

**Area 27  
Louisiana  
Area Guidelines**

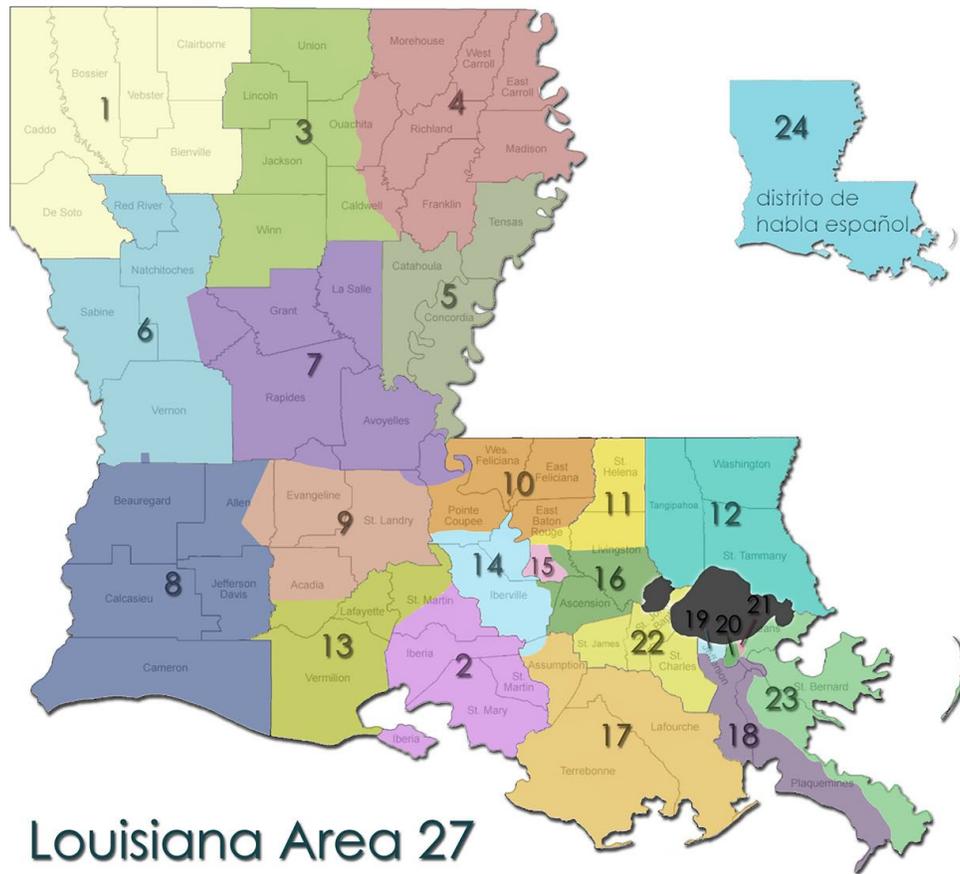
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**Approved: August 2017**

**Last revised: April 2017**

# I. AREA MAP



Louisiana Area 27

***Detailed district boundaries are currently listed on [www.aa-louisiana.org](http://www.aa-louisiana.org) and stored in the Area 27 Archives. Each District is represented by one DCM, except where noted below.***

- District 1 - 2 DCMs
- District 2 - 1 DCM
- District 3 - 1 DCM
- District 4 - 1 DCM
- District 5 - 1 DCM
- District 6 - 1 DCM
- District 7 - 1 DCM
- District 8 - 1 DCM
- District 9 - 1 DCM
- District 10 - 1 DCM

- District 11 - 1 DCM
- District 12 - 1 DCM
- District 13C - 1 DCM
- District 13E - 1 DCM
- District 14A - 1 DCM
- District 14B - 1 DCM
- District 15A - 1 DCM
- District 15B - 1 DCM
- District 15C - 1 DCM
- District 15D - 1 DCM

- District 16 - 1 DCM
- District 17 - 1 DCM
- District 18 - 1 DCM
- District 19 - 2 DCMs
- District 20 - 1 DCM
- District 21 - 1 DCM
- District 22 - 1 DCM
- District 23 - 1 DCM
- District 24 - 1 DCM

## **II. FOREWORD**

This is the Area 27 Louisiana Guidelines. It is to be used in conjunction with the AA Service Manual to enable and enhance the efforts of those who make up our Area Assembly, Area Committee, and the Area Service Committees in carrying the AA message

There are no ruling bodies in Alcoholics Anonymous, only trusted servants. The guidance set forth in these guidelines simply consolidate the suggested procedures accepted by the Louisiana Area Assembly. These procedures are, to the best of our knowledge, compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Service Manual of Alcoholics Anonymous. Subsequent Area Assemblies may decide to change or amend the procedures set forth herein. We would hope, however, that any change will be the result of an informed group decision in the true spirit of AA Recovery, Unity, and Service.

