

Version 2.7; Updated 2024-05-16



**The Delegate Guidebook for the
2024 Annual Business Conference**

**Adult Children of Alcoholics® / Dysfunctional Families
World Service Organization, Inc.**

**Held virtually across the globe
on May 18 and 19, 2024**



NOTE: This is the 3rd or 4th revision to the “final” version of the 2024 ABC Delegate Guidebook. It contains much information that will be very useful to Delegates in preparing for service at the Annual Business Conference.

The document in the “Setting the Tone” section on Page 18 has been revised.

New information is added at the beginning of Page 37 describing the voting procedures on a proposed motion to approve the Safety Tent Card and a proposed motion to approve Social Media activities.

Revised information is added beginning at the end of Page 40 describing the procedures for committee reports and delegate questions and comments.

Additional information from a legal advisor has been appended to the information about Proposal 2024-12 on Page 49.

The Concepts II and VI Study Committee Report on Page 73 has been revised.



Table of Contents - Version 2.5

ACA FOUNDATIONAL DOCUMENTS.....	5
Serenity Prayer/Secular Serenity Affirmation.....	5
The Problem.....	6
The Solution.....	7
The ACA Twelve Traditions.....	8
The ACA Twelve Concepts for World Service.....	9
The Suggested Commitment to Service.....	11
ACA Diversity Statement.....	11
Strengthening My Recovery.....	12
Strengthening My Recovery, May 19.....	12
ROLE AND FUNCTION OF THE ABC AND DELEGATES.....	14
TECHNICAL INFORMATION.....	16
SETTING THE TONE.....	18
LETTER FROM THE BOARD CHAIR.....	20
ANNUAL BUSINESS CONFERENCE AGENDA.....	24
Day 1.....	24
Day 2.....	26
Agenda with Time Zones Information.....	27
Day 1.....	27
Day 2.....	28
PROPOSALS AND MOTIONS TO BE BROUGHT BEFORE THE 2024 ABC.....	30
ABC VOTING PROCEDURES.....	32
BALLOT PROPOSALS.....	42
Ballot Proposal Process.....	42
Ballot Results.....	42
Proposal 2024-3.....	43
Proposal 2024-7.....	47
Proposal 2024-12.....	49
PAST ABC & QUARTERLY DELEGATE MEETINGS.....	54
Minutes of Past Conference and Meetings.....	54
Delegate Survey Summaries.....	54
ACA SERVICE NETWORK.....	54
ACA Groups, Intergroups, and Regions Statistics.....	54
Organizational Chart and Contact Information.....	55
TRUSTEE RATIFICATIONS.....	57
REPORTS.....	73
Racial Trauma Service Group Report.....	73
STUDIES CREATED AT 2022 ABC.....	73
ABC Study Subcommittee Report.....	73
Concepts II and VI Study Report.....	73



Name Change Study Report.....	73
BOARD AND MANAGEMENT.....	73
WSO Board of Trustees Report.....	73
World Service Office Report.....	73
Treasurer’s Report.....	73
Audit Committee Report.....	73
BUSINESS AND OPERATIONS.....	73
Data Analysis Committee Report.....	73
Finance Committee Report.....	74
Information Technology (IT) Committee Report.....	74
Publishing Committee Report.....	74
POLICY AND STRUCTURE.....	74
ABC/AWC Committee Report.....	74
Ballot Preparation Committee Report.....	74
Archives Committee Report.....	74
Nominating Committee Report.....	74
OPPM Committee Report.....	74
Volunteer Resource Committee Report.....	74
FELLOWSHIP AND PUBLIC ENGAGEMENT.....	74
European Committee Report.....	74
Global Members Committee Report.....	74
Safety Resources Committee Report.....	74
Member Services Committee Report.....	74
Public Services Committee Report.....	74
CONTENT DEVELOPMENT.....	74
Literature Committee Report.....	75
Safety Tent Card.....	75
APPENDIX.....	75
ACA Suggested Service Norms.....	75
2024 Ballot Proposals Not on the ABC Agenda.....	75
7th Tradition Contributions in 2023 by Month.....	75
WSO Articles of Incorporation and Bylaws.....	75



ACA FOUNDATIONAL DOCUMENTS

Serenity Prayer/Secular Serenity Affirmation

***God, grant me the serenity
to accept the people I cannot change,
The courage to change the one I can,
And the wisdom to know that one is me.***

From Adult Children of Alcoholics/Dysfunctional Families (BRB)
Chapter 14 – Taking our Program to Work

ACA Secular Serenity Affirmation

***Today I seek the serenity
to accept the people I cannot change,
the courage to change the one I can
and the wisdom to know that one is me.***



The Problem

(Adapted from *The Laundry List*)

Many of us found that we had several characteristics in common as a result of being brought up in an alcoholic or dysfunctional household. We had come to feel isolated and uneasy with other people, especially authority figures. To protect ourselves, we became people-pleasers, even though we lost our own identities in the process. All the same we would mistake any personal criticism as a threat. We either became alcoholics (or practiced other addictive behavior) ourselves, or married them, or both. Failing that, we found other compulsive personalities, such as a workaholic, to fulfill our sick need for abandonment.

We lived life from the standpoint of victims. Having an overdeveloped sense of responsibility, we preferred to be concerned with others rather than ourselves. We got guilt feelings when we stood up for ourselves rather than giving in to others. Thus, we became reactors, rather than actors, letting others take the initiative. We were dependent personalities, terrified of abandonment, willing to do almost anything to hold on to a relationship in order not to be abandoned emotionally. Yet we kept choosing insecure relationships because they matched our childhood relationship with alcoholic or dysfunctional parents.

These symptoms of the family disease of alcoholism or other dysfunction made us “co-victims,” those who take on the characteristics of the disease without necessarily ever taking a drink. We learned to keep our feelings down as children and kept them buried as adults. As a result of this conditioning, we confused love with pity, tending to love those we could rescue. Even more self-defeating, we became addicted to excitement in all our affairs, preferring constant upset to workable relationships. This is a description, not an indictment.



The Solution

The Solution is to become your own loving parent. As ACA becomes a safe place for you, you will find freedom to express all the hurts and fears you have kept inside and to free yourself from the shame and blame that are carryovers from the past. You will become an adult who is imprisoned no longer by childhood reactions. You will recover the child within you, learning to accept and love yourself.

The healing begins when we risk moving out of isolation. Feelings and buried memories will return. By gradually releasing the burden of unexpressed grief, we slowly move out of the past. We learn to reparent ourselves with gentleness, humor, love, and respect. This process allows us to see our biological parents as the instruments of our existence. Our actual parent is a Higher Power whom some of us choose to call God. Although we had alcoholic or dysfunctional parents, our Higher Power gave us the Twelve Steps of Recovery.

This is the action and work that heals us: we use the Steps; we use the meetings; we use the telephone. We share our experience, strength, and hope with each other. We learn to restructure our sick thinking one day at a time. When we release our parents from responsibility for our actions today, we become free to make healthful decisions as actors, not reactors. We progress from hurting, to healing, to helping. We awaken to a sense of wholeness we never knew was possible. By attending these meetings on a regular basis, you will come to see parental alcoholism or family dysfunction for what it is: a disease that infected you as a child and continues to affect you as an adult.

You will learn to keep the focus on yourself in the here and now. You will take responsibility for your own life and supply your own parenting. You will not do this alone. Look around you and you will see others who know how you feel. We will love and encourage you no matter what. We ask you to accept us just as we accept you. This is a spiritual program based on action coming from love. We are sure that as the love grows inside you, you will see beautiful changes in all your relationships, especially with God, yourself, and your parents.



The ACA Twelve Traditions

1. Our common welfare should come first; personal recovery depends on ACA unity.
2. For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.
4. Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve-Step programs.
5. Each group has but one primary purpose – to carry its message to the adult child who still suffers.
6. An ACA group ought never endorse, finance, or lend the ACA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every ACA group ought to be fully self-supporting, declining outside contributions.
8. Adult Children of Alcoholics should remain forever non-professional, but our service centers may employ special workers.
9. ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, TV, films, and other public media.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Traditions are reprinted and adapted from the original Twelve Traditions of Alcoholics Anonymous and are used with the permission of Alcoholics Anonymous World Services, Inc.

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The ACA Twelve Concepts for World Service

Concept I – The final responsibility and the ultimate authority for ACA World Services should always reside in the collective conscience of our whole fellowship.

Concept II – Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our whole fellowship.

Concept III – As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA WSO Board of Trustees, and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional Right of Decision.*

**The right of decision as defined herein refers to:*

- 1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;*
- 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;*
- 3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;*
- 4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.*

Concept IV – Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

Concept V – Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.

Concept VI – On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.

Concept VII – The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics.



It is further understood that our World Service Organization relies upon the force of tradition and the power of the ACA purse for its final effectiveness.

Concept VIII – The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.

Concept IX – Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety. The primary world service leadership must necessarily be assumed by the Trustees of the Adult Children of Alcoholics World Service Organization.

Concept X – Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description, or by the Operating Policy and Procedures Manual and bylaws.

Concept XI – While the Trustees hold final responsibility for ACA’s World Service administration, they should always have the assistance of the best possible standing committees, corporate trustees, executives, staffs, and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.

Concept XII – In all its proceedings, Adult Children of Alcoholics World Service Organization shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.

The Twelve Concepts are reprinted and adapted from the original Twelve Concepts of Alcoholics Anonymous and are used with the permission of Alcoholics Anonymous World Services, Inc.

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The ACA Twelve Concepts



The Suggested Commitment to Service

(from page 601 of the ACA Fellowship Text)

“I perform service so that my program will be available for myself, and through those efforts, others may benefit. I will perform service and practice my recovery by:

1. Affirming that the true power of our program rests in the membership of the meetings and is expressed through our Higher Power and through group conscience.
2. Confirming that our process is one of inclusion and not exclusion; showing special sensitivity to the viewpoint of the minority in the process of formulating the group conscience so that any decision is reflective of the spirit of the group and not merely the vote of the majority.
3. Placing principles before personalities.
4. Keeping myself fit for service by working my recovery as a member of the program.
5. Striving to facilitate the sharing of experience, strength, and hope at all levels: meetings, Intergroups, Regional committees, service boards, and World Services.
6. Accepting the different forms and levels of service and allowing those around me to each function according to their own abilities.
7. Remaining willing to forgive myself and others for not performing perfectly.
8. Being willing to surrender the position in which I serve in the interest of unity and to provide the opportunity for others to serve; to avoid problems of money, property, and prestige; and to avoid losing my own recovery through the use of service to act out my old behavior, especially in taking care of others, controlling, rescuing, being a victim, etc.
9. Remembering I am a trusted servant; I do not govern.

ACA Diversity Statement

At the ABC on April 25-26, 2019, the following statement was adopted:

“ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves.”



Strengthening My Recovery

May 18

Service

“Meanwhile, those who are spiritually awake accept Twelve Step work with an attitude of service rather than sacrifice. By the time we reach this Step, we know the difference between being a rescuer and giving service with love.” BRB p. 289

Placing the Solution and Problem on the walls does not a meeting make. Reading the opening script and closing down the meeting doesn't make a meeting either. What makes the meeting is the spirit with which these tasks are done. Giving service from a space of love in ACA is a spiritually-enhancing experience for all involved. By the time we have been in ACA for awhile, after having taken the Steps and being graced with a spiritual awakening, our ability to do service from love has also been established.

We know the difference between control and service. We know of tolerance and boundaries. We know how to be thoughtful, realizing we are only seeking to follow the group's conscience in furtherance of our primary purpose – to carry the message to the suffering adult child who is seeking recovery.

Adult children are attracted to spiritually-awakened ACAs and groups, and wish to help keep the doors open. We realize that were it not for the meeting, we might have little hope of recovering, and we trust each other since our service comes with no strings attached.

On this day I will give service to the ACA fellowship from love, realizing that I am supporting my own progress when I help make another member's progress possible.



May 19

Unique Journey

“We find that a difference in identity and purpose distinguishes Adult Children of Alcoholics from other 12-Step Programs and underscores the need for our special focus.” BRB p. 81

Our first ACA meeting may have seemed almost overpowering for many of us. From our war-zone childhood homes, we brought with us our hypervigilance, anxiety, and anger. We were on high alert as we scanned the “weirdos” sitting around us.

Some of us entered these rooms after finding that our other Twelve Step programs weren’t giving us the emotional sobriety we needed. Some of us came after chance encounters with people who saw how troubled we were and asked us if we’d grown up in an alcoholic home, or with some other severe dysfunction. It may have felt embarrassing to be so easily diagnosed, but knowing there was a place where we might be heard felt hopeful.

In spite of our anxiety at our first meeting, we were hooked. We heard laughter and secrets from others that convinced us we weren’t unique or insane, only sick from overexposure to parental addiction.

As we kept coming back, we found a sponsor and other fellow travelers we trusted who helped us through our Step work. We learned how shame and guilt had controlled our adult lives, and how we were conditioned to take responsibility for other people’s problems. We were now on a unique journey to reparent ourselves.

On this day I will appreciate who I am, knowing that going to ACA and practicing its principles can take me home – not again, but for the first time.

Strengthening My Recovery • 145



ROLE AND FUNCTION OF THE ABC AND DELEGATES

What is the Annual Business Conference (ABC)?

- The ABC, generally held annually in April, is where the ACA Fellowship has the opportunity to send a Delegate to represent their Meeting, Group, Intergroup, or Region to discuss and vote on fellowship business, including:
- Various issues related to the business of the ACA World Services Organization (WSO), including those brought forth by the Fellowship through the Ballot Proposal Process and/or through a Floor Motion and/or by the WSO Board of Trustees;
- Reviewing reports of the work of the WSO and its committees over the past year, and ask any questions as time allows;
- Ratifying Board Members for the WSO Board of Trustees – see the [Operating Policy and Procedures Manual \(OPPM\)](#) Appendix IV and ACA WSO [Bylaws](#) Article IX.5;
- Ratifying Committee Chairs (see [OPPM](#) p 23).

