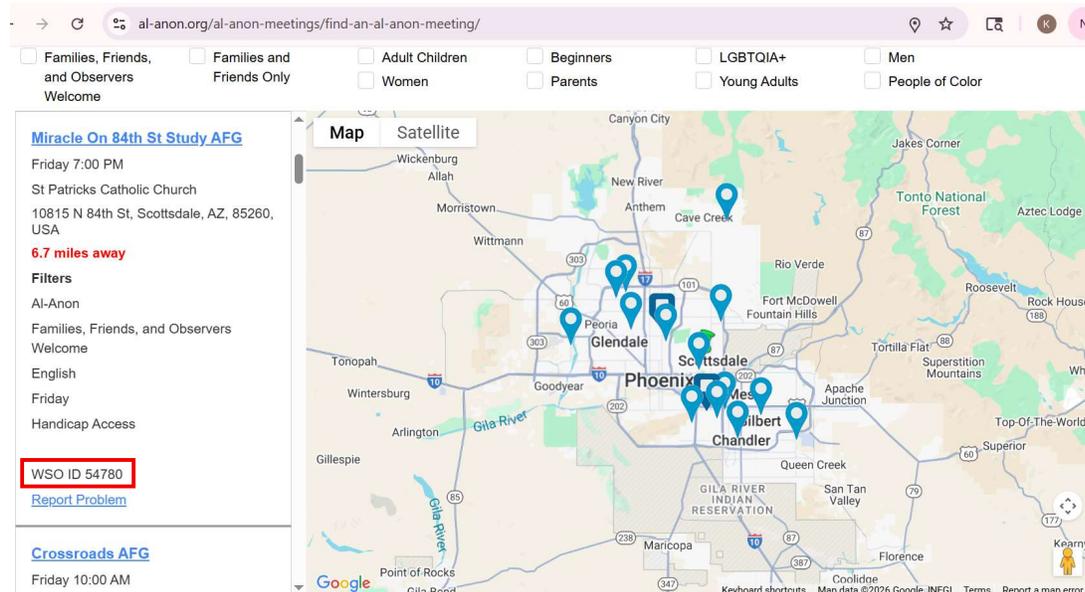


How to Prepare for Assembly

Registering

Assembly registration typically opens at least four weeks prior to Assembly. You will receive an email from the Recording Secretary with the Assembly Invitation and mail-in registration form attachment. You can register either online or by mailing the form to the Area PO Box. Prior to registering, you will need to know your Group's WSO ID. If you are not sure what your Group's WSO ID is, you can search for your meeting on the [Find a Meeting](#) page of the WSO website.



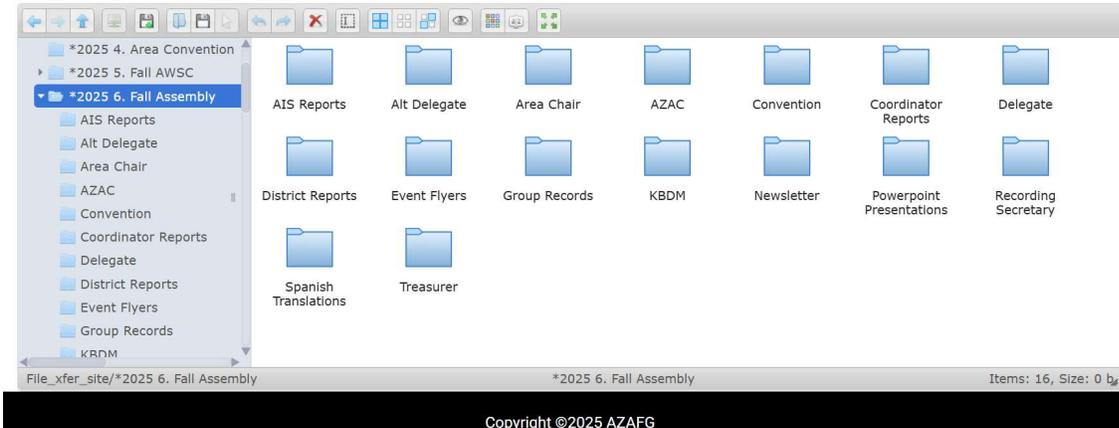
The screenshot shows a web browser window with the URL al-anon.org/al-anon-meetings/find-an-al-anon-meeting/. The page features a search filter section with checkboxes for various demographics: Families, Friends, and Observers Welcome; Families and Friends Only; Adult Children; Women; Beginners; Parents; LGBTQIA+; Young Adults; Men; and People of Color. Below the filters, a search result for 'Miracle On 84th St Study AFG' is shown. The details include: Friday 7:00 PM, St Patrick's Catholic Church, 10815 N 84th St, Scottsdale, AZ, 85260, USA, and a distance of 6.7 miles away. The WSO ID 54780 is highlighted with a red box. A 'Report Problem' link is also visible. Below the search result, another meeting 'Crossroads AFG' is partially visible. To the right of the text is a map of the Phoenix area with several blue location pins.

