

DISTRICT 14 HANDBOOK

General Service Structure

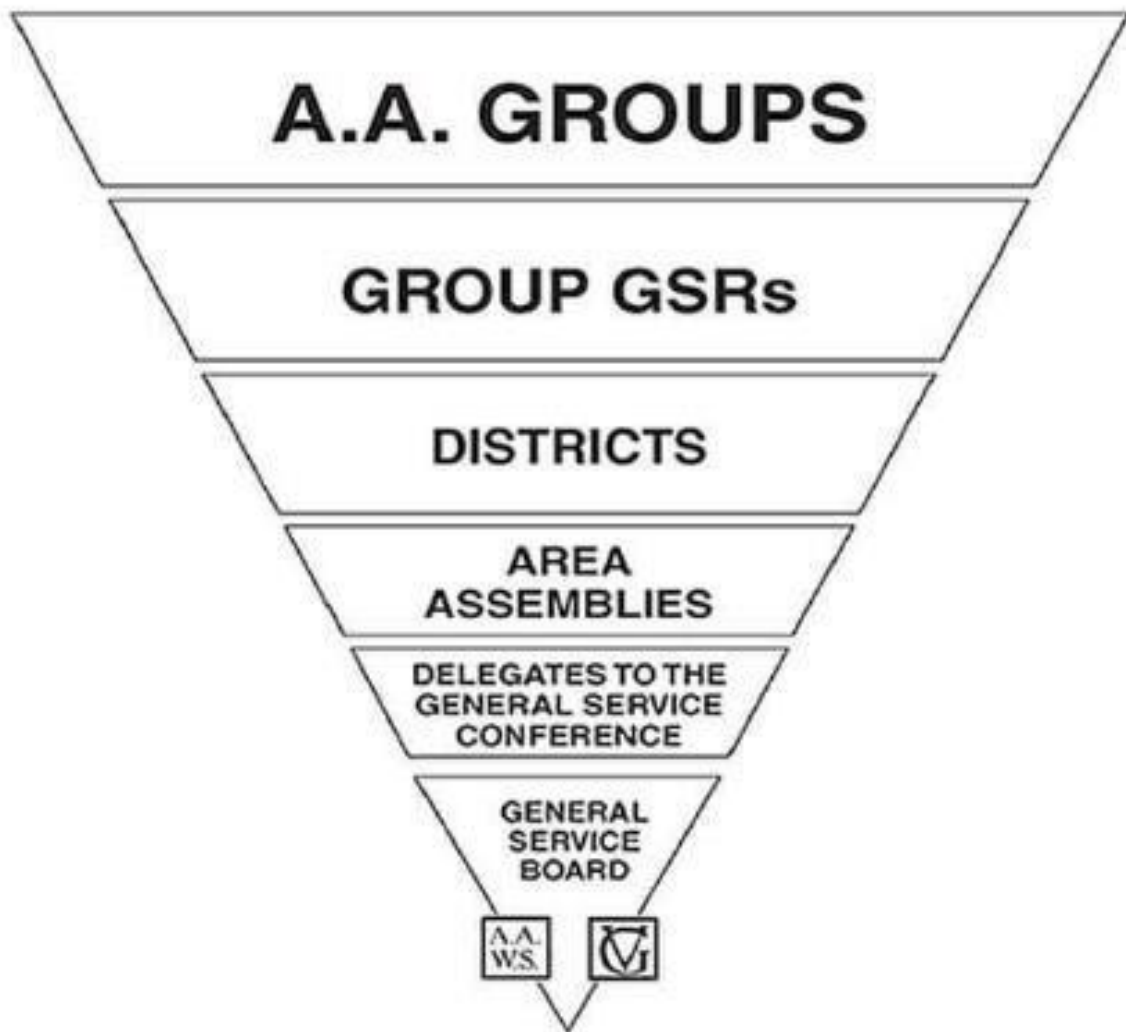


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Introduction

Purpose of this Handbook

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

All positions, either elected or appointed, are entered into with the expectation that the service term will be completed. At elections, the spirit of rotation is 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. Therefore, at the conclusion of a term, the rotation principle encourages trusted servants to move on in service to a new position, thus allowing opportunities for newcomers to engage in general service.

This manual is a service guide for District 14, Area 21.

General Service Representative (GSR) 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.

**The GSR Preamble is read at every District 14 Meeting to remind the body of our duties and responsibilities of being trusted servants*

The General Service Structure for Alcoholics Anonymous

The structure of Alcoholics Anonymous begins with the A.A. home group. One GSR is elected from each A.A. group. GSRs report their group conscience to the district by attending monthly district meetings. A group conscience report is a summary of what has been happening in an A.A. group.

The district is made up of GSRs, committee member, and elected officers. The aforementioned officers elect the District Committee Member (DCM) to represent the district's group conscience at the area level. The area elects the delegate, who represents the area and its group conscience to the General Service Conference (GSC).

We are all part of the world-wide fellowship of A.A. Our governing bodies — group, district, area, and GSC — are guided by the principles embodied in the twelve steps, twelve traditions, and twelve concepts of the A.A. program.

**See front cover for an illustration of the governing structure of A.A.*

District

A district is a geographical unit containing a number of groups capable of being sufficiently visited by the DCM. The DCM visits meetings in order to learn of group's opportunities, status, activities, and potential problems. The DCM will also aide in ways to contribute to the group's growth and well-being.

