

District Information Pamphlet (DIP) 1st Edition 2014 - 2015

DISTRICT 2, AREA 46

“This is not a book of rules, as each assembly, each group, and perhaps each AA member can be considered autonomous. Some may consider these ‘suggestions’ to be binding. We, who have compiled this most recent list, will leave that question up to [the] future” (From the *Area 46 Information Pamphlet*)

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Introduction: District 2 -- Our Purpose

The District 2 Committee of Alcoholics Anonymous is a service body for the groups in Santa Fe and the surrounding communities of Cerrillos, Galisteo, Madrid, Pecos, Rowe and White Lakes. Its primary purpose is to provide a forum for sharing collective 12th-Step experience and how best to carry the AA message in District 2. The District also has the responsibility to carry that message worldwide via the Area 46 Assemblies and the General Service Conference U.S./Canada, held in New York every April.

District 2 is supported by the voluntary contributions of the groups it serves and the voluntary contributions of its service body. The committee structure borrows much from *The AA Service Manual*, the *Area 46 Information Pamphlet (AIP)* and the *Twelve Concepts for World Service*; is ever mindful of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Service.

The District Information Pamphlet (DIP) guidelines reflect current District 2 procedures and policies; these are reviewed every two (2) years, if required. The DIP will be reprinted after revisions are made. New policies that result from motions passed at District meetings will be added to the DIP and will include the motion and date passed.

The overviews of the District Trusted Servants’ responsibilities and procedures for each service committee were contributed by those who have served in those capacities. Along with motions passed, these guidelines reflect District 2 experience. Duty descriptions are taken from *AA Guidelines* in the AA Literature section of the Alcoholics Anonymous General Service Website - www.aa.org.

The General Service District 2 Meeting takes place the second Tuesday of every month at 6:30 PM at Christus St. Vincent Hospital, 455 St. Michael's Dr., Santa Fe, NM 87505 -- Medical Dental Building (upstairs, back entrance near Ambulance Parking and helicopter pad).

A. District 2 Business Meeting Procedures:

A. 1. The District 2 Business Meeting is run by the chairperson, who is also the DCM. The DCM conducts the meeting according to *Robert's Rules of Order*, except for certain differences that are specific to AA (see **Appendix: Process of a Motion**).

A. 2. Voting includes asking for those in favor, opposed, abstentions and the minority opinion. Changes to the DIP require substantial unanimity, i.e., a 2/3 majority. All else may be passed with a simple majority (see also **Appendix: Process of a Motion**).

A. 3. Order of Succession to Chair a Meeting: DCM, Alternate DCM, Secretary and Treasurer. One of these four officers must be present to have a business meeting.

A. 4. Order of Business: If there is an opening for the Secretary or Treasurer position(s), this becomes "Unfinished Business," and is the first order of Unfinished Business at the next District Business Meeting.

A. 5. Right To Vote: The following members of the District Committee (except the DCM) have a right to vote at District Business Meetings:

- 1) Alternate DCM (unless chairing the meeting)
- 2) District Secretary (unless chairing the meeting)
- 3) District Treasurer (unless chairing the meeting)
- 4) Chairpersons of the following District 2 Standing Committees:
 - Archives
 - Bridge the Gap (BTG)
 - Corrections
 - Cooperation with the Professional Community (CPC)
 - Events and Entertainment
 - Grapevine
 - Public Information (PI)
 - Registrar
 - Special Needs and Interpreters
 - Treatment
- 5) Liaisons:
 - El Farolito
 - Central Office Liaison

- 6) General Service Representatives (GSRs) or Alternate General Service Representatives (Alternate GSRs) if the GSR is not present. If both the GSR and the Alternate GSR of a group are absent, then another member of that group, with the approval of the Group Conscience, may vote as its representative.

A. 6. Right to Make a Motion: District members listed under **A. 5. Right to Vote** have the right to make a motion. Motions are not made during Committee Chair reports.

A. 7. Elections: In November, the District holds elections for the following District Officers: DCM, Alternate DCM, Secretary and Treasurer. DCM and Alternate DCM are elected in odd years, and Secretary and Treasurer in even years. Two-year terms of service commence on January 1 of the following year.

If two people stand for an officer's position, they are asked to leave the room and votes are tallied for each. If there is a tie, the DCM will employ the Third Legacy Voting Procedure described in *The AA Service Manual*. There is no vote for Committee Chair or Liaison positions as these are appointments made by the DCM.

