

**Orange County Intergroup Association
Of
Alcoholics Anonymous**

**Orange County Intergroup Service Board
Accusation Evaluation Committee**

GUIDELINES

Drafted and Approved by the Orange County Intergroup Association Service Board
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CONTENTS

		Page
Article I	Name	1
Article II	Purpose	1
Section 1	The purpose of this Accusation Evaluation Committee.....	1
Section 2	When members of the Board are members of the Accused.....	1
Article III	Actionable Accusations	1
Section 1	Nature of Actionable Accusations	1
Article IV	Members	2
Section 1	Accusations Evaluation Committee Members	2
Section 2	Accusations Evaluation Committee Membership Eligibility	2
Section 3	Accusations Evaluation Committee Chair	2
Article V	Meetings	2
Section I	Accusation Evaluation Committee Meetings	2
Section 2	Frequency of Meetings.....	2
Section 3	Quorum.....	2
Article VI	Evaluation Procedure	2
Section 1	Removal from Office Actions	2
Section 2	The need for an Evaluation Procedure.....	2
Section 3	Evaluation Procedure	2
	1. Report of Alleged Wrongdoing	2
	2. Board Action	3
	3. Committee Findings	3
	4. Accused Individual’s Action	3
	5. Voluntary Resignation.....	3
	6. Service Board Review	3
	7. Removal From Office Action (Appointed Position)	4
	8. Removal From Office Action (Elected Position).....	4
Article VII	Parliamentary Authority	5
Article VIII	GUIDELINES Amendment Process	5
Section 1	Amendment Proposal	5
Section 2	Proposal Format.....	5
Section 3	Proposal Procedure.....	5
	a. Presentation	5
	b. Review Period.....	5
	c. Voting	5
Section 4	Administrative Action	5
Article IX	Annual GUIDELINES Review	5
Section 1	Purpose of Annual GUIDELINES Review	5
Section 2	Preparation of Report	5
	a. Changes	5
	b. References.....	5

Orange County Intergroup Service Board
Accusation Evaluation Committee Guidelines
(Hereinafter referred to as “GUIDELINES”)

ARTICLE I

Name

The name of this committee shall be the Service Board Accusation Evaluation Committee, hereinafter referred to as “COMMITTEE”. The COMMITTEE is a special committee of the Orange County Intergroup Service Board, hereinafter referred to as “BOARD”. The COMMITTEE is activated by the Board when a need arises and shall terminate as described herein. Further, the Board shall hereinafter be referred to as the Board. Lastly, the Orange County Intergroup Association Members at Large shall henceforth be referred to as MEMBERS.

ARTICLE II

Purpose

Section 1. Purpose of the Accusation Evaluation Committee. The purpose of this COMMITTEE shall be to; Evaluate reports made to the Board regarding any members of the MEMBERS or the Board who have allegedly violated A. A. Traditions, Board Bylaws, or who cannot or will not perform the duties of their position; or who have taken actions that are detrimental to the Orange County Intergroup or the Orange County Central Office, or defile, sully, demean, or in any other way, harm or impede the mission of the Board or Orange County A. A., or A. A. as a whole. All accusations shall be in writing and be delivered to the Board Chair, who will in turn carry out the procedures of the COMMITTEE in accordance with the GUIDELINES proscribed herein. The Board shall be provided with any information known about the accusations and shall be tasked with the initial determination of whether the accusation(s) put forth rise to a level that shall result in further investigations under these provisions. If it is determined that an investigation shall go forward, the Board Chair shall initiate the COMMITTEE provisions herein. The COMMITTEE shall at all times utilize the evaluation procedures contained in these GUIDELINES, ensure that an honest, informed, fair, open-minded, and expedient process is conducted, and that both the rights of the individual or individuals accused, as well as also protecting the mission of the Orange County Intergroup.

Section 2. When Members of the Board are Members of the Accused. Should the Board Chair be a member of the accused, then the Vice Chair shall take the place of the Chair with regard to management and control, and the receiving and reviewing of the final report from the COMMITTEE. Should the Board Chair and Vice Chair be both members of the accused, then the Board Central Office Chair shall take the place of the Chair and Vice Chair with regard to Management and control and the receiving and reviewing of the final report from the COMMITTEE. Should the Board Chair, the Vice Chair and the Central Office Chair all be members of the accused, then the Group Relations Chair shall take the place of the Chair with regard to Management and control and the receiving and reviewing of the final report from the COMMITTEE. This hierarchy shall be presumed whenever the Board Chair is mentioned herein, such that if the Chair is a member of the accused, and so on until a non-accused replacement is named using such hierarchy.

ARTICLE III

Actionable Accusations

Section 1. Nature of Actionable Accusations. Any of the following shall be sufficient accusations to initiate the COMMITTEE process provided herein. 1) Failure to perform the duties of their office; 2) Behavior that adversely affects the Orange County Intergroup, the Service Board, Orange County A. A., or A. A. as a whole; 3) Acting in a manner that violates A. A. Traditions, the Concepts of A. A. where applicable; 4) Acting under the color of authority when no such authority exists, or when the accused exerts authority in which he/she is not vested; or 5) Deliberate Violations of the Orange County Intergroup Bylaws.

