

Orange County Intergroup Association  
of  
Alcoholics Anonymous

**Public Information Committee  
Guidelines**

Approved by the Orange County Intergroup Association Service Board  
Original Edition: May 22, 2008

Orange County Intergroup Central Office Committee Chair /s/ Dave Marcin

Approved by the Orange County Intergroup Association Service Board for  
posting on the Intergroup's Internet Web-Page: [www.oc-aa.org](http://www.oc-aa.org)

Original Edition: May 22, 2008 posted: *A. J. [Signature]* 07/12/23  
Public Info Committee Chair

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Orange County Intergroup Public Information Committee Chair /s/ Alex Nocon

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ORANGE COUNTY INTERGROUP ASSOCIATION OF  
ALCOHOLICS ANONYMOUS

Public Information Committee  
Guidelines

ARTICLE I  
Name

The name of this Committee shall be the Orange County Intergroup Association Public Information Committee.

ARTICLE II  
Purpose

Section 1. The purpose of this Committee shall be to carry the A.A. message to the alcoholic who still suffers by conveying to the general public information on what Alcoholics Anonymous is, and what it is not.

ARTICLE III  
Members

Section 1. Membership. The membership of the Public Information Committee is open to all members of the Orange County Intergroup Association.

Section 2. Minimum Continuous Sobriety Requirements. Committee Chair, five years of sobriety. Speaking at non-A.A. functions, two years of sobriety. Working at Public Information Committee Booth, six months of sobriety.

Section 3. Selection of Board Members and Placement in Board Positions. The Intergroup Service Board is made up of four officers and six standing committee chairs. Four members are elected in one year and five are elected in the following year. The Director of the Orange County Hospitals and Institutions Committee is automatically a member of the Service Board serving as the Intergroup H.&I. Committee Chair. The Service Board term of office is two years, which may be served in two different positions or in one position if reelected. Each year the new Service Board elects from its ranks for one year terms the Chair, Vice Chair, Secretary and Treasurer. The new Chair—with Service Board approval—appoints the five remaining Standing Committee Chairs (Central Office Committee, Group Relations Committee, Lifeline Committee, Public Information Committee and Special Events Committee). Intergroup Standing Committee Chairs are responsible for staffing the committees.

ARTICLE IV  
Meetings

Section 1. Public Information Committee Meetings. The Public Information Committee shall meet monthly at a time and location set by the Committee Chair. The meeting information shall be announced at the monthly Intergroup business meeting and published in the *Lifeline*—the Orange County Intergroup newsletter.

ARTICLE V  
Public Information Committee Functions

Section 1. Public Information Visits.

- a. Attend events that have requested visits by A.A. members to provide information about Alcoholics Anonymous.
- b. Establish and maintain contact with local civic groups and schools and advise them of the availability of A.A. members to speak at their events.
- c. Review for approval all visit requests for conformation with the Twelve Traditions of Alcoholics Anonymous and A.A.'s policy of nonaffiliation with outside interests.

Section 2. Public Information Workshop. Plan and/or host a Public Information Workshop. This may be accomplished as a joint effort with other local intergroups, the Mid-Southern California Area Public Information Committee or local A.A. Districts within the Orange County Intergroup boundaries.

Section 3. A.A. Booths. Staff an A.A. booth at community events whenever practicable.

ARTICLE VI  
Responsibilities

Section 1. The Public Information Committee is autonomous under the provisions of Concept X of the *Twelve Concepts for World Service*. However it is directly responsible to the Service Board of the Orange County Intergroup Association and subsequently responsible to the Intergroup Representatives of the registered groups of A.A. within the boundaries of the Orange County Intergroup Association.

ARTICLE VII  
Cooperation With the Media

Section 1. Anonymity. Cooperate with local publication, radio and television organizations in accordance with the A.A. tradition of anonymity.

Section 2. Public Service Announcements. Coordinate the distribution of A.A. public service announcements with local broadcast outlets.

Section 3. A.A. Videos. Contact local cable companies and place conference approved videos on local stations for broadcast.

Section 4. Requests From the Media. Process media requests for Alcoholics Anonymous information on an individual case basis.

ARTICLE VIII  
Duties

Section 1. Public Information Committee Chair.

- a. Attend the Intergroup Service Board meeting on the first Wednesday of each month.
- b. Attend the Intergroup business meeting on the second Wednesday of each month.
- c. Open lines of communications with the Public Information desk at the General Service Office in New York.

Section 2. Public Information Committee Members.

- a. Attend the Mid-Southern California Area Public Information Committee meetings.
- b. Coordinate with the North Orange County Intergroup Public Information Committee.

ARTICLE IX  
Financial Matters

Section 1. Funding. The Intergroup provides funding to the Public Information Committee.

Section 2. Reimbursements. Shared revenue expense reimbursements from jointly sponsored public information events will be deposited in the Intergroup general fund with a credit given to the Public Information Committee.

Section 3. Budget. A budget request and proposal shall be submitted to the Intergroup Service Board each year in January. The Intergroup Service Board is responsible for approval or modification of the budget.

Section 4. Seventh Tradition. In accordance with the Seventh Tradition, the Public Information Committee only receives funds from group and individual contributions to the Orange County Intergroup Association.

ARTICLE X  
Literature

Section 1. Conference Approved Literature. Only Conference approved literature will be distributed at Public Information Committee events.

Section 2. Public Information Workbook. Literature will be used as described in the General Service Office Public Information Workbook.

Section 3. Literature Requests. All requests for literature will be provided to the Orange County Central Office to be filled. The cost of the literature will be noted in the monthly Intergroup financial report.

ARTICLE XI  
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Public Information 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*, the *Twelve Concepts for World Service* including the *General Warranties of World Service* and any special rules of order the Orange County Intergroup Association may adopt.

ARTICLE XII  
Guidelines Amendment Process

Section 1. Amendment Proposal. Any member of the Public Information Committee may make a proposal to amend the Committee's Guidelines.

Section 2. Proposal Format. The proposal shall be typed, clearly worded, legible and use the exact language that will appear in the Guidelines. Deleted text and new text shall be clearly identified. The reason for the change shall be stated.

Section 3. Proposal Procedure.

- a. Presentation. The proposal shall be presented at a meeting of the Orange County Public Information Committee. The proposing member is responsible for the proposal being in the proper format and that sufficient copies are on hand.
- b. Review Period. The Committee will have until the next meeting to study the proposal.
- c. Voting. When the proposal has been reviewed and discussed and there are no outstanding questions, it may be brought up for a vote. Approval requires a two-thirds vote of those present and voting.

Section 4. Administrative Action. When a proposed guidelines amendment is approved by the Public Information Committee, the Committee Chair is responsible for publishing and distributing revised copies of the Guidelines to the Intergroup Service Board and other related activities. The Public Information Committee Chair will be responsive to any written comments by the Intergroup Board.

ARTICLE XIII  
Annual Guidelines Review

Section 1. Purpose of Annual Guidelines Review. The purpose of the annual review is to keep the Guidelines up-to-date. Each year the Public Information Committee Chair will appoint a Committee member to conduct a review of the Public Information Committee Guidelines during the month of February. The report back is due the last day of March. A mandatory written report is required.

Section 2. Preparation of Report.

- a. Conduct an overall review and prepare any suggested changes.
- b. Examine references for current dates. If any of the references in the Guidelines are outdated, 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 needed.
- c. Prepare and submit a written report—including typed recommended changes, additions or deletions—in accordance with Article VIII. One change proposal per sheet of paper. (Proposals may be voted on individually or all at one time.)

Section 3. Delivery of Report. The reviewer will deliver the report and proposals for revisions to the Public Information Committee Chair who will review them and take appropriate action.

ARTICLE XIV  
Guidelines Change History

Apr 4, 2007 New. Approved by the Orange County Intergroup Service Board.