



North Halton / Erin, District 25, Area 86

General Service Committee

Structure and Operating Procedures

Approved August 16, 2025



Structure and Operating Procedures

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North Halton / Erin District 25, Area 86

General Service Committee Structure and Operating Procedures

The purpose of these Structure and Operating Procedures is to provide for the continuing successful operation of a united effort of groups in North Halton / Erin District 25.

There can be no rules in Alcoholics Anonymous, nor any organization other than that which we choose to impose upon ourselves. The Structure and Operating Procedures set out what the groups have agreed upon and not what anyone has committed them to do.

All provisions of these Structure and Operating Procedures and all actions of the North Halton / Erin District 25 General Service Committee arising therefrom, ought to conform to the principles of the Twelve Traditions, the Twelve Concepts and the current edition of the AA Service Manual and shall adhere strictly to the primary purpose of Alcoholics Anonymous "to carry the message to the alcoholic who still suffers."

Organization

Section 1:

Name

The Committee shall be known as North Halton / Erin District 25 General Service Committee, hereinafter called the District Committee.

Section 2:

Structure

1. The District Committee shall include:
 - a) The District Committee Member (DCM)
 - b) The Alternate District Committee Member (Alt DCM)
 - c) The Treasurer
 - d) The Secretary / Registrar
 - e) The General Service Representatives (GSR) from each Group
 - f) The Sub-Committee Chairperson for:
 - i) Public Information / Cooperation with the Professional Community (PI / CPC)
 - ii) Literature / Grapevine
 - iii) Corrections – Men
 - iv) Corrections – Women
 - v) Archives
 - vi) Special Events
 - vii) Treatment – Men
 - viii) Treatment – Women
 - ix) Bridging the Gap (BTG)
 - x) Accessibilities / Remote Communities (ARC)
 - xi) Telephone Answering Service (TAS)
 - xii) Technology
 - g) Past DCM



- 2) a) The Members of the District Committee shall be elected by the District Committee in October of odd-numbered years to serve a term of two years.

b) The GSR's shall be elected in September in odd-numbered years, by members of their Group, to serve a term of two years. Once a GSR and Alternate GSR is elected for the new term a G.S.O. Group Information Change Form will be filled out and sent via email to G.S.O. at memberservices@aa.org and the Area Registrar.
The G.S.O. Group Information Change Form is included in Appendix "B".
- 3) Qualifications for DCM, or Alternate DCM are: Member shall be a present or a past GSR or Sub-Committee Chair of District 25 and have completed a full term by the next January 1. Once a DCM and Alternate DCM is elected for the new term a DCM and Alternate DCM Change Form will be filled out and sent via email to G.S.O. at memberservices@aa.org and the Area Registrar.
The G.S.O. DCM and Alternate DCM Information Change Form is included in Appendix "C".
- 4) All terms are to begin as of January 1st in even-numbered years.
- 5) Each Committee Member shall be a member of a group in North Halton / Erin District 25 for the duration of their term.

Section 3:

Duties

Note: Each member of the District Committee is responsible to attend the monthly District meeting and present a written report (paper or electronic) for inclusion in the monthly minutes report.

- a. ***District Committee Member (DCM):*** The duties of the DCM are contained in the current edition of the AA Service Manual. Nothing in these Structure and Operating Procedures shall be construed as having any authority over or interference with the DCM in the performance of those duties. The DCM shall attend Regional Forums, CERAASA, Area Committee Meetings, Bi-monthly DCM Meetings. The DCM shall at all times follow the direction of the District Committee. A suggested DCM Report Template is included in Appendix "D".
- b. ***Alternate District Committee Member (Alt DCM):*** The Alternate DCM shall work in close cooperation with the DCM at all times, striving to attain a good working knowledge of the duties of the DCM and recognizing the necessity to assume those duties in the event the DCM resigns or is unable to serve for any reason. The Alternate DCM shall at all times follow the direction of the DCM and the District Committee.
- c. ***Treasurer:*** 2 years of continued sobriety is suggested for this position. The Treasurer shall receive and deposit all monies belonging to North Halton /Erin District 25 in a Chartered Bank or Trust Company. Two signatures shall be required on all cheques. Signing Officers will be the Treasurer, the DCM, and the Alternate DCM. The Treasurer shall consult with the DCM for direction concerning any questionable expenses that may be submitted. If circumstances warrant, the DCM shall exercise the Right of Decision to withhold payment until the item is discussed with the District Committee at its next meeting.

The Fiscal Year for the District shall be January 1 to December 31 inclusive, with an Annual Statement to be prepared by the Treasurer. The Treasurer is responsible for the preparation of an Annual Budget in cooperation with a Budget Committee appointed by the District Committee in September of each year. This Budget is to be presented in December of each year. The Treasurer will be responsible for the preparation and presentation of the monthly Cash Flow report and Actual vs. Budget report at each business meeting. The Treasurer will make available a hard copy of the bank statement for review at each District Meeting.

The Treasurer shall be responsible for maintaining a Prudent Reserve. At the end of each year, the Treasurer will send the remaining funds in the account minus Prudent Reserve to Area and GSB. 50% contribution will go to the Area and 50% to the General Service Board.



North Halton / Erin, District 25, Area 86, Western Ontario

The balance of each Sub-Committee Chair's yearly budget shall be monitored and communicated to the Chair when requested. The Treasurer shall at all times follow the direction of the DCM and the District Committee. The qualifications and length of sobriety are up to the conscience of this district, therefore will vary from position to position.

- d. Secretary / Registrar: Shall be responsible for recording the minutes of the District Committee Meetings and for the distribution of the minutes by email to members of the District Committee and Area 86 Committee and Sub-Committee Chairs. Draft Minutes to be emailed to DCM and Alt DCM for approval prior to emailing to Committee Members, past DCM's and Area. All correspondence from a Committee Member for distribution to the District Committee shall go through the Secretary who will forward by email in a timely matter. The Secretary is responsible for maintaining a current confidential membership list and emailing any changes to Area 86 Secretary/Registrar. The minutes shall be copied to a USB flash drive and forwarded to the Archives Chairperson on an annual basis. The Secretary shall at all times follow the direction of the DCM and the District Committee.
- e. General Service Representative (GSR): The duties of the General Service Representative are contained in the current edition of the A.A. Service Manual. Nothing in this Structure and Operating Procedures shall be construed as having any authority over, or interference with, the GSR in the performance of those duties. A suggested GSR Report Template is included in Appendix "E".
- f. Sub-Committee Chairperson:
 - i. Public Information / Cooperation with the Professional Community (PI / CPC): The Chairperson and the Committee carry the AA message to the General Public and to the Professional Community within our District. The Chairperson and the Committee must at all times adhere to the Guidelines in the PI and CPC Workbooks. The Chairperson will report to the District Committee at the monthly meetings. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee.
 - ii. Literature / Grapevine: 2 years of continued sobriety is suggested for this position. The Literature Chairperson will purchase Conference Approved Literature, chips and medallions from the best available source for resale to AA Groups and Meetings in the District. The Chairperson may order books from Hazelden from requests of Groups / Members. The Literature Chairperson shall receive approval from Treasurer and DCM prior to the purchase of all inventory. Orders will be delivered by Chairperson to Groups at District Meetings unless other arrangements are made. The Chairperson is responsible for taking a physical count of inventory including monetary value at the end of each calendar year and presenting results at following district meeting. The Chairperson will promote *Grapevine* material within the fellowship of District 25. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee.
 - iii. Corrections – Men: The Corrections Chairperson for Men shall be available at all times to assist in all matters pertaining to the office and to provide assistance at District Workshops or any District Service function pertaining to that office. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee. One year sobriety suggested, however chairperson shall be knowledgeable of institutional requirements of volunteers (not limited to length of sobriety, VSC, etc.) The chairperson must ensure all volunteers meet all institutional requirements.
 - iv. Corrections – Women: The Corrections Chairperson for Women shall be available at all times to assist in all matters pertaining to their office and to provide assistance at District Workshops or any District Service function pertaining to that office. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee. One year sobriety suggested, however chairperson shall be knowledgeable of institutional requirements of volunteers (not limited to length of sobriety, VSC, etc.) The chairperson must ensure all volunteers meet all institutional requirements.



- v. **Archives:** The Archives Chairperson shall be available at all times to assist in all matters pertaining to their office and to provide assistance at District Workshops or any District Service function pertaining to that office. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee.
- vi. **Special Events:** The Special Events Chairperson will receive approval from the District Committee for events to be presented during the year (Service days, Round Ups and Area meetings hosted by the District). With the assistance from the Treasurer, a final financial accounting of all events must be presented to the District Committee. All excess funds are to be turned over to the District Treasurer for deposit in the District 25 operating account. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee.
- vii. **Treatment – Men:** The Men's Treatment Chairperson shall be available at all times to assist in all matters pertaining to their office and to provide assistance at District Workshops or any District Service function pertaining to that office. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee. One year sobriety suggested, however chairperson shall be knowledgeable of institutional requirements of volunteers (not limited to length of sobriety, VSC, etc.) The chairperson must ensure all volunteers meet all institutional requirements.
- viii. **Treatment – Women:** The Women's Treatment Chairperson shall be available at all times to assist in all matters pertaining to their office and to provide assistance at District Workshops or any District Service function pertaining to that office. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee. One year sobriety suggested, however chairperson shall be knowledgeable of institutional requirements of volunteers (not limited to length of sobriety, VSC, etc.) The chairperson must ensure all volunteers meet all institutional requirements.
- ix. **Bridging the Gap (BTG):** The Bridging the Gap Chairperson shall be available at all times to assist in all matters pertaining to their office and to provide assistance at District Workshops or any District Service function pertaining to that office. The Sub-Committee Chairperson maintains an up-to-date contact list, communicates with the Area BTG Chairperson, and liaise with multiple District Sub-Committee Chairpersons including the TAS, Treatment, and Corrections Chairpersons. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee. It is recommended that this chairperson have a minimum of one year sobriety.
- x. **Accessibilities / Remote Communities (ARC):** The Accessibilities / Remote Communities Chairperson shall be available at all times to assist in all matters pertaining to their office and to provide assistance at District Workshops or any District Service function pertaining to that office. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee.
- xi. **Telephone Answering Service (TAS):** The TAS Chairperson shall be available at all times to assist in all matters pertaining to their office and to provide assistance at District Workshops or any District Service function pertaining to that office. The TAS Chairperson is responsible for maintaining an up-to-date contact list of volunteers interested in connecting with callers. Also responsible for keeping hardware and VM current and in good operating order. The Sub-Committee Chairperson maintains a list of groups in District 25 willing and capable to carry the phone, supporting the spirit of rotation. The Chairperson is encouraged to liaise with BTG Sub-Committee Chairperson. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee.



xii. ***Technology:*** The Technology Chairperson shall be available at all times to assist in all matters pertaining to their office and to provide assistance at District Workshops or any District Service function pertaining to that office. Sub-Committee Chairpersons shall at all times follow the direction of the DCM and the District Committee.

A suggested Sub-Committee Report template is included in Appendix "F".

g. ***Past DCM:*** All past DCM's residing within the geographic area of District 25 will be ex-officio *i.e., because of one's elected office*, non-moving, non-voting members of the District Committee.

Section 4:

Meetings

1. The District Committee shall meet monthly at a time and site agreed upon by the District Committee.
2. All members of the District Committee are encouraged to invite members of the AA Fellowship to join them at the monthly District Meeting, Spring and Fall Area 86 Assemblies.
3. Sub-Committee Chairs shall attend and report on activities at the monthly District Meeting.
4. Should a committee member not report for 3 consecutive months, District 25 will consider that position vacant.



Section 5:

Voting

1. All positions of the District Committee including GSR's, Sub-Committee Chairs, and District Officers (Secretary, Treasurer, and Alternate DCM) are eligible to vote on all subjects brought before the District Committee. Alternate GSR's vote only if the group GSR cannot be present. DCM is eligible to vote in the event of a tie.
2. A Member who holds two positions (for example, GSR and Sub-Committee Chair), is entitled to one vote and must vote as GSR.
3. Any person on the District Committee can make or second a motion not requiring a Group Conscience.
4. All motions shall be carried only by a 2/3rd majority of those present and voting at a duly constituted District Meeting.
5. The District shall adhere to the options listed in the Third Legacy Procedure of the current edition of the AA Service Manual unless otherwise agreed upon by the District Committee.
6. A group may appoint a member to vote if GSR and Alt GSR are not present.

Section 6:

Motions and Notices of Motions

1. All motions shall be carried on a 2/3rd majority of those present and voting, unless otherwise decided by the District Committee.
2. All motions from a Group to the District Committee shall be by Notice of Motion, and brought forward to the District Committee at least 60 days prior to the District Committee Meeting at which time the motion is to be addressed. This gives all Groups an opportunity to establish a Group Conscience on the motions and the Groups to instruct the GSR's on their vote.
3. Motions from the District Committee requiring Group Conscience allow the same time for the Groups to consider the motion before voting. (Budget, S.O.P.'s, Non-Budgeted Financial Items)
4. Proposals for amendment or revision of the North Halton / Erin District 25 Committee Structure and Operating Procedures and Non-Budgeted Financial Items may be by Notice of Motion as follows:
 - approved at any Group Business Meeting
 - recommended at the District Committee Meeting
 - at the recommendation of a Committee appointed by the District Committee.

Any motion for amendment must be received by the District Committee at least 60 days prior to the District Committee Meeting at which the Motion is to be addressed.

5. Motion Procedures can be referenced in Appendix "H".



Section 7:

Expenses

1. **District Committee Member (DCM):** The District Treasurer shall reimburse upon receiving a District 25 Expense Form with receipts for out-of-pocket expenses incurred by the DCM in the performance of their duties within the approved budget.
2. **Alternate District Committee Member (Alt DCM):** The District Treasurer shall reimburse upon receiving a District 25 Expense Form with receipts approved by the DCM, out-of-pocket expenses incurred by the Alternate DCM in the performance of their duties within the approved budget.
3. **Secretary and Treasurer:** The District Treasurer shall reimburse upon receiving a District 25 Expense Form with receipts approved by the DCM, out-of-pocket, expenses incurred by the Secretary and/or the Treasurer in the performance of their duties within the approved budget. An allowance of \$200.00 per semi-annual Area assembly is allotted in budget for each to attend.
4. **Sub-Committee Chairperson:** The District Treasurer shall reimburse upon receiving a District 25 Expense Form with receipts approved by the DCM, out-of-pocket expenses incurred by the Sub-Committee Chairperson in the performance of their duties within the approved budget. An allowance of \$200.00 per semi-annual Area assembly is allotted in budget for each Sub-Committee Chairperson to attend.
5. **The General Service Representatives (GSR):** The Groups are responsible for the reimbursement of expenses incurred by their respective GSR's in the performance of their duties.
6. The District 25 Expense Form is included in Appendix "G".



APPENDIX A

Structure and Operating Procedures Review Policy

The North Halton / Erin District 25 Structure and Operating Procedures shall be reviewed every two years prior to Committee rotation by an Ad-hoc Committee in the months of May or June of the odd-numbered year, so as not to interfere with fall elections. The revised Structure and Operating Procedures resulting from this process are to be implemented on Jan 1 of the even-numbered year.

Version Change Table

Date	Version	Change
Sept 2006	Version 1	Change to voting Procedures
January 2008	Version 2	Change to Section 5 Duties - addition of "Past District Committee Members"
May 8, 2010	Version 3	Multiple Amendments
Apr/May/June 2011	Version 4	Changes to Structure, Voting, Meetings, and version table addition.
August 13, 2011	Version 5	Clean up and final version.
August 11, 2013	Version 6	Revisions to Treasurer and Literature Chairs. Minor grammar and sentence structure changes. Formatting clean up.
October 18, 2015	Version 7	Addition of Bridging the Gap Chair position. Minor grammar changes. Addition of 2 years of continued sobriety is suggested for this position to Treasurer and Literature Chair
October 8, 2017	Version 8	Changes to Qualifications to stand for DCM. Special Needs Chair changed to Accessibilities/Remote Communities Chair. Added quorum needed for voting. DCM, Alternate DCM, and PI/CPC spelled out in full. Added Sub-Committee chairs shall attend and report on activities at monthly District Meeting. Change to Archives Chair from a four-year term to a two-year term.
June 8, 2024	Version 9	Added Registrar beside Secretary. Changed Website / Newsletter Chair to Technology Chair. Updated duties to Treasurer, Bridging the Gap, and Telephone Answering Service Chairperson. Updated Motions and Notices of Motions. Minor grammar and sentence structure changes. Formatting cleaned up, and updated version table addition. Robert Rules were substituted with Motion Procedures and multiple appendixes were added for reference.
August 16, 2025	Version 10	Throughout the document changed should to shall. Added sobriety requirement for various District Committee positions.



APPENDIX B

U.S. and Canada

G.S.O. GROUP INFORMATION CHANGE FORM

GROUP ID #:

DATE:

AREA #:

DISTRICT #:

If you need help locating your area and district number, you can contact your area registrar on your area's website. [List of area websites](#)

OLD INFORMATION

GROUP NAME:

Type/Format: In-person Virtual

GROUP MEETING LOCATION:

ADDRESS:

CITY/TOWN:

STATE/PROVINCE:

POSTAL CODE:

PHONE:

NUMBER OF MEMBERS:

GENERAL SERVICE REPRESENTATIVE (G.S.R.)

NAME:

ADDRESS:

CITY/TOWN:

STATE/PROVINCE:

POSTAL CODE:

PHONE:

EMAIL:

NEW INFORMATION

GROUP NAME:

Type/Format: In-person Virtual

GROUP MEETING LOCATION:

ADDRESS:

CITY/TOWN:

STATE/PROVINCE:

POSTAL CODE:

PHONE:

NUMBER OF MEMBERS:

GENERAL SERVICE REPRESENTATIVE (G.S.R.)

NAME:

ADDRESS:

CITY/TOWN:

STATE/PROVINCE:

POSTAL CODE:

PHONE:

EMAIL:

ALTERNATE G.S.R.

NAME:

ADDRESS:

CITY/TOWN:

STATE/PROVINCE:

POSTAL CODE:

PHONE:

EMAIL:

ALTERNATE G.S.R.

NAME:

ADDRESS:

CITY/TOWN:

STATE/PROVINCE:

POSTAL CODE:

PHONE:

EMAIL:

New G.S.R.'s will automatically receive a digital G.S.R. Kit. If you require a print version, please check:

Area registrars develop and maintain records of all groups in their area through Fellowship Connection, a user-friendly interface that facilitates information sharing between areas and G.S.O.

G.S.O. only uses the G.S.R.'s information for communication purposes and to help foster connection within the General Service Structure. <https://www.aa.org/your-group-linked-aa-whole>

A group listing does not constitute or imply an approval or endorsement of any group's practice of the A.A. program. Tradition Four says, "Each group should be autonomous except in matters affecting other groups or A.A. as a whole." Hopefully every A.A. Group adheres closely to the guiding principles of the Steps, Traditions, and Concepts.

