Guidelines & Operating Procedures
Niagara District Intergroup

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Niagara District Intergroup

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Niagara District Intergroup

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Niagara District Intergroup

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Mission Statement

The Niagara District Intergroup exists to aid the Groups & Meetings in their primary purpose of carrying the message of Alcoholics Anonymous to the alcoholic who still suffers.

Purpose

Niagara District Intergroup provides services common to all Groups and Meetings in District 12 *(Niagara North)* and District 13 *(Niagara South)* of Area 86. Intergroup is directly responsible to and is financed by the voluntary contributions of the Groups and Meetings in the Niagara District. Each Group may elect a Representative to attend Intergroup Meetings. These Meetings are held on a regular basis *(normally monthly)* and are open to all Alcoholics Anonymous members. Intergroup provides the following services; Answering Service; stocks & sells A. A. Literature; Special Functions; the Intergroup Website; and sponsors the Pen San Meeting. These Guidelines were developed by following: The A. A. Guidelines for Central or Intergroup Offices *(MG-02) yellow guidelines,* utilizing the 12 Steps, 12 Traditions, 12 Concepts and the experience of past and present Committee members.

Guidelines & Operating Procedures Niagara District Intergroup

Group # 115883

INTERGROUP COMMITTEE STRUCTURE

Intergroup Officers:

1) Chairperson
2) Co-Chairperson
3) Treasurer
4) Co-Treasurer
5) Secretary
6) Co-Secretary

Sub-Committee Chairpersons:

7) Answering Service Chairperson
8) Literature Chairperson
9) Pen San Meeting Chairperson
10) Special Functions Chairperson
11) Website Chairperson

Sub-Committee Co-Chairpersons:

12) Answering Service Co-Chairperson
13) Literature Co-Chairperson
14) Pen San Meeting Co-Chairperson
15) Special Functions Co-Chairperson
16) Website Co-Chairperson

Intergroup Representative:

17) Home Group Representative
18) Alternative Home Group Representative

Niagara District Intergroup Guidelines

ELECTION PROCEDURES

1) Election of Intergroup Officers will take place in November of even numbered years with nominations held the preceding October. Nominations are held open until the November meeting. All nominations need to be seconded.

2) If you cannot be present during the Nomination meeting, a "***Letter of Intent***" will be accepted. If you cannot be present at an election meeting, a **"*Letter of Acceptance*"** will be acknowledged.

3) The elected candidates will serve a two-year term commencing the January of odd numbered years to the December of even years.

4) The Chairperson or Co-Chairperson shall appoint a non-voting member or members *(suggested but not limited to the visiting General Service Liaisons)* to conduct and assist with the *"Secret Ballot"* election.

5) Voting eligibility;
   a) The Group Representative, or in their absence, the Alternate Group Representative may vote. If the Group Representative or Alternate Group Representative is absent, any member of their Group may vote if they have their Group's permission. Each Group is allowed one vote, as per sign-in sheet.
   b) Sub-Committee Chairperson; if the Chairperson is absent their Co-Chairperson has a vote.
   c) The Treasurer and Secretary; if the Treasurer or the Secretary is absent the respective Co-Treasurer or Co-Secretary has a vote.
   d) The Intergroup Chairperson and Co-Chairperson are eligible to vote for elections only.

6) The appointed member shall conduct a roll call;
   a) The roll call will consist of the Intergroup Committee Structure, the attending Sign-In sheet, Nominations (*Seconded)* and Letter of Intent.
   b) A roll call and vote shall be conducted for each open position.
   c) The number of eligible votes cast shall be established and made known to the electoral body proceeding with each election.
   d) The secret ballots shall be destroyed after each election.
   e) Election results and their respective positions shall be posted within the minutes.
   f) Vacant positions shall be posted within the minutes calling for nominations.

Niagara District Intergroup Guidelines

ELECTION PROCEDURES (continued)

7) The nominee who receives **the most votes (plurality)** is elected (***The person with the most votes is elected***). In the event of a tie for the first place, all candidates' names tied for first place will go into the hat ***and a non-voting member*** will draw the newly elected candidate from the hat.

8) Elected Co-Chairpersons are strongly expected to move up to their Chairpersons position, if willing *(i.e. Co-Secretary moves up to Secretary).* This also requires approval by voting. All progression to be conducted by a simple majority vote *(50% + 1).*

9) Elected Officers and Sub-Committee Chairpersons are considered to have resigned, if they lose their sobriety, or miss more than three Intergroup meetings in a year without a report, or miss three in a row (consecutive) in person without a valid reason. The normal election procedures and voting privileges are followed when replacing these members.

10) Re-election of Officers for the same position is possible, but not recommended, as we wish to keep *"a spirit of rotation"*

Niagara District Intergroup Guidelines

GENERAL GUIDELINES

1) The Intergroup Meeting is held on the third Sunday of each month at 6:30 pm at St. John's the Evangelist Church Hall, 12 Carleton St. S.Thorold, ON.

2) In the event of a widespread emergency which might prevent in person meetings, the committee meeting may also be held virtually. All Intergroup Officers, Sub-Committee Chairpersons and Co-Chairpersons and all of the Intergroup Representatives shall be notified of the change by the Chairperson or Co-Chairperson prior to the meeting. The Chairperson or Co-Chairperson would contact the Secretary and he or she would inform the members.

3) Any member of Alcoholics Anonymous may attend the Meeting. Only Group Representatives or their alternates *(if Group Representative is unavailable*) may enter into discussions, unless a member is recognized from the floor by the Chairperson.

4) Financing of Intergroup is by voluntary contributions from the Groups and Meetings in the Niagara District. This also includes income from Literature sales and Special Functions.

5) Alcoholics Anonymous members may make individual contributions on a voluntary basis directly to Niagara District Intergroup. A member's contribution to the Niagara District Intergroup is not to exceed $7500.00 Canadian in any one year (The Seventy-Fourth Annual Meeting of the General Service Conference of Alcoholics Anonymous, final conference report, New York City, under Advisory Actions under the finance section on Page 37)

6) Groups and Meetings are asked to contribute what they can afford – many Groups donate according to the pamphlet "Self-Support: Where Money and Spirituality Mix." This pamphlet suggests: 10% to District General Service, 10% to the Area Committee, 30% to the General Service Office (G.S.O.) and 50% to Intergroup.

