

DCM Orientation 2008

Washington State East Area 92

Agenda/Topics to Be Covered

- Purpose of Area Committee
- Area Trusted Servants and Standing Committees
- Area Guidelines
- DCM Duties/The Groups
- Link to General Service Office
- Business Meeting
- Voting & Motions
- Questions & Closing

Area 92

- 453 Groups (182 active) in 24 Districts representing members in parts four states and one Canadian Province: Washington, Idaho, Oregon and Montana and British Columbia.

Purpose of Area Committee

Service manual S42

- Provide Committee Structure
- Responsible for the health of the Conference structure
- Growth in the Fellowship
- Harmony in the Districts
- Providing Leadership for the Committees
- It is comprised of all District Committee members, Elected Area Trusted Servants, and appointed Committee Chairs
- At Quarterlies define motions makes decisions on passing on to Assemblies
- Vote on how to conduct business

Composition *S42*

- The Area Committee is composed of all District Committee Members, the Elected Trusted Servants and the Appointed Committee Chairs.

Trusted Servants

- GSR - General Service Representative *S24*
 - The elected representative of the Group. Links group with AA as a whole.

- DCM- District Committee Member *S30, Area Handbook 4.0*
 - Essential link between Districts and Area and General Service Office.
 - Primary job is two way communication.
- DELEGATE *S46, Area Handbook 6.1*
 - Primary connection to GSO attends General Service conference each year carries the voice of the Area. Responsible to the Area and to AA as a whole.
- DELEGATE ALT *S46, Area Handbook 6.2*
 - In Area 92 assists Delegate gives reports for Delegate if needed. Responsible to step into the job of Delegate if needed. Also is the Area Registrar (*S43*), who is responsible for tracking all the changes in the groups.
- CHAIRPERSON *S42, Area Handbook 6.3*
 - Responsible for conducting the Area business. Chairs the Quarterly meetings and Area assemblies.
- ALTERNATE CHAIR *S44 Area Handbook 6.4*
 - Responsible to assist Area chair. Sits on Quarterly and Assembly host committees. Oversees Web committee and website activities.
- TREASURER *S44, Area Handbook 6.5*
 - Responsible for maintaining Area finances and financial records and providing Area Committee with financial Statements.
- ALT. TREASURER *S44, Area Handbook 6.6*
 - Assists the Treasurer in maintaining the financial records, is the person who writes the checks, pays the bills.
 - Chairs Finance Committee.

Area Appointed Committee

Standing Committee Chairs *S44*

- Archives *Area Handbook 8.2*
 - Responsible for cataloging, gathering, and protecting Area history.
 - Funded for one National Archives Workshop per four year rotation.
 - Area Quarterlies and Assemblies.
 - Corresponding GSO Committee Contact.
 - Works with six person Archives Steering Committee

- *Corrections Area Handbook 8.5*
 - 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.
 - Corresponding GSO Committee Contact.
 - \$500.00 Credit line for Literature.
 - Works closely with Corrections Bridge Coordinator .

- *Cooperation with the Professional Community Area Handbook 8.4*
 - 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.
 - Corresponding GSO Committee contact.
 - \$500.00 Credit line for Literature.

- *Public Information Area Handbook 8.7*
 - 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.
 - Corresponding GSO Committee Contact.
 - \$500.00 Credit line for Literature.

- *Treatment Area Handbook 8.8*
 - 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.
 - Corresponding GSO Committee contact.
 - \$500.00 Credit line for Literature.
 - Works closely with Bridge the Gap Chair.

Newsletter Area Handbook 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.

• *Secretary Area Handbook 8.1*

- Maintains the written record of Area business. 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.
- Area Quarterlies and Assemblies.
- Maintains and updates Area Directory

- Translation Committee Chair *Area Handbook 8.9*
 - Responsible for the care and use of Area Equipment.
 - Responsible for arranging for translators for all the Area materials into Spanish.
 - Attends Quarterlies and Assemblies.
 - Establishes open communication between Hispanic Districts and rest of Area.
 - Arranges for translators for Quarterlies and Assemblies and other Area functions as requested.

DCM DUTIES S30

- Link to GSO - Area Committee Member
- Responsible to the Area as a Whole
- Leads District meetings
- Attends Area Quarterlies & Assemblies
- Receives reports from Districts
- Helps Conference Delegate cover the area, which would be impossible to do on a group by group basis.
- Keeps GSR's informed of Conference activities, Attends Delegate's Report
- Stays in regular contact with the Alternate DCM.
- Sends District minutes to Delegate, Chairperson and Newsletter.
- Regular Contact with the Alternate Delegate/Registrar
- Review D.C.M. Kit which you will receive from General Service Office
- It is recommended that you read the pamphlets especially the "D.C.M." & Guidelines.
- Suggested 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
- Attend
 - Area Meetings and functions
 - The DCM's hold the Area Officers accountable
 - Attend 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 .
 - Delegates Reports
 - Any other Area Service function such as Standing Committees Quarterly

Registration of Groups/Group Change Forms

- DCM Keeps the Registrar/Alternate Delegate updated regularly by sending change forms and new group forms.
- Have GSR's fill out change forms for their group as changes occur.
- Assist GSR's in completing new group forms for any new group.
- Forms can be downloaded from the GSO Web page or will be included in DCM kit.
- Change forms
 - Group Service Number
 - Group Name
 - Meeting location
 - Street Address
 - City/State/Zip
 - Meeting Day
 - 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 and Appointments
 - How does WSEA 92 Elect Officers?
 - When and Where do we Elect?
 - Every 2 years at the October Assembly (S36) coinciding with the Delegate's seating at the General Service Conference
 - What are the elected positions?
 - Delegate, Chairman, Treasurer and their Alternates (S42-48, Area Handbook 5.0)
 - Who is eligible?
 - Any AA member in attendance (S42)
 - Who votes?
 - All WSEA Area committee members and all GSRs have one vote each (S35)
 - The Third Legacy Procedure (S20-S21)
- How does WSEA 92 Standing Committee Chairs and the Secretary?
 - When do we make the appointments?
 - Every 2 years after the WSEA Assembly (Area Handbook 5.0) coinciding with the Delegate's seating at the General Service Conference.

- What are the appointed positions?
 - Secretary
 - Archivist, Chair of Archives Steering Committee
 - Cooperation with the Professional Community Committee Chairperson (CPC)
 - Correctional Facilities Committee Chairperson,
 - Grapevine and Literature Chairperson (GVL),
 - Newsletter Editor,
 - Public Information Committee Chairperson (PI),
 - Translation Committee Chairperson,
 - Treatment Facilities Chairperson

- Who is eligible?
 - Any AA member (Area Handbook 7.0)
- Who votes for selection?
 - The area elected trusted servants (Area Handbook 7.0)
- The selection procedure.
 - After thorough discussion of each person who submitted a resume' and the position to be filled, 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, p. 1)
 - Who can bring a motion? Any member in attendance.
 - 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). All motions should be given to the secretary in triplicate (this includes 2 copies and one transparency) prior to 12 noon on the business day of the assembly. The Area Handbook, Housekeeping Motions: H00.2, requires two written copies.

- How are motions made and acted upon?
 - The motion is Made/Read by the maker if possible
 - The motion is seconded
 - The Chair states the motion
 - Discussion 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 (3) minutes. No one may speak for a second time on a topic until all who wish to have spoken for the first time
 - Either a member calls for the previous question (a motion to stop debate, 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 a motion?
 - Please don't interrupt a member who has been assigned the floor
 - Motion requires a second
 - Can be debated/discussed
 - Can be amended
 - 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 before it is stated by the Chair, or offer an amendment after 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 DCM's (\$40). All GSR's.
 - 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 DCM's (\$35).
 - If any DCM is not able to attend, their alternates may exercise the right to vote in place of the missing member. One district one vote.
- Abstentions (a vote or voting 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 and 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 debated
- Take a “break”
- To 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 “Limit Debate”
 - End Debate “Previous Question” (cut off debate and bring the group to an immediate vote on the pending motion)
 - 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
- 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
 - Method in which action is taken without a formal vote or on occasion without a motion.
- What is a Housekeeping motion?
 - Used in WSEA 92
 - Motion that does not effect 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)
 - Members who voted in the minority 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.
 - Its 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
 - 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
 - The presiding officer may not put a debatable motion to vote as long as members wish to debate it.
 - Debate can only be suspended by a 2/3 vote of the members present.
 - Once a motion is decided, it is not in 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 should always be avoided.
 - Debate should be directed to motions and not motives.
 - REMEMBER: principles and not 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 as 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)
 - It is a list of things to be acted upon or information to be given.
- Basic Agenda Format
 - I. Call to Order
 - II. Opening
 - Welcoming remarks
 - Serenity Prayer
 - Twelve Traditions (Short Form)
 - Twelve Concepts (Short Form)
 - III. Minutes of the Previous Meeting
 - Approval of the minutes of the previous meeting with any changes
 - IV. Reports of Elected Trusted Servants
 - V. Reports of Standing Committee Chairs and Secretary
 - VI. DCM Sharing Session (always starts at 11:00 am, regardless of the business on the floor.
 - VII. Special Committee Reports (example: Assembly and Quarterly Committees)
 - VIII. Old Business
 - IX. New Business
 - X. Bids on future assemblies and quarterlies.
 - XII. Adjournment
 - Ends the current session