

Instructions for Designating a Delegate Couple to Represent Your RCA Group for the 2009 Annual Convention in Florida, October 16 through 18, 2009

I. BACKGROUND INFORMATION

1. All Voting is by Delegate Couple: Pursuant to the RCA-WSO bylaws, all voting conducted during the RCA annual convention is by delegate couples representing the member groups of RCA. The following form is used to identify the delegate couple chosen by each member group to represent their group at the 2009 annual convention. **If you have any questions about the designation of your delegate couple or the designation form, please send your questions by e-mail to: structure@recovering-couples.org.**

2. Confidentiality: The personal information provided on the designation form will be treated as RCA confidential information and will not be disclosed outside of the RCA World Service Organization.

3. Submission of the Designation Forms: Forms may be submitted as attachments to an e-mail message. Please send the e-mail to: structure@recovering-couples.org. Filled-out forms may also be submitted by postal mail to: *RCA-WSO Structure Committee, c/o The Rethemeyers, 5641 SW 8th Court, Plantation, Florida 33317*. **If you submit by postal mail, please be sure to spell out the word "Court" in the address -- please do not abbreviate it.**

4. Time Limits for the Submission and Receipt of Your Designation Form: Your delegate-couple designation forms must be received not later than Monday, October 12, 2009. If you submit your form by postal mail, please be sure to allow sufficient time to ensure delivery to the Florida postal address by Monday, October 12, 2009. **The final date for receipt of all proxy designations is October 12, 2009. All proxy designations must be received by Monday, October 12, 2009, either delivered to the Florida postal address by this date if sent by postal mail or received by e-mail by midnight, Pacific Daylight time, on October 12, 2009.**

5. Keeping a copy of your designation form: Whether you submit your form by postal mail or as an e-mail attachment, please keep a copy of your designation form for your group's records.

6. Updating your designation: You may update your designation by submitting an updated form as long as you comply with the time limits specified in item 4 above.

II. GENERAL INSTRUCTIONS FOR SUBMITTING THE DESIGNATION FORM

1. Fill-Out on Your Computer or By Hand: The form can be filled out on your computer using the Adobe Reader which is available as a free download from Adobe. If you wish, you may also print out the form and fill it out using pen. Filling it out on your computer and sending it as an e-mail attachment is preferred. Please remember to save a copy of your filled-out form. If submitting by postal mail, please see item 3 above.

- 2. Submitting by E-mail:** If you are using Adobe Reader to fill out the form, please follow this sequence:
- First save the blank form on your computer – when you do this please change the file name of the form to any name you so choose.
 - Fill out the re-named form in Adobe Reader and save the form when you are done.
 - Print out a copy of the form and ensure the information is correct. If not, correct as required and re-print.
 - Send the filed-out form as an attachment to an e-mail message.
 - Please send the e-mail to: structure@recovering-couples.org.

III. REMINDERS:

1. Do not forget to print and save a copy of your designation form. And if you have any questions about the designation of your delegate couple or the designation form, please send your questions by e-mail to: structure@recovering-couples.org.

2. Please remember the deadline of October 12, 2009, for receipt of your delegate-couple designation form as specified in item 4 above of these instructions.

IV. SPECIFIC INSTRUCTIONS FOR FILLING-OUT THIS FORM:

(Since filling-out the form is largely self-explanatory, you may not need to use these detailed instructions.)

Block 1: Date of Designation: Enter the date that you are submitting the designation form. The date format is: *mmm dd, yyyy*. Thus, for example enter: Aug 31, 2009.

Block 2: Type of Designation: Click your cursor on the appropriate circle to indicate whether this is an initial or an updated designation. Or check the appropriate circle if you are filling out by pen.

Part I: Identifying Your Group

Block 3: Group Number: Enter your five-digit group number. *(If you do not remember your group number, it is shown in the entry for your meeting in the Global Directory on the website).*

Block 4: Group Name: If your group has a group name, enter that. Otherwise leave blank.

Block 5: Group Location: Enter the city and state, province, or country where your group is located (or the night you meet if you are a telephone group).

Part II: Identifying Your Group Contact Couple:

Blocks 6 and 7: The Group Contact Couple for your group: Enter their names, e-mail addresses, and phone numbers for your GCCs in the designated fields.

Part III: Designating Your Delegate Couple:

Blocks 8 and 9: The Delegate Couple for your group: Enter their names, e-mail addresses, and phone numbers in the designated fields. (If same as GCC, just enter "same as GCC" in the name fields)

Part IV: The Extent of Your Delegate Couples Attendance at the 2009 Annual Convention:

Blocks 10, 11, 12 and 13: Click your cursor on (or check if filling out by pen) the appropriate circle to indicate the extent, if any, of the attendance of your delegate couple at the 2009 annual convention.

Part V: Whether you will be submitting a by-mail ballot covering matters addressed at the annual business meeting from 9:00 am to 5:00 pm on Friday, October 16, 2009.

Blocks 14, 15, and 16: Click your cursor on (or check if filling out by pen) the appropriate circle to indicate whether or not you intend to submit a by-mail ballot or whether you have not decided yet.

Part VI: Whether your group intends to designate a delegate couple from another group to vote for you by proxy at the 2009 Annual Convention.

Blocks 17, 18, and 19: Click your cursor on (or check) the appropriate circle to indicate whether or not you intend to designate the delegate couple from another group to vote for your group by proxy.

Blocks 20 and 21: Click your cursor on (or check) either one or both boxes to indicate the matters covered by your proxy. *(You should skip Blocks 20 and 21 if you are not assigning your proxy)*

Part VII: Identify the Delegate Couple from another Group that will vote for your group by Proxy. You must obtain the permission of the delegate couple from another group in order to enter their names here. Remember also that the bylaws permit a delegate couple to hold only one proxy. (You should skip Blocks 22 through 25 if you are not assigning your proxy to the delegate couple from another group.)

Blocks 22 and 23: The Delegate Couple from another group that will hold the proxy from your group: Enter their names, e-mail addresses, and phone numbers in the designated fields.

Blocks 24 and 25: Enter the five-digit group number and the group location of the delegate couple from another group who have agreed to vote for your group's proxy.

Part VIII: The identity of the individual submitting the designation form for your group. This designation form should be submitted by one member of your Group Contact Couple or by one member of your delegate couple or by some other member of your group authorized to submit you delegate-couple designation.

Blocks 26, 27, and 28: Enter your name, e-mail address, and phone number if you are submitting the form.

Block 29: Click your cursor on the check box if your group has authorized you to submit this form.