

PACIFIC REGION ALCOHOLICS ANONYMOUS SERVICE ASSEMBLY (PRAASA) GUIDELINES

PRAASA is sponsored by the Areas of the Pacific Region. The Region boundaries are designated in the AA Service Manual.

PURPOSE

The purpose of PRAASA is to develop greater unity among the members, groups, and Areas of the Pacific Region; to encourage the exchange of ideas and experiences; and to provide an opportunity for members to discuss pertinent aspects of AA. The Assembly and the PRAASA committee should always foster the Recovery, Unity and Service legacies of AA.

IMPLEMENTATION AND HOSTING PRAASA

PACIFIC REGION AREAS:

The Areas of the Pacific Region have overall responsibility for implementing PRAASA. The delegates of the Pacific Region will meet at the General Service Conference to confirm the site for the PRAASA four years ahead. A PRAASA Delegate Advisory Board (PDAB) has been established to lend continuity and guidance to current and future host committees in the periods between PRAASA business meetings. The current PDAB Guidelines are attached as Appendix A to these PRAASA Guidelines.

ROTATION AND NEW HOST AREA RESPONSIBILITIES

The scheduled order of the automatic rotation has been established:

Area 07, 42, 09, 03, 93, 58, 02, 06, 05, 17, 72, 18, 08, 69, 92; this order will be followed unless an area opts out or two areas mutually agree to trade places. The current list of PRAASA locations is attached as Appendix B to these PRAASA Guidelines.

NEWLY CONFIRMED HOST AREA'S ASSIGNMENT OF ARCHIVIST

The Delegate of each confirmed host Area shall appoint an archivist for that assembly within 60 days of the close of the Conference when their hosting is confirmed.

The host committee Archivist is responsible for:

- a. Providing an on-site archives display room during the PRAASA weekend.
- b. Compiling, with the assistance of the PRAASA Archives Advisor, a comprehensive historical report from the time hosting is confirmed until the Area's host responsibilities are completed.
- c. Collecting material related to the hosted PRAASA and supporting the Archives Advisor in collecting useful content for future planning.

ADVANCE PLANNING

Advance planning is of great importance to an effective PRAASA. Therefore, the Delegate of the next host area shall provide contact information for the next PRAASA chairperson at each Assembly business meeting.

The dates for the PRAASA shall be that weekend (Friday through Sunday) which includes the first Friday in March.

1. A business meeting will be scheduled for each Assembly and listed in the program, which will also encourage all AA members to attend. Each AA member in attendance shall have one vote.

- a. The agenda for this business meeting is the responsibility of the PDAB. It is customary for the immediate past Regional Trustee to chair; if that person is unavailable, the past Trustees from the Region shall confer and select an alternative chair from their number.
- b. Minutes and the Standard Financial Report from the preceding meeting shall be submitted for approval.
- c. The Area up for rotation in four years will accept this responsibility, providing general event details if available.
- d. Motions concerning internal operations of the Assembly should be presented for approval, which will require a 2/3rd majority of the AA members present and voting. Whenever possible, motions should be submitted in writing to the PDAB chairperson at least two weeks prior to the Assembly, in sufficient time for translation, printing and inclusion in the registration packet. Urgent and administrative motions may be submitted by 9 am on the day of the business meeting.

2. All current Delegates and the Trustee of the Pacific Region should attend the Assembly, which shall pay the Trustee's expense in full.

3. After all expenses have been paid a positive balance may exist. The first \$1,500 will be sent to the current Delegate of the Area which will host in the second year following. This seed money will be transferred no more than 120 days after the close of each Assembly. In the same time span, any excess revenues after taking out the \$1,500 seed money shall be divided equally among the next four assemblies and shall be a factor in setting the fee for registration.

4. It should be the policy of the chairperson to keep the registration fee as low as possible to encourage attendance, particularly at the local level. A large surplus should be avoided.