7) For help in financial planning, the 1977 General Service Conference recommended, "A suggested prudent reserve would preferably be from one to twelve months operating expenses, depending on local needs." The Niagara District Intergroup has recommended utilizing a $5000.00 (approved January 2017) prudent reserve, which reflects approximately 4 months of operating expenses as stated in our A.A. Guidelines – Central or Intergroup Offices. (MG-02)

Niagara District Intergroup Group Guidelines

General Guidelines (continued)

8) Intergroup operating expenses include - rent for the meeting hall, P.O. Box 23091 rental (125 Carlton Street, St. Catharines – L2R 7P6), including the Annual Fees for Virtual monthly meetings if required. Answering Service, Bell Canada, Secretarial and Treasurer supplies, Literature donations (including start-up kits or pamphlets for new Groups or Meetings), Pen San Meeting expenses, Website expenses, Literature and Special Functions. Intergroup to pay half the cost of the storage locker it shares with District 13. In addition, Intergroup provides expenses for Intergroup Officers travelling out of the Niagara District for seminars, workshops and conferences etc. as approved by the Intergroup body.

9) Rent and Insurance for the monthly Intergroup Meeting at St. John's Anglican Church is due at the end of November of each year.

10) The value of Literature held by the Literature Chairperson which is directly financed by Intergroup should not exceed $5000.00 CAD. (approved January 2017).

11) The Literature Chairperson maintains a float of $100.00; this float is to be returned to the Treasurer at the end of their term. Any Literature Order placed is not to exceed $2000.00 CAD Funds without prior approval from the Officers of Niagara District Intergroup.

12) A Motion will be entertained for the distribution of surplus funds beyond the $5,000.00 prudent reserve (plus an extra $700.00 float for emergencies bringing the total to $5,700.00) twice annually in January and July. It is recommended these funds be sent to Alcoholics Anonymous General Service Office Board.

13) It is strongly recommended that each A. A. member attending Intergroup hold only one position within that body. Wearing two hats can greatly confuse issues during the making of motions and voting (i.e. It is not recommended that the Secretary act as the Intergroup Representative for their Home Group).

14) The Chairperson will form an Ad-Hoc Committee every two years, to review and make recommendations to Intergroup for amendments to the Guidelines & Operating Procedures. Any change to the Guidelines & Operating Procedures requires a notice of motion and a two thirds (⅔) majority vote of the Groups present.

15) If an Alcoholics Anonymous Group wishes to be placed on, or removed from the Pen San Meeting rotation list, they are to contact the Pen San Meeting Chairperson either in person, by phone, or by email.

Niagara District Intergroup Guidelines

16) If an Alcoholics Anonymous member wishes to be placed on, or removed from the Answering Service List, they can contact the Answering Service Chairperson either in person, by phone, or by email.

17) Motions:
    1. (a) Motions can only be made by Intergroup Representatives or their alternate if the Intergroup Representative is absent.
       (b) Sub-committee Chairpersons or Co-Chairpersons if Chairperson is absent.
    2. Only those eligible to vote may make a Motion.
    3. See Appendices for additional necessary information on Notice of Motions & Motions (Page 36 - 40).

18) The host Website server contract is due yearly in November

19) The Domain name (www.aaniagara.org) contract is due yearly in June

20) All reports presented at the Intergroup meeting are to be submitted to the Secretary as hard copy or emailed 3 days prior to the meeting, (Approved June 15, 2014)

21) If a new group or meeting is formed, they can approach the Intergroup Chairperson and receive a startup kit valued at $80.00 (Approved April 16, 2023)

22) Niagara District Intergroup and the District 13 Roundup Committee share a unit at the Bronco Storage facility on Highway 140 in Welland for the storage of materials. Payable upon receipt of invoice from Niagara South District 13.

Niagara District Intergroup Guidelines

INTERGROUP OFFICERS

Job Descriptions

1) CHAIRPERSON

a.) Qualifications:
1. Four (4) years of continuous sobriety, preferably with two (2) years Intergroup experience.
2. Knowledge of election and voting procedures, working knowledge of the Twelve Traditions and an understanding of the Twelve Concepts.
3. Previous service experience including:
   a) Preference given to Co-Chairperson of Intergroup.
   b) Chairperson on one of the Sub-Committees.
   c) Intergroup or General Service Representative.
4. An understanding of the Niagara District Intergroup Guidelines and Operating Procedures. The A.A. Guidelines for Central or Intergroup Offices (MG-02), Box 459, the 12 Traditions and the 12 Concepts.
5. Should have basic computer skills and have access to a computer.

b.) Duties and Responsibilities:
1. Responsible for organizing Bi-Annual Meetings with elected Officers for exchange of information.
2. Oversee Sub-Committees.
3. Chair each monthly Intergroup Meeting.
4. Prepare agenda for Intergroup Monthly Meeting, including the Mission Statement and the Purpose of Intergroup (Approved June 16, 2024).
5. Holds the second key to P.O. Box # 23091 (post office @ 125 Carlton St., L2R 7P6, St. Catharines) and also the second key to St. John's the Evangelist Church along with the access code. The keys are to be handed over to the incoming Chairperson along with the access code to the Church.
6. The Chairperson is the liaison with St. John's the Evangelist Church, and must report any changes, with regards to the possession of the keys and access code. Contracts are negotiated and signed on a yearly basis by the Intergroup Chairperson. The Secretary of St. John's the Evangelist Church should be contacted in October of each year to obtain costs.
7. Keep in communication with Intergroup Co-Chairperson.
8. The Chairperson will form an Ad-Hoc Committee every two years, to review and make recommendations to Intergroup for amendments to the Guidelines & Operating Procedures.
9. The Chairperson is to act as liaison with the Intergroup Webmaster when archival material is requested.

10 Arrange a meeting at the bank to change the signing authority for the Intergroup bank main account and obtain “Read Only” bank cards for the 3 following officers: Chairperson; Co-Chairperson and Treasurer (all have signing authority). Two signatures are required for each cheque.
11 The Chairperson is responsible to use a “Read Only” card to access account balance of Intergroup funds, prior to the monthly Meeting.
12 Arrange a meeting at the bank to change the signing authority for the Intergroup Special Functions bank account and obtain “Read Only” bank cards for the 3 following officers: Special Functions Chairperson; Chairperson, and Treasurer (all have signing authority). Two signatures are required for each cheque.
13 In the event of a Sub-Committee Chairperson resigning from his or her position and no Co-Chairperson willing to rotate into the Sub-Committee Chairperson position, the responsibility would fall back to the Chairperson.

