

**BY-LAWS OF THE
Greater Tri-Cities Area Central Office
OF
ALCOHOLICS ANONYMOUS**

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Rev. 0	Originating document	10/16/2007
Rev. 1	Modified prudent reserve calculation in Part d of Section 5.03.	04/09/2016

ARTICLE I. NAME AND PURPOSE OF ORGANIZATION

Section 1.01 Name

The organization shall be known as the Greater Tri-Cities Area Central Office. The term “Intergroup” is often interchangeable with “Central Office”, however the organization is not contingent on the existence of an office facility as the latter term might imply.

Section 1.02 Purpose

This Central Office is established to serve the individual member groups in carrying out those functions which are common to all A.A.¹ groups but which may be best handled by a central office. These functions are described in some detail in the General Service Office (GSO) publication, “*A.A. Guidelines – Central or Intergroup Offices.*”

The Central Office’s primary purpose is to carry the message of Alcoholics Anonymous² in accordance with A.A.’s Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.

ARTICLE II. FINANCIAL SUPPORT

Section 2.01 Self-Supporting

There shall be no dues or fees required for membership. The Central Office shall be fully self-supporting through:

- a) The voluntary contributions of its member groups;
- b) The voluntary contributions of individual A.A. members in its service area;
- c) The sale of A.A. World Services and A.A. Grapevine literature;
- d) The sale of other literature or items as approved by the Central Office Committee.

ARTICLE III. BOARD OF DIRECTORS

Section 3.01 Board of Director Members

Upon election in accordance with ARTICLE XVI of these by-laws, the following officers shall constitute the Board of Directors of this Corporation:

- a) Chairperson / Alternate Chairperson
- b) Treasurer / Alternate Treasurer
- c) Recording Secretary / Alternate Recording Secretary

Legal responsibility and authority for the Greater Tri-Cities Area Central Office Corporation lies solely with these Directors.

Section 3.02 Business Conduct

The Directors shall conduct the business of the Corporation in the spirit of the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous and will make every effort to follow the guidance provided by actions of the voting membership of the Central Office Committee.

Section 3.03 Voting Eligibility

Voting eligibility of Directors and their Alternates appears in ARTICLE V. The Alternate Directors have voting power only in the absence of the Director.

¹ A.A. and AA are registered trademarks of Alcoholics Anonymous World Services, Inc.

² Alcoholics Anonymous is a registered trademark of Alcoholics Anonymous World Services, Inc.

ARTICLE IV. CENTRAL OFFICE REPRESENTATIVES

Section 4.01 Group Inclusion

All groups in Central Office area (General Service Area 92, District 4) may participate in the Greater Tri-Cities Area Central Office via a Central Office Representative or an Alternate Central Office Representative. An A.A. group shall be defined by the long form of Tradition Three:

“Our membership ought to include all who suffer from alcoholism. Hence, we may refuse none who wish to recover. Nor ought AA membership depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an AA group, provided that as a group, they have no other affiliation.”

Section 4.02 Central Office Representative & Alternate Representative Selection

Central Office Representatives and Alternate Central Office Representatives shall be selected by the individual groups. Central Office Representatives and/or Alternates must be registered in writing with the Central Office.

Section 4.03 Meeting Quorum

A quorum of six (6) of the registered Central Office Representatives is required to conduct any regular or special Greater Tri-Cities Area Central Office meeting. In the event a quorum is not present, no vote shall be taken on any matter before the Central Office Representatives.

Section 4.04 Setting Policy

The Central Office Representatives named by the groups shall set the policy for, and direct the services of, the Greater Tri-Cities Area Central Office.

Section 4.05 Conflict in Representation

The following Officers (Chairperson, Alternate Chairperson, Treasurer, Alternate Treasurer, Recording Secretary, and Alternate Recording) elected to full or partial terms shall relinquish their position as their group's Representative. Their group may then replace them with a new voting Central Office Representative. All other elected positions may maintain their Central Office Representative status and right to vote on behalf of their group.

