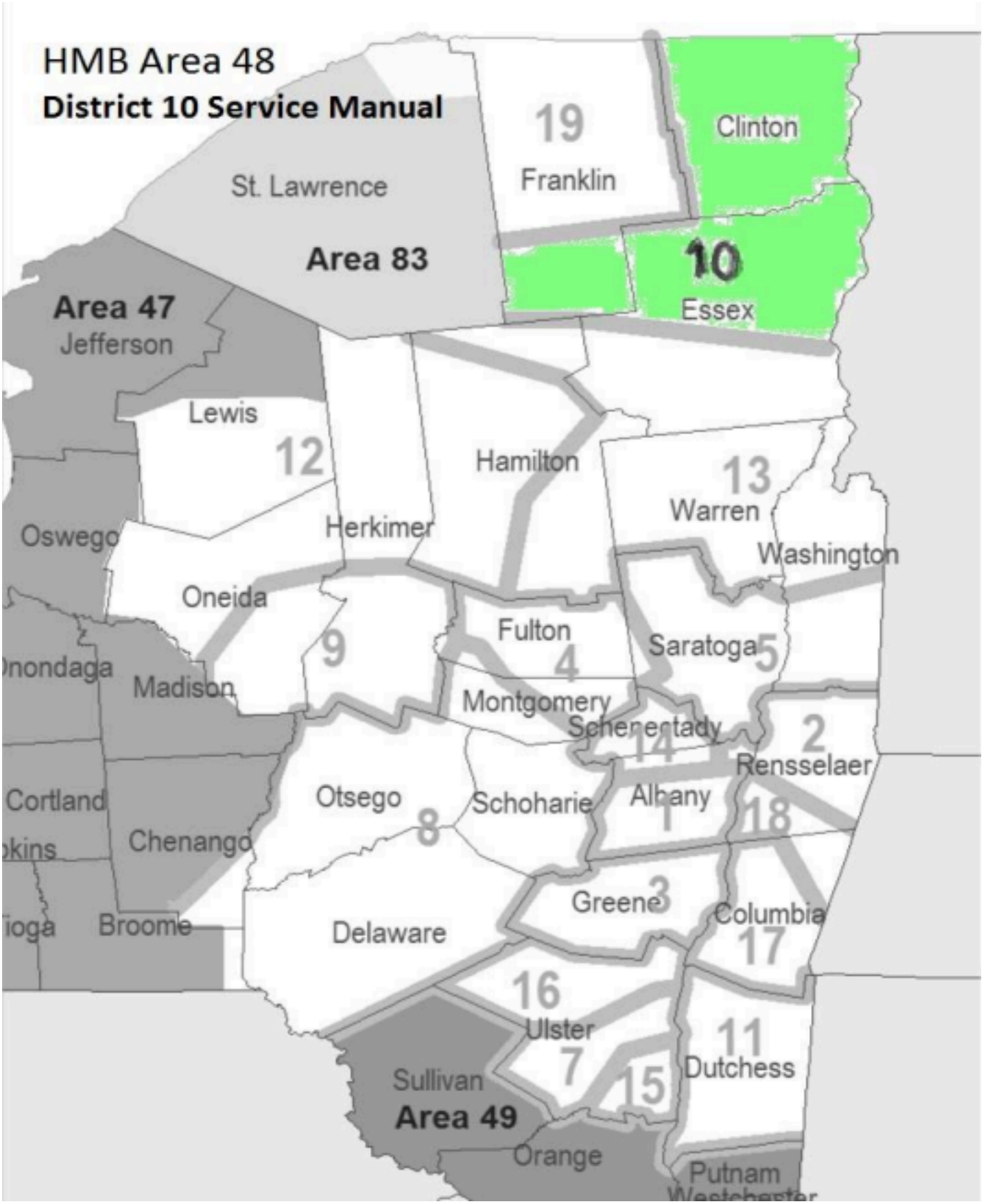
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HMB Area 48 District 10 Service Manual

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I. Structure and Guidelines

The purpose of this service manual is to provide an orientation for general service work in District 10 of the Hudson Mohawk Berkshire (HMB) Area 48 to NENY Area 48. This manual outlines practices and procedures that have proven effective for district operations. It also helps ensure continuity in procedures as members rotate through positions.

Alcoholics Anonymous, our fellowship, has been given the Three Legacies: Recovery, Unity, and Service. These guidelines cover how the Legacy of Service is implemented and carried out within this district. These guidelines have only one purpose - to provide a clear and concise reference for those who are involved in District 10 service. It outlines, in a general way, the duties and responsibilities of those serving within the District.

