

# District 8 Handbook

“It starts with our Home Groups”

All District 8 Meetings Will Be Hybrid

Revised 04/2018  
Updated 07/2023

# How our District relates to AA as a whole:

District 8 consists of 3 counties:  
Benewah, Kootenai, and Shoshone.

District 8 lies within Washington State East Area 92

WSEA 92 lies within Pacific Region

Pacific Region lies within the USA

Headquarters for AA USA/Canada resides: New York  
“General Service Office”

World Service Meeting is held every 2 years, in locations  
alternating between New York City and another country.

The World Service Meeting serves as a forum for sharing  
experience, strength, and hope.

# Table Of Contents

<b>Section I: District Structure</b>	<b>4</b>
District Committee Membership	4
District Standing Committee Chairs	4
District Committee Meetings	4
District Standing Committee Meetings	4
<b>Section II: District Committee Procedures and Positions</b>	<b>5</b>
District Elections	5
District Committee Funding	5
All Officers and Standing Committee Chairs	6
Group Service representative (GSR)	6
District Committee Member (DCM)	6
Alternate District Committee Member (Alt. DCM)	7
District Secretary	7
District Treasurer	8
Alternate District Treasurer (Alt. Treasurer)	8
Activity Committee and Chair	8
Archives Committee & Chair	9
Cooperation with the Professional Community Committee & Chair	9
Correctional Facilities Committee & Chair	9
Grapevine and Literature Committee & Chair	10
Newsletter Editor	10
Public Information Committee & Chair	11
Third Legacy Committee & Chair	11
Treatment Committee & Chair	11
Website Committee & Chair	12
Ad-Hoc Committee	13
<b>Section III: Revision Procedures for District 8 Handbook</b>	<b>13</b>
<b>Section IV: District Meeting Procedures</b>	<b>13</b>
<b>Section V. Service Functions</b>	<b>14</b>
Delegate Reports	14
Washington State East Area 92 (WSEA 92 aka Area 92 & referred to simply as Area)	
Quarterlies	14
Area Standing Committee Workshops	14
Area Assemblies	14

<b>Section VI: Suggested Readings</b>	<b>15</b>
State East Area 92 Handbook (Acquire from Area 92 Secretary)	15
<b>Section VII: Motions Passed from 1994 - present</b>	<b>15</b>
<b>Appendices</b>	<b>21</b>
<b>Section VIII: Motions Failed from 1997-present</b>	<b>24</b>

## **Section I: District Structure**

### **District Committee Membership**

The District Committee is composed of elected Officers, GSRs', and elected Chairs.

- Elected Officers are: District Committee Member (DCM), Alternate District Committee Member (Alt. DCM), Secretary, Treasurer, and Alt. Treasurer.
- General Service Representatives (GSR) from each group in the District.
- Chairs of each Standing Committee within the District.

The District Committee is elected to serve a two-year term. Special elections can be held to fill vacancies. Persons making themselves available for these positions should take this into consideration. While it is understood that situations change, in the interest of continuity and service every effort should be made to serve an entire rotation. Rotations begin on even years.

### **District Standing Committee Chairs**

- Activities
- Archives
- Cooperation with the Professional Community (CPC)
- Corrections
- Grapevine and Literature (GV/L)
- Newsletter (District Eye)
- Public Information (PI)
- Third Legacy
- Treatment
- Website

### **District Committee Meetings**

Held on the second Tuesday of every month at 7:00 pm, Church of the Nazarene 4105 Honeysuckle Drive, CDA, ID 83815

- Any District Committee Officer or Chair may be replaced after three unexcused absences. Unexcused absence may be determined by the group conscience of the attending GSRs'.
- Only GSRs' will have a vote at the District Meeting.
- All District 8 Meetings will be Hybrid.

### **District Standing Committee Meetings**

All chairs meet with the DCM and Alt. DCM at 6:30 pm prior to the District Committee Meeting. This is to help each other with problems, share information, and gain a better understanding of each committee's work and function. Many times multiple committees are working cohesively on the same project.

## **Section II: District Committee Procedures and Positions**

### **District Elections**

- The DCM finds an AA member outside District 8 to facilitate elections, someone with service experience.
- Prior to nominations the job description of the position is read.
- Someone may make themselves available for a position or may nominate another for a

position. Motions are not required to nominate someone.

- Verbal service resumes are given.
- District elections shall be conducted using the Third Legacy Procedure as outlined in The AA Service Manual.
- Each group in the District should elect a GSR and an Alternate GSR from its group membership for a term of service of two years. GSR elections should be held in September of each odd year with the term of service to begin January 1st of the next even year.
- GSRs' should elect all of the District Officers and Chairs in September of each odd year. All attending GSRs' and Alt. GSRs' (if GSR not in attendance) are eligible to vote.
- In Spirit of Rotation, it is suggested that no District Trusted Servant should serve more than one 2-year term in any one position. However, one exception is if a trusted servant only served a partial term, they can stand for the position again for a full term. The other exception is the Archives Chair who may succeed him or herself.
- The DCM is to notify in writing the Area registrar and the Area Secretary of the name, address, and phone number of the incoming DCM and Alt. DCM.

#### **District Committee Funding**

- Officers and Chairs are funded as noted below per each calendar year. See specific positions for more information regarding both the process and what is funded. Each committee is required to provide a monthly and yearly accounting of how the money has been spent.
- The Chair should submit a proposed budget if expenses are exceeding their annual budget to the GSRs' for approval prior to commitment of funds.

DCM	Funds as needed
Alt. DCM	Funds as needed
Secretary	\$100.00
Treasurer / Alt. Treasurer	\$120.00 / works within Treasurer's budget
Activity	Funds as needed
Archives	\$1500.00
CPC	\$210.00
Corrections	\$200.00 (above Pink Can contributions)
GV/L	self supporting
Newsletter	Funds as needed
PI	\$210.00
Third Legacy	\$200.00

Treatment	\$200.00 (above Pink Can contributions)
Website	\$200.00; (in addition, \$200.00 for web hosting contract)

### **All Officers and Standing Committee Chairs**

- Shall provide written reports at the monthly District meeting. The report shall include current & planned activities plus their budget to include revenue and expenses as applicable. This report shall also be made available to the Newsletter Chair for publication in the District Eye.
- Any standing committee chair may appoint a qualified alternate chair. The Alternate is a back up for their chair. If the latter resigns or for any reason is unable to serve, then the Alternate steps in.

### **Group Service representative (GSR)**

- The elected GSR links the home group to the District thus linking to the fellowship as a whole.
- The preferred qualifications and duties are outlined in The AA Service Manual, see page S26.
- They present motions from their home group to the District and Area meetings. Refer to The AA Service Manual for further information.
- It is the job of the GSR to assure that their home group has the best opportunity to come to an informed group conscience.
- In addition to attending the District meetings, the GSR should attend the April Pre-Conference Assembly, the October Assembly, and the Delegate report. GSRs' may also attend the Area Quarterlies held in January and July.
- There will be educational opportunities in the form of workshops held in our District throughout the year.
- GSRs' should receive a monthly copy of the District Eye and Area 92 Newsletter (talk to the District and/or Area 92 Newsletter Chairs if you are not getting yours).
- Keep Alt. DCM updated with any new GSR or Alt GSR contact information.

