

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, Tesuque and White Lakes. Its primary purpose is to provide a forum for sharing collective 12-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), the Twelve Concepts for World Service and 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. 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.

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 Thursday of every month at 6:30 PM at Friendship Club, 1316 Apache Avenue, Santa Fe, NM 87505. An optional study group of AA literature meets from 6:00-6:30 pm.

A. District 2 Business Meeting Procedures:

A.1. The DCM (District Committee Member) conducts the District 2 Business Meeting which abides by Robert's Rules of Order, except for certain differences that are specific to AA.

(See Appendix A: 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 Appendix A: 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:

- Accessibility
- Archives
- Bilingual
- Bridge the Gap (BTG)
- Cooperation with the Professional Community (CPC) / Public Information (PI)
- Corrections
- Events & Entertainment
- Grapevine
- Literature
- Registrar
- Treatment
- Website
- Young People

5) Liaisons:

- El Farolito
- Central Office Liaison

6) General Service Representatives (GSR's) or Alternate GSRs if the GSR is not present. If 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 October, 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 (S-21). The DCM appoints Committee Chairs and Liaison positions. These positions are not subject to appointment by vote.

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 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. After which, 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 addressed 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 proceedings. The new Committee Chair will be ratified at the next business meeting. The DCM appoints Committee Chair or Liaison positions. These positions are not subject to appointment by vote.

A.10. Committee Chair Reports: District Committee Chairs provide brief reports limited to three (3) minutes. In addition to committee activities, reports may include 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 GSR's:

Travel expenses to Area Assembly meetings are to be covered by the Group which the GSR represents. If the Group lacks the funds to cover these expenses then District 2 will consider the following coverage. Gas expenses will be reimbursed for any Assembly outside of District 2. Lodging for one night will be reimbursed if the Assembly is further than 90 miles. Sharing a room is encouraged whenever possible.

Annual Budget: As approved by the District.

B.3. 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 already reimbursed by their group, will not be reimbursed by the District. Annual Budget: As approved by the District.

B.4. Trusted Servant Discretionary Travel Fund: District 2 Officers 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.5. Receipts for Reimbursements: Receipts for all expenses must be submitted to the Treasurer for reimbursement. Receipts are to be submitted as soon as possible, preferably in the same month that the expense occurred.

B.6. Rent: Every January, a \$150 contribution will be made by the D2 Treasurer to The Friendship Club, in lieu of rent.

B.7. 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 will be dispersed for Twelve Step initiatives per the discretion of the District.

B.8. Seventh Tradition: District 2 collects a Seventh Tradition contribution at each District meeting 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 any concerns of their Group 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 obtained by the District 2 Registrar and this information will be sent to the Area 46 Registrar. Then you will be listed as a contact for your group in the AA Directory. In six to eight weeks 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 communicates information from the Area and District to their home group. The GSR is the keeper of the Twelve Traditions and broadens AA's reach by providing information and announcing service opportunities to their 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. (See AA Service Structure Diagram, Appendix B).

GSR List of Duties:

Adapted from the AA publication *The AA Service Manual*

The Group Service Representative attends District Meetings and Area Assemblies. Serves as the mail contact for their group with District and Area. A GSR often serves on District Committees. Becomes knowledgeable about material from GSO (i.e., pamphlets, videos, guidelines, kits, etc.) and is responsible for passing this information on to the group. Responsibilities include learning about the Twelve Traditions and Twelve Concepts and studying other pertinent literature. The GSR works with the group's treasurer. This responsibility also includes participation in events and planning committees. The sobriety requirement and position 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.) Annual travel budget: as approved by the District.

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 (District Committee Member)

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. Presents minutes and agenda for approval. Keeps track of motions between DIP printings and maintains the DIP master file, or delegates to the District Secretary. 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 backs up 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 unless the DCM is not in attendance. Sobriety Requirement: 4-5 years. Term Length: 2 years. Annual Budget: As approved by the District

D.3. District Secretary

Prepares, distributes and compiles minutes of monthly District 2 Business Meetings. After minutes have been approved, they are incorporated into a document following the agenda outline, with all related documents, including the attendance sheet and written reports. When possible, the document is provided to the archives chair for filing. Secretary also archives a final pdf copy of all D2 meeting documents on Google Drive with respect to anonymity and if need be, an approved redacted copy to Website Committee for placement on the District 2 website.