Online registration can be found using the Arizona Business Meeting Registration button on the Members page of the Area website. Assembly can be attended either in person or via Zoom. The cut off for online registration is always 5 P.M. on the Wednesday prior to the event. In person registration is available at the event if you are unable to register in advance. You are not able to register to attend on Zoom after the online registration cutoff.

Preparing to Vote at Assembly

Only Group Representatives (GRs) can make a motion and vote at Assembly so it is important to understand what is being voted on during Assembly. An agenda is emailed to all GR's prior to the meeting. If you have not received an agenda, you can find a copy on the File Transfer Board in the Area Chair's folder, which can be accessed from the Members page of the Area website. The meetings are grouped by year and are ordered chronologically.

File Transfer Board



All items which will be voted on during Assembly are in green on the agenda

AGENDA- Fall ASSEMBLY OCTOBER 25, 2025 Zoom or St. Paul's United Methodist Church 8051 E. Broadway Blvd. 85710	
8:00 am	● Registration
8:30 am	● Breakfast
9:00 am	● Opening: Serenity Prayer – Debbie B.
	● Meet Your Panel Speaker – Debbie B
	● Welcome & Announcements & Etiquette
	● Reading: AZ Area Guidelines pg. 5 paragraphs 2 & 3
	● Reading: 12 Concepts of Service & General Warranties , pp 17-18 <i>Al-Anon/Alateen Service Manual</i>
9:20 am	● Group Records Secretary's Report – Garth M..
9:40 am	● Voting Procedures Explained and tested- Beth M.
	● Verify the Number of voting members -Garth M.
9:45 am	● Recording Secretary's Minutes from Spring Assembly Reviewed - Vote – Sue C.
10:00 am	**10-minute COMFORT BREAK **
10:10 am	● Alternate Delegates Report & Guideline Changes Vote x 2 – Diane S.
10:40 am	● Treasurer's Report - Vote – Kathy T.

All of the information for items which require a vote should be on the File Transfer Board or emailed from the Recording Secretary.

- Minutes from previous Assembly are emailed by the Recording Secretary and are also located on the Recording Secretary's Corner
- The PowerPoint folder under the Assembly folder should have presentations for each voting item as well as updates from each of the Area Officers. If a PowerPoint presentation has not been published yet, you can check in the AWSC folder to review the information which was presented at AWSC.

If the agenda has not been published, you can find the information in several ways

- Contact your District Representative (DR) to see what was voted on at AWSC

- Look in the latest AWSC Message Carrier Newsletter to see which motions were reviewed at AWSC and will be coming to the Assembly for vote. The Message Carrier Newsletters can be accessed from the Member's page of the Area Website.
- Review the AWSC agenda in the Area Chair's folder to see what motions were proposed at AWSC. The documentation for the motions should be in the AWSC PowerPoint folder on the File Transfer Board.
- There are occasionally items which were not discussed at AWSC and are voted on at Assembly.

GR's should review all of the items which require a vote with their group during a business meeting so they can bring the voice of their group to Assembly.

What to Bring to Assembly

- The Area does not provide printed versions of any of the materials discussed at Assembly. Participants are responsible for printing any materials they would like to have during the meeting including the agenda.
- A current copy of the Al-Anon/Alateen Service Manual (P-24/27). An electronic version can be downloaded [here](#).
- A current copy of the Area Guidelines which are located under Service Documents on the Area website.
- Your phone for voting

Assembly is a wonderful opportunity to meet fellow Al-Anon members from all over the Arizona Area and to get to know your Area Officers. If you have any questions about Assembly, please reach out to groupservices@al-anon-az.org.