

District 23 Service Handbook

March 20, 2024

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Purpose

We are the elected trusted servants of the Home Groups located in the Northern half of Baldwin county in the geographic area known as District 23 within Area 1 Alabama/Northwest Florida. We are the first level of representation of the collective conscience of individual group members of Alcoholics Anonymous. As representatives of groups, we cooperate to do the necessary business the AA groups cannot do for themselves and more importantly, to carry the message through our service work that AA exists to help the alcoholic who still suffers.

Members

District 23 Service Committee consists of elected trusted servants, who are elected by vote of all current voting members of the District 23 Service Committee in September (before Area 1 elections) of even-numbered years, to serve a two-year term commencing the following January. In addition to General Service Representatives (GSRs), elected within their home groups, our elected trusted servants are:

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

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

See Appendix A – Job Descriptions.

The District Committee may combine chair positions as needed.

Meetings

The District 23 Committee meets regularly, on the first Sunday of each month. The District Committee Member presides, or in his/her absence, the Alternate DCM.

Suggested Format/Agenda for District 23 Service Committee Meetings

1. Open with Serenity Prayer
2. Twelve Traditions (long form)
3. Introductions and Attendance
4. Secretary's Report
 - a) Motion to accept previous month's minutes.
5. Treasurer's Report
 - a) Motion to accept treasurer report
6. Servants Reports
 - a) DCM
 - b) Alternate DCM
 - c) Archives
 - d) Corrections
 - e) Treatment and Accessibility
 - f) Grapevine and Literature
 - g) Public Information
 - h) Cooperation with the Professional Community
 - i) Special events
 - j) Medallion chair
8. GSR Reports
9. Housekeeping
10. Old Business
11. New Business
12. Closing

Voting Policies

1. The following are voting members of the District committee, or in their absence their designated alternate for that position may vote:
 - a. GSRs
 - b. Primary elected trusted servants
2. Motions:
 - a. Elected trusted servants, or their designated alternate, and GSRs are eligible to vote on motions.
 - b. Any motions voted on require substantial unanimity, or a 2/3 majority to pass.
 - c. Motions may be brought in new business, to the floor by any member of the District 23 Committee. In addition, any member of a Home Group in District 23 may make

motions. (Preferably this would be presented at District through their respective Home Group's General Service Representative.)

- d. If possible there should be enough hard copies of the motion brought for each GSR and each officer submitted in writing.

Election Procedures

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

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

Budget Process

1. The budget is an advisory estimate of District expenses.
2. Quarterly Expenses
 - a. Next year expenses are calculated at the end of every year for the following year.
 - b. Quarterly expenses include:
 - i. Hotline- (monthly)
 - ii. Archives rental- (monthly)
 - iii. Mail-PO Box Rental (annually)
 - iv. District Meeting space- (Monthly)
 - v. Web- (annually)
 - vi. Service Events (annual allotment, funds planned for in budget)
 - vii. DCM/Alt DCM Travel (annual allotment, funds planned for in budget)
 - viii. Allotted \$20 committee chairs stipend. (Monthly for all chairs/officers)
3. Prudent Reserve
 - a. District 23 shall keep a prudent reserve equal to the quarterly expense as established by the yearly budget process.
4. DCM/Alt DCM and Committee Travel Expenses
 - a. DCM/Alt DCM travel expenses are budgeted \$1000.00 for DCM and \$600.00 for the Alt DCM, per year to attend the four yearly Area events.
 - b. Expenses over the allocated travel budgets, if approved by the body, would come from the surplus.

5. Surplus
 - a. A surplus occurs when we have a fully funded prudent reserve and the general fund at the beginning of a quarter is more than (to be determined)
 - b. If a surplus ever occurs, the groups will be consulted to decide how it is to be dispersed.