Secretary also updates the district service committee attendance sheet as required. Prepares announcements document, updating and adding as required, and distribute at least one week before the District Meeting. Submits receipts for expenses related to secretarial duties for reimbursement to the Treasurer (see Treasurer for Office Depot account information for copies, etc.). Responds to specific requests from DCM, Alt. DCM and Treasurer as needed. 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

Accounts for the 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 Thursday 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 miss 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. The DCM and Treasurer shall review and grant these requests. For these 12-step initiatives District holds a designated fund in its annual budget. Requests over 10% of this fund will be presented as a motion to the District meeting for approval. Travel to Area Assemblies is a separate expense that is funded by the District Travel Fund. (See B. 2. Travel Reimbursement for Committee Chairs). Sobriety Requirement: 1 year (may be waived by District vote) and a Term Length of 2 years. See also the Committees section of the Area 46 Website www.nm-aa.org.

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

E1. Accessibilities Chair / Co-Chair

1. Helps make AA meetings accessible to those members who have difficulty participating in AA due to various circumstances including but not limited to those who are deaf or blind and those members confined to their home for health reasons or as caregivers of young children or other dependents.
2. Provides outreach to and accommodations for these individuals.
3. Offers accommodations such as ASL interpretation, offering AA meetings in the home or private setting and providing childcare, as possible. Collaborates with the specific AA Groups impacted
4. Educates District 2 members about the concerns of these often underserved members
5. Attends the Area Assemblies & networks with other Assembly Chairs
6. Annual Budget: As approved by the District

E.2. Archives Chair / Co-Chair

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. Attends Area Assemblies and connects with other District Archives Chairs. archiveschair@nm-aa.org
6. Annual Budget: As approved by the District

E.3 Bilingual Chair / Co-Chair

1. Coordinates with the other Bilingual Chairs in Area 46 to facilitate communication between the Spanish-speaking & English-speaking communities

2. Attends Area Assemblies and networks with other Bilingual Chairs.

3. Annual Budget: As approved by the District

E.4. Bridge the Gap (BTG) Chair / Co-Chair

1. Provides the Area BTG Chair with a current list of volunteers in District 2 willing to assist alcoholics discharged from treatment and /or correctional facilities to attend AA 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.

4. Maintains a current list of District 2 BTG volunteers who are willing to provide transportation to newly-released clients so they might attend their first AA meeting.

5. Attends Area Assemblies and connects with other District BTG Chairs. btg@nm-aa.org

6. Annual Budget: As approved by the District

E.5. Cooperation with the Professional Community (CPC) / Public Information (PI) Chair / Co-Chair

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 and PI Kits and Workbooks.

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. 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.

6. 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. cpc@nm-aa.org, pi@nm-aa.org.

7. Places literature racks in District 2 schools, colleges, police stations, libraries and hospitals; and keeps the racks stocked with AA literature.

8. Provides an AA presence at health fairs and similar events within District 2.

9. Attends Area Assemblies and connects with other District CPC and PI Chairs.

10. Annual Budget: As approved by the District

E.6. Corrections Chair / Co-Chairs: for Jail, Prison, Juvenile Detention Center

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. Act as a liaison between corrections staff and AA volunteers.

4. Handles ongoing volunteer scheduling concerns to assure that AA meetings are consistently available at the facilities.
5. Recruits prospective volunteers and assists them with the application process.
6. Provides literature to incarcerated AA members while adhering to the policies of the correctional facilities.
7. Requests monies from District 2 to pay for AA literature offered at no charge to the correctional facilities, in accordance with District 2 budget procedures.
8. Announces time and place of local correctional facility orientations training for AA members.
9. Coordinates with the Area Corrections Chair.
10. Attends Area Assemblies and connects with other District Corrections Chairs.
11. Annual Budget: As approved by the District

E.7. District Information Pamphlet (DIP) Ad Hoc Committee

This Committee serves “as needed” to discuss and edit changes related to the (DIP).

