

District 23 Service Handbook

Feb. 18th, 2025

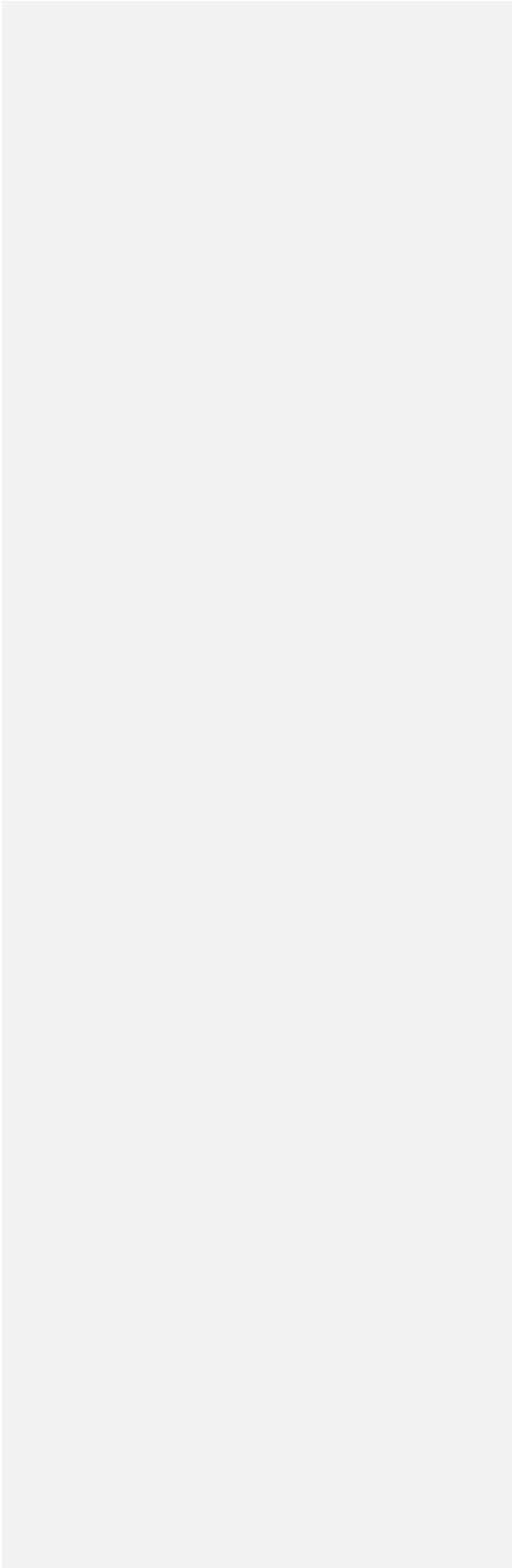


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Purpose

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) / Cooperation with the Professional Community Chairperson (CPC)
- 10) Web Chairperson/Online Coordinator
- 11) Special Events/ 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 Tradition of the Month (long form)
3. Twelve Concept of the Month
4. Traditions 2 & 9 Short Form
5. Introductions and Attendance
6. 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 (PI)/ Cooperation with the Professional Community (CPC)
 - h) Special Events/ Medallion
 - i) Web/Online
7. GSR Reports
8. Committee Concerns
9. Old Business
10. New Business
11. 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, or their designated alternate 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. Motions should be put in writing and sent to DCM and Secretary no later than the day preceding the District business meeting.