Appendix A – Job Descriptions

District Committee Member (DCM)

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

Duties:

- 1) Calls and presides over regular meetings for all GSRs and standing committee chairs in the District.
- 2) Receives reports from the groups through GSRs and frequent personal contact with the groups.
- 3) Helps GSRs report to their groups and encourages them to bring new AA members to District service.
- 4) Makes a regular practice of talking to groups on the responsibilities of general service work.
- 5) Regularly attends AREA 1 quarterly assemblies.
- 6) Keeps GSRs informed about Conference activities.
- 7) Helps the Conference delegate cover the District, which would be impossible for the delegate to do on an individual group basis.
- 8) Schedule delegate's Conference report, occasionally making the Conference report if the delegate cannot be present and inviting the delegate to regular District meetings.
- 9) Sends district minutes to the delegate and alternate and exchanges them with other districts.
- 10) Make sure that GSRs are acquainted with The A.A. Service Manual, the Twelve Concepts for World Service, the G.S.O. bulletin Box 4-5-9, workbooks, and guidelines from G.S.O., and any other service material.
- 11) Regularly keeps in touch with the Alternate DCM and the delegate.
- 12) Hold a key to the archives storage.
- 13) Have passwords to the district website and other internet resources.
- 14) Update, with the help of the secretary, the District 23 service hand book as appropriate, including guidelines, in a timely manner.

Reference: Pages S31-S33 of the 2018-2020 service manual, Pages 13-17 of the 2021-2023 Service Manual and the pamphlet *Your DCM*.

Alternate District Committee Member (Alt. DCM)

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

Duties:

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

Reference: Pages S33 of the 2018-2020 Service manual, Page 16 of the 2021-2023 Service Manual.

Treasurer/Alternate Treasurer

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

Duties:

1. Regularly attend the monthly District business meetings.
2. Maintain an accurate, balanced, and up-to-date checking account.
3. Maintain a prudent reserve equal to the quarterly expense value
4. Pay all bills (see Budget Process section).
5. Prepare a monthly Treasurer's report (including checking account balance, and itemization of group's contributions and outgoing funds) for the District business meeting, distributed to the District committee members at the regular meeting.
6. Reimburse trusted servants as they present receipts for budgeted/approved expenses.
7. Distribute funds to Standing Committee Chairs for approved Budgeted Needs.
8. Check Post Office box weekly and distribute the mail appropriately to committees, officers, etc.
9. Coordinate the preparation of an estimated budget for the upcoming fiscal year, incorporating any motions and changing business needs, at least 2 months prior to year end.
10. The keeping of accurate records to the position of any keys held by District trusted servants. (DCM and special events will receive key fobs. Medallion chair, Archives chair and Alt DCM hard keys)
 - a Key for the archive building/district storage held by the DCM, Alt DCM, Archives chair, Special events, Medallion chair.

Reference: Page S47 of the 2018-2020 Service Manual, Page 28 of the Service Manual.

Secretary/Alternate Secretary

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

Duties:

1. Attend and take minutes of the monthly District 23 business meetings. Other business meetings, such as yearly District inventory, should be recorded as well. Take special care to note motions made, whether they pass or fail, and include an attendance list.
2. Type and distribute (via email) copies of the District business meeting minutes, within two weeks, to all District Officers and GSRs. Hard copies will be provided.
3. Maintain an up-to-date record of all District 23 service committee members (name, email address, and phone number) including DCM, alternate DCM, secretary, treasurer, GSRs, and all Committee chairpersons.
4. Create a compilation of prior year's motions no less than two (2) weeks prior to the first District meeting of every District rotation for inclusion in the District Service Handbook and update corresponding sections, as necessary.
5. Pass on prior year's minutes to Archives as directed.
6. Update and maintain a digital copy of the District 23 Service Handbook with the help of the DCM and/or their Alternate. Make and distribute via email copies to all new voting members of the District committee, with paper copy available on request.
7. The out-going District secretary shall provide an updated emailed District 23 Service Handbook to each Home Group, each GSR and each elected District 23 officer no less than two (2) weeks prior to the first District 23 meeting of every rotation, with paper copy available on request. Printing is funded by District 23.

Reference: Page S46 of the 2018-2020 Service Manual, Page 27 of the Service Manual.

Common duties of Standing Committee Members

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

Corrections Committee

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

Duties:

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

Reference: Pages S47 and S62 of the 2018-2020 Service Manual, page 45 of the 2021-2023bService manual.

Treatment and Accessibility Committee

Purpose: Carrying the message of recovery by bringing AA speakers into the treatment facilities within the district. Provide information to these treatment facilities about local, area and national AA. The purpose of Accessibility is to identify and seek to rectify issues and obstacles that prevent members or potential members from receiving the message of Alcoholics Anonymous.

Duties:

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

Reference: Pages S47 and S63 of the 2018-2020 Service Manual, page 46 of the 2021-2023 Service Manual.

Grapevine/Literature

Purpose: To maintain and manage Grapevine and AA Conference approved literature for availability to the groups and members of District 23.

Duties:

1. Attend regular District meetings or send the report in their absence.
2. Take literature orders and disperses literature to home groups, committees, and individual members of the district.
3. Making Grapevine subscriptions available to the District fellowship.
4. Be available to set up displays and sell literature at District functions.
5. Educate the District members on different literature available.
6. Be available to attend District home groups and speak about our available literature.

Reference: Pages S47 and S62 of the Service Manual.

Public Information Committee

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

Duties:

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

Reference: Pages S47 and S63 of the 2018-2023 Service Manual, Page 46 of the 2021-2023 Service Manual, committee workbook, and GSO guideline sheets.

Cooperation with the Professional Community Committee

Purpose: The CPC Committee informs professionals and future professionals about AA -what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between AAs and professionals, and to find simple, effective ways of cooperating without affiliating.

Duties:

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

Reference: Pages S47 and S62 of the 2018-2020 Service Manual, Page 45 of the 2021-2023 Service Manual, committee workbook, and GSO guideline sheets.

Archives Chair

Purpose: Maintain a physical and digital repository of District 23 and the former District 12 group, meeting and business documents. These documents are permanently the work of Alcoholics Anonymous in our district to help inform business decisions and provide context about the history of our experience to provide a blueprint for our future.

Duties:

- 1) Attend regular District meetings or send the report in their absence.
- 2) Acquire and place a copy of all relevant materials from district meetings into the archives. Communicate that 2 copies for the secretary and 2 for archives should be provided at meetings.
- 3) Maintain our District 23 Digital archives and make available any past district information in a timely manner.
- 4) Coordinate with other district archivists and with the Area Archivist and Area Archives Chair.
- 5) Following the guidelines as outlined in the G.S.O. Archives Workbook (M-44), Guidelines (M-17), G.S.O. literature on digitizing archives, preservation guidelines, and aa.org archives section.

Reference: Pages S40-S41, and S84 of the 2018-2020 Service Manual, Page 47 of the 2021-2023 Service manual.

Web Chair

Purpose: Maintain the District 23 www.easternshoreaa.org web site with up-to-date information about meetings within the district and about Area 1 events.

Duties:

- 1) Attend regular District meetings or send the report in their absence.
- 2) Knowledge of and willingness to learn and maintain the skills necessary to oversee management of a web site.
- 3) Be available to update www.easternshoreaa.org as necessary, preferably daily, posting updated information. Remove outdated files on a regular basis.
- 4) Maintain the meeting schedule of in-person, online and hybrid meetings at www.easternshoreaa.org. Review web generated Meeting Schedule (PDF) as changes are provided by Alt-DCM and/or PI Chair
- 5) Maintain files on District 23's web site, including maintenance of email aliases for our district's trusted servants, a copy of the current Handbook and District Committee job descriptions, as well as any other materials approved by the District Committee.
- 6) Learn and use the software used to submit information about District 23 meetings and events to the Area 1 web site.
- 7) Implement any changes to www.easternshoreaa.org (layout, content) approved by the District Committee and report on site activity as requested.
- 8) Provide the DCM and PI Chair all passwords to the District website and other Internet resources.
- 9) Train the elected successor, including introducing the new web servant to the ISP, transferring any and all appropriate passwords, and being available to answer questions and offer support during the new servant's early days.

Reference: Pages S24, S41-S42 and S47 of the 2018-2020 Service Manual

Special Events chair

Purpose: The formation of a committee to host the 4 regular district events. With the primary purpose of unity and sharing our experience, strength, and hope with the alcoholic that still suffers.

Duties:

- 1) Attend the regular district meeting or send a report in their absence.
- 2) Host regular committee meetings for the planning of the district's quarterly events.
- 3) The proposed tentative schedule for the year's events.
- 4) Special event chair will need to have a budget prepared for each event, submitted to the district for approval before any budgetary requests are made.
- 5) The presentation of final reports from the Districts event, including the final financial report with detailed breakdown of expenses.
- 6) The list of suggested events generally includes but not limited to.
 - a) The "Gumbo Cook Off" which is generally held in mid-February.
 - b) The "Crawfish Boil" which is generally held in mid-May.
 - c) The "Family Afterward" which is generally held in September.
 - d) The "Year End Review" which is generally held in December.
 - e) The biannual "delegate speaker meeting."
- 7) The organization of volunteers for the set-up, tear down and clean-up of facilities used as needed for each event.
- 8) The Special Events Committee will include the "What is District" card reading as part of their events format at the start of all district events. (See Appendix C)

Medallion chair

Purpose: To see the preparation of the regular District's medallion meeting.

Duties:

- 1) Attend the regular District meeting or send the report in their absence.
- 2) Host regular committee meetings for the preparation for the monthly birthday meeting generally on the last Saturday of each month.
- 3) Maintenance of the anniversaries from sign up boards within common ground (ESRF) buildings in preparation for the monthly meetings.
- 4) To acquire the required amount of medallion and any paper products needed for the eating portion of the meeting.
- 5) The organization of the rotating group or district trusted servants to chair the meeting, informing the groups 2 months in advance of the time they will be hosting.
- 6) The organization of volunteers for set up and clean up before and after the medallion meeting including arrangements of the chairs and table and removal of trash and leftovers.
- 7) The submission of the final report for each month's medallion meeting to the district including a financial statement of expenses and any 7th tradition contributions. (With receipts for all expenses.)
- 8) The Medallion Committee will include the "What is District" card reading as part of their events format at the start of all district events. (See Appendix C)

Appendix B – Compilation of District 23 Motions

Compilation of recent motions to date

October 2, 2022

- Kay motioned to equally distribute the purchased Big Books to the groups
 - Seconded by Jennifer
 - 9 in favor, 3 opposed
 - Steve amended the motion to offer the books to groups that need them if they request them and the other half of the books will still be available to sell at cost if someone needs them
 - 1 in favor, 7 opposed
 - Third amendment to motion made by Jennifer: Send the books to the groups that need them and set the rest aside for the groups to purchase
 - 4 in favor, 4 opposed
 - Tabled
- Joel M. motioned to allow him as incoming DCM to get a committee together to create a guidebook for District 23.
 - Seconded by Steve
 - Motion passed

November 6, 2022

- Jennifer clarified previous month's motion to give Big Books to groups that need them and groups that don't need them can purchase them
 - Secretary found that the original motion was to distribute the Big Books to treatment centers
- Steve motioned to furnish Treatment and Accessibility with 15 Big Books to label as "District 23"
 - Motion failed
- Kay motioned to distribute books throughout the district
 - 11 in favor, 1 opposed
 - Motion passed
- Steve motioned that District 23 sponsor an Area 1 Convention in the future
 - Seconded by Ed
- Following discussion, Joel M. motioned to table convention discussion until GSRs could discuss with groups
 - Seconded by Gordon
 - 9 in favor, 1 opposed, motion passed

December 4, 2022

- Steve motioned to rescind previous motion to have District 23 in a convention in order to discuss the issue
 - Seconded by Lynn
 - Motion passed
- Steve motioned for District 23 to sponsor Area 1 Convention in 2024
 - Seconded by Annette
 - 9 in favor, 4 opposed
 - Revote after minority opinion was 7 in favor, 9 opposed
 - Motion failed
- Joel M. motioned to table discussion of the handbook until the next District meeting
 - Seconded by Ed
 - 7 approved, motion passed
- Sandra motioned to increase the money allotted to GSRs to go to Area by \$50
 - Seconded by Rhonda
 - Motion passed

February 5, 2023

- Motion made to print GSR handbooks (1 for each GSR and trusted servant) and pass them out at next month's meeting
 - Tabled read-through until paper copies are available
- Marilyn motioned to host workshop for Area Literature Committee
 - Second on the motion was not recorded
 - Motion passed
- Annette motioned to purchase 25 pocket-sized Big Books for CPC use
 - Second on the motion was not recorded
 - Motion passed
- Annette motioned for Steve to fill Web Chair position
 - Seconded by Jarrod
 - Motion passed

March 5, 2023

- Sandra motioned to untable the last motion regarding the handbook meeting
 - Second on the motion was not recorded
 - Result of motion was not recorded
- Sandra motioned to do a read-through meeting regarding the new District Handbooks, in lieu of having the service manual study, on May 7
 - Seconded by Jim
 - Motion passed
- Billie motioned that Joel goes to ESRF to discuss our rental agreement
 - Seconded by Kevin
 - Amanda made an amended motion that Joel goes to ESRF to discuss rental agreement AND also investigate other options for rental

- Seconded by Kevin
- Motion passed
- Sandra motioned to move the next business meeting to May 7 at 3 p.m. for the handbook in-service meeting
 - Seconded by Billie
 - Motion passed

June 4, 2023

- Kay motioned to donate \$100 for food for the delegate report breakfast
 - Second on the motion was not recorded
 - Motion passed

July 2, 2023

- Steven S. made a motion to buy 1000 cards through the online vendor with the website and hotline number to be distributed like the meeting schedules for better visibility
 - Seconded by Annette S.
 - Motion passed

August 6, 2023

- Steven S. made a motion to vacate the Corrections Chair position
 - Seconded by Jeanie
 - Motion passed
- Krys M. motioned that the medallion meeting hosts be scheduled 3 months in advance and announced at the district meetings to give home groups more notice
 - Seconded by Marylin
 - Motion passed
- Kay motioned that the district committee buys printer ink for her office so she can print copies of the handbook instead of printing at a shop like Staples
 - Seconded by Marylin
 - 7 voted against it, motion failed

October 1, 2023

- Steven S. for District 23 to provide a \$300 stipend for the SSAASA representative to put toward travel expenses
 - Seconded by Annette S.
 - Motion passed
- Joel motioned to create a regular housekeeping motion rule to be passed with simple majority over the $\frac{2}{3}$ majority rule for regular business needs (i.e. treasure's report, secretary's report, budget requests not exceeding \$100, etc.)
 - Second on the motion was not recorded
 - 3 votes in favor, 5 votes opposed. Motion failed

November 5, 2023

- Steven S. motioned to have District 23 complete a District inventory by a qualified 3rd party with no affiliation to the District

- Seconded by Sandra K.
 - Motion passed
- Al motioned to maintain the 2nd & 4th Wednesday meetings at the Men’s Shoulder
 - Second by Steve
 - Motion passed
- Al motioned to host Treatment & Accessibilities workshop on Dec. 2
 - Second by Chase H.
 - Motion passed
- Melissa C. motioned to accept the proposed Year In Review event budget
 - Seconded by Sandra K.
 - Motion passed

December 3, 2023

- Motion to create a District Volunteers Pool tabled until next month
 - Not enough voting members present to bring it to the floor

January 7, 2024

- Steven S. motioned to give no more than \$100 stipend toward the Delegate Report with District 12 following the Jamboree
 - Seconded by Kay
 - Motion passed
- Motion to create a District Volunteers Pool tabled until next month to give all groups more time to discuss it
- Kevin C. motioned for the date of the District Inventory to be set for Feb. 17
 - Second by Steven S.
 - Motion passed
- Jennifer B. motioned to elect Maryah M. as Special Events Chair
 - Second by Al H.
 - Motion passed

