

DISTRICT 19, AREA 79 DRAFT OPERATING PROCEDURES, MAY 2022

WHO ARE WE?

District 19, Area 79 of Alcoholics Anonymous is a geographical area in South-Western British Columbia known as the Sea to Sky Corridor, reaching from Squamish north and east to Anderson Lake. Our first registered group was the *Howe Sound Group* in 1951 and as of February 2022 the District was comprised of 10 A.A. groups holding 16 public meetings per week, the details of which can be found at district19aa.ca.

We acknowledge that our meetings take place on the shared unceded territory of the Squamish Nation and Lil'wat Nation. Also, we welcome diversity and offer tolerance and respect to all members of our worldwide fellowship without discriminating against individuals or groups based on their beliefs or practice of A.A.'s suggested program of recovery.

1. OPERATING PROCEDURES

(a) The objective of these Operating Procedures is to provide for the continuing successful operation of a united group effort in District 19. There can be no rules in AA or organization as such, other than what we choose to impose upon ourselves. It is hoped that every member will obtain a copy of these Operating Procedure at the earliest opportunity. This will enable you to acquaint yourself with the workings of your District Operating Committee, and the part you and it play in AA affairs.

(b) This document replaces any and all previous procedural documents and/or protocols of District 19.

2. DEFINITIONS & DESCRIPTIONS

(a) DISTRICT OPERATING COMMITTEE: The District Operating Committee will be comprised of the Operating Committee (see subsection "b" below) and the District Committee (whose positions are defined in subsection "c", items i-v below). A graphic has also been provided as Appendix D at the end of this document.

(b) OPERATING COMMITTEE: The Operating Committee shall consist exclusively of General Service Representatives (GSRs) and is to be collectively called the Operating Committee. Each group registered with District 19 shall be entitled to have one (1) GSR as a member of the Operating Committee.

(c) DISTRICT COMMITTEE: The District Committee shall be comprised of the duly elected officers of the Operating Committee and Chairpersons of the Operating Committee Sub-Committees as follows:

- i) DCM - District Committee Member
- ii) Alt. DCM - Alternate District Committee Member
- iii) Treasurer
- iv) Secretary

v) Chairpersons of the Operating Committee Sub-Committees

1. PIC - Public Information
2. CPC - Cooperation with the Professional Community
3. TA - Treatment and Accessibilities Committee
4. CF - Correctional Facilities
5. GV - Grapevine
6. AR - Archives

(d) GENERAL SERVICE REPRESENTIVE (GSR):

i) The GSR shall be a member of Alcoholics Anonymous (AA), within this District, in good standing, duly delegated and authorized to represent their respective group in the management and operation of the affairs of AA in District 19. For this purpose a member of one-year continuous sobriety shall be considered in good standing. Should sobriety not be maintained, such member shall be immediately replaced by a member of his or her group.

ii) The General Service Representative (GSR) shall be elected by his or her group for a two-year term.

iii) Each group shall notify the Secretary of the District Operating Committee of the name of the GSR and Alternate GSR elected no later than December 1st of the year preceding his or her appointment as GSR.

iv) The term of GSR, if possible, should not exceed a 24-month period.

v) When a GSR is elected to the office of District Committee Member (DCM) or Alternate District Committee Member (Alt. DCM) he or she shall be replaced by the Alternate GSR of that group and another Alternate GSR will be elected for the duration of that term.

vi) Only GSR's of a registered group within the District are entitled to vote. The Alternates will have voting privileges only in the absence of the GSR.

(e) ALTERNATES: If for any reason the GSR cannot attend meetings of the District Operating Committee, an alternate with qualifications will attend in his or her place. For this purpose an alternate with qualifications shall be the Alternate GSR or a group member authorized to represent his or her group.

(f) CHAIRPERSON – DISTRICT OPERATING COMMITTEE

i) The chairperson is to preside over all meetings of the District Operating Committee and has the authority to conduct the meetings to proceed in an orderly fashion.

ii) The Chairperson can only make recommendations to the District Operating Committee.

iii) The Chairperson cannot make motions for voting, but may request motions from the floor.

iv) The Chairperson is only entitled to one vote and this vote can only be cast in the event of a tie, details of such an event can be found in Section 4, subsection vi.

(g) FISCAL YEAR shall mean the period commencing January 1st and ending at midnight on December 31st.

3. MEETINGS OF THE DISTRICT OPERATING COMMITTEE:

(a) The District Operating Committee shall hold monthly meetings and are to be held at 6pm Pacific Prevalent Time on the 3rd Thursday of each month. Special meetings may be called at the discretion of the District Committee Member (DCM) for any special purpose. The Secretary shall give notice in writing, electronically or verbally to all members of the District Operating Committee as to the time and place of any and all such meetings at least one week in advance. By simple majority at the June meeting, the committee may opt to furlough up to two consecutive meetings over the summer. During non-pandemic times, the meeting may be offered in a hybrid format based at the Squamish Alano Club where rent shall be paid for the meeting space occupied.

(b) The District Committee Member (DCM) will be the Chairperson of all District Operating Committee meetings. In the absence of the DCM, the Alternate DCM shall be the Chairperson of the District Operating Committee meeting. In the absence of the DCM and Alternate DCM, members of the Operating Committee will elect a member of the Operating Committee in attendance at the District Operating Committee meeting to be the Chairperson of the District Operating Committee meeting.

(c) At all meetings the members of the Operating Committee, remembering that they represent their respective Group Conscience, members of the District Committee or any AA member as recognized by the Chairperson of the District Operating Committee, may make such recommendations as they deem proper for consideration and action. The District meeting is to be deemed a "closed" meeting, whereby only members of Alcoholics Anonymous may attend. Any/all recommendations are non-binding on the District Operating Committee. All motions are required to be 2nd prior to discussion and vote.

(d) Operating Committee members are to inform the DCM of any New Business Agenda items at least two weeks prior to the next District meeting for inclusion in that meeting's Agenda. Specifically to MOTIONS AND NOTICE OF MOTIONS please refer to Appendix A.

(e) Immediately following the "Group Roll Call" the Chairperson shall determine and confirm with the Secretary and announce the minimum numbers for both a "Simple" and "2/3's" majority, assuming no groups abstain during a vote. Only Operating Committee members can call for a switch to 2/3rd majority from simple majority for voting purposes at any time. Only Votes 'FOR' or 'AGAINST' a motion shall be counted in the simple and two-thirds majority. An 'ABSTAINED' vote must not be counted. Only Operating Committee members can call for a switch back to simple majority for voting purposes at any time.

(f) Only Operating Committee members are allowed to:

- "Call the question" and end discussion on a motion and request an immediate vote on that motion.
- Request "Point of Order" to follow established operating and/or voting procedures.

(g) Only Operating Committee members who are present are entitled to vote. All motions pertaining to procedures, protocol, or financial matters require 2/3rd majority and a recorded vote. If a motion requires 2/3rd majority and the motion carries, the Chairperson of the District Operating Committee is required to ask for Minority Opinion. Minority Opinion may only be given from any member who voted against the motion. After Minority Opinion is heard, the Chairperson of the District Operating Committee is required to ask if any member who voted in favour of the motion wishes to change his or her vote. If a member changes his or her vote, the original motion goes back to discussion prior to being voted on again or withdrawn.

(h) Elections to be held starting in the 2nd year of term or the “even” year e.g. 2021-2022 term where 2022 is the even year. The Third Legacy Procedure and chart from The A.A. Service Manual Combined with Twelve Concepts for World Service, 2021-2023, Appendix G, form part of these Operating Procedures .

i) Timing: The District Committee regular bi-annual elections are to be held at the regular meeting in September.

ii) Facilitator: The facilitator of the election meeting is preferred to a member of the Area Committee and chosen at the June District Committee Meeting with a simple majority vote by the Group Service Representatives or their alternates.

iii) Eligibility: Prior to the elections, the DCM will compile two lists of eligible persons to be considered. The facilitator will read through the names on list one and each member present will have the option to stand for the position or decline with thanks. If all members present decline with thanks from list one, the facilitator will move on to list two. If all members present decline with thanks, nominations are taken from the floor.

1. List One: Members of the outgoing District Committee (Current GSRs, Committee Officers and Chairpersons of the Operating Committee Sub-Committees and their Committee)

2. List Two: Members of the immediate past District Committee (GSRs, Committee Officers and Chairpersons of the Operating Committee Sub-Committees and their Committee)

3. Nominations from the floor.

iv) Order of Election: The facilitator will follow the order listed below for elected positions. The duties and eligibility of each position, as written in the District 19 Operating Procedures, will be read prior to the facilitator requesting whether members will stand or decline the position:

1. DCM - District Committee Member

2. Alt DCM - Alternate District Committee Member

3. Treasurer

4. Secretary

5. PIC - Public Information

6. CPC - Cooperation with the Professional Community

7. TA - Treatment and Accessibilities

8. CF - Correctional Facilities

9. GV – Grapevine

10. AR – Archives

v) Voting Members: Only Group Service Representatives or in their absence, their alternate or a member of their group is entitled to cast a ballot for the purposes of voting in an election.

Procedure: Voting shall be by ballot only, unless a person is acclaimed to any position. All members that stand for a position must be present and give a brief resume of qualification for that position prior to a vote being taken. Immediately after the qualifications are provided, a vote should be taken with no further discussion. District 19 will use the Third Legacy procedure for each of the elected positions above. The Third Legacy Procedure is as follows: The names of eligible candidates are posted on a board. All voting members 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.

4. ELIGIBILITY & DUTIES OF ELECTED DISTRICT COMMITTEE MEMBERS (OFFICERS)

(a) District Committee Member (DCM)

- i) The DCM shall be a member of Alcoholics Anonymous (AA), within this District, in good standing. For this purpose it is suggested a member of four-years of continuous sobriety shall be considered in good standing. Should sobriety not be maintained, such member shall be immediately replaced by the Alternate DCM and a new Alternate DCM be elected.
- ii) The DCM must have served as a past or present GSR for at least one year.
- iii) The DCM or his or her alternate must attend all meetings of the District Operating Committee.
- iv) The DCM, subject to the control of the Operating Committee shall perform such duties that are incidental to his or her office.
- v) The DCM shall be a member ex-officio of all Sub-Committees of the Operating Committee. An ex-officio member does not have any voting privileges.
- vi) The Chair shall have the right to vote on any matter only in the event of a tie in a simple majority or where at the discretion of the Chair, one vote would swing the result of a 2/3rds vote, by the members of the Operating Committee.
- vii) The Chair shall, at least two weeks prior to the next regular meeting of the District, request of the Operating Committee any New Business items to be included in the meeting Agenda.
- viii) At the earliest convenience each calendar year, the DCM shall communicate with the Operating Committee, the anticipated annual individual group financial contribution to carry on the regular business of the District. This may be calculated in consultation with the current Treasurer, as the higher of either the previous year's actual expenses incurred or the current year budget, whichever is greater divided by the number of groups that financially contributed in the previous fiscal year. Reference Section 12.

(b) Alternate District Committee Member (Alt. DCM)

- i) The Alternate DCM shall be a member of Alcoholics Anonymous (AA), within this District, in good standing. For this purpose it is suggested a member of four-year continuous sobriety shall be considered in good standing. Should sobriety not be maintained, such member shall be immediately replaced by a past or present GSR duly elected by the Operating Committee.
- ii) The Alternate DCM must have served as a past or present GSR for at least one year. I
- iii) The Alternate DCM shall assume the duties of the DCM in the event of the DCM's absence.
- iv) The Alternate DCM shall act as liaison-officer between the Operating Committee and any such sub-committees as the DCM may designate.
- v) The Alternate DCM shall verify the District 19 attendance sign-in sheet against the District Treasurers Report after each Service Assembly. If there are any members that received a monetary advance that did not attend, the Alternate District Committee Member will speak to the member to request repayment.

(c) Secretary

- i) The Secretary shall be a member of Alcoholics Anonymous (AA), within this District, in good standing. For this purpose it is suggested a member of two-years of continuous sobriety shall be considered in good standing. Should sobriety not be maintained, such member shall be immediately replaced by a current member of AA in good standing duly elected by the Operating Committee.
- ii) The Secretary shall keep files, records and minutes of all District Operating Committee meetings. Minutes of all monthly meetings shall be sent out to all members of the District Operating Committee within one week of the meeting, so that all the GSR's have them for their respective group's business meeting.
- iii) The Secretary shall refer all matters dealing with the various sub-committees to the appropriate committee.
- iv) The Secretary shall keep the District Committee, Area 79 Registrar and New York (GSO – General Service Office) up-to-date on group GSR's and Alternate GSR's and any changes to group status or statistics if provided by the group.
- v) Any and all information in respect of individuals shall be kept by the Secretary, staff and all members of the District Operating Committee and Sub-Committees in strict confidence.
- vi) The Secretary shall distribute Area 79 communications to all members of the District Operating Committee as required or specifically requested by such.

(d) Treasurer

- i) The Treasurer shall be a member of Alcoholics Anonymous (AA), within this District, in good standing. For this purpose it is suggested a member of four-year continuous sobriety shall be considered in good standing. Should sobriety not be maintained, such member shall be immediately replaced by a current member of AA in good standing duly elected by the Operating Committee.

- ii) The Treasurer must provide at all monthly meetings of the District Operating Committee a written monthly report of receipts, expenditures, and an up to date account of the financial situation of the District Operating Committee. Cash contributions are to be discouraged. All receipts for cash must have two signatures. Every transaction will be given a receipt. Deposits made within one month of receipt. Treasurer must include bank statement and reconciliation document.
- iii) The Treasurer shall be one of the signing officers of the District Operating Committee. It is suggested that the other signing officers be the District Committee Member (DCM), the Alternate DCM and the Secretary, any cheques to be issued should require the signature of the Treasurer and one of the other signing officers.⁷
- iv) The Treasurer shall submit a budget forecast and an internal audited operating statement and balance sheet to the District Operating Committee annually no later than the second meeting of the District Operating Committee following the end of the Fiscal Year.
- v) When the Treasurer's term expires he or she must turn over all records and receipts from his or her term of office to the in-coming Treasurer.
- vi) Two auditors to be elected annually in January. The two Auditors must be members of Alcoholics Anonymous (AA), within this District, in good standing. For this purpose a member of one-year continuous sobriety shall be considered in good standing. The Treasurer will provide access to the books, receipts, disbursements, bank statements and any other material that the Auditors deem necessary to check the accuracy and reasonableness of the financial position of the District Operating Committee. The Auditors are required to sign-off on the books and report their findings and make recommendations if necessary to the District Operating Committee within 60 days of their election.
- vii) The prudent reserve of the District Operating Committee is greater of the previous fiscal years first 6 months (January-June inclusive) expenses or two thousand and five hundred dollars (\$2,500) and is to be held on account in each fiscal year prior to the distribution of excess funds. Based on the financial situations of both Area 79 and GSO, the Treasurer will make a recommendation to the District Operating Committee after the Audit as to the distribution of excess funds, if any. The Operating Committee shall decide by vote on the allocation of the surplus.
- viii) The Treasurer shall undertake the activity "anticipated annual individual group financial contribution" calculation as detailed in Section 12.

5. SUB-COMMITTEE DEFINITIONS, FORMATION, COMPOSITION AND ELIGIBILITY

The Operating Committee shall elect Chairpersons of the sub-committees to be responsible for the following functions:

- i) Public Information Committee (PIC)
- ii) Co-Operation with Professional Community (CPC)
- iii) Treatment and Accessibility (TA)
- iv) Correctional Facilities (CF)
- v) Grapevine (GV)
- vi) Archives (AR)

- (a) The Operating Committee may also elect Chairpersons of sub-committees to carry out any general or special function.
- (b) Chairpersons of sub-committees are elected for a term not to exceed a period of two years. Individuals standing for chairpersons of any sub-committee must be present at the District Operating Committee meeting and give a brief resume of past AA activities. The elected Chairperson shall be a member of Alcoholics Anonymous, within this District, in good standing. For this purpose it is suggested a member of one-year continuous sobriety shall be considered in good standing. Should sobriety not be maintained, such member shall be immediately replaced by a current member of AA in good standing duly elected by the Operating Committee.
- (c) Members of sub-committees shall be elected for their ability to perform the specific work involved.
- (d) Each member of the District Operating Committee will work in liaison with the Chairperson of the sub-committee.
- (e) The Chairperson of each sub-committee shall be responsible for maintaining the policy set forth by the Operating Committee as a whole. He or she shall attend the monthly meeting of the District Operating Committee to give a report of the activities of the subcommittee and submit a monthly written report to the Secretary of the District Operating Committee meeting.
- (f) The Chairperson of each sub-committee shall appoint a least two additional members to work with him or her.
- (g) Members of all sub-committees shall be members of Alcoholics Anonymous, within this District, in good standing. For this purpose it is suggested a member of one-year continuous sobriety shall be considered in good standing. Should sobriety not be maintained, such member shall be immediately replaced by a current member of AA in good standing.
- (h) At the end of each Fiscal Year all sub-committees who receive operating funds from the Operating Committee shall:
- i) Provide a written report to the District Committee Treasurer detailing their receipts and expenditures supported by, when possible, copies of the expenses.
 - ii) Turn over all surplus operating funds, if any, to the District Committee Treasurer prior to the next Fiscal Year's allocation.

6. PUBLIC INFORMATION COMMITTEE – (PIC)

- (a) This sub-committee is responsible for publicity at the two levels, as well as the telephone answering service.
- i) At the public level, press, radio, television, and films and the filling of requests for speakers for any meetings other than AA groups at Treatment and Correctional Facilities.
 - ii) At the group level, by monthly bulletins to groups with notices of special meetings and brief items relating to the Public Information in District 19.
 - iii) The costs of the telephone answering service

(b) It is the responsibility of all AA members approached to participate in outside activities related to PIC to contact the Speaker Chairperson and/or the PIC Chairperson immediately, prior to participation in such activities.

(c) This sub-committee shall be subject to the direction of the Operating Committee to investigate methods by which Alcoholics Anonymous can render assistance to the alcoholic employee of industrial and commercial organizations, and take such action as directed by the Operating Committee.

(d) This sub-committee shall be responsible for Chairpersons, Speakers and all other arrangements for special meetings under their mandate.

7. CO-OPERATION WITH PROFESSIONAL COMMUNITY – (CPC) Possible roll-up of sub-committee to PI

(a) This sub-committee is responsible to inform “professionals” about AA-what we are, where we are, what we can do and what we cannot do. They attempt to establish better communication between AA and professionals and to find productive ways of cooperating without affiliating.

(b) Members of this sub-committee provide information about AA to those who have contact with alcoholics through their profession, such as physicians, nurses, members of the clergy, lawyers, social workers, union leaders and industrial managers.

(c) This sub-committee shall be subject to the direction of the Operating Committee and are expected to cooperate with the PIC in areas of similar concern.

(d) The Operating Committee will control the CPC funds and expenditures will be documented by the District Committee Treasurer. CPC will not have an office of Treasurer.

8. TREATMENT AND ACCESSIBILITIES COMMITTEE (TA) Possible roll-up of sub-committee to PI

(a) This sub-committee shall liaise with the staff and personnel of the treatment facility who are responsible for alcoholics.

(b) This sub-committee is responsible for supplying a chairperson, speaker, and literature at hospitals, and other treatment facilities.

(c) Accessibility sub-committee is responsible for reaching out to assist in removing obstacles to participation that many members face and to insure that A.A. remains as inclusive as possible.

9. CORRECTIONAL FACILITIES COMMITTEE (CF) Possible roll-up of sub-committee to PI

(a) This sub-committee is responsible for supplying a chairperson, speaker, and literature at jails and other facilities.

(b) This sub-committee shall liaise with the staff and personnel of the correctional facility who are responsible for alcoholics.

10. GRAPEVINE COMMITTEE – (GV)

(a) This sub-committee is responsible to disseminate information on the Grapevine magazine and other Grapevine materials.

(b) This sub-committee is expected to cooperate with CPC, PIC and TA & CF in areas of similar concern.

11. ARCHIVES COMMITTEE – (AR)

(a) This sub-committee is responsible for cataloguing historical information and hard assets of historical interest throughout the district.

(b) The goal is to share this gathered information and the location of assets with Area 79 Archives for further cataloging without necessarily providing a temporary or permanent repository.

(c) It is anticipated that this sub-committee will work in co-operation with representatives of other Districts and Zones and consequently have representation.

12. GROUP FINANCIAL COMMITMENTS

The anticipated annual individual group financial contribution to carry on the regular business of District 19 shall be calculated by the current Treasurer, following the Annual Audit, as the higher of either the previous year's actual expenses incurred or the current year budget, whichever is greater divided by the number of groups that financially contributed in the previous Fiscal Year. The results of this calculation are to be immediately communicated to the members of the Operating Committee by the DCM.

13. NEW GROUPS AND NEW MEETINGS:

a) New Groups: A Group is defined in The A.A. Service Manual at pages S.25-30 of the 2016- 18 Edition.

"The A.A. Group" is also a very helpful resource.

b) All new Groups are to be introduced to the committee by the DCM at a District meeting prior to the Group being added to the District website. Upon the formation of a Group, receipt by the Group of a group number from A.A. World Services and election of a GSR, the new group will be invited by the DCM to take a seat at the committee. Upon delivery of the group information to the District Secretary/Registrar, the Secretary/Registrar will pass on the new group information to the Area Registrar, to the committee and, following the next District meeting, to the Webmaster for inclusion on the District 19 website. A new group is required to exist for 6 months in order to be included on the printed meeting list. Upon formation, the PIC/CPC Chair will be notified by the Secretary/Registrar that a new group has formed in order to keep future inclusions to the printed Meeting list up-to-date.

c) New Meetings: The procedure for adding a new Meeting to the website and printed meeting list is similar to that for a new group. Once the Meeting has been established, a Representative of the meeting will contact the District Secretary/Registrar to provide information about the new Meeting. Following their introduction at the next District meeting, the Secretary will pass on the Meeting information to the Webmaster, the Area Registrar and, where appropriate, to the PIC/CPC Chair for future up-dates to the printed meeting list.

Each new Meeting should name a Representative to serve as a point of contact between the meeting and the committee. Meeting Representatives have no voting privileges at the committee, only duly elected GSR's

14. EXPENSES:

a) District 19 will reimburse Officers and Sub-committee chairs for costs of travel, accommodations and meals when that person is required to represent our District at Assemblies and meetings held outside District 19. From time-to-time the committee will consider allowable maximum expenditures for travel, accommodation and meals. The committee must authorize all service travel in advance. The committee will authorize payment upon receipt of an Expense Report and accompanying receipts showing details of the expenses. (For an Expense Report Form, see Appendix C)

b) District 19 will reimburse District Officers and Sub-committee chairs for expenses such as telephone, postage, photocopy supplies and literature that is required for them to carry out their duties on behalf of the District in amounts pre-approved by The committee upon receipt by the District Treasurer of an Expense Report (see Appendix C) and accompanying receipts showing details of the expenses.

c) PIC Sub-committee Budget (include Telephone Answering Costs): is initially allocated at \$4000/year, transferred from the District account to the PIC account as \$2000 twice a year, to be reviewed by the Operating Committee on a semi-annual basis.

d) Each Committee is expected to record all business expenditures, provide receipts to the Treasurer to account for monies spent, and keep District up to date on financial activities. Any other amounts allocated to Sub-committees are to be determined on a case-by-case basis after the Sub-committee Chair submits a budgetary request and the committee approves an appropriate amount. These expenditures must also be tracked and supported by receipts submitted to the Treasurer. Sub-committee budget requests may be submitted at any time of the year.

15. EFFECTIVE DATE & AMENDMENT OF THESE OPERATING PROCEDURES

(a) Effective immediately, upon 2/3 majority acceptance by the Operating Committee.

(b) A Notice of Motion for any change in this Operating Procedure may only be made by a group through its General Service Representative and must be given in writing at least two weeks prior to the regular monthly meeting of the District Operating Committee.

(c) This Operating Procedure may only be amended or superseded by a two-thirds majority vote of the Operating Committee members present, guided by their group's conscience. Only Votes 'FOR' or 'AGAINST' a motion shall be counted in the two-thirds majority. An 'ABSTAINED' vote must not be counted. Such a vote is to be taken at the regular monthly meeting of the District Operating Committee following the meeting at which the Notice of Motion was tabled (motion is made, duly seconded and discussed before the vote).

(d) Operating Procedures Amendments to be documented within this sub-section with amendment specifics, including the amended Section/Sub-section, date and rationale for the amendment(s) in the following table.

16. REMOVAL OF MEMBERS COMPRISING THE DISTRICT COMMITTEE

- (a) Should sobriety not be maintained, such member shall be immediately replaced.
- (b) Failure to perform the duties of the position of the District Committee and/or continuous and/or multiple absentees from the regular monthly meetings of the District Operating Committee.
- (c) Conflict of interest or a violation of one of the 12 Traditions.
- (d) A Motion of non-confidence.
- (e) A Notice of Motion for the removal of a Member of the District Committee may only be made by a member of the Operating committee, and must be given in writing at least 14 days prior to the regular monthly meeting of the District Operating Committee.
- (f) The removal of a member of the District Committee may only be approved by a two-thirds majority vote of the Operating Committee members present. Only Votes 'FOR' or 'AGAINST' a motion shall be counted in the two-thirds majority. An 'ABSTAINED' vote must not be counted. Such a vote is to be taken at the regular monthly meeting of the District Operating Committee following the meeting at which the Notice of Motion was tabled (motion is made, duly seconded and discussed before the vote).

17. GENERAL

- (a) An AA group ought never endorse, finance, or lend the AA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
- (b) All committees and sub-committees will scrupulously observe the AA Traditions and ensure that neither the endorsement, expressed or implied, nor the name or finances of AA in District 19 are under any circumstances ever lent or given to anything of a public nature.

APPENDIX A: MOTIONS AND NOTICE OF MOTIONS SPECIFICS

APPENDIX B: DISTRICT 19 MEETING AGENDA

APPENDIX C: EXPENSE REPORT FORM

APPENDIX D: DISTRICT OPERATING COMMITTEE STRUCTURE GRAPHIC

APPENDIX A

MOTIONS AND NOTICE OF MOTIONS SPECIFICS

DISCUSSION PRIOR TO MAKING A MOTION: In A.A., cooperation is assumed. However, it is often counterproductive to introduce a main motion before there has been some discussion of the matter before the committee. After some discussion, the intent of the group is usually clearer, and the Chair can be of service by summarizing what they have heard into a coherent motion, and asking if anyone is willing to introduce the Motion. If so, the Motion will be written down, passed to the Secretary, and read back to the committee.

NOTICE OF MOTION: A Notice of Motion is a matter brought to the committee to be voted upon at a future meeting. No Secunder is needed. The committee is merely being introduced to the issue. A Notice of Motion shall specify the period for consideration of the motion as being either one month or two months. The DCM will then add the motion to the Agenda for the corresponding future month. When a Notice of Motion is made there is NO discussion at the current Table. The presenter of the motion will provide the Secretary, electronically, with a copy of the Notice of Motion in writing for inclusion in the minutes and/or discussion by the groups.

MOTIONS: A motion is a suggestion to the committee to take a course of action, make a decision or to have District 19 express an opinion. Motions shall be made by the operating committee in writing either before or during the District Meeting. The correct wording is, "I move that...". Any motion prepared in advance may be forwarded electronically to the DCM to be included on the Agenda for the up-coming meeting. The Motion will be read aloud by the Secretary so the person proposing the Motion can approve the wording. All Motions must be Seconded by another member of the operating committee before the matter goes into discussion. The correct wording is "I second the Motion..." All motions must be seconded in order to proceed to a discussion.

DISCUSSING A MOTION: Only members of the operating committee may speak during discussion of any issue. When discussing a Motion, each person at the committee is expected to be considerate of the time, be respectful of each other and to conduct the discussion in a civil manner. All comments are to be directed to the DCM/Chair. Crosstalk will not be permitted. We strive always to place "principles before personalities". If you wish to participate in the discussion, please raise your hand and the Chair will record your name. When the Chair says your name, you may speak.

AMENDING A MOTION: After being recognized by the Chair, any operating committee member may introduce a subsidiary motion while the main motion is being discussed. A subsidiary motion affects the motion under discussion. Many amendments are "friendly", such as slightly changing the wording of a motion for clarity. The original mover of the Motion has to approve the amendment. However, if the mover objects, a 2/3 Majority vote will be required to amend the original motion. An amendment can re-word or replace a main motion without voting it down. Once Seconded, a subsidiary motion must be dealt with before discussion on the main motion can resume.

TABLING A MOTION: A motion may be made to Table the Motion until a specific time. This will delay the vote. A Simple Majority is required in order to Table a Motion. A Tabled Motion may be re-introduced at any time, by any member of the committee, after one different item of business has been resolved. If a second meeting goes by

without the committed Motion being re-introduced to the committee, the motion is dead. A Simple Majority vote is required to re-introduce a Tabled Motion.

MOTION TO REFER TO COMMITTEE: If the operating committee feels that more discussion is needed on a Motion or more information is needed before a vote can take place, the motion may be tabled to a later meeting. Some matters may require the formation of an Ad Hoc Committee or a formal request to one of the Sub-committees to study a matter and bring recommendations back to the committee. If this occurs, a motion may be made to Refer to Committee. A Sub-committee or an Ad Hoc (formed for a particular purpose only) Committee may be struck and a Chair elected. The Committee Chair shall determine how the Committee is to be structured and how it will operate.

SPECIAL MOTIONS: Any motion requiring a financial expenditure outside of the annual operating budget by the District must be presented as a Notice of Motion so the committee can consider it for a one-month period. Regular bills and normally agreed upon expenses for the District Committee and Subcommittee Chairs can be voted on as a regular motion.

POINT OF INFORMATION: If, during a discussion, you are not sure of the procedure being used, you may call for a "Point of Information". The Chair will ask you to state your question and attempt to clarify the situation.

POINT OF ORDER: If you are concerned that the rules of order have been violated, you can call for a "Point of Order". This will immediately stop all discussion at the committee and help the Chair get the meeting back on track.

CROSSTALK: At District 19, we try to have open, respectful discussions of any and all issues being considered so that we can learn from each other. We allow those who have been recognized by the Chair to speak without comment or interruption. We discourage giving advice, whispered conversations between members and judgmental words or gestures. "Love and tolerance of others is our code."

CALLING THE QUESTION: During the discussion, someone may request the Chair to "Call the Question". This is a motion used to cut off debate on an issue and proceed directly to a vote on the motion being discussed. It requires a Secunder. Calling the Question is out of order when a member is speaking. A motion to Call the Question cannot be debated. It requires a 2/3 Majority to pass because the right of the members to debate is being curtailed. When appropriate, the Chair, on advice of the Operating Committee, or out of a concern for order, may Table the Motion or call for a vote. As always, the group conscience of the Operating Committee shall prevail.

APPENDIX B

DISTRICT OPERATING COMMITTEE MEETING AGENDA

COMPULSORY OPENING ITEMS:

1. Moment of Silence and Serenity Prayer
2. 12 Traditions, Short Form
3. Concept of the Month

OPTIONAL OPENING ITEMS:

4. GSR Preamble
5. Informed Group Conscience

COMPULSORY ACTIONS & REPORTS

- (A) Group Roll Call by the Secretary
- (B) Determination of both Simple Majority and 2/3's Majority of the Operating Committee by the Secretary
- (C) Agenda Adoption
- (D) Previous Meeting Minutes (by the Secretary) and Adoption
- (E) Secretary's Report if any
- (F) Treasurers Report and Adoption
- (G) DCM and Alternate DCM Reports
- (H) General Service Representative Group Reports
- (I) Sub-Committee Reports
 - a. PI
 - b. CPC
 - c. TA
 - d. CF
 - e. GV
 - f. AR
- (J) Old Business
- (K) New Business
- (L) Election(s) for any District Committee vacancies
- (M) Adjournment

APPENDIX C
EXPENSE REPORT

DISTRICT 19 (SEA TO SKY)



Expense Report

PURPOSE: _____

DATE _____



MEMBER INFORMATION:

Name _____

Position _____

Committee _____

Date	Committee	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc	Total
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									Subtotal	\$ -
									Cash Advances	
									Total	\$ -

APPROVED: _____

NOTES: _____

APPENDIX D

DISTRICT OPERATING COMMITTEE STRUCTURE GRAPHIC

District Operating Committee

