

DRAFT

Area 28

Guidelines Handbook

2024 / 2025

Panel 74

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I. General

A. Preamble of General Service Area 28 Assembly of Alcoholics Anonymous

The Area Assembly of Alcoholics Anonymous shall always be a service body and shall protect and respect the autonomy and the privilege of dissent of the Group Conscience of the Area. In the course of deliberations and discussions, the Assembly shall ever be mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and the A.A. Service Manual, and shall strive to be the true voice and Group Conscience of the Area.

Unity and service shall ever be the Assembly's primary purpose, and it shall encourage all Area Groups to participate in the business of the Assembly and to support the Assembly in its efforts to cooperate with the A.A. General Service Office and A.A. World Services.

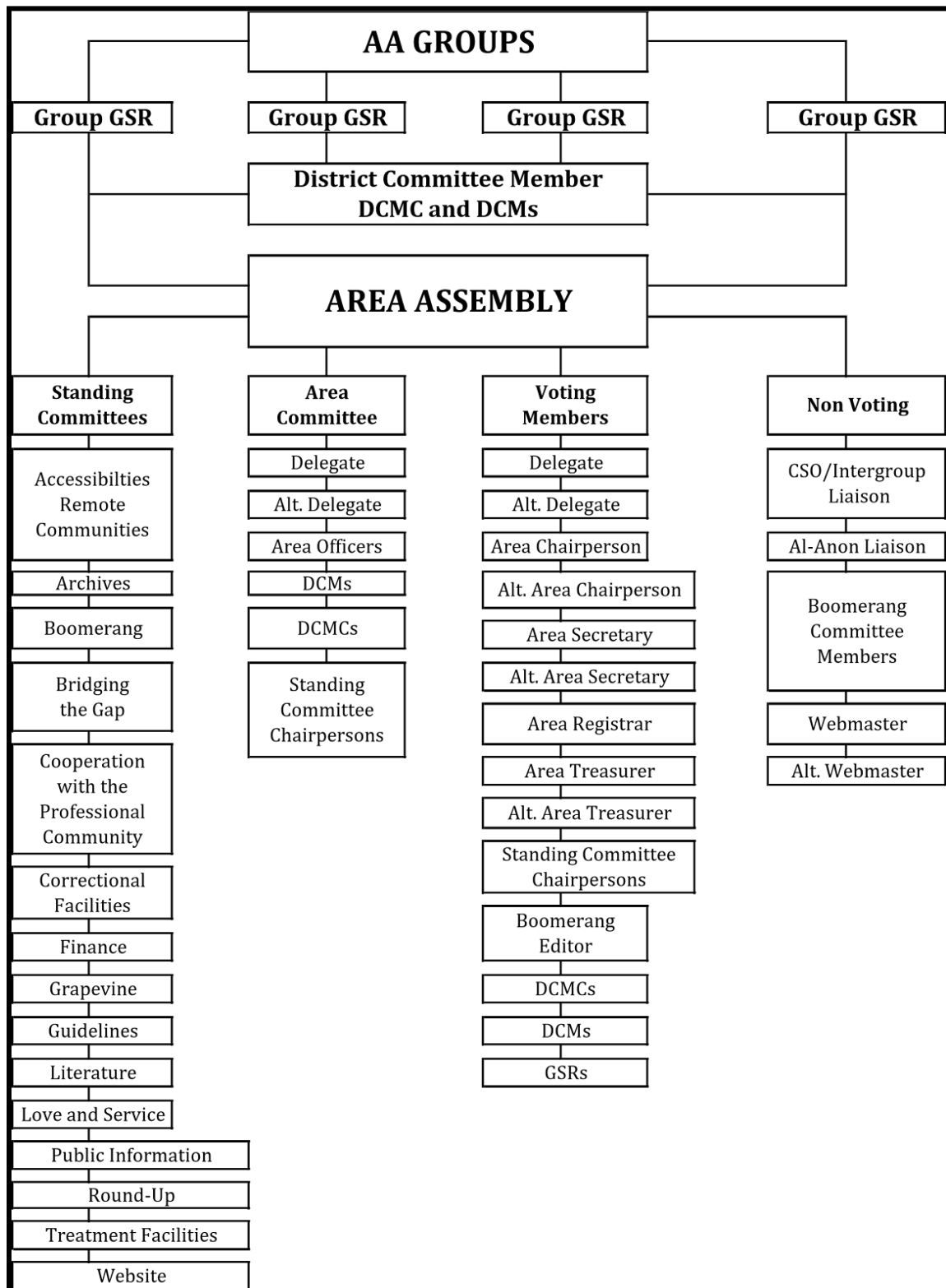
The Assembly is specifically charged with the duty of electing a delegate to the General Service Conference and to provide the delegate financial support to assist him or her in the course of performing the duties of the office. The Assembly is further charged with electing an alternate delegate to the General Service Conference and to elect such Area Officers it deems necessary.

B. Map of Districts and District Directory Disclaimer

The Area 28 Map of Districts and the District Directory that include cities/towns are based on current group/district participation. The map and directory are not in any way meant to instruct groups on what districts they must participate in. This is an individual group's decision.

II. Area 28 Structure

A. Structure Chart of Area 28



B. The A.A. Group - the Final voice of the Fellowship

1. General Group Representative (GSR)

- a. Attends group meetings regularly
- b. Sits in as a member of group steering committee
- c. Reports to group regularly at meetings on all service meetings and service activities
- d. Conducts group inventory at least once each year;
- e. Encourages group interest in Box 459
- f. Keeps informed of group affairs and encourages 7th Tradition contributions
- g. Is available to serve, cooperate and counsel with other Group Committee Chairpersons (Sponsorship, Literature, Institutions, Intergroup, Central Service Office, etc.)
- h. Returns Group Information Change Forms to GSO in a timely manner.
- i. Attends district meetings regularly
- j. Reports to district on his/her group
- k. Shares with other GSRs
- l. Attends all Assemblies and participates in preparation for assembly
- m. Keeps complete records with all procedures and Minutes available for all District meetings and Assemblies and for group meetings when reporting to group
- n. Available to serve in such district activities as may be required.
- o. Attends training sessions, workshops, etc.
- p. Studies the A.A. Service Manual and Area Service Guidelines Handbook
- q. Obtains the services of an alternate (at least during second year of term)
- r. Supervises training of an Alternate particularly with A.A. Service Manual, Area Service Guidelines Handbook, procedures, reports and general familiarization with duties
- s. Participates in workshops, sharing sessions, etc.
- t. Endeavors to become an active, knowledgeable and effective GSR.
- u. Recommended service experience: 2-3 years of sobriety recommended; Group experience, such as setting up meeting, making coffee, group officer, etc.

C. The District Committee

1. Area 28 Districts

- a. A district is a right-sized geographical unit containing 6-20 Groups with which a D.C.M can maintain frequent contact.
- b. Districts larger than 6-20 groups may choose to elect a DCMC and as many GSRs as they feel necessary.

2. District Officers and Their Responsibilities

- a. District Committee Member Chairperson (DCMC):
 - i. Shall attend and chair monthly District meetings
 - ii. Ensures the list of groups in district is current and up to date.
 - iii. Encourages participation in Service Committees
 - iv. Available to assist GSRs and DCMs in the Districts.
 - v. Must be knowledgeable about A.A. Service Manual and adhere to suggested procedures
 - vi. Ensure District Committees are functioning and observing guidelines for their committee.
 - vii. The District Chairperson and DCMs attend and participate in all Area Committee Meetings, Pre and Post-Conference Forums and Area Assemblies
 - viii. Assigned by Area Chairperson to an Area Standing Committee
 - ix. Prepares brief factual written district report with legible or electronic copy to Area Secretary
 - x. Is knowledgeable of A.A. affairs in District
 - xi. Shares District problems and those activities which may benefit others at Assemblies
 - xii. Has a good grasp of group conscience of the District
 - xiii. Ensure GSRs are familiar and understand the A.A. Service Manual (included with the G.S.R. Service Kit from GSO) and Area 28 Service Guidelines Handbook
 - xiv. Encourages GSRs to attend training sessions, workshops, sharing sessions, etc.
 - xv. Assist G.S.R.'s in updating group registration computer print-outs
 - xvi. Provide New Group Information forms to new groups in the District.
 - xvii. Encourage groups, through G.S.R.s to reach out into the community through the P.I. and C.P.C. Committees
 - xviii. Encourage Committee Chairs of the District to participate in the corresponding Area Standing Committees.
 - xix. Recommended service experience: Prior G.S.R. - 3 to 4 years' continuous sobriety

- b. District Committee Member (DCM):
 - i. Shall encourage each of their assigned groups to have an active GSR
 - ii. Receives and discusses group reports with GSRs
 - iii. Keeps informed of group affairs and /or problems.

D. Maine Area 28

1. Area Officers (Trusted Servants):

- a. Delegate
- b. Alternate Delegate*
- c. Area Chairperson*
- d. Area Alternate Chairperson*
- e. Area Secretary
- f. Area Alternate Secretary*
- g. Area Treasurer*
- h. Area Alternate Treasurer*
- i. Area Registrar

*The Area Chairperson, Area Treasurer and Area Alternate Treasurer serve on the Board of Directors for the Area 28 501(c)(3) corporation. ***The Board of Directors was expanded to include three (3) more members including the Alternate Delegate, Alternate Area Chair, and Alt. Area Secretary bringing the total board membership to six (6) in Spring 2023.*** Being a member of the Board of Directors entails additional meetings and communications with the other Board of Directors as well as responsibilities and liabilities that come with serving on a board of Directors of a 501(c)(3) corporation in the State of Maine. Familiarity with the Area 28 Corporate Bylaws, Articles of Incorporation and other documents as well as nonprofit board experience is recommended but not required.

2. Area Committee:

- a. The Area Committee shall consist of all Area Officers, Area Standing Committee Chairpersons, Al-Anon and CSO/Intergroup Liaisons, DCMCs and DCMs.
- b. The Area Committee shall have called meetings in months prior to an assembly. Its function is to develop the Assembly Agenda and Committee make recommendations. In the spirit of rotation, an Officers' Exchange meeting will be scheduled in December of election years to allow incoming and out-going officers to have an orderly transition.
- c. Special Area Committee Meetings: Extra meetings required for specific problems can be called for by: The Delegate or any (3) three Area officers.