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Election Procedures

This procedure follows the basic ideas outlined on Appendix G - pages 114 and 115 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 Committee 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. To be elected, a candidate must have substantial unanimity, hereby defined as 2/3 majority.
- 4. 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. Domain (annually)
 - vi. Web- (tri - annually) vi. Service Events (annual allotment, funds planned for in budget) vii. DCM/Alt DCM Travel (annual allotment, funds planned for in budget) viii. Committee Budget as requested yearly by committee.
- 3. Prudent Reserve
 - a. District 23 shall keep a prudent reserve at \$2400.00
- 4. DCM/Alt DCM and Committee Travel Expenses
 - a. DCM/Alt DCM travel expense is budgeted \$1000.00 per year for DCM or Alt DCM if DCM is unable to attend the four yearly Area Assembly 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 the quarterly expenses as shown in the District budget for that quarter.
- 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) Regularly hold district meetings. DCMs are asked to give reports to the GSRs on news, issues, proposals and future events from the area and GSO. It is also important for DCMs to keep the GSRs informed about Conference activities,
- 2) Regularly attend area assemblies. DCMs (and GSRs) are voting members of these assemblies.
- 3) Reach out to groups in the district that do not have GSRs. The DCM is asked to open a line of communication with these groups. The purpose is not to badger them into electing GSRs, but to begin to connect them to A.A. as a whole.
- 4) Organize workshops and/or sharing sessions on service activities.
- 5) Bring Traditions problems to the attention of the delegate.
- 6) Help GSRs become acquainted with The A.A. Service Manual/Twelve Concepts for World Service. DCMs can also be helpful by introducing the GSRs to Box 4-5-9 and service material from GSO, which includes workbooks and guidelines on an array of topics.
- 7) Alert the district’s GSRs to new literature, service material and technology applications from GSSO and Grapevine. This includes new books published by A.A. World Services and the Grapevine. The literature catalogs of the two corporations are an excellent resource. DCMs often hear about new literature before it appears in the catalog, and it can be helpful to alert GSRs on what’s coming. The groups may have questions and comments on these. The DCM can help the GSRs address these while also passing them along to the area and the delegate.
- 8) Assist the Delegate or the Registrar in obtaining and updating group contact information for the General Service Offices database, “Fellowship Connection.”
- 9) Attend Area Agenda Committee meetings in addition to area assemblies.

.Reference: Pages 15 of 2024 - 2026 The A.A. Service Manual and the pamphlet *Your DCM*.

Alternate District Committee Member (Alt. DCM)

Purpose: The alternate DCM serves as a backup for the DCM. If the DCM is unable to attend a district meeting or area assembly, the alternate DCM can step in. The alternate can chair the district meeting

and vote on behalf of the district at an area assembly or area committee meeting. If the DCM resigns or is unable to serve for any reason, the alternate often steps in. How this is handled is up to the GSRs in the 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: Page 14 of 2024 - 2026 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 groups 7th Tradition contributions and District 23 Events. 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 (based on budget)**
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 Budget 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 Chair, Medallion Chair, Archives Chair and Alt DCM will receive storage key. **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 and other District 23 meetings, such as yearly District inventory. 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.

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) Review District efforts at bridging the gap from correctional facilities to A.A.
- 3) Support District 23 members in carrying the message to alcoholics behind the walls
- 4) Review all aspects of service to District groups in correctional facilities
- 5) Make recommendations for any needed updates to corrections materials
- 6) Clarify what A.A. can and cannot do, within the Traditions, to help alcoholics both while in custody and upon release

Reference: 2024 - 2026 A.A. Service Manual page 45

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 barriers and obstacles that prevent members or potential members from receiving the message of Alcoholics Anonymous.

Duties: (Treatment)

- 1) Attend regular District meetings or send the report in their absence
- 2) Support the work of individual District members and groups who carry the A.A. message into treatment facilities
- 3) Review efforts at bridging the gap from treatment to A.A.
- 4) Support the work of individual A.A. members and groups endeavoring to ensure that those with accessibility concerns, including those who live in underserved or remote communities, have access to the A.A. message
- 5) Review all aspects of service to District groups/meetings in treatment facilities and other non-correctional institutional environments as well as to A.A.s with accessibility issues
- 6) Make recommendations for changes and/or improvements

Reference: 2024-2026 A.A. Service Manual, page 46

Combined Committees of 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 45 and 46 of the A.A Service Manual 2024 - 2026.

Combined committees of Public Information (PI)/ Cooperation with the Professional Community (CPC)

Purpose: P.I. 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 and cannot do for alcoholics.

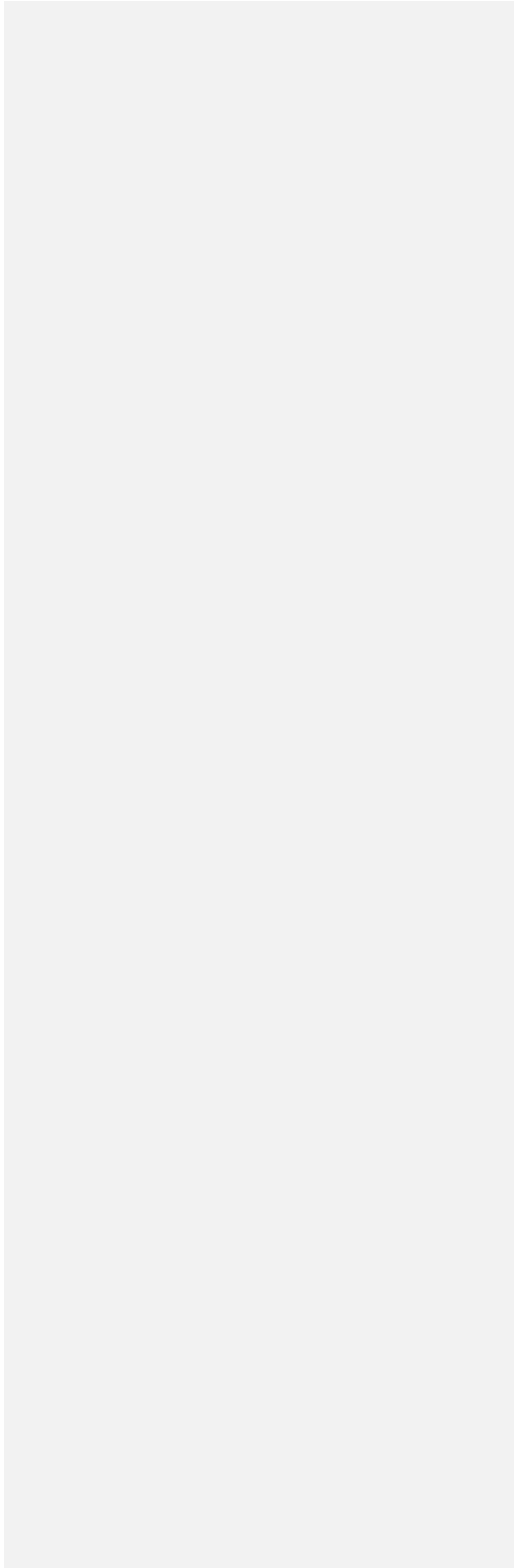
Purpose: The CPC Committee informs professionals and future professionals about AA -what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between AAs and professionals, and to find simple, effective ways of cooperating without affiliating.

Duties: PI

- 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 the District 23 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.

Duties C.PC.

- 1) Attend regular District meetings or send the report in their absence.
- 2) Seeks new ways of carrying the message and sets an example of leadership for the group CPC representatives (committee members).
- 3) 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:
- 4)
 - 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 for P.I.: 2024 - 2026 A.A. Service Manual, Page 46, Public Information Committee Workbook, and A.A. Guidelines on Public Information.

Reference for C.P.C.: 2024 - 2026 A.A. Service Manual, Page 45, Cooperation with the Professional Community Workbook and A.A. Guidelines on Cooperation with the Professional Community Workbook.

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) Collect and preserve all District 23 written and physical history.
- 3) 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.
- 4) Maintain our District 23 Digital archives and make available any past district information in a timely manner.
- 5) Coordinate with other district archivists and with the Area Archivist and Area Archives Chair.
- 6) Following the guidelines as outlined in the G.S.O. Archives Workbook , A.A. Guidelines for Archives, 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 2024 – 2026 A.A. Service manual.

Combined duties of Web Chair/ Online Coordinator

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

Purpose Online Coordinator: To carry the message of District 23 meetings and events to those who are unable to attend in person using online software and Hardware. (requirements for position)

Duties: Web Chair

- 1) Attend regular District meetings or send the report in their absence.
- 2) Knowledge of and willingness to learn 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 and removing outdated files on a regular basis.
- 4) Maintain the posting of the meeting schedule including in-person, online and hybrid meetings at www.easternshoreaa.org. Review Meeting Guide Application for accuracy and make changes to software as needed. Make changes that are provided by DCM, PI Chair, or GSRs.
- 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) Implement any changes to www.easternshoreaa.org (layout, content) approved by the District Committee and report on site activity as requested.
- 7) Provide the DCM and PI Chair all passwords to the District website and other Internet resources.
- 8) Train the elected successor, including introducing the new web servant to the ISP, transferring any and all appropriate passwords, and being available to answer questions and offer support during the new servant's early days.