A.A.'s Traditions suggest that a group not be named after a facility or person (living or deceased), and that the name of a group not imply affiliation with any sect, religion, organization or institution.

RETURN FORM TO		
GSO Postal Mail General Service Office Grand Central Station P.O. Box 459 New York, NY 10163	GSO Email memberservices@aa.org	Locally Email your Area Registrar List of Area Websites on aa.org



APPENDIX C

U.S. and Canada

G.S.O. DCM & ALT DCM INFORMATION CHANGE FORM

AREA #: _____

DISTRICT #: _____

DATE: _____

The D.C.M. is the vital link between the group's G.S.R., and the area service structure, including the area's delegate to the General Service Conference. Each of A.A.'s districts need a leader and the G.S.R. looks to the D.C.M. for guidance. For more information, please see The A.A. Service Manual.

DCM (DISTRICT COMMITTEE MEMBER)

OLD INFORMATION

NEW INFORMATION

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY/TOWN: _____

CITY/TOWN: _____

STATE/PROVINCE: _____ POSTAL CODE: _____

STATE/PROVINCE: _____ POSTAL CODE: _____

PHONE: _____

PHONE: _____

EMAIL: _____

EMAIL: _____

Language: English Spanish French

Language: English Spanish French

To opt in to be mailed a print version of the D.C.M. Kit please check:

ALT DCM (ALTERNATE DISTRICT COMMITTEE MEMBER)

OLD INFORMATION

NEW INFORMATION

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY/TOWN: _____

CITY/TOWN: _____

STATE/PROVINCE: _____ POSTAL CODE: _____

STATE/PROVINCE: _____ POSTAL CODE: _____

PHONE: _____

PHONE: _____

EMAIL: _____

EMAIL: _____

Language: English Spanish French

Language: English Spanish French

To opt in to be mailed a print version of the D.C.M. Kit please check:

- D.C.M. Kit: <https://www.aa.org/district-committee-member-dcm-kit-list>
- To sign up for digital delivery of Box 4-5-9 visit: <https://www.aa.org/box-459>

As a D.C.M. you are given read-only access to the Fellowship Connection, a user-friendly interface that facilitates information sharing between areas and G.S.O. You will receive instructions to gain access after submitting the form.

RETURN FORM TO		
GSO Postal Mail General Service Office Grand Central Station P.O. Box 459 New York, NY 10163	GSO Email memberservices@aa.org	Locally Email your Area Registrar List of Area Websites on aa.org



APPENDIX D

DCM REPORT – Suggested Format

Panel 74
Area 86

Date: _____

Group Name: _____

PANEL #: _____ District #: _____

Meeting Place / Times / Format:

Number of Home Group Members: _____ Average Meeting Attendance _____

The information below includes some suggestions that you might consider reporting on at the district meeting. Use the "Other Information" section for other issues you want to share. Please send a copy of your report to District Email List and all passed District 25 DCM's.

Communications from Area/GSO/Other Districts:

Events/Meetings/Assemblies Attended:

Group Contributions (how often, which entities contributed to, percentages):

Service Positions Open:

Upcoming District/Area Events:

OTHER INFORMATION:

PLEASE ENSURE YOUR REPORT IS EASY FOR THE SECRETARY TO PREPARE FOR THE MEETING MINUTES. THANKS!



APPENDIX E

GSR REPORT - Suggested Format

Panel 74
Area 86

Date: _____

Group Name: _____

GSR Name: _____ District Number _____

Meeting Place / Times / Format: _____

Number of Home Group Members: _____ Average Meeting Attendance _____

The information below includes some suggestions that you might consider reporting on your group at the district meeting. Use the "Other Information" section for other issues you want to share. Please send a copy of your report to the district secretary.

Group Conscience (how often, issues being discussed, decisions made):

Group Contributions (how often, which entities contributed to, percentages):

Service Positions filled within the Group:

Upcoming Group Events:

OTHER INFORMATION:

PLEASE ENSURE YOUR REPORT IS EASY FOR THE SECRETARY TO PREPARE FOR THE MEETING MINUTES. THANKS!



APPENDIX F

SUB-COMMITTEE REPORT

– Suggested Format

Panel 74
Area 86

Date: _____

Communications from Area/GSO/Other Districts:

Events/Meetings/Assemblies Attended:

Upcoming District/Area Events:

OTHER INFORMATION:

PLEASE ENSURE YOUR REPORT IS EASY FOR THE SECRETARY TO PREPARE FOR THE MEETING MINUTES. THANKS!



APPENDIX G

DISTRICT 25 – EXPENSE FORM



First Name and Last Initial: District Position:

Email Address:

Total Reimbursement *PLEASE REMEMBER TO ATTACH RECEIPTS*

Notes:

Issued Cheque#:

Date:

Issued Cheque No. _____ Date _____

Authorized By: (Print First Name & Last Initial)

Date:

--	--

District Committee Member Signature:

District Committee Member Signature:



APPENDIX H

MOTION PROCEDURES

MOTION TO TABLE A MATTER

If while there is discussion on any issue or if there is a motion on the floor and before a vote is taken and recorded, any GSR who wishes to have the matter taken back to his or her group for further discussion at his or her group, may make a **MOTION TO TABLE** the discussion or motion. The **MOTION TO TABLE** the matter has to be properly seconded. There is then a chance for discussion on the **MOTION TO TABLE** the matter. This **MOTION TO TABLE** the matter is heard before any further discussion takes place on the previous motion or matter that was being discussed. The **MOTION TO TABLE** a previous discussion or motion only has to have a simple majority to be passed and if the **MOTION TO TABLE** passes, then the previous discussion or motion is tabled until the next meeting. This allows the GSR's to take the matter back to their groups for the input of their members. If the **MOTION TO TABLE** is not passed, then the discussion on the previous matter continues.

Not all matters have to be taken back to your group for discussion unless a motion to table the issue is moved, seconded and passed by a simple majority. If the matter or motion is to continue and comes to a vote, then you as the GSR have the right to vote or abstain based on what you believe to be the conscience of your particular group. You as the trusted servant for your group are the one who shall be the most aware of your group's policy and conscience.

POINT OF ORDER

This motion permits a member to draw the chair's attention to what he/she believes to be an error in procedure or a lack of decorum in debate. The member will rise and say: "I rise to a point of order," or simply "Point of order." The chair shall recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give his/her reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged.

A point of order can interrupt another speaker, does not require a second, is not debatable, is not amendable, and cannot be reconsidered.

MOTION TO AMEND

When a Motion is before the table or assembly it means that it is a motion that has been moved and seconded and there has been no vote taken. If a voting member at the table wishes to have the motion amended there are two ways to have the amendment put into effect.

(1) If both the mover and the seconder of the original motion agree to the amendment then the same can be amended without anything further (called a friendly amendment). This is then the motion that is discussed and it is as if there was no amendment made as it takes the place of the original motion.

or

(2) An amendment is a motion to change, to add words to, or to omit words from, a pending original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.



An amendment cannot interrupt another speaker, must be seconded, is debatable if the motion to be amended is debatable, may itself be amended by an amendment to the amendment, can be reconsidered, and requires a majority vote, even if the motion to be amended requires a two-thirds vote to be adopted.

The chair shall allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion). It shall then have a vote taken on the amendment only, making sure the members know they are voting on the amendment, but not on the original motion. The assembly can order the previous question on this motion the same as any debatable motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the "motion as amended." Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion.

Other amendments may also be proposed, provided that they do not alter or nullify the amendments already passed. Finally, the meeting will vote on the "motion as amended" or, if all amendments are defeated, on the original motion.

An amendment to an amendment is a motion to change, to add words to, or omit words from, the first amendment. The rules for an amendment (above) apply here, except that the amendment to an amendment is not itself amendable and that it takes precedence over the first amendment.

Debate proceeds and a vote is taken on the amendment to the amendment, then on the first amendment, and finally on the original motion ("as amended," if the amendment has been carried).

Only one amendment to an amendment is permissible.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to have a substitute motion rather than to try to solve the wording problem with amendments.

An individual (or a group of two or three) can be asked to prepare a substitute wording for the original motion. If there is unanimous agreement, the meeting can agree to the withdrawal of the original motion (together with any amendments passed or pending) and the substitution of the new motion for debate.



MINORITY OPINION

One of the most misunderstood principles is that of determining who is in the minority when a vote is taken. Usually, when there is a motion on the floor and it passes or is defeated the simple minority are those in the group that had the least votes. THIS IS THE USUAL BUT NOT ALWAYS THE CASE. IN AA ONE OF THE GREAT PRINCIPLES IS THAT OF ALLOWING THE MINORITY OPINION TO BE

EXPRESSED AND TO FURTHER ALLOW A CHANCE FOR THIS MINORITY OPINION TO CHANGE THE MINDS OF THE MAJORITY.

Let us take for example that the status quo at the assembly is "that nobody gets coffee served to them in their rooms"

The Motion that is on the floor is "Moved and seconded that all members at the Assembly get coffee served to them in their rooms"

At the assembly, since there is now a motion that is on the floor which proposes a change in the operational procedure then there has to be substantial unanimity which means that for the motion to properly pass and become effective the vote has to pass with a 2/3 majority. Let us assume that there are 200 voting members present to vote. Therefore for the motion to pass $2/3 \times 200 = 134$ people have to vote for it in order for the motion to pass.

On the vote, let us say that 125 people vote in favour of the motion and 75 people vote against the motion. At first glance, it would seem that the 75 people are in the minority but this is not the case. Since the status quo is still being maintained (which was the majority at some point in time) then the 75 people are the ones that are on the majority side and the 125 people are on the minority side. It is therefore the 125 people whose rights must be protected and it is these people who have the right to bring up new points which may be able to convince the other 75 people to vote on their side and obtain the necessary 134 votes.

If, however, the motion was to pass with 135 members voting for the motion (you will recall that the motion only needed 134), the 65 members would now be the minority because the new motion has now defeated the previous majority opinion and the 135 are now the majority and it is now the 65 people who have the right to talk to convince at least 2 of the 135 to change their minds and to defeat the motion.

You can see that this minority could alternate back and forth if you are in a group of fickle or undecided people.

MOTION FOR RECONSIDERATION

Now, once a reasonable time has been allowed for the minority opinion to be heard, the chairperson is to ask if anyone in the majority opinion wants to make a motion for reconsideration. This motion has to be moved and seconded for another vote to be taken and both the mover has to be made by a person on the majority side but the seconder can be anyone. The motion for reconsideration only has to pass by a simple majority and once passed the main motion is reconsidered, more discussion is heard and another vote on the original motion is taken. If the motion to reconsider is not passed by a simple majority then we go on to other business and the old vote stands.

MOTION TO CALL THE QUESTION

When discussion is taking place on a motion, any voting member can move that discussion stop and that a vote on the matter be taken. This is called a **MOTION TO CALL THE QUESTION**. This motion has to be seconded. Once this motion is made and seconded, there is no discussion and there is a show of hands. The motion to call the question only has to pass with a simple majority. If the **MOTION TO CALL THE QUESTION** passes, then there is no more discussion on the main motion and the vote is taken. If the **MOTION TO CALL THE QUESTION** does not pass then the discussion continues and the vote will be taken when the discussion becomes minimal and the chair wishes to have the matter voted on.