Proposed amendments to the Area Guidelines can be submitted in writing to the Area Chairperson. The proposed change shall be written into the paragraph in question with the entire paragraph rewritten to reflect the proposed amendment. The proposed amendment will be included on the agenda of the upcoming Area Assembly meeting. A  $\frac{2}{3}$  approval by the Area Assembly will constitute the adoption of the amendment.

Other less critical changes to aid readability and style may be made by the Alternate Chair. Suggestions for such updates may be made by any AA member through the Area Committee or Alternate Chair [altchair@aa-louisiana.org](mailto:altchair@aa-louisiana.org). Upon approval, updates are completed by the Alternate Chair and sent for publishing through the Website Chair. Current updates will be available on the [www.aa-louisiana.org](http://www.aa-louisiana.org) website. Alternate Chair is responsible for the master copy of the guidelines and will supply archives with updated copies.

### **III. STRUCTURE**

**Louisiana Area Assembly** is made up of elected Officers, appointed Standing Service Committee Chairs and Assembly Support Positions, Past Delegates, District Committee Members, and group General Service Representatives.

**Area Committee** is composed of all Officers, Support Positions, Standing Committee Chairs, DCMs, and Past Delegates. The Area Committee reviews the assembly schedule, takes care of housekeeping, and sets the agenda for the upcoming assembly business meeting.

#### **Assembly Officers**

Delegate	Chair	Secretary
Alternate Delegate	Alternate Chair	Treasurer

#### **Assembly Support Positions**

Hospitality	Literature Coordinator	Registrar
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#### **Standing Service Committee Chairs**

Archives	Grapevine
Budget & Finance	Public Information [PI]
Cooperation with the Professional Community [CPC]	State Convention
Corrections	Treatment
	Website

#### **Standing Service Committee Support Positions (non-voting)**

Archivist - Archives Committee support position: (appointed by the Area Chair for a voluntary term)

Webmaster - Website Committee support position: (appointed by Website Chair for two year term)

**To gain an appreciation of the scope and effort required for any committee or position, see the job descriptions posted on the [aa-louisiana.org](http://aa-louisiana.org) website.**

**Ad Hoc Committees** are formed from time to time to investigate subjects and propose actions to the Assembly. An Ad Hoc can be formed at the request of a member or as the Area Chair decides. The Ad Hoc is typically charged with a particular task and given a deadline in which to conclude and report its findings. The Area Chair appoints the Ad Hoc Chairperson, typically a Past Delegate, who selects members of the Area Assembly to serve on the committee. The work of an Ad Hoc is typically done between assemblies, may meet at assembly if requested, and are expected to make a report at each assembly to keep the Area updated on progress until the Ad Hoc is disbanded.

**Scholarship** monies to assist DCMs in attendance at Area Assembly are made available only when the request is made and accompanied by a letter from the District requesting funds. This is also made available to Past Delegates upon request.

## **IV. ASSEMBLY SCHEDULING**

**Area 27 Assembly is scheduled four times each year, once each quarter.** The location of Area Assemblies can rotate every two years depending upon bids that are placed and voted upon by the full Assembly. Bid information can be obtained from the Alternate Chair.

**The setting of the schedule** for Area Assembly is the responsibility of the Area Chair, with major changes to be approved by the Area Committee. Area Assemblies are scheduled to occur on a Saturday and Sunday. Saturday is designed to provide time for orientation, the Area Committee meeting, service committees, workshops, presentations, and other formal and informal discussions. Sunday is generally half a day and provides time for some presentations, Officers and Committee Chairs' reports, the general business meeting, and the agenda meeting. Typically, the Area Committee meets twice during Assembly: Saturday, before Assembly to review the weekend's schedule and take care of housekeeping, and Sunday, after the business meeting, to set the agenda for the upcoming Assembly business meeting.

**The order of business of the Area business meeting** is determined by the Area Committee at the agenda planning meeting at the previous assembly. Assembly business is conducted at the quarterly Area Assembly meeting.

