

Proposal Guidelines

For the 2026 –2027 ABC Season

Introduction

Each year, registered ACA groups—meetings, Intergroups, and Regions—have the right to participate and be heard through the Fellowship-wide Ballot process. Groups are invited to submit proposals—ideas, additions, or alternative approaches—for potential inclusion on the agenda of the upcoming Annual Business Conference (ABC). Proposals may also be submitted by the WSO Board and WSO Committees.

These proposals are compiled into a Ballot, which is distributed to all registered groups for voting. Any proposal receiving at least 66.7% affirmative (yes) votes will be added to the ABC agenda.

Important Note: All registered groups have the right to elect a delegate to the ABC and to actively participate in developing the collective group conscience of ACA.

The Ballot Preparation Committee (BPC)

The Ballot Preparation Committee (BPC) facilitates the proposal process by:

- Educating the fellowship
- Issuing the Call for Proposals
- Supporting proposal development
- Coordinating translations
- Constructing and distributing the Ballot
- Tallying votes and announcing results

BPC also verifies that each proposal is submitted from a registered body, ensures clarity and intent, and confirms alignment with ACA's principles and global relevance.

Crafting a Proposal

Each year, WSO issues a Call for Proposals to all registered ACA groups. While individual members may originate ideas, each proposal must reflect the group conscience of a registered group.

Reflect on this: *Does your idea impact the fellowship globally, or is it best handled locally or through a service body?*

According to **Tradition Four**, “Each group is autonomous except in matters affecting other groups or ACA as a whole.”

Sometimes an idea might be better directed toward a specific WSO Committee rather than go through the Proposal process. Groups are asked to contact the committee best suited to implement your idea prior to submission. This is especially important in case there are similar projects already underway. A list of committees can be found on the WSO Service website - <https://acawso.org/>.

The BPC may recognize strong similarities or duplication between individual Proposals and will consolidate those proposals to help eliminate confusion and help streamline ABC proceedings.

What Does the BPC Consider?

Each proposal is evaluated on three criteria:

- 1. Global Relevance**
 - Does it affect ACA as a whole? If not, feedback is provided and it's returned.
- 2. Consistency with ACA Traditions**
 - Must align with all Twelve Traditions.
 - Examples of conflicts: Partnerships with treatment centers (Tradition 6) or political involvement (Tradition 10).
- 3. Clarity and Intent**
 - Is it clearly worded? The BPC flags unclear proposals and allows revisions—but does not offer writing assistance.

How to Submit a Proposal

Submit using the following form:

Tip: Draft in a separate document and paste into the form to avoid formatting issues.

Required Fields

- **Proposal Issue (75 words max):**
A clear statement of the proposed action or change.
- **Proposal Background (250 words max):**
Why is this important, and how will it benefit the ACA fellowship globally?

Optional Field

- **Resources / Implementation (300 words max):**

What support (e.g. volunteers or technical skills) is offered—and do you plan involvement with relevant WSO committees?

Direction & Consolidation

The BPC may:

- Recommend combining similar proposals
- Recommend directing proposals to the appropriate WSO Committee (e.g., Literature, Finance, IT) when more effective than Ballot submission

Example: Many literature-related proposals may be addressed directly by the Literature Committee.

Additional Resources

- Visit the [ACA WSO Service website](#)
- [ACA WSO Organization Chart](#) – Committee structure and responsibilities
Visit committee web pages for email contacts and project updates
- [WSO Committee Calendar](#) – Meeting schedule and access info
- [BPC Webpage](#)
- Contact BPC via Email: bpc@adultchildren.org
- Delegate Registration: [Check Conference Business page for updates.](#)

“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.” — OPPM Section XV.B