

District 13 Niagara South  
General Service Committee

Structure and Operating Procedures

**AUGUST 8TH 2011**  
**REVISED AND APPROVED**

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## Structure and Operating Procedures

### Purpose

The purpose of this structure and operating procedure is to provide the continuing successful operation of unified groups in our district. The structure and procedures set out what the groups have agreed upon and not what anyone has committed them to do.

It is suggested that all AA members of District 13 carry the message to the greater number of still suffering alcoholics within the confines of:

- 1) The Twelve Steps
- 2) The Twelve Traditions
- 3) The Twelve Concepts

### Section 1 Organization

#### Sub-Section 1 The name

The Committee shall be known as “District 13 Niagara South General Service Committee”

#### Sub-Section 2 Structure

The Committee shall be composed of the following elected  
“Trusted Servants”

- 1) District Committee Member (DCM)
- 2) Alternate District Committee Member (Alt. DCM)
- 3) Treasurer
- 4) Alt. Treasurer
- 5) Secretary
- 6) Alt. Secretary
- 7) General Service Representatives (GSR’s) one from each group in the District
- 8) Sub-committee Chairpersons: Public Information, Co-operation with the Professional Community, Grapevine, Treatment Facilities and Correctional Facilities

## Section 2 Elected Positions

### Section 2 Sub-Section 1 Elected Officers

#### District Committee Member (DCM)

##### Qualifications

- a) A past GSR or Intergroup Representative well grounded in AA service work.
- b) Enough sobriety time to run for the Delegate position. (Usually 5 years)
- c) The time and energy to serve the District well.

##### Position Description

- 1) Hold and chair monthly meetings of the General Service Representatives (GSR's) in the District.
- 2) Prepare and present a calendar of monthly meeting dates at the first meeting of their term.
- 3) The DCM follows the duties provided in the current Service Manual.
- 4) The DCM be present at all Niagara South Spring Roundup Meetings and fulfill all Roundup responsibilities.
- 5) The DCM is responsible for everything (keys, contract, etc.) pertaining to the storage unit for the Spring Roundup.
- 6) The DCM attends all Area 86 Committee Meetings and Area 86 Assemblies.
- 7) Prepare and present an agenda for each District meeting.
- 8) The DCM attends and participates in the District Sub-Committee meetings.
- 9) The DCM holds at least 3 Review Meetings a year with the Sub-Committee Chairpersons: the first being in December immediately after the election of new Sub-Committee Chairpersons.
- 10) The DCM shall notify the Area Secretary/Registrar of new GSR's. In this manner GSR's will receive their GSR kit from the General Service Office (GSO).
- 11) The DCM attends at least one meeting of every group in District 13 during their term.
- 12) The outgoing DCM is responsible for setting up the transfer of banking to the incoming committee.

13) The DCM will act as a liason between the aaniagara.org website and the District.

### Alternate District Committee Member (Alt. DCM)

#### Qualifications

- a) A past GSR or Intergroup Representative well grounded in AA service work.
- b) Enough sobriety time to run for the Delegate position. (Usually 5 years)
- c) The time and energy to serve the District well.

#### Position Description

- 1) The Alt. DCM is a backup for the DCM. In the event that the DCM is unable to serve for any reason, the Alternate DCM steps in. Usually the Alt. DCM is elected at the same time as the DCM, by the same procedure. The Alt. DCM should be encouraged to assist, participate and share in the DCM's responsibilities at District and Area meetings. (Refer to current Service Manual)
- 2) The Alt. DCM is expected to attend District 12 Committee Meetings and Intergroup Meetings monthly.
- 3) The Alt. DCM be available to assist District Sub-Committees.
- 4) The Alt. DCM organizes at least one workshop annually in District 13.
- 5) The Alt. DCM may be called upon to act as liaison with the Area Remote Communities/Special Needs Chairperson.
- 6) The Alt DCM attends at least one meeting of every group in District 13 during their term.

### Treasurer

#### Qualifications

- a) A past GSR or Intergroup Representative well grounded in AA service work.
- b) The time and energy to serve the District well.
- c) It is suggested that they have an understanding of basic bookkeeping, if possible, or the willingness to learn the present system, or set a new one.

