

Region 4 Manual R4 Assembly Timeline

Section 6.12 R4 Assembly Timeline

Note: APC = Assembly Planning Coordinator

	ASSEMBLY (spring or fall)	City:	Location:	Dates:	
Before Assembly	Items Due	Due Date	Due from:	Due to:	Manual Reference
120 days	Region Rep registration form		APC	All Intergroups	Section 5.11, para. 2d
75 days	Notice RE: items due 60 days before assembly		APC	All Intergroups and Region Officers, Reps	none
61 days	Region Rep registration		Intergroup Chairs	APC	Section 3.04, para. 7 & 8
61 days	Assembly Agenda		Region Secretary	APC	Section 5.11, para. 2e(1)
61 days	proposed Bylaw and Policy changes, Officer Nomination Forms		Region Reps	APC	Section 5.11, para. 2e(1)
61 days	proposed Budget (Fall Assembly)		Treasurer	APC	Section 5.05, para. 2a
61 days	Region Rep funding requests		Region Reps	Delegate Funding Coord.	Section 5.17, para. 1
60 days	Officer nominations, proposed changes to By-Laws, Continuing Effects Motions, Assembly agenda		APC	Region Board and Reps attending Assembly	Section 5.11, para. 2e(1)
30 days	Activity reports and agenda		Chairs/Coordinators	APC	Section 5.01, para. 6a&b
2 weeks	Committee reports & agendas, previous Assembly/Board minutes		APC	Region Board and Region Reps	Section 5.11, para. 2e(2)
2 weeks	Preliminary Committee rosters		APC	Board, Comm. Chairs	Section 5.11, para. 2f
2 weeks	Relevant issues		APC	Region Chair	Section 5.11, para. 2g
1 week after	Electronic report		Officers, Chairs, and Coordinators	Region Secretary	refer to Section 5.04, para.6c