**The business meeting format** contains: Opening by Area Chairman, Officers' Reports, Committee Reports, Old Business, New Business, Adjournment

**Any member of AA may attend** any meeting at Area Assembly. However, members may only attend specific meetings as observers only. Discussion is limited in these meetings to those assigned officers, committee members, facilitators, and/or service positions. Meetings with discussion limited to assigned members include: Area Committee Meeting, Service Committee Chairpersons Meeting, DCM Sharing Session, and GSR Sharing Session. During Area Inventory, Area Officers usually conduct their own inventory for officer input only.

**The first quarterly Assembly** usually includes orientation for new GSRs and DCMs. Sharing sessions may be held for GSRs and DCMs.

**The second quarterly Assembly** includes the Pre-Conference Assembly (PCA) and is held before the General Service conference.

**The third quarterly Assembly** includes the Delegate's presentation of a General Service Conference report. The budget for the coming year will be presented in the Area business meeting. Bids to host Area Assembly and State Convention are accepted at the third quarterly Assembly in odd-numbered years. Elections are held during the third quarterly Assembly of even-numbered years.

**The fourth quarterly Assembly** includes a vote on the budget for the next coming year. The Area Assembly conducts an inventory in the fourth quarterly Assembly of odd-numbered years. Also, bids to host Area Assembly and the State Convention are approved at the fourth quarterly Assembly of odd-numbered years. New Officers and Service Committee Chairpersons are sworn in at the fourth quarterly Assembly even-numbered years.

## **V. ELECTIONS**

**Election** assemblies are held every two years in which the delegate and other area officers are elected for two-year terms. Terms for officers and committee chairs begin on January 1 of odd-numbered years. Scheduling and terms of service are set up to provide ample time for job transfers, allow economical scheduling of the new Delegate and Alternate Delegate to attend the Southeast Regional Forum in late November or early December of even years. The schedule for Delegate and Alternate Delegate election is determined by the General Service Conference which sets Area 27 delegates to serve on odd-numbered panels [e.g., the Panel 67 Delegate serves in 2017 and 2018 at the General Service Conference].

**AA's Third Legacy Procedure**, as outlined in the AA Service Manual, is issued for electing Area Officers. Election Assemblies are held in August of even-numbered years, and cannot be facilitated by anyone standing for an Area Officer position. Traditionally, the outgoing Delegate facilitates the elections. A quorum shall be the number of voting members present at the time a vote is taken.

**All members of the Area Committee are automatically nominated** for all positions if they are eligible to serve. The nomination may be declined by the member during the roll call prior to the election for each office. Persons not currently members of the Area Committee may be nominated from the floor by a voting member of the assembly. Any member that stands for an elected position will be given an opportunity to introduce themselves and list previous service experience that may pertain to the position prior to the vote.

**Nominations for Southeast Regional Trustee and Trustee At Large U.S.** are made from among our Past Delegates every four years (2016-2020-2024). This election is held during our regularly scheduled elections. Nomination information from GSO is usually sent to the Area Delegates ahead of time.

**The Assembly may remove any assembly officer** from office for just cause including, but not limited to, relapse/the breaking of sobriety date. Such removal from office shall be by a 2/3 majority vote of the assembly done by silent/written ballot.

**When a vacant office has no alternate**, the Area Assembly shall conduct elections for the remainder of the term of the office vacated, in accordance with these guidelines. For the offices of Delegate and Chairperson, their alternates shall assume the office vacated and an election for the office of the alternate shall be held at the next scheduled Assembly. Special elections to fill offices vacated due to elections will be held immediately following the scheduled election. If a member is elected to serve the remainder of a term, they are still eligible for the same position in the next regularly scheduled election.

In the event the office of the Alternate Delegate, Alternate Chairperson, Secretary, or Treasurer becomes vacant at a time prior to an Area Assembly, the Area Committee may, at its next meeting, select an interim officer to carry on the duties of the office until an election can be held at the next scheduled Area Assembly. In the event the Area Committee is not scheduled to meet within an amount of time considered reasonable by the Chairperson, and which would result in serious disruption of the function of the Area, the Chairperson may appoint an interim officer to serve until the next scheduled Area Committee Meeting or Area Assembly.

## **VI. FLOOR PROCEDURES**

These floor procedures are intended as a guide to conducting business on the floor of the assembly. AA principles are our guiding force; floor procedures are meant to help facilitate fair and informed discussion, never hinder it.

### **WHO IS ELIGIBLE TO VOTE?**

All Area Committee members: Officers, Delegate, Past Delegates, Standing Service committee Chairpersons, Support Positions, DCM's and group GSRs have one vote each in Assembly. Alternates may vote only if the regular DCM or GSR is not present.

### **PLACING ITEMS ON THE AGENDA**

Any AA member in Area 27 may place an item on the agenda by presenting it in written form to the Area Committee agenda meeting in order to be included in the following Assembly's agenda. Alternatively, it may be presented to a member of the Area Committee who may submit it during the agenda meeting. If there is an emergency or time-sensitive item that needs immediate attention, the item must be submitted to the Area Chair for inclusion as a motion during the Saturday agenda item discussion meeting in order to be included for vote during the Sunday business meeting. All motions that involve the expenditure of money should be submitted to the Budget & Finance Committee prior to being introduced on the floor at the business meeting. It is suggested that items concerning or involving a Standing Service Committee be presented to the committee for discussion prior to presentation at the Area Committee agenda meeting. Prioritization of agenda items is set by the Area Chairperson at the agenda meeting immediately following the business meeting. A motion's sponsor must attend the Saturday agenda discussion meeting to present the agenda item or the agenda item will be tabled until the next Assembly. If the sponsor is absent at the following Saturday agenda discussion meeting, the agenda item will be withdrawn from consideration.

### **SECONDS TO MOTIONS**

Any voting member of the assembly may second a motion by saying, "Second." A second to a motion does not necessarily mean the member supports the motion, just that the member wants the motion to be considered and discussed.

### **WITHDRAW**

A motion may be withdrawn by the motion's sponsor at any time prior to a vote.

### **AMENDMENTS TO MOTIONS**

After a motion has been stated by the Area Chair, any voting member may offer an amendment, but it must be seconded and passed by a majority vote. If approved, the Chair then restates the amended motion and business proceeds.

### **DEBATE & DECORUM**

Debate is any spoken comment and discussion on the merits or comments in opposition of a pending motion. When a motion is made and seconded, it must be stated by the chair before any debate. Any member wishing to speak in debate must come to the microphone and wait until no other member is speaking. Comments are limited to two minutes and are timed by the Alternate Chair. No member shall speak twice on a motion until all other members who desire to speak to the motion have had an opportunity to speak. If at any time the Chair is required to state a point of order or otherwise speak within the responsibilities of the Chair, then the member speaking should defer to the Chair. Such an interruption will not count toward the member's time to speak to the motion.

*Full* discussion of a proposal should take place *before* the vote. Premature actions (e.g., amending motions early in discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying assembly business. Everyone is entitled to, and should express, their opinion. However, if a point has already been made by someone it is not necessary to restate their point.

### **CALL THE QUESTION**

A motion to close debate, commonly referred to as "calling the question," must be made in order at the microphone. This motion can be used only to close debate, not to prohibit debate, and is considered "out of order" if made before debate has begun. The call-the-question motion requires a second, is not debatable, and requires a two-thirds vote to end debate. If passed, the motion on the floor is moved to a vote. This motion yields to the motion to "lay on the table."

### **LAY ON THE TABLE**

A motion to "lay on the table" or "table" is usually used when there is a time constraint or more is needed to make an informed decision. Its purpose is to remove the present motion from consideration in order to address other, more pressing motions that need to be handled immediately or to give time to gather more information. A motion to table may be made at any time prior to the vote on the main motion. It requires a second, is undebatable, unamendable, and requires a majority vote. The tabled motion may be considered at the next assembly by a member making a motion to "take the tabled motion off the table." Such a motion requires a second, is undebatable, unamendable, and requires a majority vote. If a motion is not taken from the table at the next assembly after it was tabled, it expires upon adjournment of that assembly.

### **POINT OF ORDER**

A point of order is an assertion that a procedure is being violated and a request that correct procedure be enforced by the Chair. It takes precedence over any pending motion out of which it arises. It is in order when another has the floor even if it is necessary to interrupt a speaker. It does not require a second and is not debatable or amendable. It is decided by the Chair, subject to appeal. To make a point of order, a member rises and says, "Point of Order." The Chair asks the member to state his point, and the member does so, being as specific as possible without entering into debate or asking a question. The Chair then rules on the point of order.

An appeