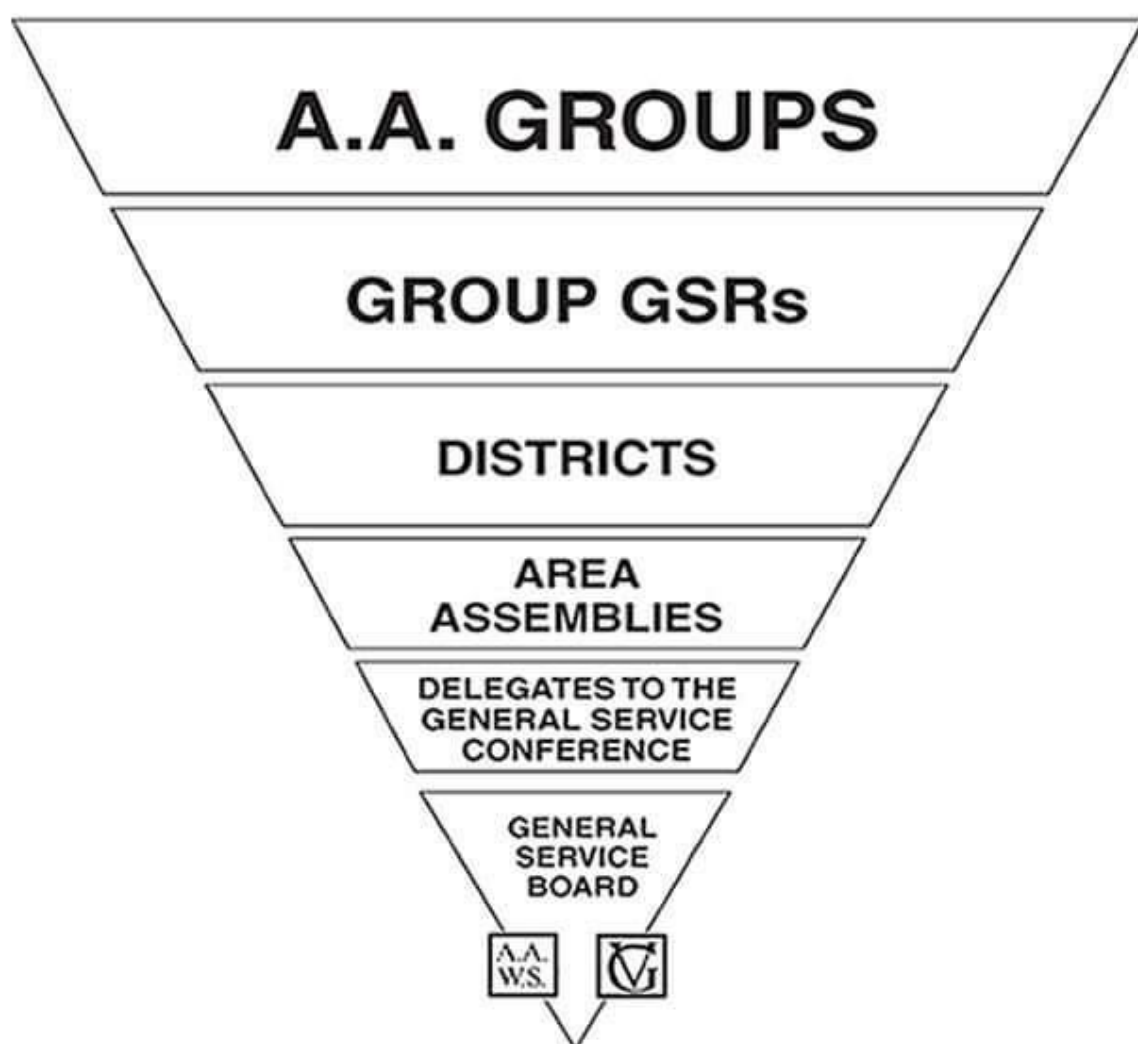


DISTRICT 14

HANDBOOK

General Service Structure



INTRODUCTION

The importance of groups and their respective members within A.A. cannot be emphasized enough. However, since the fellowship's meager beginnings, recognition of the necessity of unification amongst groups has greatly enhanced the effectiveness of extending..."the hand of A.A.". The uniformity of literature, providing of information to the local public and professionals and a local hotline answering service are only a few examples of the direct results made possible through the combined efforts of groups within District 14.

Being *of* service is best described as making coffee, cleaning/setting up and passing around a *Where & When*. Being *in* service (general service for our purposes here), makes it possible to provide the coffeepot a meeting place and ensures the *Where & When* is printed.

We are gathered here in the spirit of love and service to preserve, strengthen and further unify A.A. as a whole.

Above all else, participation within our district service structure is reserved for those who have suffered from alcoholism and have overcome the obsession to drink through the program and processes inherent within Alcoholics Anonymous.

Purpose of Handbook:

The main purpose of this handbook is to present the procedures of the current structure of general service within District 14. Through clear, concise and consistent communication, we hope to engage newcomers in general service. A service sponsor is highly recommended for further encouragement and guidance.

It should be understood that all positions, either elected or appointed, are entered into with the Spirit of Rotation at the forefront. "Our leaders are but trusted servants, they do not govern". The principle of a rotating committee/officer was formed with the limitation of its own authority in mind. This rotation principle encourages trusted servants to move on in service, thus allowing opportunities for the newcomers to engage in general service. Remaining in a position for too long can be detrimental to all those involved and those seeking an opportunity to serve.

