

## **Announcement from the RCA Structure Committee**

### **Re: Timeline of steps for getting proposals for the Fellowship to the 2018 Annual Business Meeting**

Dear Members of RCA

The 2018 Annual Business Meeting (ABM) will be held on *Friday, August 17, 2018*, at the Stockholm, Sweden International RCA Convention. At that meeting, the member groups will vote on proposals that are important to the RCA Fellowship. This notice is to inform you of the process that will get us there. This process was determined by the bylaw amendment approved by the Fellowship at the 2016 Atlanta Convention. It is substantially the same process we have followed for the last three years as recommended by the Board of Trustees.

1. In the week following *October 5, 2017*, a form will be available for submitting proposals. Proposals may be submitted by RCA members, groups, committees, or the Board of Trustees. The proposal submission form will be available on the RCA web-site and will also be distributed by Email to the groups. This is a Google form that, when completed, will be immediately registered with the Structure Committee.
2. *December 1, 2017*: The deadline for submission of proposals to be considered at the 2018 ABM. The proposals do not have to be in their final form.
3. *January 15, 2018*:
  - Posting of the proposals as submitted.
  - Posting of a form for the member groups to rank the proposals. The ranking process is so that the Fellowship decides which proposals will go on the ballot and in what order, rather than having a committee or the Board make those decisions.
4. *Wednesday, March 14, 2018* is the final day for the member groups to complete their ranking forms.
5. By *Wednesday, March 22, 2018*:
  - The results of the ranking process will be posted on the web-site.
  - A delegate designation form will also be available on the website at this time. This is the means by which the member groups assign their delegates to the Convention meetings.
6. *April, 2018*: posting of the submitted ranking forms.
7. *April 24, 2018*: posting of the proposals in their final form with the proposer's rationales along with any comments from the Board of Trustees or the Structure Committee.
8. *May 8, 2018*:
  - By mail ballot posted and distributed to groups.
  - Discussion Forums activated on the web-site so that the fellowship can begin to exchange their views on the proposals.
9. Between *June 12* and *July 12, 2018*: the posting of the statutorily required notice of the proposals to be considered at the Annual Business Meeting.

10. *Monday, August 6, 2018:*

- Last date for RCA groups to submit any by-mail ballots.
- Last date for presubmitting delegate designation form.

11. *Friday, August 17, 2018:* The Annual Business Meeting is held as part of the 2018 RCA convention in Stockholm, Sweden.

If you have any questions about this announcement, please e-mail them to [structure@recovering-couples.org](mailto:structure@recovering-couples.org). Please distribute this announcement to other members of your RCA group.

Regards to each member of RCA,

RCA Structure Committee