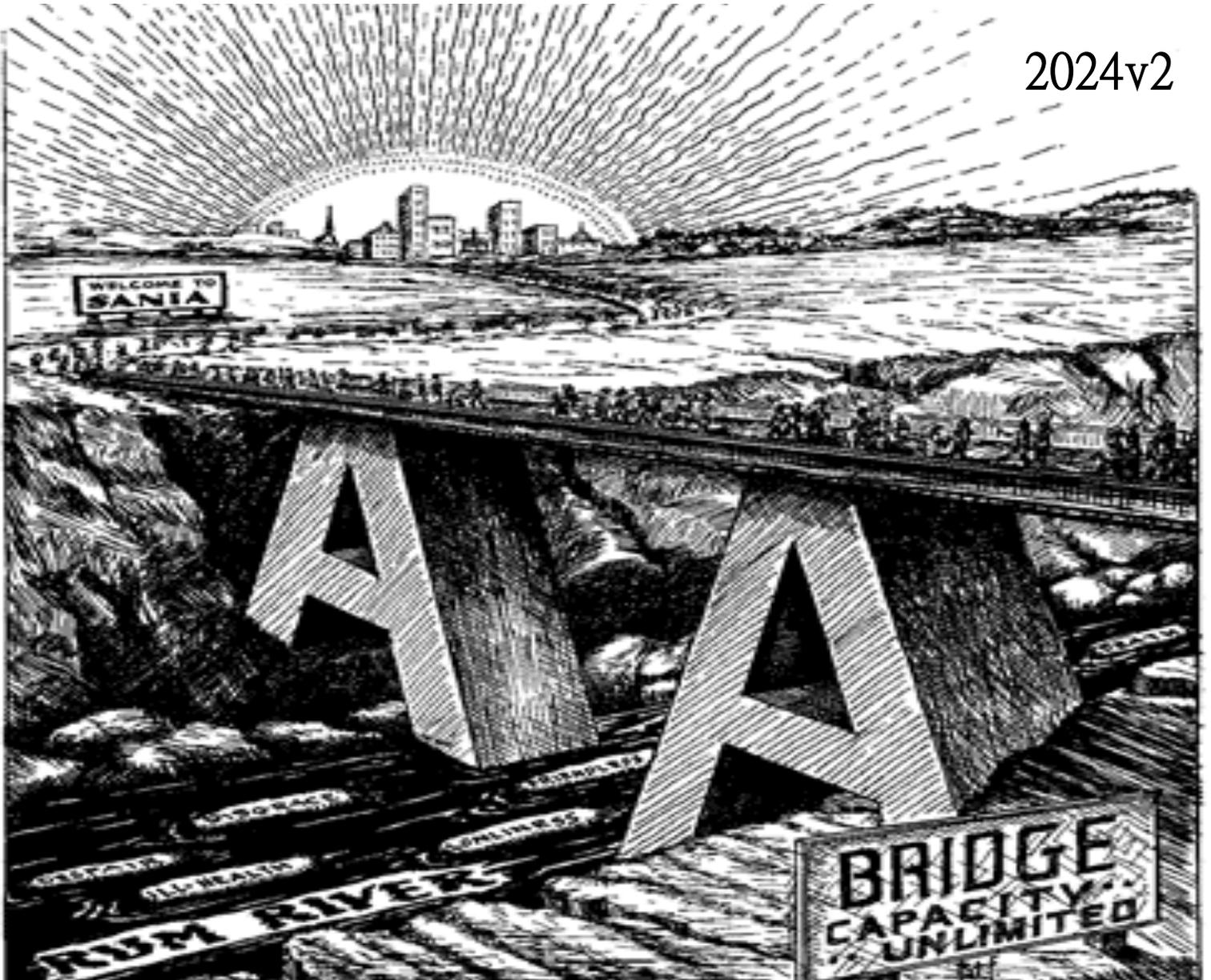


TRUSTED SERVANT LEADERSHIP WORKBOOK

2024v2



AREA 36 SOUTHERN MINNESOTA

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GLOSSARY OF ACRONYMS & ABBREVIATIONS

AAWS	Alcoholics Anonymous World Services	Corporation that incorporates both the General Service Office (GSO) and a publishing company
Alt	Alternate	The backup for a service position
CPC	Cooperation with the Professional Community	A Standing Committee
DCM	District Committee Member	District leader
GSC	General Service Conference	Annual meeting in New York
GSO	General Service Office	A.A. Headquarters in NYC
GSR	General Service Representative	A Group's representative to A.A. service structure
PI	Public Information	A Standing Committee
<i>Pigeon</i>	Quarterly Newsletter by and for Area 36	
RUSC	Recovery Unity and Service Conference	Area 36 Annual service conference (weekend event)
<i>Service Manual</i>	<i>The A.A. Service Manual Combined with Twelve Concepts for World Service</i>	Conferenced Approved sharing of service experience, written by Bill W.
TSLT	Trusted Servant Leadership Training	Area 36 annual General Service orientation (one-day event)
WCR	West Central Region	Comprised of Northern and Southern MN, Iowa, Nebraska, North Dakota, South Dakota, Montana and Wyoming

List of Digital Resources

aa.org	A.A.'s official website	Managed by GSO staff
area36.org	The official website for Area 36	Managed by Area 36 Technology Committee
aameetinglocator.org	Minnesota's A.A. meeting list	Joint project between Area 36 & Northern Minnesota, Area 35
aagrapevine.org	Grapevine La Viña Website	Managed by Grapevine staff
aaminneapolis.org	Official website for Minneapolis Intergroup	Managed by Minneapolis Intergroup Staff
aastpaul.org	Official website for St. Paul Intergroup	Managed by St. Paul Intergroup staff

OVERVIEW OF THE GENERAL SERVICE CONFERENCE IN AREA 36

For additional information about the following aspects of the General Service *structure*, please refer to the *A.A. Service Manual Combined with Twelve Concepts for World Service*.

General Service Representatives

(GSRs): *Also see Service Manual, Chapter 1*

The GSR is the primary conduit between a home group's members and A.A. as a whole. Each A.A. group is responsible for electing a GSR to carry its Group Conscience to every level of A.A.'s General Service structure: the local District, Area 36, the West Central Region, and the A.A. General Service Conference, which is held every April in New York. The GSR also carries news of greater A.A. back to its group's members.

GSRs attend group business meetings, the District meeting, Area Assemblies, and the West Central Region's service conferences. The group is responsible for its GSR's travel expenses. Some groups pay for the GSR's meals. It's suggested to have a conversation with one's home group about the financial costs and if the group will provide financial support. GSRs have a vote at their District meeting and Area Assemblies.

District Committee Members (DCMs):

Also see Service Manual, Chapter 2

Area 36 is made up of 26 Districts, each of which is (ideally) represented by an elected DCM. District 27 is the Linguistic District for Spanish-speaking members in Area 36. The DCM is the cornerstone of the Area Committee's relationship with its GSRs, and an essential link between GSRs and the Delegate,

contributing to the flow of information and ideas to and from Groups.

As members of the Area Committee, DCMs contribute their individual experience, as well as the collective conscience of their District, to the current issues being considered by the Area.

In addition to their responsibilities as members of the Area Committee, DCMs arrange for and chair their local District meetings, work with District Standing Committees and coordinate projects with other Districts. DCMs are responsible for distributing the General Service Conference agenda items, and any pertinent background information, to their District's GSRs and Standing Committee chairs.

Area 36 Officers:

Also see Service Manual, Chapter 4

There are six: Delegate, Alternate Delegate, Area Chair, Alternate Area Chair, Area Secretary, and Area Treasurer. Area Officers provide A.A. experience and leadership, as well as carrying out the responsibilities of their particular service positions. The Area Officers meet monthly, in addition to attending all regular and special Area functions. Refer to the Area 36 Trusted Servant Guidelines for more information about Officer's responsibilities.

The Area Chair is the responsible trusted servant for the ongoing business of the Area and signs all contracts related to Area 36 functions and meetings. The Delegate's primary role is to be the communicator of information related to the General Service Office, the General Service Board, A.A. Grapevine, General

Service Agenda Items, the General Service Conference and issues related to anonymity breaks within the Area.

Area Standing Committees:

Also see Service Manual, Chapter 4

In Area 36, there are 13 Standing Committees: A list of committees, as well as the details about their individual areas of purpose and responsibility, are outlined in the booklet, *Trusted Servant Guidelines*. Standing Committees meet quarterly, in conjunction with Area Committee Meetings.

Standing Committees do three basic things: provide a clearinghouse of information and ideas; develop projects in their area of concern; develop ideas to recommend to the Area Assembly for the Area to submit as agenda items for the General Service Conference.

Each committee consists of the Area Standing Committee Chair, often there is an Alternate Chair, District Standing Committee Chairpersons, and any A.A. members who wish to participate on the committee.

The Area Committee:

Service Manual: Chapter 5

This body consists of the six Area Officers, 26 DCMs, and 11 Area Standing Committee Chairs. Past Delegates also participate in the Area Committee. Other A.A. members are welcome to attend and to participate in the discussion. However, only the previously stated service positions have voting authority at this meeting. The Area Committee meets quarterly, in conjunction with Area Standing Committee meetings.

The primary function of the Area Committee is operational. It has been directed by

the Area Assembly to act for the Assembly in routine and custodial matters. The Area Committee hears reports from Area Officers and Standing Committee Chairs, it sets the agenda for the Area Assembly, and it reviews proposals from the Area's Standing Committees. Draft minutes are published in the *Pigeon*, and the Area Secretary maintains the record of minutes from past Area Committee Meetings (ACM). Area Committee Meetings (ACM) require a quorum of voters be present in order to conduct business.

The Area Assembly:

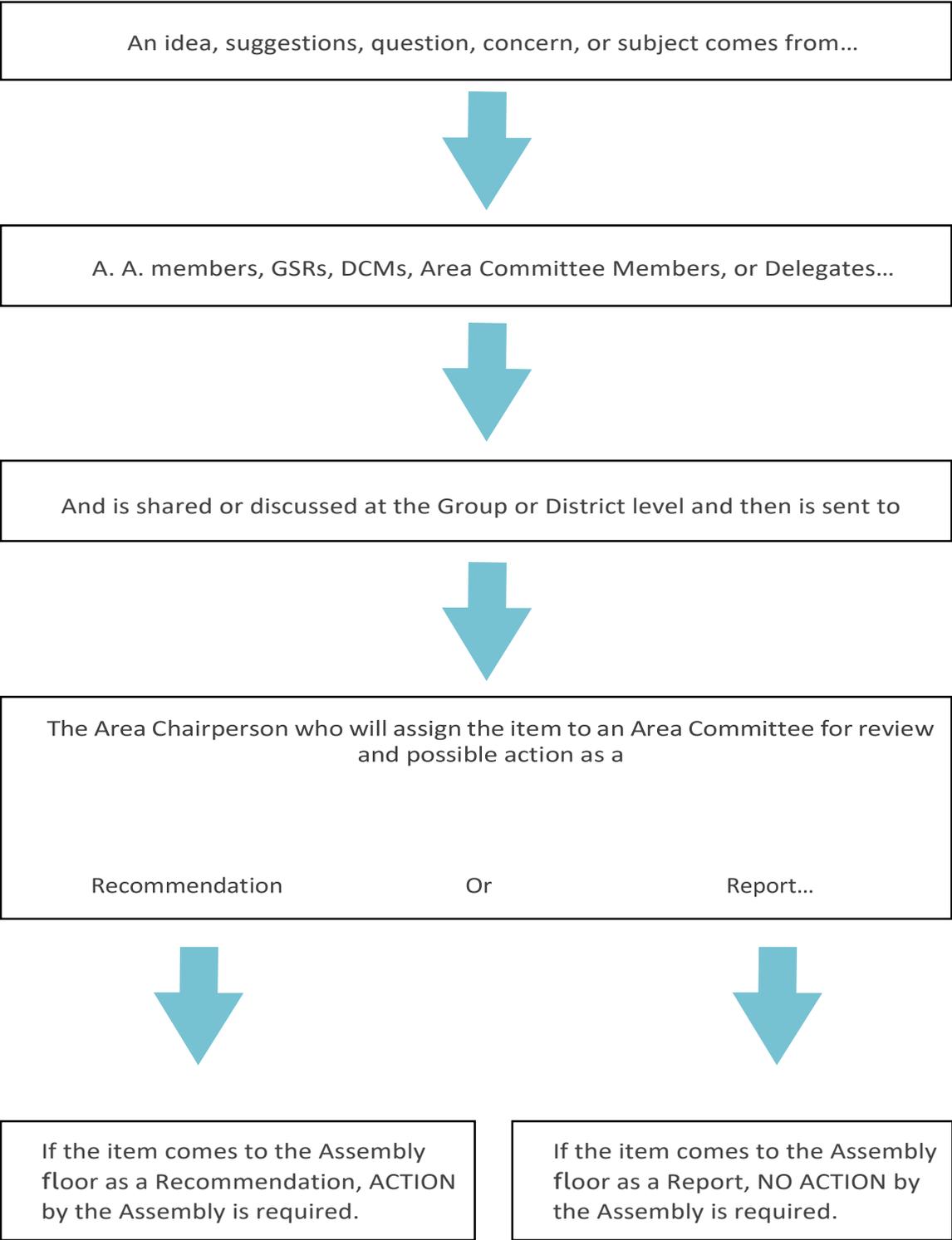
Also see Service Manual, Chapter 3

An Area Assembly is any meeting of an Area's GSRs and the Area Committee in which a quorum of voters are present. In Area 36, the Assembly meets three times a year, at different locations (see the Area Calendar for details). Voting members of the Area Assembly are currently serving GSRs (or their designated Alternate), all members of the Area Committee and Past Delegates.

Among other things, the Area Assembly hears reports from Area Officers and takes action on proposals presented by Area Standing Committees. The Area Assembly is considered to be the democratic voice of the A.A. movement expressing itself.

Assembly agendas are published in the Area's quarterly newsletter, *The Pigeon*, which is mailed six weeks before an upcoming Assembly. Draft minutes are published in the *Pigeon*. The Area Secretary maintains the record of minutes from past Area Assemblies.

Flowchart of an Area 36 Agenda Item



The “Group Conscience,” and Why It’s Important

In A.A., decisions are made in a variety of ways. Sometimes we delegate decisions to a committee, or sub-committee: dates and times of workshops, and whether food will be served, are examples.

Frequently the full group should be involved in decision-making. Even so, some matters are of lesser consequence: whether, or when, to take a break during a business meeting, are examples. Other questions require a greater demonstration of group support: the frequency of our business meetings, or whether our group, agrees to take on an institutional service commitment, are examples.

We need to decide whether a question can be answered by a simple majority, or whether we require "substantial unanimity" to demonstrate that an overwhelming majority of the group is in favor of a motion. After that, we're prepared to discuss the pros and cons of an issue and to vote.

Simple Majority

When we agree to accept a simple majority, the Group has agreed to accept the will of the 51% voting.

Substantial Unanimity, or the “Group Conscience”

This method is used to decide weightier issues; it is designed to preserve unity among us (Tradition 1). To pass, the motion must receive a 2/3 majority of the voting body. If it doesn't, the motion fails.

The Informed Group Conscience

Developing an informed group conscience is always a thoughtful process, involving more than just the raising of hands.

In arriving at an Informed Group Conscience, many groups find it helpful to do research to gain a broader perspective of the subject, and to consider how our Twelve Traditions can be applied, or how they inform, our response to a particular problem. There are many approaches: sometimes members study A.A. experience individually, a member might volunteer to gather background information and report back, or we might assign members to present the pros and cons of the question.

Why We Need the Group Conscience

Tradition Two clearly states that the Group Conscience is our ultimate authority. When we deprive ourselves of the process of determining the Group Conscience, we invite the potential that a small minority may exert its power over the Group or A.A. as a whole. Well-intentioned as we may be, no one of us should ever be the final authority over others.

RESOURCES FOR GENERAL SERVICE REPRESENTATIVES

As a General Service Representative (GSR) you represent the Group Conscience of your home group to every level of A.A.'s General Service structure: your local District, Area 36, the West Central Region, and the A.A. General Service Conference, which is held every April in New York.

Through your District Committee Member (DCM) and the Area 36 Delegate, you are the integral link between your Group and A.A. as a whole. As such, you and your fellow GSRs in the U.S. and Canada are key to the unity of A.A. in North America.

There are many resources available to you: a wide variety of A.A. publications, as well as access to the shared experience of your service peers and other people who have served before you. Through your active presence in General Service, you are helping to ensure that A.A. will be here for future generations of still suffering alcoholics.

Helpful Information for GSRs

What is your Group's A.A. service number?

To what District does your Group belong?

What are the geographic boundaries of your District?

How many other Groups belong to your District?

What are the names of some of those Groups?

Can you name their GSRs?

Tools for GSRs

To begin, contact the Area 36 Registrar, registrar@area36.org, who will help you register as the official contact for your Group. In registering, GSO will be alerted to send you a kit of pamphlets and other resources that will help you get oriented to your responsibilities as a GSR.

Unless you direct otherwise, your name, street address, email address, and telephone number will be listed as the contact information for your Group.

Until you receive your kit from GSO, you can refer to Chapter 2 of the *A.A. Service Manual: "The Group and Its GSR,"* (available at aa.org) for information about the qualifications and duties of a GSR. Additionally, the following list of pamphlets and other A.A. publications are also valuable resources for you and your group.

Title	Format	Catalog #
The Group Handbook	Folder	M-36
<i>The A.A. Service Manual Combined with Twelve Concepts for World Service</i>	Book	BM-31
<i>Twelve Steps and Twelve Traditions</i>	Book	B-2
<i>Alcoholics Anonymous Comes of Age</i>	Book	B-3
A.A. at a Glance	Flyer	F-1
Self-Support: Where Money and Spirituality Mix	Flyer	F-3
Your A.A. General Service Office	Flyer	F-6
Your DCM – District Committee Member	Flyer	F-12
The A.A. Group Treasurer	Flyer	F-96
The A.A. Group...Where It All Begins	Pamphlet	P-16
Inside A.A. – Understanding the Fellowship and its Service Agencies	Pamphlet	P-18
GSR – May Be the Most Important Job in A.A.	Pamphlet	P-19
A.A.'s Legacy of Service	Pamphlet	P-44
Circles of Love and Service	Pamphlet	P-45
<i>Final Conference Report</i> : a detailed report of the activities of the General Service Conference; the report is generally available in August of each year. It is distributed by the Delegate to the Districts, and at Area events.	Book	None
Our Great Responsibility	Book	B-70

GSR Reports

As a GSR, you will give reports to the District and Area about your group's activities. Likewise, you will report back to your group about District and Area activities. Due to time constraints, it's recommended that you keep reports brief—it will be helpful to plan your report in advance, so you don't overlook important points. It's also recommended that you provide a written copy of your report to the District and Area Secretary. Below is a list of information that you may want to include:

Reports to District Meetings and Area Assemblies:

- The name of your Alternate GSR.
- Recent actions that were taken as a result of your Group's discussions and votes.
- Comments or concerns that your group is facing, and working to resolve.
- Successful meeting topics your Group has used.
- The state of your Group's finances.
- Current A.A. issues that your Group has been discussing.
- Upcoming Group events.

Reports to your group, from District Meetings and Area Assemblies:

- The names of your DCM and other District officers.
- Election results, changes to committee chairs, and vacant service positions.
- The financial condition and needs of the District and Area.
- Dates and locations of upcoming District, Area and Regional events.
- Recent actions taken at District, Area and Regional levels.
- Current issues facing A.A. as a whole.
- When and where the District Meetings take place.
- An invitation to join you in attending the next District, Area and Regional service meetings and events.

Suggested Format for a GSR Report to Your Group:

I attended the (District or Area function)_____.

We discussed the following items:

- 1.
- 2.
- 3.

The following actions were taken:

- 1.
- 2.
- 3.

The District or Area has asked for our Group Conscience on the following:

- 1.
- 2.
- 3.

The following Group and Individual service opportunities are available: 1.

- 2.
- 3.

The next District and Area function(s) will be:

- 1.
- 2.
- 3.

All members are encouraged to get involved with one of the many service committees and projects that are organized throughout the General Service structure. Whether it's at the District or Area level—A.A. needs your talent and enthusiasm. Please see me after the meeting if you would like more information, or if you have any questions about my report.

RESOURCES FOR DISTRICT COMMITTEE MEMBERS

In Area 36, District Committee Members (DCMs) also serve as a member of the Area Committee, along with the Area 36 Officers, Standing Committee Chairs, and past Delegates.

DCMs represent their District at quarterly Area Committee Meetings to handle routine Area Business and set the agenda for Area Assemblies. By delegating some responsibility to the Area Committee (Concept II), the Assembly can address policy-level matters, Area-wide Twelfth Step opportunities, and matters facing A.A. as a whole.

It is crucial that the DCM, or designated Alternate, attend the Area Committee Meetings. Without full representation at Area Committee meetings, the crucial flow of communication throughout the Area is blocked. For this reason, it's important to keep the Alternate DCM fully informed.

Suggested Duties for DCMs

- Visit groups as suggested in the *A.A. Service Manual*. Enlist the aid of your Alternate DCM, or Standing Committee Chairs, for help with group outreach efforts.
- Work with the Area 36 Registrar Chair to maintain group information for your District.
- Write a quarterly report about your District's activities for the Area newsletter, *The Pigeon*.
- Consider cooperating with other districts to hold workshops on service related subjects.

Chairing the District Committee:

- Appoint chairpersons for the District's Standing Committees.
- Hold regular District meetings: GSRs, District Officers, and Standing Committee chairs.
- Send out meeting materials well in advance of the scheduled meeting: the agenda and any background material; minutes of the prior month; current financial reports.
- Address the A.A. service structure: *A.A. The Service Manual*, the committee system; how contributions and expenses are budgeted and utilized; the basics of Parliamentary Procedure.
- Discuss upcoming Area Assemblies, as well as other Area and Regional service events.
- Review Area Committee and Assembly agenda items. Stress that GSRs should take information back to their groups to obtain their Group Conscience. Encourage GSRs to report on their group's service activities, Traditions issues and group problems and solutions.
- Schedule the Delegate's annual General Service Conference (GSC) report, allowing time for full discussion and questions for the delegate.
- Invite Area Officers, Standing Committee Chairs, or Past Delegates to give presentations at District Meetings.

GSR Orientation: Checklist of Topics to Cover

1. The GSR's role and responsibilities within the General Service structure, the development of the General Service Conference (GSC) and its importance to A.A.'s survival.
2. Encourage GSRs to attend Area Standing Committee Meetings, and to provide group representatives to serve on the various District Standing Committees.
3. You're a GSR. Now what?
 - Review the pamphlet, "GSR: The Most Important Job in A.A.."
 - Review the *Service Manual Combined with the Twelve Concepts for World Service*.
 - Conference-approved literature: pamphlets; workbooks and kits; A.A. Guidelines; service materials; *A.A. Comes of Age* (all available from GSO).
 - The A.A. Group Handbook (available from GSO at aa.org).
 - Informed Group Conscience: the importance of communication to and from the group.
 - A Service Sponsor may be an additional resource.
4. Registration is the key to communication.
 - Complete the appropriate form: New Group or Group Change.
 - What GSRs will receive as a registered GSR and Group (see aa.org, "for members" section).
 - Online resources: GSO's website, aa.org, and the Area 36 website: area36.org. Particularly, the *New to Service* sections.
 - GSO's quarterly newsletter, *Box 459*, and the Area 36 newsletter, *The Pigeon*.
5. What is the difference between the District and Area 36?
 - Overview of the Area 36 service structure, the committee system, and the flow chart of an Area agenda item.
 - The district and Area maps and calendars.
 - The service structure provides forums for A.A. groups to share experience, strength and hope, to help solve common problems, to share opportunities for Twelfth Step work, and to be more effective in reaching out to still suffering alcoholics.
 - Carrying your Group's voice to the GSC through the Area Delegate is possible by review of the GSC agenda items and background materials, and the Delegate's Workshop.
 - Parliamentary Procedure.
6. **Your group is responsible for covering your travel expenses to service events.** It is suggested to discuss this with your group before serving as the group's GSR.
7. Questions, answers and general sharing.

Distribute GSC Agenda Items and Background Materials

The General Service Conference (GSC) is the annual business meeting of Alcoholics Anonymous, held every April in New York (Service Manual, chapter 7). The agenda items originate from the work of the various Trustees' Committees and the Fellowship.

- **GSO** distributes the agenda and supporting background materials to the Area Delegates.
- **Delegates** forward the materials to the DCMs and other members of the Area Committee.
- In Area 36, the Delegate identifies an arbitrary number of **"Hot Topics."** These are items that they believe merit particular attention in our review of the overall GSC agenda.
- **DCMs** distribute the committee-based materials to their Standing Committee Chairs and the Delegate's Hot Topics to the full District, including GSRs.
- **GSRs are responsible** for bringing the information to their groups, and for facilitating discussion with their members to bring their Group Conscience to discussions in District Meetings and at the Area's Annual Delegate's Workshop.
- Area 36's goal is to send our Delegate to the GSC with a sense of our Area's Informed Group Conscience.

The following outlines the suggested steps of a **DCM's responsibility** in coordinating this time-intensive process. **Within 48 hours** of receiving the Final Agenda Items and background materials from the Delegate:

- Prepare copies of the Final Agenda Items and background materials (paper or digital). Keep a full copy of the background materials for yourself.
- Distribute a copy of the GSC Agenda and corresponding background materials to the agenda items.
- GSRs need a copy of the GSC Agenda and the supporting materials for the Delegate's "Delegate's Impact Items".
- Organize your March and April District meetings to allow for adequate review and discussion of the GSC agenda items.
- Standing Committee Chairs are responsible for reviewing the background materials for their Committee's agenda items, and coming to District meetings prepared to inform GSRs.
- Where the District lacks a corresponding committee chair, the DCM or one of the District Officers, should be assigned to review and present those agenda items. The Area Officers, Standing Committee Chairs, and Past Delegates are also available to help, when needed.
- Multiple opportunities for discussion will result in better-informed members and trusted servants at all levels of our service structure.

Suggested Topics for District Meetings

Inviting Past Delegates, Area Officers, and Area Standing Committee Chairs to make presentations at your District meeting can help add interest and excitement to the District meeting, as well as attracting new participants to General Service. A list of topic suggestions is included below. Additionally, ask your GSR's what they would like to discuss.

Monthly features might include:

- Concept Presentation (five minutes)
- GSR Topic and Open Sharing (15 minutes)
- Standing Committee Reports (five minutes)
- Spotlight on a particular committee (five minutes)
- Review a relevant piece of Conference Approved Literature (five minutes)
- GSR sharing: discussion about a “problem” common among groups (15 minutes)
- Sample GSR Report (five minutes)

Suggested meeting topics directly related to the General Service Calendar and time of year:

January	Overview of the General Service Conference (GSC) Structure.
February	Review the final GSC agenda items. Highlight the “Delegate’s Impact Items” selected by the Delegate Distribute the supporting background materials.
March	Prepare for the Delegate’s Workshop by discussing the “Delegate’s Impact Items” and GSC agenda items. The pro/con format can be a very helpful way to facilitate discussion and inform GSRs.
April	Further discussion of GSC agenda items, as needed.
May	Invite the Delegate to give their Delegate’s Report.
June	
July	
August	Review District budgeting process, with draft budgets due at September meeting.
September	Hold round-table discussions of Standing Committee draft budget requests.
October	Hold District inventory discussion.
November	In the appropriate rotation year, hold District elections. Area Officers and Past Delegates are often used to proctor the meeting.
December	Further discussion of proposed budget. Vote to accept the new budget.

Sample District Meeting Agenda

- Welcome to this meeting of District ____, Southern Minnesota, Area 36
- Open with the Responsibility Statement
- Introductions of all in attendance
- Concept Presentation (generally, the Concept that corresponds with the current month)
- Review and approve minutes from the prior month's meeting
- Review and approve the Treasurer's Report
- Reports:
 - District Officers
 - Standing Committees
 - Intergroup
 - GSRs
- Presentation from invited guest:
 - Area Officer, Area Standing Committee Chair, Past Delegate
 - Orientation of an aspect of General Service
- Old Business:
 - Items carried over from prior meetings
- New Business:
 - Brand new items of business
 - Questions from GSRs
- Announcements
- Next District Meeting:
 - Overview of anticipated agenda and special guests
- Sample GSR Report:
 - Discussion items for GSRs to bring back to their groups
 - Open District service positions and opportunities
 - Upcoming District and Area events
- Close with the Declaration of Unity

RESOURCES FOR DISTRICT AND AREA STANDING COMMITTEE CHAIRS

Area- level Standing Committee Chairs and your Designated Alternate:

- Are expected to attend Area 36 and West Central Region events listed on the Area Calendar, when the Area has adequate funds to cover the associated expense.
- Become acquainted with the Area 36 structure, function, and procedures.
- Submit articles about current committee's activities to the *Pigeon* newsletter. Articles are due to the Newsletter Editor after each quarterly Area Committee Meeting.
- Participate in Area 36 efforts to keep communication flowing.

District- level Standing Committee Chairs and your Designated Alternate:

- Are members of the corresponding Area Standing Committee (but not the Area Committee).
- Are expected to attend regular District meetings, and the corresponding Area Standing Committee meetings which are held quarterly (typically February, May, August and December – See current Area 36 Calendar for specific dates. Members should also attend other meetings and events the District expect you to attend, where the District has adequate funds to cover the associated expense.
- Are encouraged to attend Area 36 and West Central Region events listed on the Area Calendar.
- Submit articles about committee activities to District newsletters and the *Pigeon*, as required.

Getting Started:

Meet with the previous Committee Chair.

- Which projects are ongoing; which were started and not finished, etc.

Meet with the Area Chair or your DCM.

- Do they have projects and activities in mind for your Committee?
- Get a copy of the *Trusted Servant Guidelines*, and District or Area Finance Policy.
- Learn how the District and Area appropriate and spend money.
- What is the budget for your committee and what activities are budgeted?
- Get a copy of the current District and Area calendar.

Learn more about the work of your Committee.

- Register with the Area 36 Registrar Chair (Registrar@area36.org) who will register your name and service position with GSO.
- In turn, GSO will send you the corresponding kit or workbook for your Committee.
- Review your Committee's kit or workbook and the relevant *A.A. Guidelines*.
- Contact the Area Standing Committee Chair for your committee assignment.

Forming Your Committee:

Find out the District and Area conscience regarding your committee's responsibilities.

- Ask the District and Area how you can serve them.
- Offer project suggestions from your committee's kit or workbook and the *A.A. Guidelines*.
- For Area Committee Chair responsibilities, refer to the *Trusted Servant Guidelines*.

Find people to serve on your committee.

- Participate in District and Area outreach efforts.
- Ask someone to serve as your designated Alternate.
- Invite people to participate on specific projects.
- Look for appropriate volunteers wherever you go in A.A.

Delegate responsibilities to your committee members.

- Refer to Concept 9 in the *Service Manual*, on leadership in A.A.
- Consider which projects you will focus on during your rotation. Avoid overwhelming your committee by focusing on one or two projects at a time.
- People like to be included, so have ready opportunities for volunteers.

Ongoing Communication:

Attend as many Area Calendar and District events and functions as possible.

- To be familiar with ongoing service work and opportunities.
- District Chairs, share your District's experience at the Area Standing Committee meeting and report back to the District about activities and needs of the Area Committee.

Keep the Area and District informed about your committee's activities.

- To help them identify additional service opportunities for your committee.
- Submit written reports, so GSRs and others have information to take with them.

Submit articles to the Pigeon, or to the appropriate District newsletter.

- To inform the District and Area about Committee activities.

Become familiar with the GSC agenda items.

- Give a report on the content and background of your committee's agenda items, to help GSRs bring accurate information back to their groups.

Keep records and submit them to District and Area archives.

- Keep records of committee activities and submit them to the Archives Chair.
- If the District doesn't have an Archives Chair, work with your DCM to coordinate sending District Committee records directly to Area 36 Archives.

Continue Learning:

Read and study our literature.

- Some committees use part of their meeting time to do this.
- Committee Workbook, *A.A. Guidelines*, and relevant pamphlets.
- The *Service Manual*
- The Twelve Traditions, and the Twelve Concepts for World Service
- Area 36 *Trusted Servant Guidelines*

Suggested Activities for Standing Committees

Note: Always be mindful of opportunities to cooperate with other Standing Committees where service activities may overlap, to maximize financial and human resources.

Accessibilities

- Refer to the corresponding Conference Approved Accessibilities Kit or Workbook for the most current AAWS service materials, shared experience, and suggested activities.
- Reach out to communities that experience barriers to receiving the A.A. message due to language differences, physical limitations, cultural differences, etc.

Archives

- Refer to the corresponding Conference Approved Archives Kit or Workbook for the most current AAWS service materials, shared experience, and suggested activities.
- Inform groups about what is important to preserve, best practices for doing so, and why.
- Visit the Area 36 Archives Repository to learn about past projects.

Cooperation with the Professional Community (CPC)

- Refer to the corresponding Conference Approved CPC Kit or Workbook for the most current AAWS service materials, shared experience, and suggested activities.
- The following are examples of CPC activities:
 - Work with guidance counselors to place *Big Books* in school libraries.
 - Inform the District about the Sponsor Your Professional outreach.
 - Host a CPC luncheon, or give A.A. Information talks to professional and civic groups.
 - Participate in Conferences/Events for professionals to inform them of A.A.'s availability for their clients.

Corrections

- Refer to the corresponding Conference Approved Corrections Kit or Workbook for the most current AAWS service materials, shared experience, and suggested activities.
- Inform GSRs and groups in your District about service opportunities, for example, bringing A.A. meetings into detention centers, jails and prisons
- Discuss GSO's Corrections Correspondence Service
- Discuss the Area's Pink Can Plan.
- Inform the District about the Area's Corrections Facility Contact Program.
- Inform Corrections facility staff of the Area's Corrections Facility Contact Program.

Finance

- Give a presentation about the Seventh Tradition or the Birthday Plan at your District meeting.
- Provide information about how group contributions are used and the services we're able to provide as a result of group contributions.

Grapevine and La Viña

- Inform the District about the Grapevine and La Viña and the ways it can be used as a service tool.
- Distribute submission guidelines to encourage members to contribute articles.
- Collect past issues from groups and members to be forwarded on to institutions.
- Suggest giving gift subscriptions to new members on their first anniversary, Corrections Correspondence Service correspondents on the inside, health care clinics, libraries, etc.

Registrar and Group Outreach

- Visit the Groups in your District to provide information about the District and General Service structure, and to invite greater participation at the District and Area events.
- Maintain the accuracy of your District's directory or the Area's meeting directory and records database.

Literature

- Inform the District about new literature (books, pamphlets) that is soon to be released or has recently been published.
- Adopt locations to provide A.A. literature, and encourage help from groups.
- Be familiar with the Literature Catalog, and the process for ordering literature from AAWS, the Area Literature Chair, and Intergroup offices.

Public Information (PI)

- Refer to the corresponding Conference Approved *Public Information Kit or Workbook* for the most current AAWS service materials, shared experience, and suggested activities.
- Publish PSAs in local newspapers, and on local cable TV channels and radio stations.
- Arrange to have an information table at local community events, for example, county fairs, health fairs, Pride festivals, and other types of expos that large numbers of people attend.
- Assist with the PI booth at the Minnesota State Fair (hosted jointly by Areas 35 and 36).
- Provide literature to health care facilities, houses of worship, libraries, and police stations.

Treatment

- Refer to the corresponding Conference Approved Treatment Kit or Workbook for the most current AAWS service materials, shared experience, and suggested activities.
- Inform the District about the Area's Treatment Temporary Contact Program.
- Contact detox and treatment centers within your District and present A.A. Information talks to staff and counselors. Inform them of the Area's Temporary Contact Program.

THE WEST CENTRAL REGION OF
A.A.

The A.A. General Service structure in the United States and Canada is composed of eight service regions. Southern Minnesota, Area 36 belongs to the West Central Region. The West Central Region is made up of the following Areas:

Area	State	Rotation Year
24	Iowa	Odd
35	Northern Minnesota	Even
36	Southern Minnesota	Odd
40	Montana	Odd
41	Nebraska	Even
52	North Dakota	Odd
63	South Dakota	Even
76	Wyoming	Even

West Central Regional Alcoholics Anonymous Service Conference (WCRAASC):

Just as Area 36 meets annually to discuss the GSC agenda items, so does the West Central Region. Trusted servants from the various levels of the West Central Regional service structure gather during the first weekend in March. The location changes each year, as determined by rotation within the Region. A.A. members without a designated General Service position are also welcome to attend and to participate.

There is a modest registration charge, to cover the costs associated with hosting the conference. For dates and locations, refer to the current Area 36 Calendar.

West Central Regional Forum (WCRF):

Forums originated in 1975 at the suggestion of Dr. Jack Norris, (Class A non-alcoholic Trustee) then Chair of the General Service Board of A.A. Regional Forums are held every other year, generally in September. The Forum is a weekend of sharing and informational sessions designed to help the General Service Board, AAWS, the Grapevine Corporate Board, Grapevine Staff, and GSO staff stay in touch with A.A. members, trusted servants and those new to service.

The location and agenda for Regional Forums are decided jointly by the Regional Trustee, Area Delegates, and GSO. The responsibility for initiating contact with the hotel is assumed by a local A.A. Host Contact who is working with the Forums Coordinator and Regional Trustee. The Forums Coordinator at GSO distributes registration forms to groups and service workers throughout the Region and, working with the Host Contact and Regional Trustee, coordinates the details of the Forum.

There is no registration fee for Regional Forums or Additional Regional Forums. The General Service Board covers the expense of meeting rooms. Area Committees, Districts, and Groups are responsible for travel and lodging expenses of the trusted servants representing them at a Forum. to local needs.

Record of the Forum:

All Forums are intended to be sharing sessions, where no formal actions result. Sharing at Forums is captured in a Forum Final Report that is distributed to all attendees. Regional Forum Final Reports are available on GSO's website. Forums provide unique opportunities to share and exchange valuable experience, ask questions and spark new ideas. Regional Forums carry A.A.'s message of love and service by improving communication at all levels of our Fellowship.

THE GENERAL SERVICE CONFERENCE

Note: Additional information about the General Service Conference (GSC) can be found in the A.A. *Service Manual*, Chapter 7, “The Annual Conference Meeting.”

Makeup of the Body of the GSC

There are 135 members of the GSC: 93 Delegates, elected by the Service Areas of the US and Canada, comprise 69% of the voting body. Delegates always make up more than 2/3 of the voting members.

General Service Board of Trustees, and the AAWS and Grapevine directors, totaling 27 people, generally comprising approximately 20% of the voting members.

The GSO staff, General Manager, Senior Advisor to the General Manager and Grapevine Executive Editor, Senior Editor and Director of Circulation and Operations, totaling 15 people, comprise 11% of the voting body.

The General Service Board is made up of 21 trustees. Originally, the majority of trustees were nonalcoholic, but now seven, known as Class A Trustees, are nonalcoholic. Class A Trustees bring special expertise in areas such as business, medicine, and law, and may serve up to two consecutive three-year terms.

The 14 alcoholic (Class B) trustees serve four-year terms. Eight are elected to serve Regions of the US and Canada. Two are elected as Trustees-at-Large: One representing the US, and one representing Canada. The remaining four General Service Trustees are selected based on their expertise in areas of finance, publishing, or other fields that would be helpful to the General Service Board and its corporate boards. Two General Service Trustees serve on the AAWS Board, and two serve on the Grapevine Board.

The AAWS Board oversees A.A.’s publishing activities (except for Grapevine material). The Board is composed of nine directors: Two General Service Trustees, three Non-Trustee Directors, the General Manager of GSO, and the GSO Staff Coordinator.

The Grapevine Board oversees the operation of the A.A. Grapevine. It is composed of nine members, including one Class A Trustee, two General Service Trustees, two Regional Trustees, three Non-Trustee Directors and the Grapevine Executive Editor.