### **District Committee Member (DCM)**

- Preferred qualifications and duties of the DCM are outlined in The AA Service Manual. It is suggested five years of sobriety, time and energy to serve the District well.
- Among the two-way communication responsibilities are: As a member of the Area Committee, the DCM carries the collective group conscience of the AA groups in the District to the Area Committee and Delegate. Representing the District at Area Quarterlies and Assemblies.
- Share District experiences, ideas, and problems with the Area Committee.
- Present motions from the groups to the Area. This process is outlined in the Area guidelines.
- Receive information from the Area Delegate, Area Officers, and Area Chairs about the AA General Service Office, the General Service Conference, and various Area activities.
- Assist the Alt. Delegate in obtaining group information in time to meet the deadline for appropriate AA directories.
- Keep GSRs' informed about the Conference, its agenda, and Area activities.
- Speak to groups on the responsibilities and opportunities of general service work.
- Coordinate with the Third Legacy and Activity Chairs for workshops as well as any other

Chairs desiring to hold a workshop.

- Facilitates the District Meeting. Finalizes the agenda for the meeting (i.e. with the Area and/or Delegate information) after the Secretary initiates
- Notifies (in writing) the Area Registrar and Area Secretary of the name, address, & phone number of the incoming DCM and Alt. DCM.
- DCM's expenses (mileage at 80% of the current IRS (Federal) rate/mile, room, meals and registration with receipt verification) are reimbursed for two Area Quarterlies, two Area Assemblies, and one Standing Committee Pre Conference Workshop per year.
- Credit Line: Funds as needed.

#### **Alternate District Committee Member (Alt. DCM)**

- Is a back up for the DCM. If the latter resigns or for any reason is unable to serve, then the Alt. steps in.
- Elected at the same time as the DCM. Preferred qualifications include five years of sobriety and service experience, same as DCM.
- Encouraged to assist, participate, and share in the DCM's responsibilities.
- Chairs the District Standing Committee Meeting.
- Works with the Secretary to ensure updates to the handbook are current. Emails current handbook to all GSRs' every June and December and provides a printed copy to Central Office.
- Registrar duties include: Keep current list of District groups and GSRs' for Alt. Delegate/Registrar and Area Newsletter Chair; notifying them when this information has changed. Also, notifying the DCM and District Newsletter Chair of any changes.
- The Alternate DCM will coordinate with the Web Chairperson to update the online meeting schedule and coordinate with Area 92 shared database monthly.
- Review Website contracts for performance and design on a regular basis.
- Be available as Web hosting Contract signer along with District 8 Web Committee Chair.
- Alt. DCM expenses (mileage at 80% of the current IRS (Federal) rate/mile, room, meals and registration with receipt verification) are reimbursed for two Area Quarterlies, two Area Assemblies, and one Standing Committee Pre-Conference Workshop per two year term.
- Credit Line: Funds as needed.

#### **District Secretary**

- Keeps accurate and complete minutes of each District Committee Meeting. Motions to be included in minutes verbatim by the maker of the motion (preferably received in writing from the maker).
- Recording device provided by the District, to be kept by the Secretary, to record the District meetings. Beginning of each meeting asks permission to record (via Housekeeping motion) then after transcription the recording is to be destroyed.
- Reads at each District Meeting the prior month's minutes (only the old and new business plus Treasurer's report) for approval.
- Keeps a running log of passed, failed, and housekeeping motions or actions to be taken. Updates the District Handbook with the motions no less than every six months (June and Dec) and emails updated handbook to Alt DCM who then ensures all GSRs' & Central Office receive.
- Initiates agenda for the next District meeting, pulling forward any tabled or new



business that is now considered old business and sends to DCM.

- Credit Line: \$100/year for folders, files, copies, & office supplies with receipt verification.

#### **District Treasurer**

- Receives and accounts for all monies from the groups. A monthly accounting of all receipts and distributions will be made to the District Committee at its regular meeting.
- Preferred qualifications include five years of sobriety and a basic knowledge of simple bookkeeping.
- Is entrusted with stewardship of District monies and their prudent judgment in determining the disbursement of funds for reasonable expenses, therefore is signatory to all District 8 accounts.
- Will disburse quarterly (March, June, Sept., & Dec.) all monies in excess of those required by the District 8 Handbook to GSO and Area 92 plus any additional payments as directed by the GSRs'.
- Maintain \$1000.00 operating capital in the District checking account.
- Maintain \$3000.00 savings in District prudent reserve.
- Credit Line: \$120/year for copies of reports with receipt verification.

#### **Alternate District Treasurer (Alt. Treasurer)**

- May share a portion of the Treasurer's duties for receipt of group contributions or similar areas of responsibility.
- Preferred qualifications include five years of sobriety and a basic knowledge of simple bookkeeping.
- Is entrusted with stewardship of District monies and their prudent judgment in determining the disbursement of funds for reasonable expenses, therefore is signatory to all District 8 accounts.
- Coordinates with the Treasurer in encouraging contributions at the group level.
- Keep abreast of the financial needs of the District.
- Be available to participate in service functions to discuss our 7th Tradition, explain our regular contribution plan and provide information on District finances.
- Credit Line: See Treasurer (to be used jointly).

#### **Activity Committee and Chair**

- Set up for monthly Standing Committee Meetings & District Meetings; open buildings, make coffee, clean and lock up.
- Plan, acquire, and prepare venue for District functions when requested. Ensuring they are paid for, make coffee, have food available if requested, and clean & lock up afterwards.
- Coordinate with the DCM, Third Legacy Chair or other Standing Committee Chair for all workshops and other District functions. Make and distribute flyers for events.
- Keep track of all supplies (i.e. coffee, creamer, etc.); replacing as needed.
- It is suggested the chair has three years of sobriety.
- The Chair should select a Co-Chair for each function and assist them in carrying out their duties.
- Credit Line: Funds as needed for supplies, flyers, venues, and travel within the District at mileage at 80% of the current IRS (Federal) rate/mile with receipt verification.

### **Archives Committee & Chair**

- The Archives Committee follows the guidelines of the General Service Office.
- Compile a chronological history during their term while maintaining the older history of the District.
- Maintain an inventory.
- Be available to display the archives at District functions and other invited functions.
- Encourage AA members to donate books and other items of historical value.
- Obtain material from current events and file the same if it has historical value, as well as the recording of oral histories from old-timers and others.
- It is suggested the chair has five years of sobriety, a service background, and knowledge of the District's history.
- The Chair attends four Area Standing Committee Workshops per year (One meal and mileage will be reimbursed mileage at 80% of the current IRS (Federal) rate/mile with receipt verification).
- Credit Line: \$1500/year for commercial storage facility with temperature controlled environment, binders, files, and other protective products with receipt verification.

### **Cooperation with the Professional Community Committee & Chair**

- Members of this committee provide information about AA to those who have contact with Alcoholics through their profession. This group includes healthcare professionals, educators, members of the clergy, lawyers, social workers, union leaders, industrial managers, government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.
- Because of the close nature between CPC, Treatment, and PI it is suggested that all committees work closely together.
- It is suggested the chair has five years of sobriety, a service background, and knowledge of our Traditions.
- The Chair attends four Area Standing Committee Workshops per year (One meal and mileage will be reimbursed with 80% of the current IRS (Federal) rate/mile receipt verification).
- Credit Line: \$210/year to purchase literature, copies, envelopes, postage, travel within the District to be reimbursed mileage at 80% of the current IRS (Federal) rate/mile with receipt verification.