ARTICLE V. CORPORATE OFFICERS AND ALTERNATES

Section 5.01 Chairperson

- a) It is highly recommended that the Chairperson shall have a minimum of five (5) years of continuous sobriety and shall have experience in Central Office/Intergroup, District or Area service in A.A. It is expected that the Chairperson shall have a sound understanding and appreciation of the Steps, Traditions and Concepts.
- b) The Chairperson shall be elected at the regular Central Office Representatives meeting in November of each odd year and shall assume the office on the following January 1st. The term of office shall be for two (2) calendar years. Any partial term served shall not prevent the person from standing for one full term (e.g. a person filling in for a vacated term, can fulfill a full term at a later date).
- c) The Chairperson shall preside over all regular and special meetings during tenure of office.
- d) The Chairperson shall be responsible for the content and order of the agenda of all Greater Tri-Cities Area Central Office meetings.
- e) The Chairperson shall be a member of the Board of Directors of this Corporation as specified in ARTICLE III.
- f) The Chairperson shall be familiar with and is empowered to enact Robert's Rules of Order during any meeting. The Greater Tri-Cities Area Central Office by-laws shall have precedence over Robert's Rules of Order.

- g) The Chairperson may appoint committees other than Standing Committees (ARTICLE VI) which may be necessary for the proper conduct and operation of the Greater Tri-Cities Area Central Office. Such committees shall be known as Ad-hoc Committees and shall not be in conflict with another duly appointed committee. Ad-hoc Committee chairpersons, membership and charges shall be subject to approval by the Central Office Representatives.

Section 5.02 Alternate Chairperson

- a) The qualifications of the Alternate Chairperson shall be the same as for the Chairperson (ARTICLE V, Section 5.01).
- b) The Alternate Chairperson shall be elected at the regular Central Office Representatives meeting in November of each odd year and shall assume the office on the following January 1st. The term of office shall be for two (2) calendar years. Any partial term served shall not prevent the person from standing for one full term (e.g. a person filling in for a vacated term, can fulfill a full term at a later date).
- c) The Alternate Chairperson shall assume the office of the Chairperson in the absence, removal, demise, or resignation of the Chairperson.
- d) The Alternate Chairperson shall assist the Chairperson with the orderly conduct of all Central Office Committee meetings.

Section 5.03 Treasurer

- a) It is highly recommended that the Treasurer shall have at least five (5) years of continuous sobriety and shall have experience in Central Office/Intergroup, District or Area service in A.A. Knowledge of bookkeeping procedures is desirable.
- b) The Treasurer shall be elected at the regular Central Office Representatives meeting in November of each odd year and shall assume the office on the following January 1st. The term of office shall be for two (2) calendar years. Any partial term served shall not prevent the person from standing for one full term (e.g. a person filling in for a vacated term, can fulfill a full term at a later date).
- c) The Treasurer shall be a member of the Board of Directors of this Corporation as specified in ARTICLE III.
- d) The Treasurer shall oversee the establishment of a prudent reserve account. The reserve account shall not exceed four (4) months of the average operating expenses of the Central Office for the preceding twelve (12) months or one third (1/3) of the annual budget, whichever is greater. Such account shall be reported to the Central Office Representatives at each regularly scheduled meeting.
- e) The Treasurer shall provide a written report monthly to the Central Office Representatives, detailing the income and expenditures of the Greater Tri-Cities Area Central Office versus the proposed budget for each line item. Such report shall be available in sufficient quantities for all Central Office Representatives to receive a copy.
- f) The Treasurer's reports shall be maintained on file at the Central Office and shall be made available to any Greater Tri-Cities Area Central Office member during regular office hours. Such reports shall be kept by the Central Office for a period of at least two (2) years prior to the current calendar year.
- g) The Treasurer shall conduct an annual budget meeting in September to develop a proposed budget for the following calendar year. All Officers and Standing Committee chairs should participate in developing the proposed budget. The proposed budget, along with the previous year's budget and expenditures, shall be presented to the Central Office Committee at the regular October meeting with hard copies available for all Central Office Representatives. A motion to approve the proposed budget (as presented in October) shall be included on the agenda of the regular November committee meeting. In the event that the Central Office Committee prior to the start of the next calendar year does not approve a budget an interim budget will be in effect which uses the lesser of the line item amounts from previous year budget and the proposed budget.
- h) In no case will the actions of budgeting cause the Central Office Committee cease its ability to function to carry the Alcoholics Anonymous message. When required the Central Office Committee Treasurer will reduce the funding to insure that the following functions still operate: (1) telephone answering service; (2) production of meeting schedules and (3) Internet information services.