What is an ABC Delegate?

- An ABC Delegate is an elected representative of a registered ACA Group, Meeting, Intergroup, or Region who serves to communicate the voice of the group to the WSO at the ABC. They are given the autonomy to vote in a manner that represents their group's conscience to the best of their ability, taking into account any new information that is presented. (see Concept III)
- Any member of the Fellowship can attend the ABC as an observer.
- See more at [ACA WSO OPPM](#) p 42.

What is the importance of attending the ABC?

- Attending the ABC provides the opportunity for a group to have a voice according to the Right of Participation as stated in The Twelve Concepts.
- Every group/intergroup/region is encouraged to elect a Delegate to represent their group conscience via voting at the ABC per [Concepts](#) II, III, VI, and XII.

Can a group have more than one delegate?

- An individual group may have only one registered Delegate at a time. Two individuals may alternate holding the position of voting Delegate for their group as long as they are both registered and have indicated how they will share their responsibilities, e.g., person A will cover the first day and person B will cover the second day.



Can an individual be a delegate for more than one group?

- No, an individual can only serve as a delegate for one registered group, whether it's a meeting, an Intergroup or a Region

What are Ballot Proposals?

- Ballot Proposals are the specific actions or changes being sought from WSO, submitted by ACA Groups/Intergroups/Regions to be considered by Delegates as part of the agenda at the upcoming ABC. (see more at the [OPPM](#), p 44-46)

What is the ACA World Service Organization (WSO)?

- ACA WSO is a service body and a legal entity
- The Fellowship created the WSO in 1991 to operate the day-to-day business, such as literature development and production. Per the [Bylaws](#) (see Article IX.4), during the ABC, the Fellowship gives direction to the WSO.
- See more in [Concepts](#) VI and VII

What is the Inverted Pyramid & how does it relate to the ABC?

- The "Inverted Pyramid" is a term used across various 12-step programs. It is a fundamental principle regarding the relationship between service bodies (Intergroups, Regions, and WSO) and the entities that they serve (groups and individual members).
- The principle of the "Inverted Pyramid" specifies that decisions about the direction for those service bodies (including WSO) are to be made in a democratic fashion, by (representatives of) those they serve.
- From the ACA WSO Bylaws (IX.4) The group conscience obtained from the delegates in attendance shall provide direction, recommendations, and/or Special Committees to the Board for conducting the business of ACA WSO.

What are the Concepts, how do they relate to the ABC, and why are they important?

- The [Twelve Concepts](#) outline the relationship between WSO and the larger Fellowship. If the [Twelve Steps](#) are a guide to personal recovery work, and the [Twelve Traditions](#) are principles regarding organizing groups and service bodies, the [Twelve Concepts](#) are fundamental guiding principles around how the WSO ought to function and how it ought to relate to the Fellowship.
- Some of the [ACA Twelve Concepts](#) that outline the role of the ABC in the relationship between the Fellowship and the WSO include Concept II, Concept VI, Concept VII.
- Board trustees sign a document saying they will follow the Concepts of service during their terms.



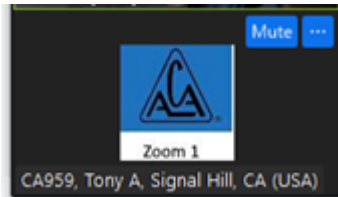
What is “The Conference”?

- There are two ways in which that phrase, “the Conference”, is used in English
 1. The event
 2. The set of people serving as Delegates at the event
- Each Delegate serves, collectively, with all other Delegates, at the ABC as “The Conference”

TECHNICAL INFORMATION

1. Renaming yourself on Zoom

- a. To rename yourself, click on your picture, click on the 3 dots, choose Rename
- b. Sequence - group #, first name and initial, Country/State/City
 - i. Link to meeting lookup <https://adultchildren.org/meeting-search/>
 - ii. Link to IG lookup <https://adultchildren.org/intergroup-listing/>



- c. Example:

2. Election Buddy

- a. Find your email from noreply@acawso.org about Election Buddy
- b. Click on the link to Election Buddy
- c. Login using the credentials in the email that are specific to you
- d. Click orange button to start vote
- e. Vote your choice
- f. Click Continue
- g. Click Submit
- h. Click Next Vote
- i. Keep the Election Buddy tab open throughout the entire meeting
- j. If there is a problem, such as the next vote doesn't appear, refresh your tab (click on

the arrowed circle left of the URL field.) The refresh button will look like this:



- k. See the following instruction Video of the above information from a past ABC: <https://screenpal.com/watch/c3i3VwVZjOz>

3. Translation

- a. This will be enabled by the Host
- b. If you want to see captions, click the carat (^) next to the Show Captions button
 - i. Choose your Translation language
 - ii. Choose your Speaking language

4. Chat - how to save

- a. Click Chat



- b. Click the 3 dots or the word More at the bottom of the Chat window and choose Save Chat; this is not a continual save feature. If you want to save the chat from the entire meeting, you will have to perform these steps at the end. Some people save it at various times throughout in case they forget to do it at the end.
5. Worldwide Online Voting
- a. The conference Website page is adultchildren.org/conference. It will be populated with the following as they become available:
 - i. Audios
 - ii. Minutes
 - iii. Voting results
 - b. Timing - start and end times
 - i. Day 1
 1. Voting will begin within 2 hours of close of that day's ABC
 2. Close 2 hours before start of next day
 - ii. Day 2 (as long there is no vote for a Day 3)
 1. Start within 2 hours of close of that day's ABC
 2. Close 24 hours later
6. Breakout Rooms
- a. The Host will create them
 - b. Depending on the reason for the breakout rooms, you may have the option to choose a breakout room, or you may be pre-assigned by the Host
 - c. The Host may transmit messages to all breakout rooms
 - d. A countdown clock will appear when the breakout rooms is closing



SETTING THE TONE

Setting the Tone Statement - ABC/QDM

Please show courtesy towards others:

- **Be patient.** English is not everyone's primary language. Be mindful of:
 - Slang - action item; back burner; buy-in; ducks in a row; circle back
 - Acronyms - ASAP; DM; etc
 - and long, complicated sentences.
- **Use "I" and "me" statements.** Avoid saying, "you", "they", "we."
- **Be honest and clear.** Yet remain gentle and compassionate.
- **Acknowledge any problem.** Focus on the intentions and the solutions.
- **Listen and learn.** Be willing to be uncomfortable and challenged.
- **Be mindful.** Many attendees have experienced social and structural inequity.

Understanding Our Feelings

There is a difference between being unsafe and feeling uncomfortable.

Uncomfortable could be the feelings that arise when we witness disagreement or when we hear an opinion we do not like.

Unsafe could occur when someone is shouting, cursing or is using abusive language. This behavior may trigger us to shut down or to act out in response. Thus, unsafe and bullying behavior affects the true group conscience process.

Service coming from gentleness, love, and respect builds trust, open mindedness, and cooperation.

This is your conference. You play an important role in deciding what to do when sharing is **not safe** or **requires courtesy**.

Safety Protocol at the ABC/QDM

Conference safety is a responsibility we share. The Chairs of the conference, Parliamentarian and Points of Safety may inform the participants of safety concerns and request actions. Also, Delegates may raise concerns.

Actions from the Chair or Parliamentarian:

1. If something is said in an unkind manner or tone, the Chair will ask the person to rephrase it in a more courteous tone.
2. When a gentle reminder is not changing the behavior, the Chair or Parliamentarian may pause the proceedings and take a group conscience about addressing the situation.



3. If the meeting starts to lose a sense of safety, the Chair or Parliamentarian may briefly mute all speakers to stop discussion.

During this pause, the Chair may read any of the Tradition Meditations 1, 2 or 9 (see below)

Or they may choose to play the 2+ minute breathing video:

<https://youtu.be/G25IR0c-Hj8?si=ByOzxh8fv45OvkN3>

A Delegate's concern:

Delegates can report unsafe statements/actions directly to the Point of Safety (POS) person in the Zoom chat. When the Point of Safety receives a complaint they take steps to find a resolution:

- Determine the safety concern.
- Explore safety and comfort with the Understanding Our Feelings statement (above).
- Support the delegate until they are ready to return to the Conference.
- Take further action with the Conference Chair or Parliamentarian if necessary.

A breakout room will be available for direct conversation between the delegate and the Point of Safety.

Meditations to Read During a Pause

- Tradition 1 p.496

Meditation

Higher Power. I am your trusted servant seeking to support my ACA group and its primary purpose. Please remind me that the life of my program and my own recovery depends upon my willingness to put the group's welfare above my own will. Help me recognize unity.

- Tradition 2 p. 502

Meditation

Higher Power. I understand that you make your voice heard in a-group conscience. I ask you to remind me that the life of my program and, therefore, my own recovery depends upon my-willingness to put the group's welfare above my own will. Where I disagree with the common view of my fellows in service, allow me to state my case honestly and respectfully. Allow me to listen to and consider the views of others. May I state my view and support all group decisions, including the ones I might disagree with. Your will, not mine, be done.

- Tradition 9, p. 537

Meditation

Higher Power. May I remember that ACA and its meeting and service structure are different than my family of origin. May I be patient and avoid reaching for the easiest way out when I am confronted with a difficult situation. Help me and my ACA group ask for help in keeping our meetings safe and recovery oriented. Also help us celebrate the things that we do right.



LETTER FROM THE BOARD CHAIR

A Letter from the Board of Trustees Chairperson

Dear Delegates,

I write this letter as an ACA member, grateful Adult Child, humble trusted servant on the ACA World Service Organization Board and as the Chair of the Board for our 2024 Annual Business Conference (ABC).

Your World Service Organization (WSO) provides support to our fellowship and meeting groups that helps carry the message to those who still suffer. We do this by developing, publishing and distributing ACA literature, providing meeting and public services support, and maintaining the ACA website, including the meeting listing directory, etc.

This past year has been both a challenging and rewarding year. Challenging, as our volunteer resources on the Board and in our Committees were shrinking and rewarding as everyone came together with solutions, especially our fellowship when we sent out a letter asking for help. You, the fellowship, heard our call and volunteers started to come in, rolled up their sleeves and asked, "How can we help?" We are grateful. We need your continued support, keep coming into WSO service, our fellowship needs us all.

It is important to note that we need a minimum of three active Trustees, for a non-profit board as recommended by the California Attorney General's office and without any Board Trustees, the ACA WSO would potentially have to be dissolved as a California corporation. Therefore, we have been proactively taking steps to avoid that outcome and ensure ACA WSO continues to be viable. As most of you know, we have come close to having less than three trustees over the past year. That hopefully will not happen again with our fellowship's support. We have six trustees asking to be ratified at this Annual Business Conference (ABC). This is a step in the right direction and yet more trustees are still needed. 10 - 12 trustees would be optimal and we can have up to 20 according to the bylaws. Please contact our Nominating Committee Chair at ChairNomCom@acawso.org for more information.

At the same time, we have much to celebrate as a fellowship:

- Over 2800 ACA members attended the 2023 Annual World Convention (AWC) from over 68 countries.
- Over 75,000 Adult Children purchased literature in 2023.
- Our literature - five publications in 2023 in over 13 languages and even more in translation development. Three new publications scheduled for 2024- A New Hope, Connections and RSG (Ready Set Go).
- All ACA publications have converted to electronic books that are accessible around the world



- Three new trustees to be ratified at the 2024 ABC, two new volunteers working to revitalize the Member Services Committee and much more.
- Safer spaces in the Annual Business Conference (ABC), Board with Fellowship Meetings (TC), in WSO committees and on Slack, thanks to the Health and Safety Advisory group's efforts.
- New Service Norms being rolled out for fellowship review at the 2024 Annual Business Conference.

Looking at our last year:

The Board has focused priorities on resolving key barriers for volunteers in providing service in WSO. Without WSO volunteers we can't meet the needs of our fellowship and if we don't have enough Trustees we won't have a sustainable World Service Organization.

So what we have done at the Board level is implement new processes and delegating responsibilities to staff and volunteers to make the service workload more reasonable. We also needed to assess other barriers to service for both the Board and the Committees, health and safety. We encouraged increased self care, leaves of absences and created a Health and Safety advisory group early in 2023, which swung into action to assess and resolve a number of situations that were contributing to a general unease with WSO volunteers and ABC Delegates. As a result, many volunteers and prospective Trustees have expressed an increased sense of safety and energy.

For the committees, they have been working hard to provide the day-to-day support of our groups in member services, public services, meeting listings etc. We have a new volunteer resources committee that is providing welcoming introductions and resources for our new volunteers. See [Volunteer Resources Committee webpage](#) for more information.

In the office, we have a new finance Controller, Sylvia, as we said goodbye to Lucia, our Controller for many years. We also needed to add staff to work with our General Manager on increased requirements in IT and in Publishing and Translations. We have over 55 translations in development and another three new English titles being launched in 2024. One of these books, "A New Hope," will be released for purchase in the next couple months. We are adding a special flier to the Delegate Guidebook and on our websites about pre-orders for our global fellowship. We will utilize our global distribution hubs to launch the books simultaneously - no more waiting for our international fellowship to be able to receive new books. See: [Presale flyer for A New Hope](#)

For Finance, the ACA WSO Board of Trustees commissioned a required financial audit for the 2023 fiscal year when the end of year finances indicated that ACA WSO would generate more than \$2M in revenue. Volunteers heeded the call to form an Audit Committee and this committee and the Auditor are pleased to present the Audited Financial Statements and Management Letter to the delegates at 2024 Annual Business Conference. See: [Audit Committee webpage](#) for more information.



Looking to our next year:

We expect to continue to be busy managing current projects and new projects approved at the 2024 ABC. The Board will highlight at the Conference the priorities, policies and projects in development known at this time. We will continue to look for ways to increase opportunities for feedback and dialogue with our delegates and fellowship.

As we mature, it seems we are starting to reflect more and more on who we are as an ACA fellowship and organization as we see with the Name Study; what kind of meetings are ACA meetings; and where is the healthy balance between an ACA meeting and our open literature policy. We have come a long way and we will continue to move forward in the decades ahead answering these questions together.

