

DISTRICT 4 IDAHO AREA 18

SERVICE STRUCTURE GUIDELINES

**Approved on 11/11/2017
Effective on 01/01/2018**

Summary of Changes

A margin bar (|) Indicates newly revised materials.

Table of Contents

Summary of Changes	2
1. Purpose.....	4
2. Scope.....	4
3. District Committee Membership and Trusted Servants.....	4
4. Duties of Trusted Servants.....	4
4.1. District Committee Member (DCM)	4
4.2. Alternate DCM.....	5
4.3. Secretary	5
4.4. Treasurer	5
5. District 4 Special Service Committees and Responsibilities	5
5.1. Treatment/Special Needs/Accessibilities/Corrections (TSNAC) Representative	5
5.2. Grapevine/La Vina Representative	6
5.3. Cooperation with the Professional Community/Public Information (CPC/PI) Representative.....	6
5.4. District 4 Archivist.....	6
5.5. Intergroup Representative	6
5.6. District 4 TVICO Steering Committee Representative	6
5.7. Young People’s Alcoholics Anonymous (YPAA) Representative.....	6
5.8. Hispanic Community Representative	6
6. Election of District 4 Committee Positions	7
6.1. District Trusted Servants.....	7
6.2. Suggested minimum sobriety for Trusted Servants	7
6.3. Special Service Committee Representatives.....	7
6.4. Suggested minimum sobriety for Special Service Committee Representatives	7
7. District Business Meeting	8
8. District Finances	9
8.1. Purpose.....	9
8.2. General Financial Policy	9
8.3. Banking	9
8.4. Prudent Reserve	9
8.5. District 4 Budget	9
8.6. Debit Cards	10
8.7. Treasurer	10

8.8. District Committee Expense Process	10
8.9. Pacific Region Alcoholics Anonymous Service Assembly (PRAASA) Fund	11
8.10. District Committee Member Funding	11
8.10.1. Idaho Area 18 Area Committee Meetings	11
8.10.2. Idaho Area 18 Assemblies	11
8.10.3. Pacific Region Alcoholics Anonymous Service Assembly (PRAASA)	11
8.11. Alternate DCM Funding	11
8.12. Secretary and Treasurer Funding	11
8.13. Splits	11
9. Birthday Dinner	12
10. Workshops	12
11. District Archives	12
12. Guideline Amendment Procedures	13
General Business Meeting Terms and Use	14
Glossary of Terms and Acronyms	15
District 4 Guidelines Amendment Form	16
District 4 Expense Report	18
District 4 Committee Business Meeting Report	19
District 4 Business Meeting Agenda.....	20

1. Purpose.

1.1. These guidelines are developed and approved by District 4 members and designed to provide guidance for the District Committee. The formal amendment process, [Section 12](#), will be followed when changes to these guidelines are needed.

1.2. Service to the Fellowship of Alcoholics Anonymous shall be the primary purpose of the District 4 Committee.

1.3. In all our proceedings, we shall observe the spirit of the A.A. Twelve Traditions and the Six Warranties, mindful of the ideals expressed in the A.A. Service Manual and the Twelve Concepts.

2. Scope

2.1. These guidelines apply to all District 4 Committee members.

3. District Committee Membership and Trusted Servants

3.1. The following shall be full working and voting members of the District Committee.

3.1.1. District Committee Member (DCM) – Trusted Servant

3.1.2. Alternate District Committee Member (ADCM) – Trusted Servant

3.1.3. Secretary – Trusted Servant

3.1.4. Treasurer – Trusted Servant

3.1.5. District 4 General Service Representatives (GSR) or their alternates

3.1.6. Treatment/Special Needs/Accessibilities/Corrections (TSNAC) Representative

3.1.7. Grapevine/La Vina Representative

3.1.8. Cooperation with the Professional Community/Public Information (CPC/PI) Representative

3.1.9. District 4 Archivist

3.1.10. Intergroup Representative

3.1.11. District 4 Treasure Valley Intergroup Central Office (TVICO) Steering Committee Representative

3.1.12. Young People's Alcoholics Anonymous (YPAA)

3.1.13. Hispanic Community Representative

4. Duties of Trusted Servants

4.1. District Committee Member (DCM)

4.1.1. Chair the District business meetings.

4.1.2. Prepare a meeting agenda 1 week prior to the District Committee Meeting to be distributed by the District Secretary. See Attached [Agenda Format](#).

4.1.3. Ensure District 4 Guidelines are published on the Area 18 webpage and available to all members of the fellowship.

4.1.4. Represent the District at all Area business meetings and Area Assemblies.

4.1.5. Funds permitting and as approved by the District Committee, attend the Pacific Region Alcoholics Anonymous Service Assemblies (PRAASA).

4.1.6. The DCM will ensure all pertinent emails and documents are forwarded to the ADCM.

- 4.1.7. Assist and mentor the ADCM, as needed.
- 4.1.8. Upon return from events, provide written reports to District 4 at the next business meeting.
- 4.1.9. Attend home group business meetings throughout their rotation.

4.2. Alternate DCM

- 4.2.1. As needed, fulfill all DCM responsibilities identified in [paragraph 4.1](#).
- 4.2.2. Oversee the monthly Birthday Dinner, see [Section 9](#).
- 4.2.3. Chair two (2) District workshops, see [Section 10](#).
- 4.2.4. Assist Secretary in maintaining a current contact list for members of the District Committee.

4.3. Secretary

- 4.3.1. Maintain current records of all District meetings conducted during the rotation.
- 4.3.2. Maintain a current contact list for members of the District Committee.
- 4.3.3. Take minutes at regular District business meetings
- 4.3.4. Provide copies of the agenda to all committee members at business meetings.
- 4.3.5. Distribute meeting minutes to all members of the District committee within 10 days after the meeting.
- 4.3.6. Maintain a digital copy of all past and current minutes to pass on to future Secretaries.
- 4.3.7. Upon completion of an individual's rotation, turn over a copy of the past two (2) years' minutes to the District 4 Archivist.

4.4. Treasurer

- 4.4.1. Maintain current records of all District finances.
- 4.4.2. Receive and record contributions from A.A. groups and other sources, acknowledging cash contributions with a letter or receipt and deposit within 30 days of receipt.
- 4.4.3. Always have financial records available for inspection.
- 4.4.4. Present a written report, with copies for all committee members, at every District business meeting.
- 4.4.5. Have a current bank statement available at District business meetings, for District 4 members to review. **Note: Statements will have the account number and routing number removed prior to allowing members access.**
- 4.4.6. Maintain a digital copy of all past and current treasurers reports to pass on to future Treasurers.
- 4.4.7. Upon completion of an individual's rotation, turn over a copy of the past two (2) years' Treasurers reports to the District 4 Archivist.

5. District 4 Special Service Committees and Responsibilities

5.1. Treatment/Special Needs/Accessibilities/Corrections (TSNAC) Representative

- 5.1.1. The TSNAC Representative will coordinate the flow of information and activities pertaining to carrying our message of recovery to alcoholics in hospitals, mental institutions, alcoholic treatment and rehabilitation facilities, and correctional institutions.
- 5.1.2. Attend monthly TSNAC West meetings and provide a written report at the next District business meeting.
- 5.1.3. As requested, set up displays at District 4 events.

5.2. Grapevine/La Vina Representative

- 5.2.1. The Grapevine/LaVina Representative will inform groups and individuals in District 4 of the many benefits that can be derived through Grapevine or LaVina subscription.
- 5.2.2. The representative will encourage broadening Grapevine's and LaVina's benefits, i.e. topics for group discussion, submitting articles for publication, sharing copies with newcomers, friends, professional institutions, etc.
- 5.2.3. Attend monthly District 4 business meetings and provide a written report for the District.
- 5.2.4. As requested, set up displays at District 4 events.

5.3. Cooperation with the Professional Community/Public Information (CPC/PI) Representative

- 5.3.1. The CPC/PI representative will provide information about A.A. to those who have contact with alcoholics through their profession. This group includes physicians, nurses, members of the clergy, lawyers, social workers, business and labor leaders, and government officials as well as those working in the field of alcoholism.
- 5.3.2. Information will be provided about who/what/where we are, what we can do, and what we cannot do.
- 5.3.3. Efforts will be made to establish good rapport and cooperation between A.A. and the professional community.
- 5.3.4. Attend monthly CPC/PI West meetings and provide a written report at the next District business meeting.
- 5.3.5. As requested, set up displays at District 4 events.

5.4. District 4 Archivist

- 5.4.1. See [Section 11](#) for responsibilities
- 5.4.2. Provide a monthly status report at the District 4 Business meeting.

5.5. Intergroup Representative

- 5.5.1. Attend monthly Intergroup meetings and provide a written report at the next District business meeting.
- 5.5.2. As requested, set up displays at District 4 events.

5.6. District 4 TVICO Steering Committee Representative

- 5.6.1. Attend monthly Steering Committee meetings and provide a written report at the next District business meeting.
- 5.6.2. As requested, set up displays at District 4 events.

5.7. Young People's Alcoholics Anonymous (YPAA) Representative

- 5.7.1. Provide a monthly status report at District 4 Business meetings.
- 5.7.2. As requested, set up displays at District 4 events.

5.8. Hispanic Community Representative

- 5.8.1. Work with the Hispanic Community throughout District 4 to encourage growth and participation on the District Committee.
- 5.8.2. Provide a monthly status report at District 4 Business meetings.

6. Election of District 4 Committee Positions

6.1. District Trusted Servants

- 6.1.1. Shall be elected for a two-year term. The term shall begin January 1, of the even numbered years and end December 31 of the odd numbered years.
- 6.1.2. Nomination shall be made in August and September of odd numbered years.
- 6.1.3. Elections shall be held at the regular District business meeting in September of odd numbered years.
- 6.1.4. In the event, more than 2 persons are standing for DCM the 3rd Legacy Procedure would apply, refer to “The AA Service Manual” page S 21.
- 6.1.5. Trusted Servants shall be elected by receiving a simple majority of votes cast.
- 6.1.6. When more than two individuals are nominated for an office (other than DCM) and no one receives a simple majority of the votes a second ballot shall be cast with only the two persons receiving the most votes on the first ballot.

6.2. Suggested minimum sobriety for Trusted Servants

- 6.2.1. DCM – 5 years
- 6.2.2. ADCM – 5 years
- 6.2.3. Secretary – 3 years
- 6.2.4. Treasurer – 3 years

6.3. Special Service Committee Representatives

- 6.3.1. Shall be elected for a two-year term. The term shall begin January 1, of the even numbered years and end December 31 of the odd numbered years.
- 6.3.2. Nomination shall be made in August and September of odd numbered years.
- 6.3.3. Elections shall be held at the regular District business meeting in September of odd numbered years.
- 6.3.4. The elected Archivist shall continue to hold the District Archivist position until the Archivist resigns or the District Committee votes to replace the Archivist.
- 6.3.5. The TVICO Steering Committee Member is elected to a two-year term. The term shall begin on January 1 of odd numbered years and end on December 31 of the even numbered years.
- 6.3.6. Special Service Committee Representatives shall be elected by receiving a simple majority of votes cast.
- 6.3.7. When more than two individuals are nominated and no one receives a simple majority of the votes a second ballot shall be cast with only the two persons receiving the most votes on the first ballot.
- 6.3.8. Should the second ballot result in a tie, a name will be drawn from the hat to determine the winner.

6.4. Suggested minimum sobriety for Special Service Committee Representatives

- 6.4.1. TSNAC Representative – 1 year
- 6.4.2. Grapevine Representative – 1 year
- 6.4.3. CPC/PI Representative – 1 year
- 6.4.4. District 4 Archivist – 2 years
- 6.4.5. Intergroup Representative – 1 year
- 6.4.6. Central Office Steering Committee Representative – 5 years (minimum)
- 6.4.7. Young People’s Alcoholics Anonymous Representative – 1 year
- 6.4.8. Hispanic Community Representative – 1 year

7. District Business Meeting

7.1. The DCM

- 7.1.1. Facilitates the District Business meeting.
- 7.1.2. Will only vote when there is tie.

7.2. District Committee representatives

- 7.2.1. Be familiar with the current District 4 Guidelines.
- 7.2.2. Be familiar with Robert's Rules of Order.
- 7.2.3. Be familiar with [General Business Meeting Terms](#), see attached.
- 7.2.4. Complete the [District 4 Committee Business Meeting Report](#), see attached.