5. Include a copy of the PRAASA guidelines with the other pertinent information in the packet given at registration.

6. www.praasa.org is the official web site of the Pacific Region Alcoholics Anonymous Service Assembly and thus the host and domain registration shall be the responsibility of PRAASA to fund. The purpose of the site will be to provide information on upcoming PRAASAs as well as historical data from past PRAASAs. The custody of the site will be passed on yearly to the next hosting committee. The website will be operational year-round, with updated information regarding the next upcoming PRAASA available approximately six months prior to the assembly. To adhere to AA's tradition of personal anonymity, last names of AA members and personal e-mail addresses will not be listed: photographs of AA members will not be used. Only links relating to the current PRAASA should be allowed.

7. TRANSLATION EQUIPMENT: The choice of translation equipment will be the responsibility of the current PRAASA host committee. The current committee will be responsible for inventory/transfer/shipping of any shared equipment.
8. The current PRAASA will reimburse the following year's Chair for travel to attend the current PRAASA.
9. The incoming chair and host committee should prepare to come to the stage at the end of the final session to invite the body to the following year's PRAASA.

CHAIRPERSON

The Assembly chairperson should have a general overall knowledge of AA and experience with conventions, conference or assemblies will be helpful. He/she should be willing to devote considerable time and effort for a period of no less than 13 months, with the time of greatest activity occurring in the final 6-8 months. Some of the chairperson's many responsibilities follow:

1. Make commitments and agreements only for the specific Assembly which he/she chairs.
2. Select an Assembly committee including a secretary, treasurer, and others as needed.
3. Arrange for the meeting place.
4. Determine how housing and transportation will be handled.
5. Produce and mail fliers at least twice, once early (four to six months prior) and again about six weeks prior to the Assembly date. The mailing list furnished by the preceding chairman should be kept confidential.
 - a. The PRAASA host committee may disseminate the first and second registration fliers via email to all members listed in the registration database who have provided an email address. Members who have not provided an email address, as well as any member who requests one, will be sent a registration flier via postal mail.
6. Notify Box 459 and the Grapevine, approximately 4 months in advance.
7. Formulate a program to cover such aspects of AA as the General Service Conference agenda topics and other topics directly concerning AA. Only AA members and trustees should participate in the AA program. GSRs, DCMs, and other service people who have not been on a PRAASA program should be seriously considered for participation. Printed programs shall include, verbatim, the PURPOSE of PRAASA as has been defined elsewhere in these PRAASA Guidelines; for printing purposes, actual practice indicates that no more than 1.5 programs are needed for each person expected at the Assembly.
8. Provide literature needed. Good judgment will be used so that only conference-approved literature, Grapevine material, local service material and PRAASA tapes may be displayed or sold, but not trinkets or tapes from other meetings.
9. Submit a Standard Financial Report to the Area Delegates and the Regional Trustee within 90 days from the close of the Assembly.

10. Turn over to the current Delegate of the next hosting Area a copy of the Standard Financial Report, a mailing list and a copy of the business meeting minutes; and maintain a file of all letters, reports, printed matter and other material pertaining to the Assembly.
11. Direct the treasurer to distribute funds specified in paragraph 3 under Advanced Planning.
12. Plan on providing certified interpreters for the deaf. This service will be cancelled if no requests have been received within a deadline consistent with local practices for this service. When the registration site is enabled, have it noted prominently that ASL Interpreters will be available if requested in advance. Once a request has been received, change the Website text to indicate that ASL Interpreters will be present and include the standard Interpreter Logo. In the printed program, add the Interpreter Logo to those sessions where a sign language interpreter will be provided.
13. Plan on providing professional interpreters for Spanish-speaking participants. This service will be cancelled if no requests have been received within a deadline consistent with local practices for this request.
14. RECORDING
 - a. PRAASA will be recorded in its entirety, with the exception of the Roundtables.
 - b. Only PRAASA recordings may be displayed and sold. Trinkets and recordings from meetings other than PRAASA may not be sold.

PRAASA ARCHIVES ADVISOR

In order to promote support for host committee Archivists, a PRAASA Archives Advisor will be appointed by the Pacific Region Trustee to serve no more than two consecutive two-year terms. The PRAASA Archives Advisor is responsible for the following duties:

- a. Management of digital collections related to PRAASA.
- b. Working with host committees to collect useful content for future planning.
- c. Working with the PRAASA Webservant to make items accessible to PRAASA members.
- d. Retaining copies of all necessary account login information and ensuring that additional copies are provided to the current Pacific Regional Trustee, the immediate past Pacific Regional Trustee, and the in-coming host committee Chairperson (or designee) and host committee Archivist.
- e. Maintaining a procedures manual outlining more detailed expectations for archives management.

PRAASA WEBSERVANT

In order to promote support for host committee Webservants and continuity from year to year, a PRAASA Webservant will be appointed by the Pacific Regional Trustee to serve no more than two consecutive two-year terms. The Webservant is responsible for the following duties:

- a. Ensuring that a consistent domain registrar, hosting provider, and website platform will be used year after year.

- b. Retaining copies of all necessary account login information and ensuring that additional copies are provided to the current Pacific Regional Trustee, the immediate past Pacific Regional Trustee, and the in-coming host committee Chairperson (or designee) and host committee Webservant.
- c. Acting as a backup to the annual host committee's Webservant to provide technical support as needed and continuity. Each host committee will be responsible for the specific information about their Assembly and for the graphics unique to that event, such as logo, flyers, color themes, etc.
- d. Maintaining a procedures manual outlining more detailed expectations for website management.

Revised: June 25, 2006 by Pacific Region Delegate Advisory Committee

Additions proposed by Ad Hoc PRAASA Guidelines Committee December 13, 2020

PRAASA Guidelines revised on 3/6/21 in Virtual PRAASA hosted by Area 93

Addition of Appendices approved on 3/5/22 in Virtual PRAASA hosted by Area 58

Additions and revisions proposed by Ad Hoc PRAASA Archives and Website Guidelines Committee January 12, 2024 and the 2022 Host Committee

PRAASA Guidelines revised on 3/2/24 at 57th PRAASA hosted by Area 06

APPENDIX A

GUIDELINES FOR THE PACIFIC REGION DELEGATE ADVISORY BOARD FOR PRAASA COMMITTEES

- I. PURPOSE:
 - a. To assist each PRAASA Committee with planning the upcoming PRAASA. To provide guidance based on previous PRAASAs.
 - b. To support the efforts of the committee in making decisions on the details of the next PRAASA.

- II. MEMBERSHIP:
 - a. There will be at least five delegates and the Regional Trustee on the Advisory Board.
 - i. Delegate of the Area where the last PRAASA was held.
 - ii. Delegate of the next PRAASA host area.
 - iii. Three Delegates of the following second, third and fourth years' PRAASA's
 - b. The members will be announced at the General Service Conference Pacific Regional Luncheon.
 - c. Second year delegates rotating off in January will brief the new delegates taking their place as members of the Board on the progress of the upcoming PRAASA.

- III. MEETINGS:
 - a. Regular meetings of the Advisory Board will be held at PRAASA.
 - b. Additional meetings may be held at the General Service Conference each year, and the Forum every two years.

- IV. ROLE OF THE ADVISORY BOARD:
 - a. The Delegate chosen at the Conference as the Chair of the Board will be a first-year delegate other than the next year's PRAASA Area Delegate. That person will be in touch with the PRAASA Program Chair to assist in any situation which may arise. If the issue is difficult, the chair of the Advisory Board will contact the other Members on the Advisory Board to help resolve the issue.
 1. The Advisory Board Chair will participate in the Wrap-Up meeting to give feedback from the participants and other Advisory Board Members.
 2. Each PRAASA is autonomous and the PRAASA Committee determines the Program based on discussions at the Wrap-Up meeting following each PRAASA. Preceding the next PRAASA, the Advisory Board will review the proposed program and make suggestions, if appropriate.
 3. If concurrence is not reached, final authority lies with the Host Committee of PRAASA.
 - b. The Advisory Board will maintain its membership for one year, rotating off past year delegate at the end of the term at the Conference, selecting the next delegate for the PRAASA four years out. Members of PDAB will be announced at the Regional Luncheon at the General Service Conference.

Revised December 2, 2019
Approved March 5, 2022 (2022 PRAASA Virtual)

APPENDIX B:

PRAASA Locations PRAASA Locales

07	CNI	Fresno	1968	Sacramento	1987	Fresno	2002	Sacramento	2017				
42	NV	Reno	1969	Las Vegas	1973	Sparks	1979	Las Vegas	1986	Reno	2003	Sparks	2018
09	MSC	Anaheim	1980	Torrance	1993	Irvine	2004	Irvine	2019				
03	AZ	Phoenix	1970	Tucson	1976	Tucson	1991	Tucson	2005	Tucson	2020		
93	CC	Woodland Hills	2006	Virtual	2021								
58	OR	Portland	1982	Portland	1992	Portland	2007	Virtual	2022				
02	AK	Anchorage	1981	Juneau	1994	Anchorage	2008	Anchorage *	2025				
06	CNC	Santa Clara	1983	San Jose	1996	Oakland	2009	San Francisco	2024				
05	SC	Santa Maria	1971	Bakersfield	1990	Los Angeles	2010	Los Angeles *	2023				
17	HI	Honolulu	1978	Honolulu	1989	Kailua-Kona	1999	Honolulu	2011	Honolulu	2026		
72	WW	Pasco	1972	Seattle	1977	Tacoma	1995	Bellevue	2012	Seattle	2027		
18	ID	Boise	1974	Pocatello	1985	Boise	1998	Boise	2013	TBD	2028		
08	SDI	San Diego	1984	San Diego	1997	San Diego	2014						
69	UT	Salt Lake City	1975	Salt Lake City	1988	Ogden	2000	Layton	2015				
92	WSE	Spokane	2001	Spokane	2016								

* Area 02 and Area 05 traded years

* Área 02 y Área 05 años negociados

Appendix B Approved March 5, 2023 (PRAASA OR 58 Virtual)

Corrected April 1, 2022

Revised May 2, 2024

Appendix C:

PACIFIC REGION ALCOHOLICS ANONYMOUS SERVICE ASSEMBLY (PRAASA) PAST PRACTICES & SUGGESTIONS FOR PRAASA HOST COMMITTEES

These suggestions stem from past traditions and experiences and are an attempt to give guidance to Areas hosting PRAASA so that there is a clear understanding as to the scope and format of PRAASA.

CHAIRPERSON: It is recommended that the Host Committee Chairperson be someone who has attended at least two PRAASAs. Past assemblies have expressed the need for solid experience to draw upon since this event has grown to approximately 1,300 people with a \$50,000 budget.

TIME: Traditionally, PRAASAs begin around 1 PM on Friday and end at noon Sunday. It is suggested each hosting Area hold a wrap-up meeting open to all whom wish to attend Sunday afternoon following the closing of PRAASA.

FLYERS/NEWSLETTERS: It is important that all guideline deadlines are met including early mailing to Box 459 and the A.A. Grapevine.

FACILITY: The hosting committee should obtain a facility that has a meeting room large enough to hold 1300 to 1500 people and has audio-visual capabilities. The facility should also have enough breakout rooms to accommodate a minimum of 3-15 roundtable discussions. The facility should also have capabilities to hold the main banquet and three luncheons (past Delegate/Trustee., Delegate, and Al-Anon). It would also be beneficial if the facility were close to an airport and have restaurants or fast-food establishments close by.

***INCLUSIVITY:** In keeping with the purpose of PRAASA as outlined in the PRAASA Guidelines, to develop greater unity among its members, groups, and Areas of the Pacific Region, and to always foster the Recovery, Unity and Service legacies of A.A., the Pacific Region Delegates have committed to greater diversity, equity and inclusion in the development and implementation of the PRAASA program and its list of participants. This includes striving through direct outreach and actions to ensure that the PRAASA program should be representative of all our members, inclusive of those populations who have been underrepresented by age, ethnicity, gender, gender identity, language differences, nationality, physical, mental, and developmental abilities, race, sexual orientation, skin color or culture.

PROGRAM: The content of the program is up to the discretion of the Hosting Committee. However, it is recommended that the PRAASA program be devoted to topics that provide an opportunity for members to discuss pertinent aspects of AA, paying particular attention to the upcoming General Service Conference agenda topics. It is important that the program chair and Delegate Advisory Committee be in close communication far in advance of determining the final content of the program. Traditionally, participants in the PRAASA program include members of A.A and nonalcoholic Class A Trustees (past or present). It has been the practice that the newly elected Pacific Region Trustee be the banquet speaker the first year of their term. It is recommended that there be a minimum of seven panel sessions, each lasting approximately 1½ hours, including time for discussion from the floor.

It is customary for first year delegates to give a presentation on an assigned Conference topic. Others participating in the panel sessions will be chosen from a pool of volunteers submitted only by the Pacific

Region Delegates. It is suggested that the hosting committee not have more than one person extending invitations to participants. GSR's, DCMs, and other service people who have not been on a PRAASA program should be seriously considered for participation, including a mixture of participants from all Areas in the Pacific Region.

It is suggested that Area Highlights be given by all Pacific Region delegates as early in the program as possible.

It is recommended that time be allotted on Sunday morning for an open microphone session for those who wish to speak on topics other than those presented during the panel sessions. It is also recommended that there be an "Ask it Basket" (Q&A/Stump the Delegate) session on Sunday morning.

REGISTRATION PACKETS: Current practice includes the following in each English and Spanish registration packet:

- Lanyard & Badge
- Meal Tickets (if any)
- Save the Date card for the following year (if available)
- Printed program & map of facility
- Welcome letter
- Conference Structure (upside down triangle graphic)
- PRAASA Guidelines
- PRAASA Business Meeting Procedures
- PRAASA Business Meeting Agenda
- Previous Year PRAASA Business Meeting Minutes
- Previous Year PRAASA Standard Financial Report
- PDAB Report
- PDAB Response to any motion made at Previous Year PRAASA Business Meeting Any motion proposed for Current Year Business Meeting by PDAB
- Any motion made at Previous Year's PRAASA Business Meeting & any report arising from that motion
- Survey Form

PRAASA BUSINESS MEETING: The business meeting is usually held Saturday afternoon and is chaired by either the immediate past or another past Pacific Region Trustee.

TAPING: Make arrangements for taping of the Assembly and have those tapes available for purchase in English, and if at all possible, in Spanish. (Refer to PRAASA Guidelines / Chairperson / #8)

ROUNDTABLES: It is recommended that there be two roundtable sessions, each held after the conclusion of the Friday and Saturday night panel sessions to include the following: Past Trustee/Delegate, Delegate, Alt. Delegate, Area Chair, Secretary, Treasurer, Registrar, DCMC, DCM, GSR, CPC, PI, Corrections/Treatment (H&I), Grapevine/Literature, Newsletter. Other roundtable sessions such as Remote Communities, Special Needs, Websites/Electronic Medium, Central Office/intergroups, are at the discretion of the hosting committee. However, many roundtable sessions are held, it is imperative that the Spanish-speaking contingent be considered in determining the number of rooms for roundtables.

Revised: June 25, 2006

Pacific Region Delegate Advisory Committee

Additions proposed by Ad Hoc PRAASA Guidelines Committee December 13, 2020

Approved March 5, 2022 (PRAASA 2022 at Oregon Area 58 Virtual

*Inserted in 2022