### **Correctional Facilities Committee & Chair**

- The purpose of this committee is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholic inmates in detention centers and correctional facilities and to set up means of transition from the facility to the larger AA community using the Bridge Program.
- It is also concerned with clarifying what AA can and cannot do within the Traditions to help inmate alcoholics, both inside and upon release.
- Recommend a Bridge Coordinator that will work within this committee as well as the Area Corrections Committee.
- Coordinate with the GV/L Chair for Pink Can disbursement. Funds to be used for Grapevines and other AA literature inside detention centers and correctional

facilities.

- It is suggested the chair has five years of sobriety, and due to the nature of this position, it is suggested they have service experience on the local Corrections Committee.
- The Chair should select a Co-Chair for each institution served and assist each in carrying out the duties of scheduling and selection of team members.
- The Chair and Co-Chair should be knowledgeable of institutional rules and regulations and see to it that they are adhered to.
- The Chair attends four Area Standing Committee Workshops per year (One meal and mileage will be reimbursed at mileage at 80% of the current IRS (Federal) rate/mile with receipt verification).
- Credit Line: \$200/year for copies, schedules, videos, travel within District mileage at 80% of the current IRS (Federal) rate/mile, Bridge Program administration, envelopes, and postage with receipt verification.

#### **Grapevine and Literature Committee & Chair**

- The Committee shall use the GV/L Workbook to guide its activities. This committee meets regularly to determine the best way to distribute literature within the District and to encourage participation in our “Meeting in print” by subscribing to the Grapevine.
- Become familiar with the general content of all literature, in order to provide information to inquirers.
- Inform members, groups, and District through displays and other suitable methods, of all the available Conference-approved literature, audiovisual material and other special items.
- Set up this material for viewing and sale at functions, including: Workshops, conferences, conventions, round-ups, and meetings.
- Encourage AA members to read and purchase AA Literature.
- Responsible for Pink Can and GV/L funds. Coordinate with Corrections and Treatment for disbursement of Pink can donations.
- It is suggested the chair has five years of sobriety, a service background, and is knowledgeable about AA literature.
- The Chair attends four Area Standing Committee Workshops per year (One meal and mileage will be reimbursed mileage at 80% of the current IRS (Federal) rate/mile with receipt verification).
- Credit Line: Self supporting

#### **Newsletter Editor**

- Provides a monthly forum for the exchange of ideas about service.
- It is suggested five years of sobriety.
- Reports District 8 activities monthly to the Area 92 Newsletter Editor, 250 words maximum (no District minutes).
- GSRs’, Central Office, Officers, and Chairs of the District receive the Newsletter (District Eye) each month; preferably via email to all except a hard copy to Central Office and to those who request a hard copy.
- The District Eye is emailed monthly to these Area 92 positions: Newsletter Editor, Delegate, Chair, and Archivist.
- A copy is also emailed to our Pacific Regional Trustee and GSO.
- Notices of service functions and group activities are published in the District Eye.

- The District Newsletter Editor should receive a monthly Area 92 Newsletter.
- Newsletter Editor attends four Area Standing Committee Workshops per year (One meal and mileage will be reimbursed mileage at 80% of the current IRS (Federal) rate/mile with receipt verification).
- Credit Line: Funds as needed for copies, mailing and office supplies with receipt verification.

#### **Public Information Committee & Chair**

- The purpose of PI service work is to provide accurate AA information to the public when requested. PI Committee visits schools, businesses, and community meetings. They serve as resources for our friends in the local media, emphasizing our
- Traditions of anonymity, singleness of purpose, and non-affiliation, as well as offering the AA public service announcements (PSAs') to radio and TV stations. It is important to retrieve the PSA tapes.
- Requests for both AA speakers and literature displays are coordinated.
- Because of the close nature between CPC, Treatment, and PI it is suggested that all committees work closely together.
- It is suggested the chair has five years of sobriety and knowledge of our Traditions.
- The Chair attends four Area Standing Committee Workshops per year (One meal and mileage will be reimbursed at (mileage at 80% of the current IRS (Federal) rate/mile with receipt verification).
- Credit Line: \$210/year for literature, copies, envelopes, postage, travel within district mileage at 80% of the current IRS (Federal) rate/mile with receipt verification.

#### **Third Legacy Committee & Chair**

- The goal of the Third Legacy Committee is to carry the message to the alcoholic who still suffers. This is achieved in a number of ways: a) Stress "Service" to members in the District and AA as a whole, b) educate, inform, and discuss the importance of service involvement, c) emphasize The AA Service Manual / 12 Concepts for World Service and Conference Structure, which includes: Groups, District, Area, Nation, and World.
- Create forums, workshops, and events to inform and educate District 8 groups regarding all aspects of service.
- The committee should make itself available to address all members.
- Coordinates with both DCM and Activity Chair for forums, workshops, and educational events.
- Communicate with the Area Committees and Chairs whenever possible and invite them to speak at / participate in Third Legacy events.
- Is encouraged to submit several service oriented articles to the District and Area Newsletters throughout the year.
- It is suggested the chair has five years of sobriety and a background in service.
- Credit Line: \$200/year for literature, copies, travel within District at mileage at 80% of the current IRS (Federal) rate/mile with receipt verification.

#### **Treatment Committee & Chair**

- The purpose of this Committee is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up means of transition from the facilities to the larger AA community, using Bridging the Gap Program.

- Will start and maintain meetings at treatment facilities upon request.
- Arrange purchase and distribution of literature for these meetings.
- Coordinate with the GV/L Chair for Pink Can disbursement.
- Recommend a Bridging the Gap Coordinator that will work within this committee as well as the Area Treatment Committee.
- Because of the close nature between CPC, Treatment, and PI it is suggested that all committees work closely together.
- It is suggested the chair has five years of sobriety and a background in service.
- The Chair should select a Co-Chair for each facility served and assist each in carrying out the duties of scheduling and selection of team members.
- The Chair and Co-Chair should be knowledgeable of institutional rules and regulations and see to it that they are adhered to.
- The Chair attends four Area Standing Committee Workshops per year (One meal and mileage will be reimbursed mileage at 80% of the current IRS (Federal) rate/mile with receipt verification).
- Credit Line: \$200/year for copies, schedules, videos, travel within District at mileage at 80% of the current IRS (Federal) rate/mile, Bridging the Gap Program administration, envelopes, and postage with receipt verification.

#### **Website Committee & Chair**

- The purpose of the District 8 website is to provide information about our local groups and services of District 8 to the public and members at large. In keeping with our 5th Tradition and our 12th Step, we shall carry the message of Alcoholics Anonymous to the Alcoholic who still suffers, in an attractive and user-friendly way, this may include: AA meeting schedules, AA Event Calendar, AA Hotline contact and information. General email and contact information for the District 8 Committees. The District 8 Website should always uphold and reflect the 12 Steps, 12 Traditions and Twelve Concepts for A.A. World Service as well as the A.A. Internet Guidelines.
- The District 8 Web Committee will work with the groups of District 8 to determine additional website content and policies. This committee will be open to all members and groups who would like to participate.
- It is suggested the chair has five years of sobriety and knowledge of AA Traditions and Service Concepts.
- The position of Web Committee Chairperson requires some unique skills and technical requirements. Those seeking this position should have a basic knowledge of MS Office, web browsers and have access to a computer, internet and have an e- mail address.
- Work with the DCM, District committees and participating groups to provide information about the District online.
- Coordinate the Web Committee and manage website changes, updates and backups.
- Interface with the Web hosting service regarding technical matters.
- Review Website contracts for performance and design on a regular basis.
- Coordinate with the Alternate DCM to update the online meeting schedule and coordinate with Area 92 shared database monthly.
- Manage and update district email addresses and forwards to the end user.
- Hold regular web committee meetings with all interested members, GSRs and District Committee Chairs.
- Attend District 8 meetings each month and make a report for the Web Committees activities, changes and expenditures.

- Be available as Web hosting Contract signer along with District 8 alternate DCM.
- The Web Chairperson will attend the Area 92 Web committee meetings held at the two Area 92 assemblies and two Area 92 Quarterlies. Registration, meal, one night's hotel and mileage will be reimbursed at mileage at 80% of the current IRS (Federal) rate/mile with receipt verification.
- Committee Credit Line: \$200/year for literature, copies, envelopes, postage, travel within district mileage at 80% of the current IRS (Federal) rate/mile with receipt verification.
- Annual Web hosting contract at \$200/year.

#### **Ad-Hoc Committee**

- Formed to research a specific topic and/or perform a specific duty.
- Remains in effect until its purpose is complete.
- DCM may appoint an Ad-Hoc Committee, to include a chair, or a housekeeping motion may be made for development of said committee.
- Chair to send a monthly report to District Eye and verbally report at District meetings.
- Upon completion to provide a final report to both the District Eye and District Committee.

### **Section III: Revision Procedures for District 8 Handbook**

- Proposed revisions to District 8 Handbook shall be submitted, in the form of a motion, in writing to the DCM with a copy to the District Secretary.
- At least 30 days prior to the next District committee meeting, the DCM shall provide copies of the proposed revisions to the GSRs' of all active groups in District 8. Included should be a request that each GSR take a group conscience on the proposed revision and be prepared to report that conscience at the next regular District Committee meeting.
- A two-thirds approval by the groups in attendance at the next regular District Committee meeting shall constitute the adoption of the revision.

### **Section IV: District Meeting Procedures**

District 8 has traditionally used a modified form of Robert's Rules of Order for running or business meetings. That means we follow certain agreed upon procedures. We do not go overboard trying to be perfect.

- Presenting Motions to the District should be in writing by the maker (home groups' GSR) with background information. Please bring 20 copies to the District meeting or email to DCM prior to the District meeting so DCM may email to all GSRs'. Suggest you bring a couple of copies to the District to be on hand for those without email.
- Motion: A formal way to present, discuss, and act on business. Only GSRs' can make a Motion. The best motions are generated by discussion at a Home Group meeting to meet a specific need or purpose. The maker of the motion (the Home Group) writes it clearly i.e. "I move that (who, what, when, where, and how)." Then the background information is written to help answer any possible questions such as why or history regarding the subject. The Home Group's GSR then presents it to the DCM via email if possible or hard copy so it may be added to the agenda. The GSR will also present it to the District Committee at the next District Meeting during New Business (Agenda items take precedence over open discussions). Therefore, recommend contacting DCM to add to the agenda. Motions are not

required to begin a discussion. A two-thirds approval is required to pass formal (non-housekeeping) motions (AA defines Substantial Unanimity as two-thirds majority).

- Housekeeping Motion: These motions affect only the group who is voting on them i.e. where the meeting is held, how many breaks, when to have the next meeting. An incidental cost of \$100 or less that will affect only the District Committee may be included in housekeeping motions. They never have anything to do with money nor will it affect A.A. as a whole. A simple majority approval is required to pass a housekeeping motion.
- Discussion: Carried on in turn, after being recognized by the chair (DCM or Alt. DCM).
- Amendments: Changes to a motion that can be made by either simple agreement of the maker and the second or a formal process of amending. Confine discussion to the motion. A motion must be voted on and resolved before the next order of business can be discussed.
- To table a Motion (postpone): A GSR or DCM may move to table the motion; then the tabling motion must be seconded and passed like any other motion.
- Minority Opinion: After any vote there will be time given for the “Minority Opinion”. This allows anyone in the minority opinion an additional chance for their opinions to be heard. Once hearing this information the GSRs’ are asked if they would like to change their vote. Time is then given to re-vote if necessary (The AA Service Manual, Concept 5 and Concept 12/warranty Four).

## **Section V. Service Functions**

District Committee Meetings (see Section I of Handbook)

District Standing Committee Meetings (see Section I of Handbook)

### **Delegate Reports**

The Delegate informs the groups on the discussion made at the General Service Conference and reports on their activities in New York. The conference is held in April so this report is usually held a month or two later. GSRs, DCM, and Alt. DCM attend along with anyone interested.

### **Washington State East Area 92 (WSEA 92 aka Area 92 & referred to simply as Area) Quarterlies**

Are used to gather information on motions and for districts to exchange information as well as setting the agendas for the April and October Assemblies. The Quarterlies are held in January and July. The Area Committee attend along with anyone interested. The Area Committee consists of the Area Elected Officers, Area Appointed Chairs, and DCMs.

### **Area Standing Committee Workshops**

District Chairs (and anyone interested) form their Area Standing Committee i.e. District Archive Chairs form the Area Archives Committee. Information is gathered and exchanged to perform their specific committee’s purpose. In March the purpose is usually for a standing committee pre-conference workshop to begin discussion on Conference Agenda items. The other three are held in June, September, and December. While both DCM and Alt. DCM attend in March, District and Area Standing Committee Chairs (Archives, Corrections, GV/L, PI, CPC, Treatment and the Newsletter) attend all four along with anyone interested.

### **Area Assemblies**

The Assemblies begin with Friday afternoon sharing sessions on a variety of service topics as well

as GSR and DCM roundtables. Saturday is a day of business, during the odd years Area Elections are held and during even years an Area Inventory is held. All members of the Area Committee vote in accordance with the Concepts.

The April Pre-Conference Assembly is held in April before the General Service Conference to help the Delegate gather an informed group conscience on conference agenda items to take back to New York. October Assembly is held the third weekend of October. GSRs' and DCMs attend along with anyone interested.

## **Section VI: Suggested Readings**

### **State East Area 92 Handbook (Acquire from Area 92 Secretary)**

The AA Service Manual / Twelve Concepts of World Service The manual opens with the history of AA service. Then explains the conference structure and its year-round importance. Includes the Conference Charter and General Service Board By-Laws. The Concepts, principles of service, that have emerged from AA's service accomplishments and mistakes since its beginning, as set forth by Bill W. Standing Committees Workbooks (Archives, CPC, Corrections, GV/L, PI, Treatment/Accessibility) sent free of charge to the District Standing Committee Chairs from GSO after they rotate into their position. These workbooks will be helpful to carry AA's message in these areas of service. Contains guidelines, assorted pamphlets, sample letters and other useful information. \*\*Not all District 8 Standing Committee Chairs are listed, only those from the AA Service Structure noted in The AA Service Manual.

Twelve Steps and Twelve Traditions Bill W's 24 essays on the Steps and Traditions. Discusses the principles of individual recovery and group unity. Includes the long form of traditions.

