**CURRENT PRACTICES AND GUIDELINES**

**DISTRICT 7**



SOUTH FLORIDA AREA 15 OF ALCOHOLICS ANONYMOUS

**I Am Responsible,**

**When Anyone, Anywhere**

**Reaches Out For Help,**

**I want the Hand of A.A.,**

**Always To Be There,**

**And For That,**

**I Am Responsible!!**

*Bill regarded these changes as “concessions to those of little or no faith” and called them*

*“the great contribution of our atheists and agnostics. They had widened our gateway so that*

*all who suffer might pass through, regardless of their belief or lack of belief.”*

From “Pass It On” pg. 199

Through October 2022



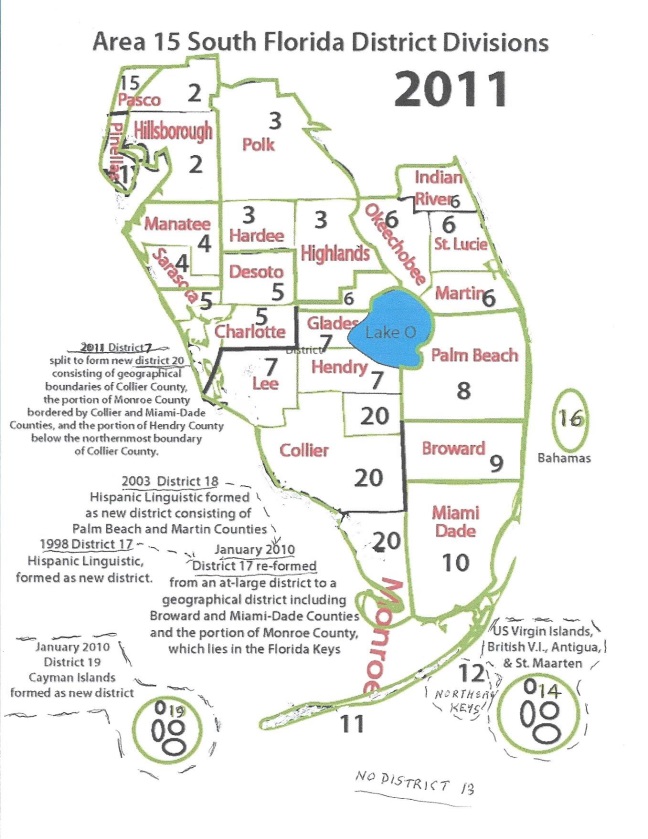


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**District 7 of South Florida Area 15 of Alcoholics Anonymous**

* District **7** is comprised of General Service Representatives (GSRs) and their alternates duly elected by registered AA groups located within its boundaries.
* District **7** is divided into sub-districts, each made up of approximately eight groups and designated as a District Committee Member (DCM) geographic location. The boundaries of a sub-district are flexible and the number of sub-districts may be changed due to growth and local needs.
* The elected officers of District **7** are Chairperson, Alternate Chairperson, Registrar, Secretary and Treasurer.
* District **7** is also composed of a District Committee Member (DCM) and Alternate (ACM) for each sub-district, duly nominated and elected by the General Service Representatives (GSRs) of groups within a specified sub-district.
* Standing Committees are Archives, Accessibilities, Corrections, Grapevine, Hospitality, Literature, Outreach, **P**ublic **I**nformation**/C**ooperation with **P**rofessional **C**ommunity, Treatment, and Website. Chairpersons are elected by their respective committees.
* Current practice chairperson, finance chairperson and intergroup liaison are chosen by an alternate method.

Date Motion

**1-16** That District **7** form an Ad Hoc Committee with Jim R. as Chair; to assist District 20 in hosting the July 2016 Quarterly Assembly.

5-13A stipend of one night lodging, plus tax, paid for Quarterly attendance only for those who perform District **7** business at the Quarterlies. These members include: DCM’s, or their representative ACM’s, District Chairperson, Alternate Chairperson, Registrar, Secretary, Treasurer, and chairperson of the following committees: Archives, Corrections, Grapevine, Literature, PI/CPC, Special Needs and Treatment. Those eligible to receive a stipend are excused from the Sunday business meeting should they have no duties to perform at that meeting.

8-09 That the District **7** Business meeting minutes be sent to the body on or before 1 week prior to the next business meeting.

2-08 Regarding Absences of Committee Chairs p. 9, under STANDING COMMITTEES: “Any committee chair absent from three consecutive district meetings may be replaced.”

12-07 That all district officers and committee chairpersons review their position description in the Current Practice Book and bring any needed updates to the January Dist. Meeting.

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

4-91 A motion was made, seconded and passed to create a new sub-district for Spanish Language Groups.

7-86 To accept the District Guidelines as presented and drafted by the Drafting Committee.

**Finances**

* District **7** is self-supporting through the voluntary contributions of its members and groups.
* A prudent reserve in the amount of the estimated operating expenses of three (3) months shall be maintained. Normal expenses are meeting location rent, literature, postage, officers, DCM’s and committee chairpersons travel expenses. Also committee expenses, office supplies and such other expenses as voted on by the members.
* An allowance of one night's lodging, plus tax, is paid to the officers, DCMs, or their representative ACM, and committee chairpersons that have business there who attend the Area 15 meeting, except when the Quarterly is hosted and held in District **7**. District 7 pays stipends for Quarterly attendance only for those officers and committee chairpersons who perform District **7** business at the Quarterly. These are: chairperson, alternate chairperson, registrar, secretary, treasurer, treatment, archives, PI/CPC, literature, grapevine, and accessibilities. Those eligible to receive stipends are excused should they have no duties to perform at the Sunday morning business meeting.

Date Motion

**4-22** Where as District 7 on Dec 31st 2021 held $7,124.16 in the checking account and $4,089.10 in Reserve.

Motion is to move $2000 to District 7 reserve account to disburse $5124.16 as follows: 50% to GSO

$2562.08; 40% to Intergroup $2,049.66; 10% to Area $512.41

2-22 To accept the 2022 Budget as read to include Income at $14,002.00 and Expenses at $16,475.

2-19 Regarding adding parking fees to stipends when included as part of the hotel’s charge, along with taxes.

11-17 The website chairperson be included in District 7’s Current Practices as a standing position and receive a stipend of one night’s lodging plus tax at each quarterly, as per other standing committees.

5-16 To accept the 2017 budget as presented.

4-16 To increase Archive Committee 2016 budget by $200.00 for the purchase of a laptop computer.

