shares responsibility with the Communications Committee Chair for developing and distributing the Communications Committee meeting agenda to allmembers of the Communications Committee. Co-chairs all Communications Committee Meetings. Assumes the role of Communications Committee Chair when requested by the chair or when the chair is otherwise unable to serve and is eligible for travel defrayment when fulfilling the role of Chair.

b. Becomes knowledgeable regarding Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s A.A. Guidelines for the Internet.

c. Has the website password and shares responsibility with the Communications Committee Chair for posting A.A. event documents/flyers and other information that does not conflict with Area 69 Website Guidelines in conjunction with A.A.'s Twelve Traditions and G.S.O.'s Guidelines for the Internet.

d. When acting as Chair prepares reports of highlights, statistics and other interesting information for presentation during Area meetings, and provides a copy to the Area Secretary and the Area Newsletter Editor. Shares Area Concerns/requests with committee members.

e. Shares responsibility, as requested by the Communications Committee Chair, for overall maintenance of Area 69 Website.

f. Back up the entire site on a quarterly basis.

4.5 Cooperation with the Professional Community (CPC) - The Area CPC Chairperson coordinates the efforts of the Area CPC Committee which is comprised of District CPC Chairpersons and any other interested A.A. members. The primary function of the CPC Committee is to provide information to those who have contact with alcoholics through their profession. The Chairperson of the Area CPC Committee:

a. Coordinates committee efforts to provide literature and other information about A.A. to professionals who come in contact with alcoholics.

b. Assists in all aspects of A.A.'s participation in the annual Utah School on Alcoholism.

c. Encourages and supports Districts in their CPC efforts by coordinating workshops, helping to provide literature as needed, and sharing experience.

d. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the odd years and the CPC name is placed in a hat to be drawn out for the **Pacific Region Forum**.

e. Provides a CPC literature display at all Area Assemblies, and by request at Area Workshops and other A.A. service functions.

f. Provides a written inventory of all Area property held by the CPC to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

4.6 <u>Corrections</u> - The Area Corrections Chairperson coordinates the efforts of the Area Corrections Committee which is made up of the District Corrections Chairpersons and any other A.A. members interested in Corrections work. The purpose of the Corrections Committee is to organize and carry out the work of carrying A.A.'s message of recovery to alcoholics in correctional facilities and to help "bridge the gap" from inside the facility to the outside A.A. community. The Chairperson of the Corrections Committee:

a. Assists District Corrections Committees in solving problems related to setting up A.A.   meetings in correctional facilities in their Districts.

b. Helps members of the Corrections Committee acquire A.A. books and literature as needed.

c. Encourages committee members to become familiar with "Bridging the Gap" and other A.A. programs designed to help inmates.

d. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the even years and the Corrections name is placed in a hat to be drawn out for the **Pacific Region Forum**.

e. Provides a Corrections Display at all Area Assemblies, the Area Bridging the Gap Workshop, and by request at Area Workshops and other A.A. service functions.

f. Attends the Area 69 Bridging the Gap Workshop and will have joint responsibility with theTreatment/Special Needs-Accessibility Standing Chair for setting the agenda for the workshop.

g. Alternates attendance at the National Bridging the Gap Workshop with the Area Treatment Chairperson to bring information and experience back to the Utah Area.

h. Provides a written inventory of all Area property held by the corrections chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

4.7 <u>Grapevine</u> - The Area Grapevine Chairperson directs the Area Grapevine Committee which is made up of all District Grapevine Chairpersons and any other interested members of A.A. The function of the Grapevine Committee is to provide information about the International Monthly Journal of Alcoholics Anonymous known as the Grapevine. The Grapevine Chairperson:

a. Helps members of the committee inform groups and individuals of the many benefits that can be derived through Grapevine subscriptions.

b. Encourages the use of the Grapevine in the Twelfth Step work of other committees.

c. Stimulates interest in submitting articles for publication.

d. Provides a Grapevine Display at all Area Assemblies, and by request at Area Workshops and other A.A. service events.

e. Attends all Area Assemblies, Workshops, and Committee Meetings. If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the odd years and the Grapevine name is placed in a hat to be drawn out for the **Pacific Region Forum**.

f. Provides a written inventory of all Area property held by the Grapevine chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

4.8 <u>Literature</u> - The Area Literature Chairperson guides the Area Literature Committee which is made up of all District Literature Chairpersons, Central Office/Intergroup Liaisons, and any other interested A.A. members. The function of the Literature Committee is to provide information to the Area about all of the information available from the A.A. General Service Office. The Literature Chairperson:

a. Maintains an updated list of all literature currently available from G.S.O.

b. Informs the Area when new literature becomes available or when existing literature has been revised.

c. Helps chairpersons of other standing committees become better informed about, obtain, and use literature pertaining to their areas of service work.

d. Assembles and maintains an inventory of literature representative of what is available from G.S.O.

e. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the odd years and the literature name is placed in a hat to be drawn out for the **Pacific Region Forum**.

f. Displays and makes literature available for sale at all Area Assemblies and Workshops, and by request at other A.A. service functions.

g. Provides a written inventory of all Area property held by the Literature Chair to the Alternate Delegate and to Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

4.9 <u>Public Information</u> - The Area Public Information Chairperson coordinates the Area Public Information Committee which is comprised of the District Public Information Committee members and any other interested members of A.A. The purpose of the Public Information Committee is to provide information about A.A.'s message of recovery to the general public. The Area Public Information Chairperson:

a. Acquires and maintains recorded A.A. public service announcements for the use of District P.I. Committees.

b. Helps committee members work with their local media utilizing our Traditions of anonymity, singleness of purpose, non-affiliation, and attraction rather than promotion.

c. Supports Districts in their PI efforts by coordinating workshops on speaking at non-A.A. meetings and other related topics.

d. Assists the CPC Committee with the Utah School on Alcoholism.

e. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the even years and the Public Information name is placed in a hat to be drawn out for the **Pacific Region Forum**.

f. Provides a PI literature and materials display at all Area Assemblies, and by request at Area Workshops and other A.A. service events.

g. Provides a written inventory of all Area property held by the Public Information Chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

h. Serves as a member of the Area Website Committee.