District Business Meeting

Business meetings are conducted in order to facilitate communication between groups and the district. GSRs communicate affairs and happenings of their groups to the district body. Liaisons and committee chairs provide status and progress reports of their respective entities. The DCM shares information with the groups about what is happening at the district and area levels. These meetings also serve to coordinate events in the district and the area in order to promote unity among the fellowship.

Typically, district meetings are held on the second Sunday of each month. They are held at a predetermined location. Occasionally, rescheduling is necessary to accommodate holidays and other A.A. related activities. They last approximately two hours.

General Service Representative (GSR)

The GSR has the privilege of linking their group with A.A. as a whole. The GSR is the voice of their group conscience, reporting the group's thoughts and decisions to the district and to their area by attending both district meetings and area assemblies. At these meetings, GSRs obtain pertinent information about proposed ideas for their group to consider. When a GSR keeps their home group informed and communicates their group conscience, the various levels of the A.A. service structure truly act for the fellowship as a whole. This promotes A.A.'s unity, health, and growth.

The following are the suggested qualifications and duties for election as a GSR within District 14:

1. Have at least two years of continuous sobriety and have the willingness to listen to all points of view.
2. Be aware of the level of personal commitment needed to serve in this position which has a term of two years.
3. Hold monthly business meetings (group conscience) of their group, whereby they provide information to group members they received from district, area, and General Service Office (GSO).
4. Attend district meetings, area assemblies, the pre-GSC and, if possible, the Illinois State Conference and the East Central Regional Forum.

Once a group has elected their GSR, prompt notification to the DCM is crucial to ensure communication between all levels of service. The GSR serves as the main contact with GSO and is listed in the confidential A.A. directory as the contact for their respective group. In addition, the GSR serves as the contact with their district and area. The GSR will receive the GSO bulletin, Box 4-5-9, and keep their group up to date of A.A. activities. The GSR needs to be knowledgeable about material available from GSO such as new literature, guidelines, bulletins, videos, kits, etc.

GSRs are responsible for facilitating a regular conversation within their group regarding contributions to their district, area, and GSO. See the pamphlet, "Self-Support: Where Money and Spirituality Mix," for additional guidance.

Alternate General Service Representative (Alternate GSR)

The Alternate GSR will assume the responsibilities of the GSR in their absence or inability to fulfill their duties. If for any reason the GSR resigns or is removed from their position, the Alternate GSR becomes the GSR for remainder of their term. The group will then elect a new Alternate.

Qualifications for election as an Alternate GSR mirror that of the GSR. It is suggested the Alternate GSR attends at least one district meeting and one area assembly at the start of their term in the event they need to take the place of the GSR.

District Officers

District Committee Member (DCM)

The DCM is the information liaison between groups within their district and the area. The DCM is the chairperson for district meetings and provides reports concerning the most recent past area assembly. They also provide the area with a report regarding district business since the last assembly. The DCM listens to and hears the conscience of all groups through the GSRs at district meetings.

The following are the suggested qualifications and duties for election as a D.C.M. within District 14:

1. Have a length of continuous sobriety of at least four years and have the willingness to listen to all points of view.
2. Be aware of the personal commitment needed to serve in this position which has a term of two years.
3. Have served as a GSR.
4. Attend all district meetings, area assemblies, state and regional conferences, and the East Central Regional Forum.
5. Conduct a district inventory every two years coinciding with the middle of the DCM's term. District inventory is guided by the Group Inventory Worksheet (See Appendix D), the District Inventory Worksheet (See Appendix E), "The A.A. Group...Where It All Begins," the Twelve Traditions, and the Twelve Concepts.

In emergency situations involving the absence and/or event of the treasurer being incapacitated for any reason, the DCM will temporarily assume the duties and responsibilities of the treasurer.

If the position of any elected officer is vacated for an extended period of time, the D.C.M. will conduct an impromptu election to fill the position.

Please refer to the section of the A.A. Service Manual labeled, "The District and it's District Committee Member," and the pamphlet, "Your D.C.M.," for further clarification of responsibilities.

Alternate District Committee Member (Alt DCM)

The Alt DCM will aide and assist the DCM in the responsibilities of the DCM at district meetings and area assemblies. They are required to assist the DCM with the task of visiting groups within the district by attending meetings. The Alternate may be called upon to temporarily assume full DCM duties and responsibilities due to unforeseen personal emergency or scheduling conflicts.

Qualifications and duties closely mirror that of the DCM See the A.A. Service Manual for more.

District Secretary

The District Secretary's responsibility is to record the district meeting minutes clearly and accurately. This includes all business conducted from the opening of the meeting to the adjournment, including motions, votes, and discussion. A list of meeting attendees should be included in the minutes. The secretary will compile the minutes with reports submitted to them by elected officers and committee chairs and present the entirety to the DCM for distribution prior to the next business meeting. Clarity of minutes is essential since secretary reports require a vote of acceptance either as originally read or after amendments (corrections) are added. The secretary is required to read the previous meetings' minutes at the following district meeting as well as readily have access to past meeting minutes.

It is suggested that this person have a continuous length of sobriety of at least two years.

Alternate District Secretary

The Alternate District Secretary's responsibility is to work closely with the District Secretary to perform all the duties stated above in the absence of the District Secretary. The Alternate District Secretary will also be a voting member if the District Secretary is not in attendance at the district meeting.

It is suggested that this person have a continuous length of sobriety of at least two years.

District Treasurer

A suggested prerequisite for election to treasurer is a length of sobriety no less than two years. The district treasurer is responsible for all incoming and outgoing funds to the district treasury. This includes:

1. Receiving and depositing contributions made to the district.
2. Maintaining close communication with district committee chairs and officers concerning their respective budgets and disbursement of operating funds. See Finance: District Officers and Reimbursements.
3. Making distributions to various entities as voted by the district body.
4. Making payment to the USPS for continued use of the district PO Box.
5. Preparing, distributing, and presenting financial reports concerning district funds at each district meeting. This includes all bank activity since the previous report.
6. Reconciliation of funds must be completed on no less than an annual basis.

The incoming treasurer will shadow the outgoing treasurer for a few months prior to taking on their new position to acclimate themselves with the responsibilities and procedures.

The change of signatures on the district checking account and district PO Box will take place after district elections. It is required by the financial institution that meeting minutes be presented to make the change. A credit check will also be required by the financial institution.

In November and December, district meetings should begin discussing committee budgets for the following year. Presentation of the previous year's spending trends is very beneficial in helping to estimate the upcoming year's budget. The final annual budget is undertaken during the January district meeting each year. The proposed budget must be approved through a substantial unanimity or two-thirds vote of voting members.

If, within the course of the fiscal year, an unexpected expense which was not included in the approved budget is incurred, a vote must be taken during the next district meeting and 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. In emergency situations involving the absence and/or event of the Treasurer being incapacitated for any reason, the DCM will temporarily assume the duties and responsibilities associated with the district treasury until a new treasurer is elected.

Inactive Elected Officers

The district body may ask for the removal or resignation of any elected officer if they are unable to carry out the responsibilities of their position. If the elected officer is absent from two consecutive district meetings, they may be asked to resign. A two-thirds majority of voting members is required. A loss of sobriety will automatically terminate the elected officer’s posting to their position and voting eligibility. Removal will be conducted by written ballot.

District 14 Committees

(Chairpersons are appointed by the DCM)

Many of the following committees’ general definitions and qualifications can be found within the A.A. Service Manual. The committee chairs are encouraged to contact and work with the respective area committee chair and other district committee chairs. More suggestions and ideas can be found in each committee kit provided by GSO.

There are three committees which are exclusive to District 14, as are the duties and responsibilities associated with those respective committees. They are Booze News, Special Events, and Where & When.

It is at the discretion of the DCM to organize the roles and assignments of the district committees.

Booze News

The Booze News Committee writes and produces a monthly newsletter that is either postal or electronically mailed out to individuals within the fellowship. It consists of events, district news, service opportunities, and memorials. In addition, a topic is selected by the committee which is the focus of the newsletter. Committee members reach out to the fellowship for quotes and stories and provide a narrative writing that aligns with the chosen topic. Costs associated with this committee include postage, printing, and other ideas brought forth to be voted on by the district members.

Corrections

The Corrections Committee’s purpose is to carry the message to the general population inside both county and state-run correctional facilities, where those populations cannot attend outside A.A. meetings. The Corrections Committee seeks correspondence contacts for persons of custody. This provides an opportunity for A.A. volunteers to correspond with persons of custody in our district. Additionally, volunteers are sought for the Bridging the Gap program, where a temporary contact assists an alcoholic former person of custody to find meetings and merge into the mainstream A.A. community, upon their release.

Cooperation with the Professional Community (CPC)/Public Information (PI)

The CPC Committee provides accurate information regarding A.A. to individuals who have contact with alcoholics in the course of their profession. This is accomplished by meeting with and distributing information to members of various fields. Those fields include but are not limited to; healthcare, managers of employee assistance programs, human resource professionals, educators, faith leaders, lawyers, social workers, members of the armed services, government officials, and those working in the field of substance abuse.

The PI Committee is responsible for providing accurate information regarding A.A. within the district to the public when requested. The committee will visit schools, businesses, and community meetings in order to proactively distribute this information. It is the committee's responsibility to serve as a resource to local media regarding the traditions of anonymity, singleness of purpose, and non-affiliation. The Committee may also publicize public service announcements in print, radio, and TV.

Grapevine/Literature

The Grapevine committee chair or, Grapevine Representative (GVR), educates the district on the use of the magazines as a tool for recovery. They announce the newest issue, highlighting pertinent articles. The GVR encourage individual and group subscriptions. They also initiate efforts to donate subscriptions to public and school libraries, hospitals, prisons, doctors' offices, churches and at district sponsored events. They discuss what is on the Grapevine website, announcing new features. The GVR should encourage members to submit articles and humor pieces. It is also their responsibility to provide relevant Grapevine books at district workshops for purchase (such as a GV book on Traditions for a Traditions workshop).

The Literature Committee maintains a stock of Conference Approved Literature (CAL) to give to new GSR's and maintains a stock of catalogs that includes pamphlets and books. The committee will make these materials available for viewing and sale at A.A. functions. The committee is responsible for being familiar with the general contents of all literature that is available to the district and ordering copies for district activities as needed. The chair is the liaison between the district body and the Central Service Office (CSO) regarding all CAL.

Special Events

The Special Events Committee plans and executes special events within the district. The purpose of these events is to bring groups within the district together for fellowship, service, and carrying the message of A.A.

As of 2022, the General Fund has a separate line item of \$2,000 for Special Event's seed money for Alkathon. It is the Special Events Chair's responsibility to coordinate access of funds with the district treasurer prior to and following all special events.

Structure and Policy

The Structure and Policy Committee is responsible for reviewing and updating the district handbook for necessary changes congruent with the makeup and activities of the district. That requires a working knowledge of the text of the handbook and having it readily available at district meetings should information be called upon. The committee is also responsible for making updates to the text based on votes that occur at district business meetings.

