

# **District 22 Service Handbook**

**October 17, 2021**

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## **Purpose**

We are the elected trusted servants of the Home Groups located on the Palouse in the geographic area known as District 22 within Washington State East Area 92. We are the first level of representation of the collective conscience of individual group members of Alcoholics Anonymous. As representatives of groups, we cooperate to do the necessary business the AA groups cannot do for themselves and more important, to carry the message through our service work that AA exists to help the alcoholic who still suffers.

## **Members**

District 22 Service Committee consists of elected trusted servants, who are elected by vote of all current voting members of the District 22 Service Committee in September of odd-numbered years, to serve a two-year term commencing the following January. In addition to General Service Representatives (GSRs), elected within their home groups, our elected trusted servants are:

- 1) District Committee Member (DCM)
- 2) Alternate District Committee Member (Alt. DCM)
- 3) Treasurer
  - a) Alternate Treasurer
- 4) Secretary
  - a) Alternate Secretary
- 5) Archives Chairperson
- 6) Corrections Chairperson
- 7) Treatment and Accessibilities Chairperson
- 8) Grapevine and Literature Chairperson
- 9) Public Information Chairperson (PI)
- 10) Cooperation with the Professional Community Chairperson (CPC)
- 11) Web Servant
  - a) Alternate Web Servant

The Alternate DCM is a voting member. Committee Alternates only vote when acting in the absence of the primary trusted servant.

See Appendix A – Job Descriptions.

The District Committee may combine chair positions as needed.

## **Meetings**

The District 22 Committee meets regularly, typically monthly. The District Committee Member presides, or in their absence, the Alternate DCM.

### **Suggested Format/Agenda for District 22 Service Committee Meetings**

1. Open with Serenity Prayer
2. Twelve Traditions
3. Introductions and Attendance
4. Questions About How Business is Conducted
5. Secretary's Report
  - a) Motion to accept previous month's minutes.
6. Announcements
7. Servants Reports
  - a) DCM
  - b) Alternate DCM
  - c) Treasurer/Alternate Treasurer
  - d) Archives
  - e) Corrections
  - f) Treatment and Accessibility
  - g) Grapevine and Literature
  - h) Public Information
  - i) Cooperation with the Professional Community
  - j) Web Servant/Alternate Web Servant
8. GSR Sharing
9. Meeting Reports
10. Housekeeping
11. Old Business
12. New Business
13. Closing

## **Voting Policies**

1. The following are voting members of the District committee, or in their absence their designated alternate for that position may vote:
  - a. GSRs
  - b. Primary elected trusted servants
2. Motions:
  - a. Elected trusted servants, or their designated alternate, and GSRs are eligible to vote on motions.
  - b. Any motions voted on require substantial unanimity, or a two-third majority to pass.
  - c. Motions may be brought to the floor by any member of the District 22 Committee. In addition, any member of a Home Group in District 22 may make motions. (Preferably this would be presented at District through their respective Home Group's General Service Representative.)
  - d. Bring enough hard copies of the motion for each GSR and each officer.

## **Election Procedures**

This procedure follows the basic ideas outlined on pages S32 and S33 of the General Service Manual. The format takes into account the relatively small size of the district while still acknowledging the spiritual principles that guide AA election.

1. Those standing for election make themselves available, in person, at the District meeting at which elections are being held.
2. Those making themselves available then qualify themselves to the voting body. Qualifying usually entails stating how long one has been sober, what previous service positions one has held, and any other special skills one might feel will help them serve in the specific position.
3. Candidates, after qualifying, will then leave the room so that the voting body may have discussion, if necessary, and vote.
4. To be elected, a candidate must have substantial unanimity, hereby defined as 2/3 majority.
5. Should substantial unanimity not be reached in 3 votes, the top two candidates' names will be placed in a hat. One name will be drawn from the hat. That candidate will be considered the winner.

## Budget Process

1. The budget is an advisory estimate of District expenses.
2. Quarterly Expenses
  - a. Next year quarterly expenses are calculated at the end of every year for the following year.
  - b. Quarterly expenses include:
    - i. Telephone-Frontier (monthly)
    - ii. Hotline-Sound Telecom (monthly)
    - iii. Archives rental-Gladish (monthly)
    - iv. Mail-PO Box Rental (annual, due in February)
    - v. District Meeting space- Pullman Regional (annual, due within year)
    - vi. Zoom- Online District (monthly)
    - vii. Web-Dreamhost (annual, due in July)
    - viii. Service Events (annual allotment, funds planned for in budget)
    - ix. Committee Travel (annual allotment, funds planned for in budget)
    - x. DCM/Alt DCM Travel (annual allotment, funds planned for in budget)
3. Prudent Reserve
  - a. District 22 shall keep a prudent reserve equal to the quarterly expense as established by the yearly budget process.
4. DCM/Alt DCM and Committee Travel Expenses
  - a. DCM/Alt DCM travel expenses are budgeted \$1000.00 per year to attend the four yearly Area events.
  - b. Each committee (CPC, PI, Archives, Grapevine & Lit, Treatment & Accessibility, Corrections) is budgeted \$100.00 per year for travel expenses to attend Standing Committee Workshops during the year.
  - c. Expenses over the allocated travel budgets, if approved by the body, would come from the General Fund.
5. General Fund
  - a. Formula: Available funds from previous quarter ending balance, less quarterly expenses x 0.25.
  - b. These are “extra” costs not budgeted for.
  - c. Appropriate uses of the General Fund include but not limited to additional funding for committee activities, fund District workshops, fund District events, pay for stamps, etc., when approved by the body.
6. Committee Allotments
  - a. Formula: Available funds from previous quarter ending balance, less quarterly expenses x 0.75 / (number of committees).
  - b. Additional available funds for the committees to buy literature, host workshops, pay for committee activities etc.
7. Surplus
  - a. A surplus occurs when we have a fully funded prudent reserve and the general fund at the beginning of a quarter is more than \$500.00.
  - b. If a surplus ever occurs, the groups will be consulted to decide how it is to be dispersed.

## **Appendix A – Job Descriptions**

### **District Committee Member (DCM)**

*Purpose:* The DCM's job is primarily that of two-way communication. The DCM gets reports from the group level through GSRs and through frequent personal contact with the District groups. They help the Conference Delegate cover an area that the Delegate could not otherwise cover (on a group-by-group basis).

#### **Duties:**

- 1) Calls and presides over regular meetings for all GSRs and standing committee chairs in the District.
- 2) Receives reports from the groups through GSRs and frequent personal contact with the groups.
- 3) Helps GSRs report to their groups and encourages them to bring new AA members to District service.
- 4) Makes a regular practice of talking to groups on the responsibilities of general service work.
- 5) Regularly attends AREA 92 quarterlies and assemblies.
- 6) Keeps GSRs informed about Conference activities.
- 7) Helps the Conference delegate cover the District, which would be impossible for the delegate to do on an individual group basis.
- 8) Schedule delegate's Conference report, occasionally making the Conference report if the delegate cannot be present and inviting the delegate to regular District meetings.
- 9) sends district minutes to the delegate and alternate and exchanges them with other districts.
- 10) Makes sure that GSRs are acquainted with The A.A. Service Manual, the Twelve Concepts for World Service, the G.S.O. bulletin Box 4-5-9, workbooks, and guidelines from G.S.O., and any other service material.
- 11) Regularly keeps in touch with the Alternate DCM and the delegate.
- 12) Hold a key to the mailbox.
- 13) Have passwords to the District website and other Internet resources.
- 14) Updates, with help of the Secretary, the District 22 Service Handbook as appropriate, including Guidelines, in a timely manner.

**Reference:** Pages S31-33 of the 2018-2020 Service Manual and the pamphlet *Your DCM*.



Alternate District Committee Member (Alt. DCM)

*Purpose:* The Alternate DCM is a backup for the district committee member. If the latter resigns – or for any reason is unable to serve – the alternate steps in and should be kept up to speed by the DCM on all issues pertaining to our District.

**Duties:**

- 1) Assist, participate, and share in the DCM’s responsibilities depending upon local needs.
- 2) Regularly attend the monthly District business meetings
- 3) Attend area meetings when feasible and/or when the DCM is unable to attend.
- 4) Acts as the District Registrar by maintaining current records of the District Groups, group contacts (usually GSR and Alternate GSR) and working with the Area 92 Registrar (Alternate Delegate) to maintain currency with Area and GSO.
  - a) If any member brings a concern about a scheduled meeting not taking place, the Alternate DCM will attempt to verify the meeting. If unable to verify the activity of a meeting within 30 days, the meeting will be removed from the schedule. A group may appeal this.

**Reference:** Pages S33 of the 2018-2020 Service Manual.

### Treasurer/Alternate Treasurer

*Purpose:* Treasurer is responsible for receiving, dispersing, and reporting on funds for the District. The District's funds are from local group 7<sup>th</sup> Tradition contributions. Funds are dispersed as directed by the District Service Committee.

#### **Duties:**

1. Regularly attend the monthly District business meetings.
2. Maintain an accurate, balanced, and up-to-date checking account.
3. Maintain a prudent reserve equal to the quarterly expense value
4. Pay all bills (see Budget Process section).
5. Prepare a monthly Treasurers report (including checking account balance, and itemization of group's contributions and outgoing funds) for the District business meeting, distributed via email to all voting members, with paper copies to be available on request.
6. Provide receipts to groups for their contribution.
7. Reimburse trusted servants as they present receipts for budgeted/approved expenses.
8. Distribute funds to Standing Committee Chairs for approved Budgeted Needs.
9. Check post office box weekly and distribute the mail appropriately to committees, officers, etc.
10. Coordinate the preparation of an estimated budget for the upcoming fiscal year, incorporating any motions and changing business needs, at least 2 months prior to yearend.

**Reference:** Page S47 of the Service Manual.

### Secretary/Alternate Secretary

*Purpose:* To maintain accurate meeting minutes of District business meetings, and to keep accurate and up-to-date listings of District officers (GSRs, committee heads, DCM, etc.).

#### **Duties:**

1. Attend and take minutes of the monthly District 22 business meeting. Other business meetings, (such as yearly District inventory), should be recorded as well. Take special care to note motions made, whether they pass or fail, and include an attendance list.
2. Type and distribute (via email) copies of the District business meeting minutes, within two weeks, to all District Officers and GSRs. Hard copies will be provided upon request.
3. Maintain an up-to-date record of all District 22 service committee members (name, email address, and phone number). Including DCM, alternate DCM, secretary, treasurer, GSRs, and all Committee chairpersons.
4. Create a compilation of prior year's motions no less than two (2) weeks prior to the first District meeting of every District rotation for inclusion in District Service Handbook and update corresponding sections, as necessary.
5. Pass on prior year's minutes to Archives as directed.
6. Update and maintain a digital copy of the District 22 Service Handbook with the help of the DCM, and/or their Alternate. Make and distribute via email copies to all new voting members of the District committee, with paper copy available on request.
7. The out-going District secretary shall provide an updated emailed District 22 Service Handbook to each Home Group, each GSR and each elected District 22 officer no less than two (2) weeks prior to the first District 22 meeting of every rotation, with paper copy available on request. Printing is funded by District 22.

**Reference:** Page S46 of the Service Manual.

### Common duties of Standing Committee Members

- 1) District Meeting
  - a) Regularly attending the monthly District business meetings (or sending an alternate or a report to DCM) to report on Committee business and activities.
- 2) Area Meetings
  - a) Become familiar with availability of Area, virtual, and other workshops on the committee's subject. Attends such meetings to share experience with other districts in this service area, as possible and as budgeted. Reports back to their committee and the District.
- 3) Committees
  - a) Recruiting committee members as needed. from the district's AA groups and obtaining the services of an alternate Chairperson.
  - b) Holding regular Committee meetings at monthly intervals, or as needed.
  - c) Report on Committee activities and business at the District meetings.
  - d) Organizes workshops and/or sharing sessions on committee service.
  - e) Participate in District seminars and conventions.

## Corrections Committee

*Purpose:* To facilitate taking AA meetings into the various correctional facilities within the district.

### **Duties:**

1. Recruit volunteers that will take meetings into facilities, make applications available to members who are interested in volunteering.
2. Educate members of the fellowship about opportunities to carry the message into Correctional Facilities.
3. Educate fellowship about the Correspondence and Bridge programs.
4. Be available to speak to home groups about Corrections.
5. When necessary, work with Correctional Facility Coordinators to resolve any issues at their facilities.

**Reference:** Pages S47 and S62 of the Service Manual.

## Treatment and Accessibility Committee

*Purpose:* Carrying the message of recovery by bringing AA speakers into the treatment facilities within the district. Provide information to these treatment facilities about local, area and national AA.