4.10 <u>Repository Archivist</u> - As a non-voting member of the Area Committee the Area Repository Archivist may serve for an unlimited succession of terms, but shall be subject to review and approval every two years at the Area Fall Election Assembly. The Repository Archivist is responsible for the care and maintenance of the Area Archives and is the focal point of the Area Archives. Their experience allows them to determine which material is appropriate for collection. The Repository Archivist has the unique responsibility to provide direction and experience for the districts and groups. Their knowledge of A.A. Archive's procedures, techniques and policies coupled with Area guidelines and conscience allows the Repository Archivist to organize the material for the best possible use and benefit of the fellowship. The Archivist is familiar with preservation techniques regarding documents and books. The vision of the Archives is to provide the opportunity for the greatest number to become aware of the archives and the importance of maintaining and growing the archives. The Repository Archivist:

a. Maintains and expands the archives using approved practices and following Archive Guidelines.

b. Attends and provides an Archives display at all Area Assemblies and by request at Area Workshops and other A.A. service events upon reasonable prior notification. Note: If unable to attend an Area Event, notify the Area Chairperson.

c. Is the focal person for collections, gathers tapes and transcripts of 'long-timers', determines appropriateness of material, solicits contributions of new material, distributes Acknowledgement of Receipt and protects the anonymity of the members.

d. Is responsible for preservation of material, monitors GSO guidelines for updates and changes, learns and applies preservation techniques, networks with other archivists concerning new techniques and extends this knowledge whenever possible through committees.

e. Attends National Archives Workshop during the second (even) year of each Panel.

f. Organizes material by maintaining an inventory of current material including new additions, protects anonymity of A. A. members at all times, identifies meeting records, tapes and minutes for verification, creates traveling displays for events and creates displays for long-term viewing at A. A. locations.

g. Reviews and updates procedures and maintains overall responsibility to protect the anonymity of members.

h. Provides a written inventory of the entire repository and any other Area property to the Area Archives Standing Chair to be given to the Alternate Delegate each December at the Pass the Gavel or the Area Inventory Meeting. Also maintains Area Repository Archive inventory program.

4.11 <u>Treatment Facilities</u> – The Area Treatment/Special Needs-Accessibility Chairperson directs the Area Treatment/Special Needs-Accessibility Committee which is made up of the District Treatment/Special Needs-Accessibility Chairpersons and any other interested member of A.A. The primary purpose of the Treatment/Special Needs-Accessibility Committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message to alcoholics in treatment facilities, and to set up means of "bridging the gap" from the facility to the larger A.A. community. The Area Treatment/Special Needs-Accessibility Chairperson:

a. Assists District Treatment/Special Needs-Accessibility Committees in setting up A.A. meetings in treatment facilities in such a manner as to safeguard A.A.'s Twelve Steps and Twelve Traditions.

b. Helps members of the Treatment/Special Needs-Accessibility Committee obtain A.A. literature as needed.

c. Encourages committee members to become familiar with and to use the "Bridging the Gap" and "Temporary Contact" programs.

d. Attends all Area Assemblies, Workshops, and Committee Meetings. Note: If unable to attend an Area Event, notify the Area Chairperson. Also attends **PRAASA** in the odd years and the Treatment name is placed in a hat to be drawn out for the **Pacific Region Forum**.

e. Provides a Display at all Area Assemblies and the Area Bridging the Gap Workshop and by request at Area Workshops and other A.A. service functions.

f. Attends the Area 69 Bridging the Gap Workshop and will have joint responsibility with the Corrections Standing Chair for setting the agenda for the workshop.

g. Alternates attendance at the National Bridging the Gap Workshop Weekend with the Area Corrections Chairperson to bring information and experience back to the Utah Area.

h. Provides a written inventory of all Area property held by the Treatment/Special Needs-Accessibility Chair to the Alternate Delegate and to the Repository Archivist each December at the Pass the Gavel or the Area Inventory Meeting.

5.0 Districts

5.1 <u>District Areas</u>

a. The Utah Area is divided into Districts as indicated in Appendix B of these guidelines.

b. Requests or proposals for changes in District boundaries shall be submitted in writing to the Area Chairperson subject to the same procedure required for a guideline change.

c. All changes made to the District boundaries of the Utah Area must be approved by a 2/3 majority of votes cast by the Area Assembly.

d. Each District is represented on the Area Committee by its elected DCMC and DCMs and at Area Assemblies by its DCMC, DCMs, and GSRs of groups registered with the Utah Area.

5.2 <u>District Committees</u> – Each District Committee is comprised of GSRs, DCMCs and other service positions according to the District's size and needs. A typical District Committee may include:

a. District Committee Chairperson (DCMC) who coordinates the work of several DCMs.

b. District Committee Member(s) (DCMs) who conduct the District Meetings and represent the District on the Area Committee.

c. General Service Representatives (GSRs) who represent their groups at the District Committee Meetings and at Area Assemblies.

d. District Treasurer who handles the financial affairs of the District.

e. District Secretary who handles the record keeping and correspondence of the District Committee.

f. District Chairpersons of Standing Committees who help to carry the message of A.A. in their respective areas of service.

5.3 <u>District Elections</u>

a. To coincide with Area Elections, Districts hold their elections in August or early September of even numbered years---after the groups have elected their new GSRs and before the Area Fall Voting Assembly as suggested in the A.A. Service Manual.

b. All GSRs and other members of District Committees serve for a two year term beginning on January 1 of the odd numbered year following their election.

c. It shall be the responsibility of the currently serving DCM(s) or DCMC or their designee to notify the Area Registrar of the names, addresses, and phone numbers of all newly elected GSRs, DCMs, DCMC, Treasurer, Secretary, and Chairpersons of District Standing Committees, and to notify the Registrar of any changes in those positions as they occur.

d. Districts may exercise their autonomy in choosing eligibility requirements for District Committee positions; however, the A.A. Service Manual suggests that only past GSRs should be eligible to serve as DCM, and that it is desirable that all Districts in an Area use the same procedure in electing their DCM's as approved by the Area Assembly.

e. As suggested in the A.A. Service Manual, each group should have its own GSR, and the GSR or alternate in his/her absence should vote for one group only.

6.0 Area Elections

6.1 <u>Area Fall Election Assembly</u> – At the Fall Election Assembly of each even numbered year elections are held to select a Delegate to represent the Utah Delegate Area 69 at the annual General Service Conference. Elections of other Officers of the Area Committee and Chairpersons of Assembly Standing Committees are also held to coincide with the election of the Delegate.

6.2 <u>Electing Area Officers</u>

a. Eligibility – All present or past members of the Area Committee who have/will have served at least one full two year term as an assembly member and have a minimum of five years current and continuous sobriety are eligible to stand. It is suggested that all candidates for Area Officer have sufficient general service and/or practical experience appropriate to the position they may be elected to

serve.

b. Term of office – Each Area Officer shall serve for a two year term beginning January 1st of the odd numbered year following the election.

c. Term limits – No Area Officer who has served more than one year in any Area Officer position may ever again be a candidate for the same office, and no individual may serve more than a total of six years as an Area Officer not counting a two year term as Delegate or Immediate Past Delegate.

d. Term limits exception – Anyone elected or advanced to fill a vacancy in an Area Officer position who has served for one year or less may be elected/re-elected to that   position to serve a full two year term of his/her own.

e. Removal from office – An Area Officer may be removed from office by a 2/3 majority of votes cast by written ballot at an Area Assembly.

6.3 Electing Area Standing Chairpersons

a. Eligibility - All present or past members of the Area Assembly who have/will have served at least one full two year term as an Assembly member and have a minimum of three years current and continuous sobriety are eligible to stand. It is suggested that candidates have some prior service experience appropriate to the position they may be elected to serve.

b. Term of office - Each Standing Committee Chairperson shall serve for a two year term beginning January 1st of the odd numbered year following their election.

c. Term limits - No Standing Committee Chairperson may serve more than one two year term in that position to which they were elected except for the Repository Archivist who may serve an unlimited succession of terms subject to a biennial review and approval at the Area Fall Election Assembly.

d. Term limits exception - Anyone elected or appointed to fill a vacancy in a Standing Committee Chairperson position who has served for one year or less may be elected/ re-elected to that position to serve a full two year term of his/her own.

e. Removal from office - A Standing Committee Chairperson may be removed from the position by a 2/3 majority of votes cast by written ballot at an Area Assembly.

6.4 Election Procedures

a. Who conducts the election - Whenever possible, Area elections shall be conducted by the Regional Trustee, or a Past Delegate or the current Delegate, if the Trustee is not available.

b. Order of elections - Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary, Registrar, Chairpersons of Assembly Standing Committees.

c. Preliminary procedure - Prior to the calling for candidates, eligibility requirements and the election procedure for those positions are read from the Utah Area Guidelines and the Third Legacy Procedure is read from the A.A. Service Manual.

d. Electing a Delegate, Alternate Delegate, Area Chairperson, Treasurer, Secretary, and Registrar - All members of the Area Committee eligible for each of these positions will be asked to stand. Those who are able and willing to serve will then be asked to remain standing. Those "standing" candidates names are then placed on the blackboard at the front of the room. Each candidate may be asked to state his/her qualifications. The Third Legacy balloting procedure then follows until a candidate is elected by a 2/3 majority of votes cast for each of these positions.

e. Electing Chairpersons of Area Standing Committees - Nominations will be taken from the floor of candidates eligible and willing to stand for each of these positions. Those names are placed on the blackboard and each candidate may be asked to state his/her qualifications. Voting then proceeds by either a written ballot or show of hands. A modified Third Legacy balloting procedure (modified by replacing 2/3 majority with simple majority) then follows until a candidate is elected by a simple majority of the votes cast for each of these positions. After the 1st ballot, the top two candidates remain. A simple majority vote follows.

f. Electing candidates not present - In extreme situations eligible candidates unable to attend the Fall Assembly may submit their qualifications in writing to the Area Chairperson prior to the election and be considered for election.

6.5 Voting Guidelines

a. Members eligible to vote - All currently serving voting members (Area Officers, Area Standing Chairs, DCMCs, and DCMs) of the Area Assembly in attendance at the Fall Assembly are eligible to vote in Area elections. Absentee ballots or voting by proxy shall not be allowed.

b. Only the currently serving GSRs may vote at Area Assemblies. Each group may be represented by one GSR and each GSR or alternate in his/her absence may vote for only one group.

7.0 Finances

7.1 Finance Committee

a. Membership - The Area Chairperson chairs the Area Finance Committee which consists of the Area Treasurer, Area Secretary, and four DCMs selected at the February Area Committee Meeting during odd numbered years representing as many districts as possible.

b. Responsibility - It shall be the responsibility of the Area Finance Committee to formulate a proposed budget for the coming fiscal year to be presented at the Pre-Assembly Workshop and approved at the Fall Assembly, and to conduct a mid-year review of the current year's budget and financial status of the Area Committee. The annual budget must be approved by a 2/3 majority of the votes cast at the assembly.

c. Meetings - The Area Chairperson shall call two meetings of the Finance Committee each year for the creation and review of the Area budget, and at other times as needed to oversee and review the financial affairs of the Utah Area.

7.2 Budget

a. Prudent Reserve - The Utah Area Service Committee shall maintain a prudent reserve of $4,500.00. Prudent reserve funds may only be used for the regular and necessary expenses of carrying out the work of the Area Committee. The use of prudent reserve funds shall require the recommendation of the Area finance committee and must be approved by a 2/3 majority of the votes cast at an Area Committee Meeting or an Area Assembly.

b. Funding Priority - All funds in excess of the prudent reserve shall be used first to meet the operating expenses of the Area Committee and second to defray the travel expenses of the Area Officers and Chairpersons of Area Standing Committees with the following prioritization: (1) Delegate (2) Other elected Area Officers, (3) Chairpersons of Area Standing Committees, (4) Immediate Past Delegate. All travel to Utah Area Service functions shall take priority over out-of- state travel with the exception of the Delegate's defrayment to attend PRAASA and the Pacific Region Forum, and the funds forwarded to GSO to defray the Delegate's expenses to attend the General Service Conference.

7.3 Income

a. Contributions from individual A.A. members, Groups and Districts in the Utah Area.

b. Net income from all Utah Area Assemblies, Workshops, and Committee Meetings.

c. In keeping with A.A. Traditions, no contributions may be accepted from any source outside of A.A. Annual donations by AA members cannot exceed the current amount accepted by GSO.

7.4 Operating Expenses - (As Funding Permits)

a. Area Officers and Chairpersons of Area Standing Committees may be reimbursed/forwarded funds to pay for the usual and necessary expenses of carrying out their duties such as postage, copying, long distance, literature, supplies, etc.

b. Any expenditure that is unusual or substantially in excess of the current budgeted amount shall require approval by a 2/3 majority of votes cast at an Area Assembly.

c. All Area funding of operating expenses including funds either forwarded or reimbursed shall require a full and timely accounting of expenses and receipts.

7.5 <u>Travel Expense Defrayment</u> - (As Funding Permits) - The purpose of defrayments is to assist in covering a portion of expenses while serving in an Area position. Actual expenses must be incurred by the individual requesting defrayment.

a. Delegate - The Delegate (or Alternate Delegate in place of the Delegate) shall be allowed all reasonable and accountable expenses in conjunction with carrying out the duties of that position.

b. Area Officers - Each Elected Area Officer's travel expenses to attend PRAASA and the Pacific Region Forum may be defrayed up to $300.00 per event. Each Area Officer's travel expenses to all Area service events shall be defrayed at the rate of 25 cents per mile, for distances in excess of 25 miles round trip. The same applies for travel to visit groups and districts in the Area when participating in conjunction with their duties.

c. Chairpersons of Area Standing Committees - Each Chairperson's travel expenses to all   Area service events and travel to visit groups and districts in the Area in conjunction with their duties shall be defrayed at the rate of 25 cents per mile, for distances in excess of 25 miles round trip. Each Treatment and Corrections Committee Chairperson's travel expenses to attend the National Bridging the Gap Workshop Weekend may be defrayed at the rate of $300.00 per event and available to each on alternate years.

d. PRAASA and Forum allotment for Area Officers and Standing Chairs: ***Forum*** (Occurs in even years only): the Delegate is fully defrayed, the Alternate Delegate has defrayment of $300.00, two additional trusted servants to be drawn out of the hat who will be defrayed $300.00. The following positions will be placed in the hat: Area Chair, Area Treasurer, Area Registrar, Area Secretary, and Area Standing chairpersons who are available and willing to make the commitment to attend the Pacific Regional Forum. **PRAASA** (Occurs every year): the delegate is fully defrayed including Delegate's working luncheon, the Alternate Delegate has defrayment of $300.00. For **Odd years**: The Area Chair, Area Registrar, Area Treasurer and the following Area Standing Chairpersons: Communications, CPC, Grapevine, Literature, and Treatment will receive $300.00 defrayment. For even years: Area Secretary and the following Area Standing chairpersons: Archives, Assembly/Agenda Coordinator, Corrections and Public Information.

e. Lodging - All Area Officers and Chairpersons of Area Standing Committees may be reimbursed/forwarded defrayment towards lodging expenses at the rate of up to $40.00 per night, allowing 2 nights for Area Assemblies, and 2 nights for Area

Workshops. One night is defrayed for Area Committee Meetings which require travel in excess of 150 miles one way. If two or more defrayed people share a room, the total defrayments paid shall not exceed the total cost of the hotel room. A proper receipt is to be submitted to the Area Treasurer.

f. Registration - All Area officers and chairpersons of Area Standing Committees may be reimbursed/forwarded expenses to pay the pre-registration costs at Area Assemblies and Workshops. The pre-registration cost does not include banquets, meals, coffee, etc.

g. The travel expenses, lodging expenses and registration of the Immediate Past Delegate will be reimbursed at the same rate as those of Area Officers and Area Standing Chairpersons.

h. The travel expenses for incoming Area Officers and incoming Area Standing Chairs (not currently serving in a defrayed Area service position) will be defrayed as stated in 7.5b, 7.5c, and 7.5d for the December Committee Meeting – "Pass the Gavel" on even years.

7.6 Advances for Area Events - (As Funding Permits)

a. The Area may advance to a District the start up funds requested by its hosting committee up to the amount approved for that event in the current year's budget. All requests for advances exceeding this amount shall require approval of the Area Committee.

b. All advances will be forwarded to the chairperson of the host committee. The district committee of the district hosting the event shall be responsible to see that the advance money, adjusted by the gain or loss from the event, is returned to the Area Treasurer within 60 days following the activity.

7.7 Area 69 Standard Accounting Practices

a. Standing Chair travel expenses to and from Area 69 events should be accounted for under the Standing Chairs Expenses category.

b. Standing Chair travel expenses to fulfill the individual duties as chair of that committee, should be accounted for under the individual committee budgets. (ie. Travel to and from District Meetings and/or Workshops)

c. Standing Chair budgets should have two line items. An expenses column that reflects the expenditures of the committee; including Standing Chair travel expenses as outlined in 1.1.2 above. An incoming revenue column that reports contributions or purchases generated by that committee as a result of committee activity. These contributions may include sales of AA literature, Grapevine, costs related to printing of GSO approved or Area 69 approved material, defrayment of the standing chair to a District or group event.

d. Assemblies and Workshops will be listed on the Annual Budget and/or Financial Report only to indicate the amount of seed monies needed for each event.

e. Each Assembly/ Workshop Hosting District is responsible to provide a financial accounting which shall include income, expenditures, and the balance. It is suggested that the host committee use the existing "Area 69 Activity Information Form" to record the event information and to provide a copy to the Area Treasurer within 60 days following the event. The Treasurer will report on this information and provide a copy to the Area Archives.

f. Each type of contribution source should have a separate line item. (ie. Group Contributions, Individual Contributions, Contributions Generated by Area Service Events, Contributions Generated by Non-Area AA Events, etc.)

8.0 Guideline Changes

8.1 Amendments

a. All proposed amendments to these guidelines or motions requiring a guideline change must be submitted in writing to the Chairperson of the Area Committee who forwards a copy to the Area Secretary.

b. All proposed amendments to these guidelines or motions requiring a guideline change shall be discussed and voted on in the manner prescribed in the Appendix to these Guidelines entitled Statement of Procedure for Area Business Meetings.

c. The agenda of an Area Meeting that includes any proposed amendments to the guidelines or motions requiring a guideline change shall include the complete text of the proposed amendments and/or motions.

d. Guideline Amendments and motions requiring a guideline change shall require a 2/3 majority of votes cast for adoption.

8.2 Revisions

a. A Guidelines Review Committee will be formed at each Pre-Conference Assembly in   odd numbered years to serve a two year term. The Committee will make a report of recommended revisions to Area Guidelines, except pending motions, at the Fall Assembly in odd years, and the Post Conference Assembly in even years. The Committee should consist of 5 DCMs and 6 GSRs, the Immediate Past Delegate and the Alternate Delegate.

b. Proposed revisions of the Area Guidelines shall be presented to the Area Assembly for discussion and vote following the same procedure as for amendments. A copy of all recommended changes will be included with the Agenda mailing prior to the Fall Assembly in odd years, and the Post Conference Assembly in even years.

APPENDIX A. UTAH AREA SERVICE EVENTS

January   *None*

February 4th Saturday   *Area Committee Meeting*

March   *None*

April 1st Weekend   *Pre-Conference Assembly*

May 3rd Weekend   *Post Conference Assembly*

June 3rd Saturday   *Bridging the Gap Workshop*

July   *None*

August 3rd Weekend   *Pre-Assembly Workshop*

September 4th Weekend   *Fall Assembly (odd years)*
                                          Fall Election Assembly (even years)

October   *None*

November 1st Weekend   *Fall Workshop*

December 1st Saturday   *"Pass the Gavel" (even years)*
                                          Area Inventory (odd years)

UTAH DELEGATE AREA 69 – DISTRICT BOUNDARIES

District 1

Park Valley   Snowville
        Tremonton   Randolph
            Logan
        Brigham City
        Ogden

District 12
Spanish Speaking
All of Utah

District 11

Layton
Farmington
Centerville
Bountiful

District 2

Salt Lake City
    Tooele
Dugway

Manila

Duchesne

Park City   Roosevelt   Vernal

District 10

Wendover
        Murray
    Magna
West Valley City

Kamas

District 8

Lehi   Heber City
American Fork
Pleasant Grove
Orem
Provo
Springville
Spanish Fork
Payson

Eureka

District 3

District 4

Nephi
Levan

Delta

Ephraim

Manti

Gunnison

Fillmore

Salina

District 6

Helper   District 5

Price
Wellington

Castledale

Green River

Richfield
Monroe

Milford

Beaver   Circleville

District 7

Fremont
Loa

District 9

Moab

Hanksville

Panguitch

Escalante

Bryce Canyon

Cedar City

Monticello

Blanding

Bluff

Hurricane
St George   Colorado City   Kanab   Big Water

Mexican Hat

December 2010

The primary purpose of the Utah Area Service Structure is to help carry the message of Alcoholics Anonymous. Area Service Events help to fulfill this primary purpose by providing a forum to carry out the service work of the Utah Area and by providing a setting in which members of the fellowship can meet and share their experience with each other.

Purpose
The purpose of these guidelines is to provide a resource for hosting committees which contains the accumulated experience of Utah and other Areas in hosting Area events, and the ongoing conscience of the Utah Area as to how Area events are best organized and carried out. These guidelines are intended to be used in conjunction with the "AA Guidelines - Conferences and Conventions".

Selection of Location
At each Area service event DCMs or DCMCs of districts willing to host that event in the future submit an oral bid to the body assembled two years in advance for assemblies and one year in advance for workshops and Area Committee Meetings. When a DCMC or DCM is unavailable another elected member from an interested district committee may propose a bid. It is suggested that bids for hosting Area events come from the Group Conscience of a District and not individuals. In the event there are two or more bids a vote by show of hands is taken. In the case of more than two bids, the district receiving the lowest number of votes is dropped following each vote until one district receives a simple majority of the votes cast.

Scheduling of Activities
All Area activities are to be scheduled to coincide with the dates and times listed in Section 2.0 of the Area Guidelines. Any deviation from the dates listed in the guidelines for holding Area Assemblies, Workshops, and Committee Meetings must have the prior approval of the Area Committee and notification of the change made available as soon as possible prior to the event.

Selection of Chair and Co-Chair
The District Committee of the district selected to host an event selects a chair and co-chair for the activity and forwards those names to the Area Committee as soon as possible. Experience shared by past committees suggests that whenever possible the chairperson of the last activity hosted by the district be selected as the co-chair of the present committee to act in an advisory capacity.

Financial
The Area may advance to a District the start up funds requested by its hosting committee up to the amount allocated for that purpose in the current year's budget. All advances exceeding this amount shall require approval of the Area Committee. All advances will be forwarded to the chairperson of the host committee. The district committee of the district hosting the event shall be responsible to see that the advance money, adjusted by the gain or loss from the event, is returned to the Area Treasurer within 60 days following the activity. Experience suggests that all funds involved in hosting Area activities are best handled in a separate checking account bearing the name of the activity and requiring the signatures of two or more members of the hosting committee to withdraw funds.

Translation / Interpretation
Hosting District is responsible to coordinate with the Alternate Delegate and the Linguistic District(s) to ensure that translation/interpretation needs are met.

Hosting Committees – Each district active in hosting Area events will develop an organizational style that works best for them. Following is a list of typical hosting committee positions with a brief description of the responsibilities that go with each job. This list is not intended to tell district hosting committees what they must do but to serve as a general guide to districts relatively new to hosting Area events and may offer new ideas to those who have previously served on hosting committees.

Area Agenda/Assembly Chair – This individual is a member of the Area Committee who serves as the communication link between the host committee and the Area Committee. The Area Agenda/Assembly Chair makes the hosting committee aware of the theme and discussion topics selected by the General Service Conference, assists in the preparation of agendas for Area Assemblies, Workshops, and Committee meetings, and provides assistance and guidance to host committees by sharing the knowledge gained from past experience found in the Utah Area Agenda/Assembly Guidelines and "AA Guidelines – Conferences and Conventions".

Chairperson – Experience has shown it is best if the chairperson is someone who has previously served on one or more host committees. Coordinates all aspects of planning and carrying out the activity, selects/recommends members to serve on the committee, makes all arrangements, reservations, etc. with the host facility, schedules and chairs planning meetings, coordinates the site, schedule, format, and initial funding of the activity with the Area Committee through the Area Agenda /Assembly Chair. Along with the Area Agenda/Assembly Chair and one Area Officer, signs all contractual agreements required to host the event. All contracts shall be in the name of the event, i.e., Utah Area Pre-Conference Assembly, and not in the name of Alcoholics Anonymous. The following wording should be requested for inclusion in all contracts with hotels: "In order to protect A.A.'s principle of anonymity that it (the hotel) will not use the list of A.A. hotel guests in conjunction with the words "Alcoholics Anonymous" or "A.A." in any property, chain or outside marketing campaign. Makes interim and final reports to the Area Committee and is responsible for the Saturday speaker meeting including setting up and chairing the meeting.

Co-Chair/Alternate Chair – Serves as an advisor to the present committee (if this position is filled by the chairperson of a past committee), fills in for the chairperson when necessary, is responsible for the Friday evening meeting including setting up and chairing the meeting.

Treasurer – Responsible for all income and expenditures, sets up and maintains a separate account for the event, keeps all financial records, makes regular financial reports to the committee and a final report following the activity.

Secretary – Keeps all minutes of committee planning meetings, notifies committee members of scheduled meetings, assists chairperson in making final report, and turns in a copy to the Agenda/Assembly Chair and Repository Archivist.

Registration - Sets up a P.O. box for mail in registration, responsible for keeping records of pre-

registration, prepares registration packets and/or materials, coordinates on site registration during the event. Provides badges, ribbons, corsages and other appropriate courtesies for speakers and special guests.

Program - Works closely with the Area liaison to determine what types of activities are to take place and the times allocated for each, prepares a printed program, suggests/selects speakers, panel members, moderators, etc., arranges travel and accommodations for guest participants as required, mails letters thanking participants following the activity. When a speaker is used at an Area service event, a strong effort should be made to suggest speakers who will include their experience, strength, and hope with regards to General Service and how this service has enhanced their sobriety.

Hospitality - Forms a committee to act as hosts, greeters, sources of information, etc., makes all arrangements for A.A. hospitality room including coffee, refreshments, hosts, etc. Enlists members to donate snacks, pastries, etc. when these are permitted to be brought in by the facility. Arranges local transportation for speakers and other special guests as needed.

Publicity/Information - Prepares and distributes all flyers and pre-registration forms, provides timely notification of the activity to the Grapevine, La Vina, Box 459, the Area newsletter, and central office/Intergroup newsletters, makes arrangements for media publicity when appropriate in the manner guided by our Traditions, ensures that A.A.'s anonymity statement is included in each meeting's format, makes all arrangements for the sale of souvenir items as directed by the host committee and in keeping with the Area Guidelines.

Literature/Display – Coordinates with the Area Literature Chair, chairs of other Area Standing Committees, and local Central Office/Intergroup the sale and/or display of A.A. literature, works with the appropriate committee to make arrangements with the facility for adequate and functional display areas, tables, etc.

Marathon Meetings – As directed by the committee, schedules and organizes continuous A.A. meetings held in conjunction with the activity and is responsible for selecting meeting topics, scheduling chairpersons, arranging for the coffee, and providing materials needed to conduct the meetings.

Hotel/Facility – Shares with the committee chairperson the duties and responsibilities of making arrangements with the host facility. Works with the Area Agenda/Assembly Chair to assure an adequate and dependable PA system is available.

Gopher/Utility – Has a good working knowledge of the responsibilities of each of the committee positions, assists or steps in when needed to ensure the work of the committee is carried out, may assume the responsibility for the Sunday morning meeting including set-up, clean-up, and chairing the meeting.

Alanon/Alateen - When Al-Anon activities are held in conjunction with A.A. events in the spirit of cooperation, experience has shown that it is helpful to invite a member of the Al-Anon planning committee to participate in the meetings of the A.A. host committee. When working together the "AA Guidelines - Relationship Between A.A. and Al-Anon" should be utilized. Responsibilities of shared meeting facility expenses should be clearly outlined upfront.

General Comments and Suggestions

- It seems to be the consensus in Utah and in other Areas that A.A. activities should be self-supporting. Registration fees are usually kept as reasonable as possible to allow greater participation. To encourage greater participation in all aspects of the event, it is suggested that general registration be required in order to participate in other activities such as banquets, dances, etc.

- In many instances districts, groups, or individuals donate registrations so individuals lacking the resources may attend.

- With rising costs some committees are seeking less expensive alternatives to using large hotels and holding banquets such as dessert bars, meeting in smaller groups in restaurants, etc. that still provide opportunities for fellowship.

- The selling of coffee mugs, tapes, and other non A.A. souvenirs and literature at Area activities is often a source of controversy. In Areas where this practice is allowed there seems to be general agreement that the display and sale of non A.A. items be sufficiently set apart from the A.A. displays, literature, and registration in order to minimize any implied A.A. endorsement or affiliation.

- Raffles should not be allowed to interfere with A.A. service activities or disrupt the continuity of A.A. speaker meetings.

- Most committees have found it best to strictly adhere to the spirit of the Seventh Tradition declining donations of money, goods, or services from outside the fellowship.

- It is becoming increasingly important for hosting committees to be aware of and to provide for attendees with special needs.

- A recurring challenge of hosting committees is providing accommodation for members who smoke and those who do not. Smoking and non-smoking areas should be well marked and in strict compliance with the rules of the facility and existing laws. Areas in which smoking is allowed should be adequately supplied with ashtrays and cleaned on a regular basis.

Taping Guidelines

- Area business meetings should be taped. The Area taping equipment should be used for Area business meetings, including panels and workshops. If a professional taper is already on-site, they may be used to tape the panels and workshops.

- If speakers are taped, it is the responsibility of the Host Committee. The Host Committee ensures that the taper has an understanding of AA's Twelve Traditions. Only open speaker meetings should be taped. The taper should be encouraged to use agreements/release forms, and the Host committee should oversee this process.

- A mutual agreement should be reached by the committee and the taper regarding the taper's compensation of service (room, mileage, meals, etc.) well in advance of the event.

- A mutual agreement should be reached by the committee and the taper regarding what the taper sells or displays on-site.

- Experience shows that it is best to encourage speakers not to use full names in their talks. The strength of our anonymity tradition is reinforced by speakers who do not use their last names and by taping companies whose labels and catalogs do not identify speakers by last names, titles, service jobs, or descriptions.

A.A. Activity Planning Schedule/Checklist

- **12 - 24 months before** - Confirm the date and place of the activity with the Area Committee, reserve dates with the facility, select the Activity Chair and Co-chair, select and line up guest speakers.

- **8 - 12 months before** - Select committee members, begin holding regular planning meetings, provide facility with general information. Sign contract with hotel or other facility (Area Officer, Area Agenda/Assembly Chair and Host Committee Chair sign).

- **6 months before** - Give hotel updated information as available, distribute preliminary flyers listing dates and location of activity, set up a separate checking account and P.O. Box for the event.

- **4 months before** - Prepare a proposed budget, set registration prices, print and distribute registration forms, order materials and supplies not locally available, notify Grapevine and La Vina, Box 459, and Central Offices/Intergroup.

- **2 months before** - Go over final details with the hotel, work with the Area Agenda/ Assembly Chairperson to complete the program and agenda, prepare the first draft of the program, do a second distribution of registration forms, recruit workers to help on each committee, confirm arrangements made with guest speakers, panelists, taper, music, coffee vendors, etc.

- **4 weeks before** - Have all signs, etc. printed, procure all needed materials and supplies. Sign final function sheets with facility.

- **2 weeks before** - Close mail in registration, prepare pre-registration lists, packets, and/or materials. Meet with committee to go over final detail of assignments and to take care of any loose ends. Print programs/schedules. Confirm Linguistic District's translation/interpretation needs.

- **1 week before** - Have the committee meet at the hotel to become familiar with the layout of the facility, provide the hotel with a banquet estimate (if planned), check committee assignments and preparations.

APPENDIX D. AREA MEETINGS STATEMENT OF PROCEDURE

Purpose

The purpose of this Statement of Procedure is to provide consistency in the manner in which the Utah Area Service Committee conducts its meetings, allowing business to be conducted as informally as possible consistent with the rights of all participants.

1. Chairperson's Responsibilities

a. The Chairperson is responsible to see that each meeting is conducted in an orderly fashion following the printed agenda. The Chairperson may announce changes to the agenda and ask for a vote to approve.   Significant changes to the agenda shall require a two thirds majority.

b. The Chairperson at any time may call for a "sense of the meeting" to facilitate the proceedings.

2. Procedure for Motions

a. A motion can be made by any voting member of the Area Assembly when recognized by the Area Chairperson. Motions will be entertained during scheduled open mike time. Additional time to present motions may be obtained by request to the Area Chairperson.

b. All motions must be read from a written copy which is then passed on to the meeting secretary.

c. When applicable, the text of a motion should be accompanied by a statement of the current practice, and the budget impact if passed.

d. All motions require a second for further action.

e. The Chairperson at his/her discretion can Entertain the Motion, Refer the Motion to an appropriate committee for study, or Defer the Motion until the following meeting.

f. Following the Chairperson's entertaining of a motion, a discussion is held where members of the meeting, when recognized by the Chair, may address the motion, propose amendments, move to refer it, move to table it, or move to call the question.

   (1) A Motion to Amend requires agreement by the originator of the motion; in the absence of such agreement, the proposed amendment fails. Depending upon the outcome of the motion to amend, discussion then continues either of the original or the amended motion.

   (2) A Motion to Refer is a motion to suspend discussion and consideration of a motion until the next meeting, and send it to a committee for the committee's study and recommendation; requires a two-thirds majority. If the Motion to Refer fails, discussion continues.

   (3) A Motion to Table is a motion to suspend discussion and consideration of a

motion until the next meeting; requires a two thirds majority. If the Motion to Table fails, discussion continues.

(4) A Motion to Call the Question is a motion to end discussion so a vote can be taken of the current motion; requires a two thirds majority and it cannot be debated. If the Motion to Call the Question fails, discussion continues.

g. Unless tabled or referred to a committee, following the discussion, the Chairperson calls for a vote on the motion.

3. General Rules of Discussion

a. People who wish to speak line up at the microphone(s) and are called on in order.
b. The Chairperson has the prerogative to set a fixed time limit for each speaker.

c. If the discussion begins to exceed the time allotted to that topic on the agenda, the Chairperson may exercise his/her discretion to establish a cut-off point or take a sense of the meeting to extend the discussion.

d. No speaker may speak for a second time on a topic until all who wish to speak have been given the opportunity.

e. Good meeting etiquette requires that each speaker make an effort to limit their discussion to points of view that have not previously been presented as opposed to restating opinions already expressed by others.

4. Voting Procedure

a. The motion along with any accompanying text is restated by the Chairperson.

b. The Chairperson has the choice of conducting a voice vote or voting by show of hands.

c. For a motion to carry, a two thirds majority vote is required. *Any motion requiring an expenditure of funds that is unusual or substantially in excess of the current budgeted amount or that will change or amend the Area Guidelines must be voted on at an Area Assembly.* [see guidelines sections 8.1(d) and 7.4(b)]

d. When a motion passes or fails, members of the minority opinion may speak to their opposition, but may not move for a new vote. Following the minority opinion the Chairperson asks if anyone on the prevailing side wishes to change his/her vote and make a Motion to Reconsider.

(1) A Motion to Reconsider requires a second and only a simple majority to pass. A new vote on the original motion is held without discussion.

(2) No motion may be reconsidered twice.

APPENDIX E. GUIDELINES FOR THE UTAH AREA 69 WEBSITE

1.0 Website

1.1   www.utahaa.org **is the official website of the Utah Area 69 General Service Committee of Alcoholics Anonymous.**

1.2   This website is not endorsed nor approved by Alcoholics Anonymous World Services, Inc. or any given Internet provider; it is an AA service provided solely by the Utah Area 69 General Service Committee.

2.0 Purpose

2.1 The website is an Area 69 Public Information vehicle, which is used as a method of providing information pursuant to AA's primary purpose.

2.2 To provide information to existing AA members.

2.3 To provide a means of communication within the Utah Area 69 General Service structure.

3.0 Website Committee

3.1 The Website Committee is a sub-committee of the Communications Committee, with the Area 69 Communications Committee Chairperson serving as chair. The voting membership shall consist of the Area Communications Committee Chair, the Alternate Communications Chair, the Alternate Delegate, the Area Secretary, the Assembly/Agenda Chair, and the Immediate Past Delegate.

a. Eligibility of Alternate Communications Chair: This position is elected by the Area Website Committee. Candidates must have some general service experience,   three years of current and continuous sobriety, and appropriate computer   experience.

b. The Area 69 Communications Chair serves as the Webservant. The Alternate Communications Chair serves as the Alternate Webservant.

3.2   Duties of the Webservant and Alternate Webservant.

a. Registers domain name, UtahAA.org for the current operating year and the following two years. This ensures the name is registered at least one term of office out and will minimize the loss of the domain name through oversights such as failure to re-register on time.

b. Monitors and records all expenses incurred in the maintenance and provision of the Website and ensures that the website hosting charges are paid on time.

E-1

c. Submits an annual budget request to the Utah Area 69 Treasurer, prior to the annual review of the Area 69 budget.

d. Aids the Area Registrar in maintaining meeting list information contained within a database that is provided by the website hosting company. Maintenance of this list will be in conjunction principally with the Area Registrar, but also including the DCMs and DCMCs in each district.

e. Checks email accounts no less than every other day, replies to inquiries and, if needed, forwards them to the appropriate officer or standing chair.

f. Maintains two separate, regular backups of all material at least quarterly.

g. Changes the password to the website account every 3 months, or when any of the password holders step down from their service position. Passwords should be known only to the Area Webservant, the Alternate Webservant, and the Area Registrar.

4.0 Public Access

4.1. It is recommended that the website be constructed in such a manner that it be available for viewing by anyone who accesses the Internet through any means and with any system. Care should be taken not to show preference to specific systems, browsers, etc. that would make accessing the site through other means difficult.

4.2. An email address which copies to the Area Webservant or the Area Alternate Webservant would be included, to which any questions or comments may be forwarded.

5.0 General Content Guidelines

5.1. In keeping with our primary purpose, to stay sober and help other alcoholics achieve sobriety, the website should primarily be a public information tool for interested individuals. It should contain some general (conference approved) information about AA, list AA meeting schedules within the Area, including an explanation about open and closed meetings, and other approved links.

5.2 In keeping with the principle of anonymity, full names or phone numbers will not be published on the website, including newsletters that are made available through the email list manager. Email addresses will be general contact addresses, such as Webservant@UtahAA.org. Each Area Officer and Standing Chair has an @utahaa.org address. These will be used on the website. The Area Officers/Chairs will have access to their own email account on the site, or these will be anonymously forwarded to the appropriate personal email address if so requested. The maintenance of forwarding addresses will be the Webservant's responsibility.

5.3 Additional content which falls within guidelines may be added at the discretion of the Website committee, though significant changes should be reviewed by the Area 69 PI

committee to ensure it falls within the scope of Public Information work and adheres to AA's 12 Traditions and 12 Concepts.

6.0 Included Links

6.1. In keeping with the AA tradition of non-endorsement, and recognizing the fact that any AA site can and will be accessed by the general public, links to any commercial sources should be avoided, as A.A. endorsement of such groups and organizations may mistakenly be implied through such links.

6.2. The only links that the Area will maintain are to the AAWS, the AA Grapevine website, Utah Central Offices and other approved sites.

UTAH MILEAGE CHART

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1 Beaver	0	264	69	53	95	217	197	194	114	286	104	237	292	120	240	181	163	59	262	104	209	202	293	295	169
2 Brigham City	264	0	309	315	192	203	439	105	356	25	176	288	343	127	21	175	98	210	204	364	55	88	234	172	377
3 Bryce Canyon	69	309	0	64	273	252	159	242	82	334	144	289	344	146	290	219	210	98	302	115	254	294	331	350	82
4 Cedar City	53	315	64	0	129	280	165	248	82	339	157	316	370	173	294	234	213	112	317	50	262	230	347	324	58
5 Delta	95	192	273	129	0	172	292	120	209	220	91	263	317	48	174	147	88	88	185	179	140	107	215	201	187
6 East Carbon	217	203	252	280	172	0	375	133	291	223	111	104	158	124	181	25	96	147	108	310	146	170	138	257	283
7 Grand Canyon	197	439	159	165	292	375	0	372	83	464	274	398	344	276	419	350	340	228	433	177	374	398	461	480	122
8 Heber City	194	105	242	248	120	133	372	0	289	125	111	221	275	72	79	108	32	144	99	297	51	80	128	164	269
9 Kanab	114	356	82	82	209	291	83	289	0	381	191	335	388	193	336	266	257	146	350	89	301	311	379	398	41
10 Logan	286	25	334	339	220	223	464	125	381	0	201	314	366	162	46	198	123	236	230	393	80	113	260	197	377
11 Manti	104	176	144	157	91	111	274	111	191	201	0	196	251	43	157	83	78	44	158	208	124	130	188	230	182
12 Moab	237	288	289	316	263	104	398	221	335	314	196	0	54	213	266	113	189	220	196	365	234	258	226	344	328
13 Monticello	292	343	344	370	317	158	344	275	388	366	251	54	0	267	321	168	244	274	250	420	288	313	280	399	369
14 Nephi	120	127	146	173	48	124	276	72	193	162	43	213	267	0	118	99	40	71	147	228	84	67	177	188	184
15 Ogden	240	21	290	294	174	181	419	79	336	46	157	266	321	118	0	156	80	191	184	346	35	67	215	152	328
16 Price	181	175	219	234	147	25	350	108	266	198	83	113	168	99	156	0	76	122	83	285	121	145	113	232	258
17 Provo	163	98	210	213	88	96	340	32	257	123	78	189	244	40	80	76	0	111	122	267	46	69	152	163	248
18 Richfield	59	210	98	112	88	147	228	144	146	236	44	220	274	71	191	122	111	0	205	163	156	169	234	261	137
19 Roosevelt	262	204	302	317	185	108	433	99	350	230	158	196	250	147	184	83	122	205	0	367	150	177	30	262	340
20 St. George	104	364	115	50	179	310	177	297	89	393	208	365	420	228	346	285	267	163	367	0	313	281	397	374	34
21 Salt Lake City	209	55	254	262	140	146	374	51	301	80	124	234	288	84	35	121	46	156	150	313	0	37	180	117	261
22 Tooele	202	88	294	230	107	170	398	80	311	113	130	258	313	67	67	145	69	169	177	281	37	0	209	102	369
23 Vernal	293	234	331	347	215	138	461	128	379	260	188	226	280	177	215	113	152	234	30	397	180	209	0	298	370
24 Wendover	295	172	350	324	201	257	480	164	398	197	230	344	399	188	152	232	163	261	262	374	117	102	298	0	389
25 Zion Nat'l Park	169	377	82	58	187	283	122	269	41	377	182	328	369	184	328	258	248	137	340	34	261	369	370	389	0

mileages are calculated along commonly traveled routes