2-16 That District **7** distribute excess 2015 funds totaling $4,292.46 with 0% ($0) to Lee County Intergroup; 30% ($1,287.74) to Area 15; and 70% ($3,004.72) to General Service Office.

7-15 That District **7** distribute excess 2014 funds totaling $1,358 with 70% going to GSO ($950) and 30% going to Area 15 ($408).

3-15 a) That the District **7** Service Packet be assembled and distributed by the District **7** Registrar and or Secretary upon registration of new members of service.

b) That the District **7** Registrar’s budget be increased by $150.00 for the cost of the said packets.

6-14 That District **7** creates a second checking account to be used for the District **7** Host Quarterly Treasury.

4**-**14 That District **7** creates an ad-hoc committee responsible for the conception, creation, submission and presentation of a bid proposal to Area 15 that the October 2015 Quarterly Assembly be held in and hosted by District **7**.

3-14 That District **7** creates an ad-hoc committee responsible for the conception, creation, submission and presentation of a bid proposal to Area 15 that the July 2015 Quarterly Assembly be held in and hosted by District **7**.

2a-14 That District **7** distribute excess funds from 2013, in the amount of $3,600.00; to be disbursed as follows: 70% ($2,520.00) to GSO and, 30% ($1,080.00) to Area 15.

2b-14 Amend the District **7** Current Practices and Procedures to provide one night’s lodging stipend to all qualified district officers, DCM’s, and standing committee chairpersons: who attend any Area Quarterlies within Area 15.

1-14 That the Treatment Committee be given a $1,000.00 disbursement from the 2013 excess funds.

7-13District **7** review, on an annual basis, in January our finances and to make disbursements by the end of the first quarter of the following year. Lee County Area Intergroup, Area 15 and General Service Office will be considered for disbursement.

5-13That District 7 allocate $300.00 for expenses to conduct District Inventory on February 23, 2014. This event will be a “Pot Luck”, with a guest mediator.

4-13Distribution of excess funds from 2012 to be disbursed as follows:  GSO 70% equaling $4,900 and Area 15 30% equaling $2,100.

2-13 Amend the District **7** Current Practices and Procedures to provide one night’s lodging stipend to all qualified district officers, DCMs, and standing committee chairpersons: who attend any Area Quarterlies within Area 15.

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

11-84 To maintain records of the District for three years to comply with Federal statutes.

4-82 Not to contribute funds as an organization to a conference. Individuals may participate as they please.

1-80 Checking account to be opened with only Treasurer's signature required; second signature (Secretary's) added to be used only when Treasurer is unable to sign.

**Meetings**

* Regular meetings of District **7** are held at a specified location the last Sunday of each month at 2:00 P.M. except the November/December meetings, which will be held concurrently at an agreed upon time in early December. Regular monthly meeting notices and an agenda shall be sent as part of the minutes of the previous meeting.
* Special meetings may be called by the chairperson or by the written request of not less than five members. Notice of the time, place and purpose of special meetings shall be sent by the registrar not less than seven days before the meeting.
* Established parliamentary procedure shall be used in all matters not specified by these guidelines.
* District **7** will do an inventory (conducted by the alternate chairperson) bi-annually each even-numbered year.

Date Motion

**5-02** That District **7**’s regular business meeting will be held at Y.A.N.A. in Fort Myers at 2:00 pm the last Sunday of each month starting with the next regular scheduled meeting on June 30th, 2002. As always, the GSR/DCM meetings will be held one hour before regular business meetings. The Service Workshop committee meeting will be held following the business meeting.

2-99 Motions must be submitted in writing by the Wednesday following the regular District meeting in order for these motions to be included in the Agenda for the subsequent meeting.

9-87 To dispense with a roll call at the District Meeting and substitute a sign-in sheet

1-82 To replace any officer not attending District Meeting for three consecutive months (without good reason).

**District 7's Relationship to the South Florida Area 15**

* The Area 15 Assembly acts for AA in the perpetuation and guidance of its world services and is also the vehicle by which the AA movement can express its view on all matters vital to AA policy and all hazardous deviations from AA Tradition.
* District **7** DCMs, GSRs and their alternates are encouraged to attend the Area 15 business meeting to represent their groups, to vote, when necessary, as their group conscience dictates and to relay Quarterly information regarding area activities back to District 7 in order to better coordinate service activities.

**Voting Procedures and Terms of Officers**

* Election of District **7** Officers will be held bi-annually at the regular October meeting. Officers are: chairperson, alternate chairperson, registrar, secretary and treasurer. Election is conducted in accordance with the Third Legacy Procedure as outlined in the AA Service Manual.
* The finance chairperson to be appointed to serve a two year term, beginning in even numbered years, by the district chairperson in his/her 2nd year in office.
* The election of officers will be by written, secret ballot and acted upon separately. The term of office is for two years, beginning at the January meeting and will run concurrent with the South Florida Area 15 Conference Officers.
* In the spirit of rotation, no person shall be a candidate for re­election to the same office, excepting the archives chairperson who will be eligible for a second two year term. However, persons who fill an unexpired term shall be eligible for re-election for a full term in the same office.
* It is recommended that the office of chairperson be a past or present DCM, who, upon election will vacate the office of DCM.
* All GSRs, committee members, officers and committee chairpersons present are entitled to one vote. Alternates vote only if the regular committee member or GSR is not present. All standing committee chairpersons (excepting the finance committee) are filled by one of two methods which would depend on the size of the committee. (1) If the committee contains only one person, the position of chairperson would be filled by anyone seeking the position after standing at the district’s general election and receiving approval of the membership. If more than one person stands for the chairperson’s position a vote would be taken in accordance with the Third Legacy Procedure. (2) If the size of the committee is larger than one, the current committee would elect a new chairperson and that person would stand at the general election for approval by the district body. If no one is elected at the committee level or the committee wishes not to elect a new chairperson, those wishing to stand for the position would do so at the general election and be elected by the body.
* The intergroup liaison is agreed upon by both District 7 and Lee County Area Intergroup.

Date Motion

**1-91** Motion was made, seconded and passed to change the date for electing new officers from December to October to coincide with Area elections.

**Officers Qualifications**

* District Chairperson: Should have a minimum of 5 years continuous sobriety, a working knowledge of the Traditions and served as a District Committee Member (DCM).
* Alternate Chairperson: Same as chairperson.
* Treasurer: Should have a minimum of 4 years of continuous sobriety and have past experience as a group treasurer.
* Secretary and/or Registrar: Should have a minimum of 3 years of continuous sobriety and experience at the group level of these positions.
* NOTE: If no one stands for positions with suggested requirements the district body may vote to waive these guidelines to elect a lesser qualified individual for the position.