WSO service work is where we continue to heal, learn to play and make new friends around the world.

We are a 46 year old program. History tells us that the ACA program was substantially strengthened with the publishing of the BRB. With the publishing of the Loving Parent Guidebook (LPG), we are the first generation of ACA members integrating the “Loving Parent” principles into our service work along with the “Suggested Commitments to Service.”

We will continue to have Board retreats with trustees, staff, committee chairs, virtually, and in person when funds allow. We are building a strong World Services team for our worldwide fellowship. We will be starting work on a new “Service ACAdemy.” The purpose will be to develop and implement an educational service resource center for WSO that supports a positive and effective environment for WSO volunteers at all levels.

Our literature will continue to expand in all languages; we currently have 13 and we expect to have 20 languages published this next year. As of December 2023, we completed a three year project which resulted in all publications being available as ebooks, substantially increasing accessibility of our literature to our fellowship. We will be starting to create more audio books this year, beginning with the Strengthening My Recovery book (SMR). It will take many years to have all publications on audio. Your continued [7th Tradition](#) will greatly support this effort.

As we mature, we look forward to working with delegates and the ABC study to transform our Conference structure to be reflective of the collective group conscience. This can only be done with increased volunteer support for the ABC Committee from the fellowship.

We recognize large changes take time, resources and a change management plan as we transition and evolve. We can't do this alone or separately. The Board, Fellowship and Conference, will need to be unified in the best interests of our fellowship in the years ahead.

In conclusion, I would like to leave you with this thought. In four short years, our fellowship will be turning 50 years old. Let's start thinking about how we would like to celebrate this very



special birthday party for our fellowship around the world for all our Adult Children. Please start talking about this with your groups and we will be offering opportunities for further discussion.

Welcome to the 2024 ABC, ACA's 37th Annual Business Conference. We look forward to hearing from you, our delegates, as to how we may continue to serve our fellowship.

Thank you again for your caring, support and service.

In Loving Unity,

Sue

Sue V.

WSO Board of Trustees Chair, on behalf of the WSO Board Members - Dove H., Jim R., Ken R., Rich R., Sue V. and Tamara P.



ANNUAL BUSINESS CONFERENCE AGENDA

Day 1

Day 1 - May 18, 2024			
Approx Time EDT	Item	Minutes	
9:00 - 9:50 am	Opening: (on slides) <ul style="list-style-type: none"> ● Serenity Prayer ● Diversity Statement ● Commitment to Service Reading ● Daily Meditation Reading ● Notice: Meeting is Recorded 	5	
	WSO Chair Welcome <ul style="list-style-type: none"> ● Conference Co-Chairs Introductions ● Ratification of Conference Co-Chairs - show of hands 	5	
	Welcome Delegates Chat information and Guidelines Introductions <ul style="list-style-type: none"> ● Parliamentarian ● Timekeepers ● Secretaries ● Point of Information WSO ● Point of Order (Process) ● Point of Order Safety ● Reader 	5	
	Technology Briefing	15	
	Setting the tone Zoom etiquette	8	
	Establish Quorum	2	
	Review Agenda	2	
	Approval of previous minutes - Vote 2023 ABC Minutes Link August 5, 2023 Quarterly Delegate Meeting(QDM) Minutes Link November 4, 2023, QDM Minutes Link February 3, 2023, QDM Minutes Link	8	
	9:50 - 10:20	Literature - Motion to approve the Safety Tent Card - Vote Link	30
	10:20 - 11:30	Concepts Study: Report and 2 Motions - Vote Link	70
11:30 - 11:45	Break	15	
	Establish Quorum		
11:45 - 1:05	Proposal 7 - ABC/QDM - Vote Link	80	



1:05 - 1:20	Poll of Delegates to Extend QDM - Vote	15
1:20 - 1:50	Meal Break	30
	Establish Quorum	
1:50 - 2:50	Board Ratifications - Vote	60
2:50 - 4:10	Name Change Study Report and Motion - Vote Link	80
4:10 - 4:25	Break	15
	Establish Quorum	
4:25 - 5:45	Proposal 3 - Intro Book - Vote Link	80
5:45 - 5:50	Reminders <ul style="list-style-type: none"> ● Worldwide Online Voting ● Website - information that will be available (recordings and main discussion points about each motion and Board ratifications) ● Reminder about saving Chat and the transcript 	5
5:50 - 6:00	Closing <ul style="list-style-type: none"> ● Floor Proposals due within one hour of close of meeting ● Preview of Day 2 ● Serenity Prayer 	10



Day 2

DAY 2 - May 19, 2023		
Approx Time EDT	Item	Minutes
9:00 - 9:25am	Opening <ul style="list-style-type: none"> ● Serenity Prayer ● Commitment to Service Reading ● Daily Meditation Reading ● Notice: Meeting is Recorded ● Technology overview ● Setting the tone ● Zoom etiquette 	25
9:25 - 9:40	Office Report	15
	Establish Quorum	
9:40 - 9:55	Floor motion prioritization vote - if needed	15
9:55 - 11:15	Proposal 12 International Lit Scholarship Fund- Vote Link	80
11:15 - 11:20	Worldwide Online Voting Results from Day 1	5
11:20 - 11:35	Break	15
	Establish Quorum	
11:35 - 12:25	Minority Opinion for Day 1 Motions	50
12:25 - 12:45	Minority Opinion for Board Ratifications	20
12:45 - 1:15	Meal Break	30
	Establish Quorum	
1:15 - 2:15	Board Report: Priorities, Large Policies & Projects	60
2:15 - 3:00	Social Media Presentation Link and Motion - Vote Link	45
3:00 - 3:30	Service Norms Doc Link	30
3:30 - 3:50 pm	Committee General Q&A	20
3:50 - 4:05	Play/Break	15
	Establish quorum	
4:05 - 4:50	Finance: 2023 Audit Report	45
4:50 - 5:05	Racial Trauma Service Group Report Link	15
5:05 - 5:25	ABC Study Report Link	20
5:25 - 5:35	Closing <ul style="list-style-type: none"> ● Worldwide Online Voting ● Website - information that will be available (recordings and main discussion points about each motion) ● Reminder about saving Chat ● Post-ABC Survey ● Service Recognition and Appreciation ● Promise 7 - Play and Have Fun ● Serenity Prayer 	10



Agenda with Time Zones Information

Day 1

AGENDA TOPIC	My Local Time (FILL IN)	PDT (Seattle)	EDT (Boston)	UTC/ GMT	CEST (Paris)	IST (Delhi)	JST (Tokyo)	AEST (Sydney)
<i>Zoom Lines Open</i>		5:45	8:45	12:45	14:45	18:15	21:45	22:45
Welcome & Opening Activities		6:00	9:00	13:00	15:00	18:30	22:00	23:00
Literature: Motion on Safety Tent Card		6:50	9:50	13:50	15:50	19:20	22:50	23:50
Concepts Study Report and Motions		7:20	10:20	14:20	16:20	19:50	23:20	00:20
Break (15 min.)		8:30	11:30	15:30	17:30	21:00	00:30	01:30
Proposal 7 - ABC/QDM		8:45	11:45	15:45	17:45	21:15	00:45	01:45
Poll of Delegates to Extend QDM		10:05	13:05	17:05	19:05	22:35	02:05	03:05
Meal Break (30 min.)		10:20	13:20	17:20	19:20	22:50	02:20	03:20
Board Ratifications		10:50	13:50	17:50	19:50	23:20	02:50	03:50
Proposal 3 - Intro Book		11:50	14:50	18:50	20:50	00:20	03:50	04:50
Break (15 min.)		13:10	16:10	20:10	22:10	01:40	05:10	06:10
Name Change Study Report and Motion		13:25	16:25	20:25	22:25	01:55	05:25	06:25
Reminders		14:45	17:45	21:45	23:45	03:15	06:45	07:45
Closing		14:50	17:50	21:50	23:50	03:20	06:50	07:50
Conclusion of Day One		15:00	18:00	22:00	00:00	03:30	07:00	08:00

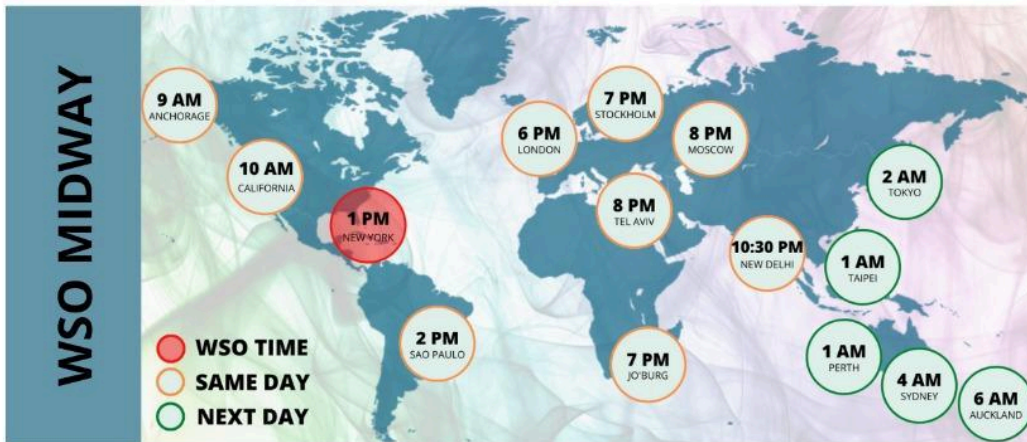


Day 2

AGENDA TOPIC	My Local Time (FILL IN)	PDT (Seattle)	EDT (Boston)	UTC/ GMT	CEST (Paris)	IST (Delhi)	JST (Tokyo)	AEST (Sydney)
<i>Zoom Lines Open</i>		5:45	8:45	12:45	14:45	18:15	21:45	22:45
Opening Activities & Announcements		6:00	9:00	13:00	15:00	18:30	22:00	23:00
Floor motion prioritization vote		6:15	9:15	13:15	15:15	18:45	22:15	23:15
Proposal 12: International Lit Scholarship Fund		6:30	9:30	13:30	15:30	19:00	22:30	23:30
Worldwide Online Voting Results from Day 1		7:50	10:50	14:50	16:50	20:20	23:50	00:50
Break (15 min.)		7:55	10:55	14:55	16:55	20:25	23:55	00:55
Minority Opinion for Day 1 Motions		8:10	11:10	15:10	17:10	20:40	00:10	01:10
Minority Opinion for Board Ratifications		9:00	12:00	16:00	18:00	21:30	01:00	02:00
Board Report: Priorities, Large Policies & Projects		9:20	12:20	16:20	18:20	21:50	01:20	02:20
Meal Break (30 min.)		10:20	13:20	17:20	19:20	22:50	02:20	03:20
World Service Office Report		10:30	13:50	17:50	19:50	23:20	02:50	03:50
Social Media Presentation and Motion		11:05	14:05	18:05	20:05	23:35	03:05	04:05
Service Norms Doc		11:50	14:50	18:50	20:50	00:20	03:50	04:50
Committee General Q&A		12:20	15:20	19:20	21:20	00:50	04:20	05:20
Play/Break (15 min.)		12:40	15:40	19:40	21:40	01:10	04:40	05:40
Finance: 2023 Audit Report		12:55	15:55	19:55	21:55	01:25	04:55	05:55
Racial Trauma Service Group Report		13:40	16:40	20:40	22:40	02:10	05:40	06:40
ABC Study Report		13:55	16:55	20:55	22:55	02:25	05:55	06:55
Closing		14:15	17:15	21:15	23:15	02:45	06:15	07:15
Conclusion of Day Two		14:25	17:25	21:25	23:25	02:55	06:25	07:25



Times Across the World





PROPOSALS AND MOTIONS TO BE BROUGHT BEFORE THE 2024 ABC

Literature committee: Safety Tent Card [Link](#)

Ballot Proposal 7: ABC/QDM [Link](#)

We propose that ACA hold annually one business conference and one other Delegate meeting. This one other Delegate meeting would replace the three Quarterly Delegate Meetings (QDMs) that are currently being held.

Ballot Proposal 3: Introductory Book [Link](#)

We propose that WSO develop an introductory guidebook (about 200 pages long) that focuses on the essential needs of ACA recovery, including for new ACA members, with a proposed publication date of no later than May 2027. This book would include a gentle framework for working ACA's 12 Steps, discuss how the Steps interact with reparenting, and contain shares and perspectives that reflect ACA's diverse global fellowship.

Name Change Study: [Link](#)

Motion: To submit to all ACA registered groups (meetings, intergroups, and regions) for approval, "to change the functional name of the fellowship to Adult Children of Alcoholics and Dysfunctional Families (ACAD), the top choice by the fellowship from the name study surveys."

Ballot Proposal 12: Literature Fund [Link](#)

Issue: a. To expand the scope of the International Literature Scholarship Fund to include funding additional publishing activities, such as translating, typesetting, printing and distribution and b. To change the name of the fund to more accurately convey these activities Name Suggestions: • International Literature Equity Fund, or • International 5th Tradition Assistance Fund

Concepts II and VI Study: [Link](#)

MOTION 1: that, to support a Informed Group Conscience process, the following language be approved by the conference today for subsequent group consideration and a final vote at the 2025 ABC as a replacement for the current Concept II: "ACA groups delegate to the World Service Conference the authority to act as their effective voice and conscience, and to represent the fellowship in world service matters."



MOTION 2: 1 yr extension of our time to continue looking at Concept VI and to expand our scope to include considering updates to other Concepts and, in parallel and in concert with the ABC Study subcommittee, to look at defining processes for updating Concepts.

ACA WSO Social Media: [Link](#)

Motion: To approve the use of social media as a public awareness and outreach tool by ACA WSO while adhering to the Traditions in its use.

Background: The use of social media was discussed by the Public Services committee from 2021 to 2022. In 2023 at the February QDM the office recommended a pilot project to the delegates and board to use social media as a public awareness and outreach tool. A report was presented at the 2023 ABC a few months later that began to outline how WSO was setting up the social media project along with very preliminary results.