If an officer's position is vacated at any time during the year, the DCM will announce this during his/her report. If someone volunteers for an officer's position and they understand the duties entailed, they can be voted in under Unfinished Business at the same meeting. If they would like more information about the position, the DCM will consult with them later so as not to delay the current proceedings. The volunteer can then stand and be voted in at the next District Business Meeting.

A. 8. Officer Reports: The Secretary and Treasurer Reports are the only two reports that require a motion and vote for approval. These reports may be amended, and then a motion to accept the amended report may be made. Any motion other than acceptance of these reports would be considered under New Business.

A. 9. New Committee Chairs: If there is an open Committee Chair position, the DCM will announce this during his/her report. If someone volunteers for a Committee Chair position and they understand the duties entailed, they may be approved by the District members immediately. If they require additional information about the position, the DCM will consult with them later so as not to delay the current proceedings. The new Committee Chair will be ratified at the next business meeting. Committee Chairs are not elected by the District body but appointed by the DCM.

A. 10. Committee Chair Reports: District Committee Chairs provide reports lasting three (3) minutes. In addition to committee activities, reports should state the amount of the committee's budget, a year-to-date accounting of expenses and notification of any plans to present a motion

under New Business. Clarifications may be requested once a report is completed. Any comments should be discussed with the Committee Chair after the meeting.

B. District 2 Policies and Current Practices:

B. 1. Travel Reimbursement for DCM: \$600 is budgeted annually to reimburse the DCM for any travel to Area Assemblies outside of District 2. The Alternate DCM will be reimbursed for travel to Area Assemblies outside District 2 only when substituting for the DCM.

B. 2. Travel Reimbursement for Committee Chairs: The District maintains a Travel Fund to assist Committee Chairs with travel expenses to attend Area Assemblies. Gas expenses will be reimbursed for Assemblies outside of District 2. One night's lodging will be reimbursed only if the Assembly is further away than 90 miles. GSRs who are also Committee Chairs, and whose travel expenses to Area Assemblies are reimbursed by their group, will not be reimbursed by the District. Annual Budget: As approved by the District

B. 3. Trusted Servant Discretionary Travel Fund: Those needing funds to attend Area Assemblies may request a contribution from the District; such requests will be granted at the discretion of the DCM. Gas expenses will be reimbursed for Assemblies outside of District 2. One night's lodging will be reimbursed only if the Assembly is further away than 90 miles. Annual Budget: As approved by the District

B. 4. Receipts for Reimbursements: Receipts must be submitted to the Treasurer for reimbursement of any expenses. The Treasurer will accept receipts for reimbursement only until the December District Meeting.

B. 5. Rent: Every January, a \$150 contribution will be made by the Treasurer to Christus St. Vincent Hospital in lieu of rent.

B. 6. Prudent Reserve: The District maintains a Prudent Reserve which is equal to six months of the operating budget. Monies accrued in excess of the Prudent Reserve should be dispersed as soon as possible per the discretion of the District.

B. 7. Seventh Tradition: District 2 collects a Seventh Tradition contribution at District meetings to offset the District's operating expenses.

C. The GSR - Scope and Duties

Adapted from the AA pamphlet G.S.R. -- General Service Representative

The GSR links their home group with the whole of AA. The GSR reports the group's thoughts to the District. At District meetings GSRs join with GSRs from other groups and elect their District Trusted Servants: DCM, Alternate DCM, Secretary and Treasurer. The GSR is the group contact.

As GSR, your name and address will be sent to the Registrar of your Area, and you will be listed as a contact for your group in the AA Directory. The General Service Office in New York will send new GSRs a GSR kit.

GSRs attend Area Assemblies three times a year. At the Electoral Area Assembly, all GSRs from the Area elect the Area Trusted Servants: Delegate, Alternate Delegate, Chair, Alternate Chair, Secretary, Treasurer and Registrar. The GSR reports their group's thoughts to the Delegate, who passes them on to the General Service Conference in April. GSRs have the right to vote on all Area motions brought to the Assembly. In this way you link your group to the Area and beyond.

The GSR also carries information from the Area and District to their home group. The GSR is the keeper of the Traditions and broadens AA's reach by providing information to the home group, which in turn helps the suffering alcoholic. The strength of our whole AA service structure starts with the group and with its General Service Representative, the GSR, whom the group elects. We cannot emphasize too strongly the importance of the GSR.