G.S.R. Preamble:

We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of A.A.

We realize the ultimate authority is a loving God as He may express Himself in our Group Conscience. As trusted servants, our job is to bring information to our groups in order that they can reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our fellowship.

Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our group and A.A. as a whole.

Guiding Principles

A.A. is more than a set of principles; it is a society for alcoholics in action, banded together to solve their common problem and to help fellow sufferers in recovery from alcoholism.

Therefore, we believe that we see in our fellowship a spiritualized society characterized by enough enlightenment, responsibility and love of God and humanity, to ensure that our democracy of world service will work under all conditions if we have the courage "to carry the message" and the wisdom to hear.

An even greater force for A.A. unity is the compelling love that we have for our fellow members and for the principles upon which our lives today are founded.

The Twelve Steps and Twelve Traditions are principles by which A.A. members recover and by which their society functions.

The structure starts with the group conscience of the A.A. group. G.S.R.s pass the group conscience to the D.C.M. and the Area Delegate.

The District is the voice of the group conscience, guardian of the 12 Steps and 12 Traditions, perpetuator of general and world service of our society.

The District is a service body only; never a government of A.A.

The Twelve Steps, Twelve Traditions, and Twelve Concepts.

We very well know that the penalty for extensive disobedience to these principles is death to the individual and dissolution for the group.

Our Twelfth Step, "carrying the A.A. message," is the basic service that the A.A. Fellowship gives. This is our principal aim and the main reason for our existence.

Spirit of Fellowship, Love and Service, Respect, Humility, Acceptance, and Tolerance.

An A.A. service is anything what-so-ever that helps us to reach a fellow sufferer. These services whether performed by individuals, groups, areas, or AA as a whole, are utterly vital to our existence and growth. The sum total of these services is our Third Legacy of Service.

District:

A district is a geographical unit containing a number of groups capable of being sufficiently visited by the district committee member to learn of their problems and aide in ways to contribute to their growth and well-being.

District Meeting:

Business meetings are conducted in order to ensure groups are being heard throughout the service structure and coordinate funds necessary to facilitate the carrying of the A.A. message within the district.

Typically, district meetings are held on the second Sunday of each month. They are held at a predetermined location, sometimes “hosted” by a District 14 group. Occasionally, rescheduling is necessary to accommodate holidays, area assemblies, etc.

Maps:

District 14 Map (Page 17)

Southern Illinois Area 21 Map (Page 18)

East Central Region Map (Page 19)

G.S.R. (General Service Representative):

The G.S.R. is one of the most important and rewarding jobs in Alcoholics Anonymous. The G.S.R. has the privilege of linking his/her group with A.A. as a whole. The G.S.R. is the voice of their group conscience, reporting the group's thoughts to the district committee member (D.C.M.) and to their delegate, who passes those ideas on to the General Service Conference. It is up to the G.S.R. to keep two-way communication between their group and the Conference. This communication makes the G.S.R. responsible for bringing back, to the group, Conference actions that effect A.A. unity, health and growth. Only when a G.S.R. keeps their group informed and communicates their group conscience, can the Conference truly act for A.A. as a whole.

Experience shows that the most effective G.S.R.s have been active in groups or other service, where they have developed a desire to serve and encountered situations in which the Twelve Traditions have been called upon to solve problems. It is recommended that the potential G.S.R. have at least two years of continuous sobriety and have the confidence of the group. They should have the willingness to listen to all points of view. Prospective G.S.R.s ought to have ample time available to hold regularly scheduled group service meetings, and attend both monthly district meetings and quarterly area assemblies. The future G.S.R. should be aware of the level of personal commitment needed to hold this position for two years. Holding multiple service positions simultaneously is greatly discouraged.

Once a group has elected their G.S.R.; prompt notifications to the district and the General Service Office (G.S.O.) are crucial to ensure communication does not break down. (Please see the Alcoholics Anonymous Group Information Change Form).

Upon election, G.S.R. participates in both district meetings and area assemblies. They serve as the mail contact with G.S.O. and they are listed in the A.A. directories as contacts for their respective groups. In addition, they serve as the mail contact with their D.C.M. and the area committee. They will receive the G.S.O. bulletin Box 4-5-9, and keep their groups up-to-date of A.A. activities all over the world. G.S.R.s should be knowledgeable about material

available from G.S.O., such as new literature, guidelines, bulletins, videos, kits, etc. G.S.R.s are strongly encouraged to attend and participate in state and regional conferences, as well as regional forums.

G.S.R.s should work closely with their group's treasurer to develop practical plans for group support of G.S.O., such as the Regular Contribution Plan and the Birthday Plan. With that, they should encourage the group to support the area and district.

District Officers:

D.C.M. (District Committee Member):

The D.C.M. is essentially the information liaison between groups within his/her district and the area. D.C.M. is the chairperson for the district meetings and provides reports concerning the most recent past area assembly, as well as providing the area with a report regarding district business since the last assembly. The D.C.M. is exposed to the conscience of all groups represented through G.S.R.s present at district meetings. Suggested time of sobriety is 4-5 years. In emergency situations involving the absence and/or event of the treasurer being incapacitated for any reason, the D.C.M. will temporarily assume duties and responsibilities associated with district treasury. If position of any elected officer is vacated for an extended period of time (length to be determined by district), D.C.M. will conduct an impromptu election to fill the position.

