The Proposal Guidelines

The Ballot Preparation Committee (BPC) administers the Proposal process.

*Registered ACA meetings, Intergroups, and Regions have the* opportunity*, through their group conscience to offer proposals for additions, and/or changes to, ACA policies, procedures and publications which they feel would be beneficial to the ACA Fellowship, worldwide.*

*The Ballot Prep Committee examines all proposals submitted, assuring they were submitted by the group conscience of a registered ACA group, Intergroup or Region, and making sure the issue and background is clearly understood, before being presented in the annual ACA Ballot process.*

*All registered ACA groups, Intergroups and Regions worldwide have the right to participate and be heard throughout the Ballot process and may vote on any/or all proposals presented by other ACA groups, Intergroups, Regions or the WSO Board.*

Crafting A Proposal

Each year WSO issues a Call for Proposals to all registered groups.  A Proposal is a vehicle for meetings, Intergroups, Regions and the WSO to present an idea, issue, or concern to the entire fellowship. Presently, a proposal submission may total no more than ***600 words***, and is formatted in four distinct parts:

**REQUIRED CONTENT:**

“We recognize that our program operates within the Spirit of the Twelve Steps and Twelve Traditions and that we must exercise judicious behavior in being of service to our fellowship. We encourage all groups to embrace the needs of our global fellowship as a whole. Proposals that are better handled at the meeting, WSO service body or Committee level may be directed away from the Ballot, based on discussion with the submitting group.”

The OPPM Section XX

**The Issue (50 words)** – the specific action or change you are seeking from WSO, written as a single, clear statement.

**The Background (250 words)** – the explanation of your group’s reasoning behind the proposal and how the action or change may positively impact the global fellowship.

**OPTIONAL CONTENT:**

**Resources (150 words)**

What resources could your group provide to make this Proposal a success? Possible volunteers or technical skills?

**Implementation (150 words)**

Groups are encouraged to discuss their proposal with any WSO committees that may be responsible for the implementation of their ideas, and to offer any information from that discussion. For more on this topic, see Directing Proposals, below.

Proposals are best kept as specific and succinct as possible, addressing matters of concern to ACA, as a whole.

Proposals that would suggest a violation of the ACA Traditions will not be accepted, such as aligning with an outside entity or giving the ‘conference-approved’ designation to outside literature.

The BPC is offering ‘Crafting A Proposal’ workshops to assist you and your group in fashioning a clear, compelling, and appropriate Proposal. Please consider joining us at a Zoom meeting. Dates and details will be posted on our webpage. <https://acawso.org/category/ballot-prep/>

When your group’s proposal is composed, go to: <https://www.surveymonkey.com/r/2023ABCProposals> to make your submission. We recommend that you to draft your proposal texts on a separate document, and simply copy and paste them into the Survey Monkey form.

When proposals are received, they are evaluated for global relevance. Submitting groups will be contacted if there are any questions of clarity, or if the proposal may be better directed to a WSO Committee (see below). The WSO adds an analysis for each proposal placed on the Ballot, which is sent to all registered groups in January. Groups complete the Ballot to help determine which proposals will be included on the agenda of the upcoming ABC in April.

If you have questions, or need help putting your idea in the appropriate format, please contact the Ballot Preparation Committee at bpc@adultchildren.org.

Directing Proposals

**The Monthly Board Teleconference**

acawso.org/monthly-telecon/

The WSO Board meets monthly in an open Teleconference on the Second Saturday at 2PM Eastern (11:00 Pacific Time). All ACA members are invited to attend the Teleconferences.

You can join through Zoom at <https://zoom.us/>

**Zoom Meeting ID:** 228 809 511

**Passcode:**90755

On occasion, the BPC may recognize strong similarities between individual Proposals and may take steps to combine these Proposals in order to consolidate the Ballot or expedite the ABC proceedings.

Many issues can be addressed more effectively by bringing them to an appropriate WSO committee, such as the Literature or Finance or IT Committee. For example, many Proposals are focused on the development of ACA literature. In many cases, these ideas may find answers and resolution if they are brought directly to the Literature Committee.

Your group is encouraged to contact an appropriate WSO committee directly to better understand their process and potentials. The best approach to begin this enquiry could be to attend the Monthly Board Teleconference on Zoom, to get a sense of the current focus and work of the various committees.

Below is a listing of the current committees of ACA WSO. Included are links to their monthly reports, and their direct email addresses.

The Committees of ACA WSO

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| --- | --- |
| ABC/AWC Committee [abc@adultchildren.org]<https://acawso.org/category/abc-committee/>  Delegate Training Subcommittee [DTSC@acawso.org] <https://acawso.org/category/delegate-training/>  Archives Committee [archives@adultchildren.org] <https://acawso.org/category/archives/>  Ballot Prep Committee [bpc@adultchildren.org] <https://acawso.org/category/ballot-prep/>  Global Members Committee [globalmembers@adultchildren.org]<https://acawso.org/category/global-members/>Human Resources Ad Hoc Committee [hr@acawso.org]https://acawso.org/category/human-resources/Information Technology Committee [ITchair@adultchildren.org] <https://acawso.org/category/information-technology/> Literature Committee [litstaff@adultchildren.org] <https://acawso.org/category/literature-committee/>  Literature Evaluation Subcommittee<https://acawso.org/category/literature-review/>  Literature Translations Subcommittee [translations@acawso.org]<https://acawso.org/literature-translations/>Meeting and Service Safety Ad Hoc Committee [meeting-safety@adultchildren.org]https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/Addressing Predatory Behavior Working Group [apb@acawso.org] <https://acawso.org/category/apb/> Member Services Committee [mscchair@adultchildren.org] <https://acawso.org/category/outreach-committee/>  Intergroup Subcommittee [intergroups@adultchildren.org] <https://acawso.org/category/intergroups/>  | Distribution Center Oversight Committee [dcoc@acawso.org] <https://acawso.org/category/dist-ctr-oversight/> European Committee [ec-chair@acawso.org] <https://acawso.org/category/european-connection/>European Committee website: [https://www.acawsoec.org](https://www.acawsoec.org/)  Executive Committee <https://acawso.org/category/executive-committee/>Finance Committee [treasurer@adultchildren.org] <https://acawso.org/category/finance/> Members Subcommittee [members@adultchildren.org]<https://acawso.org/category/member-outreach/>Regions Subcommittee [regions@acawso.org]<https://acawso.org/category/regions/> The Traveler Newsletter [thetraveler@adultchildren.org] <https://acawso.org/category/the-traveler-newsletter/>  Young Adults and Teens Subcommittee [youngadults.teens@adultchildren.org] <https://acawso.org/category/young-adults/> Nominating Committee [chairnomcom@acawso.org]<https://acawso.org/category/nominating-committee/>  OPPM Committee [oppm@adultchildren.org] <https://acawso.org/category/oppm/>  Public Services Committee [pscchair@acawso.org]<https://acawso.org/category/public-information/> Hospitals and Institutions Subcommittee [hichair@adultchildren.org] <https://acawso.org/category/h-and-i-committee/> Representation, Equity, and Accessibility Ad Hoc Committee [represent@acawso.org][https://acawso.org/category/ representation-equity-accessibility/](https://acawso.org/category/diversity/)Service Network Committee [svc@acawso.org] <https://acawso.org/category/service-network-committee/>  |