GSR List of Duties:

Adapted from the AA publication *The AA Service Manual*

Attends District Meetings and Area Assemblies. Serves as mail contact for their group with District and Area. Usually serves on District Committees. Is knowledgeable about material from GSO (i.e., pamphlets, videos, guidelines, kits, etc.) and is responsible for passing this information on to the group. Learns about the Twelve Traditions and Twelve Concepts and studies other pertinent literature. Works with the group treasurer. Participates in events and planning committees. Sobriety Requirement and Term Length to be determined by the GSR and their group. (**Note:** *The AA Service Manual* suggests a Sobriety Requirement and Term Length of 2 years.)

D. District 2 Officer Duties: The following four positions are elected by a vote at the District Business Meeting (see **A.5. Right to Vote**).

D. 1. DCM

Adapted from the AA publication *The AA Service Manual*

The DCM carries the collective group conscience of AA groups in District 2 to the Area Committee. Among the two-way communication responsibilities of the DCM are:
Attends all District Meetings and Area Assemblies. Receives reports from the groups through the GSRs. Holds regular meetings of all GSRs in the District. Helps the Delegate cover the Area. Assists the Area Registrar in obtaining group information in time to meet the deadline for appropriate AA directories. Keeps GSRs informed about Conference activities. Acquaints GSRs with *The AA Service Manual*, Box 4-5-9 and other AA literature. Assists GSRs in making reports to their groups and encourages them to bring new AA members into service. Organizes workshops and sharing sessions on service activities. Communicates regularly with

the Alternate DCM and Delegate. Brings Tradition problems to the attention of the Delegate. Makes a regular practice of speaking to groups (new and old) about the responsibilities of general service work. Chairs all District Business Meetings. Sets Business Meeting agenda. Keeps track of motions between DIP printings and maintains the DIP master file. The DCM votes at Area Assemblies. Sobriety Requirement: usually 4-5 years. Term Length: 2 years. Annual Travel Budget: \$600

D. 2. The Alternate DCM

The Alternate DCM is a backup for the DCM. If the DCM resigns or is unable to serve for any reason, the alternate steps in. Usually, the Alternate DCM is elected at the same time as the DCM, by the same procedure. Alternate DCMs are encouraged to assist, participate and share in the DCM's responsibilities at District and Area Meetings. The Alternate DCM creates workshops to encourage Twelve-Step service and provide information regarding the Twelve Traditions. The Alternate DCM does not have a vote at Area Assemblies. Sobriety Requirement: usually 4-5 years. Term Length: 2 years. Annual Budget: As approved by the District

D. 3. District Secretary

Prepares, distributes and keeps minutes of monthly District 2 Business Meetings. Maintains motions in a Motions Book. Requests corrections to the minutes and then approval at monthly District 2 Business Meetings. Updates District Trusted Servant contact information in coordination with the Registrar. Provides the Treasurer with any requests for funds during budget preparation. Submits receipts for expense reimbursement to the Treasurer. The Secretary is encouraged to attend the Area Assembly as a non-voting member. Sobriety Requirement: 2 years (may be waived by District vote). Term Length: 2 years. Annual Budget: As approved by the District

D. 4. District Treasurer

Accountable for receipt and distribution of all District monies. At District Meetings, provides monthly written reports which reflect contributions by groups for the preceding month, all District expenditures and year-to-date balances. Supervises Seventh Tradition collection at all District Business Meetings. Announces end-of-year deadline (i.e., the second Tuesday of December) for submission of any outstanding receipts for expense reimbursement. Presents a preliminary budget for the following year at the November District meeting. Carries the message of the Seventh Tradition to AA groups and encourages contributions to AA as a whole. The Treasurer is encouraged to attend the Area Assembly as a non-voting member. Sobriety Requirement: 2 years (may be waived by District vote). Term Length: 2 years. Annual Budget: As approved by the District

E. District 2 Committee Chair Duties: (Listed Alphabetically)

Committee Chairs are responsible for selecting a co chair and committee members to share in their duties. Committee Chairs may hold workshops to encourage service and provide

information about the activities of their particular committee. All Committee Chairs are expected to attend District meetings. If a Committee Chair and/or the Co Chair misses three (3) consecutive District meetings, a new candidate may stand for the position or the DCM may appoint a new chair. Each Committee Chair is encouraged to request funds for their committee's activities from the DCM. Travel to Area Assemblies is a separate expense that is funded by the District Travel Fund (see **B. 2. Travel Reimbursement for Committee Chairs**). All Committee Chairs have the same Sobriety Requirement of 1 year (may be waived by District vote) and a Term Length of 2 years.