February 4, 2024

- Budget proposal is tabled until George is present
 - Al motioned to table, Gordon seconded, motion passed
- District Volunteers Pool
 - Krys amended motion to just do a single list instead of rotating volunteers
 - Sandra motioned to untable the motion, Al seconded, item was untabled
 - Sandra motioned that GSRs go back to groups, take a list of volunteers, and turns volunteers over to Chase to fill needed Treatment and Accessibilities volunteer roles
 - Sandra retracts the original motion in favor of clarifying the motion
 - Chase motions to have a volunteers list brought to him from each group to fill Treatment and Accessibilities volunteer roles
 - Steven wants to amend the motion say “District maintains a volunteers list that Treatment and Accessibilities Chair will hold onto”

- This will be updated in the District handbook under the Treatment and Accessibilities duties
 - Seconded by Zack, motion passed with no objections
- Joel said the handbook needs clarification in the voting section stating that the DCM is elected by GSRs
 - Motion to make the correction to the voting procedures for the DCM election process to be done by the GRSs
 - Seconded by Annette, motion passes
- Joel, Steven and Kryz tested a mic option for hybridizing the district meetings
 - Do we want to test it in next month's business meeting?
 - All motions to test at next meeting, Steven seconds
- Joel said we discussed \$100 for food for the District Inventory
 - Do we want to ask groups to bring food, too?
 - Menu has not been decided
 - Kevin thinks district should drinks and coffee and groups should bring what they want to bring
 - Sandra suggested District buys pizzas and then groups can be snacks - GSRs can discuss with groups
 - Kevin motioned that District buy pizza and each group commits to bringing drinks and or snacks, seconded by Kay, one opposed
 - Minority opinion was Annette, who said she would be sick on pizza
 - Minority opinion did not affect anyone's vote. Motion passed

March 3, 2024

- Joel: Motion to create a "What is District" card to be read at the start of all district events. The suggested draft of this card is attached below:

Welcome, everyone, to _____, a District 23 event. Some of us are very familiar with this event and others like it, but what exactly is District 23?

District 23 is the Northern half of Baldwin County and is a part of Area 1, which is Alabama and Northwest Florida. Many of you attend meetings in District 23, and some of these meetings are Home Groups. Each Home Group has a Group Service Representative who attends our monthly District Business Meeting alongside several elected trusted servants. This is the first level of representation of the collective conscience of individual group members - that's all of you - of Alcoholics Anonymous. As representatives of our groups, we cooperate to do the necessary business the AA groups cannot do for themselves and, more importantly, to carry the message through our service work that AA exists to help the alcoholic who still suffers.

Our 9th Tradition states, "A.A., as such, ought never be organized: but we may create service boards or committees directly responsible to those they serve." Only with your help can we best serve the groups and members of District 23. You can find out how to help from your Home Group G.S.R. or come join us for the monthly District business meeting, generally held on the first Sunday of the month at 4 p.m. at Common Ground Building 1.

For more information and updates to regular district meetings and District events, you can visit us online at easternshoreaa.org.

- Along with the creation of this card, it will be added to the job description of the Special Event and Medallion chairs for it to be read at all district events (pages 18 and 19). It will also be added to appendix C (page 29) as a new subsection listing its purpose and the text used on the card.
- Motion 2nd by George, 10 in favor, none opposed - Motion passed
- Steven: Motion to separate the past motions list from the handbook into its own book.
 - Helps keep the handbook from becoming bogged down as we add more motions, and keeps the motions themselves in a quick-access format.
 - Seconded by Annette
 - Joel: Reason for past motions section is to maintain a few years back in the handbook in addition to the whole separate book, so that the recent years can be quickly referenced in the handbook.
 - 11 in favor, none opposed - Motion passed.
- Steven: Motion to add the purpose of Accessibility to the District Handbook (Purpose: to identify and seek to rectify issues and obstacles that prevent members or potential members from receiving the message of Alcoholics Anonymous.)
 - Seconded by Sandra
 - 9 in favor, none opposed - Motion passed
- Krys: Motion to rotate between Medallion host groups as they appear on the GSR Reports list on the meeting minutes
 - Exclude the two chronically inactive groups: Eastern Shore & No Drama (though they can be added back should they become active again).
 - It will become the responsibility of the group to give the Medallion committee 2 months' notice that they cannot chair, in which case chair duties will fall to the next group on the list.
 - If passed, information will be updated under the Medallion Chair duties on page 19 of the District 23 Service Handbook.
 - Prevents confusion about who is hosting & helps to ensure that all groups have equal opportunity to host.
 - Sandra: When would it start? *Discussion*
 - Randy: Wanted to know how to express his view at the District Business Meeting?
 - Joel: Can raise hand, message his GSR, he is free to express himself
 - Krys retracts motion to better relay to Medallion committee on Zoom and will table until next month
- Krys: Motion to increase the Medallion meeting monthly budget from \$75 to \$110.
 - Based on 13-Month Average: \$44 Chips + \$62 Supplies = \$106
 - Steven 2nd

