

DCM Orientation 2014/15

Washington State East Area 92

Agenda/Topics to Be Covered

- Purpose of Area Committee
- Area Trusted Servants and Standing Committees
- DCM Duties/The Groups
- Elections
- Motions
- The Business Meeting
- Questions & Closing

WSEA 92

- Over 400 Groups in 24 Districts representing members in parts of four states: Washington, Idaho, Montana and Oregon

Purpose of Area Committee

Service Manual Page S44

- Provide Committee Structure (Tradition Nine)
- Responsible for the health of the Conference structure
- Growth in the Fellowship
- Harmony in the Districts
- Providing Leadership for the Committees
- At Quarterlies defines motions, makes decisions as to passing on to Assemblies
- Votes how to conduct business

Composition

Service Manual Page S44

- The Area Committee is composed of all District Committee Members, the Elected Trusted Servants, and the Appointed Committee Chairs (in Area 92, Appointed Committee Chairs include the Newsletter Editor, Translation Chair and Secretary)

Trusted Servants

- GSR – General Service Representative

Service Manual Page S26

- The elected representative of the Group
- Links Group to AA as a whole

- DCM- District Committee Member

Service Manual Page S31, Area Handbook Section 4.0

- Essential link between Districts and Area and General Service Office
- Primary job is two way communication

- Delegate

Service Manual Page S48, Area Handbook Section 6.1

- Primary connection to GSO
- Attends General Service conference each year
- Carries the voice of the Area.
- Receives District Minutes from DCMs
- Responsible to the Area and to AA as a whole

- Alternate Delegate

Service Manual Page S50, Area Handbook Section 6.2

- In Area 92 assists the Delegate and gives reports for Delegate if needed
- Responsible to step into the job of Delegate if needed
- Also is the Area Registrar (*Service Manual Page S45*), responsible for tracking all the changes in Area groups

- Chairperson

Service Manual Page S44, Area Handbook Section 6.3

- Responsible for conducting Area business
- Chairs and sets the Agenda for the Quarterly meetings and Area Assemblies
- Receives GSR/District Minutes
- Corresponds with the Districts regarding District problems and concerns

- Alternate Chairperson

Service Manual Page S46, Area Handbook Section 6.4

- Responsible to assist Area chair
- Sits on Quarterly and Assembly host committees
- Oversees Web committee and website activities

- Treasurer

Service Manual Page S46, Area Handbook Section 6.5

- Responsible for maintaining Area finances and financial records
- Encourages Self-Support for Area needs
- Provides Area with quarterly financial Statements
- Is the person who writes the checks and pays the Area bills

- Alternate Treasurer

Service Manual Page S46, Area Handbook Section 6.6

- Assists the Treasurer in maintaining the financial records
- Takes in contributions
- Reports to the Area with quarterly contributions statements
- Chairs Finance Committee

Area Appointed Committee

Standing Committee Chairs

Service Manual Page S46

- Archives

Area Handbook Section 8.2

- Responsible for cataloging, gathering and protecting Area history
- Works with other Committee Chairs to facilitate 4 Quarterly meetings each year, to share the experience of the District committees with the other Districts
- Assists the Districts with literature pertaining to Archives
- Serves a Four (4) year term
- Funded for one National Archives Workshop per four year rotation \$750.00 limit.
- Area Quarterlies and Assemblies
- Corresponding GSO Committee Contact
- Chairs and works with six person Archives Steering Committee

- Cooperation with the Professional Community

Area Handbook Section 8.4

- Seeks to create mutual understanding between the Fellowship and Professional groups and individuals concerned with alcoholism
- Works with other Committee Chairs to facilitate 4 Quarterly meetings each year, to share the experience of the District committees with the other districts
- Assists the Districts with literature pertaining to CPC
- Corresponding GSO Committee contact
- \$500.00 Credit line for Literature

• Corrections

Area Handbook Section 8.5

- Responsible for carrying the AA message into correctional facilities
- Works with other Committee Chairs to facilitate 4 Quarterly Committee meetings each year, to share the experience of the District committees with the other districts
- Assists the Districts with literature pertaining to Corrections
- Corresponding GSO Committee Contact
- \$1,250.00 Credit line for Literature plus 40 Grapevine Subscriptions
- Works closely with Corrections Bridge Coordinator

• Grapevine and Literature

Area Handbook Section 8.6

- Maintains literature and finances to purchase literature suitable to meet the needs of the Area
- Works with other Committee Chairs to facilitate 4 Quarterly meetings each year, to share the experience of the District committees with the other districts
- Assists the Districts with literature and Grapevine/LaVina subscriptions
- Corresponding GSO Committee contact.
- One Area- wide workshop per year
- Makes an end of year finance report by December 31st of each year

• Newsletter

Area Handbook Section 8.3

- Responsible for the monthly production of the Area newsletter and distribution to the Area
- One Area-wide Workshop per year
- Annual budget for production of Newsletter and computer equipment and software as needed

• Public Information

Area Handbook Section 8.7

- Responsible for determining ways to increase public understanding of AA
- Works with other Committee Chairs to facilitate 4 Quarterly meetings each year, to share the experience of the District committees with the other districts
- Assists the Districts with literature pertaining to PI
- Corresponding GSO Committee Contact
- \$500.00 Credit line for Literature

•Secretary

Area Handbook Section 8.1

- Maintains the written record of Area business at Area Quarterlies and Assemblies
- Works directly with the Area Chair
- Chairs the permanent rotating Handbook Committee which consists of the Secretary and four AA members. The Committee is responsible for keeping the Handbook updated
- Maintains and updates Area Directory

•Translation Committee Chair

Area Handbook Section 8.9

- Responsible for the care and use of the Area translation equipment.
- Responsible for arranging for translators for all the Area materials into Spanish, does not have to be a Spanish speaker or writer him/herself
- Attends Quarterlies and Assemblies and other Area events where translation is needed.
 - Arranges for translators for Quarterlies and Assemblies and other Area functions as requested
- Establishes open communication between Hispanic Districts and rest of Area
- \$500.00 budget for purchasing/maintaining translation equipment & to pay travel expenses for a bi-lingual member to attend assemblies & quarterlies

•Treatment/Special Needs/Accessibility

Area Handbook Section 8.8

- Responsible for furthering the acceptance of alcoholics in hospitals, nursing homes, rehabilitation centers, etc.
- Encourages AA members to provide AA information to alcoholics with special needs
- Works with other Committee Chairs to facilitate 4 Quarterly Committee meetings each year, to share the experience of the District committees
- Assists the Districts with literature pertaining to TSNA
- Corresponding GSO Committee contact
- \$500.00 Credit line for Literature Plus 25 Grapevine Subscriptions
- Works closely with Bridge the Gap Chair

DCM DUTIES

Service Manual Pages S31-34

- Link to GSO
- Area Committee Member
- Responsible to the Area as a Whole
- Hold Area Officers accountable
- Lead District meetings
- Receives reports from GSRs/Groups
- Keeps GSRs informed of Conference activities
- Helps Conference Delegate cover the area, which would be impossible to do on a group by group basis
- Stays in regular contact with the Alternate DCM
- Sends District minutes to Delegate and Area Chairperson
- Sees that a monthly District report is sent to the Area Newsletter
- Regular Contact with the Alternate Delegate/Registrar
- Review DCM Kit which will be received from General Service Office
- Encouraged to read the pamphlets especially “**Your D.C.M.**”
- Recommended readings:
 - AA Service Manual including Concepts, District and Area Guidelines including passed and failed motions, GSO bulletin Box 459, Guidelines from GSO.
- Read Area Newsletter and all communications from Area Officers
- Present motions in a clear and concise language to reduce confusion
- Attends:
 - Area Meetings and functions
 - Area Quarterlies starting on Friday night continuing through Saturday
 - April Pre-Conference Assembly and October Assembly starting on Friday, all day Saturday & maybe Sunday to complete business
 - Delegate Reports
 - Any other Area Service functions such as Standing Committee Quarterlies and the March Pre-Conference Agenda Review

Registration of Groups/Group Change Forms

- DCM Keeps the Registrar/Alternate Delegate updated regularly by sending change forms and new group forms
 - Have GSRs fill out change forms for their group as changes occur
 - Assist GSRs in completing new group forms for any new group

- Forms can be downloaded from the GSO Web page (aa.org) or will be included in DCM kit
- Change forms should include:
 - Group Service Number
 - Group Name
 - Meeting location
 - Street Address
 - City/State/Zip
 - Meeting Day(s)
 - Meeting Times
 - GSR
 - If no GSR fill in an Alternate or mail contact
 - Telephone
 - List in Directory / No phone # no listing

Elections, Motions & Business

• Elections

- How does WSEA 92 elect Trusted Servants?
 - The Third Legacy Procedure (Service Manual pages S20-S21)
- When and where do we elect?
 - Every 2 years (in odd numbered years) at the October Assembly (Service Manual, page S39) coinciding with the Delegate's seating at the General Service Conference
- What are the elected positions?
 - Delegate, Chairman, Treasurer and their Alternates (Service Manual pages S44-50, Area Handbook Section 5.0)
- Who is eligible?
 - Any AA member in attendance (Service Manual page S37)
- Who votes?
 - All WSEA Area committee members and all GSRs have one vote each. (Service Manual page S31)

