

DISTRICT 91 GUIDELINES 12/20/2020

Preface: These guidelines are intended to offer the common service knowledge and experience specific to our District as guidance for district-level service members. The A.A. Service Manual, the Area 40 Policies and Procedures and other A.A. General Service Conference approved literature have been used in their development.

Article I - District Purpose: The District serves as the essential communication link among the individual groups in the local communities, to Area 40, to the General Service Office and General Service Conference in New York.

District 91 is responsible for developing knowledgeable General Service Representatives (GSR's) from all of the groups in the district. This is accomplished by using the Twelve Traditions, the Twelve Concepts and other principles of service from the A.A. Service Manual. It also develops knowledgeable and active Committee chairs following the Area 40 committee system guidelines.

District 91 works in cooperation with the Flathead Valley Intergroup to carry the Alcoholics Anonymous message of recovery to all those afflicted with the disease of alcoholism in our communities.

Article II - District Description: District 91 covers the area of Northwestern Montana that includes the Tobacco and Flathead Valleys. It serves the communities of Bigfork, Columbia Falls, Coram, Elmo, Eureka, Evergreen, Kalispell, Marion, Somers/Lakeside and Whitefish.

Article III - District Membership: Each AA group in the District sends an elected General Service Representative (GSR) to participate in the monthly District meeting. All GSRs or their alternates are voting members in the District. Chairs are elected for each of eight (8) service Committees. These committees are Archives, Corrections, Cooperation with the Professional Community (CPC), Grapevine, Literature, Public Information (PI), Treatment, and Bridging the Gap (BTG). All Committee Chairs are voting members of the District. The District officers are made up of the District Committee Member (DCM), the Alternate DCM, the Treasurer, and the Secretary. These officers are voting members of the District. There are some non-voting service positions in the District. These are the Intergroup Liaison, the Into Action Chair, and the Alcathon Chair. Each voting member of the District may have only one (1) vote even though they may be serving in more than one capacity. District committee members who have missed three (3) consecutive District Committee meetings may be considered inactive. They are ineligible to act as a District Trusted Servant unless reinstated by a vote of the District Committee. When an opening occurs for a District Officer or Committee Chair an election will occur at the following District meeting.

Following are some of the tasks entrusted to members of our district committee:

- Attend all District Meetings and assume responsibilities specific to their service position
- Provide leadership in District 91
- Keep informed concerning other committees and their work to eliminate duplication of efforts
- Be available to groups, by regularly visiting groups in the district, to provide experience, strength, and hope with respect to our third legacy of service
- Report on activities and provide information through our area newsletter The Triangle, and Box 459
- Submit receipts to the Treasurer for reimbursement of expenses in a timely manner to ensure the consistent and more predictable disbursement of district funds
- When rotating out of office, help the incoming officers by sharing experience, records, information and any helpful suggestions for serving as a member of the district committee.

Article IV - District Meetings: District meetings are held monthly on the last Sunday of the month at 3:00 p.m. The meetings are held in the meeting rooms of the various groups in the District. The monthly meeting location is determined on a rotating basis. Information about the meeting location is available on the local Intergroup Web site www.aanwmt.org. All GSRs or their alternates, Committee Chairs or their designees and District officers are to attend the monthly District meeting. If you are unable to attend, a report should be submitted to the District Secretary before the District meeting. Any A.A. member may attend a District meeting. District meetings are conducted in a manner loosely following Robert's Rules of Order (see Appendix A). District meetings are chaired by the Alternate District Committee Member (Alternate DCM). Our meetings follow a specific format (see Appendix B). Items for new business are submitted on the Agenda Item Form (Appendix C) to the District Committee Member (DCM) or the Alternate DCM one month prior to the monthly District meeting. This helps to ensure that members will be prepared to make an informed vote after communicating with their group. There is also an opportunity to present last-minute new agenda items if a simple majority of those present agree to consider them.

Article V – District Funding: District 91 is entirely self-supporting through contributions from the groups in the District, from the 7th Tradition collection at District meetings and from individual AA members making contributions as a part of observing their sobriety birthday. The District accepts no money or items of value from nonalcoholic persons or organizations. The District sells no merchandise or raises any

funds that are not entirely voluntary contributions of their members. When discounts or subsidies are offered to the District, the following policy applies. “Whenever a discount or subsidy is that which would be offered to any other organization of similar size requiring a purchased service or product of similar character or magnitude...it may be accepted. Whenever a discount or subsidy is partly or in total offered because we are Alcoholics Anonymous, it must be declined.”