The following information has been adapted from *AA Guidelines* in the AA Literature section of the Alcoholics Anonymous General Service Website -- www.aa.org.

E. 1. Archives Chair / Co Chair

See also the Committees section of the Area 46 Website -- www.nm-aa.org

1. Files and maintains copies of all District Meeting minutes, reports, fliers and other archival materials in the archives.
2. Works with Area Archivist to incorporate information about District 2 groups into the Area Archives.
3. Provides information to GSRs about documenting group and individual histories for the archives.
4. Keeps AA history – District, Area and National – visible in the AA community.
5. Annual Budget: As approved by the District
6. Attends Area Assemblies and connects with other District Archives Chairs.
area46archivist@newmexicoaa.org

E. 2. Bridge the Gap (BTG) Chair / Co Chair

See also the Committees section of the Area 46 Website -- www.nm-aa.org

1. Provides the Area BTG Chair with contacts in District 2 to offer alcoholics leaving treatment and/or correctional facilities connection with the AA community and meetings.
2. Maintains a list of contact personnel at local treatment and correctional facilities within District 2.
3. Provides facilities with information on how to reach the BTG Chair in District 2 upon release.
4. Coordinates with District 2 Corrections and Treatment Chairs to provide facility outreach, information and ongoing collaboration.
5. Maintains a list of District 2 BTG volunteers who are willing to provide transportation to newly-released clients so they might attend their first AA meeting.
6. Annual Budget: As approved by the District
7. Attends Area Assemblies and connects with other District BTG Chairs.
area46btg@newmexicoaa.org

E. 3. Cooperation with the Professional Community (CPC) Chair / Co Chair

See also the Committees section of the Area 46 Website -- www.nm-aa.org

1. Provides information about AA to those who have contact with alcoholics through their profession (e.g., healthcare professionals, educators, clergy, lawyers, social workers, government officials, etc.). Information provided includes where we are, what we are, what we can do and what we cannot do.
 2. Refers to the CPC Kit and *CPC Workbook*.
 3. Compiles a list of District 2 professionals and makes contact by letter, phone or face to face; offers to meet and discuss AA with them.
 4. Coordinates with the other districts in Area 46 to facilitate the flow of information.
 5. Annual Budget: As approved by the District
 6. Attends Area Assemblies and connects with other District CPC Chairs.
- area46cpc@newmexicoaa.org

E. 4. Corrections Chair / Co Chair

See also the Committees section of the Area 46 Website -- www.nm-aa.org

1. Interfaces with correctional facilities to see how AA might serve them. Contacts: Santa Fe County Adult Correctional Facilities (Men's and Women's), County Juvenile Facilities and the New Mexico State Penitentiary.
 2. Determines if there is a need/desire for AA meetings within the facilities. Coordinates AA meeting days and times, and arranges for District 2 volunteers to lead and participate in AA meetings.
 3. Announces time and place of local correctional facility orientations for AA members.
 4. Provides literature to AA members in correctional facilities.
 5. Coordinates with the Area Corrections Chair.
 6. Annual Budget: As approved by the District
 7. Attends Area Assemblies and connects with other District Corrections Chairs.
- area46corrections@newmexicoaa.org

E. 5. District Information Pamphlet (DIP) Ad Hoc Committee

This Committee serves on an "as needed" basis to discuss and initiate changes related to the District Information Pamphlet (DIP).

E. 6. Events & Entertainment Chair / Co Chair

1. Organizes and stages special events in District 2. Activities include securing a venue, setup, cleanup, refreshments, greeting, music, speakers and collections.
2. Holds at least three (3) events per year, i.e., the Founders Day Event, the Halloween Event, and the St. Patrick's Day Event. Individuals from District 2 may also suggest event ideas to the committee for their consideration.
3. The committee does not need a vote from District 2 to approve a proposed event.
4. The Events Committee may approach Central Office and/or other District service entities with ideas about events for the AA community.
5. Annual Budget: As approved by the District

E. 7. Finance Ad Hoc Committee

This Committee serves on an “as needed” basis to analyze and make recommendations related to District 2’s finances.

