

GUIDELINES AND JOB DESCRIPTIONS

Preamble of Alcoholics Anonymous

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from Alcoholism. The only requirement for membership is a desire to stop drinking.

There are no dues or fees for A. A. membership; we are self supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy, neither endorses or opposes any causes. Our Primary Purpose is to stay sober and help other alcoholics to achieve sobriety.

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I. Name

The name is Western Mass Institutions Committee

II. Articles of Purpose

In agreement and cooperation with the Responsibility Pledge of Alcoholics Anonymous, the primary purpose of the Institutions Committee is to coordinate the work of the individual AA members and their groups who are interested in carrying the AA message of recovery to all alcoholics who might benefit from a meeting brought into their facility and to facilitate a means of Bridging the Gap from the institution to the larger AA community.

III. Institutions Committee Officers

The officers of the Institutions Committee are: Chairperson, Co-Chairperson, Treasurer, Secretary and Librarian. Their duties are outlined in the Job Descriptions section.

a. Election

Elections of Institutions Committee Officers are held each year in the month of November. Elections are conducted using the Third Legacy Procedure (See Appendix III).

b. Vacancies

Chairperson:

If the Chairperson resigns during his or her term, the Co-Chairperson immediately assumes the position of Chairperson.

In the event the Chairperson is not able to fulfill his or her duties, the Co-chairperson acts as the Chairperson.

If the Chairperson does not attend the Institution Committee meeting for two consecutive months and does not communicate with the Co-Chairperson during such time, it will be considered a resignation and he or she will be replaced by the Co-Chairperson.

If the Chairperson is not fulfilling their duties, the Co-Chairperson, with the approval of all remaining officers, will assume the Chairperson position.

An election should be held at the soonest possible committee meeting for a new Co-Chairperson.

All Other Institutions Officers

If any other officer resigns or cannot fulfill his or her position the Chairperson will act using the following procedure to fill the vacancy:

- If the vacancy occurs **before the halfway point** of the officer's term **an election will be held** at the following months meeting.
- If the vacancy occurs **more than halfway through** the officer's term, **the chair will appoint** a replacement to fill in until the end of the election term.

If any Institutions Committee Officer does not attend the Institution Committee meeting for two consecutive months and does not communicate with the Institutions Chairperson during such time, it will be considered a resignation and he or she will be replaced by following the procedure above.

c. Job Descriptions & Qualifications

Chairperson

The Institutions Chairperson position is a two-year commitment, one year as Co-Chairperson and one year as Chairperson. They are responsible for preparing the agenda and chairing the monthly Institutions Committee meeting. They also appoint all Liaisons and serve as the main contact person to the public in all Institutions Committee affairs.

In addition to their duties to the committee and in the spirit of unity, the Institution Chairperson takes part in the following functions of Area 31:

- Attends and is a voting member of the monthly Area Committee meeting and reports the committee's current status as well as distributes the open meeting list.
- Attends and is a voting member of both the Spring and Fall Assemblies and reports the committee's status since the previous assembly as well as distributes the open meeting list.
- Responsible for the care and upkeep of the Institutions Committee's display boards and delivers and sets them up at the Spring and Fall Assemblies, the Western Mass. Round-Up, every other year at the Mass. State Convention and group anniversaries when requested.
- Attends both the Mass. State Convention and the North East Regional Alcoholics Anonymous Service Assembly (NERAASA). The Committee covers the cost of two registrations. One for the Chairperson and one for the Co-Chairperson. The cost of one room is also covered by the Committee for each event to be shared by the Chairperson and Co-Chairperson.

Suggested Qualifications:

- Recommended three years of continuous sobriety.
- Past or current Institutions experience.
- Currently hold an Institutions Meeting.
- A sound understanding and appreciation of the Steps, Traditions and Concepts.