7.3. A quorum is the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid. The quorum for the District 4 Committee is 11 voting members out of the 20 normally attending.

7.4. Meeting Agenda

- 7.4.1. When it comes to creating efficient and effective meetings, one key tool is to prepare and make effective use of an agenda, which is essentially a program or listing of the events and items of business.
- 7.4.2. The agenda is a guide to keep the meeting on track.
- 7.4.3. Not everything in the agenda is necessary in every situation, see sample [Business Meeting Agenda](#).
- 7.4.4. The agenda may need to be even more extensive and detailed.

7.5. At the January District Business Meeting, after rotation, a packet containing the following information will be distributed to all District Committee Representatives.

- 7.5.1. A copy of District 4 Guidelines
- 7.5.2. GSR Change Form
- 7.5.3. A copy of the Abbreviated Robert's Rules of Order
- 7.5.4. A copy of the District 4 Expense Report
- 7.5.5. A copy of the District 4 Budget

7.6. District business meetings shall be held monthly, except December, on the second Saturday of each month at a designated facility unless circumstances warrant a change.

7.7. Any District 4 Trusted Servant and Special Service Committee Chairperson missing 3 District business meetings in one year, without a valid reason, will be removed from their position and a new one will be elected per [Section 6](#).

7.8. When necessary, an Ad-Hoc Committee may be formed, with a workable number of committee members, to perform a specific task.

8. District Finances

8.1. Purpose

8.1.1. To fulfill the Districts responsibility to give financial assistance to the DCM, other trusted servants, support the AA Service Structure and to provide for other expenses as approved by the District.

8.2. General Financial Policy

8.2.1. To ensure that available funds are used to the maximum benefit of the District and the fellowship.

8.2.2. All trusted servants are expected to keep expenses to the minimum through room-sharing, carpooling, etc., whenever practical.

8.2.3. When deemed necessary, the District may vote to audit the District's books by an independent source chosen by the District.

8.2.4. District 4 will fund travel identified within these guidelines, when funds are available.

8.2.5. The treasurer will inform the District Committee when funds are not available.

8.3. Banking

8.3.1. District 4 will retain all funds in a financial institution as determined by the District Committee.

8.3.2. Checking and Savings accounts will require two authorized signers.

8.3.3. Payees listed on a District check cannot be a signatory on that check.

8.3.4. The treasurer and DCM will be listed on the bank account, should the District Committee choose, other Trusted Servants may be added.

8.3.5. A savings account will be established to hold PRAASA funds.

8.4. Prudent Reserve

8.4.1. In keeping with Concept 12, Warranty Two, sufficient operating funds, plus an ample reserve, should be its prudent financial principle.

8.4.2. The District committee will establish a prudent reserve for District 4 based on current needs.

8.4.3. The amount will be reviewed in the January business meeting and the amount determined will be put in the minutes.

8.4.4. The Treasurer shall place the prudent reserve in a separate bank account.

8.4.5. The prudent reserve may be used only when all other funds of the District are expended.

8.4.6. The prudent reserve may not be considered as available funds when setting the budget.

8.4.7. If all or a portion of the prudent reserve is used, replenishing the prudent reserve is a priority.

8.4.8. Only expenses for which use of the prudent reserve has been specifically authorized in these guidelines shall be paid before the prudent reserve is replenished in full.

8.5. District 4 Budget

8.5.1. To prudently manage District's funds, District 4 shall adopt an annual budget at each February meeting.

8.5.2. Every November, an Ad Hoc Budget Committee consisting of the treasurer and two (2) District 4 members, shall be formed to draft a proposed budget.

8.5.3. The budget shall be valid for a one-year period beginning March 1st immediately following its adoption and ending on February 28th of the following year.

- 8.5.4. At each January District Committee meeting, each Trusted Servant shall present a budget to the District Committee for the events identified in these guidelines that may be attended or held.
- 8.5.5. Each budget request shall include separate amounts for travel, lodging, meals, etc.
- 8.5.6. A separate line item will appear in the budget for the printing/publication of the guidelines.
- 8.5.7. The Treasurer shall keep and provide to the District Committee the historical financial information showing expenditures of each Trusted Servant of the previous five (5) years.
- 8.5.8. Evaluate the funds on hand (excluding the prudent reserve) at the end of the current budget year.
- 8.5.9. The Treasurer shall submit its recommended budget to the DCM in time for it to be distributed to the District Committee for the January meeting.
- 8.5.10. The District Committee may make other amendments as it sees fit, so long as the budget expenditures do not exceed the estimated available funds.
- 8.5.11. The approval of a budget does not guarantee that funds will be available for any given function or at any given time.
- 8.5.12. The Treasurer shall disburse only those funds that are available and shall make disbursements from the prudent reserve only in the instances set out in these Guidelines.
- 8.5.13. The Treasurer shall monitor actual expenditures against budgets and shall not disburse funds that would cause any budget amount to be exceeded.
- 8.5.14. The budget may be amended by the District Committee when funds more than those estimated are realized or when anticipated expenditures are less than expected.

8.6. Debit Cards

- 8.6.1. The Treasurer and DCM will be issued a debit card for the account.
- 8.6.2. The debit card CANNOT be used, unless it is approved through the District Committee or is allowed per these guidelines.

8.7. Treasurer

- 8.7.1. Manage the District 4 General Fund checking account, PRAASA Fund savings account, and Prudent Reserve savings account.
- 8.7.2. Maintain all financial receipts, statements and reports for the duration of their rotation.
- 8.7.3. Pay all bills upon receipt of an approved invoice and/or expense report.
- 8.7.4. The Treasurer will monitor the monthly Birthday Dinner, to ensure it is self-supporting.

8.8. District Committee Expense Process

- 8.8.1. Members of the District Committee will complete an expense report for any funds they wish reimbursement for, see [District 4 Expense Report](#).
- 8.8.2. Members of the District Committee will present a tentative expense report for events where funds will be needed from District 4.
- 8.8.3. Prior to payment, present expense reports to the District Committee for review and final approval.
- 8.8.4. Actual costs for coach class fares when travel is accomplished by commercial carrier may be paid in advance to secure said ticket.
- 8.8.5. Reimbursement for miles driven outside the Area to locations served by commercial air carriers shall not exceed the cost of coach fares.

8.9. Pacific Region Alcoholics Anonymous Service Assembly (PRAASA) Fund

8.9.1. The PRAASA savings account shall have a maximum of \$800.

8.9.2. A minimum of \$50.00 per month will be added to the savings account until the maximum is met.

8.9.3. Additional PRAASA funds may be request of the District Committee through a formal motion and approval process.

8.10. District Committee Member Funding

8.10.1. Idaho Area 18 Area Committee Meetings

8.10.1.1. Mileage at thirty-five (\$0.35) per actual mile driven.

8.10.2. Idaho Area 18 Assemblies

8.10.2.1. Mileage at thirty-five (\$0.35) per actual mile driven.

8.10.2.2. Two nights lodging.

8.10.2.3. Registration

8.10.2.4. Saturday Banquet

8.10.2.5. Sunday Breakfast

8.10.3. Pacific Region Alcoholics Anonymous Service Assembly (PRAASA)

8.10.3.1. All expenses approved by the District Committee are to be paid out of PRAASA account, funds permitting.

8.10.3.2. Travel to and from the event will be based on a comparison cost between driving and flying. Exceptions may be considered by the District Committee on a case by case basis. (i.e., unreliable transportation)

8.10.3.3. When driving, mileage at thirty-five (\$0.35) per actual mile driven.

8.10.3.4. Airline Fare (If less expensive than driving)

8.10.3.5. Two nights lodging.

8.10.3.6. Registration

8.10.3.7. Saturday Banquet

8.10.3.8. A per diem rate as determined by the District Committee, based on event location.

8.11. Alternate DCM Funding

8.11.1. Reimbursement of expenses incurred to maintain Birthday Dinner/Potluck supplies.

8.11.2. In the event the ADCM should act in the capacity of the DCM all funding identified in this section will be made available.

8.12. Secretary and Treasurer Funding

8.12.1. Reimbursement for expenses related to distribution of documents on behalf of District 4.

8.12.2. Copying/Printing

8.12.3. Mailing

8.12.4. Miscellaneous administrative supplies

8.13. Splits

8.13.1. Whenever the general fund exceeds the prudent reserve requirement and all District financial obligations have been met, the Committee may vote to disperse monies to the following entities.

8.13.1.1. General Service Office (GSO)

8.13.1.2. Idaho Area 18

- 8.13.1.3. TSNAC
- 8.13.1.4. CPC/PI
- 8.13.1.5. Treasure Valley Intergroup Central Office (TVICO)

9. Birthday Dinner

- 9.1. Birthday Dinner expenses shall be paid from the District's General Fund.
- 9.2. Held on the second Saturday of each month at a facility designated by the District Committee unless circumstances warrant a change.
- 9.3. The dinner shall be a potluck style dinner, open to any A.A. members, family or friends.
- 9.4. Alternate DCM shall
 - 9.4.1. Purchase supplies, including, coffee, punch, creamer, sugar, paper plates, plastic silverware, napkins and cleaning supplies.
 - 9.4.2. Maintain supply of medallions.
 - 9.4.3. Secure a group to host each month
- 9.5. Recommended Birthday Dinner format
 - 9.5.1. Dinner
 - 9.5.2. Meeting
 - 9.5.3. Medallions
 - 9.5.4. 7th Tradition
 - 9.5.5. Close meeting
 - 9.5.6. Raffle
- 9.6. The District Committee will host the December Birthday Dinner. On rotating years, all outgoing and incoming members of the District Committee will participate.

10. Workshops

- 10.1. District 4 shall host two (2) workshops a year and may be held in co-operation with other Districts and/or Special Service Committees.
- 10.2. Workshops can be on any topic relating to Alcoholics Anonymous.
- 10.3. Workshop topics will be presented to the District Committee for discussion and approval.
- 10.4. The ADCM will submit a tentative expense report to the District Committee for approval.

11. District Archives

- 11.1. The intent of the District 4 Archives is to preserve our local history of Alcoholics Anonymous (AA).
- 11.2. Used to maintain local & other A.A. items for the use and enrichment of our Fellowship.

11.3. The District Archivist shall be responsible for maintaining, cataloging and protecting all items entrusted to the District Archivist.

11.4. The Archivist or ADCM must be present when the archives are displayed unless the material is secured in a manner to prevent loss.

11.5. Loans of items to other A.A. or public entities can only be made with the District Committee's approval and no items shall be sold or given away without the express consent of the District Committee.

11.6. Copies of items may be made only with the supervision of the District Archivist or the District Committee and must maintain strict adherence to the confidentiality required to protect anonymity.

11.7. Access to the Archives shall be made available, as possible, to all members of the Fellowship and to the public where appropriate.

12. Guideline Amendment Procedures

12.1. Any proposed amendment to these Guidelines shall be in writing to the DCM, with a copy to the District Secretary. (Guideline Amendment Form attached.)

12.2. To allow for enough time for discussion and dissemination of information the amendment procedure is as follows:

12.2.1. Presented as new business at any District business meeting,

12.2.2. Discussion held the next business meeting as old business,

12.2.3. A vote taken on the following business meeting as old business.

12.3. A two-thirds (2/3) approval vote by the District Committee members voting shall constitute adoption of the amendment.

General Business Meeting Terms and Use

SENSE OF MEETING - Used by the Chairperson to establish informal rules for use during the meeting, such as how much time each speaker has for giving reports.

POINT OF ORDER - Any member of the District Committee ([See Section 3](#)) may address the Chairperson with a point of order to point out proper procedures as defined by Area Guidelines, A.A. Service Manual, or Robert's Rules of Order.

POINT OF INFORMATION - Any member of the District Committee ([See Section 3](#)) may address the Chairperson with a point of information to address a question or to suggest pertinent to the matter at hand.

MOTION TO TABLE - Any VOTING member of the District Committee ([See Section 3](#)) may call for a motion to table. A motion to table can be made only after a motion has been made and seconded and debate has begun. If the motion to table receives a second, it overrides any other motion, all debate ceases, and the Assembly votes on the motion to table. A motion to table requires only a simple majority to pass and no minority opinion will be heard. If the motion to table is defeated (or fails to receive a second), debate on the previous motion is continued.

CALL THE QUESTION - Any VOTING member of the District Committee ([See Section 3](#)) may call for the question (or simply "question"). Call the question can be used after a motion has been made and seconded and debate has begun. Call the question requires a second, is not debatable, and requires a two-thirds majority to pass. If passed, debate on the issue before the Assembly ceases, and the Assembly proceeds to immediately vote on it. If the call for the question is defeated, debate is continued.

MINORITY OPINION - In keeping with Concept 5, the Minority opinion will always be heard on any motion (except for a Call of the Question and Motion to Table). Whether the motion passes or is defeated, those in the minority will be given the opportunity to give their reasons. It must be noted; this is not a debate. Those that voted in the majority will not be heard except when the majority is not a sufficient two-thirds to pass the motion.

RECONSIDERATION - After the minority opinion is heard, the Chairperson will ask if anyone who voted with the MAJORITY wishes to change their vote. If ANYONE who voted in the majority wishes to change their vote, the motion is restated and another vote is taken. It must be noted that the motion will not be debated further and the minority opinion will not be heard after the second vote.

Glossary of Terms and Acronyms

Ad-hoc committee	A temporary appointment for a specific purpose.
AA	Alcoholics Anonymous
ADCM	Alternate District Committee Member
CPC/PI	Cooperation with the Professional Community/Public Information
DCM	District Committee Member
GSR	General Service Representative
PRAASA	Pacific Region Alcoholics Anonymous Service Assembly
TSNAC	Treatment/Special Needs-Accessibilities/Corrections
TVICO	Treasure Valley Intergroup Central Office
YPAA	Young People of Alcoholics Anonymous

District 4 Guidelines Amendment Form

Page Number _____ Paragraph Number _____

Paragraph Title _____ Date Submitted _____

PASS

FAIL

AMENDMENT

As reads: (State the text from the Guidelines exactly as it reads now. If you wish to add something that is not already in the Guidelines, simply enter "NEW" in this section.)

Attach a separate sheet if needed

Is amended to read: (State the exact text as you propose it to read. If you wish to completely delete text without replacing it, simply enter "DELETE" in this section.)

Attach a separate sheet if needed

District 4 Expense Report

All expense reports will be presented to the District Committee prior to payment to allow for review and approval.

Attach Receipts - Please do not mix reimbursements on the same receipt with other purchases. Individuals are expected to obtain the lowest cost for lodging when possible

Requester Full Name	Address	Phone Number
Home Group	Service Position	Date Submitted

Travel (.35 per mile)					
Date	Miles	From (Location)	To (Location)	Purpose	Cost
				Total	

Lodging				
From (Date)	To (Date)	Location	Purpose	Cost
			Total	

Reimbursable Expenses per District 4 Guidelines		
Date	Description of Expense	Cost
	Total	

Miscellaneous Expenses		
Date	Description of Expense	Cost
	Total	

Date	Requestors Signature	Total Amount Requested
------	----------------------	------------------------

Date Paid	Check #	Amount	Treasurers Initials

District 4 Committee Business Meeting Report

Date: _____

Group or Committee Name: _____

Your Name: _____ Position: _____

Meeting Place: _____ Time: _____

Changes in Trusted Servant Positions (Name, Phone #, and E-mail)

--

Distribution of 7th Tradition

GSO Area District TVICO TSNAC CPC/PI

Report

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District 4 Business Meeting Agenda

For (Date of Meeting)

1. Call to Order

Start the meeting on time. A single rap of the gavel at the appointed hour and the declaration, "The meeting will come to order" is sufficient. You can't finish on time if you don't start on time, and everybody knows when the meeting starts.

2. Open with the Serenity Prayer and Twelve Traditions

3. Roll Call for members of the District Committee

4. Secretaries Report and Approval.

5. Treasurers Report and Approval.

6. DCM Report.

7. ADCM Report.

8. GSR Reports. Reports should be no longer than 3 minutes, items to be discussed from the group will be moved to new business.

9. 7th Tradition

10. Special Service Committee Reports. Reports should be no longer than 3 minutes, items to be discussed from the group will be moved to new business.

10.1. TSNAC Representative Report

10.2. Hispanic Community Representative

10.3. Grapevine/La Vina Representative Report

10.4. CPC/PI Representative Report

10.5. District 4 Archivist Report

10.6. Intergroup Representative Report

10.7. TVICO Steering Committee Representative Report

10.8. YPAA Representative Report.

18. Old Business

19. New Business

20. AA

21. Adjourn