Section 5.04 Alternate Treasurer

- a) The qualifications of the Alternate Treasurer shall be the same as for the Treasurer (ARTICLE V, Section 5.03).
- b) The Alternate Treasurer shall be elected at the regular Central Office Representatives meeting in November of each odd year and shall assume the office on the following January 1st. The term of office shall be for two (2) calendar years Any partial term served shall not prevent the person from standing for one full term (e.g. a person filling in for a vacated term, can fulfill a full term at a later date).
- c) The Alternate Treasurer shall assume the office of the Treasurer in the absence, removal, demise, or resignation of the Treasurer.
- d) The Alternate Treasurer shall assist the Treasurer with all Central Office Committee financial matters.

Section 5.05 Recording Secretary

- a) It is highly recommended that the Recording Secretary shall have a minimum of two (2) years of continuous sobriety and shall have experience in Central Office/Intergroup, District or Area service in A.A.
- b) The Recording Secretary shall be elected at the regular Central Office Representatives meeting in November of each year and shall assume the office on the following January 1st. The term of office shall be for two (2) calendar year Any partial term served shall not prevent the person from standing for one full term (e.g. a person filling in for a vacated term, can fulfill a full term at a later date).
- c) The Recording Secretary shall attend all regular and special Greater Tri-Cities Area Central Office Central Office Committee meetings. The Recording Secretary shall record the actions of the committee and highlights of the discussions. Written minutes shall be sent (hard copy or E-mail) to all Officers and Central Office Representatives within two (2) weeks. When the Recording Secretary is unable to attend a meeting, the Alternate Recording Secretary shall assume these responsibilities. Copies of meeting minutes shall be filed at the Central Office and retained for a minimum of two (2) years.
- d) The Recording Secretary shall be a member of the Board of Directors of this Corporation as specified in ARTICLE III.

Section 5.06 Alternate Recording Secretary

- a) The qualifications of the Alternate Recording Secretary shall be the same as for the Recording Secretary (ARTICLE V, Section 5.05).
- b) The Alternate Recording Secretary shall be elected at the regular Central Office Representatives meeting in November of each year and shall assume the office on the following January 1st. The term of office shall be for two (2) calendar year. Any partial term served shall not prevent the person from standing for one full term (e.g. a person filling in for a vacated term, can fulfill a full term at a later date).
- c) The Alternate Recording Secretary shall assume the office of the Recording Secretary in the absence, removal, demise, or resignation of the Recording Secretary.

ARTICLE VI. COMMITTEES

This organization shall have two classes of committees. They shall be either a Standing Committee or an Ad-hoc Committee. Standing Committees are established through these bylaws and amendments to them. Ad-hoc committees may be established by the Chairperson or by action of the Central Office Committee. Ad-hoc committees shall be provided with a specific charge and will be disbanded on completion of that charge, or at the next Officer rotation, whichever comes first.

Section 6.01 Standing Committees

The following committees are standing committees:

- a) Answering Service Committee
- b) Corrections Committee
- c) Cooperation with the Professional Community Committee/Public Information Committee (CPC/PI)
- d) Treatment Facilities Committee

- e) Special Needs Committee
- f) Office Operations Committee
- g) Information Service Committee
- h) Special Events Coordinator Committee
- i) Archives Committee

Section 6.02 Requirements

Duties and composition of the Standing Committees shall be provided for within each article of the named standing committee in these by-laws (ARTICLE VII through ARTICLE XV).

Each Standing Committee Chairperson will have the following (unless superseded by the named standing committee in these by-laws (ARTICLE VII through ARTICLE XV):

Qualifications:

The Chairperson shall have a minimum of two (2) years of continuous sobriety and shall have experience in Central Office/Intergroup, District or Area service in A.A. Additional requirements, if any, are listed under each committee in Articles VII-XV of these by-laws.

Election and Service Limits:

The Chairperson shall be elected at the Regular Central Office Representatives meeting in November of each year and shall assume office at the regularly scheduled meeting in January of the following year. The term of office shall be for one (1) year. Chairperson’s may stand for a second consecutive full term. Any partial term served shall not prevent the person from standing for two full terms (e.g. a person filling in for a vacated term, can fulfill a full term at a later date). Longer service limits are described in the named standing committee of these by-laws.