- d. Participation in Area Committee Meetings: Any members of A.A. may visit and/or participate in discussion. Only members of the Area Committee may vote in Area Committee Meetings.
- e. Responsibilities of Area Committee:
 - i. Area Committee members shall attend and participate at all Area Committee Meetings and all Area Assemblies.
 - ii. Set lively Assembly Agenda.
 - iii. Visit District Meetings.
 - iv. Set up Workshops or Assist Districts in doing so.
 - v. Run (2) two Assemblies (2 days each) per year.
 - vi. Encourage sharing of GSRs / District Problems and solutions.
 - vii. Provide and maintain "Boomerang" as the voice of the Area and ensure its distribution to as many groups as possible.
 - viii. Fund and support the Area Round-Up.
 - ix. Provide and maintain Budget.
 - x. Support Delegate monetarily and with information.
 - xi. Ensure Delegate's Post-Conference Forum.
 - xii. Make Delegate aware of Area's consensus on General Service Conference topics.
 - xiii. Provide for mailing to DCMCs and GSRs of any special interest items.
 - xiv. Welcome Redistricting and new DCMCs and GSRs.
 - xv. Maintain complete, up-to-date comprehensive mailing list.
 - xvi. Cooperate with any Central Service Office (C.S.O.) / Intergroup.
 - xvii. Cooperate with the General Service Office (G.S.O) in providing services for Regional Forums or other Regional Functions, etc.
 - xviii. Provide updates of this General Service Guidelines Handbook.
 - xix. Mail or email all minutes of Area 28 committee meetings and assemblies to whomever requests them, including all area officers, area committee members, DCMCs, GSRs, GSRs, Past Delegates and occasionally to groups.

III. Election and Rotation of Officers

A. Elections:

1. At the October Assembly of each odd year the Area will elect the following: All Area Officers, Round-Up Chairperson, Alternate Round-Up Chairperson and any other elected officials required.
2. All voting members of the Assembly who are present may vote.

3. Election of all Area Officers shall be by Third Legacy Procedure as outlined in the A.A. Service Manual, Chapter One.
4. Single Second Year Term Candidates:
 - a. The office of Delegate, Alternate Delegate and Area Chairperson shall allow only one (1) two - year term.
 - b. If any officer resigns or is replaced the office will be filled by the Alternate or, if needed, an election. Filling in a term vacated by a previous officer shall not disallow the replacement from the next regular election.
5. Other Elective Positions shall be elected by majority vote.
6. Trustee Nominee Elections:
 - a. When a nominee is needed for a Trustee-at-Large or Regional Trustee, all Past Delegates shall be notified by the current Delegate, before the election.
 - b. Any Past Delegate that is willing to serve must complete the Trustee Resume and state their qualifications on the floor of the Assembly.
 - c. If only one Past Delegate is available, the election can be done by acclamation.
 - d. If more than one Past Delegate is willing to serve, the voting will be done by Third Legacy Procedure.

B. Election Procedure:

1. Area Chairperson announces procedure for election (AA Service Manual, Chapter Four) and acceptance of DCMs elected by GSRs.
2. Area Chairperson introduces the district map and asks for any redistricting. If a DCM has not been elected, GSRs from the new district(s) will caucus and elect one.
3. Area Chairperson turns the election procedure over to an area past delegate as the Election Chair. It has been customary to have a past delegate from another area to chair the biennial election process with Area 28 past delegates assisting at the blackboard and as tellers. Nonvoting AA members will distribute and collect ballots.
4. A past delegate will read “Why We Need A Conference?” on page S20 from the A.A. Service Manual.
5. The Election Chair will read “The Third Legacy Procedure” on pages S21 through S23 in the A.A. Service Manual and ask for any questions.
6. The Election Chair will read Section 1 “Assembly Voting Members” of the Area 28 Guidelines Handbook.
7. The Area 28 Secretary calls the roll of assembly voting members.
8. Election Process:

- a. This process herein described is to be followed for each Area 28 election position.
- b. Anyone who has served as a DCM is eligible to serve.
- c. The Election Chair reads each service positions responsibilities starting with Delegate from the A.A. Service Manual Chapters 5 and 6, and from the Area 28 Service Guidelines Handbook
- d. The Election Chair reads the names from the current Area 28 Contact List prepared by the Area 28 Secretary of voting Area Officers, Area Standing Committee Chairs, DCMCs, GSRs within a district, Round-up Chair and Alternate Round-Up Chair. As names are called, the person answers “yes” or “no” if they are willing to serve in that position.
- e. Self-nominations are sought from the floor.
- f. Names that said “yes” are listed on the black/white board and numbered.
- g. All candidates who make themselves available for a position will stand and give their sobriety date and qualifications.
- h. Balloting begins using different colored ballots. Members are reminded to circle the ballot letter and place the candidate’s number in the square. Marked ballots are collected and given to the tellers.
- i. Any mismarked or unclear ballots are not counted.
- j. The members should be reminded of the importance of a fifth ballot in accepting balloting results.

9. Third Legacy Ballet / Tally Examples:

a. Third Legacy Ballot

Circle the Round
Of Balloting

A B C D E

Candidate Number:

Please write
candidate number
in above box

(Ballot Shown)

b. Blackboard/Whiteboard: (As shown)

TOTAL REGISTERED VOTES _____

Candidate Name	Ballot Round (A)	Ballot Round (B)	Ballot Round (C)	Ballot Round (D)	Ballot Round (E)	Hat Elected
----------------	------------------------	------------------------	------------------------	------------------------	------------------------	-------------

1	
2	
3	
4	
5	
6	
7	
8	

Votes Cast _____

2/3 _____

1/5 _____

IV. Voting/Non-Voting Members

A. Assembly Voting Members:

1. Delegate
2. Alternate Delegate
3. Area Chairperson
4. Area Alternate Chairperson
5. Area Secretary
6. Area Alternate Secretary
7. Area Treasurer
8. Area Alternate Treasurer
9. Area Registrar
10. All District Committee Member Chairs and District Committee Members
11. All General Service Representatives
12. All Area Standing Committee Chairpersons
13. Boomerang Editor
14. Note: In the absence of any of the above, the alternate may vote. Refer to the A.A. Service Manual Chapter Four. The Alternate Delegate, who is also Chairperson for a Standing Committee, carries one vote.

B. Assembly Non-Voting Members:

The non-voting positions and committees of the Area are in alphabetical order:

1. Al-Anon Liaison
2. CSO/Intergroup Liaison
3. Boomerang Committee Members
4. Webmaster
5. Alternate Webmaster

V. Business Meetings

A. Area Assembly Meetings:

1. The Spring Assembly shall meet the first weekend of April or the last weekend of March (not to conflict with religious holidays). (2-day Assembly)
2. The Fall Assembly shall meet the third weekend of October (2-day Assembly)
3. Assemblies to rotate geographically, from North (Districts 3, 4, 7, 10), South (Districts 1, 6, 13, 20, 23, 24, 26), East (Districts 8, 9, 11, 15, 16, 18, 21, 25) and West (2, 5, 12, 14, 17,) when possible.
4. The fall election assembly bidding shall be first given to those portions of Districts 3, 8, 10, 14, 16 that encompass a central location before opening the bidding as noted above.

5. The dates of each Area Assembly shall be determined by the Area Chairperson one (1) year prior to each Area Assembly.
6. The time and the place will be determined by the Assembly at a prior Assembly.
7. A quorum shall be the voting members of an Assembly present at the time of the vote.
8. Unforeseen circumstances may require the Delegate or any three Area Officers to call for a Special Assembly, an Area Committee meeting, an Area Officers meeting or an ad hoc committee meeting, to deal with urgent business. They may take action as needed in their capacity as trusted servants elected by the Assembly. Any such undertaking is to be reported at the next Area Committee Meeting & Area Assembly for discussion and a possible vote.”
9. In order to enhance flow of information, it is suggested that the following schedule be followed:
 - a. First Weekend: January, February, August and the first Sunday in September (after Labor Day), and December (in Election year): Area Committee Meetings, Standing Committees and Swap-Out Meeting. March: Pre-conference Forum. April: Spring Assembly (not to conflict with religious holidays).
 - b. Second Weekend: District Meetings. These can also be on a week-day prior to the third weekend.
 - c. Third Weekend: May: Post-Conference Forum. October: Fall Assembly
 - d. Fourth Weekend: District functions, picnics and Round-Ups, etc.

B. Attendance:

Area Officers and Committee Chairpersons may be considered for replacement if they miss three (3) consecutive meetings conducted in person, on digital, or other platforms.

C. Amendment Process:

1. Any Amendment of the Area General Service Guidelines Handbook shall be submitted in writing by:
 - a. Any Group and its GSR
 - b. Any District and its DCM
 - c. Any Area Officer
 - d. Any Area Standing Committee Chairperson
2. It shall be submitted to the Area Committee for inclusion on an upcoming Assembly Agenda.
 - a. The presenter should be in attendance to represent and discuss the proposed Amendment.
 - b. Discussion and majority vote will allow the Amendment on the Assembly Agenda.
 - c. A negative vote will demand further review and a second and final proposal by the presenter at the next Area Committee Meeting.

3. A two-thirds {2/3} Affirmative vote by an Assembly quorum is necessary for a change to be adopted. The assembly quorum shall be established immediately prior to a vote.

