

## WISCONSIN HA AREA GENERAL GUIDELINES

### A: PURPOSE

The purpose of the Wisconsin HA Area is to

- Serve Heroin Anonymous Groups in the Wisconsin area
- Bring unity through open communication to our fellowship as a whole and grow together.

### B: MEMBERSHIP

The membership of Wisconsin Area is composed of the area chairs and one GSR from each HA Group in Wisconsin. Visitors are welcome to attend and participate in discussion but may not make motions, second motions or vote.

### C: CONSTITUTION OF A QUORUM

A quorum shall consist of 6 people in combination of elected area chair positions, or co-chair in chairs absence, and GSR's in attendance at any regular Area meeting. Quorum will be established at the beginning of each meeting. In the event that voting members fall below the established quorum of 6 then all voting will be suspended until quorum is reestablished.

### D: VOTING PROCEDURES

One GSR from each WI HA group and each elected area chair, or co-chair in their absence, are eligible to vote at area meetings. Quorum is required for any action item to be voted on at an Area meeting. Each GSR is permitted to represent only one HA WI group. A simple majority of all eligible voters in attendance is necessary for the adoption of any motion or resolution and for any changes and revisions to the Wisconsin Area General Guidelines.

When a motion is made, the motion must be seconded. This will be followed by an open discussion where anyone is welcome to discuss the motion with the group. The motion will then be voted on by only voting members discussed in the paragraph above. Should discussion about a motion reach an impasse or the group thinks that more time needs to be taken to discuss the motion, that motion can be tabled until the next Wisconsin Area meeting.

### E: ELECTION PROCEDURE

The election procedure is a 3 (quorum established) HA area meeting process.

-The first of these 3 meetings the upcoming election is announced.

-The second of these meetings, nominations are made and seconded, each nominee will have the option of giving a short presentation of their qualifications. The secretary will distribute all nominee's qualifications to the GSRs. GSRs will then take these "service resumes" back to their home groups in order to gather their group's conscience

on the nominee they will vote for.

-In the third of these meetings, the GSRs and current Committee Chairs will return to vote. A two-thirds majority will be needed for election. If there are more than two candidates and none receive a 2/3 majority, the two candidates receiving the most votes in the initial balloting will advance until a 2/3 majority is reached. If three rounds of voting does not end in a nominee receiving 2/3 majority vote then the two names will be placed in a “hat” for random drawing.

#### F: COMMITTEE CHAIR STAGNANCY

Upon the unfortunate circumstance that any Area elected position is unable, or unwilling, to fulfill their responsibilities described in section I, the Area Chair is responsible to contact the committee chair and ask for their recommitment to the position. If this individual chooses to resign, and there is no HA Area elected alternate already in place, then all groups should be given notice of the open position. Normal election procedures, as described in section E, will then come into effect. In the interim, the Area chair is responsible for appointing an individual to fill the current position. If this individual does, in fact, recommit but continues to not fulfill the responsibilities of the position, the Area chair is responsible for replacing this individual in the manner described above

G: MONTHLY REGULAR WISCONSIN AREA MEETING SCHEDULE The regular business meeting of Wisconsin Area is held on the first Sunday of each month at 4PM. Chips and Literature are available before and after the business meeting starting at 3:30PM. Special meetings may be called by the Area Chairperson of Wisconsin Area with proper notification (1 week notice via current email list).

#### H: RESCHEDULING A MEETING

In order to reschedule a meeting, it must be decided at a prior monthly meeting of HA area by majority vote.

#### I: CHAIR EXPECTATIONS

Each Committee Chair Is expected to

- Attend monthly area meetings
- When unable to attend an area meeting, to send their co-chair in their place -submit a written report to the secretary at least 24 hours prior to the next area meeting. -fulfill duties as described in chair description
- Maintain continuous sobriety. A lapse of sobriety during a chair's term constitutes immediate resignation of the position, though the resigned individual may seek re-election. Normal election procedures, as described in section E, will come into effect. In the interim, the Area chair is responsible for appointing an individual to fill the current position.

**J: CHANGES TO THE WISCONSIN AREA GENERAL GUIDELINES** Any changes to the Wisconsin Area General Guidelines proposed by a Committee Chair member or GSR should be submitted in writing one Area meeting in advance. Area will then make amendments and finalize proposal. Once finalized it will be taken back to the groups by the GSR's and presented, so that all HA members have a chance to be informed of proposed changes. Any amendment or addition to the guidelines shall be voted on as discussed in section D, with the exception that a 2/3<sup>rd</sup> majority would be needed to pass.

**K: WEBSITE**

Wisconsin HA Area shall maintain web hosting and domain costs for HAWISCONSIN.ORG

**L: OPERATING COMMITTEE**

The operating committee will be comprised of the treasurer, chair, and secretary. The committee will be responsible for making emergency decisions i.e monthly area meeting being cancelled due to inclement weather. All emergency decisions will be communicated to GSR's and committee chairs via text and email as stated on current email and phone list.