2) CO-CHAIRPERSON

a.) Qualifications:
1 Two (2) years of continuous sobriety, preferably with Intergroup experience.
2 An understanding of the Niagara District Intergroup Guidelines, the A.A. Guidelines & Operating Procedures for Central or Intergroup Offices (MG-02), Box 459, the 12 Traditions and the 12 Concepts.
3 Should have basic computer skills and have access to a computer.

b.) Duties and Responsibilities:
1 Become familiar with the Chairpersons responsibilities, to be able to chair the monthly Intergroup Meeting if the Chairperson is absent.
2 Attend monthly Intergroup Meetings and be seated alongside the Chairperson at the Head Table.
3 Become familiar with the functions and activities of all the Sub-Committees.
4 Liaison (*maintain communication link*) between Intergroup and General Service Structure.
5 Represent Niagara District Intergroup as the liaison between District 12 Niagara North, and District 13 Niagara South. Attend both General Service monthly Meetings and give a report on the activities at Intergroup. It is hoped that both District 12 & 13 will send a Representative to Intergroup, to give a report from their individual District.
6 Give a report at the monthly Intergroup Meeting. The reports are to include general information on events and changes concerning Alcoholics Anonymous. A written report is to be submitted or emailed to the Secretary 3 days prior to the meeting for inclusion in the Minutes.

7 Act as liaison with Western Ontario General Service by attending the Area 86 Assemblies every six months. The Co-Chair will be advanced **$350.00,** the excess to be returned with receipts.
8 Obtain and read the minutes from all Area Committee Meetings and Assemblies. The Alternate Delegate is the liaison with all Intergroups in Area 86.
9 Liaison with the General Service Office (GSO) and Alcoholics Anonymous World Service (AAWS). Contact the Intergroup Liaison for Canada and the USA. Obtain and read Box 459 and the Final Conference Report.
10 To assist the Treasurer in the absence of the Co-Treasurer, with the finances at the Intergroup Meeting.
11 To record the minutes in the absence of the Secretary or Co-Secretary, at the Intergroup Meeting.

3) TREASURER

a.) Qualifications:
1 Four (4) years of continuous sobriety, preferably with Intergroup experience.
2 Working knowledge of the Twelve Traditions, and an understanding of the Twelve Concepts.
3 Accounting skills would be an asset *(not a requirement).*
4 Be familiar with the pamphlet *"Self-Support: Where Money and Spirituality Mix"* the service piece *"The Group Treasurer" (F-96)* and the A.A. Guidelines on Finance *(MG-15)*
5 Should have basic computer skills and have access to a computer.

b.) Duties and Responsibilities:
1 Attend Monthly Intergroup Meetings.
2 Issue receipts for all contributions to Intergroup if requested.
3 a) Present a monthly income/expense statement at Intergroup Meetings. A written report is to be submitted and e-mailed to the Chairperson of Intergroup and to the Secretary prior to the meeting for inclusion in the minutes.
b) The monthly financial statement should clearly show the bank reconciliation month end.
4 Pay all bills prior to *"payment due"* date.
5 All cheques to be counter-signed by Authorized Signees. Issue cheques to Committee members and Sub-Committee members as required.
6 Deposit all income into Intergroup account by the end of each calendar month.
7 Present an annual statement of accounts payable and receivable*. (January Intergroup Meeting).*

8 Retrieve bills, literature, etc., from P.O. Box 23091 *(125 Carlton St. St Catharines)* monthly.
9 Give all Treasurer materials and P.O. Box Key to the incoming Treasurer and the Intergroup Chairperson

4) CO-TREASURER

a.) Qualifications:
1 Recommend two (2) years of continuous sobriety, preferably with Intergroup experience.
2 Willingness to learn the duties of Treasurer.
3 Should have basic computer skills and have access to a computer

b.) Duties and Responsibilities:
1 Attend most Intergroup Meetings.
2 Read Treasurer's Report in absence of Treasurer.
3 Assume all Treasurer's responsibilities in the event that the Treasurer is unavailable or unable to do so.

5) SECRETARY

a.) Qualifications:
1 Two (2) years of continuous sobriety, preferably with Intergroup experience.
2 Ability to perform the duties of the Secretary.
3 Should have basic computer skills and have access to a computer.

b.) Duties and Responsibilities:
1 Attend Monthly Intergroup Meetings.
2 Record the minutes of Intergroup Meetings.
3 Maintain a current mailing list (including e-mail address) of Intergroup Representatives and Changes to Representatives through a Representative Change Form (Page 41).
4 Include dates and groups for upcoming Pen San Meeting (one month in advance in minutes).
5 Email or hard copy (via Canada Post) to : Intergroup Representatives; Intergroup Officers; Sub-Committee Chairpersons; Co-Chairpersons, District Committee Members (DCM's) and their Alternates for Districts 12 & 13; Area 86 Alt. Delegate, also the Website for Archival purposes Mail to anyone else as directed by the Chairperson. Minutes should be sent out to Members within 3 days following the monthly meeting.
6 Retain documents and minutes recorded during term of office via an electronic file (memory stick) and pass the materials over to incoming Secretary.
7 Mentor Co-Secretary so that person can become familiar with Secretarial duties.

8 Record a separate list of all accepted Motions (excluding housekeeping issues) during the term of office. This list will be passed on to the Intergroup Chairperson to be considered by an Ad-Hoc Committee for Guidelines and Operating Procedures amendments. (See Intergroup Chairpersons Job Description, item 8).
9 Keep a list of names and numbers for contacts regarding Special Functions events (Special Functions Chairperson will give this information to Secretary).
10 Obtain a $100.00 float from the Treasurer for secretarial expenses, to be returned at the end of the two-year term or upon resignation. (Approved January 20 ,2011)
11 Pass on Gmail Secretary account ID and password on to the new Secretary and to the Intergroup Chairperson along with the minutes template.

6) CO-SECRETARY

a.) Qualifications:
1 Recommend two (2) years of continuous sobriety, preferably with Intergroup experience.
2 Willingness to learn the duties of the Secretary.
3 Should have basic computer skills and have access to a computer.

b.) Duties and Responsibilities:
1 Willingness to assist Secretary.
2 Attend most Intergroup Meetings.
3 Ability to assume and fulfill the duties and responsibilities of the Secretary in the event the Secretary is absent not available or unable to do so.