A district inventory should be conducted every two years, coinciding in the middle of his/her (D.C.M.) term. District inventory should be guided by the Group Inventory Worksheet (A.A. Group pamphlet), the Twelve Traditions and Twelve Concepts.

The D.C.M. should be prepared to attend all area assemblies, state and regional conferences, and East Central Regional Forum.

(Please refer to *A.A. Service Manual*, "The District and the D.C.M." & the pamphlet, "Your D.C.M.", for further clarification of responsibilities).

Alt. D.C.M. (Alternate District Committee Member):

This district officer ought aide and assist the D.C.M. in the responsibilities at district meetings and area assemblies. a two-pronged approach to canvassing the district may be most beneficial and financially prudent in larger and/or more rural districts. The Alternate may be called upon to temporarily assume full D.C.M. duties and responsibilities due to unforeseen personal emergency or scheduling conflicts.

Qualifications and duties closely mirror that of the D.C.M. (See the *A.A. Service Manual*)

District Secretary:

This secretarial position asks for the clear and accurate recording of district meeting minutes. A sense of order and an ability to capture essentials of what is happening at the district meeting is a preferable attribute. A suggested sobriety time of 2 years is preferred. Clarity of minutes is essential since secretary reports require a "vote of acceptance" either as originally read or after amendments (corrections) are added, when applicable.

District Treasurer:

The treasurer prepares, provides, distributes and presents financial reports concerning district funds and make available a breakdown of monthly group contributions. He/she will collect and deposit group contributions made to the district via group representatives or personal donations from individual members. The treasurer should maintain close communication with district committees/officers concerning their respective budgets and disbursement of operating funds to committee chairs & district officers. (See Finance: District Officers and Reimbursements).

It is highly suggested the incoming treasurer, shadow the outgoing treasurer for a few months to acclimate themselves with the position. It is most preferable to change signatures on the district checking account and district P.O. Box after district elections. It is also the responsibility of the treasurer to update the EIN with the IRS, in order to keep the district's tax exempt status. The treasurer is responsible for payment to USPS for continued use of district P.O. Box. Each year, the district treasurer will make a payment (currently \$600.00) for the Answering Service.

Final establishment of annual budgets is essential and is most effective when done so during the January district meeting every year. November - December district meetings should begin discussions surrounding the following year's budget. Presentation of the previous year's spending trends is very beneficial. Proposed budget must be approved through a substantial unanimity (2/3) vote of voting members. If within the course of the fiscal year, there is a "one-off" expense which was not included in the budget, a vote must be taken during the next district meeting & approval is contingent on a two-thirds majority. Requests for funds in excess of pre-approved budgets for committees and officers, must be subjected to voting procedures during a district meeting and require a two-thirds majority vote "in-favor" for approval.

Prior to any and all events requiring district funds, the treasurer ought to work closely with chairperson to utilize district debit card, when possible. During multi-day events, treasurer should make daily visits to collect money, receipts, checks, etc., to make necessary credit/debit adjustments to district ledger. Regular budget balance updates may be requested, however, experience has suggested bi-annual updates are sufficient.

The treasurer should be willing to present information about sources of income and expenditures at group, district, area and G.S.O. levels. If necessary, treasurer and D.C.M. may need to make presentations to district in regards to self-support.

In emergency situations involving the absence and/or event of the treasurer being incapacitated for any reason, the D.C.M. will temporarily assume duties and responsibilities associated with district treasury.

Elections:

Elections should be conducted through the use of the **Third Legacy Procedure** (See *A.A. Service Manual*). District 14 elections are held every two years (November) and are concurrent with Southern Illinois Area 21 elections. It is suggested that groups hold their respective group elections sometime prior to scheduled district elections. By doing so, members are afforded an opportunity to serve at the top of the service structure, first.

Eligible voters for district elections are as follows:

Current GSRs
Current District Officers

Current District Committee Chairpersons

Past District Officers

* Current Alternate G.S.R.s and Current Alternate District Officers may cast a ballot in the absence of the primary position holder.

Removal Procedures:

1. The district may remove any officer or committee chairperson from office.
2. Removal shall be by written ballot. A two-thirds majority of voting members is required.
3. In the event the D.C.M. or any officer should be absent from two consecutive District meetings, without adequate cause for such absence, they may be asked to resign.
4. A loss in sobriety shall automatically terminate current officer membership/eligibility to vote.

District 14 Committees (Chairpersons are appointed by D.C.M.):

District 14 is self-supporting through contributions of those A.A. groups contained in the geographical area, as well as from individual members. The following committees' general definitions and qualifications can be found within the *A.A. Service Manual*.

There are five committees which are exclusive to District 14, as are the duties and responsibilities associated with those respective committees. Committees exclusive to District 14 are as follows: Booze News, Bridging the Gap, Special Events, Technology/Website and District 14's *Where & When*. Exclusive committees will be denoted with an *.

Archives: Custodial responsibility and collection of books, recordings, documents and artifacts containing historical significance to District 14.

***Booze News:** The committee of the Booze News should be able to maintain a neutral viewpoint on anything that is entered into the Booze News. Biased opinions can lead to disunity, whether they be pro or con. The most sincere attempt should be made to enter nothing but the facts; i.e., all entries must be verified before entry. If an incorrect entry is made and it is pointed out to the publisher, a correction plus an apology should be entered in the next Booze News published. The committee will search other websites for events that can be entered into the District 14, Booze News. Print a copy of the event for reference. All sources of information that are in paper form will be maintained for a year. It has been prudent to maintain this "archive" in the past as published items have had to be reexamined. The chairperson of the Booze News must be available to attend each District 14, GSR Meeting. If that is not possible, arrangements should be made to obtain a copy of the District 14, Secretary notes to compile the next issue of the Booze News.

The creation of the Booze News requires the chairperson to have a computer, printer and internet service. The committee funds will be used to pay for copies of the Booze News plus the postage for mailing those copies to individuals who prefer to receive a hardcopy of the Booze News. In the event the chairperson uses personal funds to meet these needs, receipts must be maintained for reimbursement from District 14.

***Bridging the Gap:** The committee duties are interwoven with those of Treatment & Accessibilities. Committee members expose clients of non-correctional institutional

environments to options available within the A.A. program upon his/her release. Committee members also reach out to underserved or remote communities.

Central Services/Intergroup: Orders, sells and distributes A.A. Conference-approved literature.

Corrections: Responsible for carrying the message to alcoholics behind the walls.

CPC (Cooperation with the Professional Community): Responsible for sharing information about the A.A. program with professionals and individuals who may have contact with alcoholics.

Grapevine: Tasked with the sale of *Grapevine's* monthly publication.

PI (Public Information)/Literature: Primarily concerned with recovery literature related to specific areas of service, e.g., Corrections; disseminate guidelines, pamphlets and audio/visual resources. Responsible for creating greater understanding of — and preventing misunderstandings of — the A.A. program through the public media, electronic media, P.I. meetings and speaking to community groups.

***Special Events:**

***Technology/Website:**

Treatment & Accessibilities: Coordinates the work of individual A.A. members and groups who carry the A.A. message of recovery to alcoholics in treatment facilities.

***Where & When (Meeting Directory):** The committee will maintain a master copy of the *Where & When*. This should be done in electronic format. Upon being notified of change(s) to the *Where & When* for Districts 4, 7 or 14, the master *Where & When* will be updated. The Technology Committee should be informed via email of the change to maintain a current *Where & When* on the District 14 Website. Note: The meetings in Collinsville that are part of District 18, and are in the *Where & When* will also be maintained. The committee will make *Where & When's* available at the district meetings. Other requests for *Where & When's* will be processed at the committee's discretion; i.e., via mail or hand delivery. Receipts for shipping/mailing should be maintained for reimbursement from the District 14 treasurer. Once each year, the committee will make arrangements for the printing of a new *Where & When* after several drafts have been reviewed by the District 14, trusted servants.

The *Where & When* chairperson must have a computer with printer. The chairperson should be able to download the master copy of the *Where & When* to a CD for the printer. Note: The CD will not be returned. The chairperson should furnish a copy of the master *Where & When* to the printer for guidance.

Finance:

The district, its officers and committee chairpersons will conduct all district-related financial affairs in a transparent fashion.

Working Cash: For the general fund, the working cash should be at a minimum one-third of the current year's approved budget. This is so the district can cover the more expensive conferences/conventions throughout the year and still have money for the district to operate simultaneously.

Any excess of the Special Fund's budget at the end of the year be transferred to the general fund after the January district meeting. This allows the treasurer time to reconcile Alka-thon and the district kept informed about all finances.

Prudent Reserve: Any suggested prudent reserve for the district should be dependent on local needs. Its principal purpose is to provide the financial resources to continue the essential services of the district for up to a year, in the event of an unexpected and substantial reduction in the normal revenues generated from the membership.

Although the prudent reserve should not be used except in the above stated purpose; it should be accessible by the appropriate trusted servants. It is suggested that the prudent reserve amount should not include any minimum balance which may be required by the district's selected banking institution. If, through an informed group conscience, the district changes its banking institution thereby freeing up any minimum balance requirements, the district should vote on how to distribute the overage; i.e. for a stated district purpose such as workshops or to make a contribution to C.S.O., Southern Illinois Area 21, and G.S.O. A substantial unanimity is suggested.

The subject of prudent reserve amount should be discussed annually. The suggested amount of the prudent reserve is 1/2 (one-half) the average of the past three year's monies actually spent.

The Special Fund does not have a prudent reserve.

Budgets: Committee budgets can include but are not limited to: printing, workshops, convention/conference/workshop registrations, costs associated with area assemblies, travel expenses, hotel stays and committee informational displays at district events.

Budgets should be submitted at the December district meeting of each year. The information can be disseminated to the groups and floor action taken at the January district meeting. The approved budgets will be effective January 1, of the new year. If possible, an outgoing officer/committee chairperson should work with the incoming officer/committee chairperson to submit a budget. If not possible, the outgoing officer/committee chairperson will need to submit the budget for the incoming officer/committee chairperson, as he/she should know of upcoming conventions, conferences and workshops being held locally, statewide, and nationally. If the incoming officer/committee chairperson expects a change to the proposed budget, it should be discussed at the January district meeting.

Once the budget has been approved by the district, committee chairs and officers may designate and spend the funds to accomplish their respective missions and tasks by submitting quotes or invoices of the expenditures to the district treasurer for disbursement or reimbursement of the funds. In the event the approved budget is exceeded, additional district funds must be requested by the officer/committee chairperson. Approval of additional funds should be contingent on a 2/3rds majority in the affirmative.

