

Niagara North
District 12 – Area 86
General Service Committee

Structure and Operating Procedures
2026-2027

A.A. Unity Declaration

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.

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OPERATING PROCEDURES

Purpose

These Operating Procedures set out what the groups have agreed upon and not what anyone committed them to do. All provisions of these Operating Procedures and all actions of the District Committee arising there from, should conform to the principles of The Twelve Traditions, The Twelve Concepts, the current A.A. Service Manual and adhere to the primary purpose of Alcoholics Anonymous - to carry the message to the alcoholic, who still suffers.

SECTION 1 – ORGANIZATION

Sub-Section 1 - Name

This organization shall be known as The Niagara North District 12- Area 86 General Service Committee.

Sub-Section 2 - Structures

1. District Committee Officers

The District Committee shall elect District Committee Officers and their alternates in odd numbered years, with notification of upcoming district elections to home groups in August, nominations taking place in September and elections taking place in October. The term will start in January of the next even numbered year. District Committee Officers are as follows:

- 1) District Committee Member (D.C.M.)
- 2) Alternate District Committee Member (Alt. D.C.M.)
- 3) Secretary
- 4) Treasurer

2. District Committee Sub-Committee Chairpersons

The District Committee shall elect Sub-Committee Chairpersons in odd numbered years, with notification of upcoming district elections to home groups in August, nominations taking place in September and elections taking place in October. The term will start in January of the next even numbered year. Sub-Committee Chairpersons are as follows:

- 1) Accessibilities
- 2) Bridging the Gap
- 3) Corrections
- 4) Grapevine
- 5) Public Information/Co-Operation with Professional Community (PI/CPC)
- 6) Special Functions
- 7) Treatment

3. Living Free Meeting Coordinator

The District Committee shall elect a Living Free Meeting Coordinator in odd-numbered years. The term will start in January of the next even numbered year.

4. General Service Representatives

One General Service Representative (G.S.R.) and an alternate G.S.R. shall be elected by their home group in odd numbered years.

5. District Committee

- 1) The District Committee shall consist of Committee Officers, Sub-Committee Chairpersons, Living Free Meeting Coordinator and General Service Representatives or their alternates.
- 2) All members of the District Committee shall be members of an in-person, virtual or hybrid registered group within District 12 for the duration of their term.
- 3) All past D.C.M.s residing within the geographic area will be ex-officio, non-moving, non-voting members of the District.

Sub-Section 3 - Voting Privileges

- 1) General Service Representatives (or in their absence, their alternate) shall be considered eligible to vote on all motions brought before the District Committee.
- 2) Pertaining to voting, Third Legacy Procedures (Appendix G Service Manual) shall be followed.
- 3) Sub-Committee Chairpersons may voice their experience if pertaining to their current position but have no voting privileges.
- 4) No proxy votes shall be recognized to ensure that the right to a minority opinion and ability for reconsideration is protected (Concept V.).
- 5) Number of eligible voters to be declared at the beginning of a District meeting.

Sub-Section 4 - District Committee Meetings

- 1) The District Committee Meetings shall occur at a site agreed upon or on a virtual platform monthly on the second Sunday of the month at 7:00pm.
- 2) Meetings will be chaired by the D.C.M.. In the absence of the D.C.M., the Alternate D.C.M. will chair the meeting. In case both are absent, the Secretary will chair the meeting.
- 3) All members of Alcoholics Anonymous are welcome to attend District 12 meetings as non-voting observers.
- 4) All members of Alcoholics Anonymous may be heard if recognized by G.S.R.s (simple majority show of hands) through the Chair.
- 5) At the call of the Chair, non-voting Sub-Committee Chairpersons, Living Free Meeting Coordinator and other district group members of Alcoholics Anonymous may provide points of information and voice of experience.
- 6) Meeting participation shall be recognized by the Chair before talking. When speaking for the first time, meeting participants should state their name and service positions (if any) along with their respective group. This will identify the participant and aid the Secretary in recording the meeting minutes accurately.

- 7) It is also requested that participants limit their sharing thus allowing reasonable time for participation to all gathered.
- 8) Common courtesy should be observed while someone has the floor, and other similar disruptions are discouraged. Cell phones should be set to silent, during the meeting.
- 9)

Sub-Section 5 - Structure and Operating Procedures Review

- 1) The District Committee Member (D.C.M.) shall assemble an Ad-Hoc Committee to review the Structure and Operating Procedures (S.O.P.s) by August of the second year for possible revision. The Ad-Hoc Committee is a fact-finding committee which review or gather information to make informed suggestions to the District Committee. The Ad-Hoc Committee is without the power of decision.
- 2) All amendments and revisions to the Structure and Operating Procedures (S.O.P.s) recommended by the Ad-Hoc Committee shall be brought back to the groups for review and approval.
- 3) All amendments and revisions passed by G.S.R.s in the previous two years shall be included in the final approved Structure and Operating Procedures (S.O.P.s) for the following term.

SECTION 2 – ELECTED POSITIONS

Sub-Section 1 - Observance

- 1) Third Legacy Procedures (Appendix G Service Manual) shall be followed in all District 12 elections.
- 2) It is suggested that if a G.S.R. is elected to a District position, a new G.S.R. should be elected to fill their position within their group.

Sub-Section 2 - Procedure

- 1) A roll call conducted by a third party shall be called from the current Roll Call List to include District Officers, Alternates, Sub-Committee Chairs, Living Free Meeting Coordinator and G.S.R.s. Following roll call, nominations shall be accepted from the floor.
- 2) Notification for nominations to be brought to groups shall be posted in the August District minutes with nominations taking place the following scheduled meeting.
- 3) Call for Nominations shall be posted in the September District minutes with elections taking place during the October meeting.
- 4) Prior to elections, the third party shall restate nominations and call three times for accepting additional nominations from the floor.
- 5) Each candidate shall be given time to provide any A.A. service qualifications and motive for standing.
- 6) All service materials are the property of District 12 and are to be passed onto the incumbent or returned to the D.C.M. upon rotation.
- 7) Generic email addresses created by the District are required. Passwords are to be forwarded to the incumbent by District Secretary upon rotation.

Sub-Section 3 - Filling Positions

- 1) If any District Officer resigns or is unable to serve for any reason, their Alternate shall step in for the remainder of the term. In such cases, the Alternates would be eligible to stand for the proceeding elections for a full term.
- 2) When a vacancy occurs, an election shall take place at the following meeting or when a nomination has been accepted.
- 3) No seconder required for nominating.
- 4) Before elections are held, each candidate standing for position shall be requested to provide A.A. service qualifications and motive for standing.
- 5) A letter of intent, containing A.A. service qualifications and motive for standing must be provided to the D.C.M. in lieu of the candidate's attendance.

Sub-Section 4- Elected Officers

District Committee Member (D.C.M.)

Qualifications

- 1) A past G.S.R. with four years A.A. service experience.
- 2) Minimum four years continuous sobriety.
- 3) Enough sobriety time to run for the Delegate position (usually 5 years and over.).
- 4) Be familiar with both the 12 Traditions and 12 Concepts.
- 5) The time and the energy to serve the district well.
- 6) Access to the use of a computer or laptop.

Position Description:

- 1) Hold and chair monthly meetings of the General Service Committee in the District.
- 2) Prepare a calendar of monthly meeting dates at the first meeting of their term.
- 3) It is suggested the D.C.M. follow the Chapter 3 Duties - bulleted list provided in the current A.A. Service Manual (Pg. 15, Chapter 2).
- 4) It is suggested that they attend all Area 86 Meetings and Area Assemblies.
- 5) Prepare and present an agenda for each District Meeting.
- 6) D.C.M. shall attempt to hold at least 1 review meeting each year with Sub-Committee Chairpersons, the first being immediately after the election of new Sub-Committee Chairpersons.
- 7) D.C.M. shall attempt to attend at least 1 meeting of each group in District 12 during their term.
- 8) D.C.M. shall assemble and chair an Ad Hoc Committee to observe S.O.P. Procedures (see Section 1, Sub-Section 5).

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

Qualifications

- 1) A past G.S.R. with four years A.A. service experience.
- 2) Minimum four years continuous sobriety.

- 3) Be familiar with both the 12 Traditions and 12 Concepts.
- 4) Enough sobriety time to run for the Delegate position (usually 5 years and over).
- 5) Access to the use of a computer or laptop.
- 6) The time and energy to serve the district well.

Position Description:

- 1) The Alt. D.C.M. is a backup for the D.C.M.. In the event that the D.C.M. is unable to serve for any reason, the Alt. D.C.M. steps in. Usually, the Alt. D.C.M. is elected at the same time as the D.C.M. and by the same procedure.
- 2) The Alt. D.C.M. shall assist, participate and share in the D.C.M.'s responsibilities at District and Area meetings (Pg 16, Chapter 2).
- 3) The Alt. D.C.M. shall assist in coordinating efforts with the Special Functions Chairperson for all service workshops.
- 4) The Alt. D.C.M. shall act as the District 12 liaison to District 13 and Niagara District Intergroup, attending monthly meetings, obtaining and providing any contact information and providing reports.

Treasurer

Qualifications

- 1) A past G.S.R. or two years A.A. service experience.
- 2) Minimum two years continuous sobriety.
- 3) Be familiar with both the 12 Traditions and 12 Concepts.
- 4) It is suggested that one have an understanding of basic bookkeeping.
- 5) Access to the use of a computer or laptop.
- 6) The time and energy to serve the district well.