Niagara District Intergroup Guidelines

SUB-COMMITTEE CHAIRPERSONS

Job Descriptions

7) ANSWERING SERVICE CHAIRPERSON

a.) Qualifications:

1. Recommend two (2) years of continuous sobriety with Intergroup Rep experience.
2. Ability to describe the threefold nature of alcoholism: physical, mental and spiritual.
3. Ability to listen, be patient and compassionate.
4. Ability to share your own experience, strength and hope appropriately.
5. Should have basic computer skills and have access to a computer.

b.) Duties and Responsibilities:

1. Contact Answering Phone Service Company monthly and obtain information on calls. Ensure that members' names on the Answering Line are contacted in the correct sequence by the Answering Service Company.
2. Attend Monthly Intergroup Meetings to give a report on last month's activities *(Calls received, and Twelve Step Calls made).* A written report to be submitted or emailed to the Secretary for inclusion in the minutes, 3 days prior to the monthly Intergroup meeting.
3. Every year, with the assistance of the Answering Service Co-Chairperson, divide the names and numbers of the members on the Answering Service Committee List, and call them to see if they are still in good standing. It is hoped this contact will promote a good working relationship and assist volunteers by answering any questions or concerns arising from their Twelve Step work.
4. Conduct at least one workshop per term on *the "Answering Service and Twelve Step Calls"* for all A.A. members to attend, including Answering Service Committee members.
5. Recruit new Committee members in the Niagara District.
6. Ensure all those on the Answering Service List are familiar with the Niagara District Intergroup Policy on Responding to Suicidal Callers (Page 34).
7. Maintain communication with the Answering Service Co-Chairperson.
8. Maintain communication with the Intergroup Chairperson.
9. Assist the incoming Answering Service Chairperson with the transition.

Niagara District Intergroup Guidelines

8) LITERATURE CHAIRPERSON

a.) Qualifications:

1 Recommend four (4) years of continuous sobriety, preferably with Intergroup experience.
2 The willingness to learn the present inventory control system or develop a dependable method of their own.
3 Should have basic computer skills and have access to a computer.

b.) Duties and Responsibilities:

1 Open and close hall monthly before and after Intergroup Meeting or make other arrangements with the Intergroup Chairperson and be familiar with the keys and access/exit code.
2 Safeguard Books, Literature and Cash. Literature Chair to explore an insurance rider for up to a total of $5000.00 inventory.
3 Have a supply of Literature on hand for sale at Intergroup each month.
4 Accept and place special orders for individuals. Orders will be placed with regular literature orders otherwise a delivery fee may be incurred.
5 Any Literature order placed is not to exceed $2000.00 CAD Funds without prior approval from the Officers of Niagara District Intergroup.
6 Give monthly Sales Report to Intergroup and hand in receipts and cheques to the Treasurer.
7 A written report is to be submitted or emailed to the Secretary for inclusion in the minutes, 3 days prior to the monthly meetings
8 Prior to ordering new books and literature from the General Service Office, confirm with our Chairperson and Treasurer that there are sufficient funds.
9 Maintain inventory at $5000.00 *CAD* Funds *(approved January 2017)*.
10 Report approximate monthly inventory on hand to Intergroup.
11 Recruit volunteers and plan to attend the District 13 Roundup, as well as Service Days, and Special Anniversaries as requested.
12 a.) In April and November provide a written statement to Intergroup, including quantity sold, bought, and donated Literature.
b.) In April & November conduct a physical inventory of the Literature.
c.) In April & November conduct a review of the pricing of the Literature.
13 Work with Co-Chairperson so that they can become familiar with the Literature Chairperson's duties.
14 Provide a telephone number or email address to the Intergroup body, for Groups and Meetings to pre-order Literature.
15 Obtain a float of $100.00 from the Treasurer at the start of term and return the float to the Treasurer at the end of the two-year term or upon resignation.
16 Outgoing and incoming Literature Chairpersons to exchange key and access/exit code, according to the Church Policies.

17 Literature Chairperson to forward the account ID and password to the incoming Literature chairperson and the Intergroup Chairperson.

9) PEN SAN MEETING CHAIRPERSON

a) Qualifications:
   1 Recommend two (2) years of continuous sobriety.
   2 Commitment to ensure doors of Pen San Meeting are open every Sunday.

b) Duties and Responsibilities:
   1 Liaison with Hotel Dieu Shaver Hospital on any issues affecting the Pen San Meeting.
   2 Ensure sufficient supplies *(sugar, cups, etc.)* are on hand for Meetings.
   3 Monthly report to Intergroup showing Group attendance, contributions, expenses and balance being given to Intergroup.
   4 Ensure Committee members are familiarized with conducting the Meeting.
   5 Ensure setup and cleanup is done every Sunday morning.
   6 Maintain Literature Displays and Meeting Lists (*the Pen San Meeting is underwritten by Intergroup).*
   7 Annually prepare a new list showing Groups who will be hosting the Meeting for the following twelve months. The new lists to be made in November to cover January – December of the following calendar year and forwarded to the Website Chairperson and Secretary in a timely manner.
   8 The Pen San Chairperson should attempt to contact the Group one week prior to that Group's responsibility to put on the meeting when scheduled.
   9 If a Group fails to attend, the Chairperson and Committee should be prepared to put on the Meeting.
   10 Encourage Groups to announce the Pen San Meeting Hosts each week, during Group announcements at their Home Groups.
   11 Encourage the Groups to announce that the Shaver Hospital charges for parking.

Note. A brief history – the Pen San Meeting was started in 1957 and placed on our Meeting List in 1966.

Niagara District Intergroup Guidelines

10) SPECIAL FUNCTIONS CHAIRPERSON

a) Qualifications:
1. Recommend two (2) years of continuous sobriety.
2. Understanding of the Twelve Traditions.

b) Duties and Responsibilities:
1. Organize annual events that are sponsored by Intergroup, such as the Intergroup Picnic, Gratitude Dinner and Dance. Recruit A.A. members to help carry out the responsibilities as required for the function.
2. Maintain the list of contacts (names and numbers) for various event venues. This list is to be held by the Secretary of Intergroup and maintained by the Special Functions Chairperson.
3. Attend monthly Intergroup Meeting and submit a monthly report.
4. Arrange monthly Committee meetings.
5. Arrange rental of the banquet hall or facility for event.
6. Responsible for the keys, contract and payment pertaining to hall or facility and ensures that Sub-Committee have access to the hall/facility for set up.
7. Arrange Speaker and host for Speaker or Hotel, if applicable.
8. Arrange DJ for event (if applicable).
9. Before the speaker goes up arrange to have someone present a short summary of various functions that Niagara District intergroup provides at all speaker events.
10. Hosts Sub-Committee Meetings and advises place, date and time and final wrap-up meeting.
11. Oversee Sub-Committee and ongoing follow-up with Sub-Committee.
12. Discuss with Sub-Committee colors and theme for each event.
13. Delegate members in fellowship to host Sobriety Countdown.
14. Arrange for members to participate in meeting format (Steps, Traditions, etc.) and Chairs Event.
15. Send flyers, etc. to the AA Niagara Website.
16. Assist Sub-Committee where needed.