## Position Description

- 1) The District Treasurer Guidelines are taken from suggestions in the current Service Manual for Area Treasurer.
- 2) Present a balanced monthly financial statement at the District Meeting for the approval of the GSR's.
- 3) The Treasurer is responsible for encouraging contribution support at the District level.
- 4) Maintain a prudent reserve fund for the District. A reserve fund of \$1000.00 should be maintained.
- 5) Receive and distribute monies as required.
- 6) Attend monthly District Meetings.
- 7) Maintain care and control of bank accounts and signing authorities. 2 out of 3 authorized signatures are required for all cheques. (Authorized signatures are: DCM, Treasurer, and Secretary)

## Alternate Treasurer

### Qualifications

- a) A past GSR or Intergroup Representative well grounded in AA service work.
- b) The time and energy to serve the district well.
- c) It is suggested that they have an understanding of basic bookkeeping, if possible, or the willingness to learn the present system, or set a new one.

## Position Description

- 1) The Alt. Treasurer guidelines will follow those of the District Treasurer
- 2) The Alt. Treasurer will not have cheque-signing authority.

## Secretary

### Qualifications

- a) A past GSR or Intergroup Representative well grounded in AA service work.
- b) The time and energy to serve the district well.

## Position Description

- 1) The Secretary shall take the minutes of each District Meeting, prepare and mail copies to all GSR's in the District and archive the minutes with the District website.
- 2) The Secretary shall send copies of the minutes to the following: Delegate, Alt. Delegate, W.O.G.S. (Western Ontario General Service) Chairperson, W.O.G.S. Sub-Committee Chairpersons, Area Secretary, Area Treasurer and anyone else the DCM gives direction for (i.e.; other districts).
- 3) Keep up to date records of all the groups in the District, complete with group numbers and their current GSR's.
- 4) Attend the monthly District Committee Meeting.
- 5) Maintain supplies necessary for carrying out the duties of the Secretary. (i.e.; envelopes, stamps, etc.)
- 6) Pass on all information, materials and supplies to the incoming secretary at the end of the term.

## Alternate Secretary

### Qualifications

- a) A past GSR or Intergroup Representative well grounded in AA service work.
- b) The time and energy to serve the district well.

## Position Description

- 1) The Alt. Secretary is there to assist the Secretary with any and all of their duties whenever called upon to do so.
- 2) The Alt. Secretary does not have cheque-signing authority.

## Section 2 Sub-Section 2 Sub-Committee Chairpersons

### Qualifications for all Sub-Committee Chairpersons

- a) A past or present GSR or a past Intergroup Representative well grounded in AA service work.
- b) The time and energy to serve the District well.
- c) Should be familiar with the appropriate handbooks.

- d) All Subcommittee chairs make an effort to attend all area assemblies during their term.

### Public Information Chairperson (PI)

- 1) The Chairperson and committee carry the “AA Message” to the general public. The most common places this committee works are schools, colleges, libraries and community agencies within the District. The media plays an important role in the community. It is important the committee be ever mindful of Tradition #11.
- 2) Chairperson to be available to make presentations in conjunction with other Sub-Committee Chairpersons.

### Co-operation with the Professional Community (CPC)

- 1) The Chairperson and committee are responsible for carrying the “AA Message” to the professional community: those coming into contact with the still suffering alcoholic. This position entails working with those involved in the field of alcoholism. Some of the professionals the chairperson may come into contact with are: police, judges, lawyers, nurses, social workers and pharmacists. It is important that this committee be ever mindful of Tradition #6.
- 2) Chairperson to be available to make presentations in conjunction with other Sub-Committee Chairpersons.

### Treatment Chairperson

- 1) The Chairperson and committee are to carry the “AA Message” to hospitals, treatment facilities and related institutions. An important function of this committee is “Bridging the gap” between the facility and Alcoholics Anonymous. It is important that this committee be ever mindful of Tradition #6.
- 2) It is Alcoholics Anonymous’ position that we co-operate with outside agencies. We must abide by the institutions criteria.

### Corrections Chairperson

- 1) The Chairperson and committee are to carry the “AA Message” to those in correctional facilities, halfway houses, probation and parole offices, and correctional youth facilities. We try to keep all positions open to all

AA's in the Fellowship, but in this case, the correctional facility dictates who may enter the facility.

- 2) The Niagara Regional Detention Centre has requirements that must be met for clearance into the institution. Admittance to the facility is allowed only if you have 2 years of continuous sobriety and 5 years clear of any correctional facility, including parole. It is Alcoholics Anonymous' position that we co-operate with outside agencies. We must abide by the institutions criteria. Since the Sub-Committee Chairperson deals mostly with this facility, they should fit this requirement.
- 3) This is a unique position in that the chairpersons alternate responsibilities between District 12 and District 13 with each 2 year term.

### Grapevine Chairperson

- 1) The Chairperson and committee are responsible for "Not Keeping the Grapevine a Secret". The Grapevine committee works within the District and serves all functions requiring the committee's assistance. i.e.; (Conventions, Roundup and Service Days)
- 2) The Chairperson will maintain the Grapevine display kit, fill orders and will present a monthly financial report stating opening balance, sales and purchases for the month, value of inventory in dollars, petty cash on hand and closing balance. This the Grapevine Rep. will do in addition to other duties described in "What a Grapevine Rep. does". The Grapevine Representative has the distinction of being a promoter within the fellowship of Alcoholics Anonymous.
- 3) The outgoing and incoming Grapevine Chairperson should meet with the outgoing and incoming DCM to inventory all Grapevine stock, supplies and cash. All to be transferred to incoming Grapevine Chairperson.

### Section 3 General Guidelines

- 1) District 13 Committee will hold a regular monthly meeting. Time and place to be designated by the DCM.
- 2) It is suggested that you be willing to use your surname and provide your address and telephone number to be used within the service fellowship of Alcoholics Anonymous. (Pamphlet: Understanding Anonymity)
- 3) Can an Elected Officer vote on issues brought forth by a motion at a District Meeting?

No. The DCM, Alt. DCM, Treasurer and the Secretary may not vote on motions, nor may they bring forth a motion. There is one exception:  
The DCM is obligated to vote in the event of a tie.

- 4) Should an Elected Officer be a GSR for their group?  
Experience shows us that it is not practical for one to serve as an elected officer and a GSR at the same time.
- 5) Should a Sub-Committee Chair be a GSR for their group?  
Experience shows us that it is not recommended for a Sub-Committee Chair to serve as a Sub-Committee Chair and a GSR at the same time.
- 6) Can a Sub-Committee Chairperson vote on issues brought forth at a District Meeting?  
Yes, a Sub-Committee Chairperson may vote on a motion, as well as bring forth a motion. (Passed at Sept. 4 1990 District Meeting).
- 7) Can a non-alcoholic attend General Service meetings?  
On a motion passed at the July 14 2003 General Service meeting it was decided to leave it to our own discretion as to whether a non-alcoholic may attend GSR Meetings.
- 8) In the spirit of rotation it is strongly suggested that those present assume the responsibility of taking charge of the key and the opening and closing of the General Service meeting at the District level.
- 9) **An Adhoc Committee** is a fact finding committee who reviews or gathers information in order to make educated suggestions to the District Committee to be voted on or adopted to address any topic of concern to the District. An Adhoc Committee is without power of decision. It is the responsibility of the DCM to invite members to participate on the committee.
- 10) All motions from the floor must pass with a 2/3rds majority (Substantial Unanimity) unless otherwise specified.