The project was continued throughout 2023 with the results of the yearlong project showing much increased engagement while not encountering any issues regarding the Traditions. A couple of other social media platforms were tested as more knowledge was gained from the project. It has been shown that utilizing the video capabilities of platforms like Instagram attracts a significantly higher amount of engagement, and again without negative results regarding the Traditions.

Social media has been a well-used tool in the world of 12 Step programs by the larger 12 Step programs for quite a few years. Today it is the number one method of communication in most of the world and fits very well with our mission to raise awareness and carry the message of recovery to adult children around the world.

Board Trustee Ratifications:

Sue V: [info](#)

Tamara P: [info](#)

Rich R : [info](#)

Jim R: [info](#)

Dove R: [info](#)

Ken R: [info](#)



ABC VOTING PROCEDURES

Procedure for ABC Delegate Deliberation and Voting (For Virtual Meetings)

A. Introduction

The Annual Business Conference (ABC) brings together adult children from around the planet. It is important that Delegates experience a safe environment of openness, inclusion, unity, placing principles before personality, and relying on a worldwide group conscience to achieve substantial unanimity on major issues. These values reflect the First, Second, Fifth, and Twelfth Traditions; Concepts 1, 2, 4, 6, 7, and 12; and ACA's Commitment to Service.

As the result of a vote taken at the 2022 ABC, Quarterly Delegate Meetings (QDMs) were established to give the Delegates a continual voice in the affairs of the ACA World Service Organization (WSO).

To help support this type of deliberation, the following considerations have been put into place:

1. To accommodate all global time zones, worldwide online voting will be conducted outside of the actual ABC and QDM hours to make decisions on motions and Trustee ratifications.
2. Formal rules for discussion have been kept to a minimum. There will be some flexibility around time. Except where noted, delegates should limit their comments to about a minute. But speakers always will be given a small amount of additional time to complete a thought, and the Chair will give up to 90 seconds to those who do not speak English as a first language. If the Chair feels additional discussion time may be warranted, they may ask for a show of hands to see if the Delegates agree - within the context of timing of the full agenda.
3. The Conference Chair has the discretion to call on Delegates out of order so that those who have not been heard previously will be given an opportunity.
4. Delegates are highly encouraged to not repeat points that have already been made.
5. The Parliamentarian is entrusted to make decisions about process and order. In the case of submission of alternative motions (described below) the submitting Delegate may appeal the Parliamentarian's ruling to the Chair. The appeal must be seconded by another Delegate. The Delegate who appeals will have up to 90 seconds to voice their appeal. The Chair will then ask for a raised-hands poll of the Delegates to determine whether the Parliamentarian's decision stands or not. If 60% or more wish to overrule the Parliamentarian, the alternative motion will be added.

The ABC honors the minority's right of petition (Concept 5) by including the opportunity to request a re-vote on motions and Board Trustee ratifications through the minority opinion process.



Important note: Historically, it has not always been possible to complete the business of the Conference in two days. With Delegate agreement, agenda items that are not covered may be deferred to the QDMs.

The ABC lasts 2 days for approximately 8 hours each day, including breaks. The Delegates may elect to go beyond 8 hours for a maximum of an additional half hour if the discussion in progress warrants that. As the ABC Committee attempts to accommodate the many different time zones of the Fellowship, the starting time may vary from year to year and will be published well in advance of the ABC.

This Appendix covers the process of voting for Ballot Proposals, Study Group Motions, Floor Motions, and Board Ratifications during the ABC.

B. Worldwide Online Voting

A worldwide online voting process is used to increase access to registered Delegates across the globe who may find it difficult to attend due to time zone issues or conflicting commitments.

Except for specified procedural matters, most final decisions will be made through this voting process that will last 10-12 hours and be available to all registered ABC Delegates, no matter what time zone they are in, and whether they are able to attend the ABC real time.

Individualized emails are sent to all registered Delegates that will enable them to cast their online votes.

For the 2-day ABC, this voting officially opens within two hours of the close of the first day's session and closes within 2 hours of the start of the next day's session. If there is voting to be done after the end of the second day's ABC session or the QDM, the length of time available to vote will be announced.

To assist in this process, a WSO web page will be available that will include the Motions and Board Trustee Ratifications to be voted on, a brief summary of the main pro and con arguments, and audio recordings of Delegate discussions.

C. Quorum

Quorum rules exist to ensure that a vote reflects a substantial unanimity, not just a small percentage of Conference Delegates. Quorum refers to an established number of Delegates that must be present during any vote taken. Quorum is 50% of the number of Delegates who raise their hand as present during quorum counts.

Quorum counts will be taken near the beginning and mid-point of each session, as well as about an hour before the completion of each business day.

If any vote, in either a poll or in worldwide online voting, gets a total number of votes that is fewer than 50% of the most recent quorum count, the proposal or motion will be tabled until quorum is reestablished. At that time, Delegates will be given the choice by poll of calling for a



revote, or accepting the initial vote as reported. If quorum is not reestablished, the matter will be held over to the next meeting - either a QDM or the ABC.

D. Ballot Proposals, Study Group, Board, and Floor Motions

Depending on the results of the ABC Ballot, Delegates may be asked to process and vote on Ballot Proposals that made it to the ABC Agenda, motions that are presented by Study Groups, the Board, and time sensitive Floor Motions that are presented by Delegates.

The process is essentially the same for all three types of items, with the exception of additional processing of Proposals to determine if the Delegates feel that Motions should be presented.

Ballot Proposals

Once the ABC begins, in accordance with Tradition 2, the final word on all Ballot Proposals belongs to the Delegates, not to the group that authored them.

If there are no Ballot Proposals on the agenda, move to the next section entitled Study Group and Time Sensitive Floor Motions.

Initial Assessment. When consideration of a Ballot Proposal begins,

1. The submitting group(s) will have chosen a single Delegate to speak for up to three minutes to advocate for/explain their Proposal.
2. Delegates will have up to 20 minutes to discuss the general merits of the Proposal. A reminder will be given when five minutes remain.
3. Each Delegate may speak only once during a Proposal's discussion time. Any Delegate who spoke during the submitting group's presentation may not speak again, unless called on by the Conference Chair to answer a question posed during the Delegate discussion.

Identifying a general direction. A poll will be taken to determine how the Delegates wish to proceed. The poll will have the following choices (note that abstentions do not count in the vote outcome):

1. I support the spirit of the Ballot Proposal and would like a Motion to be crafted for approval at the ABC.
2. I need more information, and prefer a motion to be crafted to initiate an in-depth study that will report to a future ABC.
3. I would like this matter to be postponed for discussion at the next QDM.
4. I do not support the Ballot Proposal in any form.
5. I abstain from voting.

Note: If the purpose of a Ballot Proposal is to call for a long-term study, Option A will be reworded to reflect this, and Option B will be eliminated.



Polling Results

1. If the poll indicates 60% or more support for any one option, the Conference Chair will direct the proceedings to the next stage in the process (“crafting a motion”). Exception: if option 4 (I do not support the Ballot Proposal in any form) receives 60% or more of the vote, the Proposal is defeated and dropped from the ABC agenda. No motion is necessary.
2. If no option receives at least 60% in the initial poll, a second poll will be taken with the top two options, plus Options 4 and 5.
3. If no option receives 60% in the second poll, a third and final poll will be taken, with the top option plus Options 4 and 5.
4. If options 1 or 2 remain and they receive 60% or more, “Crafting a Motion” will begin.
5. If the option with the highest vote receives less than 50%, the Proposal dies.
6. If the option with the highest vote receives a simple majority, but less than 60%, it will be referred to the ACA World Service Organization, where an appropriate committee will give the issue further study.

Crafting a Motion. To determine the actual motion to be considered, Delegates may submit alternative language that will achieve the general direction set by the previous polling.

1. If Delegates chose Option 1 (“support the spirit of the Ballot Proposal”), a Delegate from the group that drafted the Proposal may submit a written motion first.
2. After 3 minutes of quiet reflection, other Delegates are then invited to draft alternative motions that accomplish the general spirit of the Ballot Proposal.
3. Those with alternative motions will be called on. The Conference Chair will have the option of calling on Delegates who have not been heard from before, or as often as others.
4. After each alternative motion is submitted, the Parliamentarian will assess if the motion accomplishes the general spirit of the Ballot Proposal.
5. Ten minutes will be allotted for the process of submitting alternative motions, and the Conference Chair will advise Delegates when only three minutes remain.

If Option 2 (“long-term study”) or 3 (“refer to the QDM”) is chosen, there will be no original motion from a submitting group.

Discussing and selecting a preferred motion.

1. All alternative motions are posted on the screen and Delegates may discuss the merits of the motions for a total of up to 15 minutes. A time warning will be given at five minutes.
2. Delegates will then be polled to determine the preferred motion as follows:
 - a. First poll: will include all motions, plus, “I do not support any of the motions.”
 - b. Following the first poll (if no motion gains 60%): the chair will identify all motions that received 20% or more. Those motions will be placed in a second poll, along with “I do not support any of the motions.”



- c. Following the second poll (if needed): The chair will identify the top two motions, and place them in a third poll, along with “I do not support any of the motions.”
- d. Following the third poll (if needed), the chair will place the top remaining motion, along with “I do not support any of the motions” in a final poll.
- e. Fourth and final poll: If the remaining motion receives 60%, it is added to the worldwide online voting Ballot. If it receives less than 50%, it is defeated. If the motion receives a simple majority, but less than 60%, it will be referred to the ACA World Service Organization, where an appropriate committee will give the issue further study.

Combined Discussions of Multiple Ballot Proposals

If there are multiple Ballot Proposals that are either nearly identical or address very similar issues, the following may happen:

1. The ABC Committee may propose that the Delegates discuss whether multiple similar Proposals can be combined into one motion. This option should be presented to Delegates at least one week in advance of the ABC.
2. In presenting this option at the ABC, the ABC Committee will briefly explain how the Proposals are related and how the Fellowship may be better served by combining them.
3. The designated representative of the submitters of each Proposal will have up to 3 minutes to speak on their Proposal.
4. There will be 30 minutes of Delegate discussion that covers all of these potentially combined Proposals.
5. A poll will be taken to determine the Delegates wishes to either consider the original Proposals separately or to combine them. As with other polls, the hoped for outcome is that one option will receive 60% or more of the vote.
 - a. First poll:
 - i. I support combining these Proposals
 - ii. I do not support combining these Proposals
 - iii. I abstain from voting
 - b. Following the first poll (if no option gains 60%): the chair will identify any option that received 20% or more. Those options will be placed in a second poll, along with “I do not support these Ballot Proposals in any form.”
 - c. Following the second poll (if needed): The chair will identify the top two options, and place them in a third poll, along with “I do not support any of the options.”
 - d. Following the third poll (if needed), the chair will place the top remaining option, along with “I do not support any of the options,” in a final poll.
 - e. Fourth and final poll: If the remaining option receives 60%, it is added to the worldwide online voting ballot. If it receives less than 50%, it is defeated. If the option receives a simple majority, but less than 60%, it will be referred to the ACA World Service Organization, where an appropriate committee will give the issue further study.

If a combined Motion is the choice, then the Crafting a Motion process, explained previously, will be followed.



NEW INFORMATION: Motions presented by Committees and the Board at the ABC

NOTE: For the 2024 ABC, this process covers the Literature Committee's Safety Tent Card motion and the Board's Social Media motion. It is noted that this type of motion was omitted from the current version of the OPPM in APPENDIX X - ABC and QDM VOTING RULES.

Such motions are processed as follows:

1. The background of the motion is presented for up to 5 minutes.
2. The motion is made by the presenting group - the Committee or a member of the Board (or its designated representative)
3. The motion is seconded by any Delegate
4. Q&A is held for 20 minutes
5. Delegates present vote on the following:
 - a. I agree with this motion and it should be sent to Worldwide Online Voting
 - b. I agree in substance with this motion, but do not feel it is ready for approval
 - c. I do not support this motion
 - d. I abstain
6. If 'a' receives 60% or more of the vote, the motion goes to Worldwide Online Voting.
7. If 'b' receives 60% or more of the vote, the motion goes back to the presenting body for further work.
8. If 'c' receives 60% or more of the vote, the motion is defeated.
9. If no option receives at least 60% in the initial poll, a second poll will be taken with the top two options, plus option d. After this poll, if no option receives at least 60%, the motion dies and it will go back to the Board and its relevant Committee(s) for further consultation.

Study Group, Board, and Time Sensitive Floor Motions

Motions at the ABC may be presented by Study Groups, although the number of such motions will be limited due to their time sensitive nature as well as the amount of time available. This section also covers Board Motions that may emanate from Delegate discussion and are the wish of Delegates to pursue. Such Motions must have been published in the Delegate Binder before the ABC.

These Motions as well as Floor Motions that meet the requirements for time sensitivity will follow the process in this section.

In accordance with Tradition 2, once a Study Group Motion or a Floor Motion is made and seconded, the final word on all Motions belongs to the Delegates, not to the authors.

1. The motion is presented (up to 5 minutes).
2. The Motion must be seconded by a Delegate.
3. Discussion and debate is conducted for up to 20 minutes with each Delegate speaking up to one minute. Exceptions are made for those where English is not their first language.
4. A poll will be taken as follows:



- a. I am in favor of this motion as presented and want it sent to Worldwide Online Voting.
- b. I am in favor of this motion, but would like minor changes.
- c. I am in favor of deferring action to a future meeting.
- d. I am not in favor of this motion.
- e. I abstain from voting.

If a, b, c, or d do not receive 60% or more of the vote, the one with the lowest percentage drops off the list and another poll is taken that includes d. This process continues until a decision is reached.

If b receives 60% or more, we move to the alternative motion process.

If a, c, or d receive 60% or more of the vote, that determines the next step - that either a - the motion goes to Worldwide Online Voting, c - the motion is deferred, or d - it is defeated. Note that abstentions are not counted as part of the total voting percentages.