### **Duties:**

- 1) Inform the local fellowship about opportunities to speak at treatment centers.
  - a) Recruit and train speakers and maintain a list of available speakers
- 2) Upon request, secure speakers for the local treatment facilities' outpatient clients or their Friends and Family weekend. Send reminders to these speakers a day in advance with:
  - a) date, time, place, phone number and contact person.
  - b) the type of group to be addressed (clients or friends and family).
  - c) a link to the GSO-approved "Speaking at Non-AA Meetings" pamphlet.
- 3) Keeping a copy of the Treatment Facilities Workbook and related materials for speakers as needed, to be passed on to the new Treatment and Accessibilities chair during District Committee rotation.
- 4) Educate fellowship about the Bridging the Gap Program,

**Reference:** Pages S47 and S63 of the Service Manual

## Grapevine/Literature

*Purpose:* To maintain and manage Grapevine and AA Conference approved literature for availability to the groups and members of District 22.

### **Duties:**

1. Maintaining an adequate literature inventory, to include Conference approved books, pamphlets, service manuals, etc.
2. Take literature orders and disperses literature to home groups, committees, and individual members of the district.
3. Making Grapevine subscriptions available to the District fellowship.
4. Accurate manage the Literature Budget.
5. Be available to set up displays and sell literature at District functions.
6. Educate the District members on different literature available.
7. Be available to attend District home groups and speak about our available literature.

**Reference:** Pages S47 and S62 of the Service Manual.

## Public Information Committee

*Purpose:* Carrying the message of recovery by informing the general public about the Alcoholics Anonymous program; by getting in touch with the media, schools, industry, and other organizations to report on the nature and purpose of AA and what it can do for alcoholics.

### Duties:

- 1) The District meeting schedule
  - a) The PI chair along with the secretary, web servant and district registrar will ensure that an accurate schedule is available online and in printable form.
  - b) This will also include coordinating a regular review of any neighboring district, Area 92, and/or GSO publicly available meeting listings as well.
  - c) Coordinating with any other public listings of the schedule including local newspapers
- 2) The District hotline
  - a) The PI will coordinate the scheduling and maintenance of a hotline that will support connecting the public to our local fellowship
- 3) Other PI duties as they can sustainably be maintained
  - a) Placing literature racks in high schools, libraries, police stations, hospitals, colleges, etc.
  - b) Place PSA's (public service announcements) on the radio
  - c) Put meeting schedules at hotels/motels
  - d) Work with local media outlets to practice the traditions of anonymity
  - e) Make presentations in the community

**Reference:** Pages S47 and S63 of the Service Manual, committee workbook, and GSO guideline sheets.



## Cooperation with the Professional Community Committee

*Purpose:* The CPC Committee informs professionals and future 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 AAs and professionals, and to find simple, effective ways of cooperating without affiliating.

### **Duties:**

- 1) Seeks new ways of carrying the message and sets an example of leadership for the group CPC representatives (committee members).
- 2) Coordinating efforts to provide information to the professional community, and to those who have contact with alcoholics through their profession, regarding where we are, what we are, what we can do, and what we cannot do. These could include:
  - a) Local law enforcement, probation and parole, Drug courts,
  - b) The legal system (Court officers, judges, lawyers
  - c) Local health care and counselling services
  - d) Professionals in training (at the universities)
  - e) Other local agency's that deal with alcoholism
  - f) Assists other committee chair with cross committee trainings and meetings

**Reference:** Pages S47 and S62 of the Service Manual, committee workbook, and GSO guideline sheets.

## Archives Committee

*Purpose:* Maintain a physical and digital repository of district 22 (and the former district 20 before 1996) group, meeting and business documents. These document permanently the work of Alcoholics Anonymous in our district to help inform business decisions and provide context about our history of our experience to provide a blueprint for our future.

### **Duties:**

- 1) Acquire and place a copy of all relevant materials from district meetings into the archives. Communicate that 2 copies for the secretary and 2 for archives should be provided at meetings.
- 2) Maintain our district 22 Digital archives and make available any past district information in a timely manner.
- 3) Coordinate with other district archivists and with the Area Archivist and Area Archives Chair.
- 4) Following the guidelines as outlined in the G.S.O. Archives Workbook (M-44), Guidelines (M-17), G.S.O. literature on digitizing archives, preservation guidelines, and aa.org archives section.

**Reference:** Pages S40-S41, and S84 of the Service Manual

## Web Servant

*Purpose:* Maintain the [district22aa.org](http://district22aa.org) web site with up-to-date information about meetings within the district and about Area 92 events.

### **Duties:**

- 1) Knowledge of and willingness to learn and maintain the skills necessary to oversee management of a web site.
- 2) Be available to update [district22aa.org](http://district22aa.org) as necessary, preferably daily, posting updated information. Remove outdated files on a regular basis.
- 3) Maintain the meeting schedule of in-person, online and hybrid meetings at [district22aa.org](http://district22aa.org). Review web generated Meeting Schedule (PDF) as changes are provided by Alt-DCM and/or PI Chair
- 4) Maintain files on District 22's web site, including maintenance of email aliases for our district's trusted servants, a copy of the current Handbook and District Committee job descriptions, as well as any other materials approved by the District Committee.
- 5) Learn and use the software used to submit information about District 22 meetings and events to WA Area East 92's web site.
- 6) Implement any changes to [district22aa.org](http://district22aa.org) (layout, content) approved by the District Committee and report on site activity as requested.
- 7) Provide the DCM and PI Chair all passwords to the District website and other Internet resources.
- 8) Train the elected successor, including introducing the new web servant to the ISP, transferring any and all appropriate passwords, and being available to answer questions and offer support during the new servant's early days.

**Reference:** Pages S24, S41-S42 and S47 of the Service Manual

## **Appendix B – Compilation of District 22 Motions**

Reflects dates motions were voted on.

### Compilation of Motions from 2005 – 2007

September 2005:

- Motion (Passed): “Move the district meeting to the second Sunday of the month.”

### Compilation of Motions from 2008 – 2009

July 13, 2008:

- Motion (Passed): “To have the district treasurer to come up with a three month prudent reserve with \$45.00 per month per sub-committee for travel for the DCM, Gv/L Chair, PI/CPC Chair for travel to quarterlies and assemblies and that travel expenses be calculated from January 1, 2008 to present.”

December 14, 2008:

- Motion (Passed): “That the District accept \$250 as the prudent reserve.”

March 8, 2009:

- Motion (Passed): “To give the Grapevine/Literature Committee the necessary funds, totaling about \$193.89 for literature and a wire rack.”

May 10, 2009:

- Motion (Passed): “To hammer-out some guidelines using the 2000 proposed guidelines as a template.”

June 14, 2009:

- Motion (Passed): “At the September 13th [2009] District meeting the District will vote on a final copy of the guidelines and any changes and input from the groups need be submitted by the second Sunday of August.”

July 12, 2009:

- Motion (Passed): “To hold district elections at the November District meeting, after the October area assembly.”

September 13, 2009:

- Motion (Passed): “The RTFB Group moves: that District 22 adopt the ‘newly’ proposed handbook at the September 2009 Business meeting. With this handbook taking effect as of January 1, 2010 with the beginning of the new rotation.”
- Motion (Passed): “That District 22 form a committee to look at the cost efficiency of making a District 22 web page.”

November 8, 2009:

- Motion (Passed): “The Secretary be allowed to remove any personal names from the District Guidelines without revisions to any other text.”

## Compilation of Motions from 2010 – 2011

March 2010:

- Motion (Passed): “Remove the list of names and numbers (page 21) from the Guidelines.”

May 2010:

- Motion (Passed): “District Guidelines be changed so that all officers of district be elected by outgoing district committee members as opposed to what is reflected in District Guidelines.”

July 2010:

- Motion (Passed): District 22 will hold quarterly workshops on topics suggested by the home groups and chaired/organized by volunteers from district (officers & GSRs).”

November 2010:

- Motion (Passed): “District 22 pay reasonable expenses for the quarterly workshops.”

January 2011:

- Motion (Passed): “We put online what has been passed around immediately.” (in regard to web site. “Address is district22aa.org.”

July 2011:

- Motion (Passed): “It was agreed that events sponsored by AA Groups or an AA District or Area, whether fellowship or program events, can put them on the website.” APPROVED Further information: it is generally understood that whoever serves as the Webmaster or Webmistress is a trusted servant who can use his or her judgment to decide what links and pages are appropriate to put on the District’s web site.”



August 2011:

- Motion (Passed): “The Three Forks group moves that District 22 elections to be held in September of 2011 follow this format:
  1. That those standing for election make themselves available, in person, at the District meeting at which elections are being held.
  2. That those making themselves available then qualify themselves to the voting body. Qualifying usually entails stating how long one has been sober, what previous service positions one has held, and any other special skills one might feel will help them serve in the specific position.
  3. Candidates, after qualifying, will then leave the room so that the voting body may have discussion, if necessary, and vote.
  4. To be elected, a candidate must have substantial unanimity, hereby defined as 2/3 majority.
  5. Should substantial unanimity not be reached in 3 votes, the top two candidates’ names will be placed in a hat. One name will be drawn from the hat. That candidate will be considered the winner.

This procedure follows the basic ideas outlined on pages S32 and S33 of the General Service Manual. The format takes into account the relatively small size of the district while still acknowledging the spiritual principles that guide AA election.”

- Motion (Passed): “The Three Forks Group moves that District 22 guidelines be changed so that future District elections follow this format:
  1. That those standing for election make themselves available, in person, at the District meeting at which elections are being held.
  2. That those making themselves available then qualify themselves to the voting body. Qualifying usually entails stating how long one has been sober, what previous service positions one has held, and any other special skills one might feel will help them serve in the specific position.
  3. Candidates, after qualifying, will then leave the room so that the voting body may have discussion, if necessary, and vote.
  4. To be elected, a candidate must have substantial unanimity, hereby defined as 2/3 majority.
  5. Should substantial unanimity not be reached in 3 votes, the top two candidates’ names will be placed in a hat. One name will be drawn from the hat. That candidate will be considered the winner.

This procedure follows the basic ideas outlined on pages S32 and S33 of the General Service Manual. The format takes into account the relatively small size of the district while still acknowledging the spiritual principles that guide AA election.”

- Motion (Passed): “The Three Forks Group moves: The District 22 Guidelines be amended as follows:
  1. That Appendix A, Job Descriptions: Alternate District Committee Member (Alt. D.C.M.) [pg. 6], have added after the first paragraph ‘Purpose’: “Acts as the District Registrar by maintaining current records of the District Groups, group contacts (usually GSR and Alternate GSR) and working with the Area 92 Registrar (Alternate Delegate) to maintain currency with Area and GSO”
  2. That Appendix A, Job Descriptions: District 22 Secretary [pg. 7], replace the third bullet to read: “Distributing completed copies of the District’s business meeting minutes within two weeks following the meeting to all District Officers and GSRs.”
  3. If approved, the motions take effect January 2012.”



## Compilation of Motions from 2012 – 2013

January 8, 2012:

- Motion (Passed): District 22 form an ad hoc committee to propose changes to guidelines to present to home groups.

April 1, 2012:

- Motion (Passed): “Approve guidelines as edited.”

June 10, 2012:

- Motion (Passed): “We will put the Handbook on line.” The appendices will have personal identifying information removed, and they will be posted.”

September 9, 2012:

- Motion (Passed): “If any member brings a concern about a scheduled meeting not taking place, the Alternate DCM will attempt to verify the meeting. If unable to verify the activity of a meeting within 30 days, the meeting will be removed from the schedule. A group may appeal this.”

April 7, 2013:

- Motion (Passed): “To form a committee to explore options for answering service.”

July 14, 2013:

- Motion (Passed): “Our district makes itself available to host an upcoming area workshop or quarterly.”

August 11, 2013:

- Motion (Passed): “Motion to accept committee chair job descriptions – archives and web master.”
- Motion (Passed): “To make the following changes to the handbook: 1) Replace the map after area updates their copy. 2) Fix the date for the area contributions address. 3) Put a budget process in the handbook.”

October 13, 2013:

- Motion (Failed): “We set a cap of \$120.00 a month for a 10x10 space, for archives.”

## Compilation of Motions from 2014 – 2015

January 12, 2014:

- Motion (Passed): “To continue to pay Gritman \$100.00 a year for use of the room.”

July 13, 2014:

- Motion (Passed): “Remove District 7 from the schedule.”

August 10, 2014:

- Motion (Passed): “To set up an Ad Hoc Budget Revision Committee.”

September 14, 2014:

- Motion (Passed): “To set up an Ad Hoc Handbook Committee.”

November 9, 2014:

- Motion (Passed): “DCM will have extra key to mailbox.”