Niagara District Intergroup Guidelines

11) WEBSITE COMMITTEE CHAIRPERSON

a) Qualifications:

1 Recommend two (2) years of continuous sobriety.
2 Understanding of the Twelve Traditions
3 Should have basic computer skills and have access to a computer

b) Duties and Responsibilities:

1 To attend and facilitate regularly scheduled Website Committee Meetings.
2 To present monthly reports to Intergroup regarding Committee and Website activity. A written report is to be submitted by email to the Secretary for inclusion in the minutes.
3 Attend Western Ontario General Service Assembly every six months for representation from Website at Area 86 Assembly. The Website Committee Chairperson will be advanced $350.00, the excess to be returned with receipts.
4 The procedure for access to the Intergroup Website Archives is obtained only through the Intergroup Chairperson, or either of the D.C.M.'s for District 12 & 13 and then forwarded to the Webmaster.
5 Website Chairperson will post sanctioned AA events from outside of the Niagara Districts on the website.

Niagara District Intergroup Guidelines

SUB-COMMITTEE CO-CHAIRPERSONS

Job Descriptions

12) ANSWERING SERVICE CO-CHAIRPERSON

a) Qualifications:
   1 Recommend two (2) years of continuous sobriety with Intergroup Rep experience.
   2 Ability to describe the threefold nature of alcoholism: physical, mental, and spiritual.
   3 Ability to listen and to be patient and compassionate.
   4 Ability to share your own experience, strength and hope appropriate.
   5 Should have basic computer skills and have access to a computer.

b) Duties and Responsibilities:
   1 Attend most Intergroup Meetings.
   2 Willingness to learn all the duties and responsibilities of the Chairperson.
   3 Ability to fulfill the duties and responsibilities of the Answering Service Chairperson in their absence.

13) LITERATURE CO-CHAIRPERSON

a) Qualifications:
   1 Recommend two (2) years of continuous sobriety.
   2 Should have basic computer skills and have access to a computer.

b) Duties and Responsibilities:
   1 Knowledge of literature stock on hand i.e. pamphlets and books available for sale.
   2 Assist Literature Chairperson in taking and processing orders at special functions.
   3 Help set up at Intergroup Meetings.
   4 In the event the Chairperson cannot attend monthly Intergroup meeting, assume Literature Chair duties.
   5 Attend A.A. functions with Literature Chairperson, i.e. District 13 Roundup, as well as Service Days, and set up Literature Table for general display and sale.

6 Take orders when needed and pass on to Literature Chairperson to have ready by next Intergroup Meeting.
7 Assist with the inventory as required.

14) PEN SAN MEETING CO-CHAIRPERSON

a) Qualifications:
   1 Recommend two (2) years of continuous sobriety
   2 Should have basic computer skills and have access to a computer.

b) Duties and Responsibilities:
   1 Attend most Pen San and Intergroup Meetings.
   2 Willingness to learn all the duties and responsibilities of the Pen San Meeting Chairperson.
   3 Ability to fulfill the duties and responsibilities of the Pen San Meeting Chairperson in their absence.

15) SPECIAL FUNCTIONS CO-CHAIRPERSON

a) Qualifications:
   1 Recommend two (2) years of continuous sobriety.

b) Duties and Responsibilities:
   1 To assist the Special Functions Chairperson in organizing all events.
   2 Attend most Intergroup meetings.
   3 Records minutes of Sub-committee meetings
   4 Provides Sub-Committee with copies of previous minutes.
   5 Maintains List of Sub-Committee members and contact information and provides committee with list via email.
   6 Contact Intergroup Literature Chair and General Service Grapevine Chair to set up tables to sell literature at the event.
   7 Requests Big Book and 12 & 12 from Niagara District Intergroup for Sobriety Countdown.
   8 Responsible for the duties and responsibilities of any vacant positions.

Niagara District Intergroup Guidelines

16) WEBSITE CO-CHAIRPERSON

a) Qualifications:
   1 Recommend two (2) years of continuous sobriety.
   2 Understanding of the Twelve Traditions.
   3 Should have basic computer skills and have access to a computer.

b) Duties and Responsibilities:
   1 Attend regularly scheduled Website Committee Meetings.
   2 Attend most Intergroup meetings.
   3 Ability to assume and fulfill the duties and responsibilities of the Website Chairperson, in the event the Website Chairperson is absent, not available or unable to do so.

SPECIAL FUNCTIONS STRUCTURE
&
JOB DESCRIPTIONS

The special functions Sub-Committee is comprised of 8 positions and only Chairperson and Co-Chairperson are voted in positions by Intergroup. The other positions are taken care of by the Sub-Committee

Niagara District Intergroup created a small business account for Special Functions in the spirit of protecting the Groups in Niagara and the Special Functions funds financially secure. The account is named “Niagara District Intergroup – Special Functions”. Any cheques received by the Committee should have the above name on it.
The Bank account has a signing authority of three (3) people. The Intergroup Chairperson, the Treasurer and the Special Functions Chairperson.
Niagara District Intergroup has provided $2,000 to look after the financial agendas of each event put on by the committee. After an event, any surplus funds after replenishing the account back to $2,000 will be given back to Niagara District Intergroup.

Sub-Committee Positions

- Special Functions Chair
- Special Functions Co-Chair
- Treasurer
- Kitchen & Canteen
- Set up
- Tear Down & Clean-up
- Program, Flyer & Tickets
- Greeters, Raffles & draws

Events

- Founder’s Day (June 10); to be held every five (5) years to coincide with the International AA Convention (2030, 2035, etc..)
- A.A. Annual Family Picnic (July)
- Gratitude Dinner & Dance (October)
- New Year’s Eve Dinner & Dance (December)
- Such other and further events requested by our AA Fellowship
- Note: February Fellowship Dinner & Dance was cancelled as per a motion made on May 18, 2025.

Niagara District Intergroup Guidelines

Treasurer

1 At least three (3) years of continuous sobriety
2 Responsible for all financial transactions for events and on day of event handles all money transactions and disburses funds
3 Records & distributes tickets and collects funds from event ticket sales (all unsold tickets are to be returned at least fourteen (**14)** days prior to event)
4 Maintains a record of startup funds and receipts provided by Sub-Committee
5 Provides floats and cash boxes for events for sales of tickets (food, drinks and draws)
6 Prepares cheques for Special Functions Chair to sign two (2) signatures required
7 Counts funds & provides final financial reports on events to the Sub-Committee seven (7) days prior to the following months Intergroup meeting
8 Assists where needed as requested by Special Functions Chair

Kitchen and Canteen

1 At least two (2) years of continuous sobriety
2 Ongoing contact with Niagara District Intergroup Special Functions Chair to review menu and bring draft meal selections to Sub-Committee to review and approve event menu
3 Determine if any special meals are required (vegetarian, diabetic, etc.)
4 Purchase coffee cups, coffee, tea, creamer, milk, sugar, sweetener, water and pop for event
5 Ensure there are takeout containers available for leftovers
6 Arrange for BBQs for events (If required for event)
7 Arrange for volunteers to assist with BBQ-ing,
8 Purchase Ticket Rolls for drink sales and draws
9 Arrange for members to assist Caterer with serving meals and supply aprons, if needed
10 Sell off any leftover items (Pop, water, snacks & chips)
11 Ensure that all receipts are provided to Treasurer
12 Keep redeemed tickets in a container for pop and water and returns them to the Treasurer
13 Maintain an up-to-date inventory (Plates, Napkins, Cups, etc…) and provide to Special Functions chairperson
14 Assists where needed as requested by Special Functions Chair

Niagara District Intergroup Guidelines

Set up

1 At least one (1) year of continuous sobriety
2 Arranges for members to help set up tables and chairs
3 Assists with decorations for each event and preparation of décor
4 Arranges for tablecloths and napkins, pick up and return of linens or tablecloths for events, whichever is needed for the event. Invoice for rental should read Niagara District Intergroup – Special Functions
5 Confirms with Sub-Committee colours and theme for event.
6 Arrange volunteers to assist with set up and preparation of hall or event
7 Arrange for fun activities and games for event, if needed (ie. picnic, etc.)
8 Ensures areas are set up for disposal of garbage and recycle items.
9 Check washroom facilities for supplies and cleanliness
10 Ensure that all receipts are provided to the Treasurer
11 Assists where needed as requested by Special Functions Chair

Tear Down & Clean-up

1 At least one (1) year of continuous sobriety
2 Sweep floor after decorations and tables are set up and/or put away
3 Inspects areas that are set up for disposal of garbage and recycle items periodically for cleanliness
4 Arranges for members to help with clean up and putting chairs and tables away at end of event
5 Ensures that all tablecloths and napkins have been counted and are put in soiled linen bags provided by the linen provider and put by exit for Set Up Chairperson to return
6 Assists where needed as requested by Special Functions Chair

Program - Flyer and Tickets

1 At least one (1) year of continuous sobriety
2 Prepare and design draft flyer for event to be approved by Sub-Committee. Once approved by the Sub Committee members, the flyer should be sent to AA Niagara website for display on the events page
3 Design tickets and arrange for printing including numbers
4 Purchases thank you gift for speaker (maximum of $25)
5 Ensures that all receipts are provided to the Treasurer
6 Assists where needed as requested by Special Functions Chair

Niagara District Intergroup Guidelines

Greeters, Raffles & Draws

1 At least two (2) years of continuous sobriety
2 Request group contributions for raffle items
3 Purchase ticket rolls for raffle gifts and door prizes
4 Set up raffle table
5 Prepare signs for raffle table; cost to be determined by Committee members
6 Prepare signs for Opportunity draw. Cost to be determined by Committee members
7 Arrange for volunteers to sell tickets at raffle table and Opportunity Draw (must be approved by Special Functions Chairperson and have two (2) years of sobriety)
8 Ensures that all receipts are provided to the Treasurer
9 Assists where needed as requested by Special Functions Chair

EVENTS

Procedures for the Annual Intergroup Picnic
(July)

1 Reserve the park facilities in January
2 Ensure event liability insurance is purchased prior to the event
3 In May at the Intergroup Meeting distribute Flyers and arrange for this information to be posted on our Website
4 Arrange for BBQs for cooking & coolers for pop/water (ensure BBQ supplied meets municipal by laws)
5 Purchase cooking supplies
6 Food and drinks to be sold at reasonable prices
7 Ensure the park area is left as it was upon arrival, otherwise City charges may apply

Procedures for the Annual Gratitude Dinner and Dance
(October).

1 Obtain catering services for Gratitude Dinner & Dance
2 Select a speaker for the meeting portion of the event
3 Make necessary arrangements for accommodations and travel expenses for the Speaker, if required
4 Obtain Services of a Disc Jockey
5 Obtain a volunteer to do a Sobriety Countdown
6 In July, order tickets from printing company for the Dinner & Dance

7 In August, at the Intergroup Meeting, distribute tickets, flyers and arrange for this information to be posted on our Website
8 Three months prior to the Annual Gratitude Dinner & Dance, obtain Insurance for this event (if necessary)
9 If Groups are able, request they donate prizes
10 Purchase gifts for speaker, door prizes, raffles, and spot dances
11 Obtain volunteers (if required), to help setup for the meal, serve meals and refreshments and clean up hall (ie. Wayside House & ARID)
12 Ensure that the hall is left in same condition as it was before the event and that all decorations are taken down and packed away. The hall can be cleaned immediately after the event or the next morning; this can be negotiated with the facility ahead of time
13 Reserve a hall for the upcoming year, as soon as possible, after the end of the Annual Gratitude Dinner and Dance (a Saturday in October, avoiding the Thanksgiving weekend)

Procedures for the Annual New Year's Eve Dinner and Dance
(December).