If the final vote results in a simple majority but less than 60%, it will be referred to the ACA World Service Organization, where the Board will give the issue further study.

5. Alternative motion process:

Delegates may submit alternative motions that do not substantially change the general direction set by the motion presented.

Alternative motions must be seconded by another Delegate.

- a. Start with 3 minutes of quiet reflection.
- b. 10 minutes will be allotted for presentation of alternative motions.
- c. The group that presented the original motion may present its own alternative motion, based on the discussion.
- d. Delegates who have alternative motions will raise their hands and be called on.
- e. The Delegate will read their alternative motion and post it in Chat.
- f. The Secretary will copy and paste it onto a slide on the screen.
- g. The Parliamentarian will advise whether the language meets the requirements of maintaining the integrity of the original motion.
 - i. If yes, the Chair calls on the next Delegate
 - ii. If no, the Secretary removes it from the list

Exception - per the information given at the start of this Appendix, the Delegate may challenge the Parliamentarians ruling and the Chair will process the objection.

6. Delegate discussion: up to 15 minutes on the merits of the alternative motions.

7. Voting on alternative motions:

- a. The first poll will include the original motion, all alternative motions, plus "I abstain from voting."
- b. If none of the choices gains 60%, depending on the number of alternative motions submitted, anything that received less than 20% will be removed and another poll will be taken that includes "I abstain from voting"



- c. Following the second poll (if needed): the top two motions will be placed in a third poll, along with “I abstain”
 - d. Following the third poll (if needed), the chair will place the top remaining motion, along with “I abstain” in a final poll.
8. Final results:
- a. Any motion with 60% of the votes is sent to Worldwide Online Voting.
 - b. If the final vote results in a simple majority but less than 60%, it will be referred to the ACA World Service Organization, where the Board will give the issue further study.

Trustee Ratifications (Day 1)

The Nominating Committee will conduct this portion of the ABC and will present introductory statements.

Ratification of Trustees requires a simple majority of all voting Delegates.

1. Trustees may each speak up to three minutes.
2. At the end of all individual Trustee introductions, Delegates will have a total of up to 15 minutes to ask questions of Trustees.
3. Trustees will have up to one minute to respond to questions asked of them. More time will be allotted if needed.
4. Trustee ratifications will be placed in Worldwide Online Voting.

Announcement of Voting Results and Minority Opinion

At ABCs and QDMs, Delegates may express a minority opinion following any vote submitted to Worldwide Online Voting. For a two-day ABC, the voting results will be posted on the website two hours prior to the beginning of Day 2.

During the minority opinion portion of the meeting on Day 2, the Delegates will be asked if anyone in the minority requests to state a minority opinion.

1. If there is no minority opinion on a vote, the result of the voting is final.
2. If there is a minority opinion, up to three members of the minority may seek to persuade the majority to reconsider their initial vote. Each such minority voice will have up to one minute to speak. All comments are to be directed to the Delegates as a whole and should be consistent with the Twelfth Tradition guidance of “principles before personalities.”
3. Minority opinion response:
 - a. For Motions, because of the amount of time between the presentation of the Motion on the previous day or previous proceedings and the probability of alternative Delegates in attendance, the proposer of the motion will have up to two minutes to respond to the minority.
 - b. For Trustee ratifications, after the minority opinion is heard, the Trustee will have up to two minutes to respond.
4. The Delegates are then polled to see if they wish to revote on the Motion or Ratification.



- a. If more than 40% request a revote on either a Motion or ratification, the original 60% or more vote will be called into question. The original motion or ratification will be resubmitted to Worldwide Online Voting at the first opportunity along with an explanation that the Delegates requested a revote.
- b. If fewer than 40% request a revote, the original vote is final.

Delegate Floor Motions Requirements

Delegates may submit Floor Motions on Day 1 by emailing them to the Conference Secretary within one hour of the close of business that day.

On Day 2, before considering the deliberation of Floor Motions, Delegates will determine if the issues are time sensitive and cannot wait until a future QDM.

Delegate Floor Motions:

1. May not contain the sum and substance of any Proposals that were on the Ballot sent to groups in January, whether they are on the ABC Agenda or not. They may also not be similar to motions that are presented on Day One or expected to be presented on Day Two.
2. Must be submitted in writing to the Conference Secretary within an hour after the official close of ABC business on Day 1.
3. Should be written in the form of a motion (“I move that . . .”) with a background that Includes reasoning and why it is time sensitive, e.g., it affects a decision that is in the process of being made about an upcoming WSO event.
4. Should include the resources that will be needed to accomplish and who that might be.
5. Should be brief – not to exceed 75 words for the Motion, with up to 100 words for the background.
6. Indicate the best way that the submitters may be contacted before the start of Day 2.

All Floor Motions will be posted for preview on designated web pages and Slack channels before the start of Day 2. They will be labeled as either conforming or non-conforming to the guidelines.

1. The Conference Chair(s), the Parliamentarian, and ABC Committee members will review the Proposals before the start of Day 2 to determine if they meet the Floor Motion criteria. Submitters may be contacted if clarification is needed.
2. At the designated Floor Motion time, Delegates will first be polled to determine whether they think each of the conforming Floor Motions are time sensitive.
 - a. For those that are not time sensitive, they will be postponed to the next QDM.
 - b. For those that are time sensitive, Delegates are then polled to determine the order in which Floor Motions will be processed.
3. If there is not enough time to process all time sensitive Motions, those that remain will be referred to the Board.

REVISED INFORMATION:



WSO Committee and Board Presentations

Due to the amount of other items on the 2024 ABC Agenda most WSO Committees or their respective Collaboration Committees will not give oral report presentations at this ABC. Delegates are asked to read the Committee Reports in the Delegate Guidebook. There will be an opportunity for Delegates' questions during the second day of the Conference when Committee Chairs will be available during the Committee Question and Answer section of the Agenda.

Due to time constraints and lack of time for individual WSO Committee Chairs and Co-Chairs to be presented to the Conference in detail, Delegates will not ratify them, as stated elsewhere in the OPPM. If Delegates know of any reason why a Committee Chair/Co-Chair should be removed from their position, they are encouraged to follow the OPPM Appendix XII Complaint Process.

Per the WSO ByLaws, the Board will also discuss WSO's broad strategic priorities and specific high-profile initiatives, for the coming year. Following this, Delegates will have the opportunity for questions and comments.



BALLOT PROPOSALS

Ballot Proposal Process

Each year all ACA Meetings, Intergroups, and Regions (Groups) are invited to submit Ballot Proposals that are meant to be of global importance to the Fellowship. Once received and vetted by the Ballot Prep Committee for viability, and after clarifying any unclear information, the remaining Proposals become part of the ABC Ballot.

This year's Ballot included 12 proposals. Groups were invited to vote on the Proposals after taking a Group Conscience to determine their vote on each one.

Their selected trusted servant then entered their votes on the online Ballot. This trusted servant might have been the group's secretary, their ABC Delegate, or any other designated group member. The group's vote on each Proposal indicated whether or not they wanted to see that Proposal added to the agenda for discussion at the ABC. If they could not reach a decision, there was a No Opinion option available for each Proposal.

This year, Ballot voting closed on April 15th. The Ballot Prep Committee then tallied and published the results. All Proposals that received at least 66.7% yes-votes are added to the ABC agenda.

Ballot Results

Of the 12 Proposals on the Ballot this year, Proposals 3, 7 and 12 will be on the 2024 ABC Agenda.

232 valid Ballots were received from 17 Countries, 17 Intergroups, and 2 Regions

The following shows a summary of the results. 'No Opinion' votes are not counted in the total results. Note: while it didn't change the results, the percentages in the table below may vary slightly from what was posted on the WSO communications channels. Some ballots were removed from the counts after the reconciliation of duplicate ballots, etc.



Proposal #	Y/N Votes	Yes	No	% Yes	% No
1: The Promises	220	89	131	40	60
2: Literature Projects	200	70	130	35	65
3: Publish Intro Book	223	176	47	79	21
4: Affirm Non-Conf. Approved Literature	199	70	129	35	65
5: Publishing License	202	102	100	50	50
6: Delegate-Driven Conf. Committee	176	83	93	47	53
7: Modify ABC and QDMs	197	176	21	89	11
8: Ratification of Trustees	194	61	133	31	69
9: Meeting Listing/Delisting	197	103	94	52	48
10: Change Tradition Four	215	73	142	34	66
11: Create Cmte to ID Discrimntn/Bias	198	90	108	45	55
12: Intrntnl Literature Scholarship Fund	210	195	15	93	7

Proposals 3, 7, and 12

(the remaining Proposals are in the Appendix of this document)

Proposal 2024-3

Submitted by FL215, Ormond Beach, FL USA, CA1179, Encino, CA, USA, IA029, Davenport, IA, USA, VA092, Falls Church, VA, USA, PA076, Oaks, PA, USA

Yes: 79%; No: 21%

Yes: 176; No: 47; No Opinion: 9

Issue: We propose that WSO develop an introductory guidebook (about 200 pages long) that focuses on the essential needs of ACA recovery, including for new ACA members, with a proposed publication date of no later than May 2027. This book would include a gentle framework for working ACA's 12 Steps, discuss how the Steps interact with reparenting, and contain shares and perspectives that reflect ACA's diverse global fellowship.

Background: Existing ACA literature is comprehensive, but the program's essence is scattered over four textbooks totaling more than 1,300 pages. It can be overwhelming for members (especially newcomers) trying to practice the program. Many leave without fully understanding ACA's healing message.

This proposal would create an introductory guidebook that can be understood by ACA members of all languages and cultures in their first two years of recovery. This book would use plain,



gentle language. It would introduce the basics of ACA—steps, reparenting and essential recovery skills like boundaries and connecting with others. Practical tools and exercises would aid the reader.

A similar project was promised multiple times at the Annual Business Conference, starting with the 2018 WSO chair report. But it was never put to a Conference vote, and this has caused confusion within the Literature Committee. Approving this ballot proposal would enable delegates to set a clear mandate and publication deadline for ACA world service.

ACA currently has only a trifold and pamphlet for newcomers. Two other projects that originated outside WSO (the Ready Set Go workshop and the New Hope Beginners meeting format) help newcomers in group settings. But these projects cannot replace an introductory guidebook, which all ACA members can use on their own or while working with fellow travelers.

A strong introductory guidebook could literally be lifesaving for ACA members of all languages, backgrounds, and levels of recovery experience. It also could empower sponsors/fellow travelers and therapists to carry the message to those who still suffer.

Resources/Implementation: Numerous volunteers have shown their willingness and ability to develop an introductory guidebook focusing on essential ACA recovery skills, and extensive materials are in development. If WSO commits itself to prioritizing an introductory guidebook, as we hope the Annual Business Conference will support, the proposed literature can be completed on an expedited basis.

There is no significant financial cost associated with developing a specialized introductory guidebook. In fact, such a resource would likely bring new revenue to ACA WSO while better serving the global fellowship.

WSO Analysis:

Response:

We have heard from the fellowship for many years that there is a need for a concise introductory book that includes the ACA Twelve Steps, reparenting, and tools that can be used in working an ACA program and have been working toward that goal.

Factors to consider:

- Such a book would make translation around the world significantly easier and has the opportunity to include more diverse shares and experiences from the lived experience of our fellowship.
- The Literature Committee is currently working on implementing a motion on revising the BRB that was passed at the 2021 ABC: "We move that a new literature subcommittee begin planning a revised edition of the Big Red Book, with new testimonials and updated content, to be more inclusive of all experience of gender, sexual orientation, ethnicity, religion/spirituality, and a broader range of socio-economic and cultural backgrounds."
- Additional volunteers will be required for this project if passed, and timelines will be dependent on resources.



- There are some workbooks that are being used for newcomers such as "A New Hope" and "Ready Set Go." These books are scheduled to be published, however these do not provide the full scope this proposal is requesting.

Resources (for more background information) <https://acawso.org/bpc/>

Optional Comments: (Those that were greater than 50 words, per Ballot instructions, were truncated. Comments that only referred to a group's internal voting percentages were not included.)

- 1) This book would be very helpful to newcomers and should be discussed.
- 2) A purposed publication date of 2027? That alone is a bit demanding and filled with assumptions. A small version of ACA material? The BRB is all we need. Trifolds are very useful in simplifying the vast material in the BRB
- 3) We already have more than sufficient literature. It will be confusing to add an abbreviated version of the program. As it is, newer members are already ignoring the Red Book and Yellow Workbook in favour of only working the Reparenting Book. Prior to recovery, we love a quick fix! Enough literature already!
- 4) Our group is in favor of the WSO developing a specialized introductory guidebook for newcomers.
- 5) It is overwhelming to come in as a new comer and be presented with three different texts. Empower fellow travelers to carry the message to those who still suffer. If a new Big Red bk is proposal it would not cost extra to have the 12 promises done in present progressive.
- 6) Doesn't this exist already?
- 7) The Big Red Book is sufficient. We also would like a chair person training feature to be offered and online links to FREE BROCHURES such as the 25 questions.
- 8) No, the beginner's pamphlet is sufficient and 200 pages is too big.
- 9) Not now. Having another item to do when resources stretched thin. Concerned w/how it would get done. Group vote changed to yes, support. Mtgs focus on different books. As a newer member, it would be helpful to have. Minority: Groups behind this proposal have experienced members, lit committee members providing a synergy to get book done. Curious about why proposal includes date for publication? Having conference support for book beneficial.
- 10) it is already in process and a previous ABC has approved it.
- 11) We understand that such a guidebook is already in the pipeline.
- 12) Too much literature already. KEEP IT SIMPLE
- 13) New Hope is coming soon, it's a beginners book. We also understand a book Essentials was submitted and LitComm asked it to be edited. Follow process.
- 14) We really like the idea of this but feel we do not have the volunteers to make it happen now.
- 15) we all felt 200 pages does not count as an introductory document, that it is redundant and would cannibalize sales from other literature
- 16) Maybe something shorter to safeguard from overwhelm (50 pages). We have enough guidebooks. - Various feedback from members.
- 17) This would be great for newcomers!