Alternates:

The Chairperson may appoint committee members as Alternate Chairpersons to represent the Standing Service Committee during the absence of the Chairperson. The Alternate Chairpersons shall have the same authority as the Chairperson.

Preparation of an Operational Budget:

The Committees shall prepare and recommend to the Treasurer for inclusion in the annual budget for the Greater Tri-Cities Area Central Office budget sheet for the operation of the service activities.

Guidance:

The Chairperson shall be guided by the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. Additional guidance is described by the named standing committee in these by-laws (ARTICLE VII through ARTICLE XV).

ARTICLE VII. ANSWERING SERVICE COMMITTEE

Section 7.01 Purpose

To provide a manned local phone number for the public to contact Alcoholics Anonymous.

Section 7.02 Qualifications

The Answering Service Chairperson shall have served at least six (6) months as a member of the Answering Service Committee.

Section 7.03 Election and Service Limits

No additional requirements.

Section 7.04 Alternates

No additional requirements.

Section 7.05 Guidance

The Chairperson shall also be guided by the Alcoholics Anonymous General Service Office Guideline titled "A.A. Answering Services".

ARTICLE VIII. CORRECTIONS COMMITTEE

Section 8.01 Purpose

The purpose of this committee is to carry the A.A. message of recovery to alcoholics behind the walls and set up a means of "bridging the gap" from the facility to the larger A.A. community.

Section 8.02 Qualifications

No additional requirements.

Section 8.03 Election and Service Limits

No additional requirements.

Section 8.04 Guidance

The Chairperson shall be also guided by the Alcoholics Anonymous General Service Office Guideline titled "Correctional Committees".

ARTICLE IX. COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) COMMITTEES / PUBLIC INFORMATION (PI)

Section 9.01 Purpose

The purpose of this committee is to carry the A.A. message to outside enterprises and professional groups who request A.A. speakers.

Section 9.02 Qualifications

No additional requirements.

Section 9.03 Election and Service Limits

No additional requirements.

Section 9.04 Guidance

The Chairperson shall be guided by the Twelve Traditions and the Alcoholics Anonymous World Services workbooks for PI and CPC. Addition guidance from the Alcoholics Anonymous General Service Office Guideline titled "Public Information" and the Alcoholics Anonymous General Service Office Guideline titled "Cooperation with the Professional Community".

ARTICLE X. TREATMENT FACILITIES COMMITTEE

Section 10.01 Purpose

The purpose of this committee is to carry the A.A. message to alcoholics in treatment facilities and to set up a means of "bridging the gap" from the facility to the larger A.A. community.

Section 10.02 Qualifications

No additional requirements.

Section 10.03 Election and Service Limits

No additional requirements.

Section 10.04 Guidance

The Chairperson shall also be guided by the Alcoholics Anonymous General Service Office Guidelines titled "Treatment Facilities Committees".

ARTICLE XI. SPECIAL NEEDS COMMITTEE

Section 11.01 Definition of Special Needs

A.A. members with special needs are defined as persons who are blind or visually impaired; deaf or hearing impaired; with mobility disabilities; chronically ill or homebound; those with limited skills; and those who speak other languages.

Section 11.02 Purpose

The purpose of this committee is to help groups carry the A.A. message to alcoholics with special needs and to help Greater Tri-Cities Area Central Office and its groups to include and serve those with special needs.

Section 11.03 Goal

The members of Special Needs Committees explore, develop, and offer alternatives to make the A.A. message and participation in our program available to everyone who reaches out for help.

Section 11.04 Qualifications

No additional requirements.

Section 11.05 Election and Service Limits

No additional requirements.

Section 11.06 Guidance

The Chairperson shall also be guided by the Alcoholics Anonymous General Service Office Guidelines titled "Serving Alcoholics with Special Needs".

ARTICLE XII. OFFICE OPERATIONS COMMITTEE

Section 12.01 Purpose

The purpose of the Office Operations Committee is to oversee the operations of the office facility. The Office Operations Committee Chairperson is responsible to and shall report to the Central Office Representatives on the operation of the Central Office.