Box 4-5-9 The General Service Office (GSO) Newsletter.

AA Guidelines from GSO Fifteen guidelines sharing experience on many topics of concern to members, groups, and committees.

Pamphlet: "The AA Group" Informal guide that tells how a group works most effectively, how to start a new group, and how groups are linked to AA as a whole. Pamphlet: The Twelve Traditions Illustrated Based on a Grapevine series.

Pamphlet: The Twelve Concepts Illustrated Similar in format to The Twelve Traditions Illustrated.

Pamphlet: Your AA General Service Office Describes the services offered by GSO.

Pamphlet: Inside AA Explains AA service structure used in the US/Canada. Describes all elements linking members and groups with the General Service Conference.

Pamphlet: GSR May Be the Most Important Job in AA For a new GSR; this outlines responsibilities and useful sources of information. For the group: What to consider when selecting a GSR.

Pamphlet: The DCM Outlines their responsibilities.

Pamphlet: Circles of Love & Service Based on the GSO filmstrip outlining our service structure.

Pamphlet: AA Traditions-How it Developed Bill W's Grapevine articles from 1946- 47 on the Traditions. Traces the evolution of principles for AA unity & growth.

AA's Legacy of Service Bill W describes the beginnings of group and general services, the origin of the Traditions and the Birth of the Conference.

## **Section VII: Motions Passed from 1994 - present**

Before the motion will be a code: DE-8-94 which means District Eye August 1994 or M-8-92 for Minutes August 1992 as well as (HM) for Housekeeping Motion.



### 1994

DE-8-94 Motion: Literature Person moved we donate chips to Central Office. The vote unanimous yes.

DE-10-94 Motion: To allow Parker Toyota to place the AA name and phone number on their community activity board. Seconded, passed.

### 1995

DE-1-95 Motion: Have DCM write a letter regarding the proposed split, stating we are still in favor. Seconded, passed.

DE-1-95 Motion: To rescind election pending proper procedure. Second & Passed. DE-1-95 Motion: To inform and discuss with Home Groups whether or not we are in favor of sending the Delegate to International Convention.

DE-1-95 Motion: To host the Pre-Conference Committee on Feb 25. Seconded, passed. DE-1-95 Motion: To give H&I \$71.00 required to fund workshop. Seconded, passed.

DE-2-95 Motion: Disclaimer will always be in newsletter. All names printed with last initial only unless consent is given to Editor to print last name. Seconded, passed. DE-2-95 Motion: To approve fund of \$150.00 total for Karen to attend PRASSA. Seconded, passed.

DE-2-95 Motion was passed that in future more time be allowed so we can take to groups.

DE-3-95 Motion: To limit the total number of meeting schedules donated, at no charge, to treatment facilities to a maximum of 500 per print. Seconded, passed. DE-6-95 Motion: To designate \$350.00 for the prudent reserve for the calendar year and apply \$100.00 of current treasury funds towards this goal. Seconded, passed.

DE-6-95 Motion: To consider all comments but table these issues due to emotional content. Although motion was seconded, we did not vote on this issue because the Newsletter person was uncomfortable being in limbo for a month.

DE-6-95 Motion: To support Dave's continued work on Newsletter until such time as he either cannot stand us any more or his term expires. Seconded, passed.

DE-7-95 Motion: To fund PI-CPC with \$45.00 required to hold the brown bag PI-CPC luncheon for treatment center workers. Seconded, passed. To be continued...

DE-11-95 Motion: PI-CPC chair moved that the District fund all standing committees at the rate of \$50.00 with the exception of Corrections, which will be \$75.00. Tabled.

### 1996

DE-2-96 Motion: To have the next newsletter printed on newsprint in Spokane for 300 copies, at a \$75.00 cost with extra copies sold at \$0.25/ea. Seconded, passed.

DE-2-96 Motion: To add phone numbers to sign-in list at District meeting. Seconded, passed.

DE-3-96 Motion: To set the prudent reserve to \$500.00. Seconded, passed. DE-7-96 Motion: To split Literature and Grapevine. Seconded, passed.

DE-8-96 Motion: To make the Gratitude Banquet a joint effort. Seconded, passed.

### 1997

DE-3-97 Motion: To purchase a case of Big Books for the jail. Seconded, passed. General consensus that we vote in District meetings when H&I or Corrections or Treatment need more Big Books.

DE-7-97 Motion: To form a committee to compile information (go through old minutes, Newsletters, etc) to form a future District 8 Handbook. Seconded, passed.

### 1998

DE-3-98 Motion: For District to make a one time contribution for the cause of funding a Grapevine startup kit of \$150.00. Seconded, passed.

DE-3-98 Motion: Send excess money to Area 92. Maintain \$1000.00 in District checking account. Seconded, passed. Prudent Reserve stays at \$500.00.

DE-3-98 Motion: Made and seconded as follows: Can District money be granted to Ray E., Archives Chair, for PRAASA? Passed.

DE-10-98 Motion: Outdated literature will not be sold can donate to Archives. Seconded, passed.

DE-10-98 Motion: To recombine Literature and Grapevine. Seconded, passed. DE-12-98 Motion: That District donates 3 Big Books with current Pink can money today. Seconded, passed.

#### 1999

DE-2-99 Motion: District pays 1/2 (\$98.45) for phone system at Central Office. Second, passed.

DE-11-99 Motion: Pay back outgoing Literature person \$53.40; monies owed her for literature she fronted. Seconded, passed.

#### 2000

M-6-2000 Motion: Buy PI/CPC a case of Big Books for schools in the District. Seconded, passed.

M-6-2000 Motion: We move that during the Alternate DCM's two-year term, two Quarterlies and two Area Assemblies would be paid for by the District. Seconded, passed. To be continued...

M-7-2000 Motion: To host next available Assembly (2000 or 2003). Seconded, passed.

#### 2001

M-2-01 Motion: Send excess funds (of \$113.95) for year ending 12/31/00 to the area. Passed.

M-4-01 Motion: To pay \$25.60 for literature for PI/CPC. Seconded, passed. M-5-01 Motion: To purchase 6 Big Books for jail Library. Seconded, passed.

M-9-01 Motion: To send the \$270.00 excess from Quarterly to Area. Seconded, passed.

M-9-01 Motion: To loan Gratitude Banquet \$100.00 for deposit at fairgrounds. Passed. M-11-01 Motion: The 2003 Assembly Committee is asking District 8 to advance \$300.00 to be used as seed money. This money will be paid back after the conclusion of the assembly. This is a one time request. Seconded, passed.

M-12-01 Motion: To give NIBH Treatment Center 7 soft cover Big Books for stocking stuffers. Seconded, passed.

#### 2002

M-4-02 Motion: To move GSR meeting to the Church of Nazarene at 4th and Kathleen. Passed.

M-6-02 Motion: Archives Budget to be added to the District 8 Handbook, total budget \$50.00. Seconded, passed.

M-6-02 Motion: Proposed PI/CPC Budget to be added to the District 8 Handbook, total \$420.00. \$210.00 for PI and \$210.00 for CPC. Seconded, passed.

M-6-02 Motion: To add the number of area quarterlies and or workshops to each standing committee as required in the handbook for District 8. Seconded, passed. M-8-02 Motion: \$50.00 to be paid to the PNC for the shortfall. Seconded, passed.

M-9-02 Motion: To add these totals to the Handbook, Corrections Budget \$200.00 per year for copies, schedules, videos, etc. Treatment Budget \$150.00 per year for copies, schedules, videos, etc. All literature is covered by the Pink Can contributions from the Groups. Seconded, passed. The totals are for the calendar year (January - December).

#### 2003

M-1-03 Motion: To have a Third Legacy Committee. Seconded, passed.

#### 2004

DE-2-04 Motion: It was suggested that the mileage allowance be increased from \$0.22/mile to \$0.25/mile. Passed.

DE-2-04 Motion: The \$500.00 seed money for the Gratitude Banquet does not cover printing cost and upfront advertising after paying the deposit for the event facility. Motion to raise the limit to \$750.00. Passed.

DE-2-04 Motion: To have the Gratitude Banquet fall under the umbrella of the Activities Chair. Passed.

DE-5-04 Motion: To purchase 2 Grapevine subscriptions for the Treatment Centers. Passed.

#### 2005

DE-2-05 Motion: Raising Gratitude Banquet seed money to \$1000.00 up from the current \$750.00. Passed.

DE-4-05 Motion: The Secretary budget has been increased to \$100.00 and Archivist budget has been increased to \$200.00. Passed.

#### 2006

DE-1-06 District 8 approved the motion that we will cooperate with the North Idaho Alano Fellowship Hall but not be affiliated.

DE-6-06 The Ad-Hoc Website Committee made a presentation and the motion to build a District 8 website was voted on and approved. The new District 8 website will be available via a link on the Area website.

#### 2007

DE-3-07 Motion: To give the excess funds to Area 92. The motion to donate Gratitude Banquet excess funds to Area 92 was approved.

#### 2008

DE-2-08 Motion: To raise church rent from \$25.00/month to \$35.00/month. Passed. DE-2-08

Motion: District Handbook Area 92 revised in 2004 to update District Handbook. Passed.

DE-2-08 Motion: To host June or September Quarterly (30-35). Passed. DE-2-08 Motion: To give all past records to Archives. Passed.

DE-12-08 Motion: To reimburse Delegate for \$100.06 for mileage. Passed. (Responsibility of District to be self supporting help with expenses).

#### 2009

DE-1-09 Motion from the December meeting to rent a climate controlled storage unit was brought forward and passed.

DE-2-09 Motion: Delay sending any money to WSEA 92 until March and we determine how much we need to do district business. Passed.

DE-2-09 Motion: District 8 hold a handbook workshop for new committee chairs, new GSRs', and any other interested people. Passed.

DE-2-09 Motion: District 8 host a traditions workshop for people in District 8 and surrounding districts. Passed.

DE-3-09 Motion: Send District 8 excess funds to Area 92. Passed.

DE-5-09 Motion: District 8 hosts Delegate Report 2nd Saturday in August. Passed. DE-10-09 Motion: Move that all bank accounts held by District 8 (working reserve, prudent reserve, etc.) have a minimum of two signers on each account with the second being the Alternate Treasurer. Passed.

DE-12-09 Motion: To rent a storage unit for District 8 Archives as a repository. Passed.

#### 2010

M-12-10 Motion: Move that District 8 Activities Chair and GB Chair are separate positions. Passed.

#### 2011

DE-5-11 Motion: The Treatment Committee request a one time budget increase of \$316.39 for the Treatment Chair to attend the Spring Pre-Conference assembly. Passed.

M-7-11 Motion: Move that District 8 host Delegate report. Passed.

DE-6-11 Motion: For the Activity Chair not to be the Gratitude Banquet chairperson. The Activity Chairperson would carry out all other remaining responsibilities and be the liaison between the Banquet and the District. Passed.

M-8-11 Motion: Move that committee chairs submit budget report each month. Passed.

M-9-11 Motion: Move that District 8 Handbook is updated each rotation. Passed.

DE-9-11 Motion: To raise the Treatment and Corrections Committee credit line from

\$150/yr to \$400/yr to cover expenses such as travel to four area workshops a year, copies, Bridge the Gap, envelopes, and postage.

#### 2012

DE-1-12 Motion: \$1000 deposit to Best Western for 2012 Gratitude Banquet. Passed. DE-4-12 Motion: Move that District 8 disperse funds in excess of \$3000 be sent to Area 92 Treasurer. Passed.

#### 2013

DE-2-13 Motion: \$3000 in Prudent Reserve; \$1000 GB seed money; excess funds go to Area 92 less \$500 to GSO and \$500 to CDA Central Office. Passed.

DE-3-13 Motion: To have Archives displayed at the CDA Convention. Passed.

DE-6-13 Motion: Allocate funds for District 8 Archives storage unit (\$1079.40/yr). Passed.

DE-7-13 Motion: That District 8 Guidelines be amended to include a budget line item to cover the cost of appropriate storage for District Archives, and that Archives budget and Treasurer's reports be dated to reflect this change. Passed.

DE-12-13 Motion: To accept the Ad-Hoc Literature committee's recommendations for Literature. Passed. 1st recommendation: To separate the funds for Pink Can, Grapevine, and Literature. Passed. 2nd recommendation: To donate the current pamphlet display rack to our District 8 Archives after the new display is received.

Passed. 3rd recommendation: To establish definition of "ample supply" for District 8 to be: All of the contents of a standard GSO display package, 5 of each pamphlet, 1 case of Alcoholics Anonymous, 1 case of Twelve Steps Twelve Traditions and 1 use of Daily Reflections. Passed. 4th recommendation: To donate three braille sets (1 Big Book, 1 12x12, and Daily Reflection) in stock to School for the Blind. Amended - send two sets to the school for the blind and keep one set for the District. Passed. 5th recommendation: To update and modify the District 8 Handbook Section 2 Item J to be consistent with GSO Guidelines for a District Literature Committee.

#### 2014

DE-4-14 Motion: To have Mike sign a contract with the CDA Resort to commit the GB to the next three years with the understanding that costs would remain \$25 this year and would increase to \$30 in 2015 and 2016. The date would remain the second weekend in November. Passed.

DE-4-14 Motion: #5 Donate 50% to GSO, 50% to Area. Passed.

DE-9-14 Motion: To reconsider the amended Literature motion Coordinate with District 14 Corrections Committee and assist them with purchasing literature for correctional institutions in their District, not exceed 1/3 of our current physical inventory. Passed.

#### 2015

DE-4-15 Move that District 8 of Area 92 Alcoholics Anonymous divest itself of all interests in the Gratitude Banquet to include but not limited to the following line items: Beginning December 1st 2015 the District: #1. Will no longer lend the District name to the Gratitude Banquet. #2. Will expect and accept full reimbursement for all financial outlays for the Gratitude Banquet, to include \$1000 seed money and any other monies set forth. #3. Will no longer assign any responsibility regarding the Gratitude Banquet to any District officer elected or appointed. #4. Will no longer take any interest in the disbursements of funds accumulated by the Gratitude Banquet Committee in excess of reimbursements to the District. #5. Will not assist with and funding of the Gratitude Banquet. Passed.

DE-5-15 Motion: District 8 use pink can money to make a onetime contribution to purchase 20 subscriptions of La Vina magazine and donate the subscriptions to the Area Corrections Committee. Passed.

DE-7-15 Motion: To make PI/CPC two separate standing committees. Passed.