- 18) The BRB can be overwhelming, and is not accessible to those with learning differences. There is also a significant need among newcomers. The minority found that we could simply update the BRB instead of adding new literature.
- 19) We felt the existing literature was enough.
- 20) 200 pages still seems long. It might be helpful in places where meetings are sparse. It would probably duplicate a lot of the BRB.
- 21) We were also supportive of revising the BRB, as indicated in "Factors to Consider"
- 22) The ACA Fellowship ought to recognize that giving mandates and deadlines to WSO is futile if the Fellowship is not fully self-supporting with contributions of volunteer service.
- 23) We need a gentle introduction for new comers with loving language and the ACA essentials to help get them started. And, can stand alone.
- 24) Much needed
- 25) We believe a Guidebook on how to use and apply the Big Red Book would be a better idea
- 26) Isn't this the new hope guidebook?



Proposal 2024-7

Submitted by the IT Committee and the ABC Committee

Yes: 89%; No: 11%

Yes: 176; No::21; No Opinion: 35

Issue: We propose that ACA hold annually one business conference and one other Delegate meeting. This one other Delegate meeting would replace the three Quarterly Delegate Meetings (QDMs) that are currently being held.

Background: The following was passed at the 2022 ABC: To schedule quarterly delegate meetings of 2-4 hours, in July/August, November, and February. The July/August quarterly meeting will handle spillover business.

The current demand of conducting four meetings a year taxes WSO volunteers in both the IT and ABC committees an unreasonable amount. WSO does not have the volunteer pool to support the pace set by the current schedule. It is our experience that the volunteers that participate have only a few weeks off after the completion of one meeting and the start of planning for another. This has led to volunteer burnout and some members leaving WSO service.

This ballot proposal simply asks to reduce the number of quarterly delegate meetings from three a year to one without introducing additional changes. There is already an ABC Study group that is examining the form and structure of these Delegate meetings.

Resources/Implementation: Work on implementing this change would be done in consultation and coordination between the ABC Committee and the IT Committees.

WSO Analysis:

Response:

While the response to QDMs over the first year has been generally positive, as measured by survey responses, the proposing committees (ABC and IT that do most of the work) would like the delegates to consider discussing the future and format of these additional delegate meetings and whether they are serving the fellowship.

Factors to consider:

- The motion to start quarterly delegate meetings was approved by the delegates at the 2022 ABC as an adaptation of the Board's proposed motion that one additional day be scheduled to complete overflow work from that ABC.
- The amount of time it takes to plan four meetings per year greatly stretches the available resources of both committees. There was hope that more members of the Fellowship would step up to participate on these committees, but that has not happened.
- If there are not enough volunteers to support QDMs, it is possible that some QDMs would not be able to be held.

Resources (for more background information) <https://acawso.org/bpc/>



Motions Background

The motion to start quarterly delegate meetings was approved by the delegates at the 2022 ABC as an adaptation of the Board suggested proposal that one additional day be scheduled to complete overflow work from ABC.

Here is this motion brought forward by the board to the 2022 ABC:

Board Motion passed on January 8, 2022: Authorization of an Overflow Day for ABC To authorize a third or overflow day to the Annual Business Conference (ABC) schedule within two months of the ABC, for any delegate conversation/voting not completed during the regularly scheduled ABC. This additional session will be held if at least 60% of the ABC delegates votes in favor of it.

Background: Some of the complaints of previous ABC include scheduling too much in the time available, agenda items are rushed, there is not enough delegate input, proposals which are referred to the board may not be addressed in a timely fashion. For the 2022 ABC the date of May 21 is suggested as the overflow day.

Based on discussion of the above at the ABC the following motion was passed:

2022 ABC Motion: Motion from discussion of adding additional days to the ABC: To schedule quarterly delegate meetings of 2-4 hours, in July/August, November, and February. The July/August quarterly meeting will handle spillover business.

Based on the vote: I am in favour of this motion passes with 85.4% of the vote. 82 votes tallied and 5 abstentions.

Optional Comments: (Those that were greater than 50 words, per Ballot instructions, were truncated. Comments that only referred to a group's internal voting percentages were not included.)

- a) Quarterly meetings seem excessively burdensome on the IT committee and on Delegates.
- b) The IT Committee knows what it needs and should already have the freedom to act within the guidelines to meet their objectives
- c) Our group agrees that this proposal merits additional discussion based on the experience of Fellowship volunteers.
- d) This current schedule is taxing and time consuming.
- e) Members don't understand the importance of these meetings and simply want special meetings when urgent matters arise otherwise an annual meeting is fine.
- f) Yes, too many meetings to prepare and people are burned out. A change needs to be made
- g) Yes, am in favor of fewer Delegate Meetings. It is too much on the IT and ABC Committees of WSO. If there were several proposals on an ABC agenda that did not get discussed, we could change our minds to either add a day to the ABC or hold a
- h) Volunteer prep for each of these 3-4 hour meetings is burdensome and WSO has a shortage of volunteers.



- i) why not combine delegates' meeting with ABC meeting
- j) Yes BUT both meetings should allow voting. There is no point in having a business mtg without any real accomplishment.
- k) Full support
- l) We don't want WSO volunteers to be too overwhelmed by having to organize so many meetings.
- m) If they want it, who are we to argue. Concerned that a change from 4 to 1 is a huge jump though & will there be enough time. We would prefer 4 to 2.
- n) We don't want the WSO to be so overwhelmed.
- o) It respects time and resources, and reduces burnout - maybe simply have a longer spillover meeting instead. Minority opinion is that this could be more effectively managed.
- p) We see the benefit in 2 meetings.
- q) Quarterly meetings appear to be reasonable because attendance of members changes so rapidly.
- r) We believe the WSO and the Conference ought to jointly develop a plan for developing the ability of the Conference to take on more responsibility for planning, organizing, and conducting delegate meetings and business.
- s) Only to complete what wasn't done during the ABC. The already stretched Board and Committee chairs/members primarily are the ones providing the service to run the ABC's & QDM's. It's too much!
- t) Requested by the volunteers that do this, they know what they need

Proposal 2024-12

Submitted by the Global Members Committee

Yes: 93% No: 7%

Yes: 195 No: 19 No Opinion: 22

Issue:

a. To expand the scope of the International Literature Scholarship Fund to include funding additional publishing activities, such as translating, typesetting, printing and distribution

and

b. To change the name of the fund to more accurately convey these activities

Name Suggestions:

- International Literature Equity Fund, or
- International 5th Tradition Assistance Fund

Background: The current International Literature Scholarship Fund was created by combining two ABC 2021 proposals (from South Africa and the Global Committee) with the purpose of helping to carry the ACA message to developing fellowships in regions around the world dealing with the challenges of financial inequity. It has already been successful in that goal with English literature.

1. However, there are a number of activities that the fund can't currently be used for, due to legal restrictions resulting from how it was initially established.



2. The fund's original intended purpose was to supply ACA Literature to developing regions, the majority of which do not speak English. Translation has shown itself to be the critical first step to meet the needs of these regions.
3. Having Literature available in the mother tongue of new members is very important for effectively carrying the message and the growth of local fellowship.
4. While translating is volunteer-driven, there are still substantial costs involved before a book can be made available: typesetting, printing, distribution and storage. Given the complexity of the many dialects of some languages, it is also sometimes necessary to employ paid professionals to produce a unity version of the translated material.
5. We believe these aspects were not adequately clarified and thus were not provided for when the ILSF was originally established; this amendment is therefore essential to be able to execute the original intention.
6. The change of name is necessary to accurately reflect the purpose of the fund.

Resources/Implementation:

Specific examples for clearer understanding:

- The world's most populated nation is India with 22 official languages, and a Hindi-speaking population of over 500 million. In the past 1½ years, the number of ACA meetings has grown from 3 to 17; including 4 in Hindi and one Nepali but there is no literature to support them. The members are thus not able to fully participate.
- Change the country to South Africa (original proposer), with 11 official languages, and the meeting language to Afrikaans or Zulu, the same issue can be seen.
- Similarly with China and local Chinese languages.

WSO Analysis:

Response:

As background, the Board and the 2021 ABC approved the creation of this fund (see background).

The Publishing Committee has reviewed this proposal and advised the Board that expanding the scope of this fund to include translation and supporting activities is needed. They would like this to be discussed at the ABC, too.

At this time, the Board is not able to confirm the authorization level of these changes without legal counsel. If the groups approve this ballot to be on the 2024 agenda, the Board will seek legal counsel and provide this information at the 2024 ABC, if it is available.

Factors to consider:

- Expanding the scope and any name change will require funds for legal counsel to advise on following the IRS and California state guidelines.
- The word “scholarship” can have a “negative” interpretation and a change to the name of the fund might give a more positive message.
- Additional funds are needed to support translations and supporting activities. Translation work is primarily done by volunteers but funds are still needed to support the translating teams with other supporting activities such as first draft translations when machine translation is not available.
- An example of the success of this fund is that approximately \$4,800 was given to the South Africa and India intergroups for ACA literature and, as a result, their fellowships have grown. In fact, the South Africa intergroup was pleased to have been able to give a 7th tradition contribution to WSO in 2023 as a way of giving back.

Resources (for more background information) <https://acawso.org/bpc/>



Background:

In 2021, the Board passed a motion to approve two proposals. These were reviewed by the delegates at the 2021 ABC and accepted.

- Proposal 2021-11 - We propose that WSO consider setting up an ACA International Literature Scholarship fund for members who cannot afford ACA literature due to the price of the literature in their local currency, the exchange rate for their currency against the dollar, or due to their individual financial constraints.
- Proposal 2021-16 - We propose that WSO create an International Literature Scholarship Fund to help offset literature costs for meetings in emerging countries.

Board Motion 2021_0410_03: Establishment of International Literature Scholarship Fund: To establish an International Literature Scholarship Fund, to which members may make dedicated contributions.

Approved unanimously

The background noted the fund would enable ACA members to directly support new international fellowships, by donating money to support literature purchases.

Since that time, the funds have been disbursed for literature purchases by the South Africa intergroup and India intergroup for a total of \$4,865.65. Their fellowships have grown as a result and the South Africa intergroup was pleased to have been able to give a 7th tradition to WSO in 2023 as a way of giving back.

The controller stated this fund has a balance of \$22,566 as of Oct 31, 2023.

Additional funds will be required to support translations and supporting activities. Translation work is primarily done by volunteers, by Adult Children for Adult Children but without additional support it could take 5-10 years to publish translated books.

Optional Comments: (Those that were greater than 50 words, per Ballot instructions, were truncated. Comments that only referred to a group's internal voting percentages were not included.)

- a) Seems this would help expand the reach and scope of literature to reach more suffering ACAs and should be discussed. How about just dropping the word "Scholarship" for the name change? International Literature Fund is more descriptive than the 2 suggestions.
- b) It takes monies to do this. It's ACA material. Help out where possible and with what is reasonable
- c) Our group feels in order to be there more fully for our fellow travelers across the globe they do need literature in their native language
- d) Funds previous contributed to the cause of individuals without funds should not be used otherwise
- e) Our group agrees that expanding the scope of the ILSF and changing the name of the fund are worthy proposals that merit discussion at the ABC.
- f) We voted YES or NO DECISION because it is so complicated, we thought others more knowledgeable should make the decision.
- g) Yes, this sounds great. Yes, this should be discussed. Translations are important. How do they determine which region needs more help/use of funds? No, WSO has many expenses coming up. This proposal is asking for more flexibility rather than more funds.
- h) WSO supports this. So do we. No opinion on the name.
- i) We need to grow the program and reach all those that need it. We need to be able to do that through local languages etc.
- j) If a name change is approved by this vote, our group prefers the "International 5th Tradition Assistance Fund."
- k) This proposal seems really crucial to carrying the message as per Tradition 5.
- l) Our purpose is to carry the message to those who still suffer, and people should be able to hear literature in the language of their inner children.
- m) We believe that in the service work of translating and printing to spread the word.
- n) We believe this issue should be discussed and considered by the Conference and that all options for addressing any problems should be explored, and not just this proposed change.
- o) Agreed a more accurate name would be beneficial.



MEMORANDUM

To: Bill Dalton
From: Ariella Nasuti
Re: International Literature Scholarship Fund
Date: May 15, 2024

I. Introduction and Scope of Analysis

Adult Children of Alcoholics World Service Organization, Inc. (“**ACA WSO**”) is a California nonprofit public benefit corporation that is tax-exempt as described by section 501(c)(3) of the Internal Revenue Code (“**Code**”). In 2021, ACA WSO approved establishment of a restricted fund, the International Literature Scholarship Fund (“**Fund**”), to ensure non-U.S. fellowships had equitable access to Adult Children of Alcoholics (“**ACA**”) literature. We have been asked to advise ACA WSO regarding whether it might permissibly (i) use Fund assets to translate or print ACA literature; and (ii) change the Fund name pursuant to U.S. nonprofit law and regulations (collectively, “**Nonprofit Law**”). This analysis is informed by information and materials provided to us and does not address matters of law beyond the Nonprofit Law.

II. Analysis

California law imposes a duty on charities to use all charitable contributions for the purposes for which they are solicited or as designated by donors.¹ The Fund was established by ACA WSO to provide individuals outside the U.S. with equitable, affordable access to ACA literature. Subsequent communications with donors that referenced the Fund were consistent on this point, underscoring that the Fund’s purpose was to ensure both the affordability and availability of ACA literature overseas.

Translating or Printing ACA Literature with Fund Assets

In order to remove barriers to access for international fellowships, it is permissible for ACA WSO to undertake the translation of ACA literature to both safeguard the organization’s intellectual property rights and ensure that the ACA literature being offered overseas is the same as that available to U.S. fellowships. Given the Fund’s purpose, it is permissible to expend Fund assets to ensure ACA literature translations are accurate and



consistent as only then can access thereto be deemed equitable for fellowships around the world.

¹ Cal. Bus. & Prof. Code. § 17510.8.