Article VI - District Elections, Positions, and Eligibility:
(As outlined in the A.A. Service Manual)

A. District Officers:

DCM

- a) A background of A.A. service work which is related to the DCM position.
- b) Minimum suggested sobriety of 4 years.
- c) The time, energy and willingness to serve the District well.
- d) Availability to attend all District Committee functions, Area Assemblies and other events.
- e) Able and willing to assume duties described in Article VII.

Alternate DCM

- a) A background in A.A. service work which is related to the DCM position.
- b) Minimum suggested sobriety of 4 years.
- c) The time, energy and willingness to serve the District well.
- d) Availability to attend all District Committee functions, Area Assemblies and other events.
- e) Able and willing to assume duties described in Article VII.

Treasurer

- a) Minimum suggested sobriety of 4 years.
- b) The time, energy and willingness to serve the District.
- c) Able and willing to assume duties described in Article VII.
- d) Maintain the Post Office Box for the District.

Secretary

- a) Minimum suggested sobriety of 2 years.
- b) The time, energy and willingness to serve the District well.
- c) Able and willing to assume duties described in Article VII.

Committee Chairs

- a) Minimum suggested sobriety of 2 years.
- b) The time, energy and willingness to serve the District well.
- c) Able and willing to assume duties described in Article VIII.

B. Election Procedures:

DCM and Alternate DCM

- a) Elections are held in August of even-numbered years. (i.e. 2018, 2020, etc.)
- b) The term of office is for two (2) years and begins January 1st on odd-numbered years (i.e. 2019, 2021, etc.)
- c) They are elected by the Third Legacy procedure.
- d) Voting will be by written ballot.
- e) It is preferred that more than one person is nominated for each office.
- f) The principle of rotation applies to all positions.

Treasurer, Secretary, and Committee Chairs

- a) Elections are held in October of even-numbered years.
- b) The term of office is for two (2) years and begins January 1st on odd-numbered years.
- c) They are elected by a majority of votes.
- d) Voting will be by raised hands.
- e) It is preferred that more than one person is nominated for each office.
- f) The principle of rotation applies to all positions

Article VII - Duties of District Officers:

DCM - The DCM is the link between the GSRs from the groups in the District and the Area's delegate, representing the informed group conscience of the district.

The DCM's responsibilities include:

- a) Attend district meetings and work with the Alternate DCM to put together an agenda for the meeting. The agenda is to be mailed out one week prior to the District meeting.
- b) Keep GSRs informed about district, area and conference activities.
- c) Visit all groups in the district throughout the year at their regular meetings and their group conscience (business) meetings.
- d) Perform the responsibilities requested by the Area 40 Delegate and Chair.
- e) Attend Area Assembly twice a year.
- f) Attend Western Central Regional Service Conference and the Regional Forum as District finances allow.
- g) Complete all bank information necessary to become a signer on the District checking account and District Literature checking account.
- h) Maintain responsibilities for the District election tasks.
- i) Work with the Treasurer to develop an annual budget. Also participate in account audits when necessary.

Alternate DCM - The Alternate DCM assists the DCM in maintaining an effective service structure in the District, substitutes for the DCM whenever needed, and

participates in the voting at the Area Assembly and on the Area Service Committee in the absence of the DCM.

The Alternate DCM's responsibilities include:

- a) Attend district meetings and work with the DCM to put together an agenda for the meeting.
- b) Chair the District meetings following the format for the meetings found in Appendix B.
- c) Complete all bank information necessary to become a signer on the District checking account and District Literature checking account.
- d) Visit different groups in the district throughout the year.

Treasurer – The Treasurer maintains records and keeps custody of any funds received within the district, provides an accurate accounting of such funds, and keeps an up-to-date ledger of contributions from each group.

The Treasurer's responsibilities include:

- a) Write checks to cover expenses incurred by the district for services, rent, etc. Note: Two signatures are required on all District checks. (Authorized signers are; the Treasurer, DCM, and Alt. DCM.)
- b) Follow the conscience of the district as to the distribution of funds.
- c) Maintain an up-to-date check register by reconciling the check register and the bank statement.
- d) Provide a written monthly treasurer's report at each District meeting.
- e) Attend all District meetings.
- f) Complete all bank information necessary to become a signer on the District checking account and District Literature checking account.
- g) Communicate with the Corrections and Literature chairs regarding their account balances.
- h) Conduct an audit of accounts with the appropriate committee chair at the conclusion of their term.
- i) Audit the District and Literature checking accounts with the incoming Treasurer, Literature Chair, and DCM.
- j) Work with the DCM to draft the annual budget which is to be submitted at the November District meeting. This allows GSRs time to take the budget to their groups for review so that the budget can be in place January 1st.