**District Officers; Duties and Responsibilities**

**Chairperson Responsibilities**

* Preside at all meetings and perform such acts and duties as are customary to this office.
* Be familiar with and conduct all meetings using established parliamentary procedures so as to ensure the proper and efficient order of business.
* Appoint temporary special committees as necessary and act as ex-officio member without vote except to break a tie.
* Prepare and present the District **7** report at Area 15 quarterlies.
* With the assistance of the registrar, undertake to maintain a manageable number of groups within a loosely formed geographic area, to aid the elected DCMs and ACMs in serving their respective groups
* When necessary, conduct a DCM/ACM caucus prior to the Area 15 business meeting.
* Sets the agenda for the District **7** business meeting (agenda items to be submitted to the chairperson by the Wednesday following the regular District 7 meeting for inclusion in the next months’ agenda.)
* Appoints the finance chairperson in January of the opposite year of the regular election.
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.
* Current Practices Committee to be chaired by immediate past District **7** chairperson.

Date Motion

**12-07** That all district officers and committee chairpersons review their position description in the Current Practice Book and bring any needed updates to the January Dist. Meeting.

2-99 Motions must be submitted in writing by the Wednesday following the regular District meeting in order for these motions to be included in the Agenda for the subsequent meeting.

2-98 To replace March's Committee and DCM reports with the Delegate's agenda to be presented at the April Quarterly. Written reports to be presented for minutes.

7-97 To make copies of the Delegate’s report available to DCMs and ACMs at the District expense.

2-93 Motion that Article X, §1 of Articles of Charter and Constitution be amended to add: "All District **7** Officers are encouraged and requested to represent District **7** at special Group occasions, i.e. anniversaries, workshops, etc. special Group occasions, i.e. anniversaries, workshops, etc.

5-89 To change agenda item to read: "DCM & GSR Sharing", to continue to list DCMs by name, said DCMs to invite GSR sharing.

3-87 To allow the District Chairperson to serve as an Alternate D.C.M.

2-86 To include the Agenda of the following month's District Meeting with the mailing of the minutes of the current month's meeting.

2-86 To provide a spot on the Agenda for each D.C.M. to make a report if he so wishes.

10-85 To make $26.00 available to District Chairman to express respects to a deceased member.

12-84 District To empower Chairman to handle all bequests from members.

9-83 To ask GSO to place the District on its mailing list to receive the Final Report of the Annual Meeting

4-80 (From Quarterly) District to use conscience on the number of DCMs, based on "active" groups and based on the geography of the District.

1-80 That copies of the Public Information Workbook be purchased and distributed one each 'to District Chairman, Public Information Chairman, and Grapevine Chairman.

**Alternate Chairperson Responsibilities**

* Perform the duties of the chairperson in his or her absence.
* Perform other duties as assigned by the chairperson.
* Participate, where possible, in all officers’ activities to provide assistance as necessary.
* Be responsible for holding a service workshop once a year.
* That the District **7** inventory (conducted by the alt. chairperson) is conducted bi-annually
* Is quarterly coordinator at the District **7** business meetings.
* Budget requests should be submitted to the finance committee by September 30 for the following year.
* A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**6-15** That any year in which District **7** hosts an Area Quarterly Assembly, the Quarterly Assembly serves as that years’ service workshop/Carry The Message Day.

2-08 Regarding Absences of Committee Chairs p. 9, under STANDING COMMITTEES: “Any committee chair absent from three consecutive district meetings may be replaced.”

12-07 That all district officers and committee chairpersons review their position description in the Current Practice Book and bring any needed updates to the January Dist. Meeting.

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

2-93 Motion that Article X, §1 of Articles of Charter and Constitution be amended to add: "All District **7** Officers are encouraged and requested to represent District **7** at special Group occasions, i.e., anniversaries, workshops, etc. special Group occasions, i.e. anniversaries, workshops, etc. Motion was seconded and passed.

6-89 To create a committee two months prior to Quarterlies to serve as a clearing house of information regarding rides and beds.

**Treasurer Responsibilities**

* Receives all funds and deposits them in a designated checking account.
* Pays all authorized District **7** expenses.
* Prepares a monthly report of all receipts and expenses, copies of which made available at monthly meetings. The report should include, as a separate line item, the prudent reserve.
* Keeps all receipts, vouchers and checking records for a minimum of three years. Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that are over and above those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the Treasurer
* Checking account to require Treasurer’s signature only. Secretary to be on signature account as backup.
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**4-22** Move $2000 to District 7 reserve account to disburse $5124.16 as follows : 50% to GSO $2562.08; 40%

to Intergroup $2,049.66; 10% to Area $512.41

2-22 To accept the 2022 Budget as read to include Income at $14,002.00 and Expenses at $16,475.

2-21 That District 7 disburse $966.67 from the reduction in the 2021 Reserve as follows:

Intergroup-40%- $388.67; to the AA General Service Office-50%-$483.33; and Area 15-10%- $96.67.

2a-19 A stipend of one-night’s lodging at the Area 15 Quarterly host hotel, plus taxes, and parking fee (when it is an added fee and not included in the room rate) be paid for those who are identified to perform District 7 business at Area 15 Quarterly Assemblies.

2b-19 Request $2,000.00 from the 2018 District **7** surplus income of $5,600.00 to be assigned to the Corrections Committee as part of their operating funds for the 2019 year.

4-18 For District **7** to co-host the April 2019 Quarterly in Boca Raton with District 6

2-18 To distribute before April 1, 2018 the excess funds from 2017. The total excess funds are $1872. 70% to GSO – $1310.79, 30% to Area 15 – $ 561.76

1-18 To hold an "Ethical Responsibilities" Workshop on either 5/5 or 5/19 (tbd) @ Cypress Lakes Presbyterian Church between 8am - 12 noon with and anticipated budget as follows: Rent $150, Food and Beverages $150, Literature $100, Total: $400.

2-17 District **7** retain no more than $600.00 of the 2016 excess funds to purchase a new computer for the Treasurer as soon as possible.

1-15 To loan the District **7** Quarterly Committee $2,000.00 for expenses in preparation for the July 2015 Area 15 Assembly. These monies shall be returned to District **7** by the August 2015 District business meeting, if possible.

8-14 That Motion 1-13, “Stipend”, be amended to include the Quarterly Ad Hoc Chairperson.

6-14 That District **7** creates a second checking account to be used for the District **7** Host Quarterly Treasury.

4**-**14 That District **7** creates an ad-hoc committee responsible for the conception, creation, submission and presentation of a bid proposal to Area 15 that the October 2015 Quarterly Assembly be held in and hosted by District **7**.

3-14 That District **7** creates an ad-hoc committee responsible for the conception, creation, submission and presentation of a bid proposal to Area 15 that the July 2015 Quarterly Assembly be held in and hosted by District **7**.

2-14 That District 7 distribute excess funds from 2013, in the amount of $3,600.00; to be disbursed as follows: 70% ($2,520.00) to GSO and, 30% ($1,080.00) to Area 15.

1-14 That the Treatment Committee be given a $1,000.00 disbursement from the 2013 excess funds.

5-13 A stipend of one night lodging, plus tax, paid for Quarterly attendance only for those who perform District 7 business at the Quarterlies. These members include: DCM’s, or their representative ACM’s, District Chairperson, Alternate Chairperson, Registrar, Secretary, Treasurer, and chairperson of the following Committees: Archives, Corrections, Grapevine, Literature, PI/CPC, Special Needs and Treatment. Those eligible to receive a stipend are excused from the Sunday business meeting should they have no duties to perform at that meeting.

3-13 We would like to request funds not to accede $200.00 to create a District 7 Area 15 Stand-Alone Rollout Sign. This would be to cover the cost of changing the vinyl placard to suit our needs. The sign would have all of our committees listed and have AA images and symbols. The design is open to suggestion, however, we consider this to be a time sensitive issue as we want to create the sign and use it at the Area 15 quarterly.

2-13 Amend the District 7 Current Practices and Procedures, to provide one night’s lodging stipend, to all qualified district officers, DCM’s and standing committee chairpersons; who attend any Area Quarterlies within Area 15.

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

4-88 To discontinue reading the Treasurer's report at the District Meeting; instead, copies of said report to be made available to those in attendance.

3-88 To use District Treasury funds to print up Rosters of G.S.R.s, D.C.M.s, sub-districts on a regular basis.

4-82 Not to contribute funds as an organization to a conference. Individuals may participate as they please.

2-82 District Treasurer to hold second key for Archives safety deposit box.

1-82 To replace any officer not attending District Meeting for three consecutive months (without good reason).

**Secretary Responsibilities**

* Record and Prepare minutes of each meeting.
* Maintain records of attendance of all officers and members.
* Maintain a log of Motions passed by the District, following the format established by the South Florida Area Book of Resolutions.
* Be responsible for the district secretary computer and compile rules and instructions for handling same to pass on to the subsequent secretary.
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**8-09** That the District 7 Business meeting minutes be sent to the body on or before 1 week prior to the next business meeting.

12-07 That all district officers and committee chairpersons review their position description in the Current Practice Book and bring any needed updates to the January Dist. Meeting.

2-03 Proposed Report size: Typed or word processed, reports: · No more than one half (1/2) page (8.5”x11”) single spaced or one (1) page double spaced. · Font size not to be smaller than 12 fonts. The heading of the report must contain your name, your position and the date of presenting the report. · Hand your report to the secretary immediately after presenting your report as this method requires retyping into the minutes. Handwritten reports: No more than two (2) legibly hand written pages (8.5”x11”). · Heading of the report must contain your name, your position, and the date of presenting the report. Hand your report to the secretary immediately after presenting your report as this method requires retyping into the minutes. E-mail reports: · One-half (1/2) page (8.5”x11”) single spaced. · E-mail format: Word, Times New Roman, 12 font, single spaced. · Inform the secretary immediately after presenting your report that you will be sending the report through E-mail. Send within one (1) week after the regular business meeting. Reports not received in a timely manner may not make it into the next month’s minutes, and the minutes will reflect, “No written report submitted.”

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

4-95 Approved sending individual district minutes to corresponding secretaries of all 15 other districts for informational purposes.

2-93 Motion that Article X, §1 of Articles of Charter and Constitution be amended to add: "All District 7 Officers are encouraged and requested to represent District 7 at special Group occasions, i.e. anniversaries, workshops, etc. special Group occasions, i.e. anniversaries, workshops, etc.

1-89 To continue established District practice of using last names in District Minutes unless an individual requests the use of a last initial.

4-88 District Secretary\_ to maintain a log of Motions passed by the District following the format established by the South Florida Area Book of resolutions.

2-86 To include the Agenda of the following month's District Meeting with the mailing of the minutes of the current month's meeting.

1-82 To replace any officer not attending District Meeting for three consecutive months (without good reason).

11-80 Checking account to be opened with only Treasurer's signature required; second signature (Secretary's) added to be used only when Treasurer is unable to sign.

1-76 Secretary to write a letter to groups not being represented at G.S.R. meetings and inform their secretary of same.

**Registrar Responsibilities**

* Maintain an up-to-date database of the groups.
* Distributes the minutes and any other District 7 or Area 15 correspondence.
* Be responsible for the district registrar computer and compile rules and instructions for handling same to pass on to the subsequent Registrar.
* Assist the chairperson in reassigning groups in sub-districts when necessary.
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**3a-15** That the District 7 Service Packet be assembled and distributed by the District 7 Registrar and or Secretary upon registration of new members of service.

3b-15 That the District 7 Registrar’s budget be increased by $150.00 for the cost of the said packets

2-15 That District 7, give a Service Packet to all new GSR’s and new members of general service. The service packets to consist of, but not limited to, the following Conference approved literature: The A.A. Service Manual (BM-31); Pamphlets: AA Tradition How It Developed (P-17), Circles of Love (P-45), The Twelve Traditions Illustrated (P-43), The Twelve Concepts for World Service Illustrated (P-8), G.S.R. – General Service Representative (P-19), Inside A.A. (P-18), Your D.C.M. (F-12), The A.A. Group (P-16), Self-Support: Where Money And Spirituality Mix (F-3), You’re A.A. General Service Office (F-6); File: Service Packet; District 7 Current Practices. The selection of the pamphlet literature is derived from the A.A. Service Manual and the pamphlet The A.A. Group. The cost of each packet is approximately $6.00.

8-09 That the District 7 Business meeting minutes be sent to the body on or before 1 week prior to the next business meeting.

12-07 That all district officers and committee chairpersons review their position description in the Current Practice Book and bring any needed updates to the January Dist. Meeting.

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

2-93 Motion that Article X, §1 of Articles of Charter and Constitution be amended to add: "All District 7 Officers are encouraged and requested to represent District 7 at special Group occasions, i.e., anniversaries, workshops, etc. special Group occasions, i.e., anniversaries, workshops, etc. Motion .was seconded and passed.

3-88 To use District Treasury funds to print up Rosters of G.S.R.s, D.C.M.s, sub-districts on a regular basis.

9-87 To dispense with a roll call at the District Meeting and substitute a sign-in sheet

2-86 To include the Agenda of the following month's District Meeting with the mailing of the minutes of the current month's meeting.

1-82 To replace any officer not attending District Meeting for three consecutive months (without good reason).

4-80 (From Quarterly) District to use conscience on the number of DCMs, based on "active" groups and based on the geography of the District.

**District Committee Members and Alternates**

* General
* It is recommended that newly elected district committee members and alternates study and be knowledgeable of the service responsibilities as set forth in the A.A. Service Manual and this document.
* DCMs and ACMs are elected to serve two year terms by the GSRs of the groups contained in a specified sub-district. A DCM or ACM may be disqualified by three consecutive unexcused absences from monthly District meetings.
* The outgoing DCM is responsible for setting up a meeting with his/her designated sub-district GSRs, prior to the District 7 October election of officers, to elect new DCMS and ACMs for the coming two year terms. When possible, outgoing ACMs automatically advance to DCM and a new ACM is elected. It is recommended that new DCMs and ACMs vacate their role as GSRs.

**District Committee Member**

* Give a report pertaining to the status of the groups in his/her assigned Sub-district at monthly District 7 meetings, a written copy of which to be submitted to the Secretary.
* Liaison between Groups and District Registrar.
* Communicates with District Registrar.
* Carries the collective group conscience of the A.A. groups in the Sub-district to the area committee.
* Talks frequently with GSR’s and Group Contacts, assisting groups with all group forms, holds GSR sharing sessions, answering questions.Attend all Quarterly Area 15 Sunday morning business meetings and assemblies, if possible, and be prepared to vote on current issues.

Date Motion

**5-13** A stipend of one night lodging, plus tax, paid for Quarterly attendance only for those who perform District 7 business at the Quarterlies. These members include: DCM’s, or their representative ACM’s, District Chairperson, Alternate Chairperson, Registrar, Secretary, Treasurer, and chairperson of the following committees: Archives, Corrections, Grapevine, Literature, PI/CPC, Special Needs and Treatment. Those eligible to receive a stipend are excused from the Sunday business meeting should they have no duties to perform at that meeting.

3-11 That District 7 discontinues the practice of designating ACMs ‘at large’ and ceases to pay stipends to ACMs (who are ‘at large’) in attendance at the quarterlies.

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

4-96 All DCM and Committee Reports be submitted in writing and that if the DCM or ACM cannot attend, the report be sent in with a GSR from that Sub-District.

2-86 To provide a spot on the Agenda for each D.C.M. to make a report if he so wishes.

9-85 To fill a vacancy created by a DCM resignation as follows: Alternate DCM to fill vacancy; new Alternate to be elected.

**Alternate Committee Member**

* Assist, participate and share in the DCMs responsibilities, attend District meetings and Area quarterlies, if feasible.

Date Motion

**3-11** That District 7 discontinues the practice of designating ACMs ‘at large’ and ceases to pay stipends to ACMs (who are ‘at large’) in attendance at the quarterlies.

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

**General Service Representative**

* The GSR represents the voice of his/her group conscience on matters affecting AA as a whole. The Group's wishes are conveyed in one of two ways. 1) GSR’s attend Area 15 quarterlies and votes or 2) reports group wishes to their DCM from his/her sub-district, who in turn passes them on to the delegate who carries them on to the conference and to the movement.
* In District 7, GSRs customarily serve for two years, and are ideally elected in October to begin their term in January.
* Active membership in the home group is important; two or more years of sobriety is suggested.
* Regularly attends District 7 monthly meetings; votes their group conscience and reports back to his/her group on all service activities.
* Becomes better informed by attending workshops and studying "The AA Service Manual" to more effectively serve his/her group and the fellowship as a whole.
* Obtains an alternate GSR to understudy and be prepared to stand in for him/her at service meetings, as necessary.

**Standing Committees and Guidelines**

* Committee chairpersons should have a minimum of 3 years of continuous sobriety.
* All standing committee chairpersons (except the Finance Committee) are filled by one of two methods which would depend on the size of the committee. (1) If the committee contains only one person, the position of chairperson would be filled by anyone seeking the position after standing at the district’s general election and receiving approval of the membership. If more than one person stands for the chairperson’s position a vote would be taken in accordance with the Third Legacy Procedure. (2) If the size of the committee is larger than one, the current committee would elect a new chairperson and that person would stand at the general election for approval by the district body. If no one is elected at the committee level or the committee wishes not to elect a new chairperson, those wishing to stand for the position would do so at the general election and be elected by the body.
* In general, the chairperson and members of standing committees have complete initiative within their area of responsibility, developing ideas and methods to better accomplish their objectives.
* Committee chairpersons will have the opportunity to report their activities, accomplishments and problem areas at the regular District 7 meetings.
* NOTE: If no one stands for positions with suggested requirements the district body may vote to wave these guidelines to elect a lesser qualified individual for the position.

Date Motion

**2-22** District 7 to create a “Sub-District ad hoc committee”. The committee will review the makeup of all Sub-Districts in District 7 and make recommendations for changes to boundaries and/or names of the sub-districts to ensure a proper distribution for the number of groups within the sub-districts and that names are meaningful and easily understood. The committee shall generate a map (similar to Area 15’s map of Districts) that indicates the geographic boundaries for each of its Sub-Districts. Changes to sub-districts and the new map will be incorporated into the District’s Current Practices document. The ad hoc committee will include the district chair, the registrar, a minimum of 1 & a maximum of 2 DCMs, and a minimum of 1 & a maximum of 2 GSRs. The committee shall provide a report at each District 7 business meeting and shall complete their tasks and present recommendations no later than the September 25, 2022 business meeting.

**Archives**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Maintains an archival history of the actions of District 7 as recorded in the minutes.
* Maintains and expands, when possible, District 7 historical artifacts
* Presents, when requested, a display of District 7 artifacts
* Attends Area 15 quarterly archives committee meeting
* Presents display and gives position description at District 7 service workshops
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**9-22**  The two District 7 Committees, Archives and Website, during the October even year voting Business

Meeting, if no one stands for the Chair position of these two District 7 Committees, the current Chair

may serve a second term.

4-16 To increase Archive Committee 2016 budget by $200.00 for the purchase of a laptop computer.

2-08 Regarding Absences of Committee Chairs pg. 9, under STANDING COMMITTEES: “Any committee chair absent from three consecutive district meetings may be replaced.”

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

**Correctional Institutions**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Presents Display and gives position description at District 7 service workshops

Date Motion

**7-20** Establish one Zoom account for the purpose of Committees to use for their monthly/weekly business meetings at the cost of $150.00 annually paid for by District 7. This motion would be administered by the Website Committee.

5-19 Corrections Committee requests $2,000.00 from 2018 District 7 surplus income of 5,600.00.

2-19 A stipend of one-night’s lodging at the Area 15 Quarterly host hotel, plus taxes, and parking fee (when it is an added fee and not included in the room rate) be paid for those who are identified to perform District 7 business at Area 15 Quarterly Assemblies.

6a-18 To change the Current Practice of District 7 Corrections Committee from fully finding literature purchases solely through donations received from the Pink Can Drive, to being included in the District 7 annual budget for money to fund meeting expenses, supplies, and literature. The Pink Can Drive will only be relied upon to cover the committee’s financial shortfalls when the literature needs of the correctional facilities surpass the expenditure allotment from the District.

**Current Practices**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Chaired by immediate past District 7 chairperson
* Also consists of two members who have been or are currently DCMs
* Maintains and updates current practices book and book of motions
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.
* Current Practices Chairperson serves on Finance Committee.

Date Motion

**4-22** Move $2000 to District 7 reserve account to disburse $5124.16 as follows : 50% to GSO $2562.08; 40%

to Intergroup $2,049.66; 10% to Area $512.41

2-19 A stipend of one-night’s lodging at the Area 15 Quarterly host hotel, plus taxes, and parking fee (when it is an added fee and not included in the room rate) be paid for those who are identified to perform District 7 business at Area 15 Quarterly Assemblies.

6b-18 To update current practices book to include the following sentence: Corrections Committee to be funded as a line item on the District 7 budget.

1-15 To loan the District 7 Quarterly Committee $2,000.00 for expenses in preparation for the July 2015 Area 15 Assembly. These monies shall be returned to District 7 by the August 2015 District business meeting, if possible.

2-08 Regarding Absences of Committee Chairs p. 9, under STANDING COMMITTEES: “Any committee chair absent from three consecutive district meetings may be replaced.”

**Finance**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* The finance committee chairperson is appointed by the district chairperson and the committee is composed of four additional members: the incumbent treasurer, the immediate past chairperson, and two members to be appointed by the finance committee chairperson with district approval
* The committee oversees the finances of the district; reviews current expenditures of the budget; reviews unbudgeted requests for funds; receives requests for funds at budget time; prepares an annual budget to be submitted at the December district meeting. (Any monies needed by an officer or committee chairperson exceeding the budgeted amount should be brought to the finance committee first and, if recommended then submitted to the body for a vote.)
* The finance committee term is for 2 years, beginning in the second year of the district officers’ term, being appointed in the even numbered years. The committee should meet quarterly, before the area quarterly conference, at the site of the District 7 meetings, one hour prior to their monthly meeting. Special meetings may be called as necessary. The committee reports their activities to the district.
* Presents Display and gives position description at District 7 service workshops
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**2-21** That District 7 disburse $966.67 from the reduction in the 2021 Reserve as follows:

Intergroup-40%- $388.67; to the AA General Service Office-50%-$483.33; and Area 15-10%- $96.67.

9-20 That District 7 disburse the $1,956.68 in surplus 2019 funds as follows:

Intergroup - 50% - $978.34; GSO - 40% - $782.67; Area 15 - 10% - $195.67

7-20 Establish one Zoom account for the purpose of Committees to use for their monthly/weekly business meetings at the cost of $150.00 annually paid for by District 7. This motion would be administered by the Website Committee.

10-19 The PI/CPC committee requests $200.00. These funds to be used for Public Information post-Christmas radio & TV ads on WINK, and “out of pocket expenses” for literature used for presentations given to the Professional Community.

9-19 To move excess money of $525.15, from hosting the April Quarterly to our Savings account until we host another Quarterly a noted as Quarterly Host Committee Funds.

2-19 A stipend of one-night’s lodging at the Area 15 Quarterly host hotel, plus taxes, and parking fee (when it is an added fee and not included in the room rate) be paid for those who are identified to perform District 7 business at Area 15 Quarterly Assemblies.

6b-18 To update current practices book to include the following sentence: Corrections Committee to be funded as a line item on the District 7 budget.

2-18 To distribute before April 1, 2018 the excess funds from 2017. The total excess funds are $1872. 70% to GSO – $1310.79, 30% to Area 15 – $ 561.76

1-18 To hold an "Ethical Responsibilities" Workshop on either 5/5 or 5/19 (tbd) @ Cypress Lakes Presbyterian Church between 8am - 12 noon with and anticipated budget as follows: Rent $150, Food and Beverages $150, Literature $100, Total: $400.

11-17 (Time Sensitive) That the website chairperson be included in District 7’s Current Practices as a standing position and receive a stipend of one night’s lodging plus tax at each quarterly, as per other standing committees.

8-17 The leftover funds totaling $2785, from the January 2017 Quarterly, are to be put into a bank account, separate from all other District monies. These funds are to be used for special events to help carry the message and will be used until depleted. All special events will be approved by the District before any funds will be disbursed.

4-17 That district 7 creates and funds a website committee with a $100.00 budget.

2-17 District 7 retain no more than $600.00 of the 2016 excess funds to purchase a new computer for the Treasurer as soon as possible.

1-15 To loan the district 7 Quarterly Committee $2,000.00 for expenses in preparation for the July 2015 Area 15 Assembly. These monies shall be returned to District 7 by the August 2015 District business meeting, if possible.

12-13 District 7 review, on an annual basis, in January our finances and to make disbursements by the end of the first quarter of the following year. Lee County Area Intergroup, Area 15 and General Service Office will be considered for disbursement.

10-13 Distribution of excess funds from 2012 to be disbursed as follows:  GSO 70% equaling $4,900 and Area 15 30% equaling $2,100.

5-13 A stipend of one night lodging, plus tax, paid for Quarterly attendance only for those who perform District 7 business at the Quarterlies. These members include: DCM’s, or their representative ACM’s, District Chairperson, Alternate Chairperson, Registrar, Secretary, Treasurer, and chairperson of the following committees: Archives, Corrections, Grapevine, Literature, PI/CPC, Special Needs and Treatment. Those eligible to receive a stipend are excused from the Sunday business meeting should they have no duties to perform at that meeting.

12-10 District 7 defines the purpose/use of the Prudent Reserve to include, in the event of an emergency, housing needs and district activities. This will allow a member of the body to stand and request the necessary monies to carry out our service responsibilities.

9-08 That we examine on a once a year basis in December how much money District 7 wishes to contribute to South Fl. Area 15 and GSO and then make those contributions, if any, in Jan.

2-08 Regarding Absences of Committee Chairs p. 9, under STANDING COMMITTEES: “Any committee chair absent from three consecutive district meetings may be replaced.”

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

11-80 Checking account to be opened with only Treasurer's signature required; second signature (Secretary's) added to be used only when Treasurer is unable to sign.

**Grapevine**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Offers a forum for groups in District 7 to share their experience in carrying the AA message about the Grapevine Magazine, La Vina and other materials published by Grapevine Inc.
* Presents Display and gives position description at District 7 service workshops
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**7-20** Establish one Zoom account for the purpose of Committees to use for their monthly/weekly business meetings at the cost of $150.00 annually paid for by District 7. This motion would be administered by the Website Committee.

**Hospitality**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Is responsible for coffee and clean up commitments, post greeters at the door and distributes welcome packets to new GSRs at District Seven meetings.
* Prints the Sounding Board (District 7 News Letter) and makes copies available at District 7 meetings.
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**1-10** That the Hospitality Committee take on the responsibilities of the Sounding Board.

2-08 Regarding Absences of Committee Chairs p. 9, under STANDING COMMITTEES: “Any committee chair absent from three consecutive district meetings may be replaced.”

12-98 A list of Committee Chairs, Officers and DCMs/ACMs be included with the minutes of the January meetings.

10a-97 That group contributions be printed in The Sounding Board on a monthly basis.

10b-97 To have the District defray the cost of literature, books, etc., distributed by the District and have these materials available to GSRs, DCMs, and ACMs.

2-86 To make a basket available at each District Meeting for voluntary contributions to the coffee fund so that we may be self-supporting.

8-80 With reference to Sounding Board: No requests for contributions for needy/ill AAs to be printed; no printing of club events unless an AA meeting is part of the event.

**Literature**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Offers a forum to groups in District 7 for sharing and reviewing conference approved literature
* Maintains a literature display
* Presents Display and gives position description at District 7 service workshops
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**7-20** Establish one Zoom account for the purpose of Committees to use for their monthly/weekly business

meetings at the cost of $150.00 annually paid for by District 7. This motion would be administered by

the Website Committee.

5-13 A stipend of one night lodging, plus tax, paid for Quarterly attendance only for those who perform District 7 business at the Quarterlies. These members include: DCM’s, or their representative ACM’s, District Chairperson, Alternate Chairperson, Registrar, Secretary, Treasurer, and chairperson of the following committees: Archives, Corrections, Grapevine, Literature, PI/CPC, Special Needs and Treatment. Those eligible to receive a stipend are excused from the Sunday business meeting should they have no duties to perform at that meeting.

2-08 Regarding Absences of Committee Chairs p. 9, under STANDING COMMITTEES: “Any committee chair absent from three consecutive district meetings may be replaced.”

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

**Public Information/Cooperation with the Professional Community**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Offers a forum in the groups in District 7 to share their experience in carrying the AA message to the general public and to professionals who in their work come into contact with alcoholics.
* Sends to various publishers of media a copy of the Public Information Letter available from G.S.O. once a year.
* Maintains PI/CPC display
* Presents display and gives position description at District 7 service workshops
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**7-20** Establish one Zoom account for the purpose of Committees to use for their monthly/weekly business meetings at the cost of $150.00 annually paid for by District 7. This motion would be administered by the Website Committee.

10-19 The PI/CPC committee requests $200.00. These funds to be used for Public Information post-Christmas radio & TV ads on WINK, and “out of pocket expenses” for literature used for presentations given to the Professional Community.

5-13 A stipend of one night lodging, plus tax, paid for Quarterly attendance only for those who perform District 7 business at the Quarterlies. These members include: DCM’s, or their representative ACM’s, District Chairperson, Alternate Chairperson, Registrar, Secretary, Treasurer, and chairperson of the following committees: Archives, Corrections, Grapevine, Literature, PI/CPC, Special Needs and Treatment. Those eligible to receive a stipend are excused from the Sunday business meeting should they have no duties to perform at that meeting.

2-08 Regarding Absences of Committee Chairs p. 9, under STANDING COMMITTEES: “Any committee chair absent from three consecutive district meetings may be replaced.”

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

**Accessibilities**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Offers a forum in the groups in District 7 to share their experience in carrying the AA message to those with special needs.
* Coordinates with Lee County Area Intergroup with special needs requests.
* Maintains a special needs display
* Presents display and gives position description at District 7 service workshops
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**7-20** Establish one Zoom account for the purpose of Committees to use for their monthly/weekly business meetings at the cost of $150.00 annually paid for by District 7. This motion would be administered by the Website Committee.

5-13 A stipend of one night lodging, plus tax, paid for Quarterly attendance only for those who perform District 7 business at the Quarterlies. These members include: DCM’s, or their representative ACM’s, District Chairperson, Alternate Chairperson, Registrar, Secretary, Treasurer, and chairperson of the following committees: Archives, Corrections, Grapevine, Literature, PI/CPC, Special Needs and Treatment. Those eligible to receive a stipend are excused from the Sunday business meeting should they have no duties to perform at that meeting.

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

**Treatment Facilities**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Offers a forum in the groups in District 7 to share their experience in carrying the AA message in treatment facilities.
* Maintains a treatment display
* Presents display at District 7 workshops
* Gives position description at District service workshops
* Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

Date Motion

**7-20** Establish one Zoom account for the purpose of Committees to use for their monthly/weekly business meetings at the cost of $150.00 annually paid for by District 7. This motion would be administered by the Website Committee.

2-14That District 7 distribute excess funds from 2013, in the amount of $3,600.00; to be disbursed as follows: 70% ($2,520.00) to GSO and, 30% ($1,080.00) to Area 15.

1-14 That the Treatment Committee be given a $1,000.00 disbursement from the 2013 excess funds.

5-13 A stipend of one night lodging, plus tax, paid for Quarterly attendance only for those who perform District 7 business at the Quarterlies. These members include: DCM’s, or their representative ACM’s, District Chairperson, Alternate Chairperson, Registrar, Secretary, Treasurer, and chairperson of the following committees: Archives, Corrections, Grapevine, Literature, PI/CPC, Special Needs and Treatment. Those eligible to receive a stipend are excused from the Sunday business meeting should they have no duties to perform at that meeting.

2-08 Regarding Absences of Committee Chairs p. 9, under STANDING COMMITTEES: “Any committee chair absent from three consecutive district meetings may be replaced.”

6-99 District Chairs and Committee Chairs are expected to attend their respective meetings at area quarterlies on Saturday. If they have no duties requiring their presence at the Sunday Business meeting, it is not required for them to attend in order to receive stipend.

1-98 On the occasions when the Quarterly Meeting is hosted in the Seventh District, the stipend paid to cover lodging expenses of Officers, Committee Chairs, DCMs and/or qualified ACMs will be withheld.

**District Outreach**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Chairperson to organize a committee to visit groups in District 7 that do not have GSR representation.
* Inform groups about function and need for district participation.

Date Motion

**2-08** Regarding Absences of Committee Chairs p. 9, under STANDING COMMITTEES: “Any committee chair absent from three consecutive district meetings may be replaced.”

**Website Committee**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Update and backup the website.
* Keeps track of usage on Google analytics.
* Reports website activities.
* Materials posted shall bear only first names and initial of last name.
* Present a report to the District 7 Business Meeting; the report should include the password to the secure area.
* Shall be maintained in accordance with the Traditions, the Concepts, and District 7 Current Practices.

Date Motion

**9-22**  The two District 7 Committees, Archives and Website, during the October even year voting Business

Meeting, if no one stands for the Chair position of these two District 7 Committees, the current Chair

may serve a second term.

2-20 Establish one Zoom account for the purpose of Committees to use for their monthly/weekly business meetings at the cost of $150.00 annually paid for by District 7. This motion would be administered by the Website Committee.

11-17 The website chairperson be included in District 7’s Current Practices as a standing position and receive a stipend of one night’s lodging plus tax at each quarterly, as per other standing committees.

4-17 That district 7 creates and funds a website committee with a $100.00 budget.

**Intergroup Liaison**

* Committee Chair should review position description and bring any needed updates to the January district meeting.
* Exchanges information between Lee County Area Intergroup and District 7.
* Attends Intergroup and District 7 monthly meetings to forward information.
* This position is jointly approved by both bodies.

**MOTIONS GUIDELINES:**

Current Practice Committee: currentpractices@district7area15aa.org This Guide is intended to provide assistance to the Fellowship in drafting motions; it is not intended to be definitive. In keeping with our Traditions and Concepts, there may be motions that are unacceptable for presentation to the body (for example, a personally punitive motion would be contrary to Concept 12, Warranty 5). The Current Practice Committee will work with anyone requesting assistance in the preparation of a motion.

**NEW MOTION:**

* Should be clearly stated and be able to be answered as a "yes" or "no". Needs to be able to be understood without reference to any other material, including the background material.
* Be aware that two-part motions may fail by resistance to one part or the other, or a lack of clarity in one part.
* Consider reviewing the Area 15 Book of Motions for examples.
* Ensure it does not conflict with our Traditions or Concepts.
* Use plain language.
* You will have an opportunity to speak to the motion, but the motion must still stand on its own.
* Needs to be presented within 10 days after the District 7 Business Meeting, to be added to the agenda for discussion and vote at the following Business Meeting.
* Background, if included, is limited to 150 words.
* Is this time-sensitive (motion needs to be addressed prior to the following assembly)? When possible, members should be given time to get their group conscience.

**HISTORY OF CURRENT PRACTICES:**

* This is intended to help understand the context of the motion.
* What are we doing now? Are there other related motions in place or being considered?
* Has this kind of motion been considered before (see the Book of Motions & Book of Current Practices)?
* Try not to refer to what someone in AA says or does.
* Are we correcting something inconsistent with past AA practice?

**IF PASSED:**

* What will change?
* How will AA be impacted?
* Is there any negative effect?
* Why should we do this? Why is this motion needed?

**IF NOT PASSED:**

* How will AA be impacted?

**AMENDMENTS TO THESE GUIDELINES:**

* Amendments or changes to these guidelines can only be made with the majority agreement of District 7 members.
* Additions, changes and deletions shall be in writing and presented at a regularly scheduled meeting for vote at the following regular meeting.
* The Secretary shall include the proposed changes to the guidelines in the minutes of the meeting for regular mail distribution.
* Changes to each specific item shall be voted on separately and individually.

**LIFE OF A MOTION:**

1. **Motion Maker** brings motion before body under New Business **or** submits to Chairperson within 10 days of close of **Business** **Meeting**.

**1a.** (If motion comes out of **Committee**, **no second is needed**.)

1. If motion is **not seconded**, it dies immediately.
2. If motion **is seconded**, **Motion Maker** presents background of motion.
3. Body **discusses** motion.
4. Motion **goes back** to groups for discussion.
5. Motion is placed on **Agenda** for next business meeting under **Old Business.**
6. Motion is **discussed** by body.
7. **Voting members** vote on motion.
8. If vote is **unanimous**, the vote passes.
9. If vote is **substantial unanimity**, voters **in the minority** are given the chance to speak.
10. If no one **changes** their vote as a result of comments made, the vote **passes**.
11. If any voting member **changes their vote,** the body votes whether or not to re-vote.
12. If the re-vote **fails,** the original vote **passes.**
13. If the re-vote **passes,** voters then vote on the **motion**.

**AMENDMENTS TO MOTIONS**

**A)** The motion can be amended by the motion maker **before** it is seconded after it is included in the agenda*.*

**B)** Any time **after** a motion has been seconded; a voting member of the District can amend the motion **(see who votes in line 1).**

**C)** The amending party reads the amendment.

**D)** Discussion ensues **on the amendment only** and the amendment is voted on as stated above in lines 9 to 13.

**E)** If the amendment is not passed by the body, the discussion of the original motion continues.

**F)** If the amendment passes, the discussion of the entire amended motion ensues and is voted on as stated above in lines 9-13.

**Motion Flow Chart:** (from Area 15)

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