

**IDAHO AREA 18
District 1 TAC
Treatment/Accessibilities/Corrections
Committee**

**GUIDELINES
AND
PROCEDURES**

Amended July 8, 2024

Mailing address

PO Box 2184

Pocatello, ID 83206

District 1 Treatment/Accessibilities/Corrections Committee
A subcommittee of Idaho Area 18
Treatment Special Needs Accessibilities Correction (TSNAC) East

TAC Purpose Statement:

The District One Treatment/Accessibilities/Corrections Committee will coordinate the flow of information and activities pertaining to carrying our message of recovery to alcoholics in hospitals and alcoholic treatment and rehabilitation facilities. The committee will also coordinate with institutions to schedule the activities pertaining to carrying the message of recovery to alcoholics in institutions. The TAC Committee collects donations from AA members at District One meeting places. Pink Can funds shall be used to purchase and fund the distribution of A.A. literature in any format and to make the Alcoholics Anonymous message and participation in our program of recovery available to all alcoholics in hospitals and institutions who desire it. These expenses include postage and stamps, printing costs, meeting rent, and the TAC Committee post office box. The TAC Committee is obligated for accounting to District One for Pink Can donations.

GUIDELINES AND PROCEDURES

These guidelines address the specific needs of TAC service work in correctional or treatment facilities in Idaho Area 18 District 1. For more information on conducting meetings in correctional and treatment facilities or other institutions, we encourage members to read the workbooks provided by the General Service Office of Alcoholics Anonymous.

- I: DEFINITION:** The Idaho Area 18 District 1 Treatment/Accessibilities/Corrections Committee (hereafter referred to as TAC) is a standing committee of District One. It is made up of volunteer appointed and elected members of Alcoholics Anonymous and is a subcommittee of Area 18 TSNAC East.
- II: PURPOSE:** TAC has been created in harmony with Tradition 9 of AA to unify efforts of 12 Step work with volunteers who are carrying the A.A. message to alcoholics in hospitals, institutions, and treatment facilities.
- III: RESPONSIBILITIES:** TAC shall operate within the guidelines of the General Service Office of Alcoholics Anonymous, Idaho Area 18, and TSNAC East, always remembering to operate within the spirit of A.A.'s Twelve Traditions and Concepts.

IV: COOPERATION: Because we are a program of attraction rather than promotion, TAC serves a hospital, treatment facility, or correctional institution at the invitation of the institution's administration, being ever mindful of A.A.'s tradition of "*cooperation without affiliation*".

- A. We ought always cooperate with the CPC/PI chairs of District 1 and Area 18 CPC/PI East. We welcome and encourage attendance from members of these committees at our business meetings and enlist their aid and support within our district.
- B. We ought always cooperate with District 1 and the guidelines set forth for TAC work from District 1.

V: TREASURY:

- A. Bank accounts shall be maintained with three (3) active TAC members' signatures appearing on bank records. Two of these signatures are required on each check issued. The secretary's signature is required on the subcommittee's business meeting minutes to update signers on the account.
- B. Funds are only disbursed to facilitate the carrying of the A.A. message to those in hospitals, treatment facilities, and other institutions, and to facilitate accessibility service work.
- C. The fiscal year for the TAC Committee checking accounts shall be from January 1 to December 31. An annual summary report of the previous calendar year is to be presented by the treasurer at the business meeting in January. Annual summary reports are to be retained by the treasurer for seven (7) years.
- D. Pink Can funds shall be used to fund distribution of A.A. literature.

VI: MEMBERSHIP: Membership shall consist of all appointed and elected officers of the TAC Committee, TAC group representatives, facility liaisons, and all other volunteers serving TAC.

- A. There is no sobriety requirement for TAC Committee membership.
- B. Any member wishing to assist TAC with contacting or serving a facility under the auspices of this committee must do so through authorization of the TAC chairperson or facility liaison.

VII: APPOINTED OFFICER: The TAC Committee will elect a candidate for recommendation to the DCM for consideration. The TAC Committee Chairperson shall be appointed by the District 1 DCM (District Committee Member) per District 1 Guidelines.

VIII: ELECTED TAC OFFICERS/POSITIONS:

- A. Secretary
- B. Treasurer

IX: VOTING:

- A. All elected and appointed TAC Committee members and TAC group representatives have a vote on all issues involving TAC.
- B. Elections will be held every two (2) years in September of the odd numbered calendar year, with nominations beginning in July. The officers elected will take office in January of the following year. A written list of nominees for office ought to be submitted to the membership at the July business meeting. Nominations may also be taken from the floor at the September election meeting. All voting shall be according to Third Legacy Procedure. (See appendix)
- C. Elections to be overseen by acting TAC Committee chair in accordance with Third Legacy Procedure.

X: OFFICERS APPOINTED BY TAC CHAIRPERSON:

- A. Literature Chair
- B. Bridge The Gap Chair
- C. Accessibilities Chair
- D. Facility Liaison
- E. Special Events Chair
- F. Facility Scheduler

XI: REQUIREMENTS:

Through experience, it has been found that due to the responsibilities placed upon the individual conducting institutional Twelve-Step work and in keeping with the quality of the message we try to carry to those we serve, the following requirements are strongly suggested:

- A. TAC Chairperson – 3 years continuous sobriety and at least 1 year active TAC Committee experience. *
- B. Secretary – 1 year continuous sobriety
- C. Treasurer – 3 years continuous sobriety
- D. Bridge The Gap Chair – 3 years continuous sobriety and at least 1 year active TAC Committee experience
- E. Accessibilities Chair – 1 year continuous sobriety
- F. Facility Liaison – 2 years continuous sobriety**
- G. Special Events Chair – 1 year continuous sobriety
- H. Meeting Facilitator – 1 year continuous sobriety

*In line with Area 18 TAC East Guidelines

**Indicates sobriety requirements subject to facility requirements

XII: RESPONSIBILITIES AND DUTIES OF ELECTED TAC POSITIONS:

A. TAC Chairperson

- i. Oversee TAC.
- ii. Conduct regular and special meetings according to Robert's Rules of Order.
- iii. Handle all public relations contacts involving TAC policy matters and/or interpretations at the public level.
- iv. Responsible for correspondence at the public level and within TAC that involves policy matters.
- v. Make regular reports to the members of TAC.
- vi. Work with TAC representatives to assist in dealing with any problems.
- vii. Create agenda for each TAC business meeting 1 week prior to each meeting to be sent to the TAC secretary.
- viii. Attend or send an alternate to attend all TAC business meetings.
- ix. Maintain contact with TAC East Chairperson in order for that chairperson to have an informed report for Area business meetings.
- x. Be responsible for TAC relations with staff and liaisons serving hospitals, correctional institutions, treatment centers, and other facilities.
- xi. Work with volunteer liaisons and meeting facilitators to solve problems and assist in setting up new meetings.
- xii. Appoint positions within the Committee according to Section X of these guidelines.

B. Secretary

- i. Keep a complete record in the form of minutes of every TAC meeting. Within two weeks after the meeting, distribute draft minutes to TAC Committee members, DCM for District 1, and the TAC East Chairperson.
- ii. Distribute meeting agenda, updated roster, and final prior meeting minutes to all committee members 1 week preceding each TAC Committee meeting.
- iii. Keep a complete, updated roster of names and contact information of all currently active TAC Committee members, facility liaisons, and the chairpersons of any special committees formed.
- iv. Keep other such records as necessary for the committee to function.
- v. Send notices to committee members of upcoming meetings and events.
- vi. Maintain necessary office supplies.
- vii. Prepare any materials necessary for distribution to the committee members.
- viii. Keep records of all TAC correspondence, minutes, and other information to be passed on to the incoming secretary when this position is rotated.

C. Treasurer

- i. Abide by all provisions of Section V of these guidelines.
- ii. Keep a record of financial obligations, accounts and monies contributed from groups and prepare a complete monthly report for each business meeting. Monthly reports are to be retained by the treasurer for two (2) years.
- iii. Keep an accounting of contributions (and/or “Pink Can” funds) from the various groups and other committees. Disburse monies for non-recurring expenses upon authorization by majority vote of the committee.
- iv. Maintain the TAC P.O. Box.
 - v. Contributions made by check should be made out to TAC and can be sent to P.O. Box 2184, Pocatello, ID 83206.
- vi. Send thank you notes for contributions at the end of each calendar year.
- vii. Provide TAC chair with an annual summary of income and expenses in January of each year. This will be reported to District 1.

XIII. RESPONSIBILITIES AND DUTIES OF APPOINTED TAC POSITIONS:

A. Literature Chair

- i. Only AA conference-approved literature, audio/visual material, etc. may be taken into institutions served by TAC.
- ii. Order literature, handle requests for literature and disburse literature with the approval of the TAC Committee, as funds permit.
- iii. Maintain accounting of books and pamphlets in inventory and dispensed and present report at each business meeting.

B. Bridge the Gap Chair

- i. Ensure Bridge the Gap pamphlets are available in institutions and correctional facilities.
- ii. Make contact through Facility Liaisons to start and maintain BTG programs.
- iii. Maintain confidential list of District 1 A.A. volunteers. Coordinate with Bridge the Gap volunteers outside of District 1.
- iv. Coordinate correspondence between person being bridged and A.A. volunteer (TCP-temporary contact person).
- v. Build communications with TSNAC East to ensure requests for BTG are answered.

C. Accessibilities Chair

- i. Responsible to direct groups or individuals with questions about accessibility to the appropriate person(s) or areas that could best assist them, i.e., GSO, Accessibilities Workbook, or other literature to assist with their particular need. Each group is autonomous and has a responsibility to make sure all members of their group can attend or receive A.A. meetings.

D. Facility Liaison

- i. Keep in close contact with and work with the facility administration and meeting facilitators of the facility being served.
- ii. Keep all facility volunteers informed of the rules of the facility being served.
- iii. Be responsible for requesting and distributing literature in the facility being served.
- iv. Ensure that all volunteers meet and maintain all requirements of the facility, including sobriety requirements. Volunteers wishing to take meetings into facilities will meet the sobriety requirements set forth by the respective facility/facilities where they volunteer. AA members having less than a year sobriety should be scheduled to attend facility meetings with a seasoned member, who has no less than 1 year sobriety as well as experience chairing meetings inside institutions

E. Special Events Chair

- i. Responsible for coordination and implementation of all TAC events.

F. Facility Scheduler

- i. Keep up-to-date lists of all meeting volunteers, including names, addresses, email addresses if available, and telephone numbers.
- ii. Schedule volunteers to facilitate meetings.
- iii. Maintain communication with facility liaison.

XIV: RESPONSIBILITIES AND DUTIES OF FACILITY VOLUNTEERS:

- A.** Be aware of and follow all rules of the facility being served.
- B.** Maintain contact with facility liaison.
- C.** Follow the directions set forth in the A.A. workbooks, guidelines, pamphlets and the TAC Guidelines.
- D.** Be responsible to keep Facility Scheduler up to date on contact information.

XV: RESPONSIBILITIES AND DUTIES OF HOME GROUP TAC REPRESENTATIVES:

- A. Encourage home group members to become involved in TAC service.
- B. Obtain group conscience from home group regarding pertinent issues involving TAC.
- C. Vote at TAC meetings.
- D. Report back to their home group with information regarding all TAC activities.

XVI: GUIDELINE CHANGES:

- A. Guideline changes must be submitted in writing 14 days prior to next business meeting. The proposed guideline change will be presented as new business. The change may be voted on at the following business meeting. Approval will be done with a 2/3 majority vote.

Appendix A

Third Legacy Procedure
From AA Service Manual

THIRD LEGACY PROCEDURE

Taken from the A.A. Service Manual
2018-2020 Edition
Pages S21-S23

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Third Legacy Procedure is as follows:

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn – except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot – “going to the hat” – immediately. If the motion carries, a fifth and final ballot is conducted.
- If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any second-place candidates remain.
- Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).