These guidelines are not to replace or override the information set forth in the AA Service Manual, but are to be used along with and as a supplement to the Manual. These guidelines are designed to be more specific in delineating the responsibilities and duties of those serving in the District and to cover other policies and procedures specific to District 10.

District 10 shall be guided continually by the general warranties contained in Concept XII of the Twelve Concepts, namely that the District *shall observe the spirit of the AA Tradition, taking great care that the District never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample prudent reserve, be its guiding financial principle; that no District member ever be placed in a position of unqualified authority over any others; that all important decisions be reached by discussion, vote, and whenever possible by substantial unanimity; that no District action be personally punitive or an incitement to public controversy; that it shall never perform any acts of government; and that it always remain democratic in thought, spirit and action.*

II. District Geographic Boundaries

District 10 of (HMB) Area 48 to NENY Area 48 covers approximately the area of northern Essex, southern Franklin, and Clinton County in New York State. It is part of the Adirondack Cluster, which includes Districts 5, 10, 13, & 19. For a map of the District and Area, please refer to the (HMB) Area 48 to NENY Area 48 meeting schedule, which is published annually. The map is also online at aahmbny.org to https://nenyaa.org/

III. District Committee

The business of the District is carried out by the District Committee, which consists of the General Service Representative (GSR) from each group in the District along with the elected officers, committee chairs and other service members. All AA members in the District are invited to attend district committee meetings.

IV. District Service Positions

District 10 is served by a number of AA members who agree to participate in AA service at the District level. These service positions include GSRs, District officers, committee chairs and their alternates. GSRs are elected or appointed by each group in the District according to each group's own decision-making process. District officers, committee chairs, and their alternates are elected positions at the District level.

Basic Roles and Responsibilities of All Service Positions

Attendance at district committee meetings is a part of the responsibilities of every GSR, elected officer, and committee chair.

Elected officers should submit monthly reports at each district meeting, or if unable to attend, submit written reports prior to the meeting as part of their accountability to those who have entrusted them with their responsibilities.

All committee chairpersons should have an involved Alternate if possible. The chairpersons or their alternates are expected to submit a monthly report either in person at, or to the DCM or Alternate DCM in advance of, each monthly district meeting.

Committees should consistently strive for effective ways to carry the message by both new initiatives and through following up on service work already underway.

All committee chairs are also urged to know their counter-parts in other Districts in the Area, coordinate with them when possible, and attend Area events.

Removal of Officers or Committee Chairs

If an officer or committee chair misses three or more consecutive district meetings unexcused or unexplained, the DCM shall contact the person to determine if they wish to stay as an officer or chair. If they wish to continue, then the DCM will remind them of their obligation and tell them they must attend the next district meeting. If the person does not wish to continue then they must resign the position and open it up to a midterm election.

If an officer or chair continues to be absent from three or more district meetings or if the District 10 members believe that the officer or chair is not performing their duties and is a detriment to the service of the district, a member can bring this matter up before the District. After discussion and debate, the district may ask the DCM to discuss and resolve this matter with the person or, upon a two-thirds vote in two consecutive meetings, the group can remove said person from office and open the position up for election.

A. General Service Representative (GSR)

All AA Groups in our District are encouraged to elect or appoint a GSR and an Alternate GSR. GSRs are expected to attend all monthly District meetings and are encouraged to attend all Area events. GSRs are voting members of the District 10 and (HMB) Area 48 to NENY Area 48 and are responsible for carrying the voice and vote of their group.

Alternate GSRs are encouraged to attend these same events and should attend whenever the GSR is unable to do so.

While GSRs are not required to serve on any district committees, they are always welcome and encouraged to do so.

GSRs provide group reports or updates at the monthly district meetings. GSRs are encouraged to use the district meetings as a sounding board for feedback and input.

B. District Officers

District Officers are elected by the voting members of the District Committee. All officers, chairs and alternates are elected for a two-year term with terms beginning on January 1 of each year.

1. District Committee Member (DCM)

The DCM is the essential link between the Group GSRs and the Area Delegate to the General Service Conference. The DCM does not vote on any district business except as otherwise allowed in Section VI. The DCM is a voting member of (HMB) Area 48 to NENY Area 48.

The qualifications for a DCM are: a background in AA service work including service as a GSR; at least five years of sobriety; and the time and energy to serve the District well. The DCM should be familiar with information contained in the AA Service Manual, the (HMB) Area 48 to NENY Area 48 Service Manual, and other AA literature that pertains to this position.