- Lori: Nice!
 - Feeling frustrated with Zoom
 - 14 in favor, none opposed, motion passed
- Krys - Motion that District purchases lockable storage tubs for the committees who need to store coffee and other items in the closet at CG3
 - It should be treated as a shared space in a venue that houses several 12-Step groups, not just for use by District 23 for the District Medallion meeting.
 - The main door code should be common knowledge to everyone who needs to use it, and the committees who do use it need to keep their individual things in their own locked containers
 - Committees should research the quantities/sizes for their individual storage needs and provide quotes at the following District meeting
- Kay: I know everyone is upset, but ESRF is the landlord and they can tell us no [in relation to Zoom]
 - Joel: Not relevant to the current discussion
 - Kay: No different than Big Book study, personally thought it was fine
- Lori: The only problem I have with that is all of the supplies that are needed for the medallion meeting, I don't know if we need to consolidate, and what happens is that the supplies get used for other things and not replaced. If you want us to use our own bin, I know it's going to be if everyone has access it will be messed up, things thrown around, okay if a few have access to it, but it shouldn't be common knowledge
- Sandra: Basically the only people who need it are Special Events for coffee, paper products go in Archives, just need to put coffee in the closet. Why can't Medallion keep their stuff in one closet and Events keep stuff in the other closets?
 - Joel: The others are utility closets
- Steven: Motion is for locked tubs
- Steven motions to table to get costs, Sandra seconded. Motion tabled pending more information.
- Sandra: I make a motion that District 23 supplies Special Events a box of chips to hand out at District events.
 - Joel: Table for Maryah to get a quote on how many chips they need?
 - This is considered discussion
- Steven: Motion to make sure we update Special Events and Medallion meeting meeting format binder
 - Seconded by George - 10 in favor, none opposed - motion passed

What is an “Informed Group Conscience”?

The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of AA principles. To be fully informed requires a willingness to listen to minority opinions with an open mind on sensitive issues; the group works slowly discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a "yes" or "no" count precisely because it's the spiritual expression of the group conscience.

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

What is the “Right of Decision”?

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

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

What is the “What is District” Card?

This is an informational reading to be included with standard district events formats to help educate the newcomers and the general AA public about what the service structure, home groups, etc., and briefly describe the necessary business and service opportunities within our District and Area 1. The card reads as follows:

Welcome, everyone, to _____, a District 23 event. Some of us are very familiar with this event and others like it, but what exactly is District 23?

District 23 is the Northern half of Baldwin County and is a part of Area 1, which is Alabama and Northwest Florida. Many of you attend meetings in District 23, and some of these meetings are Home Groups. Each Home Group has a Group Service Representative who attends our monthly District Business Meeting alongside several elected trusted servants. This is the first level of representation of the collective conscience of individual group members - that's all of you - of Alcoholics Anonymous. As representatives of our groups, we cooperate to do the necessary business the AA groups cannot do for themselves and, more importantly, to carry the message through our service work that AA exists to help the alcoholic who still suffers.

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monthly District business meeting, generally held on the first Sunday of the month at 4 p.m. at Common Ground Building 1. For more information and updates to regular district meetings and District events, you can visit us online at easternshoreaa.org.

GSR Functions

The GSR has the job of linking the AA group with AA as a whole. The GSRs have the responsibility of electing the district DCM and representing their Home Group at District and Area functions. In most cases, this requires the GSR to report his/her group's conscience based on informed discussions of an issue. In other cases, GSRs make decisions based on their knowledge of the group's will. The GSR also brings information regarding service opportunities back to the group. Each GSR attends the Alabama/Northwest Florida Area 1 Assemblies to vote their groups' conscience on Area business. There are a variety of other specific functions that a GSR needs to attend to carry the message of the home group. Below is a brief description of each:

Monthly District Meetings

GSRs report on Home Group activities, so that other GSRs become aware of how other groups are doing, and how they are solving group problems. The District financial report is gone over to see how the district stands for money, and any other concerns of the home group, district, area, and AA as a whole are discussed. The D.C.M. brings back important Area information to the GSRs to be taken back to the home group for discussion. District 23 typically holds a monthly business meeting at a location determined by the committee.

The Delegates Report

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

Quarterly Area 1 Assembly

The Area 1 Assembly works off of the 2-year rotation with officer and committee chairs general being elected in October of the perverse year, then with them stepping in on the first of the odd number year following the election for a 2-year service position. The first quarterly assembly of the year is generally held in January and on the first assembly of the 2-year rotation function as an oration assembly, then it will be a general assembly the following year. The second Area 1 Assembly of the year, generally held late March or early April, is the pre-conference assembly having the purpose of informing the Area 1 delegate with the area group conscience for the upcoming general service conference agenda items. The 3 assembly of the year is normally held in July, it will function as a time for the Area 1 Delegate to give the report of what happened at the general service conference and the outcome from the agenda items of the year and any floor action that comes as a result of the conference. The last is generally held in October; it will function as a general assembly in the first year of the rotation. But in the second year, it

will be an election assembly where we elect Area 1 officers and committee chairs. Elections will be held on Saturday instead of regular committee meetings and workshops.

What are Standing Committee Workshops?

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

What Does the Delegate Do?

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

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

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

What is G.S.O.?

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

What is the Service Manual?

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

Information On Contributions

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

Contributions to the District

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

Contributions to the Area 1 Alabama/Northwest Florida

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

Contributions to the General Service Office in New York

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

Contribution Addresses

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

Group:	District 23	Area 1 Alabama/Northwest Florida	General Service Office
Payable To:	District 23	Area 1 AL/NW Fl	General Service Board
Address:	P.O. Box 905 Daphne, AL 36526	Area 1 AL/NW FL 2135 Interstate Dr Box 209 Opelika, AL 36801	General Service Office P.O. Box 459 Grand Central Station New York, NY 10163

Appendix D – Suggested Literature For More Information

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

Appendix E – Robert's Rules – Simplified!

The Basic Rules of Parliamentary Procedure:

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

A quorum must be present to do business.

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

The majority rules.

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

Silence is consent.

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

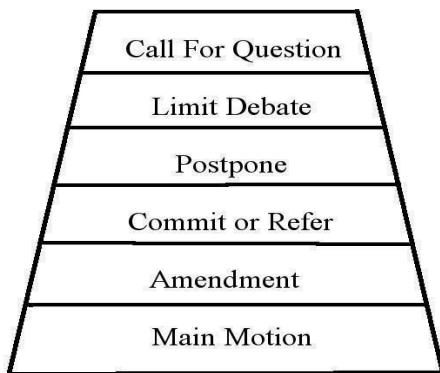
One question at a time, and one speaker at a time.

- No motion is in order which does not directly relate to the question being considered.
- Once a member has been “granted the floor”, another member may not interrupt him. Debatable motions must receive full debate.
- The chairperson may not put a motion to vote as long as members wish to debate it. Debate can only be suspended by a two-third vote of members present.

Personal remarks in debate are always out of order.

- Please keep in mind that District 23 (and Area 1) uses Robert’s Rules loosely; we do not use it *against* each other, but rather to help us conduct business smoothly!

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



Rank of Motions

Motions take precedence in order of rank, main motions are always lowest rank, calling for questions would be highest.

Definition of types of motions

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