February 8, 2015:

- Motion (Passed): “Strike 'At the end of each fiscal year, if there are surpluses, donations will be made to Area and GSO.' from the District Budget process (guidelines) and add 'A surplus occurs when we have a fully funded prudent reserve and the general fund at the beginning of a quarter is more than \$500.00. If surplus ever occurs, the groups will be consulted to decide how it is to be dispersed.’”
- Motion (Passed): “Amend committee's recommendation #2 from \$400.00 to \$520.00 and then : move to (a) increase DCM/Alt. DCM travel expenses to \$520.00/ year and (b) change standing committees travel expenses to \$100.00/year for each committee.”
- Motion (Passed): “Move the committee's recommendation on prudent reserve. Increase the prudent reserve by \$10.00 per month until it equals the quarterly expense value. Also transfer any beginning of the quarter amount in excess of \$500.00 to the Prudent Reserve.”
- Motion (Passed): “Move the committee's recommendation on budgeting. Move that: District treasurer will prepare an estimated yearly budget and submit at a business meeting at least 2 months prior to the beginning of the upcoming calendar year.”
- Motion (Passed): “Move to increase Quarterly Expenses to \$705.00 (\$120.00 increase in travel/4).”

March 8, 2015:

- Motion (Passed): “To form an Ad Hoc committee to look at pros and cons of a merger of District 7 and 22.”

June 14, 2015:

- Motion (Failed): “Colfax takes responsibility for arranging meetings in Whitman County Jail.”
- Motion (Passed): “Motion that the Three Forks Group host a concepts workshop in 2015.”

July 12, 2015:

- Motion (Failed): “Motion to reunify district 7 and district 22.”

August 9, 2015:

- Motion (Passed): “We allow the webmaster to work the website to have separate categories for other districts and areas.”

October 11, 2015:

- Motion (Passed): “The District will get an EIN.”
- Motion (Failed): “To permanently combine Public Information and Cooperation with Professional Community Committees.”

November 8, 2015:

- Motion (Passed): “To set a maximum of \$100.00 a month, climate control storage for all committees with dimensions at 5x6x10 (feet).”
- Motion (Passed): “To accept the Treasurer's budget proposal for 2016”
- Motion (Failed): “To change district schedule maker from PI to Alternate DCM.”

December 13, 2015:

- Motion (Passed): “In order to help the district fellowship be informed, the Bring Your Own Book group moves the following be added to District 22 Service Handbook, job description: District 22 Secretary: The out-going district secretary provide an updated/current revision. Printed District 22 Service Handbook to each Home Group, each GSR and each elected District 22 officer no less than two (2) weeks prior to the first district 22 meeting of every rotation. Printing would be funded by district.”
- Motion (Passed): “The bullet starting with “Creating a compilation”, remove “In January”, and replace with “no less than two (2) weeks prior to the first district meeting of every district rotations”.”

## Compilation of Motions from 2016 – 2017

January 2016:

- Motion (Passed): “Because PI and CPC standing committees have now been separated, move to change formula for committee allocations to read “Available funds from previous quarterly month end, less quarterly expenses x .75 divided by # of standing committees effective 1/1/16. Furthermore, that this be reflected in the district handbook.”

March 2016:

- Motion (Passed): “To create the position of “Alt Webmaster”.

July 2016:

- Motion (Failed): “For District 22 make a bid for the 2017 July Quarterly.”
- Motion (Failed): “For district 22 to create gmail email addressed for all district servants and for groups and meetings that want.”

November 2016:

- Motion (Passed): “District 22 do an inventory on itself within the next year.”
- Motion (Failed): “For District 22 to create a private email forwarder for all GSO, Area, and district information.”

January 2017:

- Motion (Passed): “To increase payment to Gritman to be \$240 per year from \$100.”

February 2017:

- Motion (Passed): “Prudent Reserve increase by \$289.10 to match quarterly expenses of adopted budget. Stops the incrementing until quarterly expenses, so we will already have it in hand.”
- Motion (Failed): “That the Grapevine and Literature Chair be required to keep an account of all orders and monetary transactions, as well as provide paper receipts for any person/group who asks.”

May 2017:

- Motion (Passed): “Make district available for delegate to update us on current information.”

June 2017:

- Motion (Passed): “Reimburse delegate for travel.”

December 2017:

- Motion (Passed): “Motion to suspend the requirement that the handbook will be delivered at the first meeting in January due to upcoming changes.”

## Compilation of Motions from 2018 – 2019

January 14, 2018:

- Motion (Passed): “To put archives in Gladish.”

February 11, 2018:

- Motion (Passed): “District 22 create an email forwarding address that any member can sign up for to assist with the disseminating of AA information.

April 8, 2018:

- Motion (Failed): “That District 22 reimburses our District Committee Member for all reasonable expenses (mileage, lodging, food, registration) for attending area quarterlies and assemblies and all other such events as are required of the person serving in that capacity; and further that the budget for District 22 be adjusted to reflect appropriate reimbursement for our trusted servants.

May 20, 2018:

- Motion (Failed): “Move that District 22 create a committee to review present District Handbook (guidelines).
  - i. Committee will require members to include Alt DCM, District Secretary.
  - ii. Committee can optionally include, DCM, Former ad hoc committee chairs or members created to review and update handbook, and any other district committee member willing to assist.
  - iii. Committee members should not exceed 4 (four).
  - iv. Committee will be named Handbook committee.
  - v. Committee will report progress at each scheduled monthly district meeting.
  - vi. Committee will complete work for submission to District 22 prior to January 2019 district meeting.

August 12, 2018:

- Motion (Passed): “That District 22 take an inventory item (4, 8, and 10) starting today to October in housekeeping.”

February 10, 2019:

- Motion (Passed): “That District 22 hold a GSR workshop on December 7, 2019 to be hosted by either Extended Hand or the Moscow Friday Night Group.”
- Motion (Failed): “That AA strike the phrase “of the opposite sex” from page 117 in the Twelve Steps and Twelve Traditions.”
- Motion (Passed): “To change April’s District Business meeting to the 7<sup>th</sup> of April.”

August 11, 2019:

- Motion (Passed): “To have District 22 create an ad-hoc committee for the purpose of taking a fearless and moral inventory to review whether we are working the meaning of the traditions in all our affairs as it relates to being trusted servants to the groups of our district.