Secretary – The Secretary records the minutes of the district meetings; not copying word for word but describing a sense of the discussion and records of the exact wording of all motions and their outcome. The Secretary also records the election of

officers that will have banking duties in the minutes by providing their full names and whether they are to be added or removed from the banking signature cards.

The Secretary's responsibilities include:

- a) Attend all District Committee meetings.
- b) Send a copy of the District meeting minutes by mail or by email to each member of the district committee within one week after the meeting.
- c) Send anonymity protected meeting minutes (no names – first or last will be used) to the Triangle, Archivist, Area chair, and Area Delegate.
- d) Send anonymity protected meeting minutes (no names – first or last will be used) to the Area Webmaster to be posted on the Area 40 District 91 Mini-Site.
- c) Keep an updated record of group information including all current GSR or group contact phone numbers and email addresses.
- d) Purchase necessary supplies to perform the duties of the secretary and submit receipts to the Treasurer for reimbursement.
- e) Count and tabulate votes for motions and during elections.
- f) Minutes, agendas and correspondence will be maintained in good order so that there can be an orderly transfer of information to the next Secretary.

Article VIII - Duties of District Committees Chairs:

1. Stay in contact with all members of his/her committee (the elected chairs from each home group in the district) as well as other standing committee chairpersons.
2. Before holding a standing committee meeting, make the agenda available to committee members. Be available to discuss all the material and questions to be covered.
3. Encourage committee members to carefully consider the agenda items.
4. During the committee meetings, try to keep the committee's focus on completing the Agenda and being unified as a committee.
5. Following the committee meeting(s), prepare the report to be presented to the district, making a copy for committee records and the district secretary.
6. Be available to go to groups throughout District 91 for the purpose of sharing experience and information on carrying the AA message through the committee's service channel. (i.e.: Into jails, prisons, hospitals, etc.)

Archives – The Archives chairperson collects and catalogs archival material for the district and is available to research archival material for past experiences that can be beneficial to the district. They report activities and information to the district at regular meetings with a written report. He or she may sit in on discussions of the Archives committee at the area level and report to the district, in writing, any new activities or

information from those committee discussions. The Archives Chairperson will store the Archives of the District in a clean and dry space that is accessible.

Archives responsibilities include:

- a) Chair all meetings of the Archives Committee.
- b) Read and become familiar with all AA history-related material.
- c) Work with Group Archives Chairs for Groups in District 91 and inspire them to collect historical information and items.
- d) Communicate and cooperate in a working relationship with each of the Group Archives Chairs in District 91, the Area 40 Archivist, the Area 40 Archives chairperson and the Archivist at the General Service Office.
- e) Gather and present historical information about the district.
- f) Ensure confidential materials are properly stored.
- g) Consider all business in Archives that appear on the General Service Conference Agenda and the Area 40 agenda.
- h) Lead discussions on these agenda items at committee meetings and pre-assembly events.

The Archives Chair will supervise the use of the Archives Digital Recorder. (This is a new device and these guidelines will more fully develop as patterns of need and use become apparent, the following are suggested guidelines for use.)

Interview of an individual will be limited to persons with 20 years or longer of uninterrupted sobriety. Interviews of a founding group member (for the purpose of documenting a District 91 home group's history) will be limited to that person being a founding member of a group registered with GSO. The group must have been established for at least one full year and should be found on District 91's meeting schedule. Anonymity should be maintained in high regard when conducting interviews. Please advise the interviewee that only first names should be used. A format of questions is included as a suggested guideline for conducting interviews. Interviews should be approximately one hour. Interviews should be conducted by the District 91 Archive Chair or an individual group's Archive Chair (who is a member of District 91.) An individual group Archive Chair checking out the recorder would need to place a \$75 security deposit with the District Archive Chair to be refunded at the time the recorder is returned. (The purpose of this security deposit is to be able to replace the recorder should it be damaged, lost, or stolen.) Any time the recorder is checked out, it should be cleared of all information and all interviews should be stored appropriately prior to other individuals' use. This will reduce, if not eliminate, the possibility that any information is lost or compromised. The Digital Recorder should not be checked out for longer than 14 days at a time.

Cooperation with the Professional Community (CPC) – The CPC Chairperson provides a clearinghouse of information in District 91 by coordinating the exchange of ideas and resources between groups and concentrating on providing information about AA to those who have contact with alcoholics through their profession. He or she will provide experience and assistance in developing projects that will further carry the AA message through cooperation with members of the professional community. They will communicate and cooperate in a working relationship with the Area 40 CPC chairperson, and with the staff person for CPC at the General Service Office.