Area Officers and their Responsibilities

A. Area Delegate:

1. Conference Preparation:
 - a. Shall cooperate with Area Committee in preparing agenda for the Pre-Conference Forum (Spring) Assembly – (BOX 459 useful)
 - b. Attend district meetings where possible and listen
 - c. Become thoroughly familiar with Conference topics
 - d. Get to know your Area people
 - e. Attend pre-conference Assembly and get a good grasp of Area Group Conscience
 - f. Try to arrange opportunities in advance for Conference report.
2. Conference:
 - a. Shall attend all sessions and keep notes.
 - b. Share your experience when appropriate
 - c. Gather available material -
3. Post Conference:
 - a. Prepare Report - try to make it interesting and informative (a view of A.A. in action)
 - b. Deliver Conference Report at planned meetings.
 - c. Visit district meetings
 - d. Arrange general meetings to deliver the Conference Report.
 - e. Listen to group conscience of which you are the Voice.
4. General Duties:
 - a. Provide leadership especially in training
 - b. Participate in training activities whenever possible.
 - c. Prepare a good service talk - not just a factual report
 - d. Find opportunities to deliver service talks
 - e. Work through Area and District committees
 - f. Be co-operative and available
 - g. Plan definite objectives and work towards them.
 - h. Go to as many functions as is possible as specified in the A.A. service manual.
5. ***Recommended service experience: 1. GSR, DCM, Prior Area Officer, suggested minimum of 7 years of sobriety.***

B. Area Alternate Delegate:

1. *Shall attend all Area meetings including Area Committee meetings (ACMs), Assemblies, Inventories, and Forums whenever possible with the understanding that emergencies can happen.*
2. *Can be replaced after three consecutive absences by vote of the Area Panel and approved by the next Area Assembly.*
3. *General Duties:*
 - a. *Serves on the Board of Directors for the Area 28 501(c)(3) Corporation. (This is a legal responsibility)*
 - b. *Assist Delegate and Area Committee in preparing agenda for pre-conference (Spring) Assembly*
 - c. *Chairperson of the Guidelines Committee.*
 - d. *Become familiar with Conference topics*
 - e. *Be prepared to replace the Delegate at any time.*
 - f. *Assist the Delegate and provide leadership when asked.*
4. *Recommended service experience: GSR, DCM, Prior Area Officer, Suggested minimum 7 years of sobriety.*

C. Area Chairperson:

1. *Shall attend all Area meetings including Area Committee meetings (ACMs), Assemblies, Inventories, and Forums whenever possible with the understanding that emergencies can happen.*
2. *Can be replaced after three consecutive absences by vote of the Area Panel and approved by the next Area Assembly.*
3. *General Duties:*
 - a. *Serves on the Board of Directors for the Area 28 501(c)(3) Corporation. (This is a legal responsibility)*
 - b. *Select Area Standing Committee Chairpersons after election of Area Officers.*
 - c. *Be prepared to sign checks when necessary.*
 - d. *Chair Area Committee Meetings and Area Assemblies.*
 - e. *Strive to forward agenda items and background material to DCMs in a timely manner.*
 - f. *Shall appoint Area Committee Chairpersons except where otherwise specified in the Guidelines.*
 - g. *Chair may suggest Standing Committee assignments for District Chairs when needed.*

4. Assembly Preparation

- a. Shall prepare Assembly and ACM agendas.**
- b. Strive to distribute agenda to Committee and all DCMs weeks in advance of next Area meeting. (Agendas that get to districts prior to district meetings have the best chance of reaching GSRs in time.)**
- c. Set time schedule for each meeting (Make sure timing of Assembly coincides with important calendar events, e.g. pre-Conference, Post-Conference, elections, etc.)
- d. Schedule time for the Delegate to incorporate Conference items in Spring Assembly Agenda

5. Assembly:

- a. Shall lead the Assembly through organization and conduct including the choice and setup of venue.
 - i. make sure the local District Host Committee where Assembly is being held has arranged proper accommodations and setup for meetings and needs of people attending;
 - ii. Get Assembly agenda to Area Secretary for distribution immediately after February/September Area Committee meetings.
 - iii. Start all Area meetings on time, keep them moving, adhere to the agenda, and manage the meeting efficiently.

6. Recommended service experience: Prior GSR, DCM, Standing Committee Chair, and Area Officer(s) with a suggested minimum of 7 years of sobriety and service.

D. Alternate Area Chairperson:

- 1. Serves on the Board of Directors for the Area 28 501(c)(3) Corporation. (This is a legal responsibility)**
- 2. Shall attend all Area meetings including Area Committee meetings (ACMs), Assemblies, Inventories, and Forums whenever possible with the understanding that emergencies can happen.**
- 3. Can be replaced after three consecutive absences by vote of the Area Panel and approved by the next Area Assembly.**

4. Will serve as the Technology Committee Chairperson (TCC).
5. Maintain an inventory of all equipment owned by Area 28.
6. Be prepared to replace the Area Chairperson at any time and fulfill duties.
7. *Recommended service experience: Prior GSR and DCM, DCMC. Suggested minimum of 5 years of sobriety.*

E. Area Secretary:

1. *Shall attend all Area meetings including Area Committee meetings (ACMs), Assemblies, Inventories, and Forums whenever possible with the understanding that emergencies can happen.*
2. *In the event of an absence the Secretary will coordinate with the Alternate Secretary to ensure coverage of duties.*
3. *Can be replaced after three consecutive absences by vote of the Area Panel and approved by the next Area Assembly.*
4. *Keep accurate minutes of all Area 28 meetings.*
5. *Organize filing system for minutes, records, Group/District contacts, etc. in secure physical and digital formats .*
6. *Get Assembly agenda from Area Chair for distribution immediately after February/September Area Committee meetings, making sure minutes and other pertinent information is available promptly.*
7. *Make all minutes available to all Area 28 members that request them.*
8. *Recommended service experience: Prior GSR and DCM experience, suggested minimum of 5 years' sobriety, and knowledge of secretarial skills useful.*

F. Alternate Area Secretary:

1. *Serves on the Board of Directors for the Area 28 501(c)(3) Corporation. (This is a legal responsibility)*
2. *Shall attend all Area meetings including Area Committee meetings (ACMs), Assemblies, Inventories, and Forums whenever possible with the understanding that emergencies can happen.*
3. *Can be replaced after three consecutive absences by vote of the Area Panel and approved by the next Area Assembly.*
4. Will serve as the PI Committee Chairperson as well as the CPC Chair due to current Area practice of a combined PI and CPC committee.
5. Shall keep accurate mailing list of all groups, GSRs, DCMs, Area Officers, and Standing Committee Chairpersons.
6. Be prepared to take the place of the Area Secretary at any time.
7. *Recommended service experience: Prior DCM and GSR experience: suggested minimum of 5 years' sobriety; knowledge of secretarial skills useful.*

G. Area Treasurer:

- 1. Shall attend all Area meetings including Area Committee meetings (ACMs), Assemblies, Inventories, and Forums whenever possible with the understanding that emergencies can happen.**
- 2. Can be replaced after three consecutive absences by vote of the Area Panel and approved by the next Area Assembly.**
- 3. Area Duties:**
 - a. Serves on the Board of Directors for the Area 28 501(c)(3) Corporation. (This is a legal responsibility)**
 - b. Keep accurate records of Area Treasury income and expenses**
 - c. May set up accounting system for his/her duties**
 - d. Work with and give advice to GSRs and District Treasurers regarding contribution requests to the Area**
 - e. Be prepared and able to travel to districts, groups, etc., when requested**
 - f. Serve on, not chair, the Area Finance Committee.**
 - g. Is responsible for bringing forms/signature cards to the Area Swap-out meeting for turning over the Area bank accounts to the newly elected Treasurer, Alternate Treasurer, and Area Chairperson.**
 - h. Be prepared to sign checks.**
 - i. Be prepared to sign expense reports along with either the Alternate Treasurer or another Area 28 Panel officer.**
- 4. Recommended service experience: Prior GSR and DCM, experience in bookkeeping useful and computer accounting programs is strongly suggested. Suggested minimum of 5 years' sobriety.**

H. Alternate Treasurer:

- 1. Shall attend all Area meetings including Area Committee meetings (ACMs), Assemblies, Inventories, and Forums whenever possible with the understanding that emergencies can happen.**
- 2. Can be replaced after three consecutive absences by vote of the Area Panel and approved by the next Area Assembly.**
3. Be prepared to sign checks
4. Be prepared to assume the duties of the Area treasurer at any time.
5. Area duties:
 - a. Serves on the Board of Directors for the Area 28 501(c)(3) Corporation. (This is a legal responsibility)**

- b. Chair the Finance Committee
- c. Prepare the annual Area budget for presentation at the fall assembly
- d. Provide recommendation of contribution sent to GSO at the spring assembly.

6. *Recommended service experience: Prior GSR and DCM, experience in bookkeeping useful and computer accounting programs is strongly suggested. Suggested minimum of 5 years' sobriety.*

I. Area Registrar:

Registrar is often a crucial first point of contact for A.A. groups and trusted servants' data. The need for accurate information and clear communication is the foundation of this role. Member Services at the General Service Office (GSO) in New York provides an online portal to maintain information about AA groups, districts, and areas. Currently (2025) this portal is called Fellowship Connection.

1. *Shall attend all Area meetings including Area Committee meetings (ACMs), Assemblies, Inventories, and Forums whenever possible with the understanding that emergencies can happen.*

2. *Can be replaced after three consecutive absences by vote of the Area Panel and approved by the next Area Assembly.*

3. Duties

- a. With available training, use the AA online portal to maintain and update records of groups, group contacts, GSRs, and DCMs/ DCMCs in Area 28
- b. Work with GSRs, DCMs, Area 28 Officers, and the General Service Office to maintain and verify accurate names, addresses, email addresses, and phone numbers of the group contacts, GSRs, and DCMs/DCMCs
- c. Provide training to a DCM or a DCMC to utilize the online portal (Only one DCM or DCMC from each district can access the online portal)
- d. Provide information to Area 28 regarding the Area 28 Service Structure when asked
- e. Train and assist incoming Registrar as needed

4. Qualifications:

Familiarity with computer systems and spreadsheet tools, as well as an understanding of data stewardship, is helpful. Area Registrar will be entering data, updating information, using search filters, and downloading custom and standard reports. (Refer to the AA Service Manual for more)

Other qualities needed may include:

- a. Ability to organize, communicate, and manage detailed information
- b. Ability to communicate in a timely manner with GSO. and throughout Area 28
- c. Ability to responsibly handle and protect personal information
- d. Familiarity with the group, district, and area committee of Area 28 as well as the GSO.
- e. ***Recommended service experience: Prior GSR and DCM. Suggested minimum of 5 years' sobriety.***

VI. Area Committees

A. Area Standing Committee Chairpersons:

- 1. Area Standing Committee Chairpersons for the following committees are appointed by the Area Chair for the following committees: Accessibilities, Archivist, Boomerang Editor, Bridging The Gap, Corrections, Grapevine, Literature, Love and Service, Treatment, Website, and Webmaster.***
- 2. Some elected officers serve as follows: Guidelines (Alt. Delegate), Technology (Alt. Chair), Finance (Alt. Treasurer), Public Information (Alt Secretary). Note. PI and CPC are currently combined.***
- 3. Round Up Chair is currently an elected position.***
- 4. Will be presented by the Area Chair at the January Area Committee Meeting and the Spring Assembly.***
- 5. Are expected to attend all meetings of their respective committees. In the event that a Chairperson cannot attend a committee meeting, it is the responsibility of that Chairperson to find a substitute for that meeting***
- 6. At the time of rotation, outgoing Area Standing Committee Chairpersons will meet with the new Chairpersons at the Area swap-out meeting in December following elections, to transfer all committee materials (including electronic materials) and update the new Chairperson on the activities of the committee.***
- 7. Should any Area Standing Committee Chair be unable to fulfill the responsibilities of their position, they should notify the Area Chairperson of their intent to step down.***

B. Area Standing Committees:

1. Shall function within their individual guidelines and report ~~directly~~ to the Area Committee Meetings and the Area Assembly.
2. They do not set policy but make recommendations with final approval by an Area Assembly.
- ~~3. One or more DCMCs will be assigned to each Area Standing Committee by the Area Chairperson~~
4. Shall include the Chairperson of any District Committee if the District has a similar committee.
5. Shall meet at the Assemblies, prior to Area Committee meetings and/or at the call of its Chairperson.
- ~~6. All members of a committee, including the Chairpersons, shall be members of Alcoholics Anonymous.~~
7. All members of a committee have a vote within the committee and all committee votes will be by a simple majority of the committee members ~~present unless otherwise stated.~~
8. Any member of Alcoholics Anonymous may attend and have a voice at any committee meeting but only committee members may vote.

C. Accessibilities - Accessibilities committee addresses special needs and challenges AA members have in participating in AA meetings, 12-Step work, and AA service.

- 1.

D. Archives Committee:

1. The purpose of the Archives Committee is to oversee the operation of and procedures for handling of the Area 28 Archives, to make proposals for creating Area Archives policy, and to aid the Area Archivists in their effort to preserve and protect the Area 28 Archives collection.
2. Shall be responsible for reviewing all aspects of Area Archives policy and, based upon such reviews, will submit reports, recommendations, and agenda items to the Area Committee and the Area Assembly.
3. Shall be composed of the Area Archivist as Archives Chairperson, Alternate Archivist, Archives Secretary, Chairperson of any District Archives committee, and Chairperson of any AA Group Archives Committee.
4. By a majority vote of the committee, persons who are not members of Alcoholics Anonymous may be allowed to speak at Archives Committee meetings.
5. A full set of keys to all locked Area Archives shall be entrusted to the Area Archivist and the Area Chairperson.
6. The Area Archivist and Area Alternate Archivist shall serve a term of two years with the option to stand for reappointment for an unrestricted number of terms.
7. The expenses of the Area Archivist will be reimbursed to attend the Area 28 Round-Up in order to display Area 28 Archives.

E. Boomerang Committee:

1. The appointed Boomerang Editor shall serve as the Chairperson.
2. The Boomerang will be guided by the G.S.O. Newsletter Guidelines as well as its own guidelines set up by vote of the Boomerang Committee.
3. The Boomerang Editor shall have the final say in the content of the “Boomerang”, the official newsletter of Area 28.
4. ***Four committee members/content contributors shall be appointed by the Boomerang Editor and when possible represent north, south, east, and west regions of Area 28. Other interested AA members may also serve on the Boomerang Committee.***

F. Bridging the Gap Committee (BTG):

1. The purpose of the BTG Committee is to be a means of connecting those alcoholics leaving correctional or treatment facilities with Alcoholics Anonymous on the outside when they are released.
2. May include District and Group BTG Chairpersons and District and Group BTG Committee members.
3. The Area BTG Chairperson and District BTG Chairpersons shall be responsible for compiling lists of those willing to be contacts for persons being released. The copies of the lists from each District will be maintained by the Area BTG Chairperson.

4. All AA member attendees at BTG meetings shall have a voice and a vote within the BTG Committee.

G. Cooperation with the Professional Community Committee (CPC):

Currently the CPC and PI committees meet together, work on service projects together, and have one chairperson for these combined committees.

1. The purpose of the CPC Committee is to provide information about AA to those who have contact with alcoholics through their profession. (These professions may include health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, as well as those working in the field of alcoholism.)
2. The Area CPC Committee Chairperson shall be available to visit and/or communicate with the Districts about working with professionals. This shall include helping establish and support District CPC Committees.
3. The Area CPC Committee Chairperson shall communicate with and support the Area Public Information (PI), Area Corrections, Area Treatment, and Area Bridging the Gap (BTG) Committees.
4. Currently the CPC Committee will consist of the Alternate Secretary (PI Chair) as Chairperson, all District CPC Chairpersons, and interested GSRs.

H. Correctional Facilities Committee:

1. ***The purpose of the Corrections Committee is to collaborate with and coordinate the work of Districts and Groups who are working to carry our message of recovery to alcoholics behind the walls of correctional facilities.***
2. Should include District or Group Corrections Chairs along with interested members.

I. Finance Committee:

1. The purpose of the Finance Committee is to formulate an annual Area 28 budget to be presented to the Area 28 Assembly and to be a resource for Group and District Treasurers as well as the Area Treasurer.
2. The Area 28 Alternate Treasurer is the designated chairperson.
3. Should include District Treasurers as well as the Area Treasurer.
4. All AA members may attend and have a voice at Finance Committee meetings but only committee members may vote.
5. Duties include providing a proposed annual Area 28 budget, supporting the Area 28 Delegate financially and with information, be familiar with AA guidelines on finance including the principles of the 7th tradition, and sharing their experience with Groups and Districts.

J. Grapevine/La Viña Committee:

1. The Grapevine/La Viña committee is composed of an appointed Grapevine Chair along with Grapevine/La Viña representatives and interested Area 28 AA members.
2. The Area Grapevine Chair assists in establishing an Area Grapevine Committee, keeps an ongoing list of District Grapevine and La Viña Representatives, and meets with District and Group Grapevine/La Viña representatives.
3. The Committee helps create enthusiasm for Grapevine/La Viña products and resources by sharing news with the Area about Grapevine/La Viña including the magazines, the AA Grapevine Website, the Grapevine App, the Podcast, the Instagram Page and the YouTube Channel.
4. The Committee organizes displays of Grapevine books and other resources at Assemblies, the Roundup, and at District and Group events as requested; assists in literature and subscription sales while maintaining a supply of Grapevine items on hand for distribution.
5. The Committee encourages workshops and editorial contributions to the Grapevine magazine and other resources.

K. Guidelines Committee:

1. The purpose of the Guidelines Committee is to assist in the writing and maintenance of guidelines for Area 28 officers, committees, and functions as well as to update and maintain the Area 28 Service Guidelines Handbook.
2. Will provide 10 printed copies of the updated White Book at each assembly.
3. Will consist of the Alternate Delegate as Chairperson, District Guidelines Chairpersons, and interested GSRs ~~selected by the Guidelines Committee~~
Chairperson from each of the four Area 28 regions, North, South, East, and West.

L. Literature Committee:

1. The **purpose of the** Literature Committee acts as a resource to help any individual, district, or committee with their AA literature needs.
2. May maintain a small inventory of service literature.
3. Provides a display of current AA literature at Area Assemblies and other events which they may sell at cost.
4. ***The Chairperson should have a working knowledge of all conference approved literature.***
5. May include any District or Group Literature Chairperson, Committee member and/or any interested AA member.

M. Love and Service Committee:

1. ***The Love and Service Committee is available to help districts organize, sponsor, and present workshops and other activities.***
2. ~~***Promote service and provide information about service to ensure the health of the AA community, the continuance of the fellowship, and the effective fulfillment of our primary purpose.***~~
3. May include any District or Group Love and Service Chairperson, Committee member and/or any interested AA member.
4. ~~***Two thirds (2/3) vote of the committee is required for committee action.***~~

N. Public Information Committee (PI):

Currently the PI and CPC committees meet together, work on service projects together, and have one chairperson for these combined committees.

1. The purpose of the Public Information Committee is to create a greater understanding of, and prevent misunderstanding of, the AA program through the public media, electronic media, PI meetings, and speaking to community groups.
2. May include all District and Group PI committee chairpersons and members.
3. The policy of the PI Committee shall be that AA members will be asked to perform speaking commitments in communities other than the one in which they reside, recognizing the importance of anonymity.
4. The PI Committee will consist of the Alternate Secretary as Chairperson, all District PI Chairpersons, and interested GSRs.
5. The Area PI Committee Chairperson and District Chairpersons may be responsible for compiling lists of those willing to speak to community groups. The lists from each district may be provided to the Area 28 PI Chairperson who can maintain and update the overall list which will be used to contact AA members.

O. Round-Up Committee:

1. The elected Round-Up Committee Chairperson:
 - a. Is empowered immediately after elected
 - b. Shall appoint the members of the committee
 - c. Is responsible for timely reports to the Area Committee. **on suggestions of the Round-Up Committee**
 - d. A written financial report shall be available at the Fall Assembly.
 - e. Has full authority to contract with the chosen facility, as an agent of Area 28, in order to plan and effectuate the Round-Up. Ultimate financial responsibility lies with Area 28.
2. **~~The elected Alternate Round-Up Chairperson is elected at the Fall Election Assembly, following the election of the Round-Up Chairperson. The alternate will vote in the Chairperson's absence.~~**
3. Area 28 will reimburse the Round-Up Chairperson and Alternate Round-Up chairperson for expenses to attend Area Committee meetings and Area Assemblies.
4. The Round-Up Committee shall be responsible for:
 - a. **~~Round-Up seed money~~**
 - b. Round Up information and flyers
 - c. Choosing host facility and facility services
 - d. Arranging Al-Anon and Ala-teen representation at meetings
 - e. Round-Up agenda, speakers, workshops, registration, booths, and Grapevine, Intergroup/CSO participation.
 - f. Report of expenses and income
 - g. Submit proceeds after expenses to the Area Treasurer
 - h. American Sign Language interpreters will be provided at the Round-Up with 30-day advance notice. If not requested prior to 30 days before the Round-Up, there will be no sign language interpreters available. A line for explanation of this policy and instructions for requesting interpreters shall be included in the Round-Up flyer.

P. Technology Committee:

1. Composition of the Technology Committee:
 - a. Alternate Area Chairperson serves as the Technology Committee (Tech Comm.) Chairperson with the Alternate Technology Chairperson elected by the Technology committee.
 - b. Tech Comm. should include the Committee Chair, Alt. Tech Committee Chair, Tech Committee Secretary, Online meeting operators/hosts, Public Address (PA) system operator(s), Online Poll/Voting operator/host, District technology committee members, and AA Group technology committee members.

2. Technology Committee Scope
 - a. Provide sound reinforcement and online/hybrid setup and hosting for Area Committee meetings, Assemblies, Pre-Conference Forums, Post-Conference Forums, and Area Inventories.
 - b. Tech Comm. also provides an online venue for special Area Panel meetings.
 - c. Tech Comm. provides an online venue for Standing Committee meetings.
3. Technology Committee Procedure
 - a. Area Committee Meeting (ACM) Online Procedure
 - i. All online participants must be labeled by Area or District and Service Position
 - ii. All online participants should be visible and able to see participants at the live venue
 - iii. All online/hybrid meeting participants are expected to follow AA principles and traditions
 - b. Area Assembly
 - i. All online participants must be labeled by Area, District, or GSR Service Position
 - ii. All online participants should be visible and able to see participants at the live venue
 - iii. All online/hybrid meeting participants are expected to follow AA principles and traditions
 - iv. The Third Legacy Procedure will be done by polling online and ballot live
 - c. Pre-Conference Forum, Post-Conference Forum, and Area Inventory
 - i. All online participants must be labeled by Area, District, or Home Group
 - ii. All online participants should be visible and able to see participants at the live venue
 - iii. All online/hybrid meeting participants are expected to follow AA principles and traditions
 - iv. Sharing of opinions may be done with a show of hands
 - d. Standing Committee Meetings
 - i. The Tech Committee will support Standing Committee meetings, that meet online, with appropriate technology

Q. Treatment Facilities Committee:

1. The purpose of the Treatment Committee is to coordinate the work of individual AA members and groups that are interested in carrying the message of recovery to alcoholics in treatment facilities.
2. Shall cooperate with other committees in every way to assist in the development of their purpose.

3. Any interested AA member can be on the Treatment Facilities Committee.
- R. Website Committee:
1. The purpose of the Website Committee is to oversee the operation of the Area 28 web site, the activities of the Area 28 Webmaster, and to review and establish website policies. The committee will follow GSO guidelines on the internet.
 2. Shall provide information to GSRs, Area Committee Members, and other interested AA members within Area 28.
 3. Shall include the Chairperson, Webmaster, and Alternate Webmaster and may include any interested AA member.
 4. Webmaster:
 - a. Serves a term of two years with the option to stand for re-appointment for an unspecified number of panels.
 - b. Attends meetings of the Website Committee, reports and makes recommendations to that Committee.
 - c. Shall be responsible for maintaining the domain, website email forwarding, responding to inquiries, updating information (e.g. names of committee chairpersons, officers and changes in contact information), posting information and changes as requested by the Website Committee.
 - d. Train people to assist the Webmaster and whom may in the future be appointed as Webmaster.
 - e. Ensure that the Website Committee Chairperson and Area Secretary have all access information, codes and passwords.
 5. Alternate Webmaster:
 - a. Serves a term of two years with the option to stand for re-appointment for an unspecified number of panels.

VII. Area Liaisons

- A. Al-Anon Liaison:
1. Area 28 adopts the current Al-Anon guidelines from GSO along with any changes or revisions they may make in the future.
 2. The Area 28 Al-Anon Liaison will have copies of GSO Al-Anon Guidelines available upon request, or on line at www.aa.org.
 3. It is the responsibility of the Al-Anon Liaison to pass on and exchange all materials relevant to this position to the next/incoming Al-Anon Liaison.
- B. CSO/Intergroup Liaison:
1. Appointed by the Area Chair as an independent non-voting, communication link between Central Service Offices, Intergroups, and Area 28.

2. Become familiar with GSO Guidelines, Service Manual and other pamphlets. Attend Area 28 Committee Meetings and Assemblies and give a report to the Area on the activities of these entities. Communicate by phone, email or by personal visits. Distribute Hotline lists provided by these entities to District Chairs and return them when completed.
3. Become familiar with GSO Guidelines, Service Manual and other pamphlets. Attend Area 28 Committee Meetings and Assemblies and give a report to the Area on the activities of these entities. Communicate by phone, email or by personal visits. Distribute Hotline lists provided by these entities to District Chairs and return them when completed.

VIII. Expenses

A. Funding:

1. Prime importance is to be self-supporting through Group contributions.
2. Needed funds must be available for Delegate's responsibilities per A.A. Service Manual.
3. Additional funds shall be available for budget items deemed necessary by approval of the Assembly.

IX. Appendices:

A. Guidelines for Hosting an Assembly:

Area 28 Assembly experience has shown that the following guidelines can aid a District in hosting a successful Assembly and making it a positive service experience for all of those involved.

1. The bid to host an Area Assembly shall be presented to the Area Assembly by the proposing host District.
2. The Host District will provide lodging information with e-mail, website, phone numbers, and pricing information, where possible.
3. Assembly locations should include the following:
 - a. An established site large enough to seat 150 - 200 persons
 - b. An internet connection with enough bandwidth to support online participation for the Assembly.
 - c. Adequate breakout rooms or areas for Committees to meet. These areas should allow for clear communication without outside distractions.
 - d. Assemblies hosting a Third Legacy Election will require a whiteboard, and dry-erase markers. The Area will provide ballots, registration forms, and voting cards.
 - e. **The assembly site is to be fully handicap accessible.**
4. The Assembly Agenda shall be determined by the Area Chair with the assistance of the Area Committee. The Area Chair and host district should be in regular communication.
5. Information flyers should be available at the first Area Committee meeting following the acceptance of the bid for the next Assembly.
6. A reasonable price for meal tickets will help the Assembly maintain our tradition of self-support.
7. The Assembly suggests districts encourage service within their districts versus hiring caterers.
8. The Assembly Host Committee is encouraged to provide a report at the first Area Committee meeting following the Assembly and is expected to provide a full report at the next Area Assembly.
9. The final financial responsibility of the Area Assembly rests with Area 28. A financial report should be submitted to the Area Treasurer and the Finance Committee as soon as possible after the Assembly.
10. Maine Area 28 Treasurer sends seed money for the next Assembly to the Host District in the amount of \$1500, as soon as possible, after the the winning bid is accepted. (MOTION from Spring 2023, PASSED for increased seed money from \$500 to \$1500.)

B. Guidelines for Hosting an Area Post-Conference Forum (PCF):

The following guidelines can aid a District in hosting a successful PCF.

1. The bid to host an Area PCF is made by Districts at the Area Fall Assembly.
2. PCF locations should include the following:
 - a. An established site large enough to seat 100 -125 attendees and have adequate parking for those attendees.
 - b. The PCF site is fully handicapped accessible.
3. Information flyers should be available at the first Area Committee meeting following the bid assembly.
4. Area 28 has seed money (currently \$250.00) for the PCF. If possible, the Area should be reimbursed the seed money.
5. Any additional expenses that are prudent but not covered by the event will be considered for reimbursement by the Area Treasurer to the hosting district.
6. The host District may wish to provide a Continental breakfast (coffee, pastries, and fruit) and / or a light lunch. The host District may ask for contributions to offset the cost of the site, food, & coffee.
7. The host District of the PCF will provide a report at the first Area Committee meeting following the event and a final report at the next Assembly.

C. Guidelines for reserve fund to assist financially struggling districts.

1. Definition of a Struggling District: A struggling district is any Area 28 district that has not participated in a two-day Area Assembly due to being a dark district, its remoteness, newness, or having insufficient funds to send a DCM or District Chairperson, or alternates to participate in assembly activities and bring its district's voice to the Area.
2. Process for applying for funds:
 - a. All requests for assistance funds should be mailed or emailed on a completed form to the Area Chairperson. The form should be received by the Area Chair by the 1st of the month in which the assembly is to be held. The Chairperson will respond to the request by phone or Email by the 7th of the month.
 - b. The Area Chairperson will consult with the Delegate, Alternate Delegate, Treasurer, Secretary, and Finance Committee Chairperson before making a decision to grant financial assistance.
 - c. The "subsidy" form for financial assistance will be forwarded to the Treasurer. The following criteria is to be used in determining whether to grant the request or not:
 - i. Districts must show a demonstrated need for the assistance and show that the district and / or groups are attempting to contribute. If little or no contribution is being made by the district, explain the circumstances.
 - ii. Districts that have not used the funds before will be given first priority.
 - iii. Districts that have been under-represented in the past will be given priority.
 - iv. If the district is dark, then a request can be made by a GSR or interested group member.
 - v. Every effort will be made to assist all applicants in whatever way possible even if direct funding is not available.
 - d. The amount of funds available for each assembly is \$500. If the amount is not used fully for the Spring Assembly, then the remainder may be used in May for the Post Conference Forum (Delegate's Report). If any remains it may be carried forward to the Fall Assembly. Any remainder for the year lapses. Total: \$1000 per year.
 - e. Receipts for gas, meal ticket, and lodging shall be presented to the treasurer on a completed expense report by the end of the assembly for reimbursement by check. All forms and receipts shall be retained with the assistance application form.

- f. The Finance Committee Chairperson and committee shall review and give a full report on the use of the Struggling District Fund at the Fall Assembly and any anticipated activity to date. At that time they may make recommendations for increases or decreases in the amount of the fund.
3. Struggling Districts Fund Application Form Following:

AREA 28 STRUGGLING DISTRICT APPLICATION FOR FUNDS

Date: _____ **District #** _____ **Location** _____

GSR / DCM Name: _____ **Phone #** _____

Mailing Address: _____

E-Mail Address: _____

Assembly you are applying for: _____

What was the last Assembly a GSR / DCM for the District attended:
_____?

Date of the Assembly (if known): _____

Is this the first time this district has applied for assistance? ____ Yes ____ No

If “No”, when did your district apply? _____

Please provide the following budget details. (Fill in only those items that apply to your specific situation). Please note that even though we have asked for all these items on the budget, it is expected that every GSR / DCM will research and make use of the most cost-effective way to use the funds that may be given.

Gasoline \$ _____

Food (meal tickets) \$ _____

Accommodations \$ _____

Other Costs \$ _____

TOTAL COST \$ _____

Subtract District Contribution: \$ _____

Assistance Requested \$ _____

Please send completed form to Area 28 Chairperson by required date

D. Glossary

AA Service Manual: First written in 1951 by Bill W. to outline basic service principles and procedures combined with the Twelve Concepts.