Position Description:

- 1) The District Treasurer Guidelines are taken from suggestions in the current Service Manual for Area Treasurer (Pg 28 – Chapter 4).
- 2) Attend monthly District Meetings.
- 3) Present a balanced monthly financial statement and a year-end report at the District Meeting for approval by the G.S.R.s.
- 4) Maintain a prudent reserve fund for the district. A Prudent Reserve fund of \$1500.00 should be maintained.
- 5) Receive and distribute monies as directed.
- 6) Maintain care and control of bank accounts and signing authorities. (Two out of three authorized signatures are required for all cheques. Authorized signatories are: D.C.M., Treasurer and Alt. D.C.M. Grapevine account authorized signatories are: D.C.M., Treasurer, Alt. D.C.M., and Grapevine Chairperson).
- 7) Issue expense forms to Officers when required.
- 8) Consult with D.C.M. for direction concerning any questionable expenses submitted. If circumstances warrant, the D.C.M. shall exercise the "Right of Decision" to withhold payment until the item is discussed with the next convening District Committee meeting.

- 9) Maintain District mailbox expense and collect mail weekly.
- 10) Ensure upcoming expenses are reported and brought to the Committee to be approved in advance of their due date.

Alternate Treasurer

Qualifications

- 1) A past G.S.R. or two years A.A. service experience.
- 2) Minimum two years continuous sobriety.
- 3) Be familiar with both the 12 Traditions and 12 Concepts.
- 4) It is suggested that they have an understanding of basic bookkeeping.
- 5) Access to the use of a computer or laptop.
- 6) The time and energy to serve the district well.

Position Description:

The Alt. Treasurer guidelines will follow those of the District Treasurer.

Secretary

Qualifications

- 1) A past G.S.R. or two years A.A. service experience.
- 2) Minimum two years continuous sobriety.
- 3) Be familiar with both the 12 Traditions and 12 Concepts.
- 4) Access to and use of a desktop or laptop computer to compile minutes.
- 5) The time and energy to serve the district well.

Position Description:

- 1) Secretary shall take minutes of each District Meeting, prepare, and distribute as appropriate copies to all GSR's, subcommittee Chairs and head table officers within the District in a timely manner.
- 2) The Secretary shall do the Roll Call.
- 3) Secretary shall send copies of the minutes to the following: Delegate, Alt. Delegate, Western Ontario Service (W.O.S.) Chairperson, Area Secretary/Registrar, Area Treasurer, W.O.S. Sub-Committee Chairpersons, Niagara South Alt. D.C.M., Intergroup Liaison, aaniagara.org website and any Districts requesting them.
- 4) Secretary shall notify the Area Secretary/Registrar of new G.S.R.s.. G.S.R.s will receive their kits from GSO in New York.

- 5) Keep up to date records of all groups and meetings in the district, complete with group numbers and current G.S.R.s.
- 6) It is suggested that they have an understanding of general office work, and computer knowledge, including email. The ability to capture the essentials of what is happening during a meeting and communicate with the district effectively and in a timely manner is suggested.
- 7) Maintain supplies as necessary for carrying out the duties of the Secretary (envelopes, stamps, printing supplies etc.).

Alternate Secretary

Qualifications

- 1) A past G.S.R. or two years A.A. service experience.
- 2) Minimum two years continuous sobriety.
- 3) Be familiar with both the 12 Traditions and 12 Concepts.
- 4) Access to the use of a computer or laptop.
- 5) The time and energy to serve the district well.

Position Description:

The Alt. Secretary is there to assist the Secretary with any, and all the duties of Secretary whenever called upon to do so.

Sub-Section 5 - Sub-Committee Chairpersons

Qualifications: For all Sub-Committee Chairpersons

- 1) A past G.S.R. or two years A.A. service experience.
- 2) minimum two years continuous sobriety.
- 3) Be familiar with both the 12 Traditions and 12 Concepts.
- 4) Working knowledge of manuals and appropriate pamphlets/documents.
- 5) Access to the use of a computer or laptop.
- 6) The time, energy and willingness to serve the district well.

Accessibilities Chairperson

Position Description:

- 1) Oversee the duties and responsibilities of the Access Subcommittee.
- 2) Conduct a survey of meetings in the district to confirm they are wheelchair accessible (entrances and washrooms) and ensure this information is included on local meeting lists.
- 3) Be available to talk to groups about special needs.
- 4) Attend all District 12 General Service meetings and submit a monthly written report.
- 5) Attend and participate in Workshops for District 12 when requested to do so by the district committee.