ARTICLE IV

Members

Section 1. Committee Members. The membership of the COMMITTEE shall be made up of five (5) members of the Board, but not including any accused party or parties. If there are not five (5) remaining Board who are not part of the accused parties, then the additional necessary members of the COMMITTEE shall be made up of members chosen by the Board Chair from a group of volunteers from the MEMBERS. If the Board Chair is a member of the accused, then the additional necessary members shall be chosen by the Board Vice Chair from the group of volunteers as mentioned above. If the Vice Chair is a member of the accused, the Board Central Office Chair shall choose the additional necessary members for the COMMITTEE from the group of volunteers made up of the MEMBERS.

Section 2. Committee Membership Eligibility. Five representatives of the Board with a minimum of three (3) years of sobriety chosen from the names of volunteers from the Board or when there are not enough members of the Board due to being members of the accused, then from volunteers from the MEMBERS who will only know that a COMMITTEE is being formed, with no further details provided before the COMMITTEE is activated.

Section 3. Committee Chair. The Board Chair shall appoint the COMMITTEE Chair from the empaneled committee members.

ARTICLE V

Committee Meetings

Section 1. Committee Meetings. The COMMITTEE shall conduct committee meetings and interviews at the date, time and location as determined by the COMMITTEE, but shall be completed expeditiously and as specified in these provisions.

Section 2. Frequency of Meetings. Meetings of the COMMITTEE shall be held as frequently as necessary to ensure the completion of the evaluation in an expeditious manner and as provided herein.

Section 3. Quorum. Three members of the COMMITTEE shall constitute a quorum for meetings, interviews and votes made on the committee.

ARTICLE VI

Evaluation Procedure

Section 1. Removal from office actions. The removal of a member from a service position is a serious administrative procedure which should be undertaken **only after** a thorough and open-minded review by the Board has determined that no other action will be sufficient and that the COMMITTEE must be empaneled. Removal from office is an administrative procedure not a disciplinary act.

Section 2. The need for an evaluation procedure. The procedures described herein and the facts and information learned through the COMMITTEE process must be kept confidential by and for the COMMITTEE, until such is disclosed to the Board Chair and ONLY by way of a final written report to the Board Chair. The capability and mission of the Orange County Intergroup shall continue to function normally and support AA. The procedures proscribed below enable the investigation and removal of an individual, a Board member, or a member of the MEMBERS from their position, if necessary.

Section 3. Evaluation Procedure. For the sequence of events, please refer to the diagram at the conclusion of this document where the paragraph numbers below correspond to the boxes in the diagram.

1. **Report of alleged wrongdoing.** A Board member or a reports a situation or the existence of facts at a Board meeting where a member of the Board, or a member of the MEMBERS at large allegedly has committed an act proscribed herein, or that the member cannot or will not perform the duties of the position to which they have

been elected or appointed; or who has taken actions, including but not limited to violations of A.A. Traditions, and/or conduct described in Article III, Section 1 above, or otherwise proscribed herein;

2. Board Actions.

a. Service Board declines to take action; or . . .

b. Activate the COMMITTEE to investigate the accusations or complaint(s). The COMMITTEE shall recommend appropriate actions to the Board Chair. The COMMITTEE shall interview any and all relevant witnesses involved, including the individual or individuals accused, interview witnesses, seek evidence, evaluate the complaints and accusations, and determine recommended actions. The COMMITTEE shall prepare a written report of the findings of fact of the investigation and recommendations, and deliver such report it to the Board Chair.

3. Committee Findings. The COMMITTEE shall report their findings in writing when;

a. No violation of Intergroup Bylaws, AA Traditions, dereliction of duties, detrimental action, or violations as described in Article III, Section 1 above has been found; or . . .

b. A violation of any of the provisions described as violations herein has occurred.

4. Accused Individual's Action.

a. Individual may make changes to correct the situation; or . . .

b. Individual may refuse to take any corrective action. If any of the accusations are determined to have occurred and have been validated by the final written report of the COMMITTEE, and after notice to the accused of the reported violation, the investigation, and the final report regarding same, the accused or accused parties is/are unwilling to correct the situation, the COMMITTEE Chair shall advise the individual that the accusation(s) will be referred to the Board for further actions which may include removal from office; and that this procedure may be precluded if the individual should choose to voluntarily resign before such actions are necessary.

5. Voluntary Resignation.

a. If the individual chooses to resign, the individual may submit his/her/their own letter of resignation.

b. If the individual chooses to resign, but refuses to submit their own resignation letter, the COMMITTEE Chair shall request the individual to sign and date a prepared letter of resignation. The COMMITTEE Chair shall submit a written voluntary resignation letter to the Board Chair summarizing the case and forward the letter of resignation to the Board Chair.

c. If the individual does not choose to resign, the COMMITTEE Chair shall deliver a written report of the status of the resignation/non-resignation and advise the Board Chair that two options exist: (1) take no further action, (2) take removal action.