E. 8. Grapevine Representative / Co Chair

See also the Committees section of the Area 46 Website -- www.nm-aa.org

1. Registers with the Grapevine office in New York.
2. Requests that GSRs encourage their groups to subscribe to the Grapevine.
3. Gives presentations at AA and District meetings about the advantages of a Grapevine subscription.
4. Encourages groups to purchase “Back Issue” packets for distribution at their meetings.
5. Annual Budget: As approved by the District
6. Attends Area Assemblies and connects with other District Grapevine Chairs.
area46grapevine@newmexicoaa.org

E. 9. Public Information (PI) Chair / Co Chair

See also the Committees section of the Area 46 Website -- www.nm-aa.org

1. Provides AA information to the public when requested. Contacts organizations such as high schools, colleges and business and community meetings to provide information about AA. Where appropriate, provides AA speakers for non-AA gatherings. Maintains a list of community organizations that have been contacted.
2. Is a resource for the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation. Offers AA public service announcements to radio and television stations and works with newspapers in the District.
3. Places literature racks in every high school, college, police station, library and hospital in District 2, and keeps the racks stocked with AA literature.
4. Provides an AA presence at health fairs and similar events within District 2.
5. Refers to the *Public Information Workbook*.
6. Annual Budget: As approved by the District
7. Attends Area Assemblies and connects with other District PI Chairs.
area46pi@newmexicoaa.org

E. 10. Registrar

See also the Committees section of the Area 46 Website -- www.nm-aa.org

1. Insures the accuracy of meeting information on the website and in print. Assists with group and GSR registrations, changes or questions.
2. Works with the Area Registrar to update the Area and National Directories.
3. Assists the DCM and the Alternate DCM to raise interest in service by visiting meetings in District 2.

4. Utilizes the [New Group Registration Form](#) to register new groups with GSO in New York and the [Group Information Change Form](#) to update information such as a group's GSR or meeting time and location.

5. Annual Budget: As approved by the District

6. Is encouraged to attend the Area Assembly as a non-voting member and connect with other District Registrars in Area 46.

area46registrar@newmexicoaa.org

E. 11. Special Needs and Interpreters

See also Special Needs/Accessibility under For Groups and Members on the Alcoholics Anonymous Website -- www.aa.org

1. Carries the AA message to those who are incapacitated by physical or mental disorders. This includes providing sign language and linguistic interpreters.

2. Annual Budget: As approved by District

E. 12. State/District Functions Ad Hoc Committees

See also the Committees section of the Area 46 Website -- www.nm-aa.org

1. These committees are created on an "as needed" basis to organize and hold State Functions, i.e., Area Assemblies and State Conventions.

2. Each State Function Ad Hoc Committee could have a separate chair (e.g., the committee for an Area Assembly could have a different chair than the committee for a State Convention).

3. Area Assemblies: Area 46 provides financial support for Area Assemblies in the amount of \$1000. The Area does not require reimbursement of this money.

4. State Conventions: Area 46 provides \$5000 in seed money for State Conventions. *The Area expects reimbursement of this seed money in the amount of \$5000.* It is also customary to disperse all profits from a State Convention to Area 46.

5. Functions Other Than State Functions: District 2 Twelve-Step workshops may be conducted by any District 2 Trusted Servant. It is suggested that Committee workshops be conducted by District 2 Committee Chairs and that General Service workshops be conducted by the DCM and/or Alternate DCM. Any individual from District or Area may present a proposal for a District workshop at a District Business Meeting.

6. A proposed event or service workshop requires a vote from District for approval and funding.

7. Annual Budget: As approved by the District

8. Attends Area Assemblies and connects with State/District Functions Chairs in Area 46.

E. 13. Treatment Chair / Co Chair

See also the Committees section of the Area 46 Website -- www.nm-aa.org

1. Interfaces with the three treatment facilities in Santa Fe (i.e., the Santa Fe Recovery Center, the Sobering Center and the Life Healing Center) to see how AA might serve their clients.

2. Connects local treatment facilities with individual AA groups in District 2 so those groups can conduct AA meetings at those treatment facilities.

3. The District does not supply literature to treatment facilities, private businesses or corporations.
4. Refers to the *Treatment Workbook*
5. Annual Budget: As approved by the District
6. Attends Area Assemblies and connects with District Treatment Chairs in Area 46.
area46treatment@newmexicoaa.org

F. Liaisons

See also the Committees section of the Area 46 Website -- www.nm-aa.org

F. 1. Central Office Liaison

1. Attends Central Office Meetings and reports on District 2 activities.
2. Attends District 2 Business Meetings and reports on Central Office activities.

F. 2. El Farolito

1. Submits a column **every month** to the *El Farolito* editor about events and activities in District 2 (suggested maximum length is 300 words). The deadline for submission is the 15th of the month.
2. Per the request of a District 2 group, submits sobriety birthdays of its members for inclusion in *El Farolito*. Submissions should include the Group Name, City and Location, the Member's Name and Length of Sobriety. *El Farolito* prefers to publish birthdays after they have occurred (i.e., in the current month and two (2) months prior).
3. Subscribes to *El Farolito*
4. Attends Area Assemblies and connects with other District *El Farolito* Representatives and the Area 46 *El Farolito* Chair.
elfarolito@newmexicoaa.org

Appendix: Process of a Motion

Some Basic Suggestions:

1. For District 2 a Full Committee is considered to be 12 members. A quorum is one more than half of a Full Committee, therefore a quorum for District 2 is seven (7) members present. A quorum must be present to conduct business.
2. All members are equal.
3. The majority rules, unless a change to the DIP is being considered. Then a 2/3 vote is necessary.
4. One motion at a time, one speaker at a time.
5. It is customary to speak to the Chairperson and not to crosstalk with members during a debate.
6. Debatable motions must receive full debate, or it may be necessary to postpone the discussion.
7. Once a motion is decided it is not in order to bring up the same motion, or one essentially like it, at the same meeting.

8. In debate or discussion, remarks or opinions directed toward an individual regarding their personal character are always out of order (see Concept 12, Warranty 5 in *The AA Service Manual*).

Differences, Just for AA: Based on Tradition 1 (“to preserve unity”), Tradition 2 (“group conscience”), Tradition 12 (“placing principles before personalities”) and Concept 12, Warranty 5, the following are specific to AA:

1. Substantial Unanimity: We are more likely than most organizations to try to come to a resolution acceptable to all. It is better to postpone a motion and consider it again later after prayer and meditation than to rush a vote.
2. Using Committees: We are more likely than most organizations to institute a new idea on a trial basis and come back at a later time to consider whether it is working or not.
3. Reconsideration: Unlike most organizations, we actively seek the minority’s opinion (Concept 5).

Process of a Motion

1. Presenter reads the motion.
2. Motion is seconded.
3. Motion is reread by the Chair.
4. Presenter has first opportunity to discuss his/her motion and/or provide background information.
5. Discussion opens. The Chairman asks, “Is there any discussion?” Everyone is invited to speak in support of or opposition to the motion. Those who would like to speak may do so for two (2) minutes. Those who would like to speak a second time may do so only after everyone who wishes to speak has spoken. During a lengthy discussion, anyone may ask for a vote (“call to question”) or move that the motion be postponed. A request for information may be made through the Chair during any part of the discussion.

Motions made while a motion is on the floor:

A. While the motion is on the floor, **a motion to postpone** may be made and passes with a simple majority vote. There is no discussion as to whether to postpone. It only needs to be seconded and voted on. If the motion is postponed, discussion ends and the matter is addressed at the next District Meeting, with discussion resuming exactly where it left off.

B. While the motion is on the floor, there may be **a motion to amend** the original motion. An amendment is discussed and voted on, independently. The vote to amend requires a simple majority. To make this motion say, “I move to amend the motion to say . . .” After the vote, the discussion continues, resuming where it left off.

C. While the motion is on the floor, **a motion to close the debate** may be made. However, this is rarely used in AA. Normally, discussion ends when everyone has had their say.

D. While the motion is on the floor, anyone may make **a motion to create a committee** for further research and consideration. This is useful when more information or research is needed before a decision is made.