December 8, 2019:

- Motion (Passed): “To table the discussion of the 2020 Budget for next rotation.”
- Motion (Passed): “To have the District 22 business meeting at Pullman Regional Hospital.”
- Motion (Passed): “To have the District 22 business meeting at 4:00PM.”
- Motion (Passed): “This is a motion for District 22 to fully fund all travel expenses for our DCM to attend Area quarterly and assembly events. We as a district should be self-supporting and fully fund the DCM travel to all Area events yearly. It is in the DCM’s job description to attend all of these events and the cost should not fall on the DCM.”

## Compilation of Motions from 2020 – 2021

January 19, 2020:

- Motion (Passed): “To move the start time of the February 16 District 22 meeting to 3pm.”

February 16, 2020:

- Motion (Passed): “To create an Ad-Hoc committee to look into becoming a non-profit”
- Motion (Passed): “Three Forks group proposes hosting a Traditions workshop in April”

March 15, 2020:

- Motion (Passed): “To set up District 22 with the ‘Pro’ version of ZOOM and pay the fee of \$14.99 in order to have the April meeting online.”

July 19, 2020:

- Motion (Passed): “To create an ad-hoc committee to review our district handbook for updates and changes.”

August 16, 2020:

- Motion (Passed): “To host the January Area 92 Quarterly ONLY if it is held online”.

December 20, 2020:

- Motion (Passed): “That District 22 change the wording in the Handbook to clearly reflect the Alt DCM is a voting member in District business.”

January 17, 2021:

- Motion (Passed): “That District 22 host the July 2021 Quarterly.”

## **Appendix C – General Information**

### Home Group Business Meetings

*What are they, and why have them?*

The home group is the foundation of the Fellowship. Regular business meetings may give more of a realization of the home group principle when the members see that they are working in unity to take care of business matters.

Most groups find it difficult to really discuss these issues at the regular group meetings. Many attendees may not be home group members, may be impatient to get on with the discussion meeting, etc.

Business meetings allow members of the group to discuss business matters which affect the Group, District, or AA as a whole. Without discussion, the group simply voices an opinion, not an informed group conscience. Most commonly the group meets in order to voice an informed group conscience on issues of group finances, group policy, district issues, and other General Service issues. Many groups have found that these regular business meetings have contributed to their group identity and unity within the group, the district, the area, and the General Service structure as a whole.

*What kind of business is conducted?*

This can be anything of interest to the group (See pamphlet P-16, “The AA Group”). Several examples are:

1. Election of new group trusted servants.
2. Complete financial reporting from group treasurer.
3. Determine Group distribution of excess funds.
4. Determine group conscience on issues of interest with the local district.
5. Planning group participation in carrying the message outside of the group i.e., sponsoring corrections meetings, workshops, etc.
6. Many groups schedule a group inventory on an annual or biannual basis. Having a regular group inventory may help many groups avoid problems and thus, maintain their vitality.

### *The “Home Group” Business Meetings*

When a group conscience is to be arrived at, it is essential that the members be given all the facts, both pro and con, which are relevant to the issue. In many cases it may be helpful if individual members are asked to look into these pros and cons of the issues and make a presentation during the business meeting.

Some groups have set up a panel which studies the aspects of an issue. This panel will meet prior to the business meeting to share their information with each other in order to reach a better understanding of the issue. They then present what they have learned to the group in a panel/discussion format. A good panel as well as a good GSR will inform the group of both sides of any issue so that a truly informed group conscience can be obtained.

*What is an “Informed Group Conscience”?*

The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of AA principles. To be fully informed requires a willingness to listen to minority opinions with an open mind on sensitive



issues; the group works slowly discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a "yes" or "no" count precisely because it's the spiritual expression of the group conscience.

The term "informed group conscience" implies that pertinent information has been studied and all views have been heard before the group votes. (The AA Group, page 34-35)

### *What is the "Right of Decision"?*

Every trusted servant and every AA entity-at all levels of service-has the right "to decide ... how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises." That is, they can "decide which problems they will dispose of themselves and upon which matters they will report, consult, or ask specific direction." This is "the essence of 'The Right of Decision.'"

Bill warned against using "The Right of Decision" as an excuse for failure to make the proper reports of action taken; or for exceeding a clearly defined authority; or for failing to consult the proper people before making an important decision. (The Twelve Concepts for World Services Illustrated, Concept III).

### GSR Functions

The GSR has the job of linking the AA group with AA as a whole. The GSR has the responsibility of representing their Home Group at District and Area functions. In most cases, this requires the GSR to report his/her group's conscience based on informed discussions of an issue. In other cases, GSRs make decisions based on their knowledge of the group's will. The GSR also brings information regarding service opportunities back to the group. Each GSR attends the Washington State East Area 92 Spring and Fall Assemblies to vote their groups' conscience on Area business. There are a variety of other specific functions that a GSR needs to attend to carry the message of the home group. Below is a brief description of each:

#### *Monthly District Meetings*

GSRs report on Home Group activities, so that other GSRs become aware of how other groups are doing, and how they are solving group problems. The District financial report is gone over to see how the district stands for money, and any other concerns of the home group, district, area, and AA as a whole are discussed. The D.C.M. brings back important Area information to the GSRs to be taken back to the home group for discussion. District 22 typically holds a monthly business meeting at a location determined by the committee.

#### *Pre-Conference Spring Assembly*

The Pre-Conference Spring Assembly is the first weekend in April. Along with Area business, the pros and cons of some GSC motions are discussed until there are no more questions as time permits. The Delegate will take this conscience to the GSC. If the GSR's home group still has no conscience, they make take the information learned at the assembly to the home group, form a conscience and give it to the Delegate.

#### *Fall Assembly*

The Fall Assembly happens the third weekend in October. After getting the "informed group conscience" of the home group on motions to be presented at the Fall Assembly, the GSR attends this 3-day event of

all GSR.s in the area to discuss and vote on each motion. After all motions are discussed and voted on, the GSR takes the outcome of the Fall Assembly back to their Home Group to let their members know what business took place and the results. Area Elections of Delegate, Alt. Delegate, etc.... take place in odd-year Fall Assemblies. Area Inventories take place in even numbered years.

### *The Delegates Report*

The Delegates Report, held after the delegate gets back from the Conference in April, is where the districts get together with the delegate to go over what happened at the conference. What Conference agenda items have passed, or failed, and why are discussed. The delegate also brings back any pertinent information concerning AA as a whole that the groups need to know.

### *Who is the Area Committee?*

Basically, the area committee is composed of all District Committee Members, Area Officers, and chairs of area service committees. There should be enough Districts and Committee Members to ensure good communication between the committee and the groups. In the absence of the D.C.M., the alternate D.C.M. is a voting member. (2008-2009 Service Manual, page S36-37)

### *What is an Area Quarterly?*

A Quarterly is where anyone can bring motions and concerns of their districts/groups before the area committee to decide what will be on the Assembly agenda. The quarterly begins around 4 p.m. on Friday, with a general sharing session, and possibly panel discussions or round table discussions. Saturday business starts 8 am, with elected and appointed officer reports, Assembly reports, ad-hoc committee reports, and sometimes there will be bids on who would like to host the upcoming quarterlies. Then after lunch the discussion starts on the motions brought forward by the districts. Each potential agenda item is discussed thoroughly before any vote is taken. The votes in question will decide whether said motions will appear on the Assembly agenda. The criteria for this decision is based on whether the motion in question is worded clearly, and whether the motion in question breaks any traditions.

### *What are Standing Committee Workshops?*

Standing committee workshops are held on a quarterly basis. These workshops serve to allow district committees the opportunity to benefit from the experience of the area committees and the area as a whole. Questions are asked and answers are considered. These workshops, typically, are held on Saturdays and last 4 hours.

### *What Does the Delegate Do?*

The Delegate has a demanding job, not only because a large amount of time and work are involved, but because it is the delegate's responsibility to serve worldwide AA as voting members of the Conference. Delegates bring to its deliberation the experience and viewpoints of their own areas. Yet they are not representatives of their areas in the usual political sense; after hearing all points of view and becoming fully informed during Conference discussion, they vote in the best interest of AA as a whole. (Service Manual, page S-44)

### *What is the Conference and Why is the Group Conscience Important?*

The final agenda for any Conference consists of items suggested by individual AA members, delegates, trustees, area assemblies, and directors and staff members of A.A.W.S. and The Grapevine. The

Conference considers matters of policy for AA as a whole, and there are tried-and-true procedures for placing an item on the agenda in the most effective way or, when the suggestion does not concern overall policy, for routing it to the most appropriate part of the service structure. If a GSR has an idea for an agenda item, chances are that he or she will want to discuss it first with the group, then at a district or area meeting, which can then forward it to the staff member at G.S.O. currently serving as Conference coordinator. (Service Manual, S-51)

*What is G.S.O.?*

The General Service Office is where all the day-to-day business of AA as a whole happens. G.S.O. serves all groups in the U.S. and Canada, and also offers services to AAs overseas, especially in countries where there is no service structure. It serves as a clearing house and exchange point for the wealth of AA experience accumulated over the years, coordinates a wide array of activities and services, and oversees publications and distribution of AA Conference-approved literature and service manuals. (Service Manual, Page S-71)

*What is the Service Manual?*

The Service Manual is the general guidelines by which we AA's conduct our business. It includes the responsibilities/qualifications of specific service positions, also describing functions, links of communications and responsibilities of the A.A.W.S. and the Grapevine which are separately organized.

### Information On Contributions

As discussed in the AA pamphlet, *Self-Support: Where Money and Spirituality Mix*: "To help support AA's essential services, the General Service Conference suggests that individual groups, through an informed group conscience, adopt a specific contribution plan tailored to meet the group's financial situation. Once the basic group expenses have been taken care of (rent, refreshments, AA literature, local meeting lists, GSR travel expenses to attend service functions), and a "prudent reserve" has been set aside to cover any emergency contingencies that might arise, the group may decide to further carry the message by sending money..."

*Contributions to the District*

This covers the cost of rent, printing of schedules, purchasing literature, and other expenses, such as reimbursing the expenses of District Trusted Servants (stamps, phone, copying, quarterlies, etc.).

*Contributions to the Washington State East Area 92*

Covers the costs of coordinating the efforts of the service structures throughout the Area, such as Area Newsletter, literature for committees and expenses of Area Trusted Servants.

*Contributions to the General Service Office in New York*

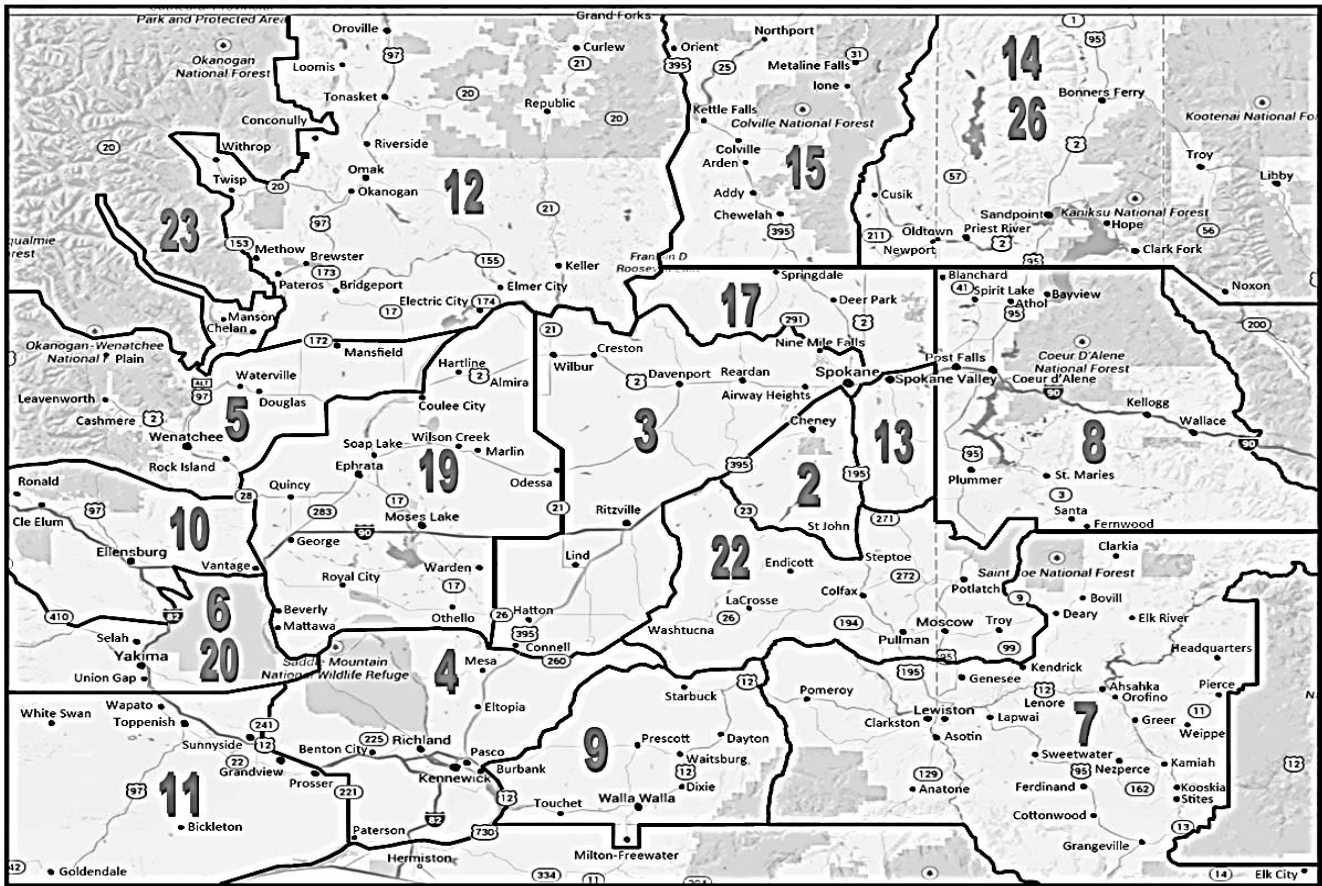
To help cover the cost of printing literature, operating expenses, and to carry the message of AA worldwide.