District Officers and Chairpersons Reimbursements:

* Chairpersons and officers requesting disbursement/reimbursement shall provide documentation and receipts regarding the types and the amounts the expenses.

- * Expenses beyond the previous 31 days will not normally be considered for reimbursement.

- * There should never be the transfer of monies between committees.

- * Given the spiritual connection associated with self-support; reimbursement of officers and chairpersons is strongly suggested, regardless of an officer's/chairperson's personal financial ability and willingness to absorb the associated costs.

- * In the event, a district officer/chairperson is unable to secure a hotel room, registration, etc., due to foreseen/unforeseen financial circumstances; a coordination of efforts between the district treasurer and the officer/chairperson should take place to secure necessary means.

- * District 14 fuel reimbursement/disbursement calculations coincides with Southern Illinois Area 21. (District 14 bases its calculations on a 100-mile round-trip @ .30/mile).

- * Reimbursements/disbursements to area assembly may include one-half of one night's lodging cost, when the expense is incurred and the one-way mileage to the assembly exceeds 100 miles.

- * Reimbursements/disbursements for multi-night stays, may include one-half of each night's lodging cost.

- * Possible airfare reimbursements/disbursements should be discussed with the district.

Robert's Rules of Order

Generally speaking, we follow "Robert's Rules of Order" and proceed on as informal a basis as possible consistent with the rights of all concerned. For instance, some members may be inexperienced in parliamentary procedures and feel too intimidated to speak up. Therefore, over the years, the district has adopted some amendments to Robert's Rules that help it proceed more closely in accordance with the spiritual nature of our Fellowship as embodied in our Traditions and Concepts.

Nevertheless, Rules of Order (or procedural guidelines) are essential guides along our path toward an informed group conscience. Agreed-upon procedural guidelines ensure the practice of "principles before personalities" while business is being conducted. A free-form discussion may appear to be the most open and easy way to conduct business, but it has the tendency to degenerate into argument and personality conflict. Rules of Order help to keep the discussion focused, and allow business to proceed in a successful and spiritual manner.

In the interest of "placing principles before personalities" while effectively addressing the business of the District, it is suggested that discussion from the floor be directed to the merits of the pending question. Speakers should address their remarks to the D.C.M., maintain a courteous tone, especially in reference to any divergence of opinion, avoid interjecting personal notes into the discussion. Personal criticism, inflammatory remarks, and outbursts during or after a statement should be avoided.

Everyone is entitled to, and should, express his or her group's concerns. However, it is not necessary to merely repeat or paraphrase earlier comments by other members. Also, remember that saving "minority opinions" for after the vote, when there is no rebuttal, can force the body to reconsider a question that might well have been decided during its initial discussion. A thorough discussion that includes all pros and cons often leads to a fully informed group conscience.

Tips, Hints and a Word of Caution:

Address only one motion at a time. Fully discuss motions before voting. Avoid premature actions (e.g., amending motions early in the discussion or hastily calling the question) as they divert attention from the subject at hand, thus confusing and/or delaying district business.

Making A Motion:

Items of business to be voted on by the district are brought to the floor in the form of a motion of a voting member. A motion is made in the form of: "I move that..." or "I make a motion that..." The motion may be of a substantive nature, or it may consist in expressing a certain view, or it may direct that a particular issue be investigated and reported on at a future date.

When a motion is made, a second is required. Seconding a motion is done in the form of: "I second that motion."

If properly seconded, the D.C.M., (or the Secretary) states the main motion and general discussion begins.

General Rules of Discussion:

- * Immediately after the D.C.M., has stated the main motion, the maker of the motion is given the opportunity to speak first.
- * Then, the D.C.M., recognizes those who wish to speak on the motion. The D.C.M., will make a reasonable effort to recognize speakers in the order in which they raise their hands, if seated.
- * In cases where the D.C.M., knows that people wishing to speak have opposing opinions, the D.C.M., may let the floor alternate, as much as possible, between those favoring and those opposing a measure.
- * Although it is not a policy, it is sometimes suggested that each person speaking limit discussion to no more than two (2) minutes.
- * No one may speak for a second time on a topic until all that wish to have spoken for the first time.
- * When every member wishing to speak has been called upon twice, it is appropriate for the chair to end discussion and put the question to a vote.
- * Voting is by a show of hands or ballot.

Calling the Question:

When a member who has properly obtained the floor believes that the discussion has been exhausted and that no new or substantive points are being made, they may call the question. Calling the question brings discussion to a halt while members decide whether to proceed directly to a vote (the question) or go on with the discussion. A motion to call the question:

- * Must be made in order, it is custom to let all speak before a question is called,
- * Requires a second,
- * Is not debatable,
- * Requires a 2/3rds vote to pass,
- * The speaker can only call the question without making any other comments on the main motion, and
- * Does not include a minority voice after the vote

If calling the question is passed discussion ceases and the members proceed immediately to vote on the main motion before them. If calling the question is not passed, then discussion on the main motion resumes.

Motion to Table (but see also Motion to Postpone to a Definite Time):

Tabling a motion delays or postpones a discussion to a later time. A motion to table should only be used to lay the pending question aside when something else of immediate urgency has arisen. It is not proper to use this motion simply to end discussion on a motion. A motion to table:

- * Requires a motion and a second,
- * Is not debatable,
- * Needs only a simple majority to pass, and
- * Does not include a minority voice after the vote.