Duties Online Coordinator:

1. Maintain all equipment for events including but not limited to updating of all software and hardware. (windows updates, zoom updates, brio driver updates, etc)
2. Bringing and setting up equipment before every event and meeting and in case on being unable to attend, having a trained back up in place to assist with set up and operation.
3. Open and monitor rooms and work with event chair to avoid disruptions.
4. Work with sound person if needed to allow for optimal sounds.
5. Recognize voting members for votes and relay votes to DCM as needed.
6. Be available and in attendance for the monthly district meeting.
7. Be available and in attendance for all District 23 events.
8. Some additional requirements may present themselves like being able to operate computer, familiar with zoom and other virtual meeting platforms, may need a hot spot device if Wi-Fi is not available.

Combined committees of Special Events/ Medallion chair

Purpose of Special Events: 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.

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

Duties of Special Events Chair:

- 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) Proposed a 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 annual (tri-district) "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)

Duties of Medallion Chair: (inactive)

- 1) Attend the regular District meeting or send the report in their absence.
- 2) Host regular committee meetings for the preparation of the monthly birthday meeting generally on the last Saturday of each month.
- 3) To acquire the required amount of medallions and any paper products, drinks, and ice needed for the eating portion of the meeting.
- 4) 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.
- 5) 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.
- 6) 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.)
- 7) 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 - General Information

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.

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 3:30 p.m. 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 3rd 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. (A.A. Service Manual, page 32)

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. (the A.A. Service Manual – Appendix U – page 171)

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. (A.A. Service Manual, Page 86)

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 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.

<i>Group:</i>	<i>District 23</i>	<i>Area 1 Alabama/Northwest Florida</i>	<i>General Service Office</i>
Payable To:	District 23	Area 1 Alabama/Northwest Florida	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 C – 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 D – 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.

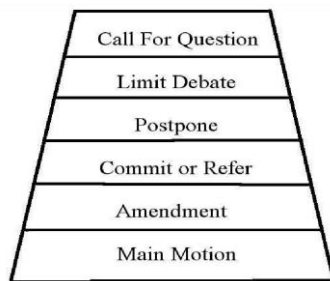
- Those members who do not vote (*abstain*) agree to go along with the decision of the majority by their silence.

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).

Appendix E – Compilation of District 23 Motions:

January 5th, 2025

- Motion for District 23 to stop having the Medallion Meeting – Motion Passed
- Motion for D23 to get its own Zoom Account – Motion Passed in July-Motion Reaffirmed
- Motion to have 2 Committees, Literature and Grapevine combine to form 1 Committee -Motion Passed

February 2nd, 2025

- Motion for all District 23 Events and meetings be held at Common Ground.
- Motion Amended – Have Common Ground as an Option for District 23 Events and Meetings.
Motion Tabled
- Motion for Afternoon Delight to host the 2025 Gumbo Cookoff, 1 to 4 pm at Common Ground, with a budget of \$500. Motion Passed

March 2nd, 2025

- Old Business – Tabled Motion – Have Common Ground as an Option for District 23 events and meetings-Steven read the motion dated April 3rd, 2024, and it was determined that the stipulations made in that motion had been met so motion was redundant and not needed
- Motion to set a fixed price of \$30.00 for our Monthly District Committee Meeting Rent. Motion Passed
- Motion for Monthly District Committee Meeting to be at Friends Meeting Place in Fairhope – Motion Failed
- Motion to have District Committee Meeting monthly at Longleaf Recovery Center – Motion Passed
- Motion made for 5th Tradition and Box of Chocolates be the host groups for the Crawfish Bowl at Spanish Fort Presbyterian Church -Date and Time to be decided by Committee – Motion Passed
- Motion made for PI/CPC Chair to receive stipend to attend area assembly-Motion Rescinded
- Motion to have next District Committee Meeting on April 13th, 2025 at 4 PM due to Area 1 Assembly at Longleaf Recovery. – Motion Passed

April 13th, 2025

- Motion made to move the District Committee meeting from 4 pm to 3:30 pm to allow completion of District Business – Motion Passed
- Motion made to table above motion – Motion Failed
- Motion made to suspend the Service Manual Meeting until June – Motion Failed – (Service Manual Meeting was voted and passed July 5th, 2022)

May 4, 2025

- Motion to provide paper products to Tri-District Delegate Report – Motion Passed

- Motion of \$400 for Crawfish Boil Budget – Motion Passed
- Motion to change the Service Manual Meeting to a Service Workshop to enable study of other literature in addition to the Service Manual – Motion Passed
- Motion for Lori R. to be Alt Secretary – Read the Job Duties- She is willing and able- Motion Passed

June 1st, 2025

- Motion to form an Adhoc Committee for investigate different digital payment options – Motion Passed

July 6th, 2025

- Motion to Accept Jackie J. as District 23 Treasurer – Motion passed
- Motion to add Sandra K. as Secondary Signature on Checking Account -Motion Passed
- Motion to remove George W. and Gay W. from District 23 Checking Account-Motion Passed
- Motion for District 23 to support with a letter the Florabama Bid for Sercypaa – Motion Passed
- Motion to add “Committee Concern” after “New Business” in our Meeting Format – Motion Passed

August 10th 2025

- Motion to change October District Committee Meeting to the Second Sunday of the month due to Area 1 Assembly. Motion 2nd - Vote was unanimous – Motion Passed

September 7th, 2025

- Motion for District to allot SERSCYPAA time to make reports about SERCYPAA and YPAA events in our area for the entirety of SERCYPAA 2026. With the final report offering a summary of the Convention.
Motion 2nd and unanimously passed
- Nominated Annettes S. for Alternate DCM – Annette is willing and Able – Sandra read duties of Alt DCM. Nomination 2nd and unanimously passed

October 12, 2025

- Reconfirm continued use of District 23 Handbook and having upcoming District Motions sent in writing to the DCM and Secretary prior to the next District Meeting.
Motion 2nd. Passed Unanimously
- Motion to Replace Long Form Tradition and Concept of the month with Tradition 2 & 9.

Motion 2nd. Motioned failed with vote 3 for 9 against

November 12th, 2025

- Regina made motion for long form versions of Traditions 2 and 9 to be read with the tradition of the month, to further support the District 23's group conscious. Motion received 2nd.
Lots of Discussion

Regina amended motion to read that the short form versions of Tradition 2 and 9 be read in addition to the long form Tradition of the Month. Motion 2nd. Much discussion- Vote 9 for / 3 opposed. Minority opinion – No change of votes - Motion passed

- o Motion to reimburse the PI/CPC chair \$50 for the purchase of two Big Books and two 12 X12s that were given to two libraries in District 23, Bladwin County Area.

Motion 2nd. No Discussion - Unanimous Vote – Motion Passed

- o Jennifer motion for \$755 for the Year in Review Event December 13th, 2025. Much Discussion about baskets from district and money to speaker for speaking.

Jennifer amended motion for \$655 for the year in Review budget event to be held December 13th, 2025. Motion 2nd

Unanimous Vote – Motion Passed

December 7th, 2025

No Motions

January 4th, 2026 –

- o Motion – Jonathon M. nominated by Sandra K. for Correction Chair. Sandra Read job duties- Jonathon is willing and able. Vote -Unanimous

February 1st, 2026

- o Motion was made to allow budget requests to be submitted for Committee Chairs for the expected expenses needed yearly. This motion would supersede the \$20 / month for each committee chair upon request. If additional funding is required above budget request it must go before the District Body for approval

Vote – unanimous

- o Motion was made to remove the \$150 Area Stipend for altDCM. This does not prevent the altDCM from attending Area Assembly in absence of DCM but, in that case, Alternate would receive the DCM stipend of \$250. If altDCM would like to attend Area Assembly with DCM that stipend would need to be voted on by the District Body.

Vote - Unanimous