Co-Chairperson

The Institutions Co-Chairperson position is a two-year commitment, one year as Co-Chairperson and one year as Chairperson. They are responsible for chairing the monthly Institutions Committee meeting in the absence of the Chair. The Co-Chairperson also heads up all ad-hoc/fact finding committees created by the chair. They perform any secretarial duties in the absence of the Secretary and act as the contact person for all Institutions Group Representatives (IGRs). They also coordinate an annual workshop focused on the current needs of the area.

In addition to their duties to the Committee and in the spirit of unity, the Institutions Chairperson takes part in the following functions of Area 31:

- Attends and is a voting member of the monthly Intergroup meeting and reports Committee's current status as well as distributes the open meeting list.
- In the absence of the Chairperson, attends any Area 31 functions listed in the Chairperson's job description.
- Attends both the Mass. State Convention and the North East Regional Alcoholics Anonymous Service Assembly (NERAASA). The Committee covers the cost of two registrations. One for the Chairperson and one for the Co-Chairperson. The cost of one room is also covered by the Committee for each event to be shared by the Chairperson and Co-Chairperson.

Suggested Qualifications:

- Recommended three years of continuous sobriety.
- Past or current Institution experience.
- Currently hold an Institutions Meeting.
- A sound understanding and appreciation of the Steps, Traditions and Concepts.

Secretary

The Institutions Secretary position is a one-year commitment. Their primary responsibility is recording all minutes of the monthly committee meetings. They are also responsible for recording all motions and their outcomes in the motion book. Other duties include:

- Keep a record of a roll call list which includes names of Sponsors and Alternates, their phone number(s), meeting and date commitment was taken and attendance at the monthly committee meeting. Updates roll call list quarterly.
- Updates the open meeting list monthly and provides copies to the Institutions Chairperson and Co-Chairperson for distribution at the monthly Intergroup and the Area Committee meetings. Also provides a copy to the Intergroup Office for posting on their website.
- Keeps a record of Institutions Group Representatives (IGRs) which includes names, group represented, phone numbers and attendance at the monthly committee meeting.
- Provides copies of all Institutions related paperwork at the monthly Committee Meeting including their report from the previous month's meeting, open meeting list etc.
- Provides copies of the minutes from the monthly Committee Meeting to the Institutions Chairperson and Co-Chairperson prior to the next monthly Intergroup and Area Committee Meetings.
- Gives annual report of the Institutions Committee every other year at the Institutions Workshop.

Suggested Qualifications:

- Recommended one year of continuous sobriety.
- Currently hold an institution meeting or is an Institutions Group Representative.
- Ability to keep good legible records.
- A sound understanding and appreciation of the Steps, Traditions and Concepts.

Treasurer

The Institutions Treasurer position is a one-year commitment. They are responsible for all financial affairs regarding the Institutions Committee. They report monthly to the Institutions Body and provide copies to all in attendance. Other duties include:

- Balance all funds, pick up mail as well as group donations at the Intergroup Office.
- Pay all institutions related expenses including rent, literature purchases, etc. The Treasurer has authority to sign all checks.
- Prepares a financial report covering the period from the month of the last Area Assembly to the last full month prior to the next Area Assembly. Provides a copy to the Institutions Chairperson for presentation at the assembly.

Suggested Qualifications:

- Recommended two years of continuous sobriety.
- Currently hold an Institution Meeting or is an Institutions Group Representative.
- Ability to maintain accurate accounting records and be proficient in math.
- A sound understanding and appreciation of the Steps, Traditions and Concepts.

Librarian

The Institutions Librarian position is a one-year commitment. They are responsible for purchasing literature through the Intergroup Office and distributing it at the monthly Institutions Meeting to the Sponsors or Alternate Sponsors of the Committee's commitments. Other duties include:

- Maintaining an accurate inventory of AA Literature.
- Picking up "When & Wheres" for the Bridging the Gap Program.
- Assists Institutions Chairperson in the care and updating of the Institutions Committee display boards as well as delivery and set up at area and group functions.

