

## **DISTRICT 41 GUIDELINES**

**Last Updated January 23<sup>rd</sup>, 2015**

The following District 41 guidelines are an extension of the suggestions in The AA Service Manual and Western Pennsylvania Area 60 Guidelines. These guidelines embody a clarification of duties and procedures to improve communication and general services to the AA groups in District 41.

1. The District Committee
  - A. Is composed of GSR's elected by and representing the AA groups in District 41.
  - B. Is the liaison between the individual groups and Western Pennsylvania Area 60, Alcoholics Anonymous.
  - C. Coordinates local services and 12 step activities.
    1. All AA members are welcome to attend.
    2. Is chaired by the DCM (or Alternate DCM).
2. Quorum
  - A. Shall be substantial unanimity of two thirds (2/3) of the number of voting members present.
3. Voting Members
  - A. Shall be the current GSR or the Alternate GSR if the current GSR is absent, so that each group has one vote.
  - B. All District 41 officers and standing chairs, with a maximum of one vote per voting member.
  - C. All voting procedures shall follow the third legacy guidelines.
  - D. All voting members may make and second motions.
4. Finances
  - A. Funds shall be deposited by the District Treasurer into a checking account for the District.
  - B. Elected District Officers must sign a signature card at the bank holding the district funds in order to sign and co-sign disbursements.
  - C. Officers receiving reimbursement cannot sign or co-sign the check made out to themselves.
  - D. District 41 shall reimburse the DCM or Alternate DCM for travel expenses incurred while representing the District, at the rate of thirty (\$0.30) cents per mile or gas receipts.
  - E. All money spent from district funds must have a receipt.

## **COMMITTEE MEETING GUIDELINES**

### **I. DECORUM**

Probably the most serious defect in most meetings is the lack of reasonable decorum. Good order must be maintained if business is to be carried out. Courtesy would demand that there should be no whispering, cross talk, or commotion while any speaker has the floor. It is best not to speak too frequently and to limit the time of discussion on each item on the agenda. Beware of personalities and treat each other with respect. Sticking to the facts rather than what you think or believe, will help protect the integrity of the meeting. Nothing so mars the dignity of a meeting as the sharp retort or angry voice. Speak while motions are pending not after final resolution or after the meeting is over.

### **II. MAJORITY**

There are several voting majorities used in A. A. The " simple majority" is valid when a sense of the meeting is used to determine the Committee's wishes for simple items of business or meeting procedures. There are two "substantial unanimity" majorities used in AA. The first and most common is a majority of 2/3rds, and is used when voting on important issues such as finances, policy, literature, or major changes in written guidelines. The second is a majority of 3/4ths used when a change in the structure of A.A. as a whole is at issue.

In passing it has to be noted that the District Committee may and can decide with a simple majority vote what the substantial unanimity requirements for settlement of a particular question will be - prior to voting for that question.

### **III. THE RIGHT OF APPEAL**

One of the closely guarded principles of A.A. is that of Concept V - "The Right of Appeal". It is the defining line between the spirit of democracy as we in AA practice governing ourselves and democratic tyranny as practiced by all other democracies. In effect what this right does for us at the District Committee is allow for all minorities to tell the majority it may be wrong. In practice after discussion and a vote has been taken on a motion, a poll of those not voting in the majority is taken to see if any wish to speak. After all those in the minority have spoken the majority is questioned to determine if any would change their vote. If there is one or more, then a new vote is taken on the motion. The vote then becomes final. If no one in the minority wishes to speak after the original vote then the vote is final. And, if no one in the majority would change their vote after hearing the minority opinion then the vote is final.

### **IV. MOTIONS**

General Statement: When a motion has been made, seconded, and then stated by the secretary, the committee should not engage in any other business until the motion has been disposed of. The mover is the only person that can amend or withdraw a motion once the secretary has stated it. Any motion not seconded is "put down or set aside" automatically - not supported.

1. *To Amend:* This is an action taken by the mover to change, add, or omit words in the original main motion.
2. *To Withdraw:* This action can only be done by the mover. It is to completely withdraw the motion before the District Committee, and can be made anytime up to the call for a vote. Once withdrawn the motion cannot be reconsidered at that meeting. A similar but not same motion may be considered at that meeting only if moved by a different person.

3. *To Commit*: When a motion becomes too involved with discussion or when it is wise to investigate a question more carefully, it may be moved to commit the motion to a committee for further consideration. The committee must make a report on such question at the next District Committee Meeting. Any voting member of the District Committee can make this motion at any time during the discussion of the main motion. It is debatable and requires a simple majority to accomplish.
4. *To Lay On the Table*: The object of this motion is to postpone the subject under discussion in such a way that it can be taken up at some time in the near future as determined by the District Committee. This motion is not debatable nor is it amendable and can be made by any voting member of the District Committee during discussion of the main motion. Requires a simple majority to pass or reject.
5. *To Call the Question*: This is to close debate on an active question. This motion may be made when debate becomes long drawn out. It is not debatable. It is made in the form of, "I make a motion to call the previous question." If it is seconded the Chairperson shall then call for a vote to close debate and vote on the original motion. If this is agreed on by a 2/3rds vote the original motion before the District Committee is immediately voted upon.

## **V. ORDER OF BUSINESS**

The order of business is listed by the Agenda, which is set by the DCM with the cooperation of the other District Officers and Coordinators.

## **VI. GENERAL PROTOCOL**

The DCM should refrain from entering the debate of questions before the District Committee, unless a point of order is called, or there is a need for clarifying information that the DCM may have, or in the normal process of trying to maintain order. The DCM has the right to try and limit the time spent on discussion of any question before the District Committee.

It is important that individual members of the District Committee not get involved in arguing back and forth while discussing a question regardless of how we feel about the subject. Each member is encouraged to state their factual position on a question then allow another to state their position without a retort or attempt to refute the other member's position. This leads to loss of order, flaring of emotions, and excessive amounts of time in deciding the question. Once each member has had his or her say once (or twice at the most) a vote should be taken on the question if no other motion on the motion has been offered.

There may arise a time when someone with specific information (not a member of the District Committee or AA) may be asked to address the Committee. This person should be accorded every respect due an A.A member.

To borrow from the sixth Warranty - Therefore we expect that our Committee will always try to act in the spirit of mutual respect and love-one member for another. In turn, this signifies that mutual trust should prevail; that no action ought to be taken in anger, haste, or recklessness; that care will be observed to respect and protect all minorities; that no action should ever be personally punitive; that whenever possible, important actions will be taken in substantial unanimity; and that our Committee will ever be prudently on guard against tyrannies, great or small whether these be found in the majority or in the minority. The sum of these several attitudes and practices is, in our view, the very essence of democracy-in action and spirit.

## **Changes to the District 41 Guidelines, August 2014**

1. Changes to Section I (The District Committee):
  - a. Removed Subsection C, Subsection 3: “An audio recording is made of the District Committee Meetings for the use of the Secretary in preparing the minutes.”
2. Changes to Section III (Voting Members):
  - a. Removed former GSR’s as voting members
  - b. clarified one vote per voting member
  - c. Added “All voting procedures shall follow the third legacy guidelines.”
  - d. Added “All voting members may make and second motions.”
3. Changes to Section IV (Finances):
  - a. Changed the officers capable of signing a check from the Treasurer and Alternate DCM to the DCM, Alt. DCM, Treasurer and Secretary.
  - F. Added “Elected District Officers must sign a signature card at the bank holding the district funds in order to sign and co-sign disbursements.”
  - b. Added “Officers receiving reimbursement cannot sign or co-sign the check made out to themselves.”
  - c. Changed reimbursement rate for the DCM / Alt. DCM for travel expenses (IV:E) from 0.25/mile to 0.30/mile.
  - d. Added “All money spent from district funds must have a receipt.”
4. Committee Meeting Guidelines
  - a. Changed VI. General Protocol:
    - i. Removed: “The DCM should not make or second any motions.”

## **Changes to the District 41 Guidelines, January 2015**

1. Changes to Section IV (Finances)
  - a. Removed “All checks are to be signed by two (2) District 41 officers. The two (2) District officers signing the check shall be two of the following officers: DCM, Alt. DCM, Treasurer and Secretary.”

## **District 41 Budget, 2014**

### **DCM / Alternate DCM**

\$0.30 per mile or gas slip reimbursement for travel to all quarterly meetings, assemblies and area functions. Registration, hotel accommodations, and meal package for the Getaway Weekend.

\$450.00 / year maximum

### **Secretary**

Funds to be used for office supplies and making copies of all handouts, minutes and other district business. Secretary must have a computer with email access and the ability to send typed copies of the minutes via email.

\$200.00 / year maximum

### **Treasurer**

Funds to be used for bank fees, re-ordering checks and other bank related fees. Treasurer must procure a debit card for the District 41 bank account.

\$75.00 / year maximum

### **Treatment Facilities Coordinator**

Funds to be used for books, pamphlets and other print materials. An additional \$0.30/mile is available in reimbursement for any travel to an invited area 60 event. The coordinator must be specifically invited to the event as a presenter.

\$100.00 / year maximum

### **Corrections Coordinator**

Funds to be used for books, pamphlets and other print materials. An additional \$0.30/mile is available in reimbursement for any travel to an invited area 60 event. The coordinator must be specifically invited to the event as a presenter.

\$100.00 / year maximum

### **CPC/PI Coordinator**

Funds to be used for books, pamphlets and other print materials. An additional \$0.30/mile is available in reimbursement for any travel to an invited area 60 event. The coordinator must be specifically invited to the event as a presenter.

\$100.00 / year maximum