- 6) Attend the Area 86 Spring and Fall Assemblies.

Bridging the Gap Chairperson

Position Description:

- 1) Experience with 12 Step work and ability to match volunteers with clients.
- 2) Create and maintain an updated list of Temporary Contact Person volunteers for Bridging the Gap.
- 3) Experience in Corrections/Treatment is suggested.
- 4) Communicate between Corrections, Treatment and Accessibilities Chairpersons.
- 5) Provide Bridging the Gap presentations to facilitators and acts as a liaison when required.
- 6) Coordinate with the Bridging the Gap Subcommittee Chairperson at Area 86 in the event that a client is leaving from (or coming into) District 12.
- 7) Check emails daily.
- 8) Prepare and submit a monthly report and annual summary of Bridging activity.

Corrections Chairperson

Position Description:

- 1) The Chairperson and committee are to carry the A.A. message to those in correctional facilities and halfway houses. We try to keep all positions open to all A.A.s, however, the correctional facility dictates who may enter the facility.
- 2) The NRDC (Niagara Regional Detention Centre) has requirements that must be met for clearance into the institution. Admittance to the facility is allowed only if the person meets the requirements as outlined in the Niagara Detention Centre A.A. Program Guide. Since the Sub-Committee Corrections Chairperson deals mostly with this Facility, they must meet all the current NRDC requirements, and we must abide by the institutions criteria. It is Alcoholic Anonymous' position that we cooperate with outside agencies.
- 3) District 12 Corrections Chairperson will alternate and share the responsibility of the NRDC with District 13 Corrections Chairperson. Elected Corrections Chairperson for District 13 will lead for two years, and District 12 will lead for the following two years commencing January 2026.
- 4) The Chairperson is required to coordinate with the Bridging the Gap Chairperson to ensure that the Bridging the Gap message is carried into the correctional facilities. The Chairperson will act as a liaison between the facility and BTG Chair.

- 5) Take application for volunteering from the membership ensuring enrolment meets the requirements of the NRDC.
- 6) Prepare and submit a monthly report and forward to other District Corrections Chair for reporting to their district.
- 7) Pass on all information, materials and supplies to the incoming Chairperson at the end of the term.

Grapevine Chairperson

Position Description:

- 1) The Chairperson and committee are responsible for creating awareness of the Grapevine magazine and all related merchandise. The Chairperson and committee work within the District providing Grapevine products, at meetings and workshops.
- 2) The Chairperson will maintain the Grapevine display kit, sell grapevine books and material, fill orders, and maintain the inventory. This inventory should not exceed \$750.00.
- 3) The chairperson will deposit income into the Grapevine account, prepare and submit a monthly financial report stating opening balance, sales and purchases for the month, value of inventory in CAD dollars, petty cash on hand and closing balance.
- 4) The Grapevine Chairperson will attempt to organize a yearly meeting with all group Grapevine representatives.
- 5) The outgoing and incoming Grapevine Chairpersons should meet with the outgoing and incoming D.C.M.'s to inventory all Grapevine stock, supplies and cash; all to be transferred to the incoming Grapevine Chairperson.

Public Information/Co-operation with Professional Community Chairperson

Position Description:

- 1) The Chairperson and committee are responsible for carrying the A.A. message to the professional community in addition to the general public. The committee may find itself communicating with police, judges, lawyers, physicians, nurses, social workers, and pharmacists together with schools, colleges, libraries, and community agencies or anyone who may deal with problem drinkers in the course of their work. It is important that this committee is mindful of both Traditions 6 and 11.
- 2) Chairperson to be available to make presentations together with other Sub-Committee Chairpersons.
- 3) Prepare and submit a monthly report and annual summary of PI/CPC activities.

Special Functions Chairperson

Position Description:

- 1) The Chairperson and committee are responsible for the organization of workshops including but not limited to Information Day (April) and Tradition Day (November). The Chairperson may request food, book donations and volunteers to share their experience, strength and hope pertaining to the subject at hand.
- 2) The Chairperson will request approval from the District Committee and coordinate these events with Alt. D.C.M. ensuring that any flyers are approved by D.C.M. and Alt D.C.M. before posting or issuing.
- 3) Request a start-up fund based on a budgetary estimate for the event.
- 4) Prepare a flyer for the event and distribute to all district groups and publish on local and area websites in advance of the event.
- 5) Prepare and submit a post event financial report at the next following District General Service Meeting.

Treatment Chairperson

Position Description:

- 1) The Chairperson and committee are to carry the A.A. message to hospitals, treatment facilities and related institutions. It is important that this committee be ever mindful of Tradition 6.
- 2) It is Alcoholics Anonymous position that we cooperate with outside agencies. We must abide by the institution's criteria.
- 3) The Chairperson coordinates with the Bridging the Gap Chairperson.
- 4) Prepare and submit a monthly report and annual summary of Treatment activities.