Technology

The Technology Committee is responsible for:

1. Maintaining the district website by:
 - making updates and changes to include current meetings and events
 - coordinating payment for domain registration with the district treasurer and
 - completing regularly scheduled backups
2. Handling incoming inquiries submitted through the website. Inquiries will be directed to the appropriate audience who can respond in a timely manner.
3. Updating, printing, and distributing the Where & When* to G.S.R.s and other meetings in the district.
4. Managing and distributing information related to the virtual meeting platform utilized by the district for meetings and events.

Because technology is constantly evolving, this description of duties captures the roles and responsibilities developed in 2022. It is, therefore, the committee's responsibility to keep up to date with technological changes in A.A. by communicating with other technology chairs and committees, attending the National Alcoholics Anonymous Technology Workshop (NAATW), and the Technology in Alcoholics Anonymous (TIAA) Forum.

**The Where & When is a printed and electronic guide of meetings in the district. It is the responsibility of G.S.R.s and group members to inform the technology committee of any changes in meeting details i.e., location, time, format etc. by emailing the committee at district14live@gmail.com.*

Treatment and Accessibilities/Bridging the Gap

The Bridging the Gap Committee assists members who have been recently released from correctional and treatment facilities with integration to the local A.A. fellowship. The committee is responsible for maintaining an up-to-date list of A.A. members willing to be utilized as a resource for recently released individuals. The members who volunteer to have their contact information on the list may be called upon to provide transportation to and from meetings, offer information regarding local A.A. facilities and events, as well as participate in twelfth step calls.

The Treatment and Accessibilities Committee facilitates meetings in treatment centers within the district. This includes providing Big Books and literature, Where & Whens, and phone lists of volunteers who can be contacted upon release from the center (see Bridging the Gap). The Chair is responsible for maintaining communication with the contacts of the centers in order to stay abreast of any changes in policy and procedure for visiting the facility.

Central Service Office (CSO) Liaison

The CSO Liaison attends both the monthly district meeting and CSO business meetings in order to obtain and provide information and communication between the two entities. The CSO Liaison does not have voting eligibility on district business. A gas stipend is provided to the liaison.

YPAA Liaison

The YPAA (Young People in Alcoholics Anonymous) liaison is not a standing position with the district, but rather a posting filled by a member of the local YPAA committee should one exist and choose to participate with the district body.

Elections

District 14 elections are held every two years. The DCM is responsible for consulting the district body in June to determine when elections will occur. It is suggested that groups hold their respective group elections some time prior to district elections. By doing so, members are afforded the opportunity to first serve at the top of the service structure (the A.A. group). Elections should be conducted through the use of the Third Legacy Procedures (*see Third Legacy Procedure in Appendix B*).

Voting Eligibility

The following members are eligible voters:

1. Current GSRs
2. Current District Committee Chairpersons
3. Current District Officers
 - DCM
 - Alternate DCM
 - Secretary
 - Treasurer

Current Alternate GSRs and committee co-chairs may cast a ballot in the absence of the primary position holder.

Finance

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

Operating Funds

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 and conventions throughout the year while also still having money for the district to operate.

The Special Events has a \$2,000 line item for seed money for Alkathon. Any excess of the Special Events' \$2,000 budget will be transferred to the general fund after Alkathon. This allows the treasurer to reconcile income and expenses in order to update the district body.

Prudent Reserve

The prudent reserve for the district is \$2,500. Its purpose is to provide the financial resources to continue the essential services of the district, in the event of an unexpected and substantial reduction in the revenues contributed by the membership.

Although the prudent reserve should not be used except in the above stated purpose; it should be accessible in emergency situations.

The amount of the prudent reserve should be discussed annually. Substantial unanimity (2/3 majority vote) is required. The suggested amount of the prudent reserve is one-half the average of the past three years' expended budgets.

Budget

The collective district budget includes several line items that are distributed from the general fund and are not a part of any committee budget. These will be reviewed with all other budget items on an annual basis. They are:

1. A quarterly distribution to CSO in the amount of \$200.
2. Rental of a USPS PO Box.
3. Any costs associated with the bank account.

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 are to be submitted at the December district meeting each year. The information can then be disseminated to the groups for feedback to be provided at the January district meeting. The approved budgets will be effective January 1st, of the new year. Outgoing officer/committee chairperson works with the incoming officer/committee chairperson to submit a budget. If this does not occur, the committee budget will be set at \$0 until a request is brought forward. If the officer/committee chairperson expects a change to the proposed budget, it should be discussed at the next 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. All expenditures must be submitted as quotes or invoices to the district treasurer for disbursement or reimbursement of 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 two-thirds majority in the affirmative. Except in emergency situations, approval must occur prior to the expensing of funds that exceed the approved budget.

Committee funds are not to be moved to other committees. If a committee has an excess of funds that are not needed, they bring it to the district's attention for reallocation.

District Officers and Chairpersons Reimbursements

The following are guidelines regarding the district procedures for reimbursement of funds:

1. A request for disbursement or reimbursement must be accompanied with documentation and receipts regarding the type and amount of expense(s).
2. Requests for reimbursements need to be submitted within 30 days of purchase.
3. In order to fully practice the seventh tradition, an officer or chairperson is to always request reimbursement for district expenses regardless of their personal financial ability and willingness to absorb costs.
4. In the event that a district officer/chairperson is unable to secure a hotel room, registration, etc., due to unforeseen financial circumstances; a coordination of efforts between the district treasurer and the officer/chairperson should take place to secure necessary means.
5. District 14 fuel reimbursement/disbursement calculations coincide with Southern Illinois Area 21. The current calculation for mileage reimbursement is \$0.45 per mile. The structure and policy committee is to review this rate on an annual basis and present their findings to the district.

6. Reimbursements/disbursements for multi-night stays include lodging cost, however lodging is only reimbursable for a trip is over 100-miles round-trip.
7. Possible airfare reimbursements/disbursements should be discussed with the district.

Glossary of Terms

2/3rds Majority - A two-thirds majority consists of two thirds or 66% of voting members.

Box 4-5-9 - The quarterly newsletter from the U.S./Canada General Service Office. This newsletter includes information about A.A. service, literature, events, sharing from groups, service committees and individual members.

Conference - The General Service Conference the annual meeting of Conference delegates each spring in New York.

Central Service Office (CSO) - The Central Service Office which provides services to groups and districts in an area.

Group Conscience - A group conscience is a business meeting conducted by a group of members of A.A. in which business matters are discussed. A successful group conscience strives to allow all voices to be heard, respects the viewpoints of others, and accepts the final decision reached by the group.

Service Manual - Full title: *The A.A. Service Manual & Twelve Concepts for World Service*. The manual explaining the general service structure and its year-round importance; includes the Conference Charter, General Service Board Bylaws and Twelve Concepts.

Appendix A

Robert's Rules of Order

The district utilizes, "Robert's Rules of Order", and otherwise proceeds 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 DCM, 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 a motion before voting.
- Avoid premature actions for example, amending motions early in the discussion or hastily calling the question. This can 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 by a voting member. A motion is begun with the phrase; "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. It may also direct that a particular issue be investigated and reported on or at a future date.

When a motion is made, a second is required. Seconding a motion is done by stating: "I second that motion." If properly seconded, the DCM, (or the Secretary) states the main motion and general discussion begins.

General Rules of Discussion:

Immediately after the DCM, has stated the main motion, the maker of the motion is given the opportunity to speak first.

1. Then, the DCM, recognizes those who wish to speak on the motion. The DCM will make a reasonable effort to recognize speakers in the order in which they raise their hands, if seated.
2. In cases where the DCM, knows that people wishing to speak have opposing opinions, the DCM, may let the floor alternate, as much as possible, between those favoring and those opposing a measure.
3. Although it is not a policy, it is sometimes suggested that each person speaking limit discussion to no more than two (2) minutes.
4. No one may speak for a second time on a topic until all that wish to have spoken for the first time.
5. When every member wishing to speak has been called upon twice, it is appropriate for the chair to end questioning and put the question to a vote.
6. Voting should happen 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: 1. Must be made in order, it is custom to let all speak before a question is called,

2. Requires a second,
3. Is not debatable,
4. Requires a 2/3rds vote to pass,
5. The speaker can only call the question without making any other comments
6. Does not include a minority voice after the vote on the main motion, and 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:

1. Requires a motion and a second
2. Is not debatable
3. Needs only a simple majority to pass, and
4. 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:

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 DCM, 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:

1. Requires a second,
2. Is not debatable (i.e., no discussion),
3. Only a simple majority is required to pass,
4. No action may be reconsidered twice,
5. 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
6. 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 DCM, 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 DCM, calls upon the person to explain the point. The DCM, 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

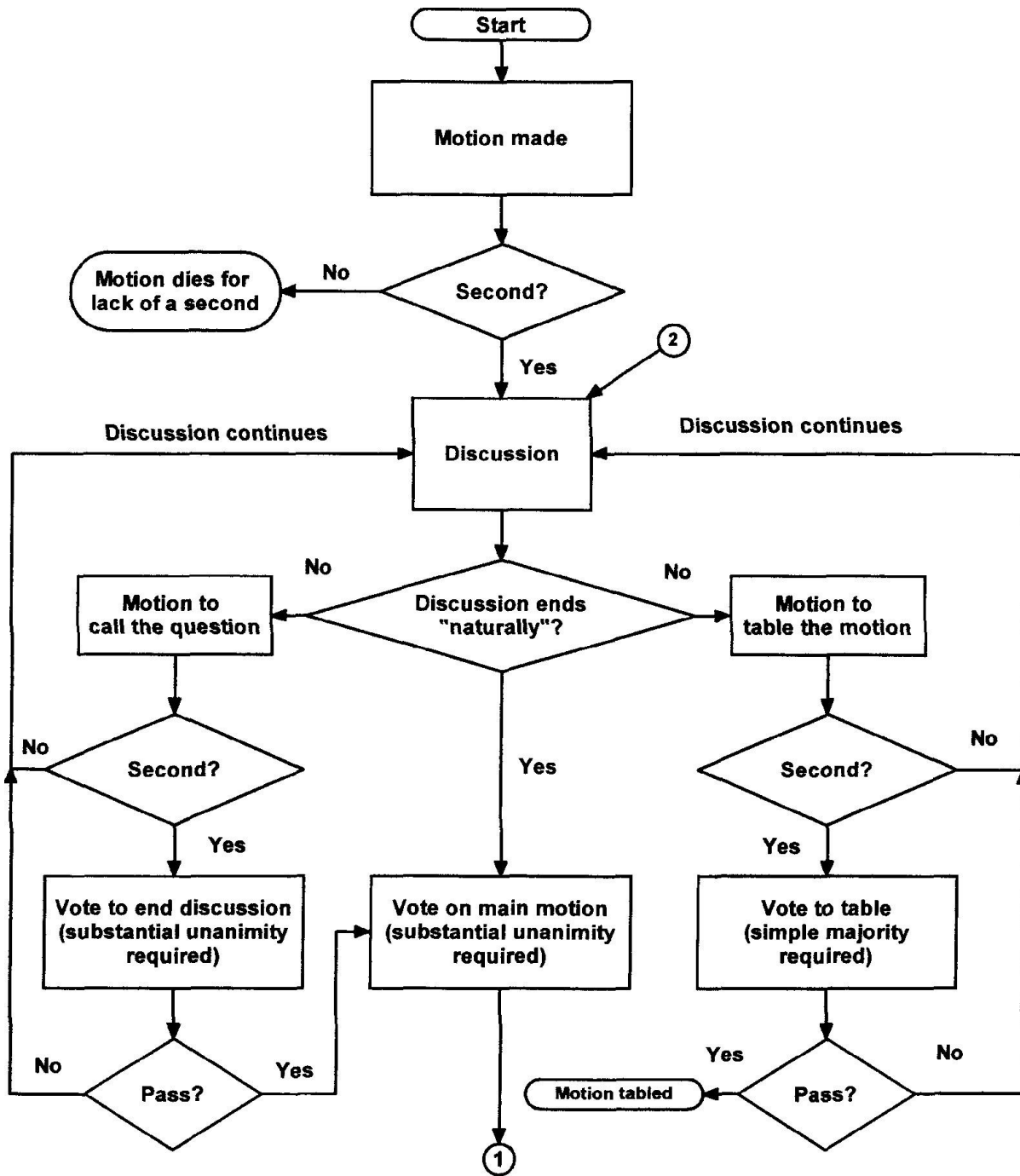
the speaker to continue. The DCM does not need to call a point of order if they believe that the discussion is moving away from the topic. The DCM politely informs the speaker and requests that the speaker confine their remarks to the question at hand.

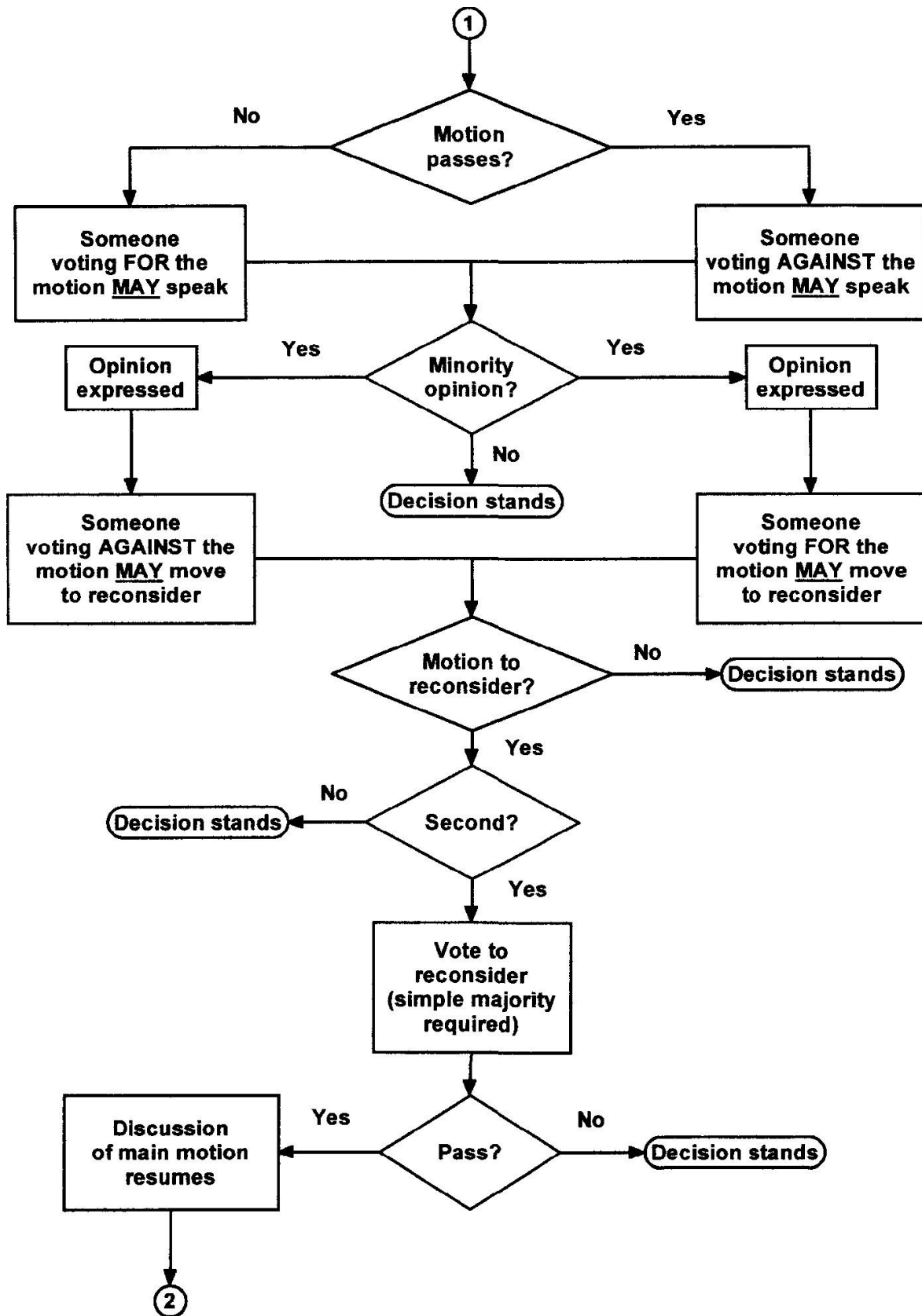
Postpone to a Definite Time:

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 DCM 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.

Roberts Rules of Order Flowchart

(Obtained from the General Service Committee of Eastern Massachusetts, Area 30 Handbook)





Appendix B

Third Legacy Procedure

(Obtained from "The A.A. Service Manual combined with Twelve Concepts for World Service" 2021-2023 Edition)

Purpose

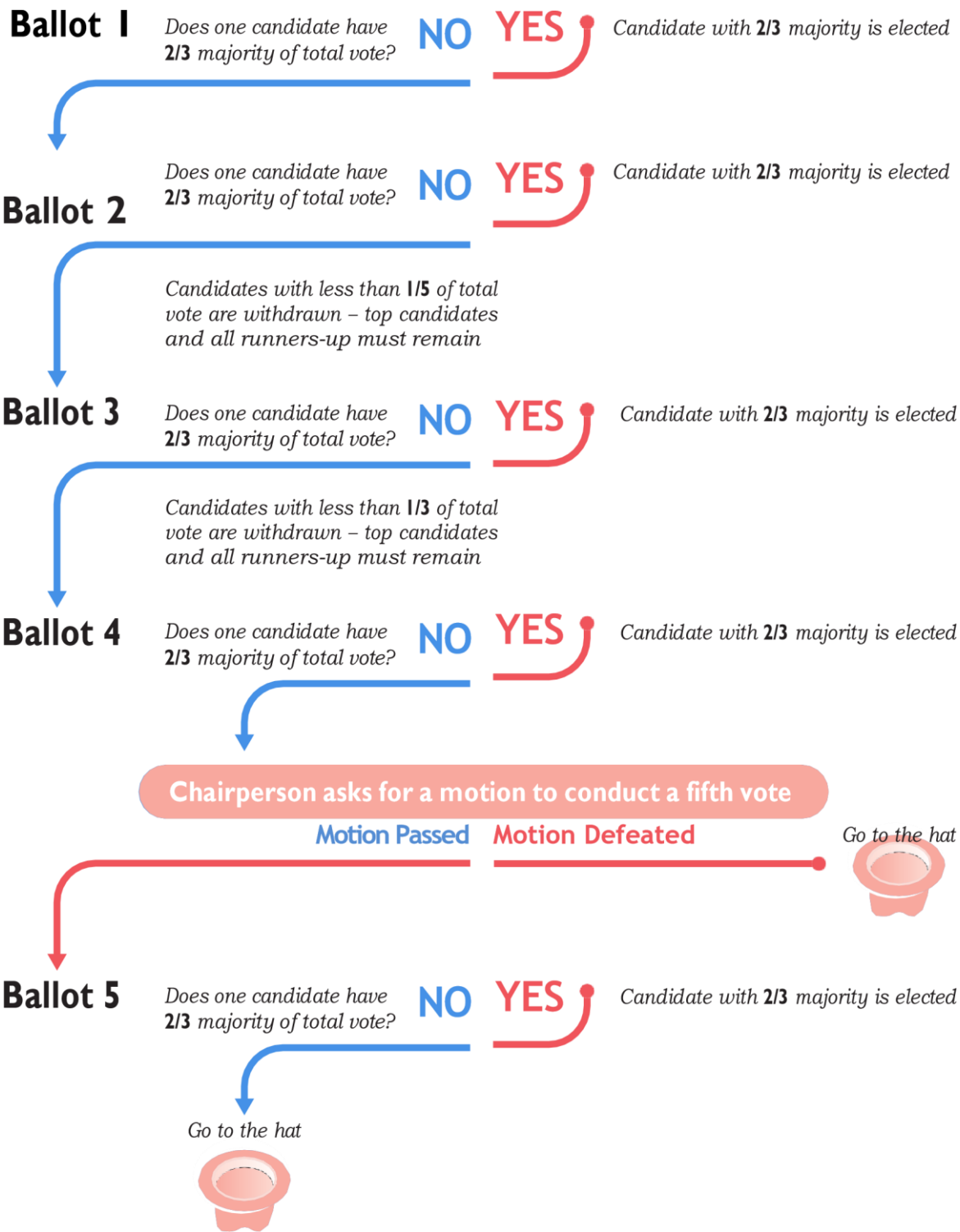
A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Procedure

1. The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
 - The first candidate to receive two-thirds of the total vote is elected.
2. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn—except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
3. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
4. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied secondplace candidates remain.
 - At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot.
 - If this motion is defeated, balloting is over, and the choice is made by lot—“going to the hat”—immediately.
 - If the motion carries, a fifth and final ballot is conducted.
5. If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
6. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or another officer).