1 Obtain catering services for New Year's Eve Dinner & Dance
2 Select a speaker for the meeting portion of the event
3 Make necessary arrangements for accommodations and travel expenses for the Speaker, if required
4 Obtain Services of a Disc Jockey
5 Obtain a volunteer to do a Sobriety Countdown
6 In September, order tickets from printing company for the Dinner & Dance
7 In October, at the Intergroup Meeting, distribute tickets, flyers and arrange for this information to be posted on our Website
8 Three months prior to the New Year's Eve Dinner & Dance, obtain Insurance for this event (if necessary)
9 If Groups are able, request they donate prizes
10 Purchase gifts for speaker, door prizes, raffles, and spot dances
11 Obtain volunteers (if required), to help setup for the meal, serve meals and refreshments and clean up hall (ie. Wayside House & ARID)
12 Ensure that the hall is left in same condition as it was before the event and that all decorations are taken down and packed away. The hall can be cleaned immediately after the event or the next morning; this can be negotiated with the facility ahead of time
13 Reserve a hall for the upcoming year, as soon as possible, after the end of the New Year's Eve Dinner & Dance

Niagara District Intergroup Guidelines

Special Functions Elections & Procedures

1. Elections will be hosted by Niagara District Intergroup Special Functions Chair and begin at first meeting of the Sub-Committee
2. Elections will be similar to Niagara District Intergroup general election procedure
3. Nominated member will give a brief history of their qualifications for the position
4. Working knowledge of the 12 Traditions of AA
5. Sub committee chairpersons should be able to commit to service to the sub-committee and attend all meetings

Niagara District Intergroup Guidelines

WEBSITE STRUCTURE
&
JOB DESCRIPTIONS

The Website Committee is comprised of 5 positions and only Chairperson and Co-Chairperson are voted in positions by Intergroup. The other positions are taken care of by The Committee

Current Technologies used by Niagara District Intergroup Website:
OVH.com, Namecheap, Go Daddy, Google Analytics, Webmaster, HTML, Java Script, Website Security.

1) WEBSITE WEBMASTER

a) Qualifications:
   1 Recommend two years of continuous sobriety
   2 Understanding of the Twelve Traditions
   3 Ability to perform the functions as described or the willingness to learn
   4 Must already possess knowledge and ability to maintain a Website

b) Duties and Responsibilities:

   1 Maintain the Website with the most current information as submitted by a member of the Website Committee
   2 Update Meeting Lists, Maps, Events Information, and Flyers on a regular basis
   3 Communicate regularly with the Website Committee regarding all requested changes. (All requested changes must be in writing and are obtained through info@aaniagara.org)
   4 Attend regularly scheduled Website Committee Meetings
   5 Act as liaison with current Web Host who bills annual fees and maintains the integrity of the Website. The Webmaster reports back to the Committee on upcoming fees, changes to programming of additional pages, and significant changes to functioning and functionality of the Site
   6 Due to the special nature of the work involved, the Webmaster need not rotate out on a regular basis

7 Webmaster ensures that the monthly minutes forwarded by District 12, District 13, and Niagara District Intergroup and Website meeting minutes are archived. Maintain the anonymity of such documents, releasing copies only at the request of the District Committee Member (D.C.M.) or the Intergroup Chairperson. An A.A. member may request a copy of such documents through the D.C.M. or Intergroup Chairperson

8 The Webmaster must maintain the anonymity of all A.A. members at all times

2) WEBSITE SECRETARY

a) Qualifications:

1 Recommend two years of continuous sobriety.
2 Understanding of the Twelve Traditions.

b) Duties and Responsibilities:

1 Attend regularly scheduled Website Committee Meetings
2 Record minutes of the regularly scheduled Website Committee Meetings
3 Issue email reminders to all Committee members for upcoming Website Committee Meetings
4 Forward the minutes to all Committee members and info@aaniagara.org in a timely fashion
5 All communications are done by email
6 Ensures that all monthly business meeting minutes are received from District 12, District 13 and Intergroup and website to prepare the information for archives

Niagara District Intergroup Guidelines

3) WEBSITE EMAIL CO-ORDINATOR

Qualifications:

1 Recommend two years of continuous sobriety.
2 Understanding of the Twelve Traditions.
3 The time and energy to commit to a two-year term of service.
4 Ensures that all monthly business meeting minutes are received from District 12, District 13 and Intergroup and website to prepare the information for archives.
5 Should have basic computer skills and have access to a computer.

Duties and Responsibilities

1 Attend regularly scheduled Website Committee Meetings.
2 Check for incoming Website email messages.
3 Respond to basic requests for information in a timely fashion.
4 Questionable requested postings will be forwarded to the Intergroup Body for review.
5 Requested postings that do not follow AA's 12 Traditions and do not maintain the Website integrity will be declined and/or removed.

Niagara District Intergroup Guidelines

Suggestions for an Intergroup Representative

1) Obtain a copy of the Niagara District Intergroup Guidelines from your outgoing Intergroup Representative. If one is not available, get one from the Intergroup Secretary or online at aaniagara.org then go to service opportunities.

2) Attend all monthly Intergroup Meetings.

3) Take notes at the monthly Intergroup Meeting, in order to present your remarks to your Home Group Business Meeting in case the minutes arrive late. Experience shows that some Groups have the entire copy of the minutes read, while other Groups expect the Intergroup Representative to provide only the significant information.

4) Purchase or have your Group purchase the most recent copy of: *The* A.A. Service Manual *Combined With* Twelve Concepts For World Service *by Bill W. (BM-31).*

5) Inform your Group about new material from the Literature Catalogue; in many cases the Intergroup Representative becomes responsible for keeping your Group's Literature rack filled. Anniversary Cards, Chips, Pins & Medallions can be purchased prior to the start of the Intergroup Meeting.

6) Ensure your Group has ample recent copies of our Meeting List**, *which is available for downloading and printing from our Website at aaniagara.org.***

7) Encourage your group to donate: 50% to Niagara District Intergroup, 10% to District General Services, 10% to Area Committee and 30% to General Services Office (G.S.O.) as suggested in the pamphlet "Self-Support: Where Money and Spirituality Mix".

8) Many of our Sub-Committees *(i.e. Special Functions, Website, Answering Service and Pen San)* require a great deal of planning and action. By joining and helping out on any of these Committees you help enhance your recovery and emotional sobriety.

Niagara District Intergroup Guidelines

9) Previous Intergroup Representatives have found it important to understand our Voting and Motions Procedures. This often requires some familiarity as an Intergroup Representative, so ask ***lots*** of questions. It is often said that if you do not understand a question in the area of Motions and Voting Procedures; we encourage all the Intergroup Representatives to ask questions. Experience confirms that working with your service sponsor will enhance your understanding on this point.

10) The Special Functions Chairperson often asks for volunteers to distribute tickets & flyers within your Home Group and A.A. as a whole. This important service provides all A.A. members the opportunity of attending Intergroup Dances, Picnic, etc. Many newer members to A.A. are not aware of these events and may miss out on the fun side of recovery.

Niagara District Intergroup Procedural Policy: For Responding To Suicidal Callers

A person doing a 12 Step Call is confronted with a person who threatens suicide or harm to themselves, Official Protocol dictates that we are to inform them you can no longer talk to them and hang up and call the police. *Retain name and phone number to pass on to 911.*

The reason for this is that we are not trained mental health professional counsellors or therapists trained to deal with suicide. Better to pass the caller on to someone that may be able to get the caller the help needed as soon as possible.

Niagara District Intergroup Guidelines

Procedural Guidelines for Motions

Introduction

Procedural Guidelines are essential guides along our path toward an Informed Group Conscience. Agreed upon Procedural Guidelines ensure the practice of *"principles before personalities"* while Intergroup business is being conducted. A freeform 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.

Chairperson's Role in Procedural Guidelines

The Chairperson ensures that all persons have an equal opportunity to be heard and that all speakers are listened to politely and respectfully. The Chairperson acts as a moderator, calling on speakers in order and occasionally restating the Motion or a pertinent piece of information. The Chairperson should not speak in favour or against any Motions and should not express personal opinions regarding the discussion.

The Intergroup Member's Role in Procedural Guidelines

In the interest of *"placing principles before personalities"* while effectively addressing the business of Intergroup, it is suggested that discussion from Intergroup Representatives be directed to the merits of the Pending Motion. Speakers should address their remarks to the Chairperson, maintain a courteous tone and – especially in reference and difference of opinion – avoid interjecting personal notes into the discussion. Everyone is entitled to and should express his or her Group's concerns.

1. A thorough discussion that includes all pros and cons that leads to a fully informed Group Conscience.

2. Address only one Motion at a time.

3. Fully discuss and make certain all Intergroup Representatives understand the nature of the Motion.

Niagara District Intergroup Guidelines
Procedural Guidelines for Motions (continued)

Making a Notice of Motion and Motion

Items of business to be voted on by Intergroup should 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. Intergroup encourages the use of the *"Notice of Motion"* form found in these Guidelines on Page 39. A Notice of Motion, presented by a Group, gives Notice that at some point in the *future (generally at the next Intergroup Meeting)* a Group will make a Motion that will be voted on. This allows Group representatives the opportunity to attain their Group's Conscience for voting purposes.

Suggestion for Discussion on Motions

1) Immediately after the Chairperson has stated the Motion, the person making the Motion is given the opportunity to speak first, possibly to clear up any misunderstanding.

2) The Chairperson 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 who wish to speak have spoken for the first time.

5) When every person wishing to speak has been called upon twice, it is appropriate for the Chairperson to end discussion and put the question to a vote.

Niagara District Intergroup Guidelines
Procedural Guidelines for Motions (continued)

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 seconder; 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 "two thirds"* majority vote. Any action, particularly to amendments to the Niagara District Intergroup Guidelines & Operating Procedures, requires a *"two thirds"* majority vote. The *phrase "two thirds vote"* is taken to mean *"two thirds of the votes cast"* which is very different from *"two thirds"* of the voting members present, since some may abstain, which is every voting member's right. The minority will always be given the opportunity to speak to their opposition.

Amend – An amendment to a Motion can be made to modify, within certain limits, the wording of the original Motion – it is not used to substantially change the intent of a Motion. The person who originally made the Motion and seconder must agree to this amendment.

Point of Information – Any A.A. member attending the Intergroup 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 Intergroup when a breach of procedure in the meeting is noticed, such as:

1) Discussion beginning on a Motion that has not been seconded when one is needed.
2) If comments are made about an issue not previously presented before Intergroup for consideration.
3) If there are personal comments or attacks upon another member.

After a Point of Order has been raised, the Chairperson calls upon the member to explain the Point. The Chairperson then comments whether or not 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 Chairperson does not need to call a Point of Order if they believe that the discussion is moving away from the topic. The Chairperson politely informs the speaker and requests that the speaker confines their remarks to the question at hand.

Niagara District Intergroup Guidelines
Procedural Guidelines for Motions (continued)

Calling the Question – When a member of Intergroup 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:"*

1. Is made in the same manner as other Motions – *"I move to Call the Question".*
2. Requires a seconder.
3. Is not debatable.
4. Requires two thirds vote to pass.
5. The Intergroup member can only *"Call the Question"* without making any other comments on the Main Motion.
6. Does not include a minority voice after the vote.
7. If *"Calling the Question"* is used – it is a custom in many areas to let all speak before a question is called.

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 Intergroup members to limit debate, and/or manipulate the Intergroup Meeting to suit their own ends.

The above dialogue on Motions borrowed extensively from the Area 30 Handbook

Notice of Motion

Niagara District Intergroup

Date: _____ Group Name: _____

Outline of Problem/Condition:

Suggested Solution of Problem/condition:

Notice of Motion (Be as specific as possible):

Signature of Intergroup Representative: _____

Signature of Group Secretary: _____

Sample Notice of Motion

Niagara District Intergroup

Date: June 10, 2008 Group Name: The Perfect Recovery Group

Outline of problem/condition:
The Intergroup Guidelines are outdated having been last done in 1998. We need job descriptions – better voting and election procedures – updated BTC Guidelines – and some suggestions for Intergroup Reps.

Suggested solution of problem/condition:
That an Ad-Hoc Committee be formed to update the Guidelines ASAP.

Notice of Motion: (Be as specific as possible)
The Perfect Recovery Group makes a Motion: That Intergroup form an Ad-Hoc Committee to review and update the Niagara District Intergroup Guidelines; that the expenses to carry out this review be covered by the Intergroup Body; that Mr. Keith W. is named Chairperson of this Committee.

Signature of Intergroup Representative: Bernard Smith

Signature of Group Secretary: Ebby Thatcher

Niagara District Intergroup Guidelines

A.A. Niagara Intergroup Representative and Alternate Representative Change Form

Home Group:_____ Effective Date: _____

Date Updated by Home Group Secretary:

Outgoing Intergroup Representative:

Name: _____

Address: _____

City/Province:_____ Postal Code: _____

Phone:_____ Home/Mobile *(circle one)*

Email: _____

Incoming Intergroup Representative:

Name: _____

Address: _____

City/Province:_____ Postal Code: _____

Phone:_____ Home/Mobile *(circle one)*

Email: _____

Date Updated by Intergroup Secretary _____

Secretary Name: _____

Secretary Signature: _____