ODDS AND ENDS

A Word about Commitment

As trusted servants in A.A., we must demonstrate willingness, self-sacrifice, honesty, consideration of others, thoughtfulness, love, tolerance, and basic etiquette:

- ▮ Do we show up when we say we will? Are we on time?
- ▮ Do we mark our A.A. commitments on the calendar and then work around them?
- ▮ When we are unable to attend an event, do we arrange for our Alternate to be there?
- ▮ Do we do the footwork necessary to be informed and to keep our Alternate well informed?
- ▮ Do we attend as many service activities as possible, or do we attend the bare minimum?
- ▮ Do we tend to our responsibilities cheerfully, or do we portray them as an inconvenience?
- ▮ Are we able to hear differing views without perceiving it as criticism?
- ▮ Are we able to disagree with others based on the application of our Three Legacies, or do we let our personality get in our way?

Group Inventory Norms

Inventory Questions: A.A. service bodies use a variety of inventory questions. Some are from the pamphlet, *The A.A. Group*, or some variation on that model. Whatever inventory tool a group or body decides to use, it's helpful to have guidelines for individual conduct. Below are some common norms of behavior to follow when participating in inventory.

Facilitator's role:

Ideally, the facilitator is experienced in conducting this type of meeting. They are a neutral party with no opinion; they are present to help keep the meeting on its desired track.

Level set items:

- All agree on the inventory questions to be used.
- Set an end time and agree on it.
- All agree to the "Norms of Behavior."
- It's best to direct comments to the facilitator to avoid personalizing discussion.

Norms (Normative Behavior or the conduct we agree to adhere to personally):

- No decisions will be made.
- This is not a business meeting.
- Decisions should be made at a regularly scheduled business meeting.
- A consensus is possible but is not necessary.
- The Group agrees to keep the facilitator in their role.
- Titles should be checked at the door.
- All members agree to work together to complete the agenda.
- Members do not interrupt when someone else is talking.
- Members agree to raise a hand to be recognized.
- There is no such thing as a bad opinion.
- Members agree to treat one another with dignity and respect.
- Members agree to keep A.A.'s primary purpose uppermost in mind at all times.
- We need a timekeeper and someone to record the inventory.

Note to Moderators/Reporters:

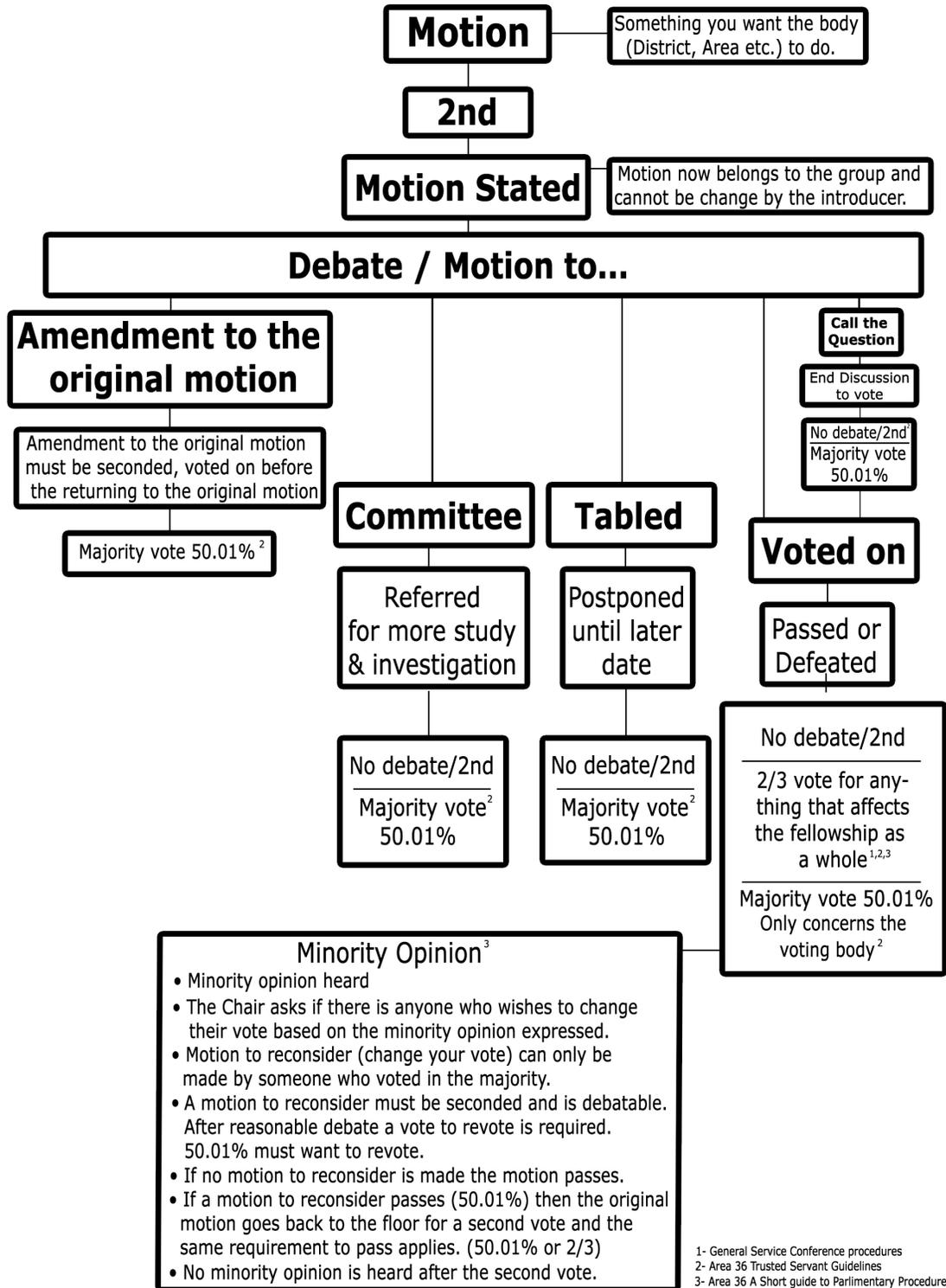
It's not necessary to record all comments: the subject and "sense of the meeting" is adequate.

Tips for Taking Minutes

Minutes are the record of what happens at our meetings. Minutes are a tool: they tell the story of what we have done, and why we have done it. They allow new attendees to review what happened in the past. They help us with an inventory of our process of decision-making. They remind us what the Body (Group, District, and Area) committed to doing. Here are some suggestions on what to record:

- | When and where was the meeting?
- | The number of attendees.
- | What happened at the meeting?
- | Action items: by whom and by when, so we can get the job done and so that we can be accountable.
- | Who is going to take action? What is the action? When will it be completed?
- | Why did we make these choices?
- | What was our process?
- | Motions made: so we have an official record of what we have done.
- | Decisions made: if motion or vote wasn't required to arrive at a decision.
- | Discussion included: so we remember what informed our decision, motion or vote.
- | Meeting Start and Stop Time: to plan for future meetings and let people know how long our meetings last.
- | A roster including contact information: to remember names of those present, who to consult when we have questions, and who should receive copies of materials.
- | Follow-up from previous meetings: so anyone reading the minutes can follow along. All subjects have a beginning, middle, and an end.