6. Service Board Review. The Board Service Board shall review the case and determine the course of action.

a. Board selects no further action. If the Board takes no further action, the COMMITTEE Chair shall prepare a summary report of the proceedings and submit it to the Board Chair. The report shall be submitted to the Board Chair, and the COMMITTEE is automatically dissolved when the report is delivered to the Board Chair.

b. Board selects removal from office action. There are separate procedures for removal from appointed positions and elected positions.

7. Removal from office action (Appointed Position). The individual may be removed by a two-thirds vote of the Service Board members present and voting.

a. If the vote to remove fails, no further action is taken. The individual is restored to office/position.

b. If the vote for removal is approved by a 2/3 vote of the Board...

c. The Board vote shall serve to remove the individual from office. The COMMITTEE Chair shall submit a final report, in writing, to the Board and such report is the final word on the action. The COMMITTEE shall be automatically dissolved when the COMMITTEE report is delivered to the Board Chair.

8. Board Removal Action (Elected Position). The Board shall: (1) Appoint a member of the MEMBERS to act as an interim trusted servant in the accused individual's service position for the balance of the procedure. (2) After completion of the procedures spelled out herein in Article V, sub-section 2, sub-section b, and all other relevant sections have been performed, any member of the COMMITTEE, the Board, or the MEMBERS may request the removal action to be added to the agenda of the next MEMBERS meeting. During the next MEMBERS meeting, the COMMITTEE Chair shall provide a summary oral report of the COMMITTEE's investigation, findings and recommendations. The accused individual or individuals shall be afforded up to 10 minutes each to speak to the MEMBERS on their own behalf ONLY; or have someone speak on their behalf in the accused's stead, or submit a letter to be read on their behalf only, in their stead. The MEMBERS meeting members shall then have the opportunity to ask questions or offer points of discussion. Then, a vote shall be taken. The accused individual or individuals shall be removed by a two-thirds majority vote of the MEMBERS present and voting.

a. If the vote to remove fails by a vote of few than two-thirds, no further action is taken. The individual is restored to their office or position forthwith.

b. If the vote for removal is approved . . .

1. The MEMBERS vote shall serve to remove the individual from office. The COMMITTEE Chair shall submit a final written report, in writing, to the Board. The COMMITTEE shall be automatically dissolved when the report is delivered to the Board Chair.

2. Upon removal of a MEMBER, the Group Relations chair shall be tasked with delivering the results of the removal to the removed Member's meeting by any reasonable means, and request that they appoint a replacement Member.

ARTICLE VII
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the COMMITTEE in all cases to which they are applicable and in which they are NOT inconsistent with these GUIDELINES, the *Twelve Traditions of Alcoholics Anonymous* and any special rules of order the Orange County Intergroup Association may adopt.

ARTICLE VIII
GUIDELINES Amendment Process

Section 1. Amendment Proposal. Any member of the Board may make a proposal in writing to amend these COMMITTEE GUIDELINES.

Section 2. Proposal Format. The proposed changes shall be typed, clearly worded, legible and use the exact language that the drafter proposes to appear in the GUIDELINES. Deleted text and new text shall be clearly identified, and the reasons for any such change shall be clearly stated.

Section 3. Proposal Procedure.

- a. Presentation. The proposed changes shall be presented at a meeting of the Board. The proposing member is responsible for the proposal being in the proper format and that sufficient copies are on hand for all Board members.
- b. Review Period. The Service Board shall have until the next Board meeting to review the proposed changes.
- c. Voting. At the next Board meeting, when the proposed changes have been reviewed and after such changes have been discussed, and there are no outstanding questions, a vote by the Board shall be called. Approval of the changes shall require a two-thirds vote of those Board members present and voting.

Section 4. Administrative Action. When a proposed GUIDELINES amendment is approved by the Board, the Board shall be responsible for publishing and distributing revised copies of the COMMITTEE GUIDELINES to the Board.

ARTICLE IX
Annual GUIDELINES Review

Section 1. Purpose of Annual GUIDELINES Review. The purpose of the annual review is to keep the COMMITTEE guidelines up-to-date. Each year the Board Chair shall appoint a Board member to conduct a review of the EAC GUIDELINES during the month of February. The report back is due the last day of March. A mandatory written report of the review is required, stating whether any changes should be made, or not, and if changes should be made, what changes those may be.

Section 2. Preparation of Report.

- a. Changes. Conduct an overall review and prepare any suggestions for changes. Those changes need not be in formal or in final form.
- b. References. Examine references for current dates. If any of the references in the GUIDELINES are out dated, procure the current edition of the document and determine if the quotation used is still valid. If not, write change proposals to update the text where suggested. Then, such

changes shall be submitted as directed in Article X above.

c. Proposed Changes. Any proposed changes shall be submitted to the Board Chair, who will move to place any such proposed change(s) on the agenda for discussion and vote for the next Board meeting.

Removal From Office Evaluation Procedure

