

District 1
Idaho Area 18
Alcoholics Anonymous

Service Structure
Guidelines

District 1, Idaho Area 18 Guidelines for Structure and Procedure

Adopted by the District 1 Committee on July 13, 2025

The purpose of these guidelines is to provide guidance and direction for the conduct of all District 1 business. These Guidelines define the composition of the District 1 Committee, establish the working practices of that committee, and cover all aspects of the District's business and related affairs.

The District 1 Committee is given the right to act as trusted servants as guaranteed by the concepts and will be trusted to conduct business throughout the years that we abide by Concepts 2, 3, and 10 (see Appendix A).

Service to the Fellowship of Alcoholics Anonymous shall be the primary purpose of the District 1 Committee. In all of our proceedings, we shall observe the spirit of the AA Twelve Traditions (see Appendix B) and the Six Warranties (see Concept 12, Appendix A), mindful of the ideals expressed in the Service Manual and the 12 Concepts. The "Right of Participation" and the "Right of Appeal and Petition" shall always be relied upon.

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1. District Committee Representatives

The following shall be full working and voting representatives of the District 1 Committee:

- A. All General Service Representatives (GSRs) or their alternates
- B. Secretary
- C. Treasurer
- D. Chairpersons of Special Service Committees or their alternates
- E. District Committee Member (DCM) – shall vote only as needed to break a tie vote
- F. Alternate District Committee Member (Alt. DCM) – shall have a vote, but will not vote when acting as DCM

District 1 Committee Elections and Appointments (see Appendix C for Third Legacy procedure):

1.1 Each group in the District shall elect a group member as GSR. Elections ought to be held in the fall of the odd numbered year prior to Area rotation.

1.2 The DCM is elected in the fall of the odd numbered year prior to Area rotation. Past and current serving GSRs are eligible to stand. An Alternate DCM, Secretary and Treasurer should be elected at this time. It is suggested that the DCM not hold any other service position at District level (either elected or appointed) nor serve as GSR for their home group.

- 1.3 Those willing to stand for District office:
- ◆ Should express interest at the August District 1 business meeting
 - ◆ Need not be present at the time of election, but must have clearly indicated at a District business meeting a willingness to serve in the position

1.4 Eligibility for District office positions:

Suggested minimum sobriety time for each office is as follows:

DCM.....4 years and served as GSR

Alternate DCM.....3 years and served as GSR

Secretary.....2 years

Treasurer.....2 years

Special Service Committee Chairpersons.....2 years

1.5 All District office positions shall be elected by receiving two-thirds (2/3rds) majority of votes cast. In the event more than two Representatives are standing for an office and no one receives a two-thirds (2/3rds) majority of the votes cast, the procedure described in the Third Legacy (see Appendix C) will be applied.

In the event no one is nominated, the District Treasurer and the District Secretary shall be appointed by the incoming DCM and shall be approved by majority vote of the District Committee.

1.6 The outgoing DCM shall notify, in writing, the Idaho Area Delegate, the Area Chairperson, and the Area Secretary of the name, address, and phone number of the new DCM and Alternate DCM.

1.7 Special Service Committee chairpersons shall be appointed by the incoming DCM.

2. Duties of the Officers

All Trusted Servants shall be familiar with the Service Manual, Area Guidelines, and the District Guidelines.

2.1 The DCM shall:

- ◆ Chair all the District 1 meetings and act as the administrative officer of District 1
- ◆ Produce an agenda for the District business meetings
- ◆ Have final authority for the conduct of meetings and points of order
- ◆ Represent the District at all Area business meetings, Area Assemblies, and other functions appropriate to the office as suggested in the Service Manual
- ◆ Give a report to the District Committee for any function attended by the DCM in official capacity
- ◆ Appoint temporary special subcommittees (Ad Hoc) to conduct specific District functions
- ◆ Notify, in writing, the Delegate, the Area Chairperson and the Area Secretary of the name, address, phone number, and group GSR at least once a year and as changes occur

2.2 The Alternate DCM shall:

- ◆ Assume the responsibilities of the DCM in the DCM's absence
- ◆ Support the DCM in carrying out the responsibilities as needed
- ◆ Serve as Alternate Secretary

2.3 The Secretary shall:

- ◆ Take minutes at all District 1 meetings
- ◆ Distribute the District 1 meeting minutes for review by the District Committee promptly following the regular monthly meeting with enough time for review and submission to the GSRs for review by their groups. And to the local Newsletter, if applicable.
- ◆ Retain and archive copies of District minutes, motions, and guideline amendments for turnover to the next service rotation
- ◆ Publish and mail to the Idaho Area Delegate, Idaho Area Chairperson, Idaho Area Secretary, and all representatives of the District 1 Committee the minutes of the previous District meeting no later than fourteen (14) days after the meeting
- ◆ Publish the agenda as prepared by the DCM approximately seven (7) days prior to the next District meeting
- ◆ Have custody of all current records of District 1 and maintain a current list of contact information of all representatives of the District Committee
- ◆ Have a petty cash fund of sixty-five dollars (\$65) for printing, mailing, etc., and report all expenses with receipt to the District Treasurer

2.4 The Treasurer shall:

- ◆ Collect and deposit all contributions in the District checking account
- ◆ Present a written financial report of income and expenses at each District business meeting

- ◆ Disburse checks for approved District expenses as outlined in these guidelines or approved by a motion at a District business meeting
- ◆ Maintain monthly and year to date reports to be turned over to the next service rotation
- ◆ Receive and record contributions from District 1 AA groups and other sources, acknowledging all contributions with a receipt, if requested
- ◆ Open and maintain a bank account that will have the signature card signed by the Treasurer, DCM and two other representatives of the District Committee (see 5.2.A(1)). All checks written will require two (2) signatures (see 5.2.A).
- ◆ Report to the District Committee at each District meeting, and provide an annual written report of all transactions, subject to audit

3. Special Service Committee Chairpersons

Each committee shall consist of a Chairperson and a workable number of committee members. The DCM will appoint a Chairperson for each committee every two (2) years or as needed.

Each committee shall meet at the call of its Chairperson with notification to the DCM.

3.1 TAC (Treatment, Accessibilities, and Corrections) Chairperson shall:

- ◆ Coordinate the flow of information and activities pertaining to carrying the AA message via literature and meetings to those who would like to stop drinking, but who face significant barriers accessing the AA message through traditional community routes or via mainstream modes of communication
- ◆ Maintain a separate checking account requiring two (2) signatures to disburse funds
- ◆ Submit a monthly report to District, which should include a TAC Treasurer's report
- ◆ Coordinate all TAC outreach work in District 1 including appointing liaisons for taking meetings into all corrections and treatments facilities and other applicable venues where alcoholics struggle to recover due to barriers to AA access
- ◆ Hold independent, monthly meetings to coordinate these activities
- ◆ Provide the District Committee an annual report at the December District meeting

3.2 CPC/PI (Cooperation with the Professional Community/Public Information) Chairperson shall:

- ◆ Coordinate all CPC/PI outreach work in the District including meeting with the professional community to inform and cooperate, coordinating with local media, distributing public service announcements and other tasks as outlined in AA literature
- ◆ Provide and conduct an effective information program for the general public so that our message of recovery can reach the alcoholic who still suffers
- ◆ Provide information about AA to those that have contact with alcoholics through their profession, i.e. educators, 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
- ◆ Provide information about who, what and where we are, and what we can and cannot do

- ◆ Make efforts to establish good rapport and cooperation between AA and the professional community
- ◆ Provide the District Committee an annual report at the December District meeting

3.3 Grapevine Chairperson shall:

- ◆ Be responsible for promoting and informing groups and individuals in District 1 of the many benefits that can be derived through Grapevine subscriptions and donations at the District level
- ◆ Encourage broadening Grapevine's benefit, i.e. topics for group discussion, submitting articles for publication, sharing copies with newcomers, friends, and professional institutions, etc.
- ◆ Cooperate with TAC and CPC/PI to ensure the Grapevine is available at institutions and facilities
- ◆ Provide the District Committee an annual report at the December District meeting

3.4 Archives Chairperson shall:

- ◆ Be responsible to develop, maintain, and archive the historical record of the AA activity within District 1
- ◆ Preserve the current archives collection
- ◆ Gather new and significant records of value for historical purposes
- ◆ Collect such materials as are appropriate for preserving the history of District 1
- ◆ Secure a repository to ensure safety and security of such materials
- ◆ Develop and maintain an index of contents
- ◆ Conserve and control the contents of said archives
- ◆ Determine the advisability of making items available to the general AA membership and to researchers
- ◆ Work closely with the Area Archives and other AA archivists and archives committees
- ◆ Provide the District Committee an annual report at the December District meeting

3.5 Literature Chairperson shall:

- ◆ Develop and maintain an adequate supply of AA Conference-approved literature for sale to groups, Special Service Committees and individuals

This literature can be purchased by contacting the Literature Chairperson. In addition, literature not included in the inventory can be special ordered from the Literature Chairperson.

- ◆ Be responsible for maintaining a written inventory of literature
- ◆ Keep a financial record of all literature sales and funds received
- ◆ Be responsible for the Committee debit card
- ◆ Maintain a separate checking account requiring two (2) signatures
- ◆ Submit a written monthly report to the District

- ◆ Provide the District Committee an annual report at the December District meeting

3.6 Special Events/Activities Chairperson shall:

- ◆ Establish and hold events to promote unity in the District

These activities include the annual Pocatello Anniversary and New Year's events and others as the Chairperson sees fit.

- ◆ Provide a summary of event details after each event to the District Committee
- ◆ Maintain a separate checking account requiring two (2) signatures for each check disbursed
- ◆ Provide the District Committee an annual report at the December District meeting

3.7 Answering Service Chairperson shall:

- ◆ Maintain an up-to-date list of all persons desiring to make 12-step calls
- ◆ Have the authority to remove names from the list because of drinking, using drugs, or known improprieties made on 12-step calls and for any other reasonable cause
- ◆ Ensure that all persons on the 12-step call list have a minimum of six (6) months continuous and immediate sobriety
- ◆ Make a monthly schedule of those available and willing to answer the District 1 hotline phone from the list of volunteers
- ◆ Take appropriate steps to transfer the hotline phone calls to the scheduled volunteer at the scheduled time
- ◆ Recruit new volunteers for the hotline phone list
- ◆ Provide the District Committee an annual report at the December District meeting

3.8 POKYPAA (Pocatello Young People in Alcoholics Anonymous) Chairperson shall:

- ◆ Coordinate the efforts of POKYPAA with District and its special service committees
- ◆ Support young or young-at-heart alcoholics in recovery, fostering unity and encouraging young alcoholics to have an active role in AA service
- ◆ May hold monthly meetings to maintain service positions and coordinate these activities
- ◆ Provide the District Committee an annual report at the December District meeting

4. District Meetings

4.1 The District 1 Committee meetings shall be held the second (2nd) Sunday of each month at the time and location decided at the prior month's meeting.

4.2 The District 1 business meeting shall be non-smoking.

4.3 The District 1 Committee meeting shall be conducted according to Robert's Rule of Order. (see Appendix E)

Any member of the District Committee (except for the DCM) may present a motion for consideration by the Committee.

A simple majority of voting District Committee representatives is required for the passage of any motion.

A quorum is defined simply as the number of voting representatives present at the time of the vote.

5. District Finances

References to Prudent Reserve are as defined in the AA Service Manual. In keeping with Concept 12 Warranty 2 as stated in the AA Service Manual (current edition), "Sufficient operating funds, plus an ample reserve, should be its prudent financial principle".

5.1 All District finances shall be managed by the Treasurer who shall maintain a General Fund checking account.

- A. All checks require two (2) signatures
 - (1) The DCM, Alt. DCM, Secretary, and Treasurer shall be signatories on all District checking accounts.
 - (2) Checks will only be issued for expenses listed specifically in these guidelines or motions approved by the current District Committee.
 - (3) Receipts shall be required for any reimbursement of expenses.
- B. The General Fund shall have a prudent reserve of \$1,000.00 which is to include six (6) months operating expenses, meeting place rent, post office box rent, phone expense for answering service, and printing of the District meeting minutes.
- C. The bank statements for the District checking account will be preserved by the Treasurer for a period of five (5) years and shall be available for review upon request by the District Committee.
- D. All District 1 expenses shall be paid by check upon submission of an invoice or receipt.

5.2 The District books may be audited by and independent auditor appointed by the DCM.

5.3 All bookkeeping records shall be passed to the incoming Treasurer prior to December 31st, following the appointment to maintain continuity of finances.

5.4 The District shall fund the DCM to:

- A. Area Committee meetings
 - (1) Thirty-five cents (\$0.35) per mile for actual miles driven, funds permitting
- B. Area Assemblies
 - (1) Thirty-five cents (\$0.35) per mile for actual miles driven, funds permitting
 - (2) Two (2) nights lodging, funds permitting
 - (3) Registration and meals (not to include dances and mugs), funds permitting
- C. Pacific Regional AA Service Assembly (PRAASA)
 - (1) Round-trip economy airfare or thirty-five cents (\$0.35) per mile for actual miles driven, up to the cost of one round-trip economy airfare, funds permitting

- (2) Up to four (4) nights lodging, funds permitting
- (3) Registration and banquets (not to include dances or mugs), funds permitting

6. Workshops

- 6.1 The District shall sponsor at least two (2) workshops per year.
- 6.2 At least one (1) workshop shall be for new and/or current GSRs and Alternates.
- 6.3 Workshops may be held in cooperation with other Districts and/or Area.

7. Guideline Amendment Procedures

- 7.1 To allow a sufficient amount of time for discussion and dissemination of the information, the amendment procedure is as follows:
 - ◆ Presented as new business at any District business meeting
 - ◆ Discussion held the next business meeting as old business
 - ◆ The vote taken at the third (3rd) business meeting as old business
- 7.2 Any AA member residing within District 1 may propose an amendment to these guidelines by obtaining a form (see Appendix D) from their GSR or the DCM.
- 7.3 Any proposed amendment to these guidelines shall be in writing to the DCM with a copy to the District Secretary. At least fourteen (14) days prior to the next meeting, the District Secretary shall provide an electronic copy (email) of the proposed amendment to all GSRs.
- 7.3 The DCM shall include the proposed amendment on the agenda of the next meeting.
- 7.4 A two-thirds (2/3rds) approval vote by the District Committee representatives present shall constitute adoption of the amendment.

8. Preservation and Safe Keeping of District Records

- 8.1 It shall be the responsibility of the District Secretary to preserve and maintain a copy of meeting minutes and/or guideline changes in the form of an electronic file.

APPENDIX A

The Twelve Concepts for World Service (Short Form)

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A. – the Conference, the General Service Board and its service corporations, staffs, committees, and executives – with a traditional “Right of Decision”.
4. At all responsible levels, we ought to maintain a traditional “Right of Participation”, allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purpose for final effectiveness.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

APPENDIX B

The Twelve Traditions of Alcoholics Anonymous (Short Form)

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

APPENDIX C

The Third Legacy Procedure (from the AA Service Manual)

1st Ballot

Does one candidate have a 2/3^{rds} majority?

If yes→That candidate is elected

If no→Go to 2nd ballot

2nd Ballot

Does one candidate have a 2/3^{rds} majority?

If yes→That candidate is elected

If no→Those with less than 1/5th of total votes are withdrawn, but the top 2 candidates must remain→Go to 3rd ballot

3rd Ballot

Does one candidate have a 2/3^{rds} majority?

If yes→That candidate is elected

If no→Those with less than 1/3rd of total votes are withdrawn, but the top 2 candidates must remain→Go to 4th ballot

4th Ballot

Does one candidate have a 2/3^{rds} majority?

If yes→That candidate is elected

If no→Chairpersonman asks for motion to conduct a 5th ballot

If yes, motion passes→Go to 5th ballot

If no, motion doesn't pass→Go to the "Hat" (all names still eligible put in, one name is drawn out of the hat→that candidate is elected)

5th Ballot

Does one candidate have a 2/3^{rds} majority?

If yes→That candidate is elected

If no→Go to the "Hat" (all names still eligible put in, one name is drawn out of the hat→that candidate is elected)

*In the case of a tie for first place, only the tied first place candidates remain. In the case of a single first place, but a tied second place, all first place and second place candidates remain.

APPENDIX D

**District 1 of Idaho Area 18 of Alcoholics Anonymous
Service Structure Guidelines Amendment Form**

Page Number _____

Date _____

Under Title _____

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"

Attach a separate sheet, if needed.

Is amended to read: State the 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.

Reason for Change

Attach a separate sheet, if needed.

Submitted by _____

Date _____

Position _____

APPENDIX E

Robert's Rules of Order – Simplified

Guiding Principles:

- ◆ Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- ◆ Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- ◆ Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the Chairperson, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, or tabled).

How to do things:

You want to bring up a new idea before the group.

After recognition by the Chairperson, present your motion. A second is required for the motion to go to the floor for discussion or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the Chairperson, move to amend by:

- Adding words,
- Striking words, or
- Striking and inserting words.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You have heard enough discussion.

Move to close the debate. Also referred to as “calling the question”. This cuts off discussion and brings the body to a vote on the pending question only (closing the debate). Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after one (1) item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote.

You are confused about a procedure being used and want clarification.

Without recognition, call for “Point of Information”. The Chairperson will ask you to state your question and will attempt to clarify the situation.

Minority Opinion:

In keeping with Concept 5 (see Appendix A), the minority opinion will always be heard on any motion (with the exception of a Call the Question and Motion to Table). Whether the motion passes or is defeated, those in 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 2/3^{rds} 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.

You may INTERRUPT a speaker for these reasons only:

- To get information about business – point of information to get information about rules
- If you can't hear, safety reasons, comfort, etc. – question of privilege
- If you see a breach of the rules – point of order

Quick Reference					
	Must Be Seconded	Open for Discussion	Can Be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	2/3 ^{rds}	√
Amend Motion	√	√		2/3 ^{rds}	√
Table	√			2/3 ^{rds}	
Postpone	√	√	√	2/3 ^{rds}	√