The Third Legacy Procedure Flowchart

(Obtained from "The A.A. Service Manual combined with Twelve Concepts for World Service" 2021-2023 Edition)



Appendix C

District 14 and Neighboring Districts

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 #7 -

Centralia & Salem - **in Marion County;**
Mt. Vernon - **in Jefferson County;**
Flora - **in Clay County**
Carlyle - **in Clinton 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 17 -

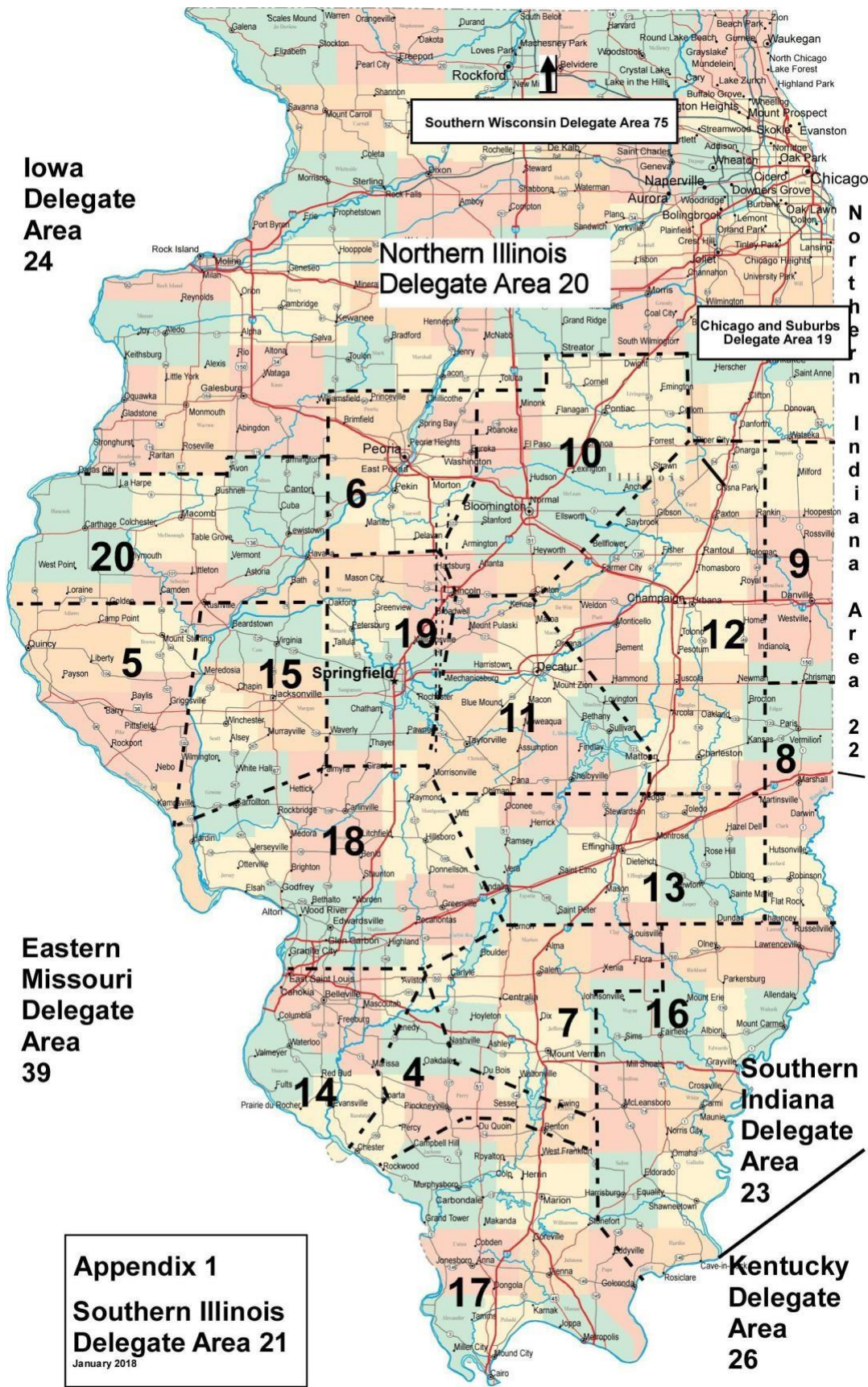
West Frankfort - **in Franklin County**

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.

Area 21



**Iowa
Delegate
Area
24**

**Northern Illinois
Delegate Area 20**

**Chicago and Suburbs
Delegate Area 19**

**Eastern
Missouri
Delegate
Area
39**

**Appendix 1
Southern Illinois
Delegate Area 21
January 2018**

**Southern
Indiana
Delegate
Area
23**

**Kentucky
Delegate
Area
26**

Regional Map



**REGIONAL MAP
OF US AND CANADA**
This map represents a general
outline of Regions.

Rev. 10/14

SM F-118

Appendix D

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”

District Inventory Worksheet

1. What is the basic purpose of the District Committee?
2. What additional activities can we engage in, to carry the message?
3. Considering the number of alcoholics in our district, are we reaching enough people?
4. What has the district done lately to bring the A.A. message to the attention of professionals who can be helpful in reaching those who are in need of A.A.?
5. Do we try to illustrate a good cross section of A.A. in our message carrying?
6. Do new GSR's stick with us, or does our turnover and missed meetings seem excessive?
7. How effective are we in communicating with all our groups?
8. Do all A.A.'s know about district meetings and have the opportunity to attend?
9. Has enough effort been made to explain to all, the value and purpose of a GSR?
10. Do all GSR's have adequate opportunity to serve on committees?
11. Are district officers picked with care and consideration?
12. Do our groups carry their fair share of supporting the Area and the General Service Office (GSO)?

13. How well are our groups informed about what is happening in A.A. worldwide?
14. Are our District meetings informative and enthusiastic?

Revisions

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