Sub-Section 6 - Living Free Coordinator

- 1) The Living Free Meeting is sponsored by the Niagara North District 12 General Service who is responsible for paying the annual rent.
- 2) Each month, a volunteered group within District 12 shall host the meeting.
- 3) The Living Free Meeting Coordinator shall be responsible for presenting reports at the District Committee Meeting and income statements to the District Treasurer.

- 4) Coordinator shall notify D.C.M. and/or Alt. D.C.M. if unable to open for set-up and closure of the meeting.
- 5) Notifies District Committee if a host opening exists.
- 6) Sets-up and breaks down Living Free Meeting.
- 7) Collects and documents 7th tradition.
- 8) Liaison for Salvation Army facility ensuring their rules are respected.
- 9) Liaison for communicating with website chair for group listings and any changes in a timely manner.

Sub-Section 7 - General Service Representatives

- 1) The G.S.R is any member of an A.A. Group within District 12.
- 2) The GSR shall act as a liaison between their group and the District Committee and are to share their group's conscience with the District committee and report back the results to their group.
- 3) It is recommended that G.S.R rotation coincides with the rotation of District 12 Officers and Subcommittee Chairs (elections process will start taking place in September odd years and the term starts the following January in even years).
- 4) G.S.R.s are encouraged to attract other members into service by informing and extending invitations to attend District meetings and/or workshops.
- 5) G.S.R.s shall become familiar with A.A. Traditions, Concepts, the A.A. Service Manual, District S.O.P's, and other service-related materials.
- 6) To ensure each group's conscience is heard, G.S.R.s are encouraged to attend Western Ontario Service (W.O.S.) Area 86 Spring and Fall Assemblies and workshops, in accordance with the 12 Concepts.

SECTION 3 – EXPENSES

- 1) Every effort shall be made by Committee Members to keep expenses to a minimum.
- 2) All honorariums require completion of an expense sheet (Appendix 4) with accompanying receipts.
- 3) Expenses covered by District for Western Ontario Service (W.O.S.) Assemblies is contingent that a sub-Committee member who is not a G.S.R..
- 4) If funds permit and in accordance with the approved budget, expenses incurred by the District Committee Officers and Sub-Committee Chairpersons may be issued as follows:

Sub-Section 1 - D.C.M. and Alt. D.C.M.

The Treasurer shall advance an honorarium for expenses as outlined in the following:

- 1) Western Ontario Service Assemblies (W.O.S.):
 - a) Hotel at current W.O.S. group rate
 - b) Banquet ticket at current W.O.S. rate

- c) Out of pocket expenditures to a maximum of \$175.00 for travel, meals and Area support (with \$25.00 of which goes to Area 86 Support)
- 2) Area Committee Meetings:
 - a) Hotel at current group rate if location is more than 175km one way
 - b) Out of pocket expenditures to a maximum of 40 cents per kilometer plus \$100.00 for meals and area support
- 3) All costs of printing, stationary, photocopies and telephone calls

Sub-Section 2 - Secretary, Treasurer & Sub-Committee Chairpersons

Secretary, Treasurer, Bridging the Gap Chairperson, Corrections Chairperson, Grapevine Chairperson, PI/CPC Chairperson and Treatment Chairperson, Accessibilities Chairperson, Special Functions Chair.

- 1) The above Sub-Committee Chairpersons shall each be provided with a \$75.00 float at the beginning of their term (except Grapevine & Special Functions Chairperson.) Floats will be replenished with accompanying receipts and returned to the District at the end of their term.
- 2) The above Sub-Committee Chairpersons (except Special Functions Chair) and if not receiving financial support as a G.S.R. shall receive honorarium for expenses to attend W.O.S. as follows:
 - a) Hotel for one night at current W.O.S. group rate
 - b) Banquet ticket at current W.O.S. rate
 - c) Out of pocket expenditures to a maximum of \$150.00 for travel and meals
- 3) Special Functions Chairperson shall receive a start up fund for the functions they are conducting based on estimated costs to the maximum of \$200.00. Payment of the rental of the venue for functions will be the responsibility of the District.
- 4) Out of town Speakers/Workshop participants within a radius of 200km shall be reimbursed a gas allowance of 40 cents/kilometre. Out of town speakers/workshop participants outside the radius of 200 kilometres shall get hotel room and kilometres paid by the District.

SECTION 4 – RESPONSIBILITY

Sub-Section 1 - Attendance

- 1) All elected Officers or Sub-Committee Chairperson shall attend monthly District Committee meetings and workshops.
- 2) Any elected Officer or Sub-Committee Chairperson missing 3 consecutive monthly District General Service meetings, without notified absences shall be deemed resigned from the position.

Sub-Section 2 - Reporting

- 1) Reports to be readied and supplied to Secretary (hard copy or electronic form) prior to or day of monthly District meeting, in order to distribute minutes within a timely manner.

SECTION 5 – MOTIONS

Sub-Section 1 - Motions and Notices of Motions

- 1) Every motion, verbal or written, brought by a G.S.R. must be seconded in order to be placed before the District Committee.
- 2) The G.S.R. bringing the motion shall make a Notice of Motion at the District meeting so all G.S.R.s may return to their groups for review and discussion- to obtain their respective group conscience (unless otherwise agreed upon) and the motion shall be deferred to the next District meeting for decision.
- 3) A simple majority shall carry all motions.

SECTION 6 - PROCEDURAL GUIDELINES

Introduction

Procedural guidelines are essential guides along our path toward an informed group conscience. Agreed upon procedural guidelines ensure the practice of “placing principles before personalities” while district business is being conducted. A free-form discussion may appear to be the most open and easy way to conduct business, but it has the tendency to degenerate into arguments and personality conflicts. Procedural guidelines help keep discussion focused and allow business to proceed in a successful and spiritual manner.

D.C.M. Role in Procedural Guidelines

The D.C.M. ensures that all persons have an equal opportunity to be heard and that all speakers are listened to politely and respectfully. The D.C.M. acts as a moderator, calling on speakers in order, and occasionally re-stating the motion or a pertinent piece of information. The D.C.M. should not speak in favour or against any motions and should not express personal opinions regarding the discussion.

The G.S.R.’s Role in Procedural Guidelines

In the interest of “placing principles before personalities” while effectively addressing the business of the district, it is suggested that discussion from G.S.R.’s be directed to the merits of the pending motion. Speakers should address their remarks to the D.C.M., maintain a courteous tone, especially in reference to differences of opinion where they should avoid interjecting personal notes into the discussion. Everyone is entitled to, and should express, his or her group’s concerns. A thorough discussion that includes all pros and cons often leads to a fully informed group conscience. Address only one motion at a time. Fully discuss and make certain all G.S.R.’s understand the nature of the motion.

Making a Motion and Notice of Motion

Items of business to be voted on by the District Committee will be brought to the meeting in the form of a motion by a voting member or group. A motion is made in the form of: "I move that..." or "I make a motion that...". Seconding of a motion is required, if not, the motion is dropped.

A **notice of motion** presented by a group, gives notice, that at some point in the future (generally at the next District Committee meeting) a group will make a motion that will be voted on. The Group Representative making the notice of motion is given the opportunity to speak, possibly to clear up any misunderstandings. Questions for the purpose of clarifying the notice of motion may be allowed at this time. This allows group representatives the opportunity to attain their group's conscience for voting purposes. No Seconder is required to make a Notice of Motion, but a Seconder will be required the following month to make the actual motion.

The District encourages the use of the "Notice of Motion" form found in these Structure and Operating Procedures.

When a notice of motion is made:

- The group representative is expected to make the motion at the following District Committee meeting (unless otherwise stated in the notice of motion).
- If a Group Representative is unable to show up to make the motion at the following District Committee meeting (or at the meeting stated in the notice of motion) the notice of motion will be put forward to the following month (no vote to table the motion is required as no motion has yet been made, the Secretary will continue to include the notice of motion in the minutes for use at next month's meeting).
- If a representative for the group making the notice of motion does not show up to make the motion for the next three (3) months the notice of motion will be dropped. The issue/notice of motion can then be reintroduced at a later date by any group.

Suggestion for Discussion on Motions

- 1) Immediately after the D.C.M. has stated the motion, the person making the motion is given the opportunity to speak first, possibly to clear up any misunderstanding.
- 2) The D.C.M. recognizes those who wish to speak on the motion. An attempt will be made to recognize speakers in the order in which they raised their hands.
- 3) It is suggested, in most cases, each representative's comments be not more than two (2) minutes.
- 4) No one may speak for a second time on a topic until all that wish to speak has spoken for the first time.
- 5) When every person wishing to speak has been called upon twice, it is appropriate for the D.C.M. to end discussion and put the motion to a vote.

Some Additional Procedural Guidelines

Motion to Table – Tabling a motion delays or postpones a discussion to a later time, usually used to lay the pending question aside when something else of immediate urgency arises, or to go back to the groups for input. Tabling a motion requires a motion and a second; it is not debatable. It needs only a simple majority to pass and does not include a minority voice after the vote. The tabled motion, if passed, is usually placed under old business at the next meeting.