E.8. 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.9. Finance Ad Hoc Committee

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

E.10. Grapevine Representative / Co-Chair

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. Attends Area Assemblies and connects with other District *Grapevine* Chairs. grapevine@nm-aa.org
6. Annual Budget: As approved by the District

E.11. Literature Chair / Co-Chair

1. Attends Area Assemblies and connects with State/District Functions Chairs in Area 46.
2. Annual Budget: As approved by the District

E.12. Registrar

1. Insures the accuracy of meeting information on the website and in print. Assists with group and GSR registrations, changes or questions.
2. Meets with new GSRs and provides them with registration forms and orientation packets at their first District meeting
3. Works with the Area Registrar to update the Area and National Directories.
4. Assists the DCM and Alternate DCM to raise interest in service by visiting meetings in District 2.
5. 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.
6. Is encouraged to attend the Area Assembly as a non-voting member and connect with other District Registrars in Area 46. registrar@nm-aa.org
7. Annual Budget: As approved by the District

E.13. State/District Functions Ad Hoc Committees

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 full financial support for Area Assemblies. The Area does not require reimbursement of this money.
4. State Conventions: Area 46 provides seed money for the June State Convention. The Area expects full reimbursement of this seed money. 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. Ad hoc Committee Chair attends Area Assemblies and connects with State/District Functions Chairs in Area 46.
8. Annual Budget: As approved by the District

E.14. Treatment Chair / Co-Chair

1. Interfaces with the three treatment facilities in Santa Fe (i.e., the Santa Fe Recovery Center, the Detox Center and the Life Healing Center) and homeless shelters when invited, to see how AA might serve their clients.
2. Connects local treatment facilities and homeless shelters with individual AA groups in District 2 so those groups can conduct AA meetings at those treatment facilities.
3. The District will supply literature to treatment facilities and homeless shelters with prior approval by the district in accordance with 12th Step Activities Budget previously approved in December 2014 budget.
4. Refers to the Treatment Workbook. Area46treatment@nm-aa.org.
5. Attends Area Assemblies and connects with District Treatment Chairs in Area 46.
6. Annual Budget: As approved by the District

E.15. Website Chair / Co-Chair

1. District 2 shares a 50/50 responsibility for the District 2, santafeaa.org, website with Central Office.
2. Operations, alterations, additions in text, layout etc. will be initiated and overseen by a committee of District 2 (2 people) and Central Office (2 people) and a vote tiebreaker which can be recruited from either District 2 or Central Office.
3. The position of webmaster is a paid, position, to be executed by a special worker. The webmaster will be recruited by the committee of trusted servants mentioned in E14 (2).
4. The expenses for the maintenance of the website (i.e., webhosting, webmaster fee, etc.) will also be shared 50/50 between District 2 and Central Office, via invoice from Central Office to District 2.
5. Attends Area Assemblies and connects with District Treatment Chairs in Area 46.
6. Annual Budget: As approved by the District

E.16. Young People's Chair / Co-Chair

1. Outreach and 12 step work to community areas where young people gather.
2. Work with GSRs from Young People meetings. Financial support where appropriate.
3. Keep lists of volunteers updated for Young People meetings and juvenile detection meetings.
4. Coordinate with PI/CPC, BTG, Treatment and Fun-Raising committee chairs.
5. Brainstorm and create workshops and activities geared towards young people.
6. Attend YPAA Area Committee meetings on last Tuesday of month.
7. Participate with Area web chair in advisory role.
8. Be imperfect and have fun.
9. Attends Area Assemblies and connects with District Young People Chairs in Area 46 ypaa@nm-aa.org
10. Annual Budget: As approved by the District

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 publishes birthdays after they have occurred (i.e., in the current month and two (2) months prior).
3. Subscribes to El Farolito -- elfarolito@nm-aa.org

4. Attends Area Assemblies and connects with other District El Farolito Representatives and the Area 46 El Farolito Chair.

Appendix A: 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 a 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. Amending a previously passed motion: The District can readdress, amend/reconsider a motion that had been previously passed and or 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 2013

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 contributes \$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 seconded.

October 8, 2013 -- Failed - Webmaster Steve has requested being the webmaster position indefinitely. Matt moves we leave the rotation of webmaster as two years. Trina seconded.