The DCM:

- ➢ prepares the agenda for each District Meeting and distributes it to the District Committee at or in advance of the Meetings
- ➢ chairs the District Meeting
- ➢ reports regularly to the District Committee all information received from the Area and GSO
- ➢ assists and encourages new GSR's to become familiar with their duties and responsibilities
- ➢ visits groups within the District and encourages groups that are not represented to elect a GSR and to become active in their District service structure
- ➢ is a voting member of the Area Committee
- ➢ is able and willing to serve on a Standing Committee of the Area Assembly
- ➢ works closely with the Alternate DCM on all activities in the District and Area, and delegates some duties and responsibilities to the Alternate DCM
- ➢ is a signatory on all District bank accounts

2. Alternate DCM

The Alternate DCM assists, participates, and shares in the responsibilities of the DCM, as well as fills in at District meetings and Area events that the DCM is unable to attend.

- Alt. DCM is responsible for getting help from groups when Hosting an Area Event.
- Alt DCM will vote at Area Assemblies if DCM is not present
- Alt. DCM is responsible to reach out to groups about GSR participation at District meetings

and Area Events
- Attend
  - Area 48 Convention
  - North East Regional AA Service Assembly
  - Delegates Day of Sharing
  - At least 1 voting assembly

The qualifications for an Alternate DCM are the same as for DCM. In the DCM's absence, the Alternate DCM has the same voting privileges as the DCM.

3. Treasurer

The qualifications for Treasurer are: at least five years sobriety; a responsible person with good record-keeping ability and a source of income; a background in service at the Group or District level; and the time and energy to do the job well. The Treasurer shall own a functioning computer with internet access in order to fulfill their responsibilities.

The Treasurer:

➢ develops and presents an annual budget for adoption
➢ maintains a clear and accurate financial record of all District income and disbursements
➢ attends District meetings
➢ prepares a written monthly financial report of income and disbursements and account balances, and provides copies at District meetings
➢ collects and disburses all District funds
➢ keeps records of all transactions with the district's checking account which is at Community Bank on Margaret Street in Plattsburgh, New York
➢ maintains the District's post office box and ensures duplicate access by the Secretary ➢ keeps a file of the past two years of treasurer's reports, including all receipts, and makes them available upon request
➢ is the signatory on all District bank accounts
➢ chairs all District Budget meetings, should any become necessary
➢ administers District expenses in a manner to preserve the Prudent Reserve ➢ continuously reviews income and expenses and notifies Officers, Committee Chairs and GSRs: (a) when the District is approaching its Prudent Reserve and spending may soon be curtailed; and (b) when spending is curtailed in order to keep the District viable

The Treasurer carries the District vote to Area functions when both the DCM and the Alternate DCM are unable to attend.

The Treasurer has a vote on all District business.

4. Alternate Treasurer

The Alternate Treasurer assists, participates, and shares in the responsibilities of the treasurer, as well as fills in at meetings that the treasurer is unable to attend.
The qualifications for the Alternate Treasurer are the same as for a Treasurer. The Alternate Treasurer votes on District business only in the absence of the Treasurer.

5. Secretary

The qualifications for Secretary are: at least two years of sobriety with a background in AA service; the ability to keep clear and accurate records; and the time, energy, and desire to serve the district well.

The Secretary:

- ➢ takes the minutes at each District meeting
- ➢ keeps an attendance record of each meeting
- ➢ annually calculates average meeting attendance of the prior year to establish the minimum attendance required for voting
- ➢ emails the minutes as soon as possible to District Officers, Committee Chairs and GSRs and makes copies available at the next District meeting
- ➢ maintains backup access to the Post Office Box
- ➢ maintains and updates the addresses of current GSRs and others who wish to receive district emails; adds people who request to receive the emails and removes anyone who wants to be removed.
- ➢ sends via email District 10 minutes, updates, newsletters and flyers to email list recipients
- ➢ forwards via email Area 48 minutes, updates, newsletters and flyers to email list recipients. The Secretary has a vote at all District business.

In the absence of the DCM, the Alternate DCM, and Treasurer, the Secretary has the District vote at Area events.

6. Alternate Secretary

The Alternate Secretary assists, participates, and shares in the responsibilities of the secretary, as well as fills in at meetings that the secretary is unable to attend.

The qualifications for the Alternate Secretary are the same as for the secretary. The

Alternate Secretary votes on District business only in the absence of the Secretary.

C. Committee Chairs

Committee Chairs are elected by the voting members of the District and are directly responsible and accountable for the service work with which they have been entrusted. It is suggested Committee Chairs have at least two years of sobriety; Chairs do not need to be GSRs or Alternate GSRs.

Committee Chairs are encouraged to designate an Alternate Chair. All Committee Chairs have a vote on all District business.

District 10 currently has the following Committees:

1. AA Hotline
2. Bridging the Gap (BTG) (Men and Women)
3. Cooperation with the Professional Community (CPC)
4. Corrections (Men and Women)
5. Grapevine/La Vina
6. Inclusivity

7. Literature
8. Newsletter
9. Public Information
10. Records Keeper
11. Treatment
12. Website

It is recommended that a committee have a minimum of three members.

Additional committees may be formed either on an ongoing or an ad hoc basis. The DCM is responsible for appointing ad hoc committees when necessary.

The current committees may be merged or closed if circumstances warrant.

1. AA Hotline

Establishes, develops, and maintains an accurate up-to-date list of volunteers willing to receive calls from the Hotline; establishes, develops, and maintains an accurate up-to-date list of volunteers willing

to go on 12th step calls; makes sure the answering service's list of meetings and volunteers is accurate and up-to-date.

2. Bridging the Gap (BTG) (Men and Women)

Establishes, develops and maintains an updated Bridging the Gap Volunteer List; works closely with District Treatment and Corrections chairpersons on methods for receiving bridge requests from new members; coordinates requested bridges between new members and Bridging the Gap Volunteers; provides information to hospital and institutional facilities located within the District and our linked Districts explaining what Bridging the Gap is and how it works.

3. Cooperation with the Professional Community (CPC)

Provides contact information, speakers, films, literature, and other information to members of the professional community, including doctors, nurses, and members of the clergy, lawyers, social workers, union leaders, and business managers. In coordination with the Literature and Grapevine chairs, provides and maintains literature and Grapevines as needed in professional offices and workplaces; provides invitations to professional people to attend open AA meetings in the District.

Provides information through speakers, reading materials, pamphlets, and other educational resources to members of the professional community, including doctors, nurses, lawyers, law enforcement, social workers, business managers, high schools and colleges. CPC chairs also can provide literature and Grapevines as needed in professional offices to help inform leaders about alcohol related issues in the community and may invite the professional leaders to open AA meetings in the District.

4. Corrections (Men and Women)

Provides contact and information to correction facilities and detention centers located in the District and helps organize and set up AA meetings as needed, ensuring that meetings are within the Traditions and that meeting needs are being met; provides Speakers, films, and literature to

correctional facilities as needed; in coordination with the Literature and Grapevine chairs, provides and maintains literature and Grapevines as needed in the correctional facilities. In coordination with other Districts in the Area may help do the same in facilities outside the District.

5. Grapevine/La Vina

Encourages every group in the District to have a Grapevine Representative (GvR); helps register new GvRs with the Grapevine office if GvR has not already done so; keeps an up-to-date list of group GvR's in the District; stays in contact with all GvR's in District and shares ideas with them; may hold District Grapevine Committee meetings with GvR's; makes sure GvR's have magazine flyers and order forms; provides information to all groups in the District about The Grapevine; assists groups without GvR's in obtaining Grapevines subscriptions and emails; keeps in contact with Area 48 Grapevine/La Vina Chair; sets up a Grapevine/La Vina display at all District functions; may keep a small stock (as per budget allocations) of Grapevine books and materials on hand for purchase at District meetings; coordinates with other district committees to secure Grapevine materials for service commitments including, but not limited to corrections and treatment.

6. Inclusivity

Explores, develops and offers alternatives so the AA message is accessible to those who are blind or have low vision, deaf or hard of hearing, wheelchair users and others with physical disabilities, homebound or chronically ill or developmentally disabled; establishes, develops and maintains an updated list of members willing to bring meetings to the homebound; acts as a clearinghouse for information to share the accumulated experience and knowledge in the accessibility area; raises the awareness of Accessibility and related needs throughout the meetings in District 10; ensures that

wheelchair accessible meetings are identified to the Records Keeper for publication in the meeting schedule.

Explores, develops, and offers alternatives so the AA message is presented in a way that welcomes everyone (particularly newcomers) regardless of gender, race, socioeconomic circumstances, sexual orientation or philosophical beliefs; acts as a clearinghouse for information to share the accumulated experience and knowledge in the inclusivity area; raises the awareness of inclusivity and related needs throughout the meetings in District 10.

7. Literature

Orders, assembles and provides GSR's with the District 10 welcome packets for new GSR's; orders, maintains and provides service material to have on hand at District meetings including welcome packets; maintains a catalog of literature purchased and available for the District.

8. Newsletter

Creates a monthly newsletter for the District which includes the names of groups which contributed to the District, as well as any group, district or area events; emails the newsletter to the secretary (to be sent to the list they maintain).

9. Public Information

Provides information to all local newspapers and periodicals; makes Public Service Announcements available to local radio and television stations; provides contact with local educational facilities for speakers, film, literature and other information available; helps organize and set up meetings at schools, libraries and other community facilities.

10. Records Keeper

Has at least two years of sobriety, owns a functioning computer with internet access; has a thorough understanding of the Traditions, especially as they related to anonymity; maintains all administrative data related to the District; maintains a record of each Group within District 10 including group name, group number, date of founding, locations and times of meetings, types of meetings, GSR name, address and contact information, Alternate GSR name, address and contact information; coordinates with District 10 DCM and the Registrar for Area 48 to ensure that all information on District 10 meetings posted on various websites and meeting lists is accurate.

11. Treatment

Provides contact information and assists in organizing and setting up AA meetings in hospital, inpatient and outpatient programs, mental health facilities and rehabilitation programs in the District. Ensures that meetings are kept within the Traditions and that meeting needs are being met; provides and maintains literature and Grapevines as needed in local treatment facilities; arranges for informational presentations to facilities' staff and/or clients.

12. Website

Maintain and update the website with accurate meeting schedules including time, location and a description of the meeting type. The District 10 website is: district10.aahmbny.org

V: Prudent Reserve

The Prudent Reserve is intended to have enough money set aside to cover several months of expenses for those functions necessary for the District to remain operational.

The District determines the actual size of the Prudent Reserve.

The Prudent Reserve is not intended to fund discretionary spending. It may not be used for travel, attendance at AA events or Committee expenses.

The Prudent Reserve may only be used for monthly District meeting costs, the District PO Box, District hotline and “such other costs as recommended by the Treasurer” and approved by a 2/3 vote.

It is the Treasurer’s responsibility to continuously review income and expenses and to notify Officers, Committee Chairs and GSRs:
(a) when the District is approaching its Prudent Reserve and spending may soon be curtailed; and (b) when spending is curtailed in order to keep the District viable.

VI. District Meetings

District 10 is guided by the AA Service Manual/Twelve Concepts for World Service. The purpose of the District meeting is to provide a forum for the interchange of ideas and information among the groups represented, the Area, the General Service Office, and to conduct the business of District 10.

Any interested member of AA is also welcome to attend although they have no vote and will be heard at the discretion of the DCM.

The District meeting will be held at a time and place (either in person or on an online meeting with phone access for those unable to utilize the online format). The time and location of the monthly district meeting will be posted on the District 10 website (district10.aahmbny.org) and also in the printed meeting schedules.
The District Meeting generally follows this format:
1. Open the meeting with the reading of the 12 Traditions
2. Reading and approval of previous month's minutes
3. Treasurer's report
4. District Committee Member's (DCM's) report
5. Committee Chair Reports
6. Old Business
7. New Business
8. General Service Representative (GSR) reports, issues and announcements 9. 7th Tradition collection
10. Close the meeting with the Responsibility Declaration

The DCM is empowered to modify the format of the agenda as they see necessary.

As issues or discussions come up during the meeting, each person is expected to keep their comments on point to the subject being discussed and to keep their remarks brief to allow for full

discussion by the all members of the group. No one may speak for a second time on a topic until all who wish to speak have spoken.

We strive to reach consensus on all matters discussed. If general consensus cannot be reached by a simple voice vote, the District uses the voting methodology outlined in section VI.

VII. Voting on Matters During District Meetings

In keeping with Concept XII, which states that *all-important decisions be reached by discussion, vote, and whenever possible by substantial unanimity*, District 10 uses the following guidelines when voting on District Business:

- ➢ Formal votes shall be taken when general agreement cannot be reached on a matter ➢ No vote shall be taken unless a significant number of voting members are present ➢ A significant number of members shall be defined as 2/3rds of the average attendance at the prior year's District meetings
- ➢ This number shall be set annually as reported by the Secretary
- ➢ If a significant number of members are present, a 2/3rds vote of those present at the meeting shall be needed to approve any issue needing a formal vote
- ➢ The DCM may vote to secure or deny a 2/3rds vote

Voting Members

While membership in District 10 is open to all who have a desire to stop drinking, voting at District 10 meetings is limited to:

1. Group GSR's or Alternate GSR's, so that each AA group within District 10 has one (1)vote
2. The Treasurer
3. The Secretary
4. The Chair of each committee

Alternate's to the Treasurer or Secretary may vote in that capacity only when the Treasurer or Secretary, respectively, is absent.

