

District 14

H-M-B Area 48

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The Twelve Traditions of Alcoholics Anonymous

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

Abbreviation of Terms

A.A.	Alcoholics Anonymous
AAWS	Alcoholics Anonymous World Services, Inc
Big Book	The Book entitled "Alcoholics Anonymous"
CFC	Correctional Facilities Committee
CPC	Cooperation with the Professional Community Committee
DCM	District Committee Member
GSR	General Service Representative
GSB	General Service Board
GSO	General Service Office
GV	The A.A. Grapevine, a monthly magazine frequently called "a meeting in print"
GVR	Grapevine Representative
HMB	Hudson-Mohawk-Berkshire Area
PI	Public Information
TFC	Treatment Facility Committee

Glossary of Terms

A.A. Group An A.A. group consists of two or more alcoholics who gather together on a regular basis. These meetings are the basic source of recovery for the alcoholic who wants to stop drinking. Each group is independent.

A.A.W.S. A.A. World Services, Inc. The Trustees do much of their work through two corporations, A.A.W.S. and the A.A. Grapevine, Inc., and through members of the trustee's committees. The two service corporations are responsible for the employment and direction of the General Service Office and Grapevine personnel.

Alternate A service worker who, at group, District, or area level, assists, supports, and participates in the specific service responsibility to which elected or appointed.

Area A geographical division within a state or province. A conference delegate comes from an area. Normally there is one area to a state or province. In heavily A.A. populated places, there may be two or more areas in a state or province.

Area Committee Meetings There are five area committee meetings each year. They are held at the Fellowship days.

Area Assembly An all day meeting of G.S.R's and committee members, held in May and October, to discuss area affairs. Assembly is held biannually in September in odd numbered years to elect Area officers.

Area Committee A committee made up of the District committee members, elected by the general service representatives (GSR's) in each District, the area committee officers, and area committee chairpersons.

Conference The General Service Conference. This can mean either the structure involving committee members, G.S.R's and delegates in an area, or the annual meeting of the Conference delegates each April in New York.

Day of Sharing A day long area meeting held in March usually the second Saturday, providing an opportunity for the Delegate to get input on Conference questions.

Delegate The man or woman who represents the area at the annual meeting of the Conference in New York and brings back to the area the results of the Conference meeting.

District A division within an area to be represented by a committee member.

District Committee Member Or D.C.M. sometimes called committeeman or committeewoman. He or she is an experienced GSR elected by the other GSR's to represent the groups of their District in committee meetings and to coordinate service activities in the District.

District Meetings The monthly meeting of the District committee members and GSR's of the groups in the District.

Fellowship Day There are five days of fellowship and service rotating through the Districts which are grouped together as five clusters.

G.S.B. General Service Board (trustees of A.A.) The chief service arm of the General Service Conference, it is essentially custodial in character. As the Conference Charter states, "Excepting for decisions upon matters of policy, finance, or A.A. tradition liable to seriously affect A.A. as a whole, the General Service Board has entire freedom of action in the routine conduct of the policy and business affairs of the A.A. service corporations." At any given time, there are 21 trustees on the board; 14 A.A.'s and 7 non alcoholic. Their term of office is four years for A.A.'s and 3 three year terms for non alcoholic trustees.

GSR The general service representative is an A.A. member so elected by the group to voice the group's opinion in discussions at the District and area level. G.S.R's in turn, vote for the District committee member and for the delegates and other officers at the area level.

General Services The services performed by A.A.'s General Service Office (GSO), general service activities, and A.A. history.

Group Consience The method whereby a group decision or action is made. Each A.A. member has one vote, and this, ideally, would be through their home group.

Informational Workshop A weekend meeting rotating in the four New York State Areas in August to discuss public information, corrections, treatment facilities, cooperation with the professional community and grapevine matters.

Region A grouping of several states or provinces from which a regional trustee comes to the board of trustees. There are six regions in the United States; two in Canada.

Sharing Session A kind of group, District, area or conference meeting where everyone is invited to contribute ideas and comments on A.A. matters.

Conference Approved Literature and Films Pamphlets, books and films which the appropriate Conference committees have reviewed and reported favorably to the Conference meeting for its approval, and which have been approved by the conference.

Third Legacy Recovery and Unity are A.A.'s first two Legacies. Our Third Legacy is Service, the sum total of all A.A. services, from a Twelve Step call to A.A.'s coast-to-coast and worldwide service activities.

Trustee The usual term for a member of A.A.'s General Service Board. Some trustees are A.A.'s, some are non alcoholic.

Unity Day District 14's annual fellowship day that includes food, fellowship and meetings.

1. Introduction

The formal service structure of Alcoholics Anonymous (A.A.) gives the individual members and groups a way to interact with A.A. as a whole. District 14 is part of the structure of A.A., as it registers Group's with the Hudson-Mohawk-Berkshire (H-M-B) Area 48 and the General Service Office (G.S.O.) of New York. District 14 exists primarily to serve each group through its committees and communications.

In accordance with Tradition Four, each Group is autonomous, except in matters affecting other Groups or A.A. as a whole. The Groups communicate with each other and express their group conscience (views) to the Area and the General Service Conference through District 14. The AA Service Manual, which is printed annually, is the document used to bring the Conference approved resolutions to the Groups through the District.

The District 14 Service Manual has been developed to promote effective ways for the Groups and membership to work together based upon the accumulated experience of this District. This Service Manual is intended to be used in conjunction with the current AA Service Manual, the H-M-B Service Manual and the spirit of the Twelve Traditions.

2. The District Committee

The District Committee consists of the DCM and Alternate DCM, the Treasurer and Alternate Treasurer, the Secretary and Alternate Secretary, the Records Keeper, the following standing committee chairs and their alternates: Bridging the Gap, Cooperation with the Professional Community, Corrections, Functions, Grapevine, Newsletter, Public Information, Accessibility and Treatment and all group elected GSRs.

The Group & It's GSR

Each AA Group within the District elects a General Service Representative (GSR) who serves as a member on the District 14 Committee.

Once a Group is registered, the G.S.O. will only change a Group's District and Area affiliation with consent from both Districts and areas involved. When a group is registered with G.S.O. it is given a Group Service number to be used on all communications with the District, Area and G.S.O. G.S.O. does not establish policy. Such matters are handled by the Board of Trustees and the General Service Conference (See A.A. Service Manual)

Duties of the GSR

In addition to the duties outlined in the GSO pamphlet, *GSR General Service Representative – may be the most important job in AA*, District 14 suggests the following:

- Each GSR is encouraged to attend the District Meeting as soon as the Group is formed; and the Group will enjoy immediate and full participation as per the HMB Service Manual.
- Each GSR in attendance at the District Meeting will be asked share group anniversaries, concerns and announcements.
- GSRs are also encouraged to submit any pertinent information regarding their group to the Newsletter Editor before the monthly deadline to insure information is reported in a timely manner.
- Each GSR is also encouraged to attend HMB Area events and AA Regional events.

3. Trusted Servants of the District Committee

District Committee Member

The District Committee Member is an essential link between the groups GSR's and the Area's Delegate to the General Service Conference. As a member of the area committee, the DCM is able to pass on a consensus of the District's group conscience. See the A.A. Service Manual for a comprehensive list of duties.

Prerequisites for D.C.M.

- Suggested minimum of four years sobriety.
- Service history as GSR and/or District Trusted Servant.
- Time and energy to serve the District well.
- Elected DCM relinquishes any other District level service positions once elected.

Duties of the D.C.M.

- Term of service shall be two years, however, the Alternate DCM or other elected alternate may serve out a DCM term caused by a vacancy and be elected for a full two year term following the partial term. It is suggested that the DCM serve only one full elected term.
- Regularly attends District Meetings and Area Events.
- Holds regular monthly meeting of GSR's and the trusted servants of the District.
- Appoints Adhoc Committees as the need arises.

- Shall make every attempt to visit each meeting within the District at least once during the term.
- Review and be familiar with the 12 Traditions and this manual, as well as the AA and Area Service Manuals.
- The DCM is the second signature on the District bank account.

Alternate District Committee Member

The Alternate D.C.M. serves in the absence of the DCM. If the latter resigns, or for any reason is unable to fulfill the obligation, the alternate will complete the term.

Prerequisites for Alternate D.C.M.

- Suggested minimum of four years of sobriety to be eligible to serve as DCM.
- Service history as GSR and/or District Trusted Servant.
- Time and energy to serve the District well.
- Elected DCM relinquishes any other District level service positions once elected.

Duties of the Alternate DCM

- The Alternate will preside at District meetings when the D.C.M. is absent.
- Regularly attends District Meetings and Area Events as outlined in the HMB Area 48 Service Manual.
- Shall make every attempt to visit each meeting within the District at least once during the term and encourage the groups to participate and communicate with the District.
- Will assist the DCM in the performance of District and area duties.
- Assists new GSRs and explain the GSR District Information Packet.

District Secretary

Term of service shall be two years.

Prerequisites for the Secretary

- Suggested minimum of two years of sobriety to be eligible to serve.
- The ability to distribute legible monthly minutes, District correspondence and fliers.

Duties of the Secretary

- Shall regularly attend and keep written minutes of the District Meeting.
- Will distribute minutes for the previous month before or at the monthly District Meeting.
- Shall keep an accurate contact list in collaboration with the records keeper.
- Serves only one 2 year elected term.
- Regularly attends District Meetings and Area.
- Receives reports from Committee Chairs and GSR's and include all such reports in the monthly minutes.
- Will safeguard previously written reports and minutes and, at the end of the term, will provide them to the newly elected secretary.
- All meeting minutes shall be archived and available for review upon request. In addition, a copy of the full year's minutes will be maintained by the Records Keeper.
- Responsibility of the Secretary to secure a substitute to record minutes in their absence.

District Treasurer

Term of service shall be two years.

Prerequisites for the Treasurer

- Suggested minimum of 4 years of sobriety to be eligible to serve.
- A basic understanding of checks and balances.

Duties of the Treasurer

- Will keep an accurate record of all income and expenses, keep an accurate check journal and report to the District committee the financial status of the District at each monthly meeting.
- A monthly report shall be generated for presentation at each District meeting and shall consist of all income and expenditures for the preceding month, ending on the last day of that month. (ex: the report given at the January meeting will be for the full month of December.)
- A year-end report shall be generated following the close of the calendar year and be presented at the following monthly meeting.
- Monthly and annual reports shall include a break down by line item for income and expenditures.
- Serves only one 2 year elected term.
- Regularly attends District Meetings and Area.

- The treasurer will maintain the prudent reserve.
- Will keep copies of all bank statements and bank correspondence on file providing the DCM with a copy of the bank statements quarterly.
- Shall safeguard all financial records and pass documents to next treasurer. Records should be kept for review for a period of no less than seven years and a copy shall be maintained by the Records Keeper.
- Shall maintain access to the District Post Office Box.

District Records Keeper

Term of service shall be two years.

Prerequisites for the Records Keeper

- Suggested minimum of two years of sobriety.

Duties of the Records Keeper

- Shall maintain a categorized record of all current and historical administrative data related to District 14 to include but not limited to the following types of data:

- District contact information
- HMB points of contact
- Group Information
- Correspondence between District 14 and GSO
- Reports
- Meeting Schedules
- Event Schedules
- HMB Service Manual
- District 14 Service Manual
- Past District meeting minutes
- Past treasury reports and bank statements

- Shall produce any item upon request from the DCM or designated Alternate.
- Shall inform the D.C.M. and appropriate committee Chairperson immediately of any discrepancies found in the records.
- Regularly attends all District meetings and Area Events.
- Safeguards District 14 records and passes them to the next Records Keeper.
- All records shall be kept for a minimum of three terms or six years.
- All historically relevant documents shall be archived.

4. District Committees

Standing District Committees

The following committees are considered standing committees for District 14:

- Accessibility
- Bridging the Gap (BTG)
- Cooperation with the Professional Community (CPC)
- Corrections
- Functions
- Grapevine Representative (GvR)
- Newsletter
- Public Information (PI)
- Treatment

Each Standing Committee consists of the Committee Chair and those of the fellowship willing to serve on that committee. The Chairperson may have a committee member report to the District in their absence.

Each Standing Committee Chair is elected to service using The Third Legacy Procedure found in the AA Service Manual. Once elected to a District Chair, it is strongly recommended that those previously holding GSR positions pass their positions on to another member. This ensures continued representation for the Group and allows others the opportunity to be in service positions at both District and area levels.

Prerequisites of the Committee Chairs

- Suggested minimum of two years of sobriety.
- Enough time and energy to devote to that specific committee.

Duties of the Committee Chairs

- Each Committee Chairperson is encouraged to hold monthly meetings pertaining to that specific committee.
- Each Committee Chairperson becomes a member of the District Committee and is expected to attend the monthly District meeting.
- Each Committee Chair will be expected to provide a report containing all current pertinent information to that specific committee.
- Guidelines, handbooks and/or workbooks for most of these committees are provided by General Service Office and should be passed on to the next chairperson at the end of the term. If the information is outdated, lost or otherwise unavailable the District

will help make arrangements to provide the Chairperson with a replacement as soon as possible.

For those committees that do not have specific responsibilities outlined, the chairperson is expected to keep any information that would be helpful in assisting a new chairperson with the specific service position. The DCM and Area Chair for that committee are resources.

- Each Committee Chairperson automatically becomes a member of the Area Committee and is strongly encouraged to attend Area Events and the NYS Informational Workshop as outlined in the HMB Area 48 Service Manual.
- Each Committee Chairperson is encouraged to submit any pertinent information regarding that specific committee to the Newsletter Editor. (Events, workshops, new materials available, and calls for service are just a few examples.)

Additional duties and guidelines and suggestions for specific Committee Chairs are as follows:

Functions Committee Chair

The Functions Chair coordinates or assists in coordinating any District hosted events. In addition to the duties outlined above, the Functions Chair shall:

- Provide support to Group events in District 14.
- Keep a running calendar of Group, District and Area events.
- Work within the Cluster to host assigned Area events.

Grapevine Representative

The Grapevine Representative's function is to keep meetings abreast of our meeting in print and how it can be used to enhance sobriety. The GVR is the District and group contact with the Grapevine office. In addition to the duties outlined above, the Grapevine Representative shall:

- Maintain the inventory items that are the property of the District.
- Assist members with new subscriptions, renewals and issues with current subscriptions.
- Be prepared to provide displays and information at group or District events when requested.

Newsletter Editor

The Newsletter Editor shall prepare and have printed a regular Newsletter for distribution throughout the District. Content should be written within the guidelines of The AA Service Manual. Additional content may include:

- A section for a message from the DCM.
- Upcoming events for Groups, the District and the Area.
- Announcements for new meetings, changes in meeting times or formats and meetings ending.
- Articles related to alcoholism written by members of the Fellowship or other sources. (If in doubt regarding possible content, see The AA Service Manual.

Term of Office for Committee Chairs

All Committee Chairpersons will be elected for a 2-year period, with each term commencing on January 1st. A partial term served due to a mid-term vacancy does not count as a full two year term.

It is strongly suggested that a committee Chair serve only one full, two-year, elected term. At the following election, if no one stands for the position, the current committee chair may then stand for one more additional term. It is not recommended that more than two 2 year terms be served.

Ad Hoc Committees

Ad Hoc Committees will be appointed by the DCM for a specific purpose and will cease to function once their duties have been fulfilled. Ad Hoc Committee Chairs and members are not automatically members of the District Committee and are not granted voting rights during their time of service with the Ad Hoc Committee.

5. Attendance**District**

Attendance at District meetings is open to all members of the Fellowship. All members are encouraged to attend District meetings. Such members may participate in discussions once specifically recognized by the DCM chairing the meeting by the raising of the hand.

In order to be most effective in a position of service, it is strongly suggested that all GSRs, Trusted Servants and Committee Chairs attend all District Meetings, held the third Monday of the month at 7:35 pm.

A trusted servant or committee chairperson absent for two consecutive District meetings or for cause, determined by a group consensus will have their position declared vacant. The DCM may excuse absences that were required by a good cause if contacted in a timely manner.

Area

District 14 encourages all GSRs, Trusted Servants and Committee Chairs to attend Area Fellowship Days and Activities as outlined in the HMB Area 48 Service Manual.

It is strongly suggested that:

- GSRs attend the two Area Assemblies, normally held in May and October of each year, as these are voting meetings.
- Trusted Servants and Committee Chairs attend the two or three Area Fellowship days, normally held in March or April, November and September (in even years).

See the HMB Area Service Manual for a complete outline of Area Activities.

It is suggested that Groups in District 14 financially assist GSR's to attend Area and District functions as they see fit.

6. Election of Trusted Servants and Committee Chairpersons

Regularly Scheduled Elections

Starting in October of the odd year all Trusted Servants, Committee Chairs and GSRs are encouraged to announce that the Third Legacy voting will take place at the November District meeting. All newly elected Trusted Servants and Committee Chairs begin their service on January 1 of the even year. During the intervening month, the incoming Trusted Servants and Committee Chairs are encouraged to work closely with their outgoing counterparts to effectively insure a smooth transition.

Mid-term Elections

In the event a Trusted Servant or Committee Chair returns to drinking alcohol, or is unable to continue to fulfill their service commitment for any other reason, that position on the District Committee will be declared vacant

and an election and/or appointment will be conducted according to the following procedures.

When an office becomes vacant, the vacancy shall be announced at the first subsequent District meeting and all Trusted Servants, Committee Chairs and GSRs are encouraged to announce the open position(s) throughout the District. At the next regularly scheduled meeting a Third Legacy election will be held. This provides the GSRs an opportunity to take this information back to their groups before voting.

All elections will be conducted as outlined in the The Third Legacy Procedure found in the AA Service Manual. A chart of this procedure can be found in Appendix 1.

A trusted servant elected mid-term will be eligible; under these guidelines to be elected to a full term, following the completion of this partial term.

7. Conduct of Meetings

The District Meeting protocol shall adhere to standard Robert's Rules of Order. See Appendix 2, "Motions Generally".

1.7.1 Typical Meeting Agenda Items

- Opening comments by the DCM.
- The reading of the Tradition of the month.
- Serenity Prayer
- GSR questions, concerns and announcements
- DCM & Alternate DCM Reports
- Secretary Reports (including presentation and approval of minutes)
- Treasurer Reports (including presentation and approval)
- Committee Chair reports
- Special/Ad Hoc Committee Reports
- Old Business
- New Business.
- Close with the Responsibility Pledge
- The November election meeting and December budget meetings may not include all of the above items

*Note: Agenda items and the order are up to the discretion of the DCM.

Motions and the Voting Process

A simple majority will constitute passage of a motion, second the motion, discussion and vote.

In the event a motion is voted on and passed or rejected, the D.C.M. will ask the minority if they wish to express their opinion. After the minority opinion has been expressed, a member who originally voted on the prevailing side may request a second vote (See The AA Service Manual, “The Voting Process”).

8. The Voting Members

- All District GSRs (or the Alternate) present.
- District 14 Trusted Servants.
- District 14 Standing Committee Chairpersons

9. Amending the Guidelines

- A proposed change may be presented at any time by any AA member or group.
- The proposed change must be presented in writing at the regular District meeting.
- The proposed change will be given to all voting members present.
- The proposed change will be moved and discussed at the next District meeting.
- The proposal will be voted upon at the same scheduled meeting that follows the initial presentation unless a motion to table it for further study is requested and approved.
- Proposed changes will be discussed and voted on individually.
- A two-thirds vote will constitute the passage of an amendment.

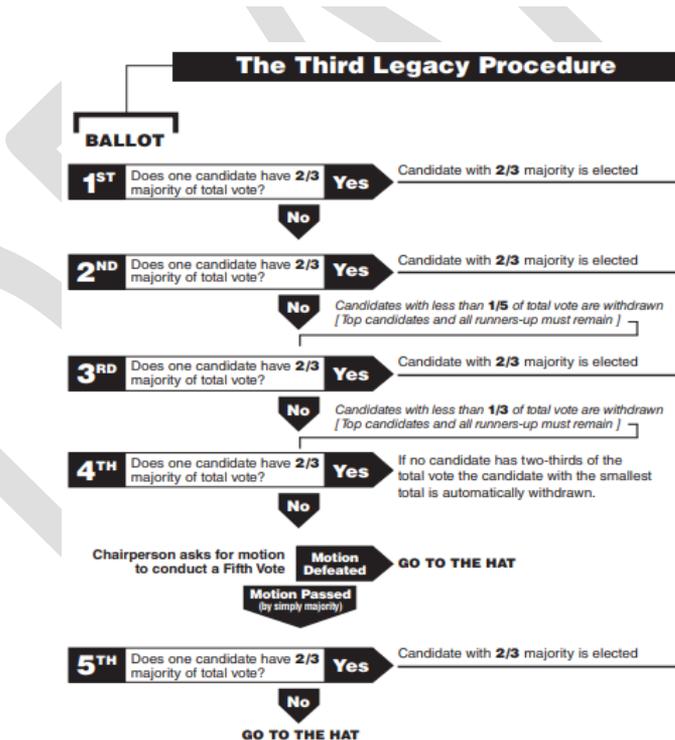
Appendix 1

THIRD LEGACY PROCEDURE

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Third Legacy Procedure is as follows:

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of



the total vote, his or her name is automatically withdrawn¹—except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)

- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot—“going to the hat”—immediately. If the motion carries, a fifth and final ballot is conducted.
- If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
- Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

¹ The 1969 General Service Conference approved the change from optional to automatic withdrawal of candidates.

If there is no one standing you wish to vote for, write “no confidence” on the ballot rather than a name. (The Committee was decidedly split on this point so we have decided to include it for the larger group to discuss and vote on.)

Appendix 2

MAIN MOTIONS

To Introduce New Business

Obtaining and assigning the floor

- A member raises their hand (or rises, depending on your rules) and waits to be acknowledged
- The chair recognizes the member by name

Note. It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

- Members can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, members must obtain the floor.
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

- The chair asks: *Are you ready for the question?*
- If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*
- Depending on your rules, some kinds of business may call for a vote by show of hands.

The chair announces the result of the vote.

- *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
- *The nays have it and the motion fails*

If the count may be incorrect, a member calls for division

- If any member feels that the tally of voice votes is incorrect, they may call for division.
- Any call for division, unless the result of the previous vote was obvious (e.g. a unanimous or nearly-unanimous vote) must be honored.
- The chair will instruct the body on how to vote (e.g. by show of hands or by standing), and the body will vote accordingly.

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Be polite
- Focus on issues, not personalities
- Avoid questioning motives

MOTIONS, GENERALLY

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Mister Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Mister Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam Chairman, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question. After recognition, "Mister President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Mister Chairman, I move to postpone the question indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Mister Chairman, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Mister Chairman, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing, or the temperature in the room is uncomfortable, or some other concern.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Mister Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules. E.g. a motion is passed without the right kind of vote, or a member is breaking the rules of debate.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INQUIRY

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "point of inquiry."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

The Chair has made a decision that you wish the body to vote on.

- Without recognition, "I appeal from the decision of the Chair."

Robert's Rules Cheat Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until..."	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter..."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed above the pending point may be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider..."	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider..."	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the three items in gray (motion to adjourn, motion to recess, and point of privilege)