Substantial Unanimity – All matters of policy require substantial unanimity, that is a $\frac{2}{3}$ rd. majority vote. Any action, particularly to amendments to the District 13 Structure and Operating Procedures, requires a $\frac{2}{3}$ rd majority vote. The phrase $\frac{2}{3}$ rd majority vote is taken to mean two-thirds of the votes cast, which is very different from $\frac{2}{3}$ of the voting members present (since some may abstain, which is every voting member right). The minority will always be given the opportunity to speak to their opposition.

Minority Opinion – After a motion has been voted on the D.C.M. will ask if those that voted in the minority wish to speak to their opposition.

- After all minority opinion (ONLY) has been heard, the D.C.M. will ask if anyone in the majority would like to change their vote
- If so, the D.C.M. will accept a motion to reconsider
- The D.C.M. will ask for a show of hands for a revote. (There will be no discussion regarding this revote)
- If there is a simple majority in favor of reconsidering the motion, discussion will resume, followed by a revote
- If there is not a simple majority for a revote, the agenda item stands as originally voted on
- Once the vote has been reconsidered the result is final

Reconsider - Is a motion to reconsider the vote, made by a member who voted with the successful side, but can be seconded by anyone. (Simple majority of 50% + 1 to pass - if successful, debate resumes on the original motion).

Amend – A motion to amend is used to modify (within certain limits) the wording of a main motion, it is not used to change the intent of a motion. An amendment can only be made with the approval of the original Motioner and the Seconder.

Point of Information – Any A.A. member attending the District Committee meeting can raise a point of information. This is made when a member desires clarification of details, or has procedural information not considered by the meeting.

Point of Order – A speaker should not be interrupted while speaking, except in certain special situations. The most common of these is for a point of order. This may be called by any member of the district when a breach of procedure in the meeting is noticed, such as:

- Discussion beginning on a motion that has not been seconded, when one is needed
- If comments are made about an issue not previously presented before the district for consideration
- If there are personal comments or attacks upon another member

After a point of order has been raised, the D.C.M. calls upon the member to explain the point. The D.C.M. then comments whether the point “is well taken” or “is not well taken” and suggests the original speaker re-direct their remarks or simply allow the speaker to continue. The D.C.M. does not need to call a point of order if they believe that the discussion is moving away from the topic. The D.C.M. politely informs the speaker and requests that the speaker confines their remarks to the question at hand.

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

- Made in the same manner as other motions “I move to call the question”
- Requires a seconder
- Is not debatable
- Requires a simple Majority (50% + 1) to pass
- The one calling the question can only call the question without making any other comments on the main motion
- Does not include a minority voice after the vote

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

Calling the question should not be used by District Committee members to limit debate and/or manipulate the District Committee meeting to suit their own ends.

APPENDICES

Appendix 1 - Map of District 12

MAP OF DISTRICT 12



Appendix 2 - Notice of Motion



Notice of Motion

District 12 Niagara North General Service

Date: _____ Group Name _____

Outline of problem/condition:

Suggested solution of problem/condition:

Notice of Motion (Be as specific as possible):

Signature of G.S.R. _____

Signature of Group Secretary _____

Appendix 3 – Motion



District 12 Niagara North General Service

Date: _____ Group Name _____

Outline of problem/condition:

Suggested solution of problem/condition:

Motion (Be as specific as possible):

Signature of G.S.R. _____

Signature of Group Secretary _____

Appendix 4 - Expense Form**DISTRICT 12
EXPENSE SHEET**

DATE: _____

NAME: _____

POSITION: _____

FUNCTION: _____

EXPENSES:

GAS: \$ _____

LODGING: \$ _____

Details: _____

MEALS: \$ _____

Details: _____

MISC: \$ _____

Details: _____

TOTAL EXPENSES: \$ _____

SIGNED: _____

Receipts must be attached to sheet for payment

Appendix 5 - Change of Information Form

U.S. and Canada ALCOHOLICS ANONYMOUS GROUP INFORMATION CHANGE FORM

GROUP SERVICE No. _____ **DATE:** _____

DELEGATE AREA No. _____ **DISTRICT No.** _____ **No. OF MEMBERS:** _____

OLD INFORMATION	NEW INFORMATION
GROUP NAME: _____	GROUP NAME: _____
Group Meeting Location: _____	Group Meeting Location: _____
Street: _____	Street: _____
City/Town: _____	City/Town: _____
State/Province: _____	State/Province: _____
Zip Code: _____ Telephone: _____	Zip Code: _____ Telephone: _____
MEETING DAY	
MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN <input type="checkbox"/>	
MEETING TIMES	
____ ____ ____ ____ ____ ____ ____	
MEETING DAY	
MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN <input type="checkbox"/>	
MEETING TIMES	
____ ____ ____ ____ ____ ____ ____	
GENERAL SERVICE REPRESENTATIVE (G.S.R.)	
Name: _____	Name: _____
Street: _____	Street: _____
City/Town: _____	City/Town: _____
State/Province: _____	State/Province: _____
Zip Code: _____ Telephone: _____	Zip Code: _____ Telephone: _____
E-mail: _____	
ALTERNATE G.S.R. <input type="checkbox"/> or MAIL CONTACT <input type="checkbox"/> (Please check one ✓)	
Name: _____	Name: _____
Street: _____	Street: _____
City/Town: _____	City/Town: _____
State/Province: _____	State/Province: _____
Zip Code: _____ Telephone: _____	Zip Code: _____ Telephone: _____
E-mail: _____	
ALTERNATE G.S.R. <input type="checkbox"/> or MAIL CONTACT <input type="checkbox"/> (Please check one ✓)	
Name: _____	Name: _____
Street: _____	Street: _____
City/Town: _____	City/Town: _____
State/Province: _____	State/Province: _____
Zip Code: _____ Telephone: _____	Zip Code: _____ Telephone: _____
E-mail: _____	

If the Group is to be listed in the Directory, please provide a telephone number and mailing address for the G.S.R., Alternate G.S.R., or Group contact. Listing in the Directory is for Twelfth Step referral and/or for meeting information. The G.S.R.'s (or other contact) name and telephone number will be included in the Directory with the group's name and service number.

OK TO LIST IN THE DIRECTORY? Yes No

SIGNATURE: _____ **DATE:** _____

"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought AA Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an AA group, provided that, as a group they have no other affiliation." — Tradition Three (the long form)

"Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose — that of carrying its message to the alcoholic who still suffers." — Tradition Five (the long form)

"Unless there is approximate conformity to AA's Twelve Traditions, the group... can deteriorate and die." — Twelve Steps and Twelve Traditions, page 174.

THREE WAYS TO RETURN THIS FORM:

Postal Mail to A.A. World Services, Inc.
Grand Central Station
P.O. Box 459
New York, NY 10163

By Fax: 212-870-3003 (Attn: Records)

E-mail: records@aa.org

Appendix 6 - New Group Form

U.S. and Canada

G.S.O. NEW GROUP LISTING FORM

A.A.'s Traditions suggest that a group not be named after a facility or person (living or deceased), and that the name of a group not imply affiliation with any sect, religion, organization or institution.

Virtual Groups are encouraged to check with their Area Registrar regarding their preferred Area and District. [List of Area Websites on aa.org](https://www.aa.org/assets/en-US/p-19_gsr.pdf)

AREA #: _____ DISTRICT #: _____ GROUP START DATE: _____

GROUP NAME: _____ NUMBER OF MEMBERS: _____

GROUP MEETING LOCATION (ADDRESS OPTIONAL): _____

If your Virtual group does not have a specific City/Town or State/Province the Primary Contact's City/Town and State/Province will be used.

CITY/TOWN: _____ STATE/PROVINCE: _____ COUNTRY: _____

Communication is sent in one of the languages below

LANGUAGE: ENGLISH SPANISH FRENCH

Type/Format: In-person (including hybrid) Virtual (including phone)

Does your group meet in a hospital, treatment center or detox center setting? Yes No

If yes, is it open to A.A. members outside the center? Yes No

Note: Contact information provided is used by G.S.O. and AA Grapevine for purposes of A.A. service communications and is shared with your Area Committee.

PRIMARY CONTACT

NAME: _____

ADDRESS: _____ CITY/TOWN: _____

STATE/PROVINCE: _____ POSTAL CODE: _____ COUNTRY: _____

EMAIL: _____ PHONE: _____

GENERAL SERVICE REPRESENTATIVE (G.S.R.) – Your Group's Link to A.A. as a whole https://www.aa.org/assets/en-US/p-19_gsr.pdf

"The G.S.R.s of the U.S. and Canada are the very foundation of our general service structure. Through the G.S.R., you can make your group's voice heard at district meetings, at area assemblies, and eventually at the General Service Conference.

GSR Alt. GSR Mail Contact

To opt in to be mailed a print version of the Group Handbook please check:

- Digital Group Handbook: <https://www.aa.org/contents-group-handbook-list>
- To sign up for digital delivery of Box 4-5-9 at no charge visit: <https://www.aa.org/box-459>

RETURN FORM TO		
GSO Postal Mail General Service Office Grand Central Station P.O. Box 459 New York, NY 10163	GSO Email memberservices@aa.org	Locally Email your Area Registrar List of Area Websites on aa.org

Appendix 7 - Third Legacy Procedure

THIRD LEGACY PROCEDURE

PURPOSE

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

PROCEDURE

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

THE THIRD LEGACY PROCEDURE