Suggested Qualifications:

- Recommended one year of continuous sobriety.
- Currently hold an institution meeting or is an Institutions Group Representative.
- A sound understanding and appreciation of the Steps, Traditions and Concepts.

IV. Non-Officer Service Positions

Other service positions of the Institutions Committee are: Bridging the Gap Coordinator, Liaison(s), Institutions Group Representatives (IGR's), Meeting Sponsors and Alternate Sponsors. Their duties are spelled out in the Job Descriptions section.

a. Creation

Creation of other service positions requires two-thirds majority of the Institutions Committee Body.

b. Dissolution

Dissolution of other service positions requires a two-thirds majority vote of the Institutions Committee Body.

c. Election/Appointment

Bridging the Gap Coordinator: Appointed by the Chairperson.

Liaison(s): Appointed by the Chairperson.

Meeting Sponsors: Elected by the Institutions Body by simple majority.

Meeting Alternate Sponsors: Elected by the Institutions Body by simple majority.

d. Vacancies

The Chairperson has the discretion to replace any member of the Institutions Committee, who is a non-officer, in an emergency situation. The Chairperson can also roll-out or roll-in any meeting sponsor or alternate of the Institutions Committee body from a commitment if it is necessary for the well-being of the Institution commitment, the meeting itself, or Alcoholics Anonymous as a whole.

If any individual holding a non-officer position resigns or cannot fulfill their position the Chairperson will act using the following procedure to fill the vacancy:

- Appointed Positions - The Chairperson will re-appoint a successor as soon as possible.
- Electable Position - The Chairperson will hold an election for the vacant position using either a simple majority or Third Legacy Procedure depending on what is required for the particular position.

If any individual holding an Institutions Committee non-officer position does not attend the Institutions Committee meeting for two consecutive months and does not communicate with the Chairperson during such time, it will be considered a resignation and he or she will be replaced by following the procedure above.

e. Job Descriptions & Qualifications

Bridging the Gap Coordinator

The Institutions Bridging the Gap Coordinator position is a two-year commitment. They are responsible for coordinating the process of individual AA members leaving facilities (treatment or incarceration) and returning to the general AA community. They report monthly at the Institutions Committee. Other duties include:

- Keeps an updated contact list for all facilities served including phone numbers and email addresses.
- Monitors phone service.
- Cooperates with The Berkshire County Bridging the Gap Coordinator.
- Recruits new volunteers.
- Provides flyers at the monthly meetings.
- Assists Liaisons in contacting facilities on an as needed basis.

Suggested Qualifications:

- Recommended three years of continuous sobriety.
- A sound understanding and appreciation of the Steps, Traditions and Concepts.

Liaison(s)

The Institutions Liaison position is a two-year commitment and is appointed by the Institutions Chairperson. They are responsible for communicating the Institutions Committees' Articles of Purpose to the facilities where the committee puts on its meetings. They serve as the face of Alcoholics Anonymous and coordinate as well as communicate with the facilities and the individual Sponsors and or Alternates of the individual meetings. Other duties include:

- Keeps the Chairperson and Co-Chairperson informed regarding the committee's relationships with individual facilities.
- Report monthly at the Institutions Committee Meeting.

Suggested Qualifications:

- Past or current Institutions experience.
- Recommended three years of continuous sobriety.
- Recommended three years AA service work.

- A sound understanding and appreciation of the Steps, Traditions and Concepts.

Institutions Group Representative

Institutions Group Representatives (IGR's) are elected by their individual groups for a term determined by their group (usually one year). They and or their group may or may not hold an Institution Commitment. They are responsible for attending the monthly Institutions Committee Meeting and reporting back to their group the current business that is taking place in the committee. Other duties include:

- Reporting the status of their groups commitment if they have one.
- Make their group members and the individual AA members who attend their group aware of the open meeting list.

Suggested Qualifications:

- Determined by individual home group.