May 15, 2024

Page 2

With respect to expending Fund assets to print ACA literature, so long as such printing will further the Fund’s purpose of ensuring equitable access by international fellowships, and assuming the printing expenses are deemed reasonable by ACA WSO, Fund assets may permissibly be used for such printing.

Renaming the Fund

The IRS defines scholarship as “an amount paid or allowed to a student at a [qualified] educational institution for the purpose of study.” Given that the support provided through the Fund is not equivalent to a “scholarship,” renaming the Fund to eliminate a reference to scholarship would be a permissible, clarifying change for the Board of Trustees to make. Further, renaming the Fund to the International Literature Fund, International Literature Equity Fund, or the International 5th Tradition Assistance Fund would also be permissible given the Fund’s restricted purpose of supporting equitable access to ACA literature for overseas fellowships.

Provided the Board of Trustees utilizes the Fund consistent with its restricted purpose, it does not need to seek ABC approval to expend Fund assets. That said, providing the membership with reports at the ABC that highlight the impact of the Fund will ensure that the membership is kept apprised of how the Fund’s assets are being utilized to deliver on ACA WSO’s vital mission.



PAST ABC & QUARTERLY DELEGATE MEETINGS

Minutes of Past Conference and Meetings

Click on the item in the list below to open the document:

- [May 6-7, 2023, Annual Business Conference Minutes](#)
- [August 5, 2023, Quarterly Delegate Meeting Minutes](#)
- [November 3, 2023, Quarterly Delegate Meeting Minutes](#)
- [February 3, 2024, Quarterly Delegate Meeting Minutes](#)

Delegate Survey Summaries

Click on the item in the list below to open the document:

- [May 2023 Annual Business Conference Survey Results](#)
- [August 2023 Quarterly Delegate Meeting Survey Results](#)
- [November 2023 Quarterly Delegate Meeting Survey Results](#)
- [February 2024 Quarterly Delegate Meeting Survey Results](#)

ACA SERVICE NETWORK

ACA Groups, Intergroups, and Regions Statistics

The following data is current as of May 15, 2024:

- **Groups:** There are 2,733 registered ACA meetings in 58 countries, an increase of 121 meetings from a year ago.
 - There are approximately 600 new meetings and just under 500 that either asked to be removed or were found to be inactive or duplicates.
 - Meetings that have not been updated within the past 2 years are currently being contacted to determine whether they are still active.
 - It is believed that there are still possibly hundreds of unregistered meetings, especially in non-English speaking countries, that are encouraged to register with ACA WSO.
- **Intergroups:** There are 101 ACA Intergroups listed, compared with 104 a year ago.
 - There are 8 new Intergroups; 11 were removed because they were no longer active.
 - Intergroups that have not been updated within the past 2 years are currently being contacted to ensure they are still active.
 - Intergroups no longer have to be based on geographic boundaries. Some are virtual.
- **Regions:** There are three certified ACA Regions, which is one more than last year.



Organizational Chart and Contact Information

Last Updated: April 17, 2024



*A project is being created to bring the OPPM up-to-date.



List of Committees With Email Addresses and Links to Committee Webpages
(does not include subcommittees)
As of April 17, 2024

<u>COMMITTEE</u>	<u>EMAIL ADDRESS</u>	<u>LINK TO COMMITTEE WEBPAGE</u>
ABC/AWC	abc@adultchildren.org	https://acawso.org/category/abc-committee/
Ballot Preparation	bpc@adultchildren.org	https://acawso.org/bpc/
Archives	archives@adultchildren.org	https://acawso.org/archives/
Concept II and VI Study (Ad Hoc)	concepts2and6@acawso.org	https://acawso.org/concepts-study/
Data Analysis	data@acawso.org	https://acawso.org/category/data-analysis/
European	ec-chair@acawso.org	https://acawso.org/ec/
Finance	treasurer@adultchildren.org	https://acawso.org/finance-committee/
Global Members	globalmembers@adultchildren.org	https://acawso.org/category/global-members/
Information Technology (IT)	itchair@acawso.org	https://acawso.org/it-committee/
Literature	litchair@acawso.org	https://acawso.org/literature/
Member Services	mscchair@adultchildren.org	https://acawso.org/member-services/
Nominating	chairnomcom@acawso.org	https://acawso.org/nominating-committee/
Operating Policies & Procedures Manual	oppm@adultchildren.org	https://acawso.org/category/oppm/
Organizational Name Study (Ad Hoc)	namestudy@acawso.org	https://acawso.org/name-study/
Public Services and Hospitals & Institutions	pscchair@acawso.org	https://acawso.org/ps-hi/
Publishing (including Translations)	publishingchair@acawso.org	https://acawso.org/publishing/
Racial Trauma Service Group	racial-trauma@acawso.org	https://acawso.org/racial-trauma-service-group/
Safety Resources	src@acawso.org	https://acawso.org/src/
Volunteer Resources	vrc@acawso.org	https://acawso.org/vrc/



TRUSTEE RATIFICATIONS

Members of the Board of Trustees of the ACA World Service Organization

Trustees Seeking Ratification



Dove H., Arizona, USA
Jim R., New York, USA
Ken R., Ohio, USA
Rich R., New Mexico, USA
Sue V., Ontario, Canada
Tamara P., Minnesota, USA





Dove H.

Began in 2022; Requesting ratification for 2nd term, 1st year.

ACA Service Biography

2017	<ul style="list-style-type: none"> • Attended first ACA meeting February 28, 2017 • Started two face-to-face ACA meetings and served as Treasurer. • Started the Yellow Workbook with 1 group.
2018 – 2019	<ul style="list-style-type: none"> • Served as Treasurer and then rotated to Chair of both meetings.
2020	<ul style="list-style-type: none"> • Started third ACA meeting. • Started attending WSO Teleconferences monthly (4/2020 to current date). • Volunteered for service in the WSO Addressing Predatory Behavior Committee (which later became MSSC – Meeting and Service Safety Committee in 2020 and then became SRC- Safety Resources Committee in 2022) (to current date). • Group Rep for the Arizona Intergroup (to April 2024).
2021	<ul style="list-style-type: none"> • Attended Region 2 Meetings for the Arizona Intergroup for 10 months. • Selected as Co-chair of MSSC – Meeting and Service Safety Committee (to October 2023).
2022	<ul style="list-style-type: none"> • Applied for WSO Board of Trustees and was accepted and ratified. Started 1st year of first term. • Member of Concepts 2 & 6 Study Group- (to current date). • Appointed by the WSO Board as Interim Chair for Health and Safety Advisory Group (to July 2023). • Board Liaison of Region Subcommittee (to summer 2023). • Board Liaison of Fellowship and Public Engagement Collaboration Committee (to December 2023). • Attended in a non-role capacity: Global East and Global West, Volunteer Resources. • Member Services Committee (to summer 2023). • Started the Loving Parent Guidebook with home group - finished 9/2023.
2023 2023 con't	<ul style="list-style-type: none"> • WSO Board of Trustees – First Term, 2nd year. • Elected Vice- Chair of Executive Committee of the ACA WSO Board of Trustees. • Interim Chair for Health and Safety Advisory Group until July 2023 • Board Liaison YAT- Young Adult Teen Meeting Subcommittee until summer 2023. • Co-chair SRC- Safety Resources Committee until October 2023 • Selected as Interim Chair of MSC - Meeting Services Committee until summer 2023. • Completed the Loving Parent Guidebook September 2023.



2024	<ul style="list-style-type: none"> • WSO Board of Trustees – First Term, 2nd year. • Vice- Chair of Executive Committee of the ACA WSO Board of Trustees. • Member of Concepts 2 & 6 Study Group • Safety Resource Committee • ABC Study Group • Keep abreast of committees on Slack. • Planned the Spring Strategic Planning Retreat for the Board and WSO Committee Chairs and will be planning the Fall Strategic Planning Retreat.
Professional Background	<ul style="list-style-type: none"> • Real Estate Agent – 3 years. • Administrative Assistant to a Senior VP in a large US corporation. • Conference Coordinator for a large US teaching hospital. • Assistant Director of a 501 (c) 3- a non-profit 1992- 1998 • Retail store owner. • Clinical Hypnotherapist - 12 yrs.

It has been an honor to have served as a Trustee for the last two years. It has been filled with joy, frustration, confusion, learning, and some sorrows along with personal growth in recovery. I feel privileged to have been part of teams developing ideas to increase safety in our meetings. I look forward to continuing to be part of the teams and processes that assist in creating and strengthening the structure that leads us forward as an organization, thus making sure that adult children around the world have a program of recovery available.

In loving service,
Dove H, Trustee

Jim R.

Began in 2024; Requesting ratification for 1st term, 1st year.

ACA Service Biography

YEAR	MEETING AND INTERGROUP	WSO
2013	Began ACA in February. Self-Parenting with Love, NY109, Brooklyn, NY . Service – Literature/ Mtg chair	
2014	Meeting service and fellowship	



2015	Greater New York ACA Intergroup (GNYAI) – Secretary/Treasurer – Developed a website	
2016	GNYAI - Helped produce Share-a-Day event in Brooklyn, NY; Treasurer	ABC Delray, FL – Intergroup Delegate WSO Committees: ABC; Began planning San Diego & Toronto ABCs; Began working on Slack
2017	Cofounded, Men of Brooklyn ACA meeting, November GNYAI - Emcee at Share-a-Day event, Montclair, NJ;	ABC San Diego – GNYAI Delegate WSO Committees: ABC:assembled the Delegate Binder, planning ABCs: Toronto; and Malmo, Sweden OPPM, Ballot Prep, Service Network Committee
2018	GNYAI - Chair; Assisted with Share-a-Day event, Baldwin, NY	ABC Toronto – Assistant WSO Committees: ABC:assembled the Delegate Binder; planning for Malmo, Sweden, and Boca Raton OPPM Ballot Prep
2019	Moved from Brooklyn. Attended ACA in Huntington, NY. GNYAI - Reduced role. Produced Fellowship ‘Play Date’ – a picnic on Governor’s Island, NY	ABC Malmo– Assistant WSO Committees: ABC, assembled the Delegate Binder; planning for ABC Boca Raton OPPM Ballot Prep



2020	<p>Joined a new meeting, Strengthening My Recovery (SMR) WEB0120 – Zoom, daily; Room Host and Meeting Chair and Newcomer Greeter; WSO Representative and ABC Delegate for the Group</p> <p>Established the treasury; Helped develop a WordPress website, acamorning.org</p>	<p>ABC 2020, Virtual – Delegate</p> <p>WSO Committees – ABC- Assembled the Delegate Binder; Ballot Prep</p>
2021	<p>SMR regular meeting services; WSO Representative and ABC Delegate for the Group</p> <p>Chaired a detailed meeting script review and edit;</p>	<p>ABC 2021, Virtual – Delegate</p> <p>assembled the Delegate Binder</p> <p>WSO Committee work: Ballot Prep</p>
2022	<p>SMR regular meeting services; Also – Service Co-Secretary: organized online service schedule for 50+ weekly service roles</p>	<p>ABC 2022, Virtual – Attendee</p> <p>WSO Committees: Ballot Prep</p> <p>VRC(Volunteer Resource Committee), Cochair with Laura L: Volunteer Day production; WSO Field Trip</p> <p>ABC Study Group Cochair with John R</p> <p>CCP&S(Collaboration Committee, for Policy and Structure)</p>



<p>2023</p>	<p>SMR regular meeting services; Also – Organized a week-long Anniversary Celebration with online fellowship dance parties and activities; Chair, Business Meeting Study Group, reviewing process and script; maintained a webpage of minutes and resources</p>	<p>ABC 2023, Virtual – Assist WSO Committees – - Ballot Prep, - CCP&S - VRC: initiated Service Wellness 24/7 program; started Meet&Greet., - Health and Safety Advisory Group - ABC Study Group, Charter focus; left in October Attended the Committee Chair Summit in Boca Raton; introduction to the WSO Service Academy</p>
<p>2024</p>	<p>SMR regular meeting services; Also – Organize fellowship activities; Chair, Business Meeting Study Group Developed online polling process for reaching group conscience of Trustees</p>	<p>ABC 2024, Virtual – Assist WSO Committees: - Ballot Prep, leaving - CCP&S - VRC: suspending Service Wellness program; refine Meet & Greet; lead more WSO Field Trips; introducing 'Consider Service', a Volunteering program; direct outreach on Slack; work with the Service Academy - ABC Delegate Engagement - assist Application for Nomination to ACA WSO Board</p>



		-Began Board service 4/18/24
PROFESSIONAL BACKGROUND	<ul style="list-style-type: none"> - Earned a Certificate in Horticulture in 1998 upon completion of the program. - Volunteered at a non-profit botanical institution. Primarily worked in the library services assisting the public in finding plant and garden information. Also enjoyed being part of an annual plant sale, helping people find appropriate plants for their homes. 	
	<ul style="list-style-type: none"> - Created and facilitated 'Your Garden Tutorial', a garden design workshop for homeowners, taking them through the process of documenting, evaluating, and planning their garden spaces. Conducted 'Living Lessons in Gardening', a garden tour/critique opportunity to study design and its possible application for the homeowner. I offered these classes over an 8-year period. 	
	<ul style="list-style-type: none"> - Worked as Assistant Director of Horticulture at a cultural institution. Maintained a diverse 12-acre landscape as well as indoor plantings; for 7 years. I was a member of an associated professional organization. For which I both assisted in host and attended annual national conferences. 	
	<ul style="list-style-type: none"> - Developed and taught a landscape design program, for employees of the municipal parks department, focused on parkland history and the development of a landscape design. I have been teaching this course for about 12 years, taking students through the inspiration, research and drafting of their park space. I have also developed and led a course all about the identification and treatment of weeds. 	



	<p>- Worked in other public parks, as well as for private design and maintenance companies. Eventually began gardening for my own private clients. This work continued for about a year after the pandemic lockdown, after which my work changed.</p>	
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Ken R.

Began in 2024; Requesting ratification for 1st term, 1st year.