Parliamentary Procedure Flowchart



To change or add to the wording of a motion under discussion:

After recognition by the chair, a person may move to **amend** the motion by proposing a specific amendment. A majority vote will amend the original motion. An amendment can completely reword or replace a motion without voting it down.

To recommend more study and/or investigation be given to a motion:

Move to **refer to a committee**. Refers a question to be investigated by a specified group, with a specified purpose, and a specified time to report back to the entire group. Requires a majority vote.

To postpone a motion until some later time:

Move to **table the motion** until a specific time. A majority is required to table a motion.

To end the meeting:

Move to **close business meeting**. All pending motions will be tabled until next meeting. This motion takes immediate precedence and is not discussed. It requires a majority vote to pass.

You are unsure that the Chair has announced the results of a vote correctly.

Without being recognized, call for a **“division of the house.”** At this point a standing vote will be taken.

If you are confused about a procedure being used and want clarification:

Without recognition, call for a **“point of information.”** The Chair will ask you to state your question and will attempt to clarify the situation.

If you think the rules of order have been violated:

Without recognition, call for a **“point of order.”** The Chair will ask you to state your question and will attempt to clarify the situation.

To kill a just-introduced motion:

Without recognition from the Chair simply state **“I object to consideration.”** This must be done before any discussion. This motion requires no second, is not debatable and requires a 2/3 vote.

If you have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side. (part of Minority Opinion process)

Move to **reconsider**. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to **rescind**. A 2/3 vote is required.

You may INTERRUPT a speaker for these reasons only:

1. To get information about business - **point of information**
2. To get information about rules - **parliamentary inquiry**
3. If you see a breach of the rules - **point of order**

Precedence of Motions

Lower-numbered motions have precedence over higher numbers.

1. **Close meeting (Adjourn)** - not debatable; *goes to immediate majority vote* .
2. **Call for orders of the day** – A demand to return to the regular order of business. - not debatable; *goes to immediate majority vote*.
3. **Table until later in meeting** – This motion is only used to set aside the pending motion to take up something more urgent, with the full expectation of returning to the motion. *Majority Vote* .
4. **Limit discussion** - can be general, or for a specific time or number of speakers. Not debatable; *requires 2/3 vote*.
5. **Decline to consider** – Kills the motion without directly voting it down; *requires 2/3 vote*

Generally speaking, a majority vote is used to move business forward – a 2/3 vote is used to determine business so that it can be done with a sense of unity. When a majority determines a major business decision, disunity among members easily occurs. Most often the call for a majority on a major piece of business is an attempt to determine a decision, rather than to develop a Group Conscience.

A Brief Guide to Parliamentary Procedure

Area 36 uses Parliamentary Procedure, when necessary, to promote the orderly exchange of ideas. These procedures are exercised to *serve* the Assembly, or the gathered body, not to stifle it.

Note: questions requiring only a simple majority are still subject to Parliamentary Procedure. However, they do not invite the Minority Opinion.

STEP-BY-STEP

1. **MOTION** is made:

- a. Recommendations from Area Standing Committees are received as seconded motions: in passing the Committee, the motion received the support of more than one voting member. The recommendation will be restated as such by the Committee Chair after they present their committee's recommendation to the Area Committee or the *Assembly*.
- b. Motions can be made from the Assembly floor, on any issue, by any voting member of the Assembly, as long as there is no other issue currently under consideration.

2. **SECOND** must be received if the source of the motion is not a Standing Committee (to demonstrate more than one voting member supports the motion).

3. The CHAIR states the motion: "_____ has been moved and seconded that_____."

4. **DISCUSSION** (also refer to section below, Things That Can Happen to a Motion)

- a. A reasonable opportunity is given for all to speak to the motion.
- b. If all comments are in favor of the motion, the Chair may ask, "Is it the sense of the body that this motion be adopted?" If there is no opposition, the motion can be recorded as passed.
- c. Where opposition is expressed, after a full discussion, the Chair states, "There being no further discussion, we will vote." Then the Chair restates the motion.

5. **The Chair calls for the VOTE:**

- a. "All in favor of the motion." Then, "All opposed."
- b. Where substantial unanimity is being observed, a 2/3 majority is required.

6. **Minority Opinion and Motion to Reconsider**

- a. When substantial unanimity is sought, the Chair asks, "Does anyone in the minority wish to speak?" Only those who voted in the minority may speak at this time.
- b. The Chair asks, "Do I hear a motion to reconsider?" Only someone that voted in the majority may make a motion to reconsider. If this motion is made, it must be seconded.
 1. The motion to reconsider is debatable. After reasonable debate, the Chair will ask for a vote. A simple majority, rather than a 2/3 majority decides the vote to revoke.
 2. If the vote to revoke wins, discussion on the main motion resumes (same rules as before).
 3. VOTE on the main motion (same rules as before).
 4. There is no minority opinion on the second vote.

Things that can happen to a motion:

- a. As outlined above, it can be seconded, debated, voted on.
- b. If a motion fails to receive a second, it is considered to have “died for lack of a second.”
- c. Subsidiary motions can be made (which must be seconded, and require a simple majority to carry):
 - 1. AMENDED: the amendment is debated and voted on; then discussion of the original motion resumes.
 - 2. TABLED (postponed): definitely (to a stated time or place), or indefinitely (“killed”).
 - 3. REFERRED TO COMMITTEE, with or without additional Assembly instructions.
- d. At any time during the discussion, a voting member can “CALL THE QUESTION,” (a motion to cease debate and vote immediately). A second is required, but this motion is not debatable. The Chair will state, “The question has been called.” If the motion to cease debate/vote immediately passes, the Assembly moves to an immediate vote on the original motion under consideration. If the motion to cease debate fails, discussion of the original motion continues.

Voting at Area Assemblies

Who votes at Area Assemblies?

Note: All A.A. members are welcome to attend and participate in all other aspects of Area Assemblies and Area gatherings. However, only the following service positions are entitled to vote on Area business:

Eligible to Vote	Not Eligible to Vote	*
GSRs	Alternate GSRs*	In GSR’s absence, the Alt votes
DCMs	Alternate DCMs*	In DCM’s absence, The Alt votes
Area Standing Committee Chairs	Alternate Area Standing Committee Chairs*	In Chair’s absence, Alt Chair votes
Area Officers	District Officers	
Past Delegates		
	District Committee Chairs	
	Archivist	
	Corrections Facility Contact Program Coordinator	
	Pink Can Coordinator	
	Treatment Temporary Contact Desk Coordinator	
	Webmaster	