Section 12.02 Qualifications

It is highly recommended that the Office Operations Committee Chairperson (a.k.a. Office Manager) shall have a minimum of five (5) years continuous sobriety and shall have served as a Greater Tri-Cities Area Central Office officer or Central Office Representative or have equivalent A.A. experience. Additionally, the Office Operations Committee Chairperson shall have office administrative skills commensurate with the position.

Section 12.03 Responsibilities

The Office Operations Committee Chairperson is responsible to the Office Operations Committee and, through that committee, to the Central Office Representatives of the Greater Tri-Cities Area Central Office for the efficient administration and operation of the office facilities. Such responsibility is not to be delegated.

Section 12.04 Election and Service Limits

The Office Operations Committee Chairperson shall be elected at the regularly scheduled Central Office Representatives meeting in November of each odd year and shall assume office January 1st. The term of

office shall be for two (2) calendar years. The Chairperson may serve four (4) years in succession. Any partial term served shall not prevent the person from standing for two full terms (e.g. a person filling in for a vacated term, can fulfill a full term at a later date).

Section 12.05 Preparation of Office Operations Budget

The Office Operations Committee shall prepare and recommend to the Treasurer for inclusion in the annual budget for the Greater Tri-Cities Area Central Office a budget sheet for the operation of the office facilities, including expenses such as rent, insurance, etc. and projected income from sales of literature and other items, etc.

Section 12.06 Guidance

The Chairperson shall also be guided by the Alcoholics Anonymous General Service Office Guidelines titled "Central or Intergroup Offices".

ARTICLE XIII. INFORMATION SERVICE COMMITTEE

Section 13.01 Purpose

The purpose of the Information Service Committee is to ensure meeting schedules and other A.A. related information is available to the public via the internet and the Central Office newsletter the *Java Journal*.

Section 13.02 Qualifications

No additional requirements.

Section 13.03 Election and Service Limits

No additional requirements.

Section 13.04 Guidance

The Chairperson shall also be guided by the Alcoholics Anonymous General Service Office Guidelines titled "Public Information".

ARTICLE XIV. SPECIAL EVENTS COORDINATOR COMMITTEE

Section 14.01 Purpose

The purpose of the Special Events Committee is the coordination of three (3) special events: (a) Gratitude Banquet; (b) Fourth of July Picnic; and (c) New Years Party. The Special Events Committee Chairperson shall be responsible to plan, organize, promote, and conduct those events. Possible types of activities could include, but are not limited to: guest speakers, workshops, dinners, dances, picnics, alkathons, etc. The primary goal of the Special Events Committee is to foster unity through social activities among the members of the A.A. community, and the secondary goal is to raise funds for the support of Central Office. At least thirty days prior to the activity an itemized list of estimated expenses shall be submitted to, and approved by the Central Office Committee.

Section 14.02 Qualifications

No additional requirements.

Section 14.03 Election and Service Limits

No additional requirements.

Section 14.04 Guidance

The Chairperson shall also be guided by the Alcoholics Anonymous General Service Office Guidelines titled "Conferences, Conventions and Roundups".

ARTICLE XV. ARCHIVES COMMITTEE

Section 15.01 Purpose

The purpose of the Archives Committee is to preserve the history of Area 92, District 4's A.A.

Section 15.02 Qualifications

No additional requirements.

Section 15.03 Election and Service Limits

No additional requirements.

Section 15.04 Guidance

The Chairperson shall also be guided by the Twelve Traditions and the Alcoholics Anonymous General Service Office Guidelines titled "Archives".

ARTICLE XVI. ELECTIONS

Section 16.01 Election Chair

The Chairperson has the option of serving as the Election Chair or selecting another person with experience in the Third Legacy Procedure to act as Election Chair.

Section 16.02 Eligibility

All people present shall be eligible for election to any position for which they are qualified on the date of the election. The qualifications are set out separately for each elected position in these By-Laws. All candidates must normally be present to be eligible for election. However, the Central Office Representatives, by a majority vote, may allow an absent candidate to be available for election in unusual circumstances (such as a family or employment emergency).