ACA Service Biography

2018	Found ACA when I discovered the BRB
2018 - 2020	Secretary/Treasurer/Host for Steps to Serenity
2019 - present	Secretary/Treasurer/Host for Freedom Through Recovery
2019 - present	Secretary/Treasurer/Host for Carry the Message
2021 - present	Delegate for Carry the Message
2022 -	Intergroup Kettering, OH quarterly
2020	ABC zoom 04/23 to 04/24
2021	ABC zoom 04/24 to 04/25
2022	ABC zoom 05/06 to 05/07
2023	ABC zoom 05/06 to 05/07
Aug. 2023	QDM zoom
Nov. 2023	QDM zoom
Feb. 2024	QDM zoom
Jan. 2024	Finance committee
Jan 2024	Audit committee
Feb 2024	Chair Audit Committee
2023	Weekly host for a 44 week LPG program
2024	Weekly Tech. host for a 44 week LPG program
2024	Audit committee completed oversight of the 2023 3 rd party Financial Audit.
Professional Background	Trained in leadership by General Electric, TRW, PlyGem, and SKF. National Director of AME (Association for Manufacturing Excellence). Compliance Officer and Customs Officer for multinational companies. President, EVP, COO, CFO for multinational automotive suppliers.



	Chairman of QUEST Consulting that focused on Quality Every Single Time.
Mohawk Valley CC	AAS Engineering. Academic All-American - wrestling
Buffalo State	BS Engineering
St. Bonaventure Univ.	MBA – finance 1982 after 4.5 years of night school

Looking forward to challenges ACA is facing but have confidence as we learn to set aside our false self and accept our past both we, as fellow travelers, and ACAWSO as a whole will heal, grow, and prosper.

I love the recovery quote, “If you want to go fast, go alone; but if you want to go far, go with others.” I want to see ACA go far.

Ken R.



Rich R.

Began in 2019; Requesting ratification for 2nd term, 1st year.

ACA Service Biography

1986	Started sobriety in AA. My sponsor told me, "You have so many ACA issues that you won't stay sober unless you address them!" So I started ACA within months of my last drink. All early ACA work was done with an ACA therapist. I have the same therapist 37 years later.
2006	When the BRB and YWB came out in 2006, ACA meetings in my area became functional, in my opinion. I started 3 ACA meetings and have held most all service positions over that time. I have sponsored many people, both male and female, and this is one of my favorite forms of service. Because of my profession I was able to experience many workshops and therapeutic modalities and I believe it is my duty in recovery to offer to pass this experience on to others.
2019	Joined the Board of Trustees.
2019	Chair of the "ACA Bill of Rights" working group. Finished the "Bill of Rights" in 2020.
2020	Presented the "Healthy Communications" workshop at the 2020 AWC.
2020	Chair of H+I and started the "ACA Information for Health Professionals" trifold. Finished the trifold in 2021.
2020	Chair of the HR Committee. Finished compiling the employee handbook.
2021	Left the Board of Trustees.
2021	Chair PS/H+I Committee.
2021	Co-chair Safety Resources Committee (SRC). Helped the committee write responses to questions and complaints from the fellowship. Helped SRC with the "Service Norms Document."
2022	Helped the PS/H+I Committee present "Bringing ACA to Hospitals, Prisons and Therapists" at the 2022 AWC.
2023	Presented "Brain Connections, Trauma and Recovery" at the 2023 AWC.
2023	SRC finished the "Service Norms Document."
2023	Helped the PS/H+I committee finish the "Correspondence Outreach to Institutions" guidelines and program.
2024	Rejoined the Board of Trustees, Term 2, Year 1.



Professional Background	
1986	Doctorate in osteopathic medicine and surgery.
1986-87	Internship
1989	Board certified in family medicine.
1991	Board eligible in addiction medicine.
1991-95	Medical director Care Unit Hospital of Albuquerque.
1990-92	Assistant medical director Cottonwood Hospital Albuquerque.
1994	Member of the Medicaid advisory committee state of New Mexico.
1997-98	President of the New Mexico Osteopathic Medical Association.
dates unknown	Multiple lectures given in; chemical dependency, medical detox from alcohol, medical detox from opiates, medically supervised withdrawal from nicotine, and child abuse.
dates could be figured out if I wasn't lazy.	Various professional and personal workshops with Pia Mellody, Bob Subby, Terry Kellogg, Bob Earll, Claudia Black and Terry Real.

I am able and willing to offer service as a trustee. Whether I offer service in my home group or at the WSO level, I grow in my recovery if I remain mindful of the process of recovery. I am always in process, forever the student and not the teacher. We are all in this together.

Something that helps me at all levels of service are the 4 C's of ACA. "Courage over Comfort; Curiosity over Confrontation." I have to find the 'Courage' to speak my voice, because my 'Comfort' is found in being silent. When someone says something I disagree with instead of going to 'Confrontation' which is what I learned in my family, I can choose the Healthy Adult/Loving Parent skill of being 'Curious,' as in, "Isn't it curious that we have such different ideas about this topic?" Curiosity feels engaging and supportive, confrontation feels uncomfortable and isolating to me. It is my choice.



Sue V.

Began in 2021; Requesting ratification for 2nd term, 2nd year.

ACA Service Biography

January 2011	Joined ACA & my life changed.
2011	Provided service to my meeting group with literature, newcomer greeter etc.
2012	Coordinated with our intergroup our 1 st ACA public & member outreach at a 12 Step Conference, 11 years later my intergroup is continuing the tradition. Started new meetings and study groups. I became the literature coordinator for intergroup & home group.
2013	Joined Regional service group & started to rebuild our Intergroup for meeting support for literature and new meetings, studies, business meetings etc.
2014	Volunteered and was accepted as intergroup chair.
2016	Volunteered and was accepted as intergroup treasurer.
2017	Delegate for 2 years for intergroup, supported intergroup & volunteers to apply for 2018 ABC/AWC in Toronto. Co- chair in planning of 2018 ABC/AWC.
2018	Co-hosted 2018 ABC/AWC in Toronto. After, I took a 6 month leave for self-care.
2019	Delegate for 2 years for my home group. WSO Trustee asked me to become the 1 st chair of Global Members Subcommittee supporting Africa, Asia, Oceania, and Latin America. I was accepted at the 2019 ABC. I have worked on the connection's booklet.
2020	Provided support for 1 st online AWC & coordinated Global Members Committee participation. As part of service orientation & balance withdrew from local service roles.
2021	The Global Members Committee became a standing committee. I was accepted as their chair. I volunteered and was accepted as chair of the 1 st Publishing Committee. I applied to be a Trustee of the Board and was accepted.
2022	In July of 2022 volunteered to be chair of the Board and was accepted. Additional Conference chairs were needed at the 2022 ABC, and I volunteered from Global when there were not enough volunteers on the first 2 days and supported the Conference as a point of information on the 3 rd day. I supported the online AWC workshops & events. After, as part of service orientation, I withdrew as chair of Global.
2023	Continued as Chair of the Board and Chair of Publishing. Guided the implementation of adding tools to improve board operations and supported trustees with health challenges. Supported translation improvements, balancing fellowship, and business needs.
2024	Humble Adult Child, trusted servant Trustee, Chair of the Board and Chair of Publishing Committee. My 3-year term as Publishing Chair is complete.



Professional Background	
Semi-retired	I have been working to full retirement for the last 2 years.
Former Director of Non-Profit Board	I worked for 2 years as a director of a Board in the health industry. I withdrew when I increased my service hours in ACA.
Organizational Ombuds and Coaching - my own company	Certified Ombuds and Charter Mediator working with numerous organizations across Canada and the USA in non-profit, profit and government agencies. Specializing in conflict resolution and healthy workplaces.
Workplace Investigator and Consultant- my own company	Investigated over 600 cases in human rights, harassment and bullying and disability.
Organizational Ombudsperson & Human Rights Consultant	Trained by lawyers, police and professionals in workplace investigation and workplace assessments. Trained in trusted servant leadership, crisis management, facilitation, mediation, and wisdom circles.
Senior Manager in Corporation within Canada	Managing department of 500 staff, 4 unions with a multimillion-dollar budget. Project management leader.
Graduated with Degree in Business	Majors- Finance and Organizational Development, prior spent a year in Nursing School.

I am a grateful and hopeful Adult Child from Toronto, Canada. My life has been completely transformed. I am living in the promises most of the time and when more wounds rise up through triggers, I now have hope and ACA tools to continue my healing process. I think of triggers as healthy pain and future gifts of healing.

I started service in my second year and discovered another layer of healing with many opportunities to integrate my ACA program in a service environment. I believe healthy service for me is working on what calls my heart and finding a service/life/work balance. I am a work in progress and inspired when working with members who live in the traditions, commitments of service with the loving parent. I believe we are the first generation gifted with the “Loving Parent” through the LPG for our personal recovery and for our service, especially at the world service level.

My service passion is with Tradition 5 in ensuring affordable and accessible literature around the world. I am committed to working with our fellowship, delegates, volunteers, staff, and Trustees to ensure a world service that is healthy and follows the traditions, concepts, and commitments of service.



My personal passion is spending time with family and friends, meditation, tai chi, qi gong, forest bathing (shinrin-yoku), hiking, connecting with animals and birds, gardening, movies, learning about history and other cultures. My adult children are 30 and 34 years old.

I am asking to serve a 4th year as a trustee of ACA WSO.



Tamara P.

Began in 2021; Requesting ratification for 2nd term, 2nd year.

ACA Service Biography

October 2012	Joined my first meeting, and within 3 months learned that a call had been put out for a new group of people to run MN Intergroup, attended the first meeting and joined as Secretary.
2013-2016	MN Intergroup Secretary Along with 8 other ACAers, took on the role of re-building the MN Intergroup structures, including building a website, updating contact information for MN Intergroup across the internet, and attending several home meetings to both confirm that a home group was active and to introduce ourselves as the face of MN Intergroup.
2017-2020	Elected MN Intergroup Chair, spearheading the evolution to create programs that the Fellowship asked for. Met with Fellowship and, based on their input, created a five year roadmap for creating Speaker series, Yellowbook Workbook program, two annual gatherings.
2018	Served as delegate at ABC representing MN Intergroup.
2021-present	ACA WSO Board of Trustees, serving as Secretary beginning 2022 and Treasurer beginning 2024.
Professional Background	I am Project Manager by trade with 23 years of experience at a telecommunications company. My skill set is in resolving friction points, identifying improvement opportunities, and implementing solutions that optimize processes and performance. I have strong collaboration and group facilitation skills. I am passionate about empowering my team and fostering a culture of innovation. Professional Strengths: <ul style="list-style-type: none"> • Identifying and pursuing multiple possibilities • Brainstorming and creatively solving problems • Motivating others by bringing energy and enthusiasm to any task • Communicating or "selling" ideas and possibilities to others • Working closely with teams

Three years ago, I was excited to start my role as a board member at large, exploring the ways in which I could bring my professional and personal skill sets to benefit and strengthen the ACA program.

Three years later, I am still excited by the opportunities to serve the fellowship in helping to build the program tools and resources at their direction. Every conference brings new discussions and new opportunities to create and refine ways to bring the message to adult children who still suffer, wherever they may be in the world.



REPORTS

(Click on the name of the report to see a link leading to that report.)

[Racial Trauma Service Group Report](#)

STUDIES CREATED AT 2022 ABC

[ABC Study Subcommittee Report](#)

[Concepts II and VI Study Report](#)

[Name Change Study Report](#)

BOARD AND MANAGEMENT

[WSO Board of Trustees Report](#)

[World Service Office Report](#)

[Treasurer's Report](#)

[Audit Committee Report](#)

[ACA WSO 2023 Audit Management Letter](#)

[ACA WSO 2023 Audited Financial Statements](#)

BUSINESS AND OPERATIONS

[Data Analysis Committee Report](#)



[Finance Committee Report](#)

[Information Technology \(IT\) Committee Report](#)

[Publishing Committee Report](#)

POLICY AND STRUCTURE

[ABC/AWC Committee Report](#)

[Ballot Preparation Committee Report](#)

[Archives Committee Report](#)

[Nominating Committee Report](#)

OPPM Committee Report

This committee is “on pause” pending creation of a special project to bring the WSO Operating Policy and Procedures Manual

[Volunteer Resource Committee Report](#)

FELLOWSHIP AND PUBLIC ENGAGEMENT

[European Committee Report](#)

[Global Members Committee Report](#)

[Safety Resources Committee Report](#)

[Member Services Committee Report](#)

[Public Services Committee Report](#)

CONTENT DEVELOPMENT



Literature Committee Report

Safety Tent Card

APPENDIX

ACA Suggested Service Norms

2024 Ballot Proposals Not on the ABC Agenda

7th Tradition Contributions in 2023 by Month

WSO Articles of Incorporation and Bylaws

The ACA WSO is incorporated in the State of California, USA and is recognized by the IRS as a 501(c)(3) charity organization.

The ACA WSO was incorporated in January 1987 as the Adult Children of Alcoholics Central Service Board, subsequently amended in March 1992 as the Adult Children of Alcoholics World Service Organization (ACA WSO). For a copy of the Articles of Incorporation and amendments, go to: [ACA WSO Incorporation-documents](#)

The corporation is governed by the By Laws established in December 1998. To view a copy of the ACA WSO By Laws, go to: [ACA WSO Bylaws](#)

The Operating Policies and Procedures Manual (OPPM) defines the organizational purpose and general guidance of procedures and business practices used within the organization. When business practices need to be updated, the WSO board has the authority to update the OPPM to reflect any changes to the operating procedures. Find the current version at: [OPPM](#).

The ACA WSO is recognized by the US IRS as a 501(C)(3) charity organization. ACA Members making 7th Tradition contributions to the WSO can thus deduct those contributions for tax purposes. For a copy of the IRS letter confirming that status, go to: [IRS_Form.jpg \(816×1056\) \(acawso.org\)](#)



Note that exempt status cannot be extended to ACA meetings and Intergroups due to our Tradition that such meetings are autonomous and not under the direction of the WSO.



- THE END -