* If the motion to table passes, the main motion would then be discussed later during the meeting (or placed under old business at the next meeting).

To Take from the Table:

To remove from the table a motion that has been previously tabled. Once a motion is tabled, the motion to remove from the table may be made at the same or a later meeting. This returns the motion for further consideration; it is neither debatable nor amendable; it can have no subsidiary motion applied, and it takes precedence over any main motion.

Substantial Unanimity:

All matters of policy require substantial unanimity, that is, a 2/3rds vote. Any actions, including amendments that affect a district action or motions that might result in such an action, also require a 2/3rds majority.

Because the number of members present during a district meeting varies from time to time, the phrase "2/3rds vote" is taken to mean two-thirds vote of the voting members present at that the time the vote is called.

After the establishment or rejection of any matter of policy by a 2/3rds vote, the minority will always be given the opportunity to speak. Then, after a reasonable length of time for discussion, the D.C.M., will ask if anyone who had voted with the majority wishes to change their vote.

Reconsideration:

A request to reconsider after the vote must be made by someone who voted in the majority and after hearing minority opinions, wishes to change his or her vote. A motion to reconsider:

- * Requires a second,
- * Is not debatable (i.e. no discussion),
- * Only a simple majority is required to pass,
- * No action may be reconsidered twice,
- * If the motion to reconsider does not pass then the vote on the main motion carries and we move on to the next item of business
- * If the majority votes to reconsider, full discussion, pro and con, is resumed (Discussion is limited to the consideration of the main motion), and
- * Does not include a minority voice after the vote.

Subsidiary Motion:

A motion to amend is used to modify, within certain limits, the wording of a main motion. It is not used to substantially change the intent of a motion. It is made by any member of the body who has properly obtained the floor. It requires a second, and is debatable. After debate on the amendment, the D.C.M., will call for a vote on the amendment, after which debate resumes on the main motion. A majority vote is required to amend.

Point of Information:

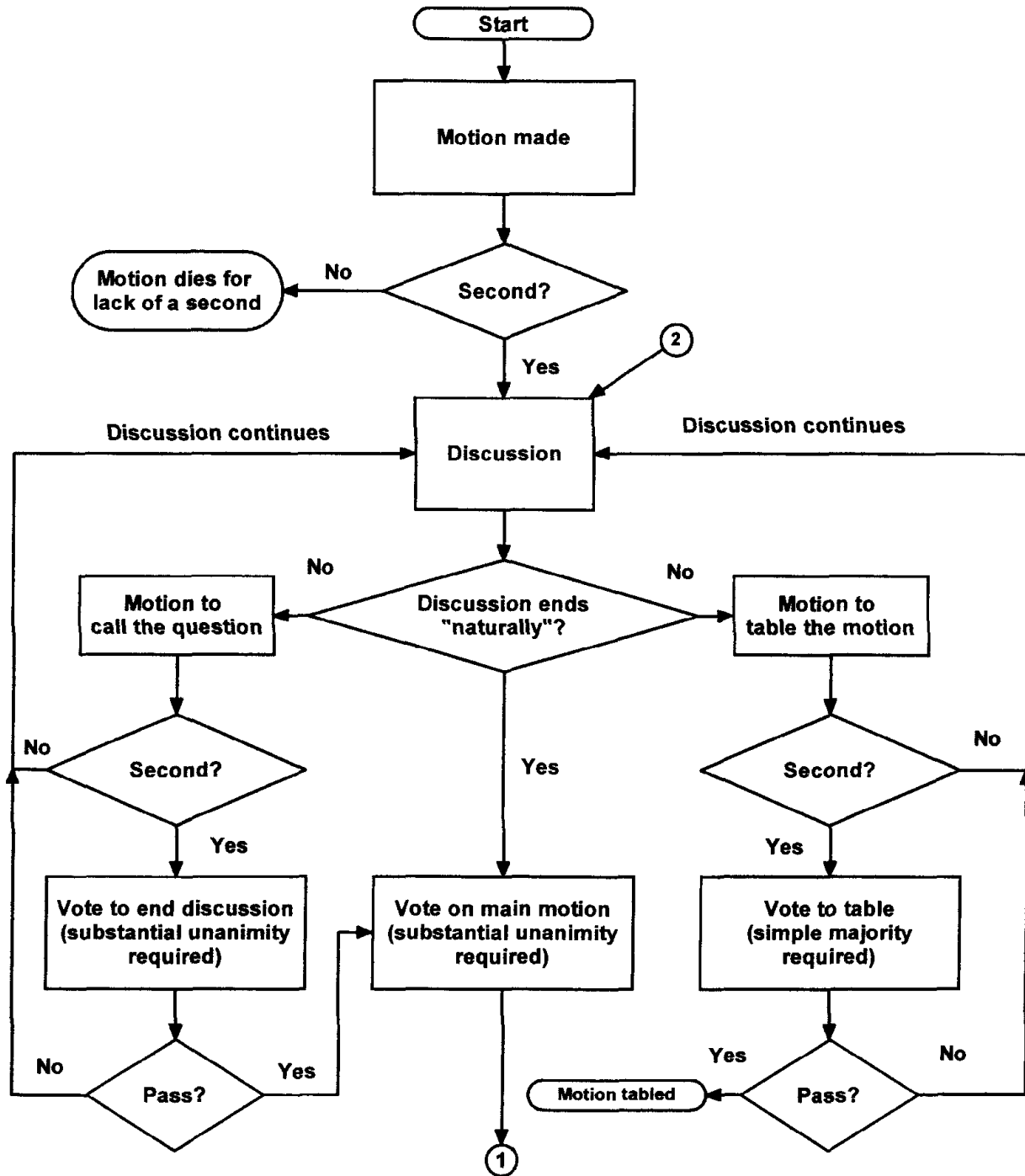
Any person attending the meeting can raise a “point of information”. This is made when a member desires clarification of details. The member may interrupt the speaker and need not obtain the floor.