Institutions Meeting Sponsor

The Institutions Meeting Sponsor position is a one-year commitment. Ideally a Sponsor of an Institution Meeting serves one year as alternate and one year as Sponsor however if a meeting has no representation beginning as a Sponsor is acceptable. They are responsible for putting on a meeting of Alcoholics Anonymous with the meetings Alternate Sponsor as frequently as the commitment calls for. The Institutions Committee provides AA literature to the meeting Sponsor and or Alternate to be given to the individual members attending the meetings inside the facility providing it is allowed by the facility. Other duties include:

- Reporting the status of their meeting monthly at the Institutions Committee Meeting. If their meeting falls on the same night as the monthly Committee Meeting, the Alternate or Sponsor should still attend to report on the status of their meeting. If there is only one Sponsor or Alternate they should contact any Institutions Committee Officer to report the status of their meeting prior to the monthly Committee Meeting.
- Follow "Suggested Guidelines for AA Members Going Into Institutions" (See Appendix I)

Suggested Qualifications:

- Recommended one year of continuous sobriety.

Institutions Meeting Alternate Sponsor

The Institutions Meeting Alternate Sponsor position is a one-year commitment. Ideally an Alternate Sponsor of an Institution meeting serves one year as Alternate and one year as Sponsor. They are responsible for putting on a meeting of Alcoholics Anonymous with the meetings Sponsor as frequently as the commitment calls for. The Institutions Committee provides AA literature to the meeting Sponsor and or Alternate to be given to the individual members attending the meetings inside the facility providing it is allowed by the facility. Other duties include:

- Follow "Suggested Guidelines for AA Members Going Into Institutions" (See Appendix I)
- Reporting the status of their meeting monthly at the Institutions Committee Meeting. If their meeting falls on the same night as the monthly Committee Meeting, the Alternate or Sponsor should still attend to report on the status of their meeting. If there is only one Sponsor or Alternate they should contact any Institutions Committee Officer to report the status of their

meeting prior to the monthly Committee Meeting.

Suggested Qualifications:

- Recommended six months of continuous sobriety.

V. Ad Hoc Committees

a. Purpose

Ad Hoc committees are temporary committees established to accomplish a specific task or project. Examples of such tasks or projects would be a review of the Committee's Guidelines or research needed to make policy or structural changes to the Institutions Committee.

b. Creation

The Institutions Chairperson can appoint an Ad Hoc committee or be directed by the Institutions Committee to do so. Generally, the Co-Chairperson heads up all Ad Hoc committees.

c. Dissolution

An Ad Hoc committee is dissolved automatically (without vote) when the specific task or project is accomplished.

VI. Monthly Institutions Meeting

a. Agenda

The agenda for the monthly Institutions Committee Meeting is set by the Chairperson. Members wishing to place items on the agenda for the monthly meeting are encouraged to submit them to the Chairperson. Motions from the floor may be made by any member of the Institutions Committee. A sample agenda is outlined in the appendices titled "Business Meeting Format" (See Appendix II)

b. New Meeting Requests

The following is the Institutions Committee policy regarding new meeting requests:

- All new meeting requests are to be investigated by the Chairperson to determine if they meet the Institutions Committee's 'Articles of Purpose', as determined by the Chairperson, Co-Chairperson, and Liaison(s).
- The Chairperson will then read the request before the Institutions Committee Body for a period of six months and instruct the Secretary to list it on the open meeting list.
- The meeting request will remain off the roll call until it is taken by an Institutions Committee Sponsor, Alternate Sponsor, and or AA Group Commitment.
- If the meeting is not taken by anyone after six months the Chairperson will instruct the Secretary to remove it from the open meeting list. The Chairperson or Co-chairperson will contact the respective requesting facility and inform them that the meeting request cannot be filled at this time, and welcome them to submit another request