### Contribution Addresses

How funds are dispersed should always be decided by the group conscience of your home group. Whenever mailing checks to the District, Area and/or GSO, always include the **Group Name**, **Group Number**, and **District Number** so that they can be properly accounted for.

Group:	District 22	WA State East Area 92	General Service Office
Payable To:	District 22	WSEA 92	General Fund
Address:	District 22 P.O. Box 8816 Moscow, ID 83843	WSEA 92 BOX 103 1314 S. Grand Blvd. Suite 2 Spokane, WA 99202-1174	General Service Office P.O. Box 459 Grand Central Station New York, NY 10163

**WASHINGTON STATE EAST AREA 92—DISTRICT MAP**



Non-Geographic Linguistic Districts: 16, 21, 24, 25

Updated: 4/2/16

Condensed District Location Map

## Appendix D – Suggested Literature For More Information

- *Twelve Steps and Twelve Traditions*: Bill W.'s essays on the Steps and Traditions. Discusses the principles of individual recovery and group unity and includes the long form of the Traditions.
- *The AA Service Manual/Twelve Concepts of World Service*: The manual opens with the history of AA services, then explains the Conference structure and its year-round importance. Included are the Conference Charter and General Service Board By-laws. The Concepts, principles of service that have emerged from AA's service accomplishments and mistakes since its beginning, as set forth by Bill W.
- *The AA Group*: An informal guide which tells how to start a new group, how a group works most effectively and how groups are linked to AA as a whole.
- *Alcoholics Anonymous Comes of Age*: History was made in St. Louis at our 1955 Convention when founding members passed on to the entire Fellowship the responsibility for the Three Legacies of Recovery, Unity, and Service. It traces the history and development of our Three Legacies.
- *GSR May Be the Most Important Job in AA*: This leaflet outlines responsibilities and useful sources of information and for a group, what to keep in mind when electing a GSR.
- *AA Traditions-How They Developed*: A pamphlet of Bill W.'s Grapevine articles on the Traditions, which traces the evolution of principles for unity and growth.
- *Inside AA*: A pamphlet that explains the AA service structure used in the US and Canada, describing all elements linking members and groups with the General Service Conference.
- *Your AA General Service Office*: A pamphlet describing the services offered by GSO.
- *Circles of Love and Service*: A pamphlet based on the General Service Office filmstrip outlining our service structure.
- *AA Guidelines from GSO*: Fifteen guidelines sharing experience on many topics of concern to members, groups and committees.
- *Supporting the AA Support System*: This folder uses diagrams to explain ways of dispersing group contributions to suit different service needs. It also describes services that contributions help provide.

## Appendix E – Robert's Rules – Simplified!

### The Basic Rules of Parliamentary Procedure:

The organization (*committee*) has the right to make its own rules which then must be observed by all members. All (*voting*) members are equal and their rights are equal.

A quorum must be present to do business.

- In a committee, a quorum is the majority of its (voting) members.

The majority rules.

- The minority has a right to be heard, but once a decision has been reached by a majority of the voting members present, the minority must abide by that decision.

Silence is consent.

- Those members who do not vote (abstain) agree to go along with the decision of the majority by their silence.

One question at a time, and one speaker at a time.

- No motion is in order which does not directly relate to the question being considered.
- Once a member has been “granted the floor”, another member may not interrupt him.

Debatable motions must receive full debate.

- The chairperson may not put a motion to vote as long as members wish to debate it. Debate can only be suspended by a two-third vote of members present.

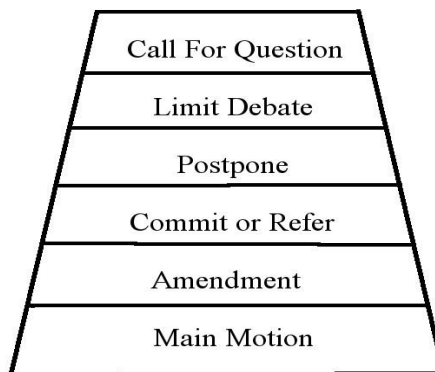
Personal remarks in debate are always out of order.

- Please keep in mind that District 22 (and Area 92) uses Robert's Rules loosely; we do not use it *against* each other, but rather to help us conduct business smoothly!

From Robert's Rules in Plain English, by Doris P. Zimmerman

### Rank of Motions

*Motions take precedence in order of rank; main motions is always lowest rank, calling for question would be highest.*



### Definition of types of motions

- *Main*: A proposal or action, or opinion expressed
- *Amendment*: To change the wording of a motion to make it clearer, more complete, or more acceptable *before* the motion is voted upon.

- *Commit or Refer*: To send the question on the floor to a small group of people so it can be carefully studied and put into proper form for the group to consider.
- *Postpone*: To delay action on a question until later in the same meeting, or until the next meeting. A motion cannot be postponed further than the next regular meeting.
- *Limit Debate*: To exercise special control over a debate by: a) Reduce the number and length of speeches allowed; b) limit debate to a period of time, at the end of which a vote must be taken.
- *Previous Question (Call For Question)*: Used to cut off debate and bring group to immediate vote upon the pending motion (the motion on the floor that was stated last).