General Service Conference (G.S.C.)
Proposed Agenda Item Submission Form

Annual deadline for submissions for a General Service Conference is September 15*.

What types of proposals, suggestions or ideas rise to the level of needing a General Service Conference "action" or "decision"?

Proposals that are important to the future of Alcoholics Anonymous, policy decisions or request for changes to Conference-approved literature and items that might require the collective conscience of the Fellowship. The trustees, corporate directors and staff bring together years of experience in A.A. service in making decisions about the appropriate process or disposition of proposed Conference agenda items. Warranty six reminds us "that though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government…" T*he A.A. Service Manual/Twelve Concepts for World Service* page 72.

The A.A. Service Manual/Twelve Concepts for World Service states on page S57 that:

> The final agenda for any Conference consists of items suggested by individual A.A. members, groups, delegates, trustees, area assemblies, area committee members, and directors and staff members of A.A.W.S. and the Grapevine. The Conference considers matters of policy for A.A. as a whole, and there are tried-and-true procedures for placing an item on the agenda in the most effective way — or, when the suggestion does not concern overall policy, for routing it to the most appropriate part of the service structure.
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> If a G.S.R. has an idea for an agenda item, chances are that he or she will want to discuss it first with the group, then at a district or area meeting, which can then forward it to the staff member at G.S.O. currently serving as Conference coordinator. An A.A. who is not part of the general service structure can give the idea to the group's G.S.R. or write directly to the Conference coordinator.

The following is from a process overview document "FAQs on Group Conscience Consideration for Proposed Conference Agenda Items."

Q. What happens when a proposed Conference agenda item arrives at the Conference Coordinator's desk?

A. The Conference Coordinator acknowledges receipt of the proposed agenda item and lets the sender know which of the following options is most appropriate and, if necessary, an explanation of why and how the proposed agenda item is being directed. Some of the possible routes are:

1. Forwarding to a Trustees' Committee via a G.S.O. Staff Member or Department Head.
2. Forwarding to G.S.O.'s Publications Director or Group Services Staff person.
3. Forwarding to A.A. World Services, Inc.
4. Forwarding to Chair of the General Service Board.
5. Forwarding to the A.A. Grapevine Corporate Board/AA Grapevine Publisher.

Q. What happens when it is unclear what committee should address a proposed item or where an item should be routed?

A. When it is unclear where a proposed item belongs, it is most frequently forwarded to the trustees' Committee on the Conference for direction.

If a proposed agenda item does not rise to the level of a Conference action the topic could be programmed during Conference in a different way like a presentation/discussion or workshop.

This overview is general and includes many but not necessarily all the possible routes a proposed agenda item follows in the trustee, G.S.O. and Grapevine review process. There is no "one size fits all" procedure and, on a case-by-case basis over time, there may occasionally be inconsistencies.

(1) **Submit a clear and concisely worded motion.**

(2) **What problem does this proposed item address?**

(3) **What level of group conscience, if any, discussed the proposed agenda item? Make it clear who is submitting the item (an individual, group, district, area, etc.).**

Note: While all items are received equally, experience has shown that ideas greatly benefit from the value of a broader group conscience. Consider if and with whom you would like to have a group conscience discussion on the proposed agenda item prior to submitting.

(4) **Provide background information that describes and supports the reasoning for the proposal. List background material(s) included with the proposal:**

(5) **What are the intended/expected outcomes if this proposed item is approved?**
(6) **Provide a primary contact for the submission.**
(7) **Final comments:**