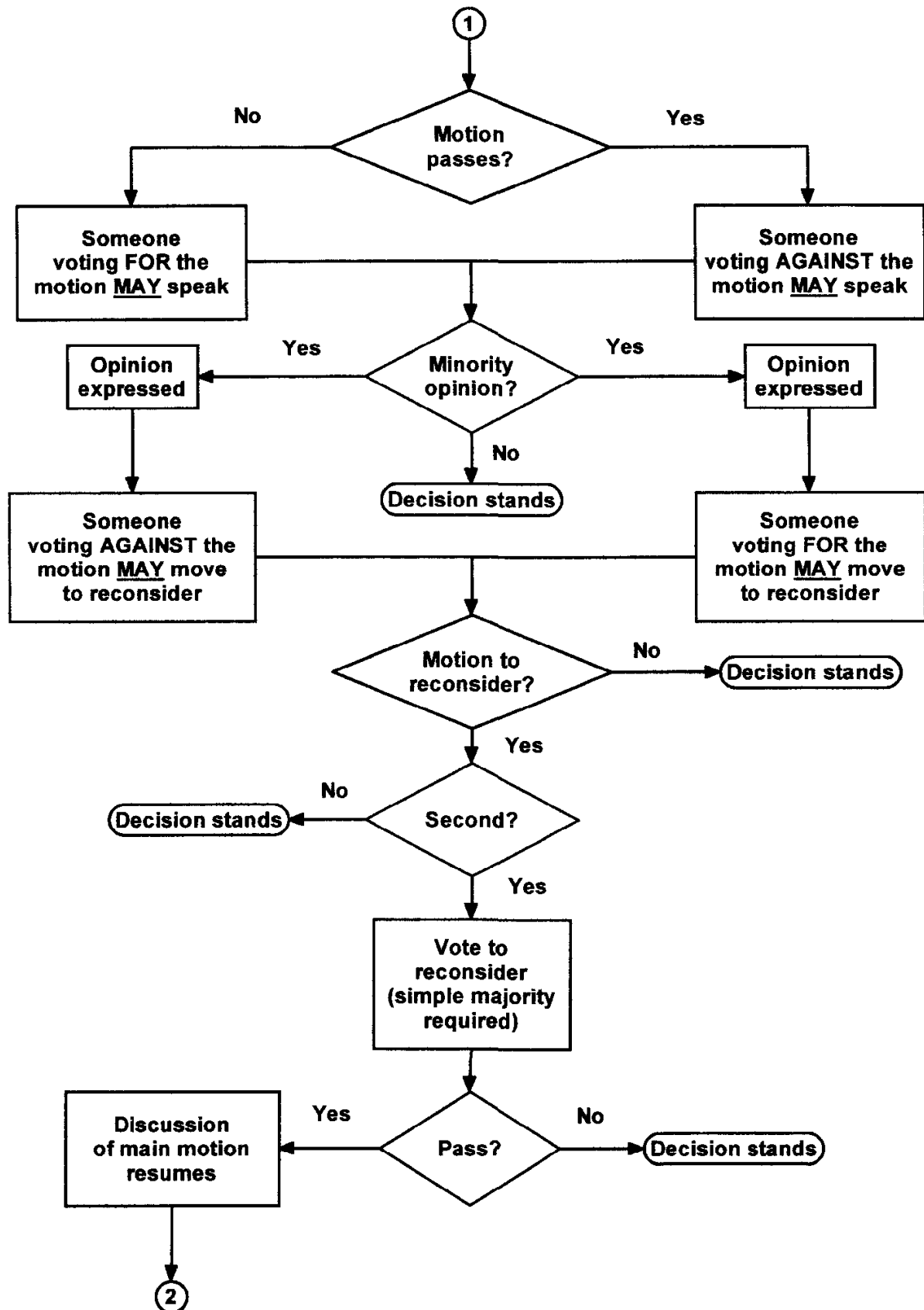
Point of Order:

A speaker should not be interrupted while speaking, except in certain special situations. The most common of these is for a “point of order.” This may be called by any member of the when a breach of rules of the district meeting is noticed, such as discussion beginning on a motion that has not received a second, when one is needed. A point of order may also be called if a speaker begins to discuss an issue not before the assembly, or begins to make personal comments or attacks upon another member. After a point of order has been raised, the D.C.M., calls upon the person to explain the point. The D.C.M., then rules whether or not the point “is well taken” or “is not well taken,” and will instruct the original speaker to re-direct their remarks, or simply allow the speaker to continue. The D.C.M., does not need to call a point of order if they believe that the discussion is moving away from the topic. The D.C.M., politely informs the speaker and requests that the speaker confines their remarks to the question at hand.

Postpone to a Definite Time:

If a member who has properly obtained the floor believes that a matter being discussed requires more consideration or discussion before a decision can be made, the member may move to “postpone to a definite time” the matter being discussed. This motion requires a second and is debatable. The D.C.M., calls for a vote after debate upon the merits of postponing a decision. A simple majority is needed to carry this motion. This motion is frequently confused with a motion to “lay on the table” a question.





District #18 -

Alhambra, Alton, Bethalto, Cottage Hills,
East Alton, Edwardsville, Glen
Carbon, Godfrey, Granite City,
(part of) Maryville, South Roxana, Troy
& Woodriver - **in Madison County;**
Greenville & Pocahontas
- **in Bond County;**
Hardin - **in Calhoun County;**
Fieldon & Grafton - **in Jersey County;**
Carlinville, Gillespie & Stauton - **in**
Macoupin County;
(part of) Maryville - **in Monroe County;**
Hillsboro, Irving & Litchfield - **in**
Montgomery County

District #14* -

Belleville, Cahokia, Collinsville,
Lebanon, Mascoutah,
New Athens, O'Fallon,
Scott AFB & Shiloh - **in St. Clair County;**
Waterloo - **in Monroe County**
Red Bud & Sparta - **in (part of) Randolph County**
& Trenton - **in Clinton County**

District #7 -

Centralia & Salem - **in**
Marion County;
Mt. Vernon - **in**
Jefferson County;
Flora - **in Clay County**
Carlyle - **in Clinton County**

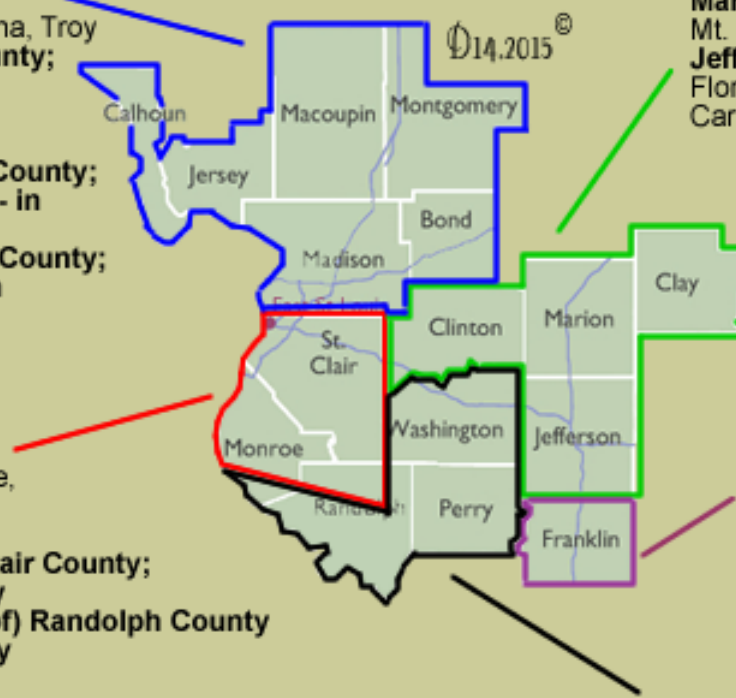
District 17 -

West Frankfort - **in**
Franklin County

District #4 -

Benton - **in Franklin County;**
Hoyleton - **in Washington County**
DuQuoin - **in Perry County &**
Tilden - **in (part of) Randolph County**

* The 'District 14 Logo', in cooperation with the printed
Where & When - which includes Meeting information for
Districts 4, 7, (part of) 17 & 18 - & the **Events** calendar;
were designed to include information of our
neighboring Counties.



**REGIONAL MAP
OF US AND CANADA**

**This map represents a general
outline of Regions.**



Group Inventory Worksheet

The following questions, compiled from A.A. shared experience, may be useful in arriving at an informed group conscience. Groups will probably wish to add questions of their own:

1. What is the basic purpose of the group?

2. What more can the group do to carry the message?

3. Is the group attracting alcoholics from different backgrounds? Are we seeing a good cross-section of our community, including those with special needs?

4. Do new members stick with us, or does the turnover seem excessive? If so, why? What can we as a group do?

5. Do we emphasize the importance of sponsorship? How effectively? How can we do better?

6. Are we careful to preserve the anonymity of our group members and other A.A.s outside the meeting rooms? Do we also leave the confidences they share at meetings behind?

7. Do we take the time to explain to all members the value to the group of keeping up with the kitchen/housekeeping chores and other essential services that are part-and-parcel of our Twelfth-Step efforts?

8. Are all members given the opportunity to speak at meetings and to participate in other group activities?

9. Mindful that holding office is a great responsibility not to be viewed as the outcome of a popularity contest, are we choosing our officers with care?

10. Are we doing all we can to provide an attractive and accessible meeting place?

11. Does the group do its fair share toward participating in the purpose of A.A.—as it relates to our Three Legacies of Recovery, Unity, and Service?

12. What has the group done lately to bring the A.A. message to the attention of professionals in the community—the physicians, clergy, court officials, educators, and others who are often the first to see alcoholics in need of help?

13. How is the group fulfilling its responsibility to the Seventh Tradition?

“The A.A. Group”

REVISIONS

1. EIN information added to District Treasurer; Motion voted and approved July 2019; Wording voted, approved and added August 2019.
- 2.