

NORTHERN ILLINOIS DELEGATE AREA  
20

# DISTRICT SECRETARY HANDBOOK

RELEASED IN MARCH 1994  
REVISED IN APRIL 1998  
REVISED IN APRIL 2003  
REVISED IN APRIL 2013

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NOTE- not included here with NIA web posting:  
NIA Quick Reference Mail List ("C")  
GSO Staff Assignments ("D")

## INTRODUCTION

The *AA Service Manual* has never gone into detail on a description of a District Secretary's duties. It does, however, offer a few paragraphs on the qualifications of an Area Secretary and these apply to the position of a District Secretary without any differences. Used with the permission of AAWS, Inc., "District" replaces "Area" in the quotes.

From mid-1990s text:

"A good (District) secretary can add great vitality and drive to a (District) committee...both men and women serve as secretaries (also true of other offices). Here is what three former secretaries have to say regarding qualifications.

*Sobriety and business experience ....the secretary should be able to type have the use of a computer.*

*Sense of order.* Taking minutes of meetings means sifting through quite a few thousand words to get the kernel, the essence of what has been said...

*Time, interest, and energy.* The job demands considerable time and needs to be carried out on schedule. This takes interest, not to mention devotion. The secretary is in a good position to act as liaison between officers and committee members, and can play the role of arbitrator when necessary."

And from 2002-03 text:

"Duties: The secretary records and distributes minutes of (District) meetings; keeps mailing lists (both address and email address) up to date and gets out (District) mailings (either hard copy or email); sometimes the secretary is responsible for preparing lively bulletins that will bring people to meetings.

Qualifications: The secretary should have a 'reasonable period of sobriety,' which might be two years in a (District) where AA is young, four or five years in an older (District). Some service in groups, central office, or general service is helpful. An effective secretary needs to have a sense of order and the ability to capture the essentials of what is happening at a meeting. The job is time-consuming and needs to be carried out on schedule, and any secretary needs to be sure that ample time is available."

In 1993, there was no guide for District Secretaries struggling to fulfill their new and sometimes overwhelming responsibilities. A group of NIA District Secretaries met at a workshop to combine their experience, strength, and hope in an effort to address this issue. The following suggested guidelines were the result, the *District Secretaries Handbook*. Driven by continued input from Area 20's District Secretaries, we hope you will find it useful.

In service,

Your Area 20 Secretary Committee.

## CONFIDENTIALITY

The Eleventh and Twelfth Traditions emphasize the importance of anonymity in our relationships with people in general. Anonymity has immense spiritual significance, reminding us to place principles before personalities, thereby practicing a genuine humility.

Trusted servants in NIA and throughout AA have pointed out that those who serve the Fellowship cannot be so anonymous that we can't find each other when we need help in accomplishing our primary purpose of carrying the message of recovery to the alcoholic who still suffers. This consideration also applies to carrying our message of service.

The importance of all this to the District Secretary is in maintaining the confidentiality and integrity of the District service list. New people in service may not be aware of our use of personal information—be sure to explain it to them!

The 1974 and 1977 General Service Conferences confirmed the importance for the security of personal information. Individual members in service positions trust that others in service will not reveal their full names, email addresses, home addresses, telephone numbers, or personal information to anyone without the —

individual having knowledge about how the information will be used and for what purpose. **F**or example, Group information is used by the Records Department at the General Service Office for correspondence and the printing of full names in the Eastern U.S. Directory. Updated District lists, with the names of service committee members and GSRs, provide accurate contact and networking between meetings. A District Secretary should be clear about the need and intended use for our personal information.

The NIA Minutes have printed a disclaimer on Area Minutes since 1991:

"The Minutes are considered confidential publications and ought to be used for AA purposes only." Full names are used as the result of the Area's group conscience, but each of Area 20's Districts is encouraged to find its own consensus on the practice in published Minutes (both hard copy and online). The same type of disclaimer is

also recommended when a group of trusted servants' email addresses is used in a large online mailing of service material.

**No personal information is to be used for a mailing list (or emailing list) or any form of solicitation or commercial venture--the importance of this protection cannot be over-emphasized!**

## Meeting Proceedings

**Sign-in sheet:** The District Secretary should circulate a piece of paper for each attendee at the District Meeting to sign. New GSRs and any information changes (address, telephone, email) can be placed there, and the Secretary can either attach a note to the paper or simply announce the request for current information. The sign-in sheet is helpful in completing Minutes and keeping the District Service List (the Roster) current. The printed Roster can also be used as a sign-in sheet at each District Meeting. The Secretary can assist the new GSR in filling out the *Group Information Change Form* or the *New Group Information Form*. The *District Committee Change Form* for service committee posts is also included in this Handbook.

**Recording the Meeting:** Any inexpensive cassette tape recorder can be used for this purpose and its purchase is considered a legitimate District expense. The tapes are for the Secretary's exclusive use in completing the Minutes and should not be distributed, and there is no need to keep notes and tapes once the Minutes are approved. Handwritten notes, combined with the tape recording, are very helpful to keep with the flow of the meeting. Do not hesitate to contact attendees if something is not clear. In addition, a Secretary should ask for a written or emailed copy of all reports heard at the meeting, and many times, there is additional information on the tape recording that will add to the reports.

**Motions and Amended Motions:** It is the Secretary's responsibility to have the exact wording down on paper before any vote is taken, even if this slows down the meeting. This is an area where the Secretary can be a valuable support to the DCM or Meeting Chair. Often, during the flurry of discussion of Motions, misunderstandings can occur. It is important the Motion is re-read before a vote is taken. Depending on a District's practice, the names of persons making and seconding Motions are recorded in the Minutes. Count the vote and keep the numbers of "for" and "against" votes with your notes. The exact count may not be important to Minutes, but the exact wording of the Motion and whether or not the Motion passed should be reported.

**Completing the Minutes:** Notes, written reports, emailed reports, and audiotapes help with a District Meeting's transcript or a draft of the Minutes. Remember the active words from past *AA Service Manuals*, "to get the kernel and capture the essence" of what happens at a meeting. The Minutes are a record and summary of the business proceedings of the District, NOT a word-for-word or blow-by-blow account.

**Neutrality:** It is very important that the Secretary try to be totally objective in reporting proceedings and not insert opinions or prejudicial slants on issues. A summary of any discussion's pros and cons can be helpful, but above all, Tradition Twelve's reminder to place principles before personalities should definitely be practiced here to the best of your ability!

## Committee Reports Files

The District has standing committees that usually coincide with the standing committees of the Northern Illinois Area (NIA), the General Service Conference (GSC), or the Trustees Committees of AA's General Service Board (GSB). In the table below, an asterisk highlights those that exist across these other service entities. Accepted abbreviations for these service committees are:

\*Answering Service ANS

\*Archives ARC

\*Correctional Facilities CFC

\*Cooperation with the Professional Community CPC

Directories (Meeting Schedules)

\*District Committee Member (District Meeting Chair) DCM

Events

\*General Service Representative GSR

\*Grapevine Representative GVR

Intergroup Representative

\*Literature LIT

Local Committee Member LCM

\*Newsletter

\*NIA 20

\*Public Information PI

\*Registrar

\*Secretary SEC

\*Special Needs SN

\*Treasurer TRS

\*Treatment Facilities TFC

\*Workshop Committee

Your District may have less or more service committees to add to this list, as well as any Ad Hoc committees that report progress for specific projects. The NIA Registrar and the Records Department at GSO need all the information for each committee's chair and alternate chairs (add an "A" to the abbreviations for alternate chairs). The *District Committee Change Form* is included with this Handbook for your use. In addition, Chapter 1 of the *AA Service Manual* has valuable information on committees and our overall structure.

The District Secretary knows which standing committees exist and who the committee chairs and alternate chairs are. At each District Meeting, each committee reports its activities. The Secretary includes the written reports in Minutes and adds any extra items given in a verbal report. So, the Committee Reports are actually "on file" as reported in Minutes.

Committee chairs may balk at providing a written or emailed report at first but usually find it to be a good vehicle for regularly evaluating their committee's activities. Seeing the words "no report provided" in Minutes may prompt committee members to assist the committee chair in providing one.

## District Roll Call and Roster

The Secretary keeps the list or database (called the District Roster) of officers, service committee chairs, GSRs, their Alternates, and calls the Roll as needed. A Roll Call can be used to identify who is present, verify that the Roster is up to date, and verify who is a voting member of the District Committee when Motions are on the floor.

Sometimes the DCM will ask everyone to introduce themselves (along with their service positions) at the beginning of the meeting and the Secretary can verify the Roll then. Or, the District Secretary may never be called on to perform a Roll Call. Each District's accepted practice may be different.

The Secretary maintains the District Roster that includes the name, address, telephone number, email address, service position, Group name, and Group Identification Number for each member of the District Committee.

Generally, the Roster also serves as the mailing list that the Secretary uses for sending Minutes and announcements. District "officers" are the elected DCM, Secretary, and Treasurer (and their Alternates). Service committee Chairs and Alternate Chairs are also elected by the District, while individual Groups elect their GSRs. It may be helpful to print the Roster and provide copies to District members at least once each year, by email or hard copy. The printed Roster can also be used as a sign-in sheet at each District Meeting.

A quick place to check for Group I.D. numbers is in the Eastern U.S.

Directory, on the annual "white" Group Information Update pages that are sent each winter from GSO, or call the GSO Records Department staff (312-870-3400). Even the District has its own identification number on file at the Records Department at GSO.

Some Secretaries have found it helpful to remove the names of GSRs who have not attended District Meetings within the last six months to a year. Discuss this action with the DCM or LCM committee before a decision is made--any District member can try to call GSRs or visit the Group's meetings for current information. The NIA Registrar will also pass along a list of "Active Unknown" Groups from time to time, where the Group information needs to be verified or updated.

If a Group disbands or if names are deleted, it is very important to notify the NIA Registrar, who will keep proper records for the Area and send to GSO.

NOTE: The Eastern U.S. Directory will not list Groups without a contact and telephone number. Groups may have a contact, a telephone number, but no current GSR--remember that the existence of the Group's meeting is more important. Most DCMs and LCM committees are responsible to seek out and attract GSRs to District service.

Confidentiality: Of course, the information in the District Roster is considered confidential and should only be used for AA purposes.

## Mailing Minutes, Notices, and Other Information

**Mailing the Minutes:** Determining who receives the District Minutes is up to the District Committee. Generally, the District's elected officers, Service Committee Chairs, GSRs, and each post's Alternate make up the District's mailing list (the District Roster, see preceding section). In addition, others may have requested Minutes, for example another District.

The District mailing list should be reviewed regularly to verify that the list is current, and remember that it is "confidential and for AA use."

**The NIA Quick Reference Mailing List:** The current Area 20 list, taken from the NIA Roster, is enclosed with this Handbook. These individuals have requested correspondence from District Secretaries and include Newsletters, District Roster changes, as well as Minutes. Add these addresses and email addresses to the District mailing list.

**Keeping Copies of Mailings and Other Information:** The mailing of Minutes and other information to those on the District mailing list is usually sufficient. However, the Secretary should keep one set of copies of everything mailed or distributed. Some sort of filing system, whether loose-leafed, manila folders, or three-ring binders, or archived computer folder is essential for all Secretaries. By having copies available in an organized manner they can be quickly and easily accessed when needed, and the need will arise.

**Email (Electronic Mail):** Many District Secretaries have the capability to send and receive email. Some of the requests for correspondence may even prefer to have their material sent in this manner. Most email services have the ability to attach files to emailed letters. If Minutes can't be saved as a Microsoft Word document (\*.doc), your computer can save the file in Rich Text format (\*.rtf) or PDF format. If neither methods works, one common extension that all computers understand is the simple text format (\*.txt). For example, the document can be saved as "minutes.txt".

If your computer system or the recipient's system can't handle file attachments, highlight the entire text of your Minutes, use the *Copy* command to copy the text, and use the *Paste* command to place the copied text in the letter body of your email. This is a direct method---all of the text you highlighted is placed into the email you are sending.

**U.S. Mail with "Change Service Requested":** When the statement "Change Service Requested" is written under the return address, the Post Office will place a sticker on the envelope with any new address, and the envelope is sent to your District's return address. These do come back postage due, so some Secretaries have found it helpful to set up a "postage due account" at the Post Office where the return address is on file (your District's P.O. Box, for example).

Without the "Change Service Requested" on envelopes, the Post Office will not return undeliverable letters. People move, change service positions, and leave service positions, which could result in a waste of effort and money if the mailing list is not current.

Discuss setting up a postage due account with your Post Office, and place an amount of money into a deposit fund that will cover the costs of returned mail and the Post Office's address correction services.

A sample letter closes this section.

Many Secretaries have found it helpful to inquire about bulk mailings (200 pieces or more at a reduced postage---your Post Office can help with current bulk mail requirements).

Sending your District's Minutes, Notices, and other information in emails is a very effective cost savings method.

**Sample letter for a Postage Due Account:**

Your Name

Your Service Title

Your Phone Number

Your District's address

(P.O. Box \_\_\_\_\_)

Attn. (the name of the Postmaster),

Postmaster

Your Post office's town and zip code

Date

Dear (name of Postmaster),

Enclosed is a check for \$25.00 to open an account for postage due on returned pieces to our P.O. Box \_\_\_\_\_. We have begun to send our mailings with "Change Service Requested" on the envelopes, and expect to have several pieces returned with each mailing. These can be returned to our P.O. Box with address corrections. I would like to receive a letter notifying me when the account funds get low. If you have any questions, feel free to contact me at your convenience. Thank you.

Respectfully yours,

(Signature)

Your Name

Your Service Title

## Furnishing Credentials

Occasionally, it may be necessary to furnish a member of the District Committee with credentials. Credentials are merely a fancy term for a statement that a person is who and what they say they are. The Secretary of a District is uniquely qualified to provide proper certification, sometimes using a District's letterhead. This does not include credentials to gain access or to volunteer at a treatment center or correctional facility--each one has its own application process.

As examples, the new District Treasurer may need to provide a bank with verification of the District service position, in order to change the bank account information. Credentials can also serve as a letter of introduction to hospital boards, school boards, jails, and court staff. Check with\_ you DCM and work together on any requests for credentials. (Election minutes may be acceptable)

A "not-for-profit" statement is needed for purchases that can be made without the charges of state sales taxes (new coffeemakers, coffee, sugar, paper, etc.). Some business will ask for the tax-exempt letter of certification as well as a letter from the District. The tax-exempt letter, listing the state identification numbers, is available from the NIA Treasurer or the NIA Secretary.

## District Record Books, Materials For Distribution

The District Secretary maintains a set of record books and documents such as District By-laws or Service Guidelines (if applicable), special rules of order, standing rules, Motions, Minutes, and amendments to any of these documents. The Secretary should have the current records on hand at every District Meeting.

**By-laws, Special Rules of Order, Standing Rules:** Usually these terms describe the application of our Traditions, Concepts, and Warranties contained in the *AA Service Manual*. The Secretary should have a copy of the Manual on hand at meetings. The NIA Service and Spending Guidelines, NIA Assembly Hosting Guidelines, Planning Guidelines, etc. are all available from the Area Secretary and are printable from the NIA web site <http://www.aa-nia.org>. Our AA Parliamentary Procedures are based on *Robert's Rules of Order*, and its description is included with the Secretary Handbook's appendix.

**Record Books:** Depending on the size and needs of the District, this could mean a loose-leafed notebook or a larger collection, if necessary. Personal preference and the needs of a District will determine what works best.

**Current Records On Hand At Every Meeting:** Have a copy of the current *AA Service Manual* available at every meeting--consulting it can solve many problems. Copies of previous District Meeting Minutes should also be available. It is strongly recommended that a Minute book be kept containing the approved Minutes for the current year's District Meetings. The Secretary should have that book at every meeting along with the District Roster.

**District Meeting Materials To Distribute:** There is a lot of information that should be available in a District and at District Meetings, and GSRs can be reminded to pick these up at Area Assemblies. Here is an attempt at a list:

GSR Handbooks

District Meeting Schedules

Monthly District Meeting Agenda

District Roster

District Contribution Envelopes

NIA Calendar

NIA Committee Roster

NIA Contribution Envelopes

GSO (AAWS) Literature Order Forms

GSO (AAWS) Contribution Envelopes

Grapevine Order Forms

It is not necessarily true that the responsibility of maintaining a supply of these items should fall to a District Secretary. The DCM and other members of the District Committee may maintain their supply: GSRs can find many of these at Assemblies. Remember, Tradition Four applies to EVERY set of Minutes.

## General Correspondence For District

The Secretary can send meeting notices to GSRs and all District Service Committee members. Some District Secretaries send postcard notices, emails or place telephone calls as reminder notices.

The District Secretary is responsible for all of the general correspondence of the District (not for the function of other officers or service committees). Any copies of correspondence from a District's trusted servants should be sent to the Secretary. District members may ask the Secretary for assistance with their correspondence, but the role of the Secretary is not to be a personal secretary for the Committee members. Note that this responsibility is for general correspondence: The District officers and committees should handle their own correspondence unless the District has established a different procedure. No matter what the procedure, the District Secretary is never responsible for any personal correspondence.

Meeting Notices: Many District Minutes include a notice for the next meeting when the Minutes are sent out, including it in a section of Upcoming Events. Some stamp the notice on the outside back of the envelopes, since people do not always open mail right away. Some Districts use the telephone to remind people about the meeting, some mail postcards, send emails, still others post a flyer. Some do all of these! Whatever way it is done, the District Secretary is ultimately responsible for notifying the District officers, chairpersons, and GSRs about each meeting.

General Correspondence: A good example of this is notifying the NIA Registrar when there are changes of officers, committee chairs, and GSRs in a District. An updated District Roster should be sent to the NIA Registrar every three months. The forms are included in the Secretary Handbook and can be copied for this purpose. The forms can also be downloaded from the NIA website. These forms can be sent to the NIA Registrar, and do NOT need to be sent to the GSO.

## Meeting Agenda

The Secretary may be responsible for the preparation of a District Meeting agenda, available prior to each meeting, unless the District has established a different procedure. In many Districts, the DCM prepares one. If the Secretary prepares the agenda, there are several guidelines, and here's a word from secretaries who are experienced at preparing agendas: Don't be upset when the DCM strays from the prepared agenda, there are always urgent matters that come up at the last minute, absences and time constraints that will affect every meeting. It is the DCM's responsibility to direct the flow of the meeting, *and having a prepared agenda is certainly always helpful!* Prior to the District Meeting, prepare an outline that shows all matters known in advance, in the regular order of the meeting and with correct headings. This can be a template with enough space to add items and can also be used for notes by attendees. Having a blank report sheet with a District heading can also assist with the flow of the Minutes preparation *after the meeting*. Committees can fill in the blank space provided for their report. Suggested headers: Committee name, the date, report given by, recommendations, etc. Here is what a prepared agenda might look like:

### Opening

(Quiet time, Serenity Prayer, introductions, anniversaries, welcome new members, Declaration of Unity, etc.)

Secretary's Report, approval of Minutes

Treasurer's Report, approval

DCM Report

Service Committee Reports

GSR Reports

Old Business:

Purchase of a P.A. system

New Business:

Election of Alternate Secretary

Proposed change of District Meeting site, day, time

Seventh Tradition

Closing

## Calling the Meeting To Order In the DCM's Absence. and Electing a Temporary Chairperson

In the absence of the DCM and Alternate DCM, the Secretary calls the District to order, opens the meeting, and presides until the immediate election of a temporary chairperson.

Aha, power at last! However, there is a catch, only until the immediate election of a temporary chair. Wisely, the secretary must admit that wearing two hats at the same time doesn't work very well. Effectively chairing a District Meeting and taking notes for Minutes at the same time is almost impossible, even when a tape recorder is used.

As discussed earlier, it is the Secretary's responsibility to be objective and remain neutral. This is difficult enough without trying to chair the District Meeting, as many Chairpersons admit.

Some Secretaries have asked the Alternate Secretary or have appointed a temporary Secretary to record the Minutes of the District Meeting before stepping into the chairperson's position. There is nothing wrong with that decision; however, the general consensus of Secretaries was that it's best to let another fill the need. Certainly, the person substituting will be grateful for a carefully prepared agenda (see the preceding section).

## District's AA Meeting Schedule

Many Districts publish some form of schedule of all meetings in the District. The following kind of information usually appears in the schedule:

Day of the week the meeting is held  
Name of Group  
Name and address of the facility where the meeting is held  
The time the meeting is held  
Whether the meeting is smoking or non-smoking  
Whether the location is accessible to the handicapped  
Whether the meeting is an Open or Closed meeting  
Other meeting information:  
Women's meeting  
Men's meeting  
Wanderers  
Young People's meeting  
Big Book meeting  
Listing of AA Clubs  
Etc.  
A meeting contact (first name) and telephone number  
The District Answering Service telephone number  
The District mailing address/website  
When and Where the District Meeting is held  
The date of the printing

The Secretary usually has all the information necessary for the schedule in the District Roster, discussed in an earlier section of this Handbook.

Whether or not the Secretary is responsible for the actual printing of the directory / schedule is each District's decision.

The schedules are generally used widely by members of the District Committee and are frequently requested by many of the NIA committees. Each AA Group will also need several copies.

When a new schedule is printed, one copy should be sent to the NIA Registrar (see the NIA Quick Reference Mail List). The NIA Web Site can also post an updated copy of the District Meeting Schedule and it is easier for the Webmaster to post the schedule when it is sent as an email attachment, to <http://www.aa-nia.org>

**\*-ALL NEW GROUPS & GROUP CHANGE FORMS SHOULD BE SUBMITTED (THESE FORMS ARE FOUND ON THE NIA WEBSITE) TO THE NIA REGISTRAR ASAP**

## Archives

The Secretary has a major contribution to make to the Archives function of the District. Most of the information the Secretary prepares and keeps becomes part of the District Archives. Almost all the sections of the District Secretary Handbook deal with information that should become part of the history of your District and be placed in your District Archives.

Many Districts will elect or appoint someone to the position of Archives Chair or Archivist. In those cases, the responsibility of maintaining the archived information rests with them.

When there is no separate position for Archives, the function quite possibly will be put into the hands of the District Secretary. If this happens, exercise good judgment before discarding items in the Secretary's records or files. Sometimes this might mean talking with old timers (or long timers) in the District before discarding questionable items.

What to save? Event Flyers, District Meeting Schedules, GSO and Area correspondence, Newsletters, reports, and of course, District Meeting Minutes. The NIA Archives Committee Chair or the NIA Archivist is always a good source to contact if there is any doubt about whether an item should be discarded or saved. The NIA Archives Repository maintains files of District Minutes and can also keep a District's Archives for safekeeping until the position is filled. Your position as the District Secretary is the Archives closest link!

## APPENDICES

Sanity Suggestions for District Secretaries

Parliamentary Procedure for Meetings

Suggestions on completing AA information forms

Group Information Change Forms (MWS link)

New Group Information Forms (MWS link)

District Committee Change Forms (printable)

## Appendix A

At times, this may be the most important section of the District Secretary Handbook!

### Sanity Suggestions for Secretaries:

Rule #62: "Don't take yourself too damn seriously."

Keep your sense of humor!

*Expect* criticism, adversity, and compliments!

*NI LEGITIMUS NISI CARBORUNDUM (Latin):*

Don't let anyone or anything grind you down!

## Northern Illinois Area, Ltd. - Brief Parliamentary Guide

Go to a microphone and when recognized by the chairperson: 1) Give your full name and service title if you have one and, 2) Speak clearly and as briefly as possible - your remarks must be pertinent to the business at hand or items you wish to bring to the floor.

To do this:	You say:	When another has the floor?	Second required?	Discussion?	Amendable?	Vote
Make a motion	I move that...	No	Yes	Yes	Yes	Majority
Amend a motion*	I move that the motion be amended to read ...	No	Yes	Yes	Yes	Majority
Withdraw a motion	I wish to withdraw my motion		No	No	No	Majority
End discussion**	Call the question	No	Yes	No	No	2/3
Object to an error in procedure	Point of order	Yes	No	No	No	No vote, Chair Decides
Table an item	I move we table this...	No	Yes	No	No	Majority
Bring back tabled item	I move we take from the table...	No	Yes	No	No	Majority
To nominate	I would like to nominate....	No	No	Yes	No	Majority
To close nominations	I move that nominations be closed for...	No	Yes	No	Yes	2/3
Send to committee	I move we refer this to a committee	No	Yes	Yes	Yes	Majority

\*When a motion is amended, the amendment will be disposed of in the same manner as a normal motion, and then the original motion will be considered (as amended if the amendment passes).

\*\*When calling the question you must approach the mic, be recognized and call the question. You may not first participate in the discussion or ask a question, etc.

Note: In Alcoholics Anonymous, once the vote has been taken on a motion, the minority parties in the vote ALWAYS have the opportunity to speak to the floor. If someone in the majority (the winning side) would like to change their vote after the minority has spoken, it becomes a motion to reconsider which needs to have a second. It is then open to further discussion (if the original motion was open to discussion) before a new vote on the original motion is taken. It is not amendable and requires the same type of vote (majority, 2/3, etc.) as the original motion.

## Appendix E. Suggestions on Completing AA Information Forms

Three forms follow this Appendix: the District Committee Change form, the Group Information Update form, and the New Group Information form. Each form covers a specific confidential area that most often is handled by District Secretaries. One copy is kept with District Records and the remaining copies are mailed OR emailed to the Area Registrar. These forms can be found on the NIA20 website

The forms are in sleeve protectors because you will need to make copies of the blanks. The address for the NIA Registrar may change from service term to service term, and new forms can be re-inserted when needed. Consider each form as a master set for your blank copying use!

Here is the address for corresponding with GSO:

Records Department

General Service Office

475 Riverside Drive, 11th Floor

New York NY 10115 telephone: 212-870-3400

### **ALL NEW GROUP AND CHANGE FORMS NEED ONLY BE SUBMITTED TO THE AREA REGISTRAR.**

1) The District Committee Change form: complete this when an address or any information changes for a service committee Chair or Alternate, when a new Chair or Alternate is elected at your District.

The form is included with this online version of the Secretary Handbook. Print the blank pages and when the form is completed, make two copies: send one to the NIA Registrar, and keep one in your District Records book.

2) The Group Information Update form: this form is printed in triplicate by the NIA Registrar, but a blank sheet can be copied and the destination can be circled or highlighted when it's mailed or emailed. GSR addresses change, Group locations and meeting times change, etc. If the group number is unknown, contact the Area Registrar to get it. Fill out the form (or help the GSR fill it out and return it to you) and make two copies of each update--send one copy to the NIA Registrar keep the other for your District Record books. The information on this form is also used for updates to the Eastern U.S. Directory that's printed every year, and a contact name and telephone number is needed---usually it's the GSR's information. Another place to find the group identification number is in the *AAWS Eastern U.S. Directory*. Groups are listed by towns and cities.

3) The New Group Information form: GSO Records will assign a Group identification number after a 30-day waiting period. When a new Group wants to register, the District Secretary can assist with filling out the form--in this case send it to the NIA Registrar, and keep a copy for your District Records. GSO will send one copy with a new identification number to the Area Delegate, who will pass it along to your DCM (and then to you). The Group's GSR or contact will also receive the *AAWS Group Handbook* and many other service items to welcome the Group to "AA as a whole."

District Number \_\_\_\_\_ Delegate Area \_\_ Effective Date: \_\_\_\_\_  
Submitted By: \_\_\_\_\_ Service Position: \_\_\_\_\_

**Incoming District Committee Member (DCM)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Outgoing DCM  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
**Incoming Alternate DCM**  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Outgoing Alternate DCM  
Name: \_\_\_\_\_

**Address:** \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ **Email:** \_\_\_\_\_

DISTRICT SERVICE COMMITTEE INFORMATION CHANGE FORM

District Number Delegate Area Effective Date: \_\_\_\_\_  
Submitted By: Service Position: \_\_\_\_\_  
Incoming Service Committee Chair

COMMITTEE:  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Outgoing Service Committee Chair:  
Name: \_\_\_\_\_

**Address:** \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Incoming Service Committee Alternate Chair

COMMITTEE:  
Name: \_\_\_\_\_

**Address:** \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Outgoing Service Committee Chair

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DISTRICT SERVICE COMMITTEE INFORMATION CHANGE FORM