• Appointments (selecting the Standing Committee Chairs, Newsletter Editor, Translation Chair & Secretary)

- When do we make the appointments?
 - Every 2 years (during odd years) after the WSEA October Voting Assembly (Area Handbook Section 5.0) coinciding with the Delegate's seating at the General Service Conference
- What are the appointed positions?
 - Archivist (4 year rotation)
 - Cooperation with the Professional Community

- Committee Chairperson (CPC)
 - Corrections Committee Chairperson
 - Grapevine and Literature Chairperson (GVL)
 - Newsletter Editor
 - Public Information Committee Chairperson (PI)
 - Secretary
 - Translation Committee Chairperson,
 - Treatment, Special Needs, Accessibility Committee Chairperson
- Who is eligible?
 - Any AA member (Area Handbook Section 7.0)
- Who votes for selection?
 - The area elected trusted servants (Area Handbook Section 7.0)
- The selection procedure
 - After thorough discussion of the position to be filled and each person who submitted a resume, selections are made by a consensus of the elected trusted servants at the meeting

• Motions

- What is a motion?
 - A tool used to introduce business in a meeting
 - The idea for motion can come from an individual, a group, a district, or from the floor of the committee meeting or Assembly - Area Handbook, page 1
- Who can bring a motion?
 - Any AA member in attendance (see what is a motion above)
 - A motion should be written clearly, should be easily understandable to the assembly & should be presented with an explanation of current procedure - Area Handbook, Motions passed 77.4, 82.9. Motions should not be punitive nor violate A.A. Traditions
 - All motions will have 2 copies, one for the Area Chair and one for the Secretary. All motions brought at Area Assemblies and Quarterlies be submitted by the maker of the motion with copies to be placed into all Area Committee mailboxes - Area Handbook, Section 2.0, page 6 (approximately 40 copies).
- How are motions made and acted upon?
 - The Chair states the motion
 - The motion is seconded
 - The maker speaks to the motion
 - Discussion (debate) is held
 - Members who wish to speak to the pending motion line up at the microphones and are called on in order. Each person may speak for three (3) minutes. It is suggested if one wishes to speak for a second time on a topic, he/she waits until all who wish to have spoken for the first time

- Either a member calls for the previous question (a motion to stop debate/discussion) or the Chair may proceed to a vote if it is clear there is no further discussion
- Chair restates motion
- Votes are taken by a show of hands
- The Chair announces the vote and the secretary takes the motion to the Handbook Committee for incorporation in the Handbook
- What is the appropriate procedure for debating/discussing a motion?
 - Motion requires a second
 - Can be debated/discussed
 - Please don't interrupt a member who has been assigned the floor
- Can be amended
 - What is an Amendment
 - An amendment modifies the original motion by removing or adding words but does not change the original intent of the motion)
 - An amendment may be amended (only an amendment and an amendment to the amendment may be pending at any one time)
 - Require a majority vote (2/3 if motion effects policy)
 - The maker of a motion has first right to speak to it
 - A member can vote against his own motion, but cannot speak against it
 - A member can modify his motion by offering an amendment after the motion has been stated by the Chair
 - A member can withdraw his motion up to the time it has been stated by the Chair, after that the group must give permission to withdraw
- Who votes on motions?
 - At Area Assemblies: The Area Committee - comprised of all Elected and Appointed trusted servants and all DCMs (Service Manual page S40); All GSRs
 - If any DCM or GSR is not able to attend, their alternates may exercise the right to vote in place of the missing member. One group or district gets one vote, excluding the elected and appointed trusted servants
 - At Area Quarterlies: The Area Committee - comprised of all Elected and Appointed trusted servants and all DCMs

(Service Manual Page S35)

- If any DCM is not able to attend, their alternates may exercise the right to vote in place of the missing member. One district gets one vote excluding the elected and appointed trusted servants
- Abstentions (a vote that is neither for nor against)
 - Are not counted
- What types of motions require a majority vote
 - Main Motion (unless the motion will effect policy)
 - Housekeeping (if needing more than a General Consent)
 - Change wording of a motion “Amend” (unless amendment will effect policy)
 - Send an issue to committee
 - Postpone Action “Postpone” (rarely used)
 - Lay on the table “Table” (commonly misused)
 - Allows a group to set aside question for something more important, such as the arrival of a speaker, or to obtain more information on an issue.
 - Is “out of order” when used to kill or avoid dealing with a motion.
 - Cannot be amended or discussed
 - Take a “break”
 - Adjourn the Meeting
- What types of motions require a 2/3 majority vote (Substantial Unanimity)?
 - Main Motion (when the motion will effect policy)
 - Change wording of a motion “Amend” (when the amendment will effect policy)
 - Limit Debate (modify discussion)
 - Limit the amount of time given to the entire debate.
 - Limit the number of times one person may debate.
 - Limit or extend the amount of time one person may debate
 - End Debate “Previous Question” (cut off discussion and bring the group to an immediate vote on the pending motion) Also known as “call for the question”
 - Must be made in order at the microphone. (Same individual may not speak to the question and then subsequently call for the previous question)
 - Cannot be debated/discussed