December 11, 2013 -- Failed - Zac motioned that the District purchase 4 subscriptions -- 2 Grapevine, 2 La Vina -- for the St. E's Shelter meeting. Mark seconded. Kurt responded that the District does not support individual groups. Voted 1 yes / 12 no; 3 abstained.

2014:

January 14, 2014 -- Passed -- Amy made a motion to hold a Service Workshop on January 25, requesting \$250 for food. Michelle seconded. Vote: Unanimous.

January 14, 2014 -- Passed -- Motion that the Webmaster position becomes 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 is selected and authorized by District and 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 are 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 provides food at the District meeting; that all reports are no longer than three (3) minutes and that they are timed.

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

March 11, 2014 – Passed – Motion to purchase Big Books and 12x12 for St. Elizabeth’s Shelter for the amount of \$350.40. Motion made by Andy S, seconded by Amy.

March 11, 2014 – Motion to vote new DCM, Amy; vote unanimous Motion to vote new Alt DCM, Kristina; vote unanimous.

April 8, 2014 – Passed – Traditions Workshop on May 17 with a budget of \$250. Motion made by Kristina F, Laura seconded.

April 8, 2014 – Passed – Delegate’s Breakfast on July 12 with a budget of \$250. Motion made by Kristina, Joost seconded.

April 8, 2014 – Passed – Ad hoc committee is formed of interested members to study and recommend to District which it is advisable to combine PI and CPC functions in District 2. Kristina made motion, Dennis Seconded.

April 8, 2014 – Passed – Distribute funds in excess of our prudent reserves as follows: Central Office \$1,500; Area 46 \$1,000; GSO \$1,000; Grapevine \$500; El Farolito \$500. Motion by Dennis J., Laura seconded.

September 9, 2014 – Passed -- The Cooperation with the Professional Community (CPC) and Public Information (PI) Committees of District 2 is combined into one committee. Sections E3 and E9 of the DIP will be combined to reflect this motion. Motion by Kristina; Dennis seconded.

September 14, 2014 – Passed – Sarah motioned to allocate ~\$125 to the Corrections budget so that some AA approved literature may be purchased for the female inmates of the Santa Fe County Adult Detention Facility (SFCADF). Jacqueline seconded motion. Discussion ensued. Becky called to vote on motion; John Michael seconded. Vote passed unanimously.

November 11, 2014 – Failed - Gratitude Gala donation of \$500 motion made and seconded. Discussion resumed. Vote: no 14; yes 1. Minority opinion presented; no majority votes changed.

December 9, 2014 – Passed - Proposed 2015 Budget: Osker moved that proposed budget be approved; Becky seconded. No discussion. Becky moved that we vote; Maureen seconded. Budget was approved unanimously.

December 9, 2014 – Passed – Motion to change the DIP Article E, 1st paragraph, 4th sentence: “Each committee chair is encouraged to request funds for their committee’s activities from the DCM. The DCM and Treasurer shall review and grant these requests. For these 12-step initiatives District holds a designated fund in its annual budget. Requests over 10% of this fund will be presented to the District meeting for approval.

2015

March 10, 2015 – Passed – Motion to support homeless shelters by amending the District Information Pamphlet as follows, changes in italics/underlines:

E.13 Treatment Chair/Co-Chair

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) *and homeless shelters when invited*, to see how AA might serve their clients.

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

3. The District *will supply literature to treatment facilities and homeless shelters with prior approval by the district in accordance with 12th Step Activities Budget as approved in December 2014 budget.*

March 10, 2015 – Passed – Motion to establish a new standing committee chair position in District for Young People Committee.

April 14, 2015 – Passed - Joost made a motion for District to donate \$50.00 to Area Archivist, to attend Archivist Conference in Ohio. Kit seconded. Discussion. Vote: 21 for, no opposed, no abstentions.

May 12, 2015 – Passed - 7th Tradition Workshop: That District create a "Sponsoring the Seventh Tradition Workshop," for treasurers, prospective treasurers, sponsors and all members to occur twice a year, on two different occasions (one weekday evening and one weekend time, repeated twice a year, dates and times to be determined. The purpose of this workshop is to: (1) Use our basic AA spiritual tool of one alcoholic talking to another sharing experience, strength and hope as these apply to the Seventh Tradition; (2) Use information and AA literature and personal experience to offer a helping hand to help remove the fear of being treasurer from those who are or might be; and (3) To reveal the connection between the Seventh Tradition the other AA Traditions and our spiritual principles through literature and our combined experience. Because all groups are autonomous in how they handle their finances, the vision of this workshop is to use the sponsorship model (one alcoholic talking to another) rather than putting out any "right way" to do things. Time period is one year, four meetings, then to be reviewed one year after its inception. Cost is for refreshments and room rental, approximately \$35-\$50. Carol seconded motion. Discussion ensued. Workshop will be free to all participants. Vote: 2/3 required: Unanimous. Kristina will form a committee in July to discuss and develop the workshop.

May 12, 2015 – Passed - Kit made motion/ for the budget for the Founder's Day Picnic of \$450. Estimated cost to be less than \$3.00/person, 150 people (approximately) attending. Using some materials that District already has, rentals: \$25.00; need grills, 2 tanks of gas, disposables, about \$60.00. Oskar Seconded. Vote: 18 yes, no opposed. No minority opinion.

October 13, 2015 – Passed - Meeting Minutes on District 2 web page, tabled in September. Opened for discussion. Web Master does some vetting. Harumi motioned to post District 2 meeting minutes on santafeaa.org website. Rachel, Seconded. Vote: 22 – for of 26, Motion Passed. Minority opinion: none.

October 13, 2015 – Passed - Halloween Budget, Kit: Club rental is \$15 per hour, approximately \$70 for the Club, Food & Drink \$200, Budget is \$350, open for discussion. Budget of \$350.00, approved unanimously.

October 13, 2015 – Passed - Kristina moved to rescind motion of February 11, 2014 that moved paid position for web master to Central Office. See written proposal attached to minutes. Tess Seconded. Discussion ensued.

Vote: For - 18 of 25, 3 - abstained, 0 - Against. No minority opinion.

November 10, 2015 – Passed – Kristina presented motion to create a web committee that looks into best ways to handle the website. That District 2 creates a committee in cooperation with Central Office to investigate best practices for Web design and maintenance and coordination, including hiring of a webmaster, and content. Oskar seconded. Vote: 23 for, none opposed, 1 abstention. Minority opinion was expressed, No one in the majority wanted to change their vote due to the minority opinion. John and Joost will form the committee.

November 10, 2015 – Passed - Jacqueline made a motion to allocate \$742.50 to the Corrections budget so that AA approved literature may be purchased for the inmates of the Santa Fe County Adult Detention Facility (SFCADF). Tess Seconded. Kristina made a request to table the motion for further discussion with the groups. Vote was taken on tabling the motion; majority wanted to vote on the motion. Vote result: 22 for, none opposed, 1 abstention.

December 8, 2015 – Passed - Proposed Budget for 2016: Joost handed out proposed budget last month; Kristina motioned to approve the budget. No Seconded. Oskar motion to reserve money for the website, cost for special worker, host, and URL costs at \$125 per month for all costs equals \$1500 per year. Rachel Seconded. Oskar amended motion to make a place-holder for expenses for district to pay for special worker and web expenses, at \$750.00. Lisa Seconded. Oskar withdrew his motion. Tess motioned to approve budget for 2016, Sara Seconded. Vote: Unanimous.

December 8, 2015 – Passed - District 2 made a successful bid for the Area Assembly in September 2016. Area 46 gave District 2 \$1000.00 as seed money for the Assembly. Gloria made a motion to create a committee to organize for venue and other expenses. Maureen Seconded. Vote: Unanimous.

2016

January 12, 2016 – Passed – John presented motion: Ad hoc website committee moves that: District 2 form a standing website steering committee comprised of two (2) District 2, and two (2) Central Office members, with a Central Office member being a voting tie breaker when necessary. Their responsibilities are the content and administration of the santafeaa.org website sharing the expenses 50/50 between District and Central Office. The first order of business will be to fill the web master position. The office manager will handle day to day. Phyllis Seconded. Discussion. Vote: 24 in favor, 1 abstention.

March 8, 2016 – Passed – Motion to amend District Information Pamphlet to added:
Website Committee

District 2 shares a 50/50 responsibility for the District 2, santafeaa.org, website with Central Office. Operations, alterations, additions in text, layout will be initiated and overseen by a committee of District 2 (2 people) and Central Office (2 people) and a vote the breaker which can be recruited from either District 2 or Central Office. The task of webmaster is a paid position, to be executed by a special worker. This webmaster will be recruited and managed by the committee of trusted servants described in the paragraph above. The expenses for the maintenance of the website (i.e., webhosting, webmaster fee, etc.) will also be shared 50/50 between District 2 and Central Office, via invoice from Central Office to District 2. Lynn Seconded. Discussion. John called the question. Vote: 23 in favor, no opposition, no abstentions.

June 14, 2016—Passed: Motion to change the name of the events and Entertainment Committee: to the “Fun Raising Committee,” in the DIP, on p.9, No. E 6. Motion by Kit, 2nd by Norma, Motion passed, with 1 abstention.

October 11, 2016—Passed: Motion to have District pay \$350 for food for the Halloween Dance on the 29th. Oskar presented motion, Kathleen second. MCU

2017

February 14, 2017 --Passed: Housekeeping motion: Shall the Secretary or other designated member distribute a District 2 contact list (telephone and e-mail) to our members so that we can better communicate with each other? The list would be confidential within our group and for use by District members only. Individual members may decline to participate.

March 13, 2017—Passed: That the June 14, 2016 motion to change the name of the “Entertainment/Events Committee” to “Fun Raising Committee” is rescinded. Moved by Oskar P, seconded by Zack and unanimously approved.

September 12, 2017—Passed: Motion for an AA Planned Activity by Michael, seconded by Sarah. Discussion: no dancing, some games (possibly AA trivia game), bottomless Caveman coffee and sodas; other beverages can be purchased. Other non-AA people can come in, but no alcohol will be sold. Appreciation to Michael for thinking outside the box for fellowship. Putting flyers out, flyers available on website, will be announced at meetings. Gluten-free pizza suggested. Budget no more than \$400. Discussion closed. 19 Yes, 2 No. Minority

opinion: That's a lot of money for something that doesn't serve the still suffering alcoholic. No votes changed. Motion passed. Reminder: the \$2,000 budget for 12-step work includes Entertainment and Events Committee activities, approximately 3 per year. Founder's Day was the first for this year, at about \$300.

2018

January 9, 2018 – Passed: Motion to update the DIP to include the Bilingual Chair (Maria) and the Literature Chair (Connor). Annie motioned to approve the update; Ray seconded; update approved.

January 9, 2018 – Passed: Motion to create an ad hoc exploratory committee for the possibilities to have the State Convention in Santa Fe, June 2019. Sar seconded, motion approved. Lynn will head up the committee and will include Lisa, Stacey, Joe, Brian, KD, Sarah, John, Phyllis, Megan.

March 13, 2018 – Passed: Kathleen motioned for Santa Fe to host the 2019 State Convention at the SFCC – All in favor.

March 13, 2018 – Passed: Motion that the General Service Conference considers creating a 5th edition of the book Alcoholics Anonymous. Megan motioned to accept, Sarah F seconded. In favor; 1 opposed, 1 abstained. Motion stands as accepted.

April 10, 2018 – Passed: Lynn made a motion to transfer \$2,000 from overage in District 2 for the 2019 State Convention. Brian seconded. Motion passed unanimously.

May 8, 2018 – Passed: Michael made a motion to have the Founder's Day picnic on June 10th At Hyde State Park, campground 2. The budget is \$650.00; Michael and Woody will be the chefs and shoppers and guests will bring side dishes. Will need 20 volunteers to help with the event. Sarah F. seconded. Motion passed unanimously.

(No further motions available for 2018)

2019

Await records of 2019 Motions (Ad hoc committee to be formed January 2020)

Appendix B: Diagram of AA Service Structure

See following page

**STRUCTURE OF THE CONFERENCE
(U.S. and Canada)**