A.A. World Service (AAWS): One of the operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for Conference approved and service literature.

AREA: A geographical division within a state or province. Normally there is one area to a state or province except in heavily A.A. populated places, where there may be more areas. Some areas include portions of more than one state or province.

Area 28 Service Guidelines Handbook: A workbook of Guidelines created by and for Area 28 members.

Assembly: A meeting of G.S.R.'s and Area committee members to discuss area affairs and, every other year, to elect a delegate and committee officers.

Bridging the Gap (BTG): A.A. members volunteer to be temporary contacts and introduce those coming out of treatment and correctional facilities to Alcoholics Anonymous.

Class A Trustee (non-alcoholic): There are 7 Class A trustees who are members of the General Service Board, men and women who are recognized professionals in their own fields.

Class B Trustee (alcoholic): There are 14 Class B trustees who are members of the General Service Board. They are men and women A.A.s who are strong in one or more of the following areas: length of sobriety, business or professional background, leadership, and grasp of A.A. structure.

Cooperation with the Professional Community (CPC): builds relationships with professionals who come into contact with active alcoholics and may be able to refer them to A.A.

Central Service Office/Intergroup (CSO/Intergroup): Handle local services only for a specific geographical area and are not connected with A.A.'s worldwide affairs.

District Committee Member (DCM) An experienced G.S.R. elected by other G.S.R.'s to represent the groups of their district in area committee meetings and to coordinate service activities in the district.

District Committee Member Chairperson (DCMC): (often referred to as District Chair in Area 28)

Delegate: The person elected every two years by the Area Assembly to serve the U.S. and Canada as a whole at the annual General Service Conference.

District: A division within an area represented by committee member(s).

General Service Area 28: Area made up of Maine

General Service Board (GSB): The legal entity that oversees the operation of A.A.'s service corporations, A.A.W.S., Inc. and the A.A. Grapevine, Inc., as well as the General Service and Grapevine Offices.

General Service Conference: The 93 delegates from the U.S. and Canada convene for a week each year for a closed business meeting to conduct the business of the U.S. and Canada. Members of the G.S.B., G.S.O. staff members, and non-trustee directors of A.A.W.S., Inc. and the A.A. Grapevine, Inc. are also voting members of the Conference.

Grapevine: The international journal of A.A. and "our meeting in print" published monthly.

General Service Office (GSO): provides services to groups in the U.S. and Canada and publishes A.A. Literature.

General Service Representative (GSR): The group contact with the GSO; voting member of the area assembly.

NECYPAA: New England Conference of Young People in Alcoholics Anonymous (NECYPAA).

NERAASA: Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA).

NERD: Northeast Regional Delegates Reunion (NERD).

NERF: Northeast Regional Forum (NERF).

Public Information (PI): P.I. Committees help carry the message by working with the media and the general public.

Quorum: A quorum shall be the voting members of an Assembly present at the time of the vote.

Region: A grouping of areas from which a Regional Trustee is elected to serve on the board of trustees.

Round Up (RU): Area 28 annual convention.

E. Area 28 White Pages:

The White Pages are a record of motions made by Area 28 since 1955. The full record of motions can be found in the Area 28 White Book; Online at the Area 28 website and in print copies provided at Area Assemblies. (*Records presented are as recorded by the Area Secretary at the time.*)

Included here are motions for 3 Area Panels (6 to 7 years) prior to publication of this handbook.

Spring Assembly 2020 (Virtual/Online)

A website created for the assembly, www.28springassembly.org, was the tool used, along with email and U.S. mail, for all information to be available to the Area.

1. Bids for the Area 28 Fall Assembly location selection were also on the website. Voting instructions were given to vote for one district only. Districts bidding to host the assembly were: 3, 6, 12, 20 and 25. The results of the vote took a couple of days to tally and are now in. Congratulations go to District 25; they had the winning bid. PASSED Unanimous.
2. Dan then gave an update regarding the Post Conference Forum to be hosted by District 14. The district has made a deposit with the Fairfield Community Center. D14s plan is to keep the deposit in place and check for available dates once things get back to “normal”.
3. Motion to send our Delegate informed not instructed to the General Service Conference was made by Gene W. and seconded by Drew S. PASSED Unanimous.

2020 Post Conf./ACM Assembly Business Meeting Virtual/Online

1. Due to the current covid-19 pandemic a Virtual Post Conference Forum/ACM/Area Assembly Business Meeting was conducted via Zoom Meeting.
2. Motion #1: presented by Mark L. D17, seconded by Ted D. D14. Area 28 purchase three (3) two-year Grapevine subscriptions for every correctional facility in the state of Maine. Y18, N3, A0 PASSED (Motion to reconsider Y5, N15, A0 FAILED.)
3. Motion #2: presented by Peter B. D21, seconded by Drew D16. To include in the Delegate’s budget up to \$400 to purchase small gifts (mementos) for distribution at the General Service Conference. Y8, N 12, A0 FAILED

4. Motion #3: presented by Spencer R., D6, seconded by Drew D16. An Assembly Advisor position be created that will automatically be filled by the outgoing/rotating delegate for a term of two years. A budget of \$500 will be added to the annual budget for this position to cover gas for planning meetings, assembly meals and hotel accommodations for the assemblies. Y5, N16, A0 FAILED
5. Motion #4: presented by Peter B. D21, seconded by Doug D20, To request that our Delegate explore with the Conference structure the best way to come to terms with the status of our relationship with New Brunswick. WITHDRAWN
6. Motion to contribute \$10,000 to the General Service Board. Motion to amend the motion to \$5000.00 and seconded. Y14, N1, A0. PASSED
7. Motion to contribute \$5,000 to the General Service Board. Y14, N2, A0 PASSED

Fall Assembly 2020 Virtual/Online

Area 28's Fall Assembly was conducted on the Zoom Platform.

1. A motion to accept the Spring Assembly Minutes, motion was made by Kim, D13 and 2nd by Jon G., D1. 55 votes were cast. PASSED Unanimous
2. Bids for the 2021 Spring Assembly April 2-4, 2021. In light of the current Covid 19 situation the likely hood of an in-person Spring Assembly is greatly diminished.
3. Floor Motion 1: Made by Paul G., D1 and 2nd by Doug E., D20, 2021 Area 28 Spring Assembly to be held in a Virtual Format with a host district being involved. PASSED Y55, N5, A1
4. Floor Motion 2: Made by Drew S., D16 and 2nd by Willy D21, 2021 Area 28 Post Conference Forum to be held in a Virtual Format and include participation at a greater degree from a district following our normal format. PASSED Y57, N1, A3
5. Agenda Motion 1: Made by Nikki O. Area 28 bid for the 2021 Virtual NERAASA. WITHDRAWN
6. Agenda Motion 2: The Area 28 Finance Committee recommends that: "The Area approves of establishing a PayPal account and setting it up on the maineaa.org website for the purpose of an alternative method of collecting 7th Tradition Contributions." PASSED Y53, N1, A3
7. Agenda Motion 3: Made by The Guidelines Committee: On p 16, sec 17, letter I Assembly Preparation, Number 2 . . . Second sentence currently reads, "This should be out six weeks before Assembly date." Change wording to "This should be out three weeks before the Spring or Fall Assembly." (A motion to amend the motion to 4 weeks received no 2nd.) FAILED Y15, N37, A4

8. Agenda Motion 4: Made by The Guidelines Committee: Suggested addition to pg. 6, section 3. It now reads, "Attendance: Area Officers and Committee. Chairpersons may be considered for replacement if they miss three (3) consecutive meetings." Add "Meetings may be conducted in person or on a digital or other platform." PASSED Y47, N7, A3
9. Agenda Motion 5: Made by The Guidelines Committee: Suggested addition of a (new) section 27 to pg. 20, as follows: "Unforeseen circumstances may require the Delegate or any three Area Officers to call for a special Assembly, an Area Committee meeting, an Area Officers meeting or an ad hoc committee meeting, to deal with urgent business. They may take action as needed in their capacity as trusted servants elected by the Assembly. Any such undertaking is to be reported at the next Assembly for discussion and a possible vote." Motion for a Friendly Amendment to include "Area Committee Meeting & Area" between the words "next and Assembly" in the last sentence made by Willy K., 2nd by Tim C. (Accepted by the Guidelines Committee) Vote to accept the Amended Motion. Yes 43, No 7, Abstention. 3 PASSED
10. Amended Motion 5. "Unforeseen circumstances may require the Delegate or any three Area Officers to call for a special Assembly, an Area Committee meeting, an Area Officers meeting or an ad hoc committee meeting, to deal with urgent business. They may take action as needed in their capacity as trusted servants elected by the Assembly. Any such undertaking is to be reported at the next Area Committee Meeting & Area Assembly for discussion and a possible vote." Amended Motion 5, Yes 39, No 15, Abstention 2 FAILED (¾ VOTE). RECONSIDER Yes 41, No 15, Abstention. 2 PASSED. Re-vote Motion 5, Yes 41, No 15, Abstention. 2 FAILED.
11. Agenda Motion 6: Made by The Finance Committee: Motion to include an agenda item to the 2020 Fall Assembly: "Area 28 to contribute \$5,000 to the General Service Board." PASSED Y52, N1, A2
12. Agenda Motion 7: made by Nikki O.; "Area 28 complete an inventory on the first Sunday of December 2020 on the Area Zoom platform." PASSED Y53, N2, A2
13. 3rd Legacy Procedure for Trustee At Large US. Gene W., D12 made himself available and shared his resume, he was elected unanimously. PASSED
14. 3rd Legacy Procedure for Area 28 Round Up Alt. Chairperson, Kim K. and Willy K made themselves available. Willy K elected in 4th round PASSED
15. Agenda Motion 8: "The Round Up do an inventory, facilitated by past Round Up chairs and current committee." Yes 30, No 1, Abstention 1 PASSED
16. Floor Motion 3: made by Nikki O., 2nd by Rudy St.P.: "Area 28 use its Zoom platform to host a virtual Christmas Area 28 Alcathon with engagement from Districts within our area". Yes 34, No 1, Abstention 0 PASSED

17. The 2021 Area 28 Proposed Budget was presented by Gene W., Alt. Treasurer, Finance Committee Chair. Motion to accept the Proposed Budget made by Drew S., D16, 2nd by Jon G. D1. PASSED Y36, N0, A0
18. Sue M. made herself available as Area 28 Accessibility Chair

Spring Assembly 2021 Virtual/Online

Due to the current covid-19 pandemic, Area 28's 2021 Spring Assembly was conducted on the Zoom Platform.