CPC responsibilities include:

- a) Chair all meetings of the CPC Committee.
- b) Read and become familiar with the CPC workbook and all related materials from the General Service Office.
- c) Work with Group CPC Chairs to find productive and creative ways of cooperating without affiliating with third parties who may come in contact with future members of Alcoholics Anonymous.
- d) Consider all business in CPC that appears on the General Service Conference Agenda and the Area 40 agenda.
- e) Lead discussions on these agenda items at committee meetings and pre-assembly events.
- f) Respond to requests for information about AA from the professional who comes into contact with active alcoholics.
- g) Work with Group CPC Chairs to host a luncheon and panel discussion every 2 years for Professionals that come in contact with alcoholics in need for a program of recovery.

Corrections – The Corrections Chairperson leads and coordinates the work of individual AA members, groups, and our district to carry the AA message to alcoholics in correctional facilities located in Area 40, primarily in District 91. He or she provides a clearinghouse of information in District 91 by coordinating the exchange of ideas and resources between groups. They provide experience and assistance in developing projects that will further carry the AA message to those who are incarcerated within our correctional facilities.

Corrections responsibilities include:

- a) Chair all meetings of the Corrections Committee.
- b) Read and become familiar with the Corrections workbook and all related materials from the General Service Office.
- c) Communicate and cooperate in a working relationship with the staff person for Corrections at the General Service Office and the Area 40 CPC chairperson.
- d) Keep current with the amount of money in the Area Pink Can Fund.

- e) Work with the Group Corrections Chairs in District 91 to find productive ways of cooperating and coordinating services for members of Alcoholic Anonymous in district corrections facilities.
- f) Assist in placing AA literature in Correctional Facilities and inform the District Literature Chair of the need for Literature.
- g) Communicate with the District Treasurer regarding the dispersal of Pink Can money to purchase literature.
- h) Work with the District Treasurer in tracking the amount of money contributed by the Groups in the District to the Pink Can.
- i) Consider all business in Corrections that appears on the General Service Conference Agenda and the Area 40 agenda.
- j) Lead discussions on these agenda items at committee meetings and pre-assembly events.
- k) Meet with the current Commander of the Flathead County Jail about carrying the message into the jail through meetings.
- l) Communicate the requirements to attend jail meetings to the Groups Corrections Chairs.
- m) Develop and implement a schedule of qualified A.A. members from a variety of groups from throughout the District to participate in Jail meetings.
- n) Attend the Area 40 Assembly, when the budget allows, sitting in on the discussions of the Correction Committee at the area level and reports, in writing, any new activities or information from those committee discussions.
- o) Encourage participation in programs relating to correctional facilities, such as the "Corrections Correspondence" program.

Grapevine – The Grapevine chairperson leads and coordinates the work of individual AA members and groups to read, subscribe to, write for and utilize the Grapevine. He or she provides a clearinghouse of information in District 91 by coordinating the exchange of ideas and resources between groups. They provide experience and assistance in developing projects that will further the carrying of the AA message through the use of the AA Grapevine.

Grapevine responsibilities include:

- a) Chair all committee meetings of the Grapevine Committee.
- b) Read and become familiar with the Grapevine workbook and all related materials from the General Service Office.
- c) Communicate and cooperate in a working relationship with the staff person for Grapevine at the General Service Office and the Area 40 Grapevine Chairperson.

- d) Work with Group Grapevine Chairs to find productive ways of utilizing and supporting the Grapevine as well as ways of communicating about the Grapevine to individual members.
- e) Have guidelines for writing articles for the Grapevine on hand at all district functions encouraging participation.
- f) Consider all business in Grapevine that appears on the General Service Conference Agenda and the Area 40 agenda.
- g) Lead discussions on these agenda items at committee meetings and pre-assembly events.
- h) Sign up with the General Service Office at www.aagrapevine.org as a District Grapevine Rep.

Literature – The Literature Chairperson leads and coordinates the work of individual AA members and groups in utilizing the literature of Alcoholics Anonymous. He or she provides a clearinghouse of information in District 91 with respect to all literature available through our General Service Office, coordinating the exchange of ideas and resources between groups. They provide experience and assistance in developing projects that will further the carrying of the AA message through the use of AA literature.

Literature responsibilities include:

- a) Chair all committee meetings of the Literature Committee.
- b) Read and become familiar with the literature and all related materials from the General Service Office.
- c) Communicate and cooperate in a working relationship with the staff person for Literature at the General Service Office and the Area 40 Literature chairperson.
- d) Work with Group Literature Chairs to find productive ways of utilizing our literature as well as ways of communicating about the variety of literature available to members.
- e) Keep groups in District 91 informed as to current literature availability, pricing, and ordering specifics.
- f) Assist in placing AA literature in Treatment Facilities and Correctional Facilities.
- g) Consider all business in Literature that appears on the General Service Conference Agenda and the Area 40 agenda.
- h) Lead discussions on these agenda items at committee meetings and pre-assembly events.
- i) Maintain a literature supply for purchase by Groups or individual members in the district.
- j) Complete all bank information necessary to become a signer on the District Literature checking account.