c. Voting Members

Service Position	Motion	Election Vote	Business Vote	Nominations
Chairperson	No	Yes	No	Yes
Co-Chairperson	No	Yes	No	Yes
Treasurer	Yes	Yes	Yes	Yes
Secretary	Yes	Yes	Yes	Yes
Librarian	Yes	Yes	Yes	Yes
Bridging the Gap Coordinator	Yes	Yes	Yes	Yes
Liaison(s)	Yes	Yes	Yes	Yes
Meeting Sponsors	Yes	Yes	Yes	Yes
Alternate Meeting Sponsors	Yes	Yes	Yes	Yes
Institution Group Reps (IGR's)	Yes	Yes	Yes	Yes
Area Chairperson*	No	No	No	No
Area Delegate**	No	No	No	No
Invited Committee***	No	No	No	No

* Area Chairperson:

The Area Chairperson does not have a vote in the general election of Officer and Non-Officer positions as the newly elected Area Chair customarily conducts the election. Also, if an interim election for any of these positions is needed the current Area Chair conducts the election.

** Area Delegate or Alternate Delegate:

The Area Delegate and Alternate Delegate have no voting privileges.

*** Invited Committees:

Invited Committees who hold a regular position on the Institution Committees monthly meeting agenda have no voting privileges.

d. Quorum

A quorum for an Institutions Meeting is the majority (half plus one) of those eligible to vote who are present at the beginning of voting. A quorum is required for voting items of old and new business, so that the Committee will reflect the informed group conscience of the Institutions Committee.

e. Voting on Motions of Old and New Business

Motions generally need a majority (at least one-half of the quorum plus one of the votes cast) to pass. Motions of a structural or policy nature (i.e. creating or dissolving committees or positions) require a two-thirds majority (at least two-thirds of the votes cast) to pass.

f. Parliamentary Procedure

To be sure Committee meetings run smoothly, the Institutions Committee follows the general suggestions contained in the A.A. Service Manual as well as general accepted parliamentary procedure.

VII. Amendment

These Guidelines may be amended by proposal to the Institutions Committee, followed by a two-thirds vote at a following meeting.

Appendices

- I. Suggested Guidelines For AA Members Going Into Institutions
- II. Business Meeting Format
- III. Third Legacy Procedure
- IV. Definitions
- V. Voting Guide
- VI. Summary Of Conference Procedures
- VII. The Twelve Steps Of Alcoholics Anonymous
- VIII. The Twelve Traditions Of Alcoholics Anonymous
- IX. The Twelve Concepts Of Alcoholics Anonymous

Appendix I

Suggested Guidelines For AA Members Going Into Institutions:

- 1) Take the AA meeting into the institutions on a regular basis.
- 2) Sponsor and Alternate attend meeting together on a weekly basis if possible.
- 3) Provide a go-between—between the institution group and groups on the outside.
- 4) Provide individual sponsorship:
 - i) Sponsor or try to arrange for a sponsor for an individual in an inside group upon request.
 - ii) Bring the newly released institution resident to an outside meeting.
 - iii) Provide an AA contact for the institution resident upon release.
- 5) Bring AA literature into the institution group.
- 6) Make information about AA's function and purpose available to the institution administration.
- 7) Know and adhere to all institution regulations. Explain them to other AA members going into the institution with you. Generally speaking, the only thing we take in is the message! WE TAKE NOTHING OUT!! REMEMBER WE ARE THE GUESTS OF THE INSTITUTIONS—WE ARE VISITING!!!
- 8) Dress as you would for any other AA speaking commitment. AA grows by attraction and example. Remember that you may be the only copy of the Big Book that the institution sees.
- 9) Do not promise anything except sobriety for those who really want it.
- 10) Do not criticize the institution for its policy. Do not engage in anything between the residents and the administration.
- 11) Maintain a friendly and positive attitude toward all, both residents and staff, at all times.
- 12) Read and be familiar with all AA literature. Be especially familiar with that literature pertaining to institutions.
- 13) Attend Institutions Committee business meetings on the first Wednesday of every month to give a report on how the meetings are going at the different institutions.