1. Motion to accept the Area 28 2020 Fall Assembly Minutes by Nikki O., D6 and 2nd by Paul G., D1. Y 61, N 0, A 3. Accepted
2. 3rd Legacy Procedure, Alternate Area 28 Chair. Kim K. D13,
3. Mark F. D20 and Willy K. D21 made themselves available. Mark F. was elected in the 3rd round.
4. MOTION 1: Past Area 28 Delegates have a vote at all Area 28 committee meetings and Assemblies. Past Delegates must be present to vote. Y 8, N47, A 0 FAILED
5. MOTION 2: The first Sunday in December be officially recognized as 'The Swap' meeting. At that meeting the collective group of new and old officers, as well as past Delegates would put forth a recommendation of members to be standing committee chairs for the next panel. No person(s) will be assigned a standing committee position until after that meeting is held. Y 8, N 40, A 7 FAILED
6. MOTION 3: "That any changes to the General Service Area 28 financial Chart of Accounts will require the approval of the Area Finance Committee and changes reported to the following assembly." Y27, N22, A10 FAILED
7. RECONSIDER Y 35, N 24, A0, RECONSIDERED MOTION Y19, N34, A6 FAILED
8. Finance Committee Motion 2nd by John D. Area Treasurer. Area 28 contribute \$5000.00 to the General Service Board. Y 45, N 2, A 1 PASSED
9. Motion presented by the Guidelines Committee To reorganize the Area Committee, The Area officers to be changed to: Delegate - Alternate Delegate – Chairperson - Recording Secretary - Treasurer - Alternate Treasurer – Registrar - Alternate Registrar (Alternate Chair and Alternate Secretary are eliminated) The Standing Committees to be changed to: Accessibilities and Remote Communities - Archives - Cooperation with the Professional Community/Public Information
10. Corrections (subcommittee Prerelease contacts) - Finance - Grapevine/Literature/Boomerang – Guidelines - Love and Service - Round Up - Technology (website, virtual platform) - Treatment (subcommittee Bridging the

Gap). Job descriptions are the same, except Alt Delegate steps in for Chair until the next Assembly, if a vacancy arises. Recording Secretary records minutes at Area Committee meetings and Assemblies, and distributes to Area Committee members. Registrar assumes Recording Secretary's duties until next Assembly, as needed. Alternate Registrar manages email list, sends emails and USPS mail to the Fellowship. These changes to be reviewed after being in effect for one full panel. Motion to Table the Motion until the Fall Assembly Y 48, N 2, A 1
PASSED MOTION TABLED

11. To have this topic (Guidelines Motion) added to the August Area Committee Meeting Y 27, N 4, A 2 **PASSED**
12. Motion: To increase the Area Officers and Committee Chairs budgets to double what there were in the budget for the purpose of carrying the message around the Area during our coming out of the current Covid pandemic. **WITHDRAWN**

Fall Assembly 2021 Fairfield CANCELED to Virtual/Online

Due to the current covid-19 pandemic, Area 28s 2021 Fall Assembly was conducted on the Zoom Platform.

1. Motion1: Presented by the Guidelines Committee to reorganize the Area Committee, The Area officers to be changed to: Delegate - Alternate Delegate – Chairperson - Recording secretary Treasurer - Alternate Treasurer – Registrar - Alternate Registrar (Alternate Chair and Alternate Secretary are eliminated) The Standing Committees to be changed to: Accessibilities and Remote Communities - Archives Cooperation with the Professional Community/Public Information Corrections (subcommittee Prerelease contacts) - Finance Grapevine/Literature/Boomerang – Guidelines - Love and Service Round Up - Technology (website, virtual platform) Treatment (subcommittee Bridging the Gap) Job descriptions are the same, except Alt Delegate steps in for Chair until the next Assembly, if a vacancy arises. Recording Secretary records minutes at Area Committee meetings and Assemblies, and distributes to Area Committee members. Registrar assumes Recording Secretary's duties until next Assembly, as needed. Alternate Registrar manages email list, sends emails and USPS mail to the Fellowship. These changes to be reviewed after being in effect for one full panel. Call the question Y50, N12, A8 **PASSED MOTION 1 VOTE Y39, N30, A5 FAILED (2/3 Vote)**
2. Third Legacy Procedure for Panel 72, all positions filled
3. Motion 2: Presented by Accessibilities Committee: To have all area meetings be hybrid including the assemblies... this will save money for area because there

wouldn't be a lot of traveling expenses and second, we would be able to get more newcomers to the area level positions.

- a. Call the question Y33, N24, A7 PASSED
 - b. Vote on Motion Y24, N33, A8 FAILS
 - c. Minority opinion called for and heard.
 - d. Motion to Reconsider Motion 2 by Patrick D20, 2nd by David. Motion to reconsider passes, discussion on Motion 2 continued. Friendly amendment on motion 2 by Tim C., D14, 2nd Ted D., D14. RECONSIDER Y38, N27, A1
 - e. A friendly amendment would say have all area meetings be hybrid including the assemblies starting with the spring assembly 2022 and that a steering committee can be created currently to get to that date. (To be added to the end of motion 2) MOTION AMENDMENT Y22, N38, A3 FAILED
 - f. MOTION RE-VOTE Y15, N43, A2 FAILS
4. Bids for the 2022 Area 28 Spring Assembly, April 1-3, 2022. EAST (Districts 8, 9, 11, 15, 16, 18, 21, 25) None WEST (Districts 2, 5, 12, 14, 17, 19) District 14 bid.
 5. Bids for the 2022 Post Conference Forum. No districts bid. Nikki O., Past Delegates make themselves available to host the Post Conference Forum. Location TBD. Past Delegates to be backup if no district comes forward to host.
 6. Finance Chair presented the Proposed 2022 Area 28 Budget. Y-47, N-0, A- 1 PASSED
 7. New business Floor Motion: Area 28 Chair create an Ad Hoc to explore the feasibility, more study and investigation into the Hybrid topic. No voted required

Spring Assembly 2022 Winslow

1. Motion: To Send our Delegate Informed, Not Instructed Unanimous
2. Motion: To elect an Alt. Round Up Committee Chair at the Fall 2022 Assembly to the Fall of 2023 Y82, N6, A2 PASSED
3. Motion 2: By Finance Committee: To purchase a package of 5 refurbished laptops, approximate cost \$2000, for the following Area positions and needs thru Tech Soup: 1. Treas., 2. Alt. Treas., 3. Secretary, 4. Tech (Zoom) (TBD), 5. Extra (TBD) Y85, N5, A 0 PASSES
4. Motion 3: By Phil H to rent storage for Area equipment for approx. \$759 per year, \$69 per month. Unanimous PASSED
5. Motion to approve 2021 Fall Assembly minutes Y88, No, A2 PASSED
6. Bid for 2022 Fall Assembly Oct. 21-23rd: District 20 Y89, N1, A0 PASSED

7. Motion: Based on background info provided in the Financial Committee Report, we make a motion to send \$5000 to the General Service Board in NY. Show of hands PASSED

Fall Assembly 2022 Saco

1. Motion 1: Elect an Alt. Roundup Chair. Mike L. in 3rd round
2. Motion 2: Elect an Alt. Secretary. No Vote, as no one stood for the position. Alt. Secretary decided to remain in position with limited schedule
3. Motion 3: Elect a Candidate for representing Area 28 for the position of Northeast Regional Trustee. Nikki O. in 4th round
4. Motion 4: To send two Grapevine subscriptions and one La Vina subscription to every correction facility in Area 28 Y80, N0, A0 PASSED
5. Motion 5: To create hybrid Area Committee Meetings at the Best Western in Waterville. Y68, N 3, A3 PASSED
6. Motion to approve 2022 Spring Assembly minutes Y88, N0, A2 PASSED
7. Bid for 2023 Spring Assembly (March 31, April 1 and 2) To D3 PASSED Unanimous
8. Bid for Post-Conference Forum (May 7, 2023): To D16 PASSED Unanimous
9. Floor motion: Allow P72 to decide the contribution amount and report back at the following ACM. Y29, N14, A4 PASSES
 - a. Motion to Reconsider Passes
 - b. Reconsider FAILS
10. Motion: to authorize Area 28 to convene an area assembly during the January 2023 Area Committee meeting to consider and potentially approve the 2023 budget and a distribution to the General Service Board. Y30, N6, A9 PASSED
11. Motion to purchase 2 speakers and cables.
12. Motion to table to January ACM Y38, N1, A2 PASSED

Spring Assembly 2023 Brewer

1. Motion 1: by Drew, 2nd by Rudy: To expand the Area 28 Board of Directors
2. from its current membership of three (Area Treasurer, Alternate Area Treasurer and Area Chair) to six including Area Treasurer, Alternate Area Treasurer, Area Chair, Alternate Delegate, Alternate Area Chair and Alternate Area Secretary. Y90, N10, A1 PASSED
3. MOTION 2: by Jon, 2nd by Rudy: Asking the Accessibility committee to
4. research how a hybrid Zoom/In-Person Assembly with all the options and what we need to do the meet the needs of our members.

- a. Motion: To Postpone Motion 2, indefinitely by Jon, 2nd by Rudy
 Background: More information on this motion will be available in the fall.
 Voting: MOTION TO POSTPONE PASSED Y81, N3, A3 POSTPONED
- 5. MOTION: The Corrections Committee, makes a motion and 2nd by Aaron F. that Area 28 send two subscriptions of the “The Grape Vine” and one subscription of “La Vina” to every Correctional Facility within the State of Maine. MOTION: to Kill this motion by Allen s. Y-34 ,28, 24 (86) N -1, A-7 MOTION IS KILLED
- 6. Bid for 2023 Fall Assembly (Oct. 20-22, 2023) To D9 PASSED Unanimous
- 7. Floor Action MOTION: By Mary Lou T., 2nd by Allen, to have a non-voting Area 28 Past Delegate appointed by the Area Chair, as Parliamentarian at each Area 28 Assembly. Y88, N1, A2 PASSED
- 8. MOTION: BY Phil H., 2nd by Sandy that Maine Area 28 increase the seed money for Assemblies from \$500 to \$1500. Y 88, N3 , A3 PASSED
- 9. MOTION by Finance Committee, Drew, 2nd by Jay: The Finance Committee motions that Area 28 contribute \$250 to NERAASA 2023. Y56, N0, A1 PASSED

Fall Assembly 2023 Boothbay

- 1. MOTION: By Spencer-Past Delegate, 2nd Beth D6 (This is a workbook change that needs a $\frac{3}{4}$ affirmative vote to pass and would be added to the job description of the Finance Committee.) The Area 28 Finance Committee provide printed copies as well as digital access of the current Annual Area 28 budget with the most recent up to date actuals*, at every Area committee meeting and Assembly. A copy to be included in their report sent out with the minutes of each meeting.
 *Actuals can be up to one month old. Yes23, N072, A4 FAILS
- 2. MOTION: By Gene W, 2nd by Drew, Increase the Maine Area Round-Up seed monies from \$3,500 or \$4,000. Y71, N0, A0 PASSED
- 3. monies from \$3,500 or \$4,000. Y71, N0, A0 PASSED
- 4. MOTION by Jamie, 2nd by Ted: The present hybrid operators are presenting a motion to form a Hybrid Meeting Committee to operate the hybrid portions of ACMs and Assemblies, starting presently, and ongoing. Y55, N0, A7 PASSED
- 5. Bid for Spring Assembly 2024 To D24 PASSED Unanimous
- 6. Bid for Post-Conference Forum To D6 PASSED Unanimous

Spring Assembly 2024 Portland/Westbrook

- 1. Look at the list of Standing Committee Chairs persons and liaisons both the voting and voting members. Chair, Drew We need to add the hybrid chair to the top of the list, the hybrid chair has a vote. We have three non-voting committee chairs/liaisons. Chair, Drew Do we have a motion to accept this list? Josh T D14 made a motion to accept list, Michael D17 second the list. N1 PASSED

2. Bid for 2024 Fall Assembly to D17 PASSED Unanimous
3. Stan made a motion to send the delegate informed not instructed. (Accepted) PASSED
4. Todd made a motion give PRCC a \$500.00 Contribution. PASSED

Fall Assembly 2024 Augusta

1. Motion by Guidelines Comm Chair (Willy K.), 2nd by Todd, D6: A two-thirds ($\frac{2}{3}$) affirmative vote by an Assembly quorum is necessary to adopt a change in the Area 28 Service Guidelines Handbook. The assembly quorum shall be established immediately before this vote. PASSED
2. Motion by Boc C., 2nd by Bruce: To change Area 28 Service Guidelines Handbook Section 10 Guidelines for Hosting an Assembly item 10 to add the sentence, "Host Districts should request from the Area Treasurer needed funds a minimum of one week in advance of the need." FAILED
3. Motion by Allen S., 2nd by Shannon: Amended MOTION: To make all Area 28 business Hybrid with relevant Guidelines passed prior to adoption at Fall 2025 Assembly. (WK) PASSED
4. Motion: The Finance Committee is moving to increase the prudent reserve from \$7,000 to \$10,000. Motion to TABLE by Nikki, 2nd by Josh. MOTION TABLED
5. MOTION by Todd D6, 2nd by Patrick D20: To approve the 2025 Budget Proposal PASSED
6. MOTION: The Finance Committee is moving to increase the prudent reserve from \$7,000 to \$10,000. FAILED
7. MOTION: The Area 28 Treasurer, informed by participation in the finance committee, is responsible to use a fair, reasonable and expedient reimbursement process for Area 28 expenses. FAILED
8. MOTION by Cathy, 2nd by Allen: That area 28 contributes the sum of \$1510.50 in November of 2024 to the Grapevine, Carry the message project, in order to purchase gift cards for 50 gifts descriptions to the Grape or La Vina magazine with those subscriptions to be then directed by the AA Grapevine incorporated to fulfill the subscription request currently on file from inmates, hospitals, doctor's office, treatment centers, and home bound AA. PASSED

Spring Assembly 2025 Auburn

1. MOTION by Ted to approve 2024 Fall Assembly Minutes Greg 2nd Y 118, N 0, A 1. PASSED
2. The chair asked the body to accept Lucilla as Literature Chair and Stan as CSO Liaison. Lucilla as Literature Chair "Y 125 N 0 A 0 PASSED

3. Stan as CSO Liaison Y 124 N 0 A 1 PASSED
4. MOTION: Bob C made a motion, Dana seconded the motion to send Area 28 Panel 74 Delegate, Alan S., to the NY conference informed and not instructed Y 124 N 0 A 1 PASSED
5. MOTION: Greg moved to approve the treasurer's report. John seconded the motion. Y 121 N 0 A 4 PASSED
6. MOTION 1: Guidelines Committee moves to accept the proposed changes to the Area 28 Workbook. Y 104 N 5 A 5 PASSED
 - a. Motion to recommit: Made by GiGi, seconded by John. Vote: Yes: 19, No: 98, FAILED.
 - b. Motion to call the question: Jason and Barbra moved to call the question. Vote: Yes: 100, No: 11, Abstained 1 PASSED.
 - c. Vote on main motion (2/3 majority required): Vote: Yes: 104 No: 5 Abstained: 5 PASSED.
 - d. Minority opinion to reconsider: Vote: Yes: 11, No: 95 (FAILED)
7. MOTION 2: Finance Committee moves to disburse \$3,000 to New York. Y 107 N 1 A 2 PASSED
8. MOTION 3: Finance Committee moves to raise the prudent reserve up \$1,000 to keep up with inflation. Y 104 N 15 A 0 PASSED
9. MOTION 4: Proposed that Area 28 contribute \$1,510.50 in May 2025 to the Grapevine Carry the Message Project to purchase 50 gift subscriptions to the Grapevine magazine. Y 95 N 1 A 0 PASSED
10. MOTION 5: Peter B. makes a Motion to allocate \$3,000 to the NERAASA Committee for the hospitality room held at 2026 NERAASA in Portland. Ann G. 2nd Y 114 N 1 A 1 PASSED

F. Area 28 Current District Directory

DISTRICT 1 CAPE ELIZABETH LONG ISLAND PEAKS ISLAND PORTLAND DISTRICT 2 ANDOVER BETHEL CARRABASSETT VALLEY DIXFIELD FARMINGTON KINGFIELD MADRID MEXICO NEW PORTLAND NORTH JAY PHILLIPS RANGELEY RUMFORD STRATTON STRONG WILTON DISTRICT 3 ABBOTT VILLAGE BANGOR BENEDICTA BREWER BROWNVILLE JUNCTION CHARLESTON CORINNA DEDHAM DEXTER DOVER-FOXCROFT EAST EDDINGTON EAST ORRINGTON EDDINGTON GREENVILLE GUILFORD HAMPDEN HERMON HOWLAND INDIAN ISLAND LEVANT MILO MONSON NEWPORT OLD TOWN ORONO ORRINGTON ROCKWOOD VEAZIE WINTERPORT	DISTRICT 4 ALLAGASH EAGLE LAKE FORT KENT MADAWASKA SINCLAIRE VAN BUREN DISTRICT 5 AUBURN GREENE LEWISTON LISBON LISBON FALLS LIVERMORE MECHANIC FALLS NORWAY POLAND SOUTH PARIS TURNER DISTRICT 6 BATH BOWDOINHAM BRUNSWICK FREEPORT GEORGETOWN ORRS ISLAND RICHMOND TOPSHAM DISTRICT 7 AROOSTOOK ASHLAND CARIBOU CONNOR FORT FAIRFIELD HOULTON NEW SWEDEN PATTEN PRESQUE ISLE ST. AGATHA STOCKHOLM DISTRICT 8 ELLSWORTH GOULDSBORO HANCOCK MARIAVILLE SULLIVAN WINTER HARBOR DISTRICT 9 BOOTHBAY BOOTHBAY HARBOR BRISTOL MILLS DAMARISCOTTA	DISTRICT 9 <i>continued</i> MONHEGAN ISLAND NEWCASTLE SOUTH BRISTOL SOUTHPORT WALDOBORO WISCASSET DISTRICT 10 CHESTER EAST MILLINOCKET HOWLAND LINCOLN MILLINOCKET DISTRICT 11 ALEXANDER CALAIS DENNYSVILLE EASTPORT PRINCETON DISTRICT 12 AUGUSTA COOPERS MILLS DRESDEN FARMINGDALE GARDINER HALLOWELL KENTS HILL MANCHESTER NORTH WHITEFIELD PITTSSTON RANDOLPH READFIELD SIDNEY TOGUS WINDSOR WINTHROP DISTRICT 13 ACTON ALFRED BERWICK BUXTON HOLLIS KENNEBUNK KENNEBUNKPORT KEZAR FALLS LIMERICK NORTH BERWICK SANFORD SOUTH BERWICK SPRINGVALE WATERBORO WELLS WEST NEWFIELD	DISTRICT 14 BELGRADE BINGHAM CANAAN CHINA CLINTON FAIRFIELD JACKMAN MADISON PITTSFIELD SKOWHEGAN UNITY WATERVILLE WINSLOW DISTRICT 15 APPLETON CAMDEN HOPE NORTH HAVEN ISLAND OWLS HEAD PORT CLYDE ROCKLAND ROCKPORT SOUTH THOMASTON TENANTS HARBOR THOMASTON UNION VINALHAVEN WARREN DISTRICT 16 BELFAST BROOKS LINCOLNVILLE SEARSPORT STOCKTON SPRINGS DISTRICT 17 BRIDGTON CASCO DENMARK FRYEBURG GRAY HARRISON LOVELL NEW GLOUCESTER RAYMOND STANDISH STEEP FALLS WINDHAM	DISTRICT 18 BAR HARBOR NORTHEAST HARBOR SALISBURY COVE SOMESVILLE SOUTHWEST HARBOR SWANS ISLAND DISTRICT 20 BIDDEFORD OLD ORCHARD BEACH SACO SCARBOROUGH DISTRICT 21 BLUE HILL BROOKLIN BUCKSPORT CASTINE DEER ISLE ORLAND PENOBSCOT SEDGWICK STONINGTON DISTRICT 23 OGUNQUIT YORK YORK BEACH YORK HARBOR YORK VILLAGE DISTRICT 24 CHEBEAGUE ISLAND CUMBERLAND FALMOUTH SOUTH PORTLAND WESTBROOK YARMOUTH DISTRICT 25 BEALS ISLAND COLUMBIA JONESPORT LUBEC MACHIAS MILBRIDGE WHITING
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