- j) Provide a report and accurate accounting of the inventory activity and the literature checking account at the district meetings.
- k) Available to attend district functions and have a literature display, when requested.
- l) Attend the Area Assembly, when the budget allows, sitting in on the Literature Committee discussions at the area level and report, in writing, to the district any new information from those committee discussions.
- m) Communicate with the Treasurer regarding the account balances and financial needs in relation to purchasing literature.
- n) Conduct an audit of accounts with the Treasurer when their term concludes.

Public Information (PI) – The Public Information Chair is to provide experience and assistance in developing projects that will further the carrying of the AA message by providing the public with accurate information about our Fellowship. The PI Chair will provide a clearinghouse of information in District 91 with respect to Public Information, coordinating the exchange of ideas and resources between groups, and provide information about AA both within and outside Alcoholics Anonymous.

Public Information responsibilities include:

- a) Chair all meetings of the PI Committee.
- b) Read and become familiar with the PI workbook and all related materials from the General Service Office.
- c) Communicate and cooperate in a working relationship with the staff person for PI at the General Service Office and the Area 40 chairperson as well as the district CPC chairperson.
- d) Work with Group PI Chairs and the Intergroup PI chair to find productive and creative ways of cooperating without affiliating with various avenues of media in District 91.
- e) Stress the importance of local work in Public Information and support this work by providing workshops.
- f) Offer any press releases and "for the public" videos, as well as other materials made available from the General Service Office to the media in District 91.
- g) Consider all business in PI that appears on the General Service Conference Agenda and Area 40 agenda.
- h) Lead discussions on these agenda items at committee meetings and pre-assembly events.
- i) Work with other District Chairs in helping distribute information about any workshops or panel discussions.
- j) When there is a DUI Court the District PI Chair will schedule AA members from different groups to attend and offer information about recovery and AA.

Treatment – The Treatment chair leads and coordinates the work of individual AA members and groups to carry the AA message to alcoholics in Treatment Facilities located in District 91. He or she works closely with the district Bridging the Gap Chair and provides a clearinghouse of information in District 91 with respect to Treatment Facility work. The Treatment Chair coordinates the exchange of ideas and resources between groups providing experience and assistance in developing projects that will further the carrying of the AA message in Treatment Facilities.

Treatment responsibilities include:

- a) Chair all committee meetings of the Treatment Facilities Committee.
- b) Read and become familiar with the Treatment Facilities workbook and all related materials from the General Service Office.
- c) Communicate and cooperate in a working relationship with the staff person for Treatment Facilities at the General Service Office and the Area 40 chairperson.
- d) Work with Group Treatment Facilities Chairs to find productive ways of communicating about Alcoholics Anonymous to individuals in District 91 Treatment Facilities.
- e) Coordinate the work of AA members and groups who are interested in carrying the message into Treatment facilities.
- f) Assist in placing AA literature in Treatment Facilities.
- g) Consider all business on Treatment Facilities that appears on the General Service Conference Agenda and the Area 40 agenda.
- h) Lead discussions on these agenda items at committee meetings and pre-assembly events.

Bridging the Gap (BTG) – The Bridging the Gap Chair leads and coordinates the work of individual AA members and groups to be available for men and women being released from jails, institutions, and treatment facilities throughout Area 40. He or she works closely with the district Treatment Chair and provides a clearinghouse of information in District 91 with respect to Bridging the Gap work.

Bridging the Gap responsibilities include:

- a) Attend District 91 business meetings and provide District 91 Treatment and Corrections Committees with updated BTG reports on efforts and materials.
- b) Chair all committee meetings of the Bridging the Gap Committee and participate in all Treatment and Corrections committee meetings.
- c) Read and become familiar with all Bridging the Gap materials and related literature available from the General Service Office.
- d) Coordinate the work of AA members and groups who are interested in BTG volunteer opportunities.

- e) Create, monitor and maintain current and accurate contact lists of BTG contact volunteers within District 91.
- f) Use and maintain directories and other tools important in helping individuals “bridge the gap” from various facilities to the larger AA community.
- g) Work closely with the district Treatment and Corrections chairs as well as the Area BTG Chairperson.
- h) Be available to conduct BTG workshops, training and provide updated materials for local groups and volunteers.
- i) Work to ensure that men and women have access to meetings after leaving treatment or correctional facilities.
- j) Consider all business regarding BTG that appears on the General Service Conference Agenda and the Area 40 agenda.
- k) Lead discussions on these agenda items at committee meetings and pre-assembly events.