Appendix II

The Western Massachusetts Institutions Committee Business

Meeting Format

I. Open the Meeting

II. Introduce the Committee Officers

III. The Institution Committee "Articles of Purpose."

In agreement and cooperation with the, Responsibility Pledge of Alcoholics Anonymous, the primary purpose of the Institution Committee is to coordinate the work of the individual AA members and their groups who are interested in carrying the AA message of recovery to all alcoholics who might benefit from a meeting brought into their facility and to facilitate a means of Bridging the Gap from the institution to the larger AA community.

IV. Welcome new institutions reps.

V. Tradition of The Month

VI. Committee Reports

1. Secretary's Report
2. Treasurers Report (Motion needed)
3. Bridging the Gap Report
4. Liaison Report

VII. Invited Committee Reports

1. Area Delegate's or Alternate Delegates Report
2. Area Chairperson's Report
3. Western Mass Young Peoples Conference Committee Report

VIII. Institution Roll Call

IX. Old Business (from the floor or the secretary)

X. New Business (See Motion Guides)

XI. Motion to spend the money that is set aside for books

XII. Close the meeting with the Lord's Prayer

Appendix III

What is "Third Legacy Procedure"?

- 1) By "Third Legacy Procedure", we mean a special type of electoral procedure for the election of delegates.¹ It is considered to be unique with AA...
 - i) All members of the Area Committee are eligible for the position of Area Delegate; the Chairperson asks if any are unable to serve and withdraws those names.
 - ii) The remaining names are posted on a blackboard. (In rare cases the meeting, by a majority vote, agrees to accept additional nominations.)
 - iii) All GSR's and Area Committee members, who are present, cast written ballots—one choice to a ballot. The tally for each candidate is posted on the blackboard.
 - iv) **The first candidate to receive two-thirds of the total vote is elected.**
 - v) **Second ballot:** After the first ballot (Assuming no candidate receives the necessary two-thirds vote on the first ballot), any candidate having less than one-fifth of the total vote will be withdrawn automatically, except that the two top candidates must remain. In case there are ties for second place, the top candidate and the tied second place candidates remain. Conduct the second ballot.
 - vi) **Third ballot:** After the second ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except that the two top candidates must remain. In case there are ties for second place, the top candidate and tied second place candidates remain. Conduct the third ballot.
 - vii) **Fourth ballot:** After the third ballot, if no candidate has a two-thirds majority vote, the chairman asks for a motion to move to a fourth and final ballot. The chairman asks for the motion to be seconded and asks for a majority hand vote on the motion to move to the fourth ballot.
 - (a) If this motion is defeated, balloting will end and we move to a "hat" vote immediately.
 - (b) If the motion is approved, a fourth and final ballot will be conducted.

Fifth ballot: If no election occurs by this time, the chairman announces the choice will be made by a lot (from the "hat"). At this point, balloting usually involves only the top two or three candidates. The teller then draws lots, and the first one "out of the hat" becomes the delegate.

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It is customary in Western Massachusetts Service Elections to consider the very first ballot as a "nominating" ballot only. It is not counted as one of the five possible ballots described above. This procedure is excerpted from "The AA Service Manual", Revised Edition, pp. 21-22.

Appendix IV

Definitions

Institution - An Institution may be defined as any facility, hospital, prison or program where an alcoholic may be treated, rehabilitated or held either voluntarily or involuntarily.

Bridging the Gap - Bridging the Gap occurs when a member of AA facilitates the transition from treatment (or incarceration) to recovery within the larger community for individuals returning to their daily lives, work and family. It is essentially temporary function to negotiate the more "slippery" places between the Institutions door and sobriety.

Appendix V

Voting Guide

Service Position	Suggested Sobriety	Brief Description	Term of Commitment	Election Method
Chairperson	3 Years	See Guidelines	2 Years – 1 Year as Chair & 1 Year as Co-Chair	Third Legacy
Co-Chairperson	3 Years	See Guidelines	2 Years – 1 Year as Chair & 1 Year as Co-Chair	Third Legacy
Treasurer	2 Years	See Guidelines	1 Year	Third Legacy
Secretary	1 Year	See Guidelines	1 Year	Third Legacy
Librarian	1 Year	See Guidelines	1 Year	Third Legacy
Bridging the Gap Coordinator	3 Years	See Guidelines	1 Year	Appointed
Liaison(s)	3 Years	See Guidelines	1 Year	Appointed
Meeting Sponsors	1 Year	See Guidelines	1 Year	Simple Majority
Alternate Meeting Sponsors	6 Months	See Guidelines	1 Year	Simple Majority
Institutions Group Representatives (IGRs)	Determined by Individual Group	See Guidelines	1 Year	Individual Group

Summary of Conference Procedures

Generally speaking, the General Service Conference follows *Roberts Rules of Order*, and proceeds on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Conference to conduct its business; rules exist to allow the Conference to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years the Conference has adopted some exceptions to *Roberts Rules*, which help it to proceed more closely in accord with the spirit of AA Tradition.

Conference Quorum

A Conference quorum — two-thirds of all registered members — is required to conduct Conference business.

Committee System

To the extent possible, important matters to come before the Conference will be handled via the "Committee system." This assures that a large number of questions can be dealt with during Conference week. Each Committee considers carefully the items before it and presents its recommendations to the Conference as a whole for acceptance or rejection. Recommendations of Conference committees are automatically motions that have been made, and seconded. Members are urged to resist the temptation to edit recommendations on the floor.

Substantial Unanimity

All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, a *two-thirds majority*. Any actions, including amendments, that affect an Advisory Action, or motions that might result in such an action, also require a *two-thirds majority*. Because the number of members present in the hall during the week of Conference varies from time to time, the phrase two-thirds majority is taken to mean two-thirds vote of the Conference members voting, as long as the total vote constitutes a Conference quorum.

Minority Opinion

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote but fails to pass for lack of a two-thirds vote, the majority may speak.

Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Conference body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

General Rules of Debate and Voting

(Agreed to at the beginning of each Conference)

- People who wish to speak line up at the microphones and are called on in order.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full discussion of a recommendation should take place *before* each vote.
- Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mike and say it again.
- Premature actions (e.g., amending motions early in the

discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying Conference business.

- Voting is by show of hands.

Tabling a Motion

Tabling a motion (postponing discussion to a later time during the same Conference):

- Must be made without comment
- Requires a second.
- Is not debatable.
- Needs only a *simple majority* to pass.

Calling the Question

Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote (the question) or go on with the debate. A motion to call the question:

- Must be made without comment
- Requires a second.
- Is not debatable.
- Requires a *two-thirds vote*.

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone.

- Only a *simple majority* is required.
- If the majority votes to reconsider, *fiU debate*, pro and con, is resumed. (Conference members are urged to limit discussion to new considerations of the question under debate.)
- No action may be reconsidered twice.

Floor Actions

Floor actions may be introduced at any time during the Conference except at the Sharing Sessions, and:

- Must be made without comment
- Must be submitted in writing by the maker to the Conference secretary.
- Will come up for deliberation after all Committee *reports* have been heard.
- Require a *two-thirds majority*.

All floor actions will be heard unless there is a motion that the Conference decline to consider a *floor action*. A motion to decline to hear a floor action:

- Must be made without comment
- Is not debatable.
- Requires a *two-thirds majority*.

Appendix VII

THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends *to them* all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

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Appendix VIII

THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS (SHORT FORM)

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A. A. group ought never endorse, finance, or lend the A. A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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Appendix IX

THE TWELVE CONCEPTS FOR WORLD SERVICE (SHORT FORM)

1. Final responsibility and ultimate authority for A. A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A. A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To insure effective leadership, we should endow each element of A. A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional "Right of Decision."
4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws-of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

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