- What is General Consent?
 - Used for matters of routine business or those matters where the sense of the group is in agreement (example: accepting minutes) - Conscience of the Room
 - Informal agreement of the group
 - A method in which action is taken without a formal vote or on occasion without a motion

- What is a Housekeeping Motion?
 - Motion that does not affect policy
 - Motion that does not limit or take away the rights of any member
 - Motion that typically does not deal with money expenditures

- What happens after a vote is taken?
 - The Chair asks for minority opinion (opportunity to bring new information or insight to the floor in regards to pending motion)
 - Minority opinion is heard (if any)
 - Only Members who voted in the minority and with new information may speak
 - Members who wish to speak line up at the microphones and are called on in order. Each person may speak for (3) minutes. No one may speak for a second time on a topic until all who wish to have spoken for the first time.
 - If someone who voted in the majority is influenced by the minority opinion, that person can make a motion to reconsider

- What is a Motion to Reconsider?
 - Motion made by a member in the majority that heard something in the discussion by the minority that has changed their mind
 - Allows a group to reconsider the “vote” on a motion
 - It enables a majority of the members, within a limited time, to bring back a motion for further consideration after it has been acted upon.
 - The purpose is to prevent hasty or ill-advised action
 - What governs a motion to reconsider?
 - It can only be made by someone who voted on the “prevailing” or majority side.
 - Requires a second
 - It may be debated/discussed
 - Requires only a majority vote

- If the motion to reconsider passes, the original motion is then brought back for discussion.

- Business - Why do we do it this way anyway?
 - To respect the right of the majority to decide
 - To respect the right of the minority to be heard
 - To respect the rights of the individual member
- Procedure
 - The Majority Rules
 - The minority has the right to be heard, but once a decision has been reached by a majority of the members present and voting, the minority should then respect and abide by the decision.
 - Two-Thirds Vote Rule (Substantial Unanimity)
 - A 2/3 vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided (policy).
 - “One” Question at a time and “One” Speaker at a Time
 - No motion is in order which does not “directly” relate to the motion under consideration. Once a member has been recognized, he or she has been granted “the floor” and another member should not interrupt him or her.
 - Motions must receive full debate/discussion
 - The Chair may not put a debatable motion to vote as long as members wish to discuss it.
 - A member cannot speak to the motion and then move to “call the question”
 - Debate/Discussion can only be suspended by a 2/3 vote of the members present.
 - Once a motion has passed or failed, it is out of order to bring up the same motion (or one essentially like it) at the same meeting.
 - The exception is a restorative motion such as the motion to reconsider
 - Personal remarks about other members in a debate/discussion should always be avoided
 - Discussion should be directed to motions and not motives
 - REMEMBER: principles before personalities

• The Business Meeting

- Be on time and start on time

- Meeting should start at the scheduled hour.
- Be Organized
 - Know the Agenda for the meeting
- Be Prepared
 - Be familiar with the issues to be covered
- Be a Teacher
 - Set a good example for others to see and follow
- Respect members that have the floor
 - Quietly listen and give your full attention to the member speaking at the microphone.
- Be Open-minded
 - Carefully consider both sides of an issue
- Be Clear
 - Try and state your opinions a clearly and concisely as possible
- Be Focused
 - Keep the discussions both on the floor and at the tables relevant to pending issues
- Be Temperate
 - Doing the business of the Area is just as much about recovery from the malady of alcoholism as it is about getting things done. We can work these principles in all our affairs.

•The Business Meeting Agenda (outline of a meeting)

- A list of things to be acted upon or information to be given
- Basic Agenda Format:
 - Call to Order
 - Opening
 - Welcoming remarks
 - Serenity Prayer
 - Twelve Traditions (Short Form)
 - Twelve Concepts (Short Form)
 - Minutes of the Previous Meeting
 - Approval of the minutes of the previous meeting with any corrections or changes
 - Reports of Elected Trusted Servants
 - Approval of the Treasurer's Report
 - Reports of Standing Committee Chairs and Secretary
 - GSR Sharing Session (always starts at 11:00 am, regardless of the business on the floor)
 - Special Committee Reports (example: Assembly and Quarterly Committees)
 - Old Business
 - New Business
 - Bids on future assemblies and quarterlies
 - Adjournment

- Ends the current session

Questions