Appendix A:

Robert's Rules of Order (*a loose version as observed at District 91 business meetings*)

In District 91, and Area 40 Business, the agenda system is used. Robert's Rules of order are meant to keep discussion and decisions meaningful.

For some voting procedures, a quorum is taken usually by an attendance sheet being passed around. (What constitutes a quorum is usually decided beforehand and stated in the by-laws or guidelines). In cases such as Third Legacy procedures, it is imperative to have an exact number of voting participants. This is also done in matters of major concern such as money issues where substantial unanimity votes are necessary. Substantial unanimity is usually left to the group conscious but the default (from the A.A. Service Manual) is 2/3 majority.

An individual, group, or committee may put forth an item for consideration as an agenda item (which is a motion filed before the meeting is held). This helps ensure that the item to be considered can be reviewed accurately and in detail. There is usually a deadline for agenda items to appear on the agenda as new business. **Area 40** business is due February 1 and July 1 before each of the respective Assembly's.

District 91 Agenda items are due one month before the next District meeting. This is so that discussion on the agenda items can be had with clarity at the group level before the Area Assembly or District meeting.

A floor action can be entertained at any particular meeting which makes a motion (for an agenda item) and the time in which the voting will take place. This is usually only done when a timely decision must be made. Any voting member can verbally petition the group to entertain a floor action, with a second it becomes a motion open for

discussion. The motion is then considered a made and seconded motion and the floor will be open for discussion per the chairperson's discretion.

When enough time and ample opportunity for discussion has taken place, a voting member may say, "Call for the question." At which time that motion to cease discussion should be seconded and a simple majority vote will take place to cease discussion only (not a vote on the motion itself). If everyone is willing to halt discussion on the motion (it is usually a unanimous vote because we usually "beat the horse to death") then it is time to vote on the motion itself. Generally, it is better to vote by a show of hands so if it is close you can get a count of in favor for and opposed to votes.

If it is not a unanimous vote then the chairperson asks for "minority opinion". People that voted in the minority will then have the opportunity to state why they voted as such or to provide any new information that has not already been stated. (Only those that voted in the minority are supposed to voice their opinion at this time). The Chairperson may then ask if there is anyone in the majority that would like to change their vote and open the floor back up for discussion on the motion. If so, discussion of the original motion will take place a second time and the process is repeated.

Passed motions are transcribed in the minutes to be archived.

"Cliff Notes for Robert's Rules"

- **An item is identified that needs some action on.**
- **A motion is made by a voting member.**
- **A second is made to the motion.**
- **The chairperson then moderates the discussion.**
- **After thorough discussion (usually the chair asks 3X for "any more discussion").**
- **Voting of eligible members occurs by raising hands.**
- **Most items require a simple majority; others require a two-thirds majority.**
- **If the result of the vote is not unanimous the chair asks for "minority opinion".**
- **After the opinion is given, the chair asks if anyone in the majority wants to change their vote.**
- **If no one changes their vote then the motion passes.**
- **If someone in the majority changes their vote you go back to discussion again.**

Appendix B:

During rotation 2019-2020 decision was approved to receive and record reports as organized on the meeting agenda and the meeting format.

DISTRICT 91 MEETING AGENDA 01/27/2018

Serenity Prayer

Preamble

12 Traditions

12 Concepts

Concept of the Month Review for _____. (current month)

Concept Review Volunteer for next month - _____.

Meeting Host Group for this month is _____ Group.

Meeting Host Group for next month's meeting will be - _____ Group.

Review and approval of previous minutes.

7th Tradition

INTRODUCTION OF ATTENDEES

COMMITTEE CHAIRS / REPORTS:

Archives –

Bridging the Gap -

Cooperation with the Professional Community (CPC) –

Corrections –

Grapevine –

Literature –

Public Information (PI) –

Treatment –

District Intergroup Liaison – (non-voting)

STANDING COMMITTEES / REPORTS:

Into Action –

Christmas Alcathon –

GROUP REPORTS:

Baffled Lot Group -

Band of Brothers –

Big Book Group –

Bigfork by the Bay Group –

By the Book –

Canyon Group –

Chief Cliff AA –

Circle of Sisters –

Columbia Falls Group –

Flathead Valley Serenity Group –

Fresh Start -

**Going to the Sun Group –
Lunch Bunch –
New Hope Group –
Somers/Lakeside Group –
Sunrise Group –
Swan River AA Group –
Tobacco Valley Group –
Whitefish Group –
Women in Sobriety –**

OFFICER REPORTS:

**District Committee Member (DCM) –
Alternate District Committee Member (Alt. DCM) –
Treasurer –
Secretary –**

OLD BUSINESS:

NEW BUSINESS:

CLOSE WITH RESPONSIBILITY STATEMENT

Appendix C:

DISTRICT 91 AGENDA ITEM PROPOSAL FORM

- (1) Describe the proposal:**
- (2) List the proposal benefits:**
- (3) Cost Estimate:**
- (4) List additional background material(s) included with the proposal:**
- (5) How the proposal originated:**
- (6) Why the proposal should be considered:**
- (7) Final comments:**

Appendix D:

GSR Report

There is no right or wrong way to give a GSR report. It is suggested though, that you include current information about your group that may be of interest to others. For Example:

"Our Group meets 4 times a week and attendance has been good except for Fridays, they could use some support. We take a meeting once a week to XYZ

Treatment center and have members that are active in taking meetings into the jail & DUI Court. Our Group Conscience meeting (where we get our business done) is Wednesday at 7 pm one hour before our regular meeting. Sunday is still a Big Book meeting. We have a new Treasurer, Jane D. We are planning a sledding trip and chili dog feed on Saturday, February 30th at Harrys Ranch. Call Jack D at 555-1212 for directions or questions.”

This is only an example and can be shorter or longer, think about the information you like to hear about other Groups and include it in yours.

Reports should be turned into the District Secretary no later than at the District meeting. Reports should be dated with signature when handwritten or typed; or emailed to the secretary prior to the meeting.

Committee Chair Report

There is no right or wrong way to give a Committee Chair report. It is suggested though, that you contain current information about the activity you have been doing as the committee chair and what your committee has been doing that may be of interest to others. For Example:

“Our Corrections committee met to review the requirements the Jail Commander has for members taking meetings into the Jail. We had members from 4 groups attending the meeting that was held at the meeting room for the No Half Measures Group. All 3 Jail meetings each week (Men, Women, and Juvenile) were covered by members from the 2 groups in Smithtown. The committee is going to meet with the members of the group in Jonestown at their next Group Conscience (business) meeting to see what can be done to assist them to get members to help in Jail meetings.”

This is only an example and will differ as to the task of your committee.

Reports should be turned into the District Secretary at the District meeting. They can be handwritten, typed or emailed.

ARTICLE IX: Duties of non-voting District Service Positions

A. Alcathon Chair - The Christmas Alcathon Chair should be elected at the October District meeting. This can be an individual or a group that takes on these responsibilities.

Alcathon Responsibilities include:

a) Obtain these instructions for the event from the District Guidelines. These also include "Meetings Chair Sign-up sheet", Alcathon Checklist (Appendix F), and the suggested Alcathon meeting format (Appendix E).

b) Secure a location for the event

- c) Create a distributable announcement flyer and distribute it to District 91 groups, the Intergroup website www.aanwmt.org, and Area 40's Website www.aa-montana.org.
- d) Attend various meetings around the District to sign up individuals willing to chair meetings that will be started hourly and will last for 50 minutes. Meetings start at 4 pm on Christmas Eve and go until 4 pm Christmas Day.
- e) If the Alcathon is being held at a facility that already has a meeting at a particular time, those meetings will be integrated into the schedule and will hold precedence to provide a chair for the meeting.
- f) Contact the District Literature Chair to provide Big Books for the meetings (and for sale) as well as a display of A.A. Literature and pamphlets.
- g) Contact the District Grapevine Chair for a Grapevine display and to provide extra copies of old Grapevines to be shared with meeting attendees.
- h) The Alcathon is supported by District 91 and money is available to purchase coffee, cups and other supplies as necessary.
- i) The Alcathon is also partially self-supporting. So, a Seventh Tradition will be collected as a part of each Alcathon meeting. An envelope is needed for each meeting and the money collected is placed in the envelope with the time of the meeting and the amount written on the envelope. The envelope is deposited in the lockbox of the hosting facility and arrangements are to be made with that group's treasurer to retrieve the envelopes. All of the envelopes are to be turned over to the District Treasurer.
- j) Arrive at the event to set up and orientate the first meeting Chairperson. Request outgoing Chairs to do the same with incoming Chairs.
- k) Provide meeting Chairs with the Chairperson schedule, format, and Alcathon Chair's contact number.
- l) Visit the meeting at reasonable intervals to ensure all is well and provisions are adequate. Also, make arrangements after the last meeting to put away the coffee cups, and meeting paperwork.
- m) Submit a report at the next District Meeting telling about how things went.