Section 4  
Expenses

1) Area Meeting	DCM	\$100.00/Meeting
	Alt. DCM	\$100.00/Meeting
2) Area Assembly	DCM	\$250.00/Assembly
	Alt. DCM	\$250.00/Assembly
Sub Committee Chair (who is not a GSR) assembly workshops		\$150.00 to attend

The incoming Secretary and Treasurer who are not GSR's attend the Fall assembly of the odd year.\$150.00 to attend

3) Secretary Float	\$100.00
PI Float	\$50.00
CPC Float	\$50.00
Treatment Float	\$50.00
Corrections Float	\$50.00

To be replenished monthly with receipts

- 4) If an Elected officer or Sub Committee member has the intention of attending an AA service function, a motion for expenses will be entertained if it is brought to the District Thirty (30) days prior to the function.
- 5) It is recommended that where possible, the Sub-Committee Chairpersons obtain service literature from the Area.

Section 5  
Election Guidelines

- 1) Can an Elected Officer be re-elected?  
Yes. At a regular election where there is every opportunity for presenting all available candidates. The fact is though; AA's generally feel that the "spirit of rotation" keeps everything more vital and productive.
- 2) The term of office shall be 2 years for the Elected Officers and the Sub-Committee Chairpersons. Their term begins January 1<sup>st</sup> even years and ends December 31<sup>st</sup> odd numbered years, running concurrently with the Area Committee. (see current Service Manual)

- 3) The electoral call for the Elected Officers (DCM, Alt. DCM, Treasurer and Secretary) will take place in September of odd numbered years.
- 4) A roll call of outgoing Elected Officers, Sub-Committee Chairpersons, Alt. Secretary, Alt. Treasurer and GSRs shall be read for each position to be filled. Each person will be asked if they are willing to stand for election.
- 5) Following the roll call, nominations will be taken from the floor. Nominations to remain open until the October District meeting.
- 6) Prior to the elections at the October District meeting, roll call will be repeated and nominations will be taken from the floor.
- 7) Those standing for any position will be asked for a brief service history.
- 8) The election for these positions (DCM, Alt. DCM, Treasurer and Secretary) will be held at the October District meeting.
- 9) Electoral roll call for the Sub-Committee Chairpersons as well as Alternate Secretary and Alternate Treasurer will take place in October of odd numbered years.
- 10) A roll call of outgoing Elected Officers, Sub-Committee Chairpersons, Alt Secretary, Alt Treasurer and GSR's will be read for each position to be filled. Each person will be asked if they are willing to stand for election.
- 11) Following the roll call, nominations will be taken from the floor.  
Nomination to remain open until the November Meeting.
- 12) Prior to the elections at the November District meeting, roll call will be repeated and nominations will be taken from the floor.
- 13) Those standing for any position may be asked for a brief service history.
- 14) The election for subcommittee chairs will be held at the November District Meeting.
- 15) How do I get nominated for a position?  
Your name must be brought forth by a GSR, Sub-Committee Chairperson, or an Alt. DCM, Secretary or Treasurer at a District Meeting allotted for Nominations. It must be seconded by someone else at the same District Meeting. You may stand or decline.
- 16) Do I have to be present to be nominated for a position?  
NO. It is strongly suggested that you be present at nomination meetings.  
If you cannot attend, a letter of intent will be accepted. Your nomination must be made with a motion and a second.
- 17) Do I have to be present at an election meeting if I am standing for a position?

NO. It is strongly suggested that you be present at an election meeting.

If you cannot attend with a valid reason, a “Letter of Acceptance” will be accepted. Reasons: work, illness, vacation.

18) How do I get elected to a position?

You have “stood” at the nomination meeting and are present at the election meeting.

- DCM and Alt. DCM - Third Legacy Procedure.
- Secretary and Treasurer - Third Legacy Procedure.
- Alt. Secretary and Alt. Treasurer - Third Legacy Procedure.
- Sub-Committee Chairpersons - Third Legacy Procedure.
- All voting is by secret ballot.

19) Third Legacy Procedure for voting.

- Count all eligible to vote.
- Scrutineers are selected. These AA members are not eligible to vote.
- Have Scrutineers distribute ballots.
- A 2/3rds majority of all ballots cast is required.
- Follow guide in the current Service Manual.

20) What if an elected Officer or Sub-Committee Chairperson “fades” away?

A motion was brought forth and passed at the May 2 1991 District Meeting stating “Any Elected Officer missing 3 consecutive meetings shall automatically resign said position held, with the exception of excused absences”.

21) Who is eligible to vote at elections?

- All elected Officers may vote at elections. (Passed Oct. 13<sup>th</sup>/1997)
- All subcommittee chairpersons
- All outgoing and incoming GSR’s

### Section 6 Spring Roundup Committee

The Spring Roundup Committee follows the  
District 13 Niagara South General Service  
Niagara South Annual Spring Roundup  
Suggested Guidelines and Operating Procedures

Section 7 Third Legacy Procedure  
**For the purpose of all District 13, Niagara South Committee elections**  
**The following procedure will be followed.**

(Exert from 2006-2007 Service Manual)

**THIRD LEGACY PROCEDURE**

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees.

It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Third Legacy Procedure is as follows:

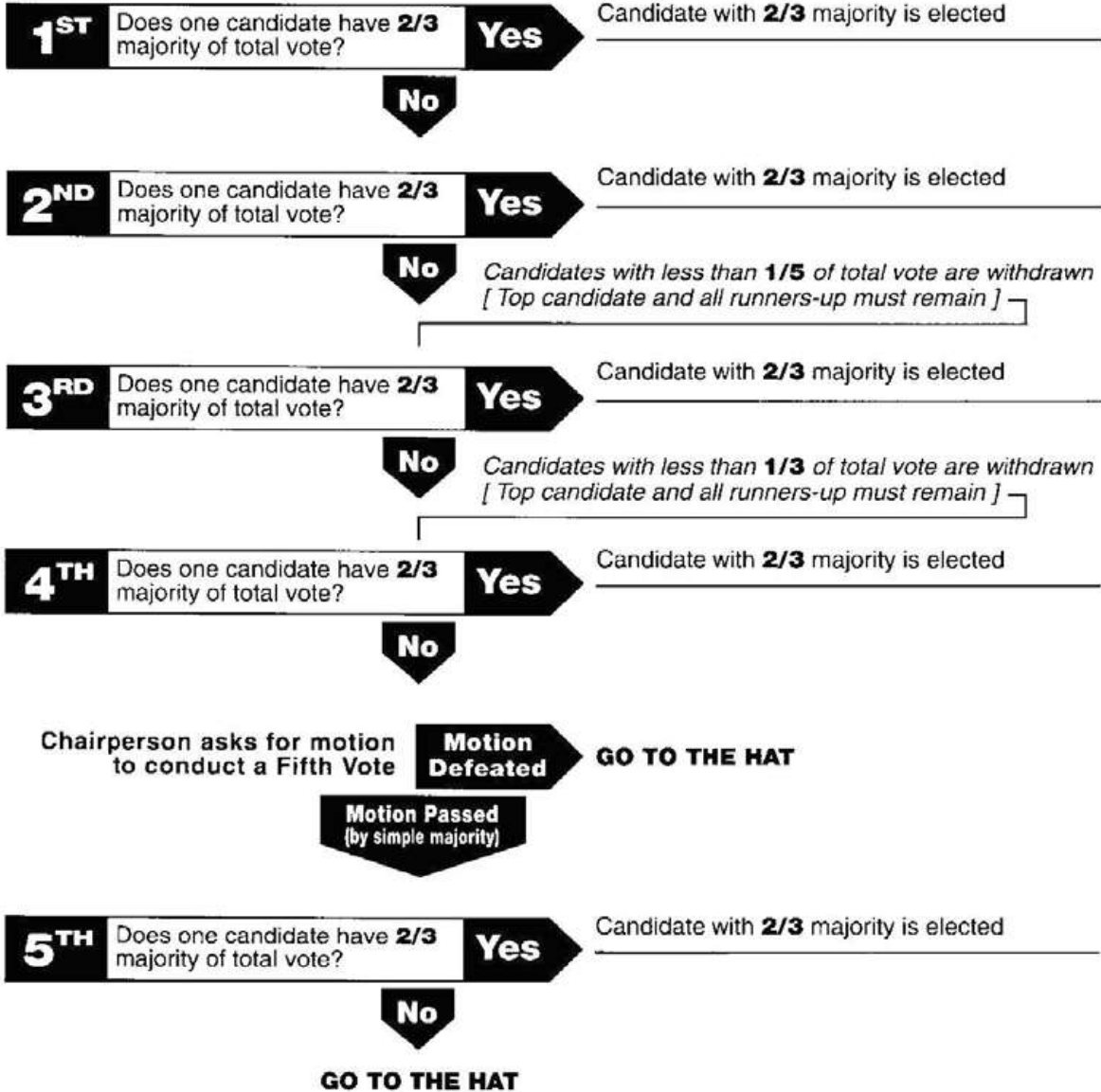
- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn<sup>1</sup> — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)

After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot — “going to the hat” — immediately. If the motion carries, a fifth and final ballot is conducted.

- If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
- Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

# The Third Legacy Procedure

## BALLOT



## **Suggestions for a General Service Representative (GSR)**

- 1) Obtain a copy of the Niagara South District 13 Guidelines from your outgoing GSR Representative. If one is not available, get one from the District Committee Member.
- 2) Attend all monthly District Meetings.
- 3) Take notes at the monthly District Meeting, in order to present your remarks to your home group business meeting in case the minutes arrive late. Experience shows that some groups have the entire copy of the minutes read, while other groups expect the GSR to provide only the significant information.
- 4) Ensure you have received your GSR kit from The General Service Office (GSO) and review all contents. It is also suggested you get a service sponsor.
- 5) Encourage your group to use the 50%-30%-10%-10% donation amounts as suggested in the pamphlet “Where money and Spirituality mix”
- 6) Our Sub-Committee’s require a great deal of planning and action. By joining and helping out on any of these committee’s you help enhance your recovery and emotional sobriety.
- 7) Previous GSR’s have found it important to understand our voting and motions procedures. This often requires some familiarity as a GSR, so ask lots of questions. It is often said” there are no stupid questions” and in the area of motions and voting procedures- this is very true. Experience confirms that working with your service sponsor will enhance your understanding on this point.

## **Procedural Guidelines: Motions and Notice of Motions**

### **Introduction**

Procedural guidelines are essential guides along our path toward an informed group conscience. Agreed-upon procedural guidelines ensure the practice of “principles before personalities” while District business is being conducted. A free-form discussion may appear to be the most open and easy way to conduct business, but it has the tendency to degenerate into arguments and personality conflicts. Procedural Guidelines help keep discussion focused, and allow business to proceed in a successful and spiritual manner.

### **DCM Role in Procedural Guidelines**

The DCM ensures that all persons have an equal opportunity to be heard, and that all speakers are listened to politely and respectfully. The chair acts as a moderator, calling on speakers in order, and occasionally re-stating the motion or a pertinent piece of information. The chair

should not speak in favor or against any motions, and should not express personal opinions regarding the discussion.

### **The GSR'S Role in Procedural Guidelines**

In the interest of “placing principles before personalities” while effectively addressing the business of the District, it is suggested that discussion from GSR’s be directed to the merits of the pending motion. Speakers should address their remarks to the DCM, maintain a courteous tone, and – especially in reference and difference of opinion – avoid interjecting personal notes into the discussion. Everyone is entitled to, and should, express his or her group’s concerns. A thorough discussion that includes all pros and cons often leads to a fully informed group conscience. Address only one motion at a time. Fully discuss and make certain all GSR’s understand the nature of the motion.

### **Making a Motion and Notice of Motion**

Items of business to be voted on by District should be brought to the meeting in the form of a motion by a voting member or group. A motion is made in the form of: “I move that...” or “I make a motion that...” Seconding of a motion is required, if not, the motion is dropped. The District encourages the use of the “Notice of Motion” form found in these Guidelines. A notice of motion presented by a group, gives notice, that at some point in the future [generally at the next District Meeting] a group will make a motion that will be voted on. This allows group representatives the opportunity to attain their group’s conscience for voting purposes.

### **Suggestion for discussion on motions**

- 1) Immediately after the DCM has stated the motion, the person making the motion is given the opportunity to speak first, possibly to clear up any misunderstanding.
- 2) The DCM recognizes those who wish to speak on the motion. An attempt will be made to recognize speakers in the order in which they raised their hands.
- 3) It is suggested in most cases, each representative’s comments be not more than two (2) minutes.
- 4) No one may speak for a second time on a topic until all that wish to speak have spoken for the first time.
- 5) When every person wishing to speak has been called upon twice, it is appropriate for the DCM to end discussion and put the question to a vote.

### **Some additional procedural guidelines**

**Motion to Table** – Tabling a motion delays or postpones a discussion to a later time, usually used to lay the pending question aside when something else of immediate urgency arises, or to go back to the groups for input. Tabling a motion requires a motion and a second; it is not

debatable. It needs only a simple majority to pass and does not include a minority voice after the vote. The tabled motion, if passed, is usually placed under old business at the next meeting.

**Substantial Unanimity** – All matters of policy require substantial unanimity, that is, a  $\frac{2}{3}$ <sup>rds</sup> majority vote. Any action, particularly to amendments to the District 13 Guidelines, requires a  $\frac{2}{3}$ <sup>rds</sup> majority vote. The phrase “ $\frac{2}{3}$ <sup>rds</sup> vote” is taken to mean “two-thirds of the votes cast” which is very different from  $\frac{2}{3}$  of the voting members present, since some may abstain, which is every voting members right. The minority will always be given the opportunity to speak to their opposition.

**Minority Opinion** – After all minority opinion (ONLY) has been heard, the DCM will ask if minority opinion has changed any vote. If it does change someone’s vote, the DCM will ask for a show of hands for a revote. (There will be no discussion regarding this revote). If there is a simple majority in favor of a revote there will be a revote. If there is not a simple majority for a revote, the agenda item passes. If the agenda item does not pass the vote is over.

**Amend** – A motion to amend is used to modify, within certain limits, the wording of a main motion – it is not used to substantially change the intent of a motion.

**Point of Information** – Any AA member attending the District meeting can raise a “point of information.” This is made when a member desires clarification of details, or has procedural information not considered by the meeting.

**Point of Order** – A speaker should not be interrupted while speaking, except in certain special situations. The most common of these is for a “point of order.” This may be called by any member of the District when a breach of procedure in the meeting is noticed, such as:

- ✓ discussion beginning on a motion that has not been seconded, when one is needed
- ✓ if comments are made about an issue not previously presented before the District for consideration
- ✓ if there are personal comments or attacks upon another member

After a point of order has been raised, the DCM calls upon the member to explain the point. The DCM then comments whether or not the point “is well taken” or “is not well taken” and suggests the original speaker re-direct their remarks, or simply allow the speaker to continue. The DCM does not need to call a point of order if they believe that the discussion is moving away from the topic. The DCM politely informs the speaker and requests that the speaker confines their remarks to the question at hand.

**Calling the Question** – When a member of the District believes that the discussion on a motion has been exhausted and no new or substantive points are being made, they may call the question. Calling the question brings discussion to a halt while members decide whether to proceed directly to vote (the question) or go on with the discussion. A motion to call the question:

- Is made in the same manner as other motions – “I move to call the question”
- Requires a second
- Is not debatable
- Requires a  $\frac{2}{3}$ <sup>rds</sup> vote to pass
- The District member can only call the question without making any other comments on the main motion

- Does not include a minority voice after the vote
- If calling the question is used – it is a custom in many areas to let all speak before a question is called.

If calling the question is passed, discussion ceases and the members proceed immediately to vote on the main motion before them. If calling the question is not passed, then discussion on the main motion resumes.

Calling the question should not be used by District members to limit debate and/or manipulate the District Meeting to suit their own ends.

**The above dialogue on motions borrowed extensively from the Area 30 Handbook**

❧ Notice of Motion ❧  
District 13 General Service

Date \_\_\_\_\_ Group Name: \_\_\_\_\_

Outline of problem/condition:

Suggested solution of problem/condition:

Notice of motion: (Be as specific as possible)

Signature of General Service  
Representative : \_\_\_\_\_  
Signature of Group Secretary: \_\_\_\_\_