#### 2016

DE-2-16 Establishment of Third Legacy Ad Hoc Committee that would establish a Third legacy Committee. Passed.

DE-3-16 Request recording device to record the District Meetings. Beginning of each meeting ask permission to record, then after transcription the recording be destroyed. District to pay for device. Passed. Treasurer to obtain device. Secretary to keep for District use (also look at Minutes 2-16 for this motion). Motions Passed continued... Motions Passed Cont.

DE-4-16 District 8 forgive the \$1000 originally given as startup money for the Gratitude Banquet. Passed (Forgive the GB Committee's debt).

M-6-16 Third Legacy requests permission District 8 to cover the cost of 40 pamphlets (P-16) total cost \$12 that will be used at Sponsorship workshop in July. Passed.

M-11-16 \$100 seed money be provided by the District for the workshop. Passed. (District 8 hosting Dec 2016 Area Standing Committee Workshop. 7th Tradition from the W/S to be given to District).

M-4-16 (HM) Once the District Meeting has been transcribed and approved by GSR Body (District) then the recording be destroyed. Passed.

M-11-16 (HM) Rather than read all the minutes, we only read the old and new business from last month and Treasurer's report. Passed.

## 2017

M-1-17 To add the following description of the Third Legacy Chairperson and Committee to the District 8 Handbook. Passed. Third Legacy Committee: \*The goal of the 3rd Legacy is to carry the message to the alcoholic who still suffers. This is achieved in a number of ways; a) stress "service" to members in the District and AA as a whole b) educate, inform, and discuss the importance of service involvement c) emphasize AA Service Manual / 12 Concepts for World Service and Conference Structure, which includes: Groups, District, Area, Nation, and World. \* It is suggested the chairperson of the Third Legacy Committee have a minimum of 5 years of continuous sobriety and a strong background in service. The position shall have a 2 year term. \* The Third Legacy Committee should create forums, workshops, and events to inform and educate District 8 Groups regarding all aspects of service. The committee should make itself available to address all members. \* The Third Legacy Committee may coordinate with the Activities Committee as outlined in the District 8 Handbook. \* The Third Legacy Chairperson shall attend all District 8 Meetings, Standing Committee Meetings, and submit monthly and annual reports to the District 8 Newsletter. \* The Third Legacy Committee shall communicate with Area Committees and Officers whenever possible and invite them to speak at or participate in Third Legacy events. \* The Third Legacy Committee is encouraged to submit several service oriented articles to the District and Area Newsletters throughout the year.

M-6-17 Distribute \$1490 to GSO and Area each which is the amount over \$1000 working budget. Passed. (One time amount for quarterly disbursement).

M-3-17 (HM) For all new motions that are passed, the Secretary should automatically create an updated motion and input it in the new minutes. Passed.

## 2018

DE-2-18 To request that District 8 form an Ad-Hoc Committee to research and develop a proposal for a District 8 WSEA 92 website. Passed.

M-3-18 The Ad-Hoc Web Committee proposes the creation of a District 8 Website. This site will cost \$2500 for startup, creation, and first year administration. Passed.

M-3-18 The Ad-Hoc Web Committee proposes that District 8 creates a permanent web committee with a chair and a budget that helps oversee the construction, policy, administration, and content of the District 8 Website. Passed.

M-7-18 To create a permanent web chair and web committee. Passed M-10a-18 To reimburse costs for PI Chair to purchase literature. Passed

M-10b-18 All pamphlets published by AAWS have the title to the pamphlet on the upper third of the front cover, and never on the lower third of the pamphlet. Passed.

#### 2019

M-5-19 When printing the District Eye, District 8's newsletter, it is suggested that the newsletter Chairperson limit the hard copy content to Alcoholics Anonymous service functions only. Passed.

#### **M-6-2019 Make all District Meetings Hybrid**

M-8-19 Move that District 8 to hold a District Inventory before the end of this rotation. Passed.

M-10-19 Donate to Scott for coming into town to hold elections for District 8. Unanimously accepted.

**M-6-19** The rate for the Zoom account renewal was discussed. (New rate to renew account for \$159.00 [discounted at 111.00]) A motion was discussed to have the district authorize a one-year subscription. Dirk made a motion to table the issue while GSRs took it back to their groups. Motion failed. After more discussion, Rachel called the question: "All in favor of purchasing a one-year plan for the district's zoom account". Majority agreed. Motion carried and passed.

**M-7-2020** Helen proposed doing District 8 meetings in a Hybrid matter that included Zoom meetings and a discussion ensued. Some were for the change and some were not. Benjamin stated he would defer the topic to Catherine (Alt DCM) for the August meeting for further discussion and possible voting on a motion. ≥ Dirk then proposed that the topic be presented as a housekeeping motion and that the District meeting be held as a hybrid meeting. After some discussion, the motion ultimately passed, and some volunteers offered to aid in the distribution of the hybrid meeting. Details and specifics will be discussed and worked out further at the August District meeting

#### 2022

M-4-2022 The PPG of N Idaho moves that the D8 mileage rate be increased to 80% of the current IRS (Federal) rate. Unanimously approved.

#### 2023

M-5-2023 The Grapevine/Literature Chair will make a large literature purchase prior to the scheduled price increase. Unanimously approved.

### **Appendices**

#### **1. Simplified Robert's Rules of Order for use at AA Business Meetings**

\*\*\*The following brief explanation of Robert Rules of Order is presented only for the general understanding of our meeting structure, and therefore should not be construed as binding rules of procedure.

Robert's Rules of Order are used around the world to allow organizations to make decisions in a timely and mutually accepted manner. They are designed to allow groups with widely opposed factions to come to agreement. They are not the only kind of informal parliamentary procedure, but they are relatively simple and familiar in essence to many people. This document presents a simplified version for use in the business meetings of Alcoholics Anonymous or other 12-step programs. This is not General Service Conference-approved A.A. literature, but it does reflect common practice.

### **Main ideas:**

We gather in a spirit of cooperation to discover our group conscience. We need never fear the conscience of the group.

For each discussion, everyone should have the chance to speak once before anyone may speak a second time.

Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.

The members discuss only one thing at a time.

### **The Chairperson**

The Chair performs an invaluable service by running the business meeting according to the rules of order. The Chair cannot vote, introduce motions, or participate in discussion. In general, no one should speak without first being recognized by the Chair, and if people start speaking out of turn, the chair will call for order.

### **The Secretary**

The Secretary takes notes so that they can prepare the official written record of the meeting, called the “minutes.” Clear, accurate minutes are very important - they will be used to keep track of the group’s conscience, as well as unfinished business from previous business meetings. The Secretary need not record everything that is said; the minutes are not a transcript.

But they should include:

1. Officer’s reports, if any were made during the meeting.
2. The exact wording of any motions introduced, and their fate (passed, defeated, referred to committee, or tabled).
3. If motions were referred to committee, make sure the group specifies the duties of the committee and when their report should be delivered to the full business meeting. If at any time the Secretary is unclear about something, he/she should ask for clarification immediately. The Secretary can vote, introduce motions, and participate in discussion.
4. A standard AA business meeting format

Most AA business meetings are run according to the following format:

1. Minutes of the previous business meeting should be read by the Secretary. After they are read, if there are no objections to the content, a motion to accept the minutes should be passed.
2. Officers’ Reports. If necessary, trusted servants (at minimum the Treasurer) report to the group.
3. Old Business:
  - a. If there are any reports due from committees, they should be delivered during this phase of the meeting.
  - b. If there are any motions pending from a previous business meeting, they should be taken off the table for consideration at this time.
4. New Business. If any member wishes to bring up a new topic for the consideration of the group, it should be done during this phase.

### **Motions**

A main motion is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After

recognition by the chair, any member can introduce a main motion when no other motion is on the table. A main

motion requires a second to be considered. A main motion must be disposed of (passed, defeated,

tabled, referred to

committee, or postponed indefinitely) before a new main motion may be considered. A subsidiary motion affects the main motion under discussion (e.g., “I move that we amend the motion to specify

that the break should be 5 minutes long”). After recognition by the chair, any member can introduce a subsidiary motion when another motion is on the table. Once a subsidiary motion has been seconded, it must be disposed of before returning to the main motion. Subsidiary motions can theoretically have their own subsidiary motions, each of which must be resolved in turn. The various kinds of subsidiary motions have different precedence and require different votes to pass (see next page).

Technically, once a motion has been introduced and seconded, it “belongs” to the group, not the person who introduced it. Instead of the mover “withdrawing” it, the group should amend it, or move to postpone the motion indefinitely (a way of killing the motion without voting it down).

To bring a new idea before the group:

After recognition by the chair, present your motion by starting “I move that we ”. A second is required for the motion to go to the floor for discussion, or consideration. If a motion passes, it goes into effect immediately or at a specified time. Defeated motions cannot be reintroduced for 6 months.

To change or add to the wording of a motion under discussion:

After recognition by the chair, move to amend the motion by proposing a specific amendment. Most amendments are friendly, arising naturally out of the group’s discussion of the motion, and can be accepted by the original mover. But if the original mover objects, a majority vote will still amend the original motion. An amendment can completely reword or replace a motion without voting it down.

If you have heard enough discussion, either:

1. Move to close the discussion. This ends discussion and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.
2. Move to limit discussion to a set period of time or to a set number of speakers. Requires a 2/3 vote.

To recommend more study and/or investigation be given to a motion:

Move to refer to a committee. Refers a question to be investigated by a specified group, with a specified purpose, and a specified time to report back to the entire group.

Requires a majority vote.

To postpone a motion until some later time:

Move to table the motion until a specific time. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. A majority is required to table a motion.

To end the meeting:

Move to close business meeting. All pending motions will be tabled until next biz meeting. This motion takes immediate precedence and is not discussed. It requires a majority vote to pass.

You are unsure that the Chair has announced the results of a vote correctly. Without being recognized, call for a “division of the house.” At this point a standing vote will be taken.

If you are confused about a procedure being used and want clarification:

Without recognition, call for a “point of information.” The Chair will ask you to state your question and will attempt to clarify the situation.

If you think the rules of order have been violated:

Without recognition, call for a “point of order.” The Chair will ask you to state your question and



will attempt to clarify the situation.

To kill a just-introduced motion:

Without recognition from the Chair simply state "I object to consideration." This must be done before any discussion. This motion requires no second, is not debatable and requires a 2/3 vote. If you have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. A 2/3 vote is required. A note about main motions: in adversarial assemblies, nothing is discussed without a motion. But in AA, cooperation is assumed, and it is often counterproductive to introduce a main motion before there has been some discussion of its subject matter. After some discussion, the intent of the group is usually clearer, and the chair can be of service by attempting to coalesce what he or she has heard into a coherent motion, and ask if anyone will introduce the motion.

You may influence WHAT the members discuss:

If you would like to discuss something - motion

If you would like to change a motion under discussion You may influence HOW and WHEN a motion is discussed:

If you want to limit discussion on something - limit discussion if you think people are ready to vote - end discussion

If you want a committee to evaluate the topic and report back - refer to committee if you want to discuss the topic at another time - table until later in meeting or next meeting

You may INTERRUPT a speaker for these reasons only: To get information about business - point of information to get information about rules - parliamentary inquiry

If you see a breach of the rules - point of order Precedence of Motions

Lower-numbered motions have precedence over higher numbers.

1. Close meeting - not debatable; goes to immediate majority vote.
2. Call for orders of the day - A demand to return to the regular order of business.
3. Table until later in meeting - This motion is only used to set aside the pending motion to take up something
4. more urgent, with the full expectation of returning to the motion.
5. End discussion and vote - A motion to close debate immediately and vote now on the pending motion. Applies
6. only to the motion on the floor. Not debatable; requires 2/3 vote.
5. Limit discussion - can be general, or for a specific time or number of speakers. Not debatable; requires 2/3 vote.
7. Table until next meeting - Postpones the current motion to the next session or to an adjourned meeting.
8. Refer to committee - applies only to the main motion.
9. Amend - if not accepted by mover, must be voted for by a majority to be considered and passed.
10. Kill Motion on the floor - Kills the motion without directly voting it down.
11. Main Motion - what it is you're debating and amending.

Main Motion second discuss amend majority rec/resc Amend Motion second discuss majority rec/resc

Kill a Motion second 2/3 maj rec/resc

Send to Committee second discuss amend majority rec/resc Table until later in meeting second majority  
Table until next meeting second discuss amend majority rec/resc Close Discussion second 2/3 maj  
rec/resc  
Limit Discussion second amend? 2/3 maj rec/resc End Meeting second majority  
Adapted from: [http://www.sonoma.edu/Senate/Roberts\\_Simple.html](http://www.sonoma.edu/Senate/Roberts_Simple.html)

## **Section VIII: Motions Failed from 1997-present**

DE-7-97 To form an Activities Committee separate from District to raise funds for Standing Committees and/or the Treasury with to without input from Intergroup. Failed.

DE-1-01 For District 8 to sponsor a website. Failed.

DE-3-07 To divide the Gratitude Banquet funds between GSO and Area 92. Failed. DE-3-07 To increase the District 8 gasoline mileage reimbursement. Failed.

DE-3-08 To change the night of the District Meeting. Failed.

DE-3-09 Treatment Committee to donate Big Books and other Literature to all Treatment Centers. Failed.

DE-2-14 3rd recommendation: Amendment to establish definition of “Ample supply” for District 8 to be: All of the contents of a standard GSO display package, 5 of each pamphlet, 3 cases of Alcoholics Anonymous, 2 cases of Twelve Steps Twelve Traditions and 1 case of Daily Reflections. Failed.

DE-4-14 To split the Gratitude money 50% GSO, 30% Area, 20% Central Office. Failed. DE-4-14 To split the Gratitude money 40% GSO, 40% Area, 20% Central Office. Failed. DE-4-14 To table this discussion until we have more knowledge. Failed.

DE-4-14 To split the Gratitude money 50% GSO, 30% Area, 20% Central Office. Failed.

{New motion after identical motion, noted above, failed; so this was motioned twice and failed twice same night}.

M-3-18 Propose a change to the District Handbook that the Prudent Reserve be adjusted from \$3000 to \$1500 balance. Checking account balance to remain at \$1000 plus/minus. Propose to define Prudent Reserve as an amount of money put aside for use in extraordinary circumstances. It is not held for use in normal circumstances.  
Failed.

M-7-18 Move that District 8 fund the standing committee chairs to attend the annual Area 92 Pre-Conference Assembly to include mileage, registration with meals and 1- night hotel accommodation. Failed