6. After a full discussion, the Chairman will reread the motion. The Chairman announces the type of voting for the motion -- either 2/3 majority or simple majority -- and voting begins.
7. The Chairman calls, "All in favor? All opposed? Any abstentions?" Voting is done by show of hands. The Secretary counts the votes for and against the motion. To pass items of major importance, including changes to the DIP and District policies, a substantial unanimity, i.e., 2/3 majority of the body, is required. Items of lesser importance require only a simple majority.
8. Once the outcome is determined, minority opinion is called for. After the minority opinion is stated, a voter in the majority may request that a re-vote be taken on the motion. Anyone can second the motion to re-vote.
9. There must be a vote to re-vote. The Chairman asks, "All in favor of re-voting? All opposed?" In order to pass a re-vote, only a simple majority is required. If the motion to re-vote passes, then discussion reopens. After additional discussion, a vote takes place again on the original motion. If a majority to re-vote is not attained, the original vote stands.
10. To Repeal/Annul/Rescind a previously passed motion: The District can change an action that was previously adopted. As an example, such a motion might begin, "I move to repeal the motion from May 14 that read . . ." This would strike the results of the previous motion in its entirety. There would be discussion on the motion to repeal and a vote. There must be a 2/3 majority of the body to repeal a previously passed motion.
11. To Amend a previously passed motion: The District can amend/reconsider a motion that was previously passed/adopted. As an example, such a motion might begin with, "I move to amend the motion from May 14, so that it reads as follows: . . ." There must be a 2/3 majority of the body to amend a previously passed motion. A motion to reconsider or amend a vote can be taken up regardless of how much time has lapsed.

Housekeeping Motions

A Housekeeping Motion presents a minor change in procedure or policy which has no financial impact and doesn't affect AA or other groups as a whole. For example, a Housekeeping Motion could be made to start the District Business Meeting half an hour earlier so GSRs have an opportunity to share with each other. Housekeeping Motions are presented but not seconded or debated, though members may ask for clarification. After presentation and clarification the DCM asks if there are any objections. If not, the motion passes. If there is an objection the Housekeeping Motion becomes an item of New Business for the next District Business Meeting.

Motions

February 12, 2013 -- Passed -- Motion to create and adopt guidelines for our District. The guidelines would include descriptions of our Committee Chair positions, District officers' duties and District Meeting procedures. Made by Marianne, seconded by Zak.

February 12, 2013 -- Passed -- Motion to increase PI budget from \$200 to \$400. Motion made by Brian, seconded by Zak.

March 12, 2013 -- Passed -- Motion made to have an ad hoc committee to create District Guidelines for approval at this meeting and that the Alternate DCM would chair the committee. Motion made by Zak, seconded by Kurt.

April 9, 2013 -- Passed -- Motion that the budget be increased for the State/District Functions Committee from \$200 to \$450. Made by Kurt, seconded by Zak.

May 14, 2013 -- Failed -- Motion made that the District not pass the Seventh Tradition basket. Motion made by Harumi, seconded by Michelle.

July 9, 2013 -- Passed -- Motion that District 2 contribute \$400 in seed money to the annual workshop sponsored by An AA Group. This seed money will be returned after the workshop is complete. Original motion by Brad, seconded by Bill; amended by Marianne, seconded by John.

July 9, 2013 -- Passed -- Motion that the book *Robert's Rule of Orders* be present at the Meeting. Motion made by Denny, seconded by Marianne.

July 9, 2013 -- Passed -- Motion that for the August 13 event, the Delegate's Report, we have refreshments. Budget of \$125 requested. Harumi seconds. Michelle volunteers to purchase refreshments for the meeting. Motion made by Kurt, seconded by Marianne.

September 10, 2013 -- Passed -- Motion made by Kurt that we create a committee to research causes of budget surplus, that Brian chairs and that we review budget again in January. Joe seconds.

January 14, 2014 -- Passed -- Motion that the Webmaster position become a paid District function in order to maintain the existing website, santafeaa.org. That the Webmaster be in a Twelve-Step program dedicated to the health of Santa Fe AA. That the Webmaster be selected and authorized by District, be answerable to and advised by District. That the position receive \$5-150 per month in remuneration and be reauthorized every two years by District. That the Webmaster Duties/Qualifications/Responsibilities be listed in the District Information Pamphlet (DIP). And that they be in accordance with the current responsibilities of the Webmaster (listed in detail in Denny's motion). This motion is in accordance with Tradition 8. Motion made by Denny, seconded by Dennis.

February 11, 2014 -- Passed -- Motion to donate \$500 to the General Service Office in New York and \$500 to Area 46. Motion made by Amy, seconded by Bill.

February 11, 2014 -- Passed -- Motion that the Webmaster, as a paid position, be changed from a District 2 position to a Central Office position. Motion made by Dennis, seconded by Kristina.

February 11, 2014 -- The following items were presented to the District 2 Committee by the DCM, Marianne, for disapproval and passed with no disapproval: that District 2 provide food at the District meeting; that all reports be no longer than three (3) minutes and that they be timed.

February 11, 2014 -- Passed -- Motion to approve the 2014 District Budget as presented. Motion made by Brian, seconded by Amy.