Background: It has been a long-standing tradition in the Flathead Valley for both District 91 and the Flathead Valley Intergroup to host Alcathons over the holidays. District 91 hosts the Christmas Alcathon. Starting at 4 p.m. each Christmas Eve, hourly meetings are held until 4 p.m. Christmas Day. The Flathead Valley Intergroup hosts the New Year's Alcathon which starts at 4 pm New Year's Eve and goes until 4 pm New Year's Day. See Appendix E for suggested Alcathon meeting format.

B. District Intergroup Liaison:

The responsibility of the District Intergroup Liaison is to act as a conduit of information between Intergroup and District. The Intergroup Liaison is responsible for informing the Intergroup Web Chair where the upcoming District meeting will be held so that it can be posted on the local Intergroup Website. He or she will attend all Intergroup business meetings and provide both a written report to the Secretary and verbal report to the District at their monthly business meetings. The Liaison does not carry a vote at District but plays an essential role in facilitating productive and effective communication between Intergroup and District.

Appendix E:

District 91 Guideline for Alcathon Meeting Format-

Notes to the Chairperson: Alcathon meetings are 50 minutes. They should start on the hour and end ten minutes prior to the next hour. It is your responsibility as chairperson to keep the meeting on topic and limit the length of individual shares so that all who wish to share get a chance to do so and so the next meeting can start on time. This is an Open meeting of AA, which means this meeting is open to all who have an interest in knowing more about the disease of alcoholism and our program of recovery. It is the chairperson's duty to see this is respected so that those who come here with their alcohol problem find suggestions and hope for recovery, this reflects our Third Tradition. At the close of the meeting please deposit the Seventh Tradition envelope to the designated place. Opening Statement from Chairperson: "My name is _____, and I am an Alcoholic.

- Before we begin, I'd ask that we leave this facility better than we've found it. Volunteers to help clean up after the event are welcome.
- This is an Open meeting of Alcoholics Anonymous. We ask that you respect this and limit your shares to your experiences and recovery from alcoholism.
- Our Seventh Tradition states we are self-supporting through our own contributions. If you are not an AA member, we ask that you not contribute. These contributions fund our meeting place, pay for coffee and help pay for literature. *Pass the basket
- Let us now settle into a moment of silence to do with as you personally choose followed by the Serenity Prayer.
- Prayer:

Readings: AA. Preamble How It Works from page 58 in the Big Book The Twelve Traditions

Introductions- Let's go around the room and introduce ourselves. You are welcome to share the name and location of your home group, and your sobriety date if you wish. If this is your first AA meeting ever or the first since your last drink, you are invited but not

required to share your first name so we may better get to know you. Chair: I'll start with me..... _____ , after introductions.....ask.....

Are there any Sobriety Birthdays this week?

Now we invite any questions or concerns from newcomers or a topic for the meeting. (Or a topic chosen by the ChairPerson.)

Ending Statement: Anonymity is the spiritual foundation of all our traditions. Please respect this by keeping what you've heard and whom you've seen in confidence. Let us end with AA's Responsibility Statement (see that it is posted where attendees can read it)

See Appendix F for a more comprehensive checklist of the Alcahion Chairs duties.

Appendix F:

Alcahion Checklist Location- decided on by Alcahion Chair or the hosting Groups group conscience.

Chairperson and Co-Chair- Ensure coverage and take responsibility, and security of the facility Attend area meetings prior to the event. Obtain volunteers to chair 50-minute meetings that begin at the top of every hour. Arrange for opening and setting up facility Arrange for closing and cleanup of facility Provide instructions for coffee preparation so anyone can do it. Event Flyers created and distributed and posted to www.aanwmt.org and www.aa-montana.org. Meeting Materials: Meeting format, Meeting Chairperson sign-up sheet, Hourly meeting envelopes for Seventh Tradition, Pens, pencils, and note paper, Big Books, 12 and 12's, and Copies of Grapevines to share with newcomers. Responsibility statement posting for the end of meeting "prayer" District Literature Chair could be requested to:

Have new Big Books to give or sell. (provide extra envelopes for money and records)
Have an AA Pamphlets Rack- or borrow from a group Have some Grapevines to give away Provide copies of current meeting schedules Coffee and Condiments- Coffee- Regular and Decaf Cups Sugar and Equal or equivalent Cream and or nondairy creamer Stir Sticks Napkins Treats- Group Conscience to budget and decide what will be provided (sign sheet for groups to donate or to purchase some) Cleanup supplies Garbage bags Wash towels Dish Soap Be prepared to clean up spilled coffee and drinks Close- Inspect facility Ensure all goods returned Retrieve Seventh tradition envelopes when the hosting treasurer is available and give to the District Treasurer Provide report at the next District meeting.