

**AREA 67 SOUTHEAST TEXAS
DISTRICT 70**

POLICY AND PROCEDURES



Approved February 2025

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PREAMBLE TO ALCOHOLICS ANONYMOUS

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions.

A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.



A DECLARATION OF UNITY

This we owe to A.A.'s future: to place our common welfare first; to keep our fellowship united. For on A.A. unity depend our lives and the lives of those to come.



RESPONSIBILITY STATEMENT

I Am Responsible...

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible

THE 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.

PREFACE

There are no ruling bodies in Alcoholics Anonymous, but there are special committees directly responsible to those they serve. It should, therefore, be recognized that the Policies and Procedures set forth in this manual for District 70 consolidate in one place the suggested procedures ratified by the majority of the District 70 Committee membership in 2025.

This document is intended to be a constant reference, both in and out of District Committee Meetings. These guidelines are based on Alcoholics Anonymous General Service knowledge and experience shared in “The AA Service Manual” and the “Area 67 Policy and Procedure Manual”. Additionally, other Conference-approved literature has/may be used to develop and/or expand these guidelines.

As in any business of AA, these guidelines can be changed at any time with informed discussion and vote of approval by substantial unanimity (2/3) of the District committee’s conscience. It is hoped, however, that each change will be in the spirit of true A.A. Unity, Service, and Recovery.

I. DISTRICT PURPOSE

- A. To develop knowledgeable and experienced General Service Representatives (GSRs) through the study, practice and application of the Twelve Traditions, Twelve Concepts, Six Warranties and other principles of service as contained in the “AA Service Manual”.
- B. Keep the lines of communication open between the General Service Office and District 70 through full registration and representation of all active groups.
- C. Elect a District Committee Member (DCM) and Alternate District Committee Member (Alt DCM) to represent District 70 at Area Assembly and other District 70 and Area 67 functions.
- D. Strengthen District 70 groups through service work to ensure the opportunity to recover from alcoholism through the practice of the Twelve Steps and Twelve Traditions is available for future members.
- E. Support the A.A. service structure in the spirit of the Seventh Tradition by encouraging all groups to establish and participate in a regular contribution plan.

District 70 shall be guided and directed by A.A.’s three legacies of Recovery, Unity and Service, the principles by which A.A. members recover and by which our Society functions.

II. DISTRICT DESCRIPTION

District 70 is a collection of A.A. groups located in the geographic region designated as Area 67 by the General Service Conference of Alcoholics Anonymous World Services.

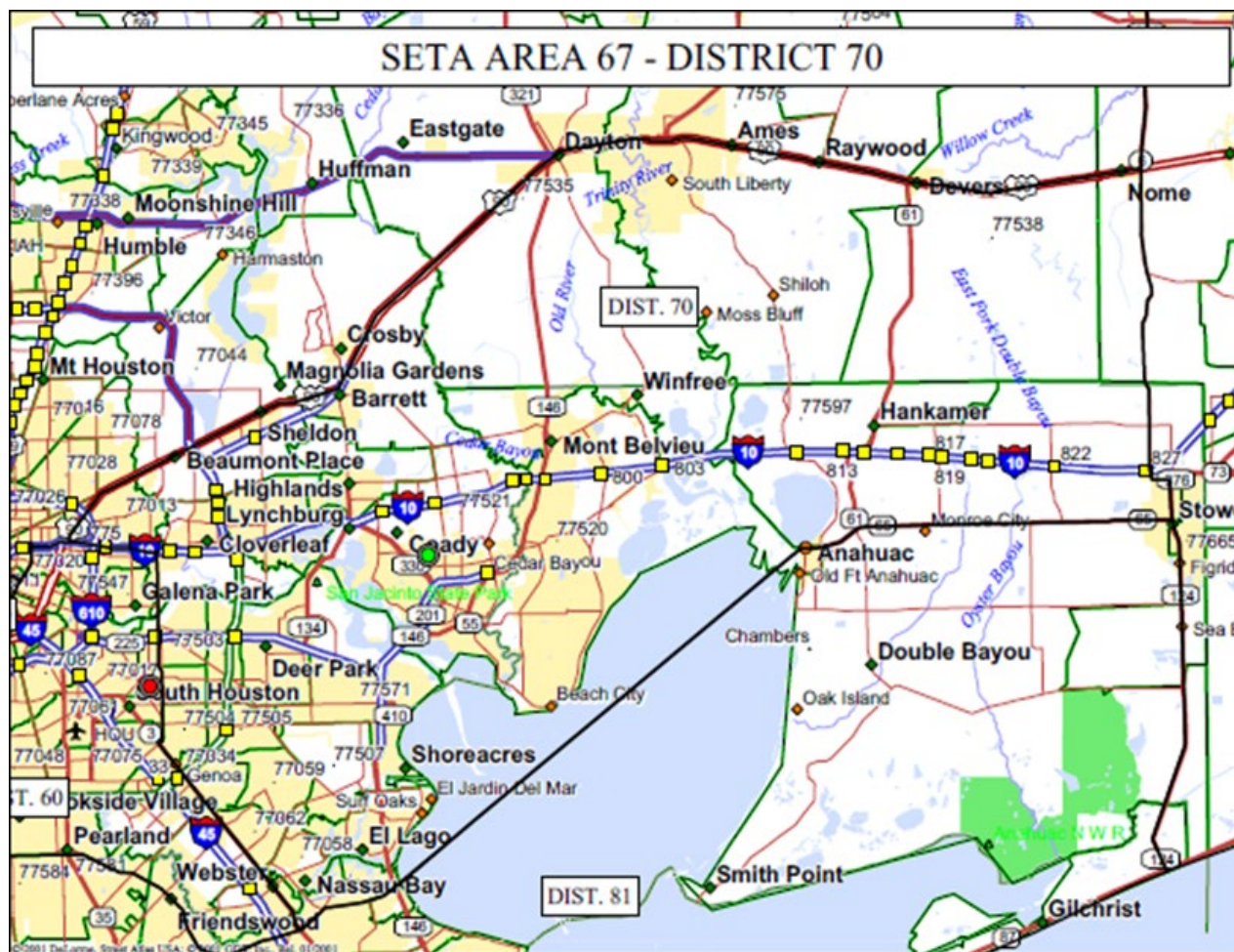
District 70 Physical Boundaries:

North- Corner of I-10 and Hwy 90 in Houston, Hwy 90 east to Hwy 365 west of Beaumont.

East- Corner of Hwy 90 and Hwy 365 west of Beaumont, Hwy 365 south and east to I-10, I-10; south to Hwy 124, Hwy 124 south to Hwy 65.

South- Corner of Hwy 124 and Hwy 65, west on Hwy 65 to Anahuac, a line from Anahuac west to intersection of Hwy 146 and Hwy 518 in Kemah, Hwy 518 west to Hwy 3 in League City.

West- Corner of Hwy 518 and Hwy 3 in League City, Hwy 3 north to South Shaver in Pasadena, South Shaver north to Federal Rd, Federal Rd north to I 10, I-10 west to corner of I-10 and Hwy 90.



III. DISTRICT COMMITTEE MEMBERSHIP

The District 70 Committee shall consist of:

General Service Representatives (GSRs)

All current GSRs and Alternate GSRs representing the groups located within the District boundaries.

District Committee Officers

- District Committee Member (DCM)
- Alternate District Committee Member (Alternate DCM)
- Secretary
- Alternate Secretary
- Treasurer
- Alternate Treasurer
- Registrar
- Alternate Registrar

The District Officers, through the 12 Concepts of Alcoholics Anonymous, may exercise the rights, duties, and responsibilities of their positions outside a District Committee meeting if the urgency of the situation requires such action.

It is recommended to have current GSRs serve as officers when possible. When no GSR is willing or able to serve, then an AA member in good standing who meets the eligibility requirements may be elected.

Standing Committee Chairs

The elected chairpersons of all District Standing Committees, also serving as District Representatives to corresponding Area Standing Committees.

It is recommended that each District Standing Committee Chairperson have an alternate to help execute the position duties and act for the Chairperson when absent. Alternates are recommended in order to have a replacement trained in the duties when the Chairperson rotates out or resigns.

District 70 shall strive to maintain the following Standing Committees:

- Archives
- Cooperation With Professional Community (CPC)
- Correctional Facilities
- Finance & Budget
- Grapevine/La Vina
- Intergroup Liaison
- Literature
- Newsletter
- Public Information (may be combined with CPC)
- Treatment Facilities

Past DCMs and Past Area Delegates

AA members residing in District 70 who previously served as the District 70 DCM or Area 67 Delegate

AA Members

Any member of Alcoholics Anonymous is welcome to attend District Meetings and participate in the District's work. These attendees may be given a voice but cannot vote on District business.

IV. DISTRICT COMMITTEE OPERATIONS

A. District Meeting

1. Protocols

- a. The District 70 Monthly Committee meeting is held on a day and at a time and location selected by the DCM and approved by the Officers and, if possible, the entire Committee. Meeting days which fall on holidays will be rescheduled by simple majority vote.
- b. The meeting will be of sufficient duration to effectively conduct the necessary business of the District committee. Start and finish time will be determined by the DCM based on the amount of business at hand.
- c. The District Committee meeting will be facilitated by the DCM. In the absence of the DCM, another elected officer shall preside in the following order: Alternate DCM, Secretary, Registrar, Treasurer. The Chair keeps the meeting on track to accomplish the agenda items, ensuring that informed decisions are achieved.
- d. The meeting will be conducted according to Robert's Simplified Rules of Order as adapted and included herein as Appendix B
- e. The DCM will prepare an agenda and submit to the Secretary for distribution to all active members on the Registrar's roster, one week in advance of the scheduled meeting.
A suggested agenda format is included herein as Appendix C.
- f. All members are expected to attend all meetings, come prepared to speak, listen, discuss and decide. Members should review minutes from the previous meeting prior to each committee meeting.
- g. Participation is encouraged and meetings will be civil, courteous and characterized by fairness and good faith. Each member must respect the rights of the other members to have their opinions and to voice them. All members have equal rights, privileges and obligations.
- h. The February meeting agenda will include time dedicated to covering the proposed agenda items of the GSO conference. Responses from groups will be delivered to the Area Delegate by the DCM.

Holding Multiple Positions Within the District

Any person holding a District Officer Position or a Committee Chair Position cannot hold any other District position while serving the mandated term of their current position.

Resignation Of Officers

Should an elected District Committee Officer resign, the following procedure will be followed:

- The Alternate to that position, the DCM, Secretary, Registrar or Treasurer will immediately fill the position until a special election is held in the following month.
- Election of a new Alternate will be announced for a following District meeting, during which time eligible members may decide their willingness to stand as a nominee.

Resignation Of A Standing Committee Chairperson

The alternate will fill the resignation of a Standing Committee Chairperson, if available. If no Alternate is available, the vacancy will be announced to all members so potential candidates can be found within the fellowship and submitted for nomination at a future District meeting.

Termination Of Officers And Standing Committee Chairpersons

Any elected Officer or Standing Committee Chairperson who misses 3 consecutive meetings without notice or reason or fails to provide a meaningful report for 3 consecutive meetings, shall be considered inactive and assumed to have resigned. They will be automatically removed from their service position and the vacancy will be filled according to the procedures described above.

The consensus of the District membership exerts that:

- it is a privilege to serve in A.A.
- all service positions should be occupied and active for the good of the suffering alcoholic
- inactive or absent officers and chairpersons deprive another member the opportunity to serve

V. VOTING

Only District 70 Committee members are eligible to vote on District business. A count of eligible voters will be taken by the Registrar during roll call of each District meeting. The DCM protects impartiality by exercising voting rights only when his/her vote would affect the outcome. In such cases the DCM can either vote and change the result, or can abstain, killing the motion.

The Voting Members of the District 70 Committee each have one vote in District matters and are defined as:

Alt DCM
District Secretary
Alternate Secretary
District Treasurer

Alternate Treasurer
District Registrar
Alternate Registrar
All Standing Committee Chairs or Alternate in their absence
Past DCMs of District 70
GSRs or Alternate in their absence

GSRs holding an elected District Position have only one vote.

While it is the duty of every member who has opinion on the question to express it by their vote, no one can be compelled to do so. A member may abstain from voting, understanding that doing so results in the same effect as if they voted on the prevailing side.

All District business requiring membership approval should be determined by striving for substantial unanimity. The Minority Opinion should always be asked for, voiced and heard. All matters other than Elections, Amendments to Policy and Procedure, and changes to bank accounts shall be determined by a simple voice vote, but it is advisable and recommended to seek substantial unanimity (2/3 of voting members present in agreement).

Voting Terms

Simple Majority	51% of total votes cast by voting members present
Substantial Unanimity	2/3 of total votes cast by voting members present

VI. ELECTIONS

Election Schedule

Election of District Officers and Standing Committee Chairs shall take place in September of even-numbered years in order to allow the incoming DCM to attend the Southwest Region of AA Service Assembly (SWRAASA) in October. The District considers this service function to be a great benefit for the incoming DCM.

Election Protocols for All Positions

Elections are conducted by a past Delegate or an Area Officer. This is to establish neutrality and impartiality.

The principle of rotation applies to all District 70 service positions; however, members of the District may be re-elected to the same position in accordance with the A.A. Service Manual which states: "Can a committee member be reelected? This question arises occasionally. Of course, the answer is yes – at a regular election where there is every opportunity of presenting all available candidates."

The term of office for all District 70 service positions is two years, commencing on the first District meeting of the odd-numbered year following the elections.

The DCM and Alternate DCM are elected by Third Legacy procedure. Other District officers are elected by majority vote.

It is recommended to have current GSRs serve as officers when possible. If no GSRs are willing or able to serve, then any A.A. member in good standing who meets the eligibility requirements may be elected.

1. The facilitator will read the position eligibility requirements for each position, starting with DCM and ask who is qualified to stand for the position. Qualified members will stand up.
2. Nominations may be accepted from the floor, but no one shall speak on behalf of any nominee or candidate.
3. The facilitator will ask all who are willing and able to serve in the position to remain standing.
4. Each candidate will briefly introduce themselves and give their sobriety date and service resume.
5. Questions may be taken from the floor
6. If voting by show of hands, nominees will be asked to leave the room.
7. The tally will be conducted by two non-voting members.
8. If only one person stands for a position, the facilitator will ask for a motion to accept (person's name) as (position) by acclamation. Once a motion is made and seconded, a simple voice vote may be taken.

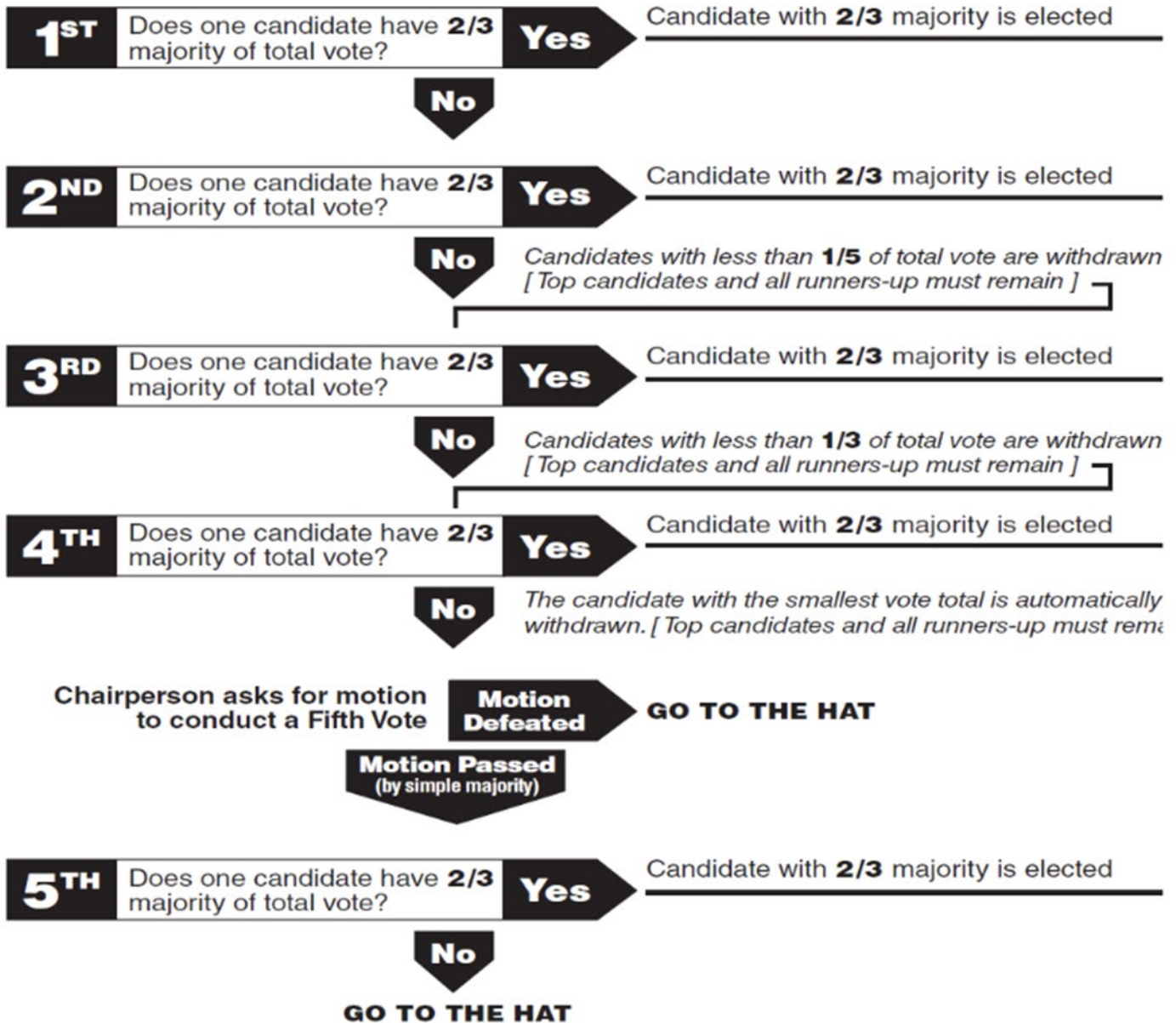
Specific Protocols for Election of DCM and Alternate DCM

The DCM and Alternate DCM shall be elected in accordance with the Third Legacy Procedure of Alcoholics Anonymous as described in the AA Service Manual. Additionally, District 70 shall adhere to the following protocol for election of DCM and Alt DCM:

1. The tally will be conducted by two non-voting members of the District Committee as follows:
 - a. All eligible candidates' names will be listed on a blackboard, whiteboard or by other means so that all persons present can view
 - b. The committee will vote for the DCM first and the Alt DCM secondly.
 - c. All voting members will be supplied a piece of paper to write down the name of their chosen candidate.
 - d. Written votes will be collected by non-voting members.
 - e. Each vote will be read out loud and the tally for each candidate posted on the board
 - f. The first candidate to receive 2/3 of the total vote will be declared the winner.

The Third Legacy Procedure

BALLOT



Minimum Preferred Qualifications of Candidates for District Committee Member (DCM) and Alternate DCM:

- 2 or more years of continuous sobriety
- Declare District 70 as their home district
- Have sufficient time and means to serve and the ability to fulfill the requirements of the job description
- Previous service to the District

Minimum Preferred Qualifications of Candidates for District Officer Positions and Alternates:

- 2 or more years of continuous sobriety
- Declare District 70 as their home district
- Have sufficient time and means to serve and the ability to fulfill the requirements of the job description
- Previous service to the District or at group level

Minimum Preferred Qualifications of Candidates for Standing Committee Chairperson:

- 1 or more years of continuous sobriety
- Declare District 70 as their home district
- Have sufficient time and means to serve and the ability to fulfill the requirements of the job description

VII. DISTRICT FUNDING

District 70 is entirely self-supporting through contributions from District 70 groups and donations from individual members of the District. District 70 accepts no money or items of value from outside individuals or organizations. District 70 sells no merchandise nor raises any funds which are not strictly voluntary contributions of its members.

When discounts or subsidies are offered to District 70 which would be offered to any other organization of similar size, requiring a purchased service or product of similar character and magnitude, it may be accepted. If a discount or subsidy is offered partly or in total because we are Alcoholics Anonymous, it must be declined.

Bank Accounts

District 70 has established non-profit checking and savings accounts and shall maintain such accounts at all times. The District Committee may move said accounts to the banking institution of its choice with approval by substantial unanimity.

District 70 bank accounts require two signatures from authorized account signors on all checks over \$100.00.

The check payee and signor may not be the same person.

Banking authority to sign checks, make deposits and withdrawals, and make purchases on behalf of District 70 using issued debit cards shall be granted to the DCM, Alternate DCM, Treasurer, Alternate Treasurer and Secretary. All individuals are not required to be signers on the bank accounts, but the District shall always have a minimum of two of the named positions on any bank accounts.

All individuals who become authorized signors for District bank accounts must sign the District Bank Card Policy. This form is attached hereto as Appendix A.

After each election of the incoming officers shall execute new bank signature cards and, where applicable, obtain bank debit cards in accordance with bank policies no later than January 31 following election.

Any changes to existing accounts or the creation of new accounts requires approval by substantial unanimity.

VIII. POST OFFICE BOX

The District shall maintain a U.S. Postal Service post office box which shall serve as the mailing address for the District. Changes to the PO Box location or mailing address of the District may be made only with approval of the District Committee.

VIX. FINANCE AND BUDGET

District 70 shall operate on an approved budget at all times. The budget is prepared annually in October by the Finance and Budget Committee. The budget is approved at the earliest possible District 70 Meeting by substantial unanimity. Any revisions to the budget are to be made after scrutiny the latest budget reports, adequate discussion of the proposed revisions, and a vote of substantial unanimity. Each month the District shall be provided an update on the state of the budget.

District 70 operates as a nonprofit organization.

In keeping with the 7th Tradition of self support, District 70 encourages the active participation of any member in service work. To that end, the District requires an expense budget to be prepared each year for the funding of 12th work in the upcoming year.

The Finance and Budget Committee consists of, at minimum, the Finance and Budget Committee Chair, Treasurer and Alt DCM. All District Committee members are eligible to participate.

The annual operating budget is to be submitted to the membership at each November meeting by the Finance and Budget Committee Chair. The members have the responsibility to review the budget items prior to the November meeting, at which time line items will be discussed and adjusted, if necessary, to achieve a balanced budget. The final budget shall be approved no later than the December meeting.

Members of the District Committee who can submit expense budget requests to the Finance and Budget Committee for inclusion in the District Budget are:

- DCM
- Alternate DCM
- District Secretary
- District Treasurer
- District Registrar
- Chairpersons of Standing Committees
- Chairpersons of Special Projects (events, workshops, etc.)

Special Projects

Funds may be allocated in the budget for any approved Special Project, i.e. workshops, events, etc. If a budget for a Special Project has not been determined, the Finance and Budget Committee will include a line-item expense of an estimated amount based on prior similar events.

Approved funds for special projects will result in a new line item added to the monthly Treasurer Report.

Budget Revisions

If the District Officers or Standing Committee Chairs require funding for an unbudgeted expense, the matter should be brought to the Finance and Budget Committee for review and recommendation to the District Committee to accept or reject. Such requests should include justification for the expense and line-item costs when possible.

The Finance and Budget Committee will present the budget revision at the next District meeting and shall make the members aware of any financial consequences should they approve the unbudgeted expense.

Approval of unbudgeted expenses shall not cause the approved budget to be amended but will simply be added as a new expense line item on the monthly Treasurer report.

Prudent Reserve

For the protection of the District, the membership has decreed unanimously to establish and maintain a prudent reserve of funds from available monies in the operating account. A prudent reserve will be the lesser of one-half of the operating budget expenses for the next fiscal year or \$2,000.00. These funds are to be set aside as a line item in the Treasurer's Report. These monies are to be used in the event of an emergency requiring the District to cover expense obligations without having the necessary income.

Recurring District Expense Obligations

District 70 has adopted the approved practice of funding the DCM or Alternate DCM to attend SWRAASA, the Southwest Regional Forum (alternating years) and the quarterly Area Assembly. Funding the DCM or Alternate to attend these functions shall cover the following expenses:

SWRAASA – Incoming DCM

Hotel including parking – 2 nights
Airfare or Gas Reimbursement

Southwest Regional Forum – Current DCM or Alternate DCM

Hotel including parking – 2 nights
Airfare or Gas Reimbursement

Area Assembly – Current DCM and Alternate DCM

Hotel including parking – 1 night

APPENDIX A DISTRICT 70 BANK CARD POLICY

This Bank Card and Credit Card Policy outlines the guidelines and procedures for the issuance, use, and management of company bank cards and credit cards (the “Cards”) provided by District 70 (the “Company”) to its officers.

1. Purpose

The Company provides Cards to facilitate efficient payment for legitimate business expenses, promote responsible spending, and minimize financial risk.

2. Eligibility

Cards will be issued on a case-by-case basis, considering factors such as Company role and level of responsibility. Cards will be issued in accordance with District 70 Policy and Procedures.

3. Cardholder Responsibilities

- a) Adhere to Policy: follow all guidelines outlined in this policy regarding use of the Card.
- b) Secure the Card: keep the physical Card and all Card details secure and report any loss, theft or unauthorized use immediately to the issuing bank and all board members.
- c) Provide Documentation: submit original receipts for all purchases within 30 days. Each receipt should clearly show the date of purchase and all charges. The cardholder will write on the receipt the purpose of the purchase and the full name of the person to be reimbursed, if applicable.
- d) Use Appropriately: ensure the Card is used solely for approved business expenses and within the specified spending limits.
- e) Return the Card: surrender the Card upon termination of service or when requested by the District DCM.

4. Authorized Expenses

Discretionary Use: The Card may be used for the following business-related expenses without prior District Committee approval:

- a) Supplies and/or services needed to conduct approved activities outlined in the District 70 Policy and Procedures and Cardholder Job Description.

All purchases for any other reason and/or over approved spending limits must be approved by the District Committee prior to occurrence.

5. Prohibited Expenses

The Card may be used only for approved District 70 business purposes. No personal spending is allowed for any reason. The Card is strictly prohibited for the following:

- a) Personal expenses including cash advances
- b) Gifts or gratuities

- c) Illegal activities
- d) Gambling
- e) Payment of personal debts

6. Card Limits and Monitoring

District 70 will set spending limits for each cardholder based on the cardholder's role, responsibilities and anticipated business needs. District 70 reserves the right to monitor Card activity to ensure compliance with this policy and to change spending limits at their discretion.

7. Consequence of Misuse

Misuse of the Card, including unauthorized charges or violation of this Policy, will result in revocation of all cardholder rights. District 70 reserves the right to hold the cardholder personally liable for any resulting losses.

8. Card Cancellation

District 70 may cancel a Card at any time, with or without notice, for reasons including termination of service, excessive or unauthorized spending, change in cardholder role or responsibilities, or any violation of this policy.

9. Review and Updates

This policy will be reviewed periodically and may be updated at District 70 discretion. Updates will be communicated to all cardholders.

10. Disclaimer

This policy is intended for informational purposes only and does not constitute a legal contract. Please refer to the Card issuer's terms and conditions for additional information.

MY SIGNATURE BELOW CONFIRMS THAT I HAVE READ, UNDERSTAND,
AND AGREE TO THE DISTRICT 70 BANK CARD POLICY.

Printed Name _____

Signature _____

Date _____

Card Number _____

APPENDIX B

ROBERT'S SIMPLIFIED RULES OF ORDER-MODIFIED

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

After recognition, make a main motion.

I move that _____ "

AMENDING A MOTION

You want to change some of the wording that is being discussed.

After recognition, "I move that the motion be amended by adding the following words"

After recognition, "I move that the motion be amended by striking out the following words"

After recognition, "I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____"

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

After recognition, "I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

After recognition, "I move to postpone the question until ____"

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

After recognition, "I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

After recognition, "I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to Kill a motion that is being discussed.

After recognition, "I move to postpone the question indefinitely."

ADJOURNMENT

You want the meeting to end.

After recognition, "I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.
After recognition, "I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.
Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.
After recognition, "I move to suspend the rules and move item 5 to position 2."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.
Without recognition, "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.
Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.
Without recognition, "Point of parliamentary inquiry."

Robert's Simplified Rules of Order

Cheat Sheet

Action	What To Say	Can Interrupt Speaker?	Need A Second?	Can Be Debated?	Can Be Amended?	Votes Needed
Introduce Main Motion	I move to...	No	Yes	Yes	Yes	Majority
Amend A Motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Move Item to Committee	I move that we refer the matter to committee	No	Yes	Yes	No	Majority
Postpone Item	I move to postpone the matter until...	No	Yes	Yes	No	Majority
End Debate/ Discussion	I call the question	No	Yes	Yes	No	Majority
Object to Procedure	Point of order	Yes	No	No	No	Chair Decision
Adjourn the Meeting	I move to adjourn the meeting	No	Yes	No	No	Majority
Request Information	Point of information	Yes	No	No	No	No Vote
Overrule the chair	I move to overrule the chair's ruling	Yes	Yes	Yes	No	Majority
Enforce Rules or Point Out Incorrect Procedure	Point of order	Yes	No	No	No	No Vote
Table A Motion	I move to table	No	Yes	No	No	Majority
Verify Voice Vote With Count	I call for a division	No	No	No	No	No Vote
Object To Considering Undiplomatic Matter	I object to consideration of this matter	Yes	No	No	No	2/3 Majority
Take Up A Previously Tabled Matter	I move to take from the table...	No	Yes	No	No	Majority
Reconsider Something Already Disposed Of	I move to reconsider our action to...	Yes	Yes	Yes	Yes	Majority
Consider Something Out Of Its Scheduled Order	I move to suspend the rules and consider...	No	Yes	No	No	2/3 Majority

APPENDIX C

DISTRICT 70 SUGGESTED REGULAR MONTHLY MEETING PROCEDURE AND FORMAT

Standards

- All members are expected to attend all meetings, and come prepared to speak, listen, debate, and decide. Members should review all committee and officer reports and previous committee meeting minutes prior to each committee meeting.
- If an officer cannot attend they must notify the DCM at least 24 hours in advance when possible.
- Participation is encouraged and meetings will be civil, courteous and characterized by fairness and good faith. Each member must respect the rights of the other members to have their opinions and to voice them. All members have equal rights, privileges and obligations.
- No one speaks unless recognized by the Chair.
- Every matter presented for decision should be discussed fully.
- No one will speak for more than 5 minutes at any one time.
- Meetings will be conducted according to a written agenda.
- Meetings will deal with only one matter at a time.
- Meetings will only vote on matters which have been placed before the committee in the form of a motion, however discussion of a topic or proposal should take place before a motion is introduced. A preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly worded motion, or a proposal for action that, in the light of subsequent discussion, seems inadvisable.

Motions

Motions will be stated as simply and precisely as possible, and repeated as needed, to facilitate discussion and for the Secretary to accurately capture them. For every motion made the Chair will ask for discussion, comments, and questions from the floor. Every member has the right to understand the meaning of any motion presented, and to know what effect a decision will have. A member always has the right and is strongly encouraged to request information on any motion he or she does not thoroughly understand.

- A. Motion to Refer: When it is obvious that a meeting does not have enough information to make a wise decision, or when it seems advisable to have a small group work out details that would take too much time in a large meeting, a member may move that the question be referred to a committee.
- A motion to refer to committee cannot interrupt another speaker, must be seconded, is debatable only as to the appropriateness of referral, can be amended, and requires a majority vote.
- If a motion to refer is passed, the committee to which the matter is referred will report on the question at a subsequent meeting or at a time designated in the motion to refer.

- B. Motion to Reconsider: A motion to reconsider may be made by any member to bring back for further consideration a motion that has already been put to a vote. The purpose of reconsideration is to permit a meeting to correct a hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.
- A motion to reconsider can be made only by a member who voted with the prevailing side— that is, voted in favor if the motion involved was adopted, or voted against if the motion was defeated.
- A motion to reconsider can be made only during the meeting the vote to be reconsidered was taken.
- If the motion to reconsider is passed, the effect is to cancel the original vote on the motion to be reconsidered and reopen the matter for debate as if the original vote had never occurred.

Voting

A simple majority voice vote decides most issues.

Each member agrees to be governed by the vote of the majority.

The Chair protects impartiality by exercising voting rights only when his or her vote would affect the outcome. In such cases the Chair can either vote and thereby change the result, or can abstain, thereby killing the motion.

The Chair will ask for all in favor and those in agreement will respond with “aye”.

The Chair will ask for all opposed and those in opposition will respond with “nay”.

After the vote, the Chair will announce if the motion passed or failed.

The Chair will always ask if the minority opinion would like to be heard.

Order of Business

Meetings will be conducted with the following Order of Business:

1. Call to Order

The Chairperson will state “This Regular meeting of the District 70 Committee is now called to order”.

2. GSR Preamble

3. Roll Call

4. Welcome New GSRs

5. Adoption of the Agenda

The Chair will present the agenda for the meeting and ask if any members have additional matters that should be placed on the agenda. After these have been taken care of, the Chair should call for a motion to adopt the agenda. Passage of the motion requires a simple majority and restricts the business of the meeting to items listed on the agenda.

6. Approval of Minutes

If the minutes have been made available to the members in advance there is no need to read them at the meeting. The Chair will ask if there are any errors in or omissions from the minutes. If there are none, it is sufficient for the Chair to say, “There being no errors or omissions, the Minutes of the (Month) meeting are hereby admitted as presented.” There is no need for a motion and vote to approve the minutes as they are a matter of record.

Should there be a mistake in the minutes, it is proper for any member to point out the error and the Secretary will then make the appropriate correction or addition. The Chair will then ask for a motion to approve the minutes as amended.

7. Treasurer's Report

The treasurer's report shall include a detailed statement of the receipts and disbursements since the last financial report, the balance of money held in all accounts, and information about bills that need to be paid. If the treasurer's report was made available in advance, there is no need to read it at the meeting. The Treasurer will ask if there are any questions about the report and will answer any such questions. If there are no corrections, the Chair will state, "There being no errors or omissions, the treasurer's report for (Month) is hereby admitted as presented."

There is no need for a motion and vote to approve the Treasurer's Report as it is a matter of record.

Should there be a mistake in the treasurer's report, it is proper for any member to point out the error and the Treasurer will then make the appropriate correction or addition. The Chair will then ask for a motion to approve the report as amended.

8. DCM Report

The DCM will give an update on his/her activities since the last meeting. The DCM will report on Area activities following each Area Assembly.

9. Alt DCM Report

The Alt DCM will give an update on his/her activities since the last meeting.

10. Committee Reports (listed)

Standing Committees will report first, followed by any Ad-Hoc Committees.

The committee chair should not read their report at the meeting but may make a few comments before answering questions from the members. After all questions have been answered, the committee chair will present any recommendations on behalf of the committee. Amendments to the recommendations may be proposed by any member. After all the recommendations have been dealt with, motions may be received from the floor dealing with the substance of the report or the work of the committee concerned. A committee report does not need to be adopted.

Occasionally it becomes evident that the report of a committee, or one of the recommendations, is not acceptable to a large proportion of the members present. In such cases, the committee can be directed to review its work in light of the discussion heard.

11. GSR Reports

GSRs may report on group activities, ask questions and request information about service, group issues, AA in general, etc.

12. Training/Information Session/Guest Presentation

Guest presentation on service-related topics.

13. Training/Information Session

Time may be devoted to providing service training and/or information to assist the GSRs in their duties.

14. Old Business (listed)

Any business that has been postponed from a previous meeting. It is advisable for the Chair to remind the members of the history of this business before discussion or voting begins (or call upon someone with special information to do this).

15. New Business (listed)

Items not included on the agenda may not be discussed unless the agenda is amended. Any new business that requires input from the groups must be tabled after discussion in order for the groups to be consulted. Thorough discussion is advised prior to tabling so that GSRs have adequate information to take to their groups.

A motion may be made and seconded but a vote cannot be taken until the following month after GSRs have presented the motion to their groups and obtained guidance through their group conscience.

16. Announcements

The Chair will allow others an opportunity to make special announcements as well as making any of his/her own. Include upcoming events, service opportunities, etc. The date, time and location of the next meeting will also be in this portion of the meeting.

17. Adjournment

The Chair will call for a motion to adjourn. A second is required and once passed, the Chair will announce the meeting is formally adjourned.

18. Close with the Responsibility Statement