

**DISTRICT 12
BUSINESS MEETING GUIDELINES
AND PROCEDURES**

**AREA 81 NB/PEI
ALCOHOLICS ANONYMOUS**

**(Includes all groups and meetings from Souris, Little Pond,
Cardigan, Montague, St. Peters, St. Teresa, Iona and Murray Harbour, PEI)**

Adopted on Feb 1, 2023

STATEMENT OF PURPOSE

The purpose of these guidelines and procedures is to provide District 12 Committee members with a consistent operational model that respects the spirit of the Twelve Traditions of Alcoholics Anonymous. This document explains the structure of the committee as well as the procedures for making decisions in a smooth and effective way and to help “Keep It Simple!”

Each district is autonomous in the way it carries its business. However, if some of the following guidelines are found to be incomplete or don’t provide a clear path in some specific instances, members should refer to the AA Service Manual or “Robert’s Rules of Order on Parliamentary Procedures” for help in reaching a decision:

https://www.aa.org/sites/default/files/literature/en_bm-31_3.pdf

<https://www.ccri.edu/acadaffairs/pdfs/Appendix%20IVRobertsRulesOfOrder.pdf>

All committee members (including elected officials and GSRs) should receive a copy of these guidelines upon election. The District secretary and the DCM should have a copy on hand at all District meetings. These guidelines should also be made accessible to all AA members within the district through the www.peiaa.ca website.

Any changes to these guidelines may be made by simple vote by the District 12 Committee. The updated version should then replace the previous version on the website and in District meetings.

STRUCTURE OF DISTRICT 12 COMMITTEE

The District 12 Committee is made up of the following positions/officers:

- ❖ District Committee Member (DCM)
- ❖ Alternate District Committee Member (Alternate DCM)
- ❖ Secretary
- ❖ Treasurer
- ❖ Corrections Facilities Chairperson
- ❖ Treatment Facilities Chairperson
- ❖ Cooperation with the Professional Community and Public Information Chairperson (CPC/PI)
- ❖ Phone Chairperson
- ❖ Intergroup Representative
- ❖ PEI Webpage Representative
- ❖ Group Service Representatives (GSRs) from all District groups

(All of the elected positions may also be represented by an alternate. Other positions may be added as needed through an approved motion. For description of duties of elected members, please refer to AA Service Manual. Committee members may hold more than one position. For example, a group GSR may also be District secretary.)

SUGGESTED DISTRICT 12 MEETING AGENDA

1. Call to order
2. Serenity Prayer
3. Twelve Traditions
4. Roll Call
5. Next meeting date
6. Reading and approval of minutes of previous meeting
7. Old business arising from the minutes
8. Group Reports
9. Committee Reports
 - a) AA Answering Service
 - b) Institutions
 - c) Public Information
 - d) Book Bank
 - e) Treasurers Report
10. Discussion on Reports
11. Motion and Seconding for Adjournment
12. Closing with Responsibility Statement and Lord's Prayer

(Non-regular issues, such as elections, can usually be covered under "New Business". However, committee members may add a one-time item or a regular item to a meeting agenda as needed.)

MEETING PROCEDURES

- ❖ District meetings are generally chaired by the District Committee Member (DCM) or, in his/her absence, the Alternate DCM or another designated member of the committee.
- ❖ The chairperson has the responsibility of ensuring the meeting is conducted in an orderly and timely fashion, according to the meeting agenda. The chairperson must also ensure that all matters, including motions, are clear and well understood so that appropriate decisions can be made.
- ❖ Meetings may be fairly informal but the chairperson must keep the attention of the meeting on one subject at a time, without the disruptive influence of private conversations. Therefore, committee members should speak only when called upon or after raising their hand and being recognized by the chair.
- ❖ All District officers and GSRs will be asked to provide a report of their activities at all regular meetings. Any officers and GSRs unable to attend a meeting are asked to send their group's alternate GSR to the meeting to present the report. If alternate is unable to attend, the GSRs should submit their reports to the DCM or secretary prior to the meeting.
- ❖ All major and important decisions should be reached by discussion, motion and vote. Whenever possible, decisions should be reached by substantial unanimity.
- ❖ On simple matters, decisions can be reached either by motion and majority vote or by simple consensus if the chairperson has determined that there is no opposition.
- ❖ Voting will take place by show of hands.
- ❖ During discussions, all sides of the issue must be given a fair chance to be expressed. If several people have expressed the same opinion, the chairperson may ask if there are any opposing or differing views before proceeding to a decision (by motion/vote or consensus).

*Any AA member may attend District 12 business meetings as a guest and express opinions when recognized by the chairperson. Such guests however do not have the right to vote since group representatives (GSRs) must be elected by their home group to have a vote at the District committee level.

MOTIONS

a) Why present a motion?

A member presents a motion to the District Committee for the purpose of adopting, amending or abandoning new, current or past procedures and/or actions of the District.

b) How is a motion presented?

- ❖ When a committee member wishes to present a motion, at the appropriate time, he or she should raise their hand and ask the chairperson for the floor. The person should then say something like “I would like to make a motion that...”
- ❖ The chairperson must then ask for a seconder for the motion to be entertained. If it is not seconded, then the motion will be dropped.
- ❖ If it is seconded, the mover and the secretary should agree on the wording of the motion and read it back so that everyone understands its intent and meaning.
- ❖ The chairperson then asks for any discussion concerning the motion, ensuring that it takes place in an orderly and timely fashion. Anyone with differing or opposing views should have an opportunity to express them.
- ❖ For minor decisions when there are no major opposing views, the chairperson may simply ask if there is a consensus; if so, the decision can be made this way.
- ❖ For major decisions, the chairperson must ask for a vote. A majority vote will determine the outcome.
- ❖ Any major issue requiring substantial discussion, general input from AA groups and a vote is to be first presented as a “Notice of motion” with as much information as possible on its intent, usually under “New business”. This process will allow Committee members to gather information on the issue as well as input from their group on the way they should vote when the motion is presented. The actual motion would then be moved at a later meeting.

c) Who is eligible to vote?

- ❖ To ensure that decisions are made fairly and in the interest of the group’s conscience, it is suggested that all eligible members vote on each issue.
- ❖ All present GSRs (or alternates) and District officers (committee chairpersons, treasurer and secretary) are eligible for one vote on each issue.
- ❖ GSRs who are also a district officers are only eligible for one vote.
- ❖ Alternates may vote only if the GSR or the District officer they represent is absent.
- ❖ The chairperson does not vote, unless it is for the purpose of breaking a tie.

ELECTIONS

- ❖ For election purposes, it is suggested that Third Legacy Procedure be used (AA Service Manual). Elections are usually carried out every two years, in the fall, after the GSR elections and before the Fall Area Assembly.
- ❖ Terms of office are two years, commencing on January 1st following the elections.
- ❖ The DCM who will be finishing a term is responsible for calling for elections by the September preceding the new term.
- ❖ Only past GSRs and officers are eligible to run for election, but all GSRs (outgoing and new) are eligible to vote.
- ❖ Any past GSRs and officers wishing to run but who will be absent from the election meeting must make their intentions known to the DCM, prior to election time, through a letter/email/phone call indicating the position being sought.
- ❖ Proxy votes will not be allowed.
- ❖ The DCM may act as elections chairperson if not running for election to a new position or re-election to the same position. If the DCM is re-offering, another person who is not running for one of the positions must be named elections chairperson.
- ❖ The chairperson may only cast a vote if needed to break a tie.

FREQUENCY OF MEETINGS

District meetings are generally held on a monthly basis, on the first day of the month, at 8 p.m., at a location determined by the committee at the previous months meeting.

The DCM may also call an emergency meeting in addition to a regular monthly meeting if an urgent matter requires immediate attention and cannot be addressed by the DCM, the alternate DCM, the secretary and the treasurer.

Time, date and location of a district meeting can be changed in case of unforeseen circumstances (such as storms, unexpected unavailability of meeting room, major personal occurrences, etc.) by a decision taken by the DCM, secretary and treasurer. Committee members must be informed of such a decision in a timely manner to ensure their attendance at the new time, date and location.

GENERAL RULES FOR DISBURSEMENT OF DISTRICT FUNDS

District 12 ...

- ❖ should, when possible, maintain a prudent reserve equivalent to at least \$2500.00;
- ❖ shall pay District 12 phone's monthly cost
- ❖ shall pay one quarter of yearly hosting fee for www.peiaa.ca website (along with three other PEI AA districts);
- ❖ shall pay any banking or chequing fees relating to its bank account;
- ❖ shall pay hall rental fees for District 12 business meetings;
- ❖ shall pay registration fees for DCM (or alternate DCM) to attend provincial AA, Area 81 or Eastern Region business functions (such as roundups and assemblies);
- ❖ shall reimburse DCM (or alternate DCM) for expenses incurred to attend provincial AA, Area 81 or Eastern Region business meetings at the following rates:
 - Meals that are not covered by host or event registration fees, including those during travel to and from events: up to a maximum of \$12 for breakfast, \$20 for lunch and \$30 for supper (receipts required);
 - Travel costs at a flat rate of 35 cents per kilometre, but District signing officers are authorized to temporarily adjust the rate to reflect current fluctuating fuel prices;
 - Bridge or highway tolls (receipts required);
 - Accommodations, at facilities providing reasonable prices, particularly when the event is held off-Island or if the event is held on the Island over several days and would prove less costly than driving every day (receipts required);
 - Any other expense incurred in extenuating circumstances, as agreed upon by signing officers (Example: hotel costs if a storm were to arise while attending an AA event held on PEI);
- ❖ shall reimburse District officers for any expenses incurred for conducting District business (such as photocopies, paper, stamps, pens, etc.) upon presentation of receipts;
- ❖ shall donate any surplus funds to other AA-related bodies in accordance with suggested donation model, unless an urgent financial need has been expressed by one or more of the bodies:
 - 50% to Intergroup
 - 20% to Area 81
 - 30% to General Service Office (GSO), New York.

Such donations are to be made after a vote from the District Committee, upon the suggestion of the District treasurer and other officers.

District 12 Committee members have the right to inquire about or challenge any expense made without a vote.

District 12 Committee members must pre-approve by vote any major expenses, including attendance at AA business events held outside the province.

District 12 may charge nominal registration fees for attendance at any events it hosts (such as workshops) to help cover any costs.

District 12 Committee members shall review disbursement section of guidelines at least once a year at their January meeting to determine if any updates or adjustments are required. Guidelines may be adjusted at any other time of the year, upon request and vote by District 12 Committee members.

*DCM or alternate DCM may receive an advance payment on expenses before attending a major event, such as out-of-province trip that requires substantial payout for travel and accommodations. Upon returning, the DCM or alternate will present receipts to the treasurer for reimbursement of any outstanding amounts owed or for repayment of any unspent amount.