Section 16.03 Election Procedure (A Modified Third Legacy Procedure)

The procedure for the election of all elected positions at the November meeting shall be the Third Legacy Procedure, as follows:

- a) The election chairperson shall poll the sitting body of candidates for availability to serve in any position.
- b) Each candidates name (suggest full names be used) is written on a blackboard (or other large display board) in front of the room. As each name is written, the candidate shall stand and provide a summary statement of their A.A. service experience.
- c) Paper and pencils are distributed for written ballots.
- d) The voting members are the Central Office Representatives. The secretary calls the roll of the Central Office Representatives present to determine the total number of eligible voters.
- e) One person is selected as a teller, one member is selected as a collector of ballots, and one non-voting person is selected to record the tallied votes on the blackboard. These people must not be standing for office.
- f) The Central Office Representatives present cast written ballots. The ballots are then collected and given to the tellers to count. Votes will be written on the blackboard alongside the names of the candidates.
- g) The first candidate to receive two-thirds (2/3) of the vote is elected.
- h) After the second ballot (assuming no candidate received the necessary two-thirds (2/3) on the first ballot), any candidate having less than one-fifth (1/5) of the total vote, will be withdrawn automatically, except that the two top candidates must remain. (In case there are ties for second place, the top candidate and tied second place candidates remain.)
- i) After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates must remain. (In case there are ties for second place, the top candidate and tied second place candidates remain.)
- j) After the fourth ballot, if no candidate has two-thirds of the total vote, we go to the hat immediately.

- k) Lots are then drawn by teller, and the first one out of the hat is elected.

Section 16.04 Order of Election of Officers

It is recommended that the Order of Election of the officers and the Committee Chairpersons be as follows:

- a) Chairperson
- b) Alternate Chairperson
- c) Treasurer
- d) Alternate Treasurer
- e) Recording Secretary
- f) Alternate Recording Secretary
- g) Greater Tri-Cities Area Central Office Central Office Operations Chairman
- h) Answering Service Chairperson
- i) Corrections/Treatment Facilities Committee Chairperson
- j) C.P.C./P.I. Committee Chairperson
- k) Information Service Committee
- l) Special Needs Committee Chairperson
- m) Archives Committee
- n) Special Events Coordinator

ARTICLE XVII. AMENDMENTS TO ARTICLES OF INCORPORATION

Section 17.01 Amendment Majority

The Articles of Incorporation may be amended by a 2/3 vote of the Central Office Representatives (ARTICLE IV).

Section 17.02 Amendment Proposal

Proposed amendments shall be made in writing to the Greater Tri-Cities Area Central Office. Proposed amendments must be presented as a motion with a second, i.e. as a recommendation from two Central Office Representatives.

Section 17.03 Amendment Publishing

The Recording Secretary shall publish such proposed amendment(s) in two issues of the Greater Tri-Cities Area Central Office minutes. The Greater Tri-Cities Area Central Office Chairperson shall report such proposed amendment(s) to the Area 92, District 4 Committee at the next regular meeting of that body. The Central Office Operations Chairperson shall cause for the proposed amendment(s) to be posted prominently at the Central Office for a period of at least 30 days from the date of the proposed amendment(s) and published in any Central Office Newsletter or other regular publication(s) of the Central Office or Intergroup.

Section 17.04 Amendment Voting

Voting on any such proposed amendment(s) shall take place at the second regular meeting of the Greater Tri-Cities Area Central Office following presentation of said proposal(s) to the Greater Tri-Cities Area Central Office Representatives.

ARTICLE XVIII. AMENDMENTS TO THE BY-LAWS

Section 18.01 Amendment Majority

These by-laws may be amended by a two-thirds (2/3) Aye (affirmative) vote of the attending Central Office Representatives. Once the vote has been recorded, no changes shall be made.

Section 18.02 Amendment Proposal

Proposed amendments to the by-laws shall be submitted in writing to the Greater Tri-Cities Area Central Office Chairperson. Such proposed amendments shall specify the Articles and Sections to be amended, and

the reasons for the amendment. If changes are required to more than one Article and Section to obtain the desired result, the changes may be submitted as one (1) proposal.

Section 18.03 Amendment Publishing

The Chairperson shall announce to the Central Office Representatives the proposed amendments.

Section 18.04 Amendment Voting

The earliest a proposed amendment may be voted upon by the Central Office Committee body is two (2) regular meetings from the date of submission.