In the event that the same person qualifies to vote under two or more of the above provisions, he or she shall be afforded one (1) vote only. In the event that a GSR qualifies to vote in another capacity, their duly elected alternate may vote in their place.

Voting is limited to ONE vote per group present, ONE vote per officer present, and ONE vote per committee chair present. In the absence of a GSR or committee chair, their alternate may vote in their place. In the absence of a group's Alternate GSR, the group's designated representative may vote.

VIII. Voting and Elections

Nominations will be conducted during three consecutive District meetings, commencing in August. a. The first nomination round will occur during the August meeting in Elizabethtown. b. The second nomination round will occur during the September meeting in Plattsburgh. c. The third nomination round will occur during the October meeting in Saranac Lake.

Nominations will close at the completion of the October meeting. A listing of all nominees will be provided by the District Secretary to each Group representative who may, if they desire, advise their group and seek voting guidance from their group.

The District election will be conducted at the November District meeting.

The following positions are elected at the district level:
District Committee Member (DCM)
Alternate DCM
Treasurer
Alternate Treasurer
Secretary
Alternate Secretary

Committee Chairs are also elected at this time:
AA Hotline
Bridging the Gap (BTG)
Cooperation with the Professional Community (CPC)
Corrections
Grapevine/La Vina
Inclusivity
Literature
Newsletter
Public Information

Records Keeper
Treatment
Website

IX. The Elections Process

The outgoing DCM will Chair the election meeting. In the absence of the DCM, the Alternate DCM will serve as Chair.

The following shall be full voting members of the District at the election:

- ➢ All District 10 GSRs or in their absence their Alternates
- ➢ Elected officers, or in their absence their Alternates
- ➢ Committee Chairs, or in their absence their Alternates

In the event that the same person qualifies to vote under two or more of the above provisions, he or she shall be afforded one (1) vote only.

Voting in District elections will follow the Third Legacy Procedures as outlined in the AA Service Manual.

Both the Treasurer and the Secretary may run for re-election to a second term.

If only one person stands for a position, they should state their sobriety date and service qualifications. The DCM will then ask for a motion to accept the candidate for the position. This must pass with a 2/3 majority.

Mid-Term Elections

In the event that there is a vacancy of a position, either an elected officer or a committee chair the following procedure will apply:

- ➢ The vacancy will be announced at the meeting prior to when the election will be held in order to allow all who wish to stand for the position to be present
- ➢ If there is an alternate for the position, that person shall assume the duties until an election can be held to fill the position
- ➢ The DCM and Alternate DCM will facilitate an election for the vacant position following third legacy procedure
- ➢ Anyone elected Mid-term will serve until the completion of that term (i.e. they will serve less than 2 years)

X. Amendments to This Service Manual

Amendments to this service manual are made by a three-step process:

- ➢ The proposed change will be submitted in writing and distributed at the district meeting the prior month
- ➢ At the following meeting the change will be discussed and evaluated
- ➢ The amendment will be voted on

All amendments require a 2/3 majority approval from the voting body.

XI. History of Changes Made to This Service Manual

1/2019
Edited formatting to match throughout the manual.
Corrected spelling mistakes.
Edited district service positions to match our district and created descriptions for those positions. Added appendix

2/2019
Newsletter position and description were accidentally left out of 1/2019 update.
IV. C. Added newsletter position and description.

3/2019
District voted to change:
1) substituting “AA-Hotline” for Answering Service
2) a committee should have 3 people (under Section IV. District Service Positions 3) add responsibilities of Literature Chair to include preparing and distributing new GSR packets.

12/2019
District accepted the proposal:
Nominations will be conducted during three consecutive District meetings, commencing in August. a. The first nomination round will occur during the August meeting in Elizabethtown. b. The second nomination round will occur during the September meeting in Plattsburgh. c. The third nomination round will occur during the October meeting in Saranac Lake.

Nominations will close at the completion of the October meeting. A listing of all nominees will be provided by the District Secretary to each Group representative who may, if they desire, advise their group and seek voting guidance from their group.

The District election will be conducted at the November District meeting.

2/2021
District voted to conditionally add:
Under IV B 3
administer District expenses in a manner to preserve the Prudent Reserve

New Section V: Prudent Reserve
The Prudent Reserve is intended to have enough money set aside to cover several months of expenses for those functions necessary for the District to remain operational.

The District determines the actual size of the Prudent Reserve.

It is the Treasurer’s responsibility to continuously review income and expenses and to notify Officers, Committee Chairs and GSRs:
(a) when the District is approaching its Prudent Reserve and spending may soon be curtailed; and (b) when spending is curtailed in order to keep the District viable.

The Prudent Reserve is not intended to fund discretionary spending. It may not be used for travel, attendance at AA events or Committee expenses.

The Prudent Reserve may only be used for monthly District meeting costs, the District PO Box,

District hotline and “such other costs as recommended by the Treasurer” and approved by a 2/3 vote.

[Table of contents and remaining sections were renumbered.]

Section XI History of Changes to Service Manual
List date and a brief description of changes to the Service Manual. (similar to HMB Service Manual) Add date on front page (if not there)

3/2021
District voted to slightly change the order of the items listed in Section V Prudent Reserve, treasurer's duties to be at the end.

Added the treasurer's prudent reserve duties to the list of what the treasurer does in Section IV B 3.

9/2021
District voted to change and rename the Accessibilities committee to Inclusivity. The new description for inclusivity duties that was approved was added and the one for accessibilities was kept, but updated. Changed "are visually impaired" to "have low vision" and "handicapped accessible" to "wheelchair accessible" as voted on by the district. Reordered committees alphabetically and edited and renumbered the table of contents and the rest of the manual.

4/2022
Section VI: District Meetings - changed from “The District meeting is typically held on the second Tuesday of each month at 7:30PM, the meeting location rotates between Plattsburgh, Elizabethtown and Saranac Lake.” to “The District meeting will be held at a time and place (either in person or on an online meeting with phone access for those unable to utilize the online format). The time and location

of the monthly district meeting will be posted on the District 10 website (district10.aahmbny.org) and also in the printed meeting schedules.”

10/2025 - Changes HMB to NENY

Appendix - Welcome GSR Letter - changed from:
Our district meeting is the 2nd Tuesday of every month at 7:30pm.
We rotate our meetings as follows:
Jan, Mar, May, July, Sept, Nov: Club 12
1 Durkee St. Suite 102, Plattsburgh
Feb, June, Oct: United Church of Christ (Fellowship Hall)
Court St., Elizabethtown
Apr, Aug, Dec: Adirondack Medical Center (first floor, near cafeteria)
Route 86, Saranac Lake
to: The District meeting will be held at a time and place (either in person or on an online meeting with phone access for those unable to utilize the online format). The time and location of the monthly district meeting will be posted on the District 10 website (district10.aahmbny.org) and also in the printed meeting schedules.

Edited contributions addresses to add electronic contributions and the new address for mail contributions to GSO.

Welcome to Area 48 District 10

We are very happy that you have taken on the General Service Representative (GSR) position for your group. We hope that this packet of information will be helpful and informative for both yourself and your group. Feel free to ask any questions you may have.

The District meeting will be held at a time and place (either in person or on an online meeting with phone access for those unable to utilize the online format). The time and location of the monthly district meeting will be posted on the District 10 website (district10.aahmbny.org) and also in the printed meeting schedules.

The group's conscience is that the meeting lasts no more than one hour. We request that people try to be on time for the meeting, and please come prepared with whatever information you wish to share about what is happening with your group and whatever questions you might have.

The general format for the meeting is:

- Reading of Traditions
- Reading of previous meeting's minutes (usually by secretary)
- Treasurer's Report
- District Committee Member (DCM) Report
- Committee Reports:
  - AA Hotline
  - Bridging the Gap (BTG)
  - Cooperation With the Professional Community (CPC)
  - Corrections
  - Grapevine
  - Inclusivity
  - Literature
  - Newsletter
  - Public Information
  - Records Keeper
  - Treatment
  - Website
- Old Business
- New Business
- General Service Representative (GSR) Reports
- 7th Tradition
- Responsibility Declaration

You will want to take some notes from the district meeting. Here are some things to consider. . . ➢ What issues/topics are being discussed?

- ➢ Did you vote? What did you vote for?
- ➢ What decisions/plans were made? Who will be responsible for those decisions/plans? ➢ What upcoming events should your group members know about? (There are usually flyers available for you to take with you and photocopy).
- ➢ What opportunities for service beyond the group level exist?

Put the info together into a brief report and let your group members know what AA is up to beyond the

walls of your home group!!

In terms of GSR reports, here are a few things to consider. Keep in mind that we are interested in what is happening with your group and how the district can help. . .

- ➢ What's going on in your home group? Any problems?
- ➢ Issues with _____ ?
- ➢ Changes in meeting format or time? Is your meeting information correct on the latest meeting list? (Check with the Records person if you are not sure).
- ➢ Is attendance good? Any big increases or decreases lately?
- ➢ Any special group events coming up?

If your group has "extra" money (money above your prudent reserve), are you considering making donations to the District, the Area, and the General Service Office (GSO).
The following are the addresses for where to send contributions from your group:

HMB District 10 to NENY District 10
PO Box 1807
Plattsburgh, NY 12901
Contributions can be made via PayPal by emailing the District Treasurer at:
district10treasurer@aahmbny.org

HMB Area Association to NENY Area Association
Rte. 30, #114
118 Polar Plaza
Amsterdam, NY 12010
https://aahmbny.org/contribute

General Service Office
Post Office Box 2407
James A Farley Station
New York, NY 10116-2407
https://contribution.aa.org

As a GSR, you also represent your group at the Area events. There are seven each year. If you are unable to attend any of these events you may want to consider asking one of your home group members to be an Alternate GSR to fill in for you where needed. A calendar of events and flyers for the events will be provided as they are available.

Welcome aboard!!

Contents of GSR Packets:

District 10 Welcome Letter

A.A. Service Manual (BM-31)
The A.A. Group Pamphlet (P-16)
GSR Pamphlet (P-19)
Circles of Love and Service Pamphlet (P-45)
You're A.A. General Service Office Pamphlet (F-6)
A.A. Literature Catalog (F-10)
Corrections Correspondence (F-26)

Group Change Form English (F-28)
Concepts Checklist (F-91)
Traditions Checklist (F-131)
Self-Support Packet (FV-19)
Self-Support: Where Money and Spirituality Mix (F-3) in (FV-19 packet)
Memo to an A.A. Group Treasurer (F-96) in (FV-19 packet)
Group Contribution Envelope GSO Envelopes (FR-2)
Birthday Contribution Envelope Happy Birthday Envelopes (FR-5)

Inside A.A. (P-18)
Twelve Concepts Illustrated (P-8)
Twelve Traditions Illustrated (P-43)
The A.A. Grapevine (P-52)

Making Decisions as a Group

Putting Forward a Motion for Action

A *motion* is a proposal that a member makes in order to ask all voting members to take action on or to take a stand on an issue. Only members that can vote on motions may make motions. • New motions cannot be made when any other motion is on the floor. Members may propose to make amendments to a motion that is on the floor.
• Obtain the floor by raising your hand.
• Make Your Motion in clear and concise manner by stating: "I move that we
• Another member may second your motion or the Chairperson will call for a second. • The Chairperson States Your Motion. The Chairperson will say, "It has been moved and seconded that we ..." thus placing your motion before the meeting for consideration and action. • Once your motion is presented to the membership by the Chairperson it becomes "assembly property," and must follow the amendment procedure below to be modified.

Discussing and Debating the Motion

• The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it. The person who moves or makes the motion is always allowed to speak first. • All comments and debate must be directed to the Chairperson.

The membership then either discusses and debates your motion, or may move directly to a vote.

Any member may speak on a motion, but should wait until other speakers are finished before speaking for a second time.

The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.

Putting the Question to the Membership

• The Chairperson asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken. Alternately, a member states, "I call the vote" when it is their turn to speak. • Calling the question requires a second and requires a simple majority to pass. This action is not debatable.

• The person calling the question must be recognized and speak in turn. Calling the question out of turn or interrupting those who have been waiting to speak, is out of order and does not have to be recognized by the Chair.
• The person calling the question may not address the motion prior to calling the

question. **Voting on a Motion**

At the discretion of the Chair, one of three methods of voting will be used:

- ➢ By Voice - The Chairperson asks those in favor to say, "Aye" those opposed to say "no", and ask for any abstentions. The only reason to abstain from the vote is if you could personally gain or profit from the motion. Any member may move for an exact count.
- ➢ By a Show of Hands - Each member raises their hand until all hands are counted. This method is used for counting dissenting votes also.
- ➢ By Ballot - Members write their vote on a slip of paper; this method is used when secrecy is desired, such as during elections of committee members. (Please see Third Legacy voting in your service manual for further instructions).

Minority Opinion

The minority opinion is very important to AA and helps to preserve our Traditions.

Following a vote, the Chairperson will ask to hear from the minority opinion. The Chairperson can choose how many minority opinions will be heard. The purpose is to persuade even one person from the majority to change their opinion and move for reconsideration.

If any member who voted on the prevailing side of the question raises their hands, the request to reconsider a vote is considered made and seconded and discussion resumes on the matter as if the original vote had not taken place.

This is not discussion, and no rebuttal by a member of the majority is allowed.

If the motion that is being reconsidered is not debatable, then the motion to reconsider is not debatable.

A matter may be reconsidered only once. Motions to reconsider or table cannot be subject to a motion to reconsider.

Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken.