

**Michigan Convention of Young People in  
Alcoholics Anonymous  
(MCYPAA)**

**Bid-Committee Starter Packet  
2020**

REVISED 2020

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Dear Young Person in AA,

We would like to invite you to participate in the Michigan Convention of Young People in Alcoholics Anonymous, or MCYPAA. This event is an annual convention that takes place the weekend after Thanksgiving in a different city every year. Several hundred recovering alcoholics gather together to celebrate sobriety. We have speakers and topic panels along with entertainment and lots of fellowship. This convention is geared toward “young people”, and gives us the opportunity to share our experience in recovery.

In addition to the convention, MCYPAA Service Committees (bid committees) are active throughout the state all year long. These committees host sober events, participate in outreaching the convention, and help carry the message of recovery to other young people. They are also “bidding” to host the convention in their city the following year. Participating in a MCYPAA service committee is a great way to build relationships and have fun in sobriety.

My experience participating in MCYPAA was life altering. I got sober in a smaller community with very few people the same age as me (I was 22). I was craving a fellowship of individuals who were serious about sobriety but still wanted to have fun. MCYPAA gave me that community. It also gave me the chance to do a lot of service work and develop a skill set that has carried into my academic and professional life. I feel so blessed to continue to serve MCYPAA and I hope that I can carry this message to you.

This packet provides information about starting a MCYPAA Service Committee and bidding for the convention. These basic guidelines are useful but limited. Part of participating on a committee is to learn together as you go. Advisory Council members and other service committee members are available to help.

On behalf of the MCYPAA Advisory Council,

*MCYPAA 2012 Host Committee Member  
YPAA Enthusiast*

**Michigan Convention of Young People in Alcoholics  
Anonymous  
(MCYPAA)**

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## **Michigan Convention of Young People in Alcoholics Anonymous (MCYPAA)**

### *Aims and Purposes*

Our primary purpose is to stay sober and help alcoholics to achieve sobriety. We direct our attention towards young people by providing the Michigan Convention of Young People in AA, which meets annually around the Thanksgiving Holiday. Experience has shown MCYPAA as a prime opportunity for young people to participate and share their experience within AA as a whole.

We encourage all AAs, Al-anons, A.C.o.As, and Al-ateens to participate in and support MCYPAA. Non-alcoholics are also welcome to attend all open meetings to further public awareness and understanding of alcoholism.

### History of MCYPAA Host Cities and Convention Themes

41	2019	Detroit	TBD
40	2018	Grand Rapids	"Rescued From Shipwreck"
39	2017	Oakland County/Novi	"Sunlight of the Spirit"
38	2016	Ann Arbor/Ypsilanti	"Survive and Rediscover Life"
37	2015	Lansing	"Rocketed into a Fourth Dimension of Existence"
36	2014	Flint/Auburn Hills	"Position of Neutrality"
35	2013	Northern Michigan/Traverse City	"If you persist, remarkable things will happen"
34	2012	Mt. Pleasant	"There Is a Solution"
33	2011	Lansing	"New Found Faith and Hope"
32	2010	Grand Rapids	"Faith Without Works is Dead"
31	2009	East Side/Port Huron	"Willingness is the Key"
30	2008	Monroe	"Life Will Take on New Meaning"
29	2007	East Lansing	"A New Beginning..."
28	2006	Kalamazoo	"We Have Been Rocketed into a Fourth Dimension"
27	2005	Grand Rapids	"Spiritual Structure Can Be Built"
26	2004	Ann Arbor	"Join us on the Broad Highway/Age of Miracles"
25	2003	Lansing	"Life Will Take on New Meaning"
24	2002	Battle Creek	"To Be Helpful is our Only Aim"
23	2001	Grand Rapids	"True Freedom of the Human Spirit"
22	2000	Northern Michigan	"The Realm of the Spirit is open, we believe, to all men"
21	1999	Dearborn	"A New World Came Into View"
20	1998	Flint	"To Thine Own Self Be True"
19	1997	Grand Rapids	"Carry the Message"
18	1996	North Oakland	"We Shall be with You in the Fellowship of the Spirit"
17	1995	Metro Detroit	"Life Will Take on New Meaning"
16	1994	East Lansing	"We are not a glum lot"
15	1993	Ann Arbor	"Alone No More"
14	1992	Grand Rapids	"Back to Basics"
13	1991	Charlevoix	"Dreams are Miracles"
12	1990	Benton Harbor	"Just For Today"
11	1989	Lansing	"Free To Reach Your Dreams"
10	1988	Southfield	"To Thine Own Self Be True"
9	1987	St. Joseph	"Going to Any Lengths"
8	1986	Southfield	"Be With The Winners"
7	1985	Grand Rapids/Muskegon	"Unity, Service, Recovery: Trust God, Help Others, Clean House"
6	1984	Ann Arbor	"United, Service, Recovery: Trust God, Help Others, Clean House"
5	1983	Flint	"Unity, Service, Recovery"
4	1982	Kalamazoo	"Unity, Service, Recovery: Keep the Miracle Happening"
3	1981	Lansing	"Unity, Service, Recovery"
2	1980	Ann Arbor	"Unity, Service, Recovery: People Who Need People"
1	1979	Ann Arbor	"Unity, Service, Recovery"

## MCYPAA Bid Requirements

*(revised Nov 25, 2017)*

Owing to the growing size of our convention along with new challenges in maintaining financial accounts, the Michigan Convention of Young People in AA Advisory Council (MCYPAAAC) has recently revised bidding requirements for our annual convention beginning with bids for MCYPAA 41. We have segregated some of the items into strict "requirements" and "suggestions" to provide more autonomy to Bidders to present what they feel is the best bid package.

1. **Required:** Bidders must have commitments of availability from housing facilities for the weekend prior to, the weekend of, or the weekend following Thanksgiving. Such agreements will denote that the Michigan Convention of Young People in AA (MCYPAA) will not be required to fill a minimum number of persons staying at the hotel to hold the convention there. Nor will MCYPAA or MCYPAAAC be held liable for any damage to individual guest rooms. This must be in the form of a formal hotel contract as to expedite securing the contract upon being awarded the convention (usually in the form of a deposit).  
**Suggested:** Bidders should provide two housing facility options/contracts, one of which is the weekend of Thanksgiving.
2. **Required:** Bidders must have the date of the banquet, proof of the availability of facilities and meeting rooms, and the date the guarantee is required.
3. **Required:** Bidders must show proof that the housing facilities, banquet facilities, and meeting rooms are all within easy walking distance of each other.
4. **Required:** Assurance must be given that no other large-scale AA activity is planned in the city during the convention.  
**Suggested:** A statement of support from the local intergroups, Districts, and/or Area should be provided.
5. **Required:** Bidders will be required to demonstrate financial capabilities within the traditions of AA as a whole. A financial statement to date is required for the bid. Bidders must design and use a bookkeeping system for all bidding committee funds.  
**Suggested:** A separate and distinct bank account should be maintained for all bidding committee funds.
6. **Required:** Two projected budgets shall be submitted to MCYPAAAC. The first budget will detail convention costs and expenses (meeting rooms, coffee, banquet, entertainment, etc.) and sources of income (merchandise sales, registrations, events, etc.). These should be derived from your contract and financial figures from previous



conventions (available from MCYPAAC). The second budget will be a “worst-case” scenario, showing the minimum expense of the convention under legal obligation from the hotel contract.

7. Required: Bidders must have a general outreach plan for the convention.  
Suggested: Assistance with outreaching current convention with Host Committee highly encouraged.
8. Required: Bidders must submit a digital copy of their bid packet one week prior to the start of the convention to [bids@mcypaa.org](mailto:bids@mcypaa.org). Six printed copies must be brought to the convention to be submitted to MCYPAAC.
9. Required: There will be a maximum time limit of 30 minutes for the presentation of bids. This includes skit, packet presentation, and Q&A from MCYPAAC.
10. Required: Bidders must be prepared to sell pre-registrations immediately upon being awarded the convention.
11. Required: Bidders must agree to follow the Host Committee Responsibilities from the Michigan Convention of Young People in Alcoholics Anonymous Advisory Council.

# **FAQ: Questions Typically Asked By Bid Committees**

## **How do you start a Bid Committee?**

You find a group of people interested in doing service work and having the convention in your city.

## **Who can join a Bid Committee?**

Tradition Three: The only requirement for membership is a desire to stop drinking.

## **What positions consist of a Bid Committee?**

An example of a typical bid committee roster might look something like:

Chairperson, Co-Chairperson,  
Treasurer, Co-Treasurer,  
Secretary, Co-Secretary,  
Hotels Chairperson, Hotels Co-Chairperson,  
Special Events Chairperson, Special Events Co-Chairperson,  
Outreach Chairperson, Outreach Co-Chairperson,  
Merchandise Chairperson, Merchandise Co-Chairperson,  
Graphic & Design Chairperson, Graphics & Design Co-Chairperson,  
Hospitality Chairperson, Hospitality Co-Chairperson,  
Fun & Unity Chairperson, Fun & Unity Co-Chairperson,  
Etc.

Each position outlined as a Chairperson is typically the Chairperson of that specific Sub Committee.

For example, the Outreach Chairperson is the Chairperson of the Outreach Subcommittee. They may call Outreach Subcommittee Meetings and can potentially generate and designate positions on the Outreach Subcommittee to perform various Outreach related tasks.

However, Tradition Four outlines each group being autonomous, so every committee can have whichever positions it sees fit.

## **Who can run a Committee Meeting?**

Usually the Chairperson would facilitate the committee's meetings. The Co-Chairperson would fill the role in the Chairperson's absence.

At a sub-committee meeting, usually the Chairperson of that Sub Committee would facilitate the meeting.

## **What is a Steering Committee?**

When a decision cannot be made within the committee, or is required to be made within a time period outside of the committee's meetings, the committee usually has elected three to five members of a "steering committee" to be able to make decisions upon the committee's behalf. Usually the group decides who and how the steering committee will operate earlier than later.

## **Does each position have a description and where do we find them?**

The Advisory Council has descriptions of all positions. Simply ask or request the job descriptions and they will be passed on to you. Usually this is done when a Bid Committee is forming.

## **Does the Advisory Council have a website?**

Yes! Advisory Council can be found and contacted at [mcpaa.org](http://mcpaa.org).

## **How do we stay in contact with Advisory throughout the year?**

Reference the contact information on the website and e-mail us early and often. The Advisory Council is more than happy to field emails, phone calls, and/or attend Bid Committee meetings to help.

**If we have questions throughout the year WHOM on the council do we ask?**

Anyone serving on the Advisory Council can answer questions you may have throughout the bidding year.

**Group Inventories; how and why?**

When members of a committee feel like they're not working as one group, it can utilize a process referred to as a group inventory. This process is used to identify issues and handle them using the principles of AA. It should be done with an advisor (not necessarily an Advisory Council member but a person who has done a group inventory before).

**How do you open a bank account?**

This is a great question! The answer is complicated. There are resources available through [A.A General Service Office](#), however, we suggest contacting an Advisory Council member and we would be happy to assist you with getting an account opened.

**How many years do you Bid before you get to Host?**

AS LONG AS IT TAKES! NEVER GIVE UP! REMEMBER THE FUN IS IN THE BIDDING!!!!

**Why should Bid Committees and Host Committees send their meeting minutes to Advisory?**

This makes it easier for us to have a general idea of what is going on with the bid cities and host committee so we can be of maximum service throughout the year. It can help us identify issues that we can help committees with.

**How much merchandise should a Bid Committee purchase?**

The general rule to start with in regards to merchandise is to sell your current supply before ordering more. The trends have shown it to be beneficial to order a small amount and when you sell out, you order more. Yes, even before a convention you should be cautious to not over order. It is always better to sell out than be stuck with merchandise after the convention is over.

**How do you get Hotels to lower costs for a young people convention?**

To begin, it's suggested you approach any hotel with an RFP (Request For Proposal). This is a document outlining your basic needs for the convention, ie: timetable, room block, conference space, food and beverage, etc. The process thereafter will vary for each facility, but typically the negotiating process is one that would benefit from starting earlier than later. An important resource to not overlook is the documented numbers from previous MCYPAA's. This will show the hotel how much money they could potentially make from our group. Negotiating hotel contracts basically comes down to three key aspects: hotel room rate, conference space cost, and food and beverage cost. Attempting to balance these items between what the hotel will want and what would benefit MCYPAA the most is where the magic happens.

**When problems arise on bid committee can we call on advisory to help with an issue?**

Whenever a situation happens on a bid committee, advisory will always be there to help. However, the group conscience of the bid committee will have final word. Advisory is there only to help offer their experience and maintain the vibe.

**Can Bid Committees and/or Host committees attend Advisory Council meetings?**

Yes, anyone is welcome to attend advisory council meetings. The only meeting that is not open to the public is convention weekend.

*Updated November 2018*

**The Michigan Convention of Young People In Alcoholics Anonymous Advisory Council**

**NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

The Michigan Convention of Young People in Alcoholics Anonymous (“MCYPAA”) adheres to the spiritual principles of Alcoholics Anonymous (“AA”), its 12 Steps, Traditions, and Concepts. MCYPAA is committed to an environment that is free of discrimination and harassment, including sexual harassment. To this end, MCYPAA requires the MCYPAA Advisory Council (“Advisory Council”), MCYPAA Host Committee (“Host Committee”) members, Bid Committee members,

attendees of the annual conference or events, and all participants in MCYPAA-operated or -moderated websites, internet forums or social media pages (including but not limited to: MCYPAA.org, the private MCYPAA Facebook group and Facebook groups maintained by the Host Committee) to adhere to this Policy.

### **NON-DISCRIMINATION POLICY**

MCYPAA expressly prohibits any form of discrimination by or against its Advisory Council Members, Host Committee members, Bid Committee members, or attendees of the annual conference or events, and all participants in MCYPAA- operated or -moderated websites, internet forums or social media pages, based on age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Discrimination is adverse treatment of any individuals based on their said protected attribute, rather than on the basis of their individual merit.

### **ANTI-HARASSMENT POLICY**

MCYPAA expressly prohibits any form of harassment or sexual harassment by or against any Advisory Council members, Host Committee members, Bid Committee members, attendees of the annual conference events, and all participants in MCYPAA-operated or -moderated websites, Internet forums or social media pages.

Harassment is unwelcome or unwanted conduct, whether verbal, physical or visual toward an individual because of their age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression, when the conduct creates an intimidating, hostile or offensive environment.

Sexual harassment is conduct committed by an individual of any sex, sexual orientation, gender identity or gender expression, which makes or subjects any person to unwelcome sexual advances, unwelcome requests for sexual favors, or engages in any other unwelcome verbal or physical conduct of a sexual nature, where (1) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual, or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's experience by creating an intimidating, hostile, or offensive environment.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms-subtle and indirect, or blatant and overt. For example:

- It may be conduct toward an individual of the opposite sex or the same sex.
  - It may occur between peers or between individuals in a superior-subordinate relationship.
  - It may be aimed at coercing an individual to participate in an unwanted sexual relationship.
  - It may consist of repeated actions or may arise from only a single incident if sufficiently serious.
- For example, any of these examples may constitute sexual harassment depending on the circumstances, and whether or not such conduct is perceived to be offensive by the person to whom it is directed or in whose presence it occurs:

(1) offensive sex-oriented verbal kidding, teasing or jokes; (2) repeated unwanted sexual flirtations, advances or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about a person's appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, videos, cartoons or posters; (6) unwelcome pressure for sexual activity; (7) suggestive or obscene letters, notes or invitations; or (8) unwanted physical contact such as patting, grabbing, pinching, or brushing against another's body.

## **REPORTING**

Discrimination, harassment, and sexual harassment are unacceptable at MCYPAA's annual conference and all related events, and on MCYPAA-operated or moderated websites, internet forums and social media pages. Instances of discrimination, harassment, and sexual harassment violate this policy even when they do not constitute a violation of law. Violations of this policy may be reported to members of the Advisory Council, Host Committee, or by email to [NDAH@mcypaa.org](mailto:NDAH@mcypaa.org). Reported incidents will be documented and reviewed by the Advisory Council. MCYPAAAC may follow up with parties involved in the reported incident as needed. If an incident occurs in clear violation of the law, or if someone feels their safety is in jeopardy, the proper authorities will be notified. Calling the authorities does not go against any AA Traditions and is recommended when someone may have broken the law or endangered the safety of another person.

## **CONFIDENTIALITY**

MCYPAA recognizes that confidentiality is important. Those responsible for implementing this policy will respect the confidentiality and privacy of individuals reporting or accused of discrimination, harassment, or sexual harassment to the extent reasonably possible. Examples of situations where confidentiality cannot be maintained include circumstances when MCYPAA is required by law to disclose information (such as in response to legal process) and when disclosure is required by MCYPAA's outweighing interest in protecting the rights of others. For questions, concerns, and reporting of incidents please email [NDAH@mcypaa.org](mailto:NDAH@mcypaa.org)

## **What Bid Committees Should Expect At The Convention**

### **Friday Night**

MCYPAA Advisory Council will host a "How to Bid Session" after the main speaker.

- This is an open meeting for the purpose of asking questions about the bidding process.
- Bid Committees are expected to be in attendance.
- Individuals and groups interested in putting in a token bid (participating as a bid committee the following year) should also be there.
- Bid Committees will turn in their bid packets to the Advisory Council at this time. It is a good

idea to have a hard copy for each Advisory member and several for the bid committee to use throughout the weekend.

## **Saturday Morning**

### Bid Session!

- Bid Sessions are open meetings and all convention attendees are invited to watch.
- Traditionally, Bid Committees present a theatrical skit or video... humor is appreciated.
- Each Bid Committee will present their bid in less than 30 minutes to the Advisory Council, this may include:
  - Hotel Info
  - Success of Events
  - Outreach Techniques
  - Service Involvement
  - Strengths/Trials of the Committee
- Advisory Council will ask specific questions of committee.

## **Saturday Night**

- Following the main speaker, Advisory Council will introduce Bid Committees and announce the new Host committee.
- Afterward, each committee meets individually with Advisory to go over strengths and areas of improvement.
- The new Host Committee is expected to immediately begin selling registrations. Come prepared.

## **Third Legacy Procedure**

(From Page S21-S22 of the 2016-2017 AA General Service Manual)

AA's Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and 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 judgement of the majority. In practice, however, it has proceed highly successful in eliminating the influence of factions or parties that seem to thrive on most 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 candidates 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 tied 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).

#### **A GENERAL DESCRIPTION OF DUTIES FOR BID COMMITTEES OF MCYPAA**



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### **A GENERAL DESCRIPTION OF DUTIES FOR BID COMMITTEES OF MCYPAA**

EVEN THOUGH EACH COMMITTEE MAY BE DIFFERENT IN SIZE AND INVOLVEMENT, THE FOLLOWING LIST OF DUTIES ARE IMPORTANT FOR A MCYPAA BID COMMITTEE. WHILE SOME BID COMMITTEES MAY NOT BE LARGE ENOUGH TO FILL EACH POSITION WITH DIFFERENT MEMBERS OTHERS MAY BE LARGE ENOUGH TO CREATE OTHER SERVICE POSITIONS. SMALLER GROUPS MAY ALLOW MEMBERS TO FILL MORE THAN ONE POSITION AND LARGER GROUPS CAN HAVE CO-CHAIRS FOR EACH POSITION. ADDITIONAL MEMBERS CAN ALSO FULFILL OTHER DUTIES SUCH AS AREA LIAISON AND WEBSITE COORDINATOR AMONG MANY OTHERS. WHATEVER THE CASE, PLEASE FEEL FREE TO CONTACT A MEMBER OF MCYPAA ADVISORY COUNCIL (MCYPAAAC), A MEMBER OF THE MCYPAA HOST COMMITTEE, OR A MEMBER OF ANOTHER MCYPAA BID COMMITTEE FOR ASSISTANCE.

#### **Chairperson and Co-Chairperson**

- The Chair and Co-Chair coordinate and set up the time and place for bid committee meetings and will notify any/all changes made concerning the meeting.
- The Chair and Co-Chair are to keep order at all bid committee meetings. Robert's Rules of Order are a suggested guideline to follow in order to chair a business meeting.
- The Chair and Co-Chair assist all other Committee Chairpersons as well as any Bid Committee members with their duties when needed.
- The Chair and Co-Chair should make sure that all bid requirements are met, that an acceptable bid package is put together, and that it is submitted to the MCYPAAAC by email bids@mcypaa.org one week before the convention.

#### **Secretary**

- The Secretary should read the minutes from the previous bid committee meeting and take minutes for the current meeting.
- The Secretary should maintain an up to date roster of all committee members, their contact information, and meeting attendance.
- The Secretary will distribute the committee minutes to MCYPAAAC, Host Committee members, as well as to the bid committee members who request the minutes.
- The Secretary must make all bid committee minutes available to above committee members upon request.

#### **Treasurer**

- The Treasurer will maintain all bid committee account records and hold any funds that the committee possesses.
- The Treasurer will make all account records available to MCYPAAAC and to bid committee members.
- The Treasurer will make sure that all funds are spent wisely and within the budget of the committee. All financial transactions of the committee should be only according to approved, carried motions of the bid committee.

- The Treasurer will prepare and announce all financial matters occurring since the previous bid committee meeting.

#### **Outreach**

- The Outreach Chair should keep EVERYONE informed of upcoming activities. EVERYONE includes: MCYPAAAC members, Host Committee members, all other MCYPAA bid committee members, any other YPAA conference committees in the region, and all AA members throughout the state, nation, and world. Contact with MCYPAA committees and AA members throughout Michigan is important. (A General Service Liaison is highly recommended).
- The Outreach Chair should make and distribute all flyers of upcoming activities to EVERYONE and make announcements at AA meetings and functions concerning bid committee activities (if announcements are welcome by the group).
- The Outreach Chair should maintain a current database of the flyers used throughout the year.

#### **Special Events**

- The Special Events Chair should plan entertainment events for other AA's to attend. When planning these events, The Special Events Chair should consider the timing in relation to events by other MCYPAA Bid Committees, the MCYPAA Host Committee, The MCYPAA Advisory Council, and other important AA entities in that location.
  - Events include dances, card parties, dinners, or anything that provides fun and fellowship for AA members. These events can also be used to raise funds for the bid committee.

#### **Merchandise**

- The Merchandise Chair is in charge of selling merchandise such as t-shirts, coffee mugs, etc. in an effort to raise funds for the committee and spread awareness of both MCYPAA and the Bid Committee. The Merchandise Chair should be responsible enough to work with the Treasurer to come up with ideas that are within the budget of the group.
  - No merchandise should be bought or sold without the consent of the committee's collective conscious.

#### **Hotel**

- The Hotel Chair will work with hotels or other facilities in the Bid Committee's desired area in which the convention could be held the following year.
- The Hotel Chair will acquire written contracts (or proposals) for two separate facilities to potentially host the convention the following year.
  - Oftentimes this will begin with an RFP (Request for Proposal).
  - Please see the MCYPAA Bidding Requirements for a bid committee's hotel package necessities.

**Safety Chair: (Male & Female – Separate Positions)**

Responsible for educating and reminding the committee on the importance of appropriate conduct in and around AA. Helps maintain safety in AA, making sure we are upholding a safe and non-threatening environment at all committee functions. Has knowledge of AA World Services safety documents, pamphlets and suggestions. If an incident involving safety occurs at a DAYPAA function or outlet, the Safety Chairs act as part of the Safety Steering Committee, as outlined in Section XI, and should be ready to receive any reports, relay this information to the rest of the Safety Steering Committee, and handle the situation in the spirit of AA and any relevant AAWS safety documents. The Safety Chairs should be ready to report to the proper authorities.

## **Michigan Convention of Young People in Alcoholics Anonymous (MCYPAA)**

### *What is a Sub-Committee?*

The Bid / Host Committee is usually made up of a variety of 'Sub-Committees'. These Sub-Committees are within the Committee and are typically headed up by an elected Chairperson (or Co-Chairperson). For example: the Merchandise Subcommittee will probably be headed by the Merchandise Chairperson. Subcommittees focus on specific tasks and bring back recommendations to the full committee. For example: we recently held a dance / AA meeting; the Special Events Chairperson held a Special Events Subcommittee Meeting where they came up with a theme, found a venue and began making plans for decorations and music, etc. They let the Graphics Chairperson know the details so he/she could consult with the Graphics Subcommittee to create a flier. That flier was emailed off to the Outreach Chairperson that strategized with the Outreach Subcommittee on the best ways to let everyone know about the dance. At the dance, the Registration Subcommittee organized a table where people could sign up early for the convention. The Merchandise Chairperson may have had a Merchandise Subcommittee to organize a table where people could buy T-Shirts or any other merchandise the committee had purchased. The Outreach table provided fliers for upcoming events and also a sign-up sheet for emails. Lots more people lent a hand, but this gives you an idea of how these committees relate.

A sub-committee meets outside of the regular Bid / Host Committee meeting on a set day and time out of the month to take care of business that certain committee needs to take care of and brainstorm ways of making sure their committee is passing the message of AA and working to make their bid/convention a success. When a sub-committee meets, it also helps to make the regular Bid / Host Committee meetings more orderly and to the point. Another benefit of sub-committees is getting other people involved and growing your committee. The sub-committee meetings may possibly be held on different days than the regular scheduled Bid / Host Committee meeting so those that cannot make those - are able to be involved with the bid / convention.

It is always recommended to pick a day, time & location for your sub-committee meetings. A good rule of thumb is to try and announce subcommittee meetings at least a week in advance. Outreach when they will be and ask for help when needed. This will not only take pressure off the shoulders of the elected Chairperson | Co-Chairperson - but also make the bid / convention a GREAT success!

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### **Suggested Bid-Committee Sub-Committee Position Descriptions**

These are positions you may elect within your sub-committee. These are just ideas of potential positions – there may be more.

#### **Outreach Sub-Committee:**

##### **Statewide Outreach Coordinator:**

- Works closely with the Outreach Chair to coordinate MCYPAA outreach throughout the state of Michigan. Should seek opportunities at Area/ State Conventions/ Roundups for MCYPAA outreach and participation.

##### **Regional Outreach Coordinator:**

- Works closely with the Outreach Chair to coordinate MCYPAA outreach with regional representatives throughout the Midwest region

##### **National Outreach Coordinator:**

- Works closely with the Outreach Chair to coordinate MCYPAA outreach with national representatives throughout the nation.

##### **Area 32 Liaison:**

- Works closely with the Outreach Chair to coordinate MCYPAA outreach in Area 32, districts within Area 32 along with groups.

##### **Area 33 Liaison:**

- Works closely with the Outreach Chair to coordinate MCYPAA outreach in Area 33, districts within Area 33 along with groups.

##### **Area 34 Liaison:**

- Works closely with the Outreach chair to coordinate MCYPAA outreach in Area 34, districts within Area 34 along with groups.

##### **LGBTQ Liaison:**

- Works closely with the Outreach chair to coordinate MCYPAA outreach in the LGBTQ community.

**Special Events Sub-Committee:**

**Decoration Coordinator:**

- Works closely with the Events Chair & Treasurer to coordinate decorations for committee events while remaining within the allotted budget.

**Hotel Sub-Committee:**

**Hotel Research Chair:**

- Work closely with the Hotel Chair and coordinates research and cross reference of possible hotel contracts.

**Website Sub-Committee:**

**Flier Collection Coordinator:**

- Works closely with the Website and Outreach Chairs to collect all upcoming fliers for the MCYPAA Host Committee, co-hosted events, and also all Bid Committee events.

**MCYPAA 12th Step Call Coordinator:**

- Works closely with the Website Chair to field any 12" Step Call requests and for service opportunities to the Bid Committee. (This applies if a 12" step request form is created for the website) May create a subcommittee with additional sub-committee positions within the scope of their responsibilities as needed. Will work closely with the volunteer coordinator to get the list of able and willing persons to attend the 12<sup>th</sup> step call – talking with them, taking them to a meeting and introducing them to AA.

**Merchandise Sub-Committee:**

**Merchandise Idea Coordinator:**

- Works closely with the Merchandise Chair to develop ideas for merchandise that can be sold throughout the year and at the convention. Will work with others on the committee to get their thoughts - and bring to the sub-committee meeting for discussion and review.

**Area Committee Sub-Committee:**

**Literature Liaison:**

- Works closely with the Area Committee Chair to coordinate MCYPAA outreach within the Area

Literature Committee. Working with the Area Literature Chair to keep the Area Involved with events and displays.

**CPC Liaison:**

- Works closely with the Area Committee Chair to coordinate MCYPAA outreach within the Area CPC Committee. Working with the Area CPC Chair to keep the Area involved with events and displays.

**PI Liaison:**

- Works closely with the Area Committee Chair to coordinate MCYPAA outreach within the Area PI Committee. Working with the Area PI Chair to keep the Area involved with events and displays.

**Corrections Liaison:**

- Works closely with the Area Committee Chair to coordinate MCYPAA outreach within the Area Corrections Committee. Working with the Area Corrections Chair to keep the Area involved with events and displays.

**Treatment Liaison:**

- Works closely with the Area Committee Chair to coordinate MCYPAA outreach within the Area Treatment Committee. Working with the Area Treatment Chair to keep the Area involved with events and displays.

**Grapevine liaison:**

- Works closely with the Area Committee Chair to coordinate MCYPAA outreach within the Area Grapevine Committee. Working with the Area Grapevine Chair to keep the Area involved with events and displays.

**Special Needs Liaison:**

- Works closely with the Area Committee Chair to coordinate MCYPAA outreach within the Area Special Needs Committee. Working with the Special Needs Chair to keep the Area involved with events and displays.

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*Bid-Committee Outreach Strategies*

REVISED 2020

- Keep in mind that you are outreaching is MCYPAA. Yes, you are also outreaching the existence of your bid committee and involvement in that, but raising awareness of the actual conference should remain the primary theme.
- Mailings, mass emails, and social media blasts are good but nothing comes close to the effectiveness of face-to-face outreach. The more one on one contact, the better. People, especially those who traditionally aren't attendees of young people's conventions respond well when we take the time to have a conversation and explain what MCYPAA is all about.
- The first outreach job is for the Bid committee elections. It is important that everybody know about the elections so your committee may be comprised of people from all over your AA community.
- Research the dates for all the Young People's and large-scale AA events in the state (and around the country) and make sure someone is at as many of these as possible outreaching the conference. Working closely with the Host Committee in this regard is extremely important. It is imperative to make your Bid committee a visible presence at all young people's events throughout the year. Contact and inquire about setting up an outreach table at any conferences or events. If you absolutely cannot get anyone on the Bid committee to an important event be sure to call on someone in the area to do outreach for you. This is an area where Advisory Council members and delegates can be extremely useful. Even if we can't make it we are sure to know someone who can.
- Also remember that MCYPAA is especially concerned with outreaching communities that have previously been overlooked. Approach new communities/new meetings with humility and ask for their help with the bid/convention. People respond better when approached in this way. We do this outreach to improve the face of MCYPAA, to provide young AA's who attend with a better cross-section of Alcoholics Anonymous. We are not here to improve anyone else's AA, it doesn't need improvement. We are not trying to save anyone, just to include them.
- Everyone in your local area should know about MCYPAA. At the meetings you attend regularly they should know your pitch by heart. And you should be attending meetings you normally wouldn't.
- The entire area should know exactly where, when and what MCYPAA is all about. Ask people in your announcement to take and/or make copies of the fliers and to announce the convention at meetings they attend.
- Finally, try to have fun. This is an amazing journey and when you realize what an impact your work had you will be overwhelmed. Remember you are part of creating a powerful experience for a lot of people. Have a good time. You will travel a lot and make many new friends. Don't forget our primary purpose and your aim will be true.

## **The Outreach Breakdown:**

### **1. Local Outreach:**

- Go to meetings and announce your events and upcoming convention.



- Place fliers at local Alano Clubs and/or Inner Groups.
- Word of mouth! Find others to assist in your local area to announce at their meetings / home groups.

## 2. District Outreach:

- Attend District meetings and announce your events and upcoming convention.
- Make a "What is MCYPAA" packet (informational with upcoming events, registration flier, committee contacts, etc.) and leave at every District.
- Try to provide a MCYPAA presentation at each district before the upcoming convention. Elect a District Liaison while you are at the District meeting. (They will be your main point of contact at that District. They will make announcements for you at each District meeting if you will not be attending every one.)
- Co-Host Special Events with different Districts to Outreach the convention.

## 3. Area Outreach:

- Attend all Area Assemblies and announce your events and upcoming convention.
- Make a "What is MCYPAA" packet (information with upcoming events, registration flier, committee contacts, etc.) and distribute to Area attendees.
- Try to provide a MCYPAA presentation (if the Area permits) before the upcoming convention.
- Try to create a MCYPAA Area Liaison while you are there. (They will be your main point of contact at that Area. They will make announcements for you at each Area assembly since you may not be able to attend each one.)
- Communicate with GSR's from meetings throughout the Area to coordinate events and workshops that MCYPAA may participate with and/or co-host.
- Work closely with the Area Committee Chairs to collaborate on potential projects and/or draw awareness about MCYPAA and General Service to the convention.

## 4. Statewide / National Outreach:

- Attend other YPAA/AA Conventions and outreach to people for the convention.
- Contact the Host Committee about attending these conventions/events with you and the possibility of selling pre-registrations.
- Co-Host events with other committees (other bid committee's for MCYPAA, Host Committee's for other conventions) to draw awareness about the convention.
- Attend the State Convention, March Round Up, Northern Michigan Round Up, and other conventions outside your Area.

## 5. Social Media Outreach:

- Create a Facebook Outreach Page: log into Facebook, go to left side tab under groups - click on groups, click on create group, create group page "MCYPAA Bid-Committee", **set privacy settings to PRIVATE**, and then invite members!
- Keep in contact with MCYPAA Website Chair for contact information and to upload upcoming event fliers and convention information and/or updates.
- You may create your own website if so desired. If desired - please contact your Website Chair on Advisory to get a link to the general website.

### Example Committee Bylaws

Bylaws can be a useful governing tool in maintaining and growing with a committee! Following is an example of General Committee Bylaws that can be adopted or adapted by any committee

MCYPAA BYLAWS (updated **4/28/2014**)

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- I. Mission Statement-** We, the members of the Michigan Convention of Young People in Alcoholics Anonymous (MCYPAA) have adopted A.A.'s primary purpose: to stay sober and to help other alcoholics to achieve sobriety. We direct our attention towards young people and the Michigan Convention of Young People in AA, which meets annually on the weekend after Thanksgiving. Experience has shown MCYPAA as a prime opportunity of young people to participate and share their experience within AA as a whole.
- II. Membership of MCYPAA**
- a. Any member of Alcoholics Anonymous is welcome to attend MCYPAA committee meetings.
  - b. Anyone in attendance at a MCYPAA committee meeting may consider himself or herself a member at large of MCYPAA, and therefore may participate in discussion.
- III. Elections for Committee Positions**
- a. MCYPAA elections will be conducted using the election guidelines outlined in the A.A. Service Manual. (See Appendix G)
  - b. Any A.A. member who is willing and able to serve MCYPAA may stand as a candidate for a position, and will have the opportunity to give a brief A.A. Service Resume, including their sobriety date and specific qualifications, before an election takes place.
  - c. Every A.A. member has one vote.
  - d. Any person holding a service position that handles money must have a mandatory minimum of 6 months of continuous sobriety at that time, and must have previous experience with service.
  - e. In addition, a suggested time requirement is listed next to each committee position. These time requirements refer to a member's current length of continuous sobriety.
  - f. Absentee voting is not permitted.
  - g. Those who do not wish to participate in a vote may refrain from voting.
  - h. In the event that a candidate stands to fill a position unopposed, they may be accepted by acclamation with a majority vote.
  - i. For a member at large to have a vote at a general assembly they must have been present at the previous general assembly meeting so that there is a reasonable understanding of the topic at hand
- IV. Rules for Elected Committee Positions**
- a. Attendance Policy
    - i. Attendance shall be taken at every general assembly meeting
    - ii. Any service member that fails to attend \_\_\_ consecutive MCYPAA end of the month regularly scheduled general assembly meetings will be dismissed from their position
    - iii. If absent, a proxy report should be submitted in advance to the Chair, Co-Chair, or Secretary.
    - iv. A break in continuous sobriety is considered an automatic resignation from selected committee positions
    - v. Any service member who is found to not be fulfilling their requirements by a majority of the MCYPAA committee shall be administered a warning, and if no improvement is noted swiftly a vote shall be conducted to relieve this member from their service position
    - vi. Any chair person has the ability to call an ad-hoc sub-committee meeting
- V. Committee Structure**
- a. All members of MCYPAA shall be added to the MCYPAA contact list. This includes any of the following applicable information: telephone number, email address, and Facebook information
  - b. Specific trusted servant positions are elected from the MCYPAA membership. Each position carries a one (1) year term. A list of all positions is included at the end of the bylaws.
- VI. Sub-Committee Meetings**
- a. Sub-Committee meetings should be scheduled at least one week in advance
  - b. Committee members should be notified of a scheduled sub-committee meeting at least one week in advance via Facebook and text/call (whichever is specified on the contact information)
  - c. The results of sub-committee meetings shall be reported at the following MCYPAA general assembly meeting as a committee report.
- VII. Committee Operations**
- a. MCYPAA will follow the 12 Steps & 12 Traditions of Alcoholics Anonymous and the 12 Concepts for World Service.
  - b. All MCYPAA financial transactions will be made through its bank account, and all receipts shall be turned over to the treasurer. In order to be reimbursed for a transaction made on MCYPAA's behalf, a receipt must be present, and there must be a motion in the minutes approving the transaction prior to the date of transaction. No member will expense MCYPAA funds without first receiving a majority approval from the

- committee. The bank signers are to include the Chair, Treasurer and Secretary of MCYPAA.
- c. After each year's election meeting, the previous year's bank signers will have 1 month to add the new Chair, Treasurer, and Secretary to the account as signers.
- d. At this point the previous year's Co-Chair, Treasurer and Secretary should be removed as signers.
- e. MCYPAA will maintain a P.O. Box for all written correspondence.
- f. The Committee P.O. Box and bank account will be used exclusively for MCYPAA business.
- g. Any amendments, deletions, or additions to the MCYPAA Bylaws will be made in a three-step process:
- h. The change will be submitted in writing, and copies distributed at a MCYPAA general assembly meeting.
- i. The change will be discussed and evaluated after the group has had sufficient time to read the proposed amendments.
- j. All amendments require a majority approval from the voting body.

#### **VIII. Committee Procedures**

- a. General:
  - i. MCYPAA general assembly meetings will be held the \_\_\_\_ of the month at \_\_\_\_ in \_\_\_\_, Michigan.
  - ii. Unless a majority votes to move or postpone an individual meeting.
  - iii. Additional general assembly meetings may be called by the chairperson
  - iv. In this circumstance the chairperson must give at least one week's notice to the committee
  - v. Non-attendance at any additional general assembly meeting will not count as grounds for dismissal
- b. The Agenda:
  - i. The Chair will arrange the agenda for all MCYPAA meetings
  - ii. Agendas are to follow this order:
    1. Opening.
    2. Review of the previous meeting's minutes.
    3. Secretary's Report
    4. Treasurer's Report
    5. Committee reports
    6. Old Business
    7. New Business
    8. Closing
  - iii. All committee meetings shall be a maximum of one hour long, unless the majority votes to extend the meeting.
- c. Minutes:
  - i. The Secretary is to prepare each meeting's minutes, noting Old Business, motions, actions, and other important items. Copies of minutes are to be available to A.A. members upon request.
  - ii. The minutes are to be read, corrected when needed, and then approved at each committee meeting.
  - iii. The Chair is responsible for conducting the meeting so as to allow the Secretary to make the most accurate notes possible.
  - iv. The committee will honor all requests for clarification from the Secretary.
- d. Reports:
  - i. Reports shall inform MCYPAA of the status, progress, and direction of the individual or sub-committee.
  - ii. All committee Chairs/Liaisons shall give a report to the committee at every regularly scheduled MCYPAA meeting.
  - iii. All reports will be concise and well prepared.
  - iv. Following each report, the floor will be opened for questions and discussion.
- e. Motions and Voting Procedures:
  - i. In order for a motion to be discussed and voted upon, it must first be presented in the form of a motion (I make a motion to...) and then be seconded by another member of the committee.
  - ii. Motions are generally made during Reports, Old Business, or New Business.
  - iii. A majority vote is required to pass each motion.
  - iv. Motions may be withdrawn by the member making the motion at any time prior to the vote.
  - v. While motions may be amended by the committee at any time, friendly amendments shall be approved by the motion maker only.
  - vi. The Chair will not make motions, second them, or vote under any circumstances.
  - vii. In the discussion of a motion, the member who made the motion has the right to speak first and last

- on that motion.
- viii. The Chair will always ask for further discussion from others.
  - ix. Any member may make procedural motions at any appropriate break in discussion.
  - x. Members who do not want to be counted at all may simply refrain from voting on a motion.
  - xi. If the vote on the motion ties at 50/50, the discussion shall continue and at this time the motion may either be amended or withdrawn by the committee member making the motion. After further discussion a re-vote shall take place.
  - xii. Automatically following a vote, the minority opinion has the option to be voiced if a voting member of the minority voices their desire to be heard. In this case, if any of the majority is swayed by the minority opinion, a member of the majority may call to “reconsider the original motion” and a re-vote shall take place.
    - 1. This motion to “reconsider the original motion” requires a simple majority to pass.
    - 2. If a simple majority votes against “reconsidering the original motion,” then the original vote stands and minority rights no longer apply.
    - 3. If, however, a simple majority votes to “reconsider the original motion,” the motion is reopened for discussion, and then followed by a second vote requiring a majority to pass. Minority rights no longer apply and the second vote on the motion stands as counted.
  - xiii. If any vote does not show substantial unanimity, is the cause of major disagreement, or is lacking significant participation due to abstentions in the majority or poor attendance, the Chair may choose to postpone the motion.
    - 1. If the Chair does postpone the motion, it will be the priority in Old Business at the next regularly scheduled business meeting.
- f. Rules of Discussion:
- i. Listening:
    - 1. No person, except for the Chair, shall ever interrupt a speaker while he/she has the floor unless a question of procedure arises, or the prayer chair calls a prayer. The Chair may only interrupt a speaker for the following reasons:
      - a. Speaking off the topic
      - b. Speaking too long
      - c. Repeating the previous points at length
  - ii. Talking
    - 1. Discussion will begin by the Chair asking, “Is there any discussion?” The Chair will then call on members who have their hands raised.
    - 2. Should a participant persist on holding the floor without adhering to the requirements of these procedures, or should a participant persist in interrupting or otherwise disrupting the meeting, the Chair has a right to say, “Will you please come to order.”
    - 3. If the disorderly discussion continues, the Chair may suggest a break, ask the people to leave the meeting, or declare the meeting adjourned if necessary.

**MCYPAA is responsible for observing these Bylaws. The Chair is responsible for observing, enforcing and maintaining these rules of procedure.**

**The 12 Steps & 12 Traditions of Alcoholics Anonymous and the 12 Concepts for World Service precede all procedures covered here. It is not the intention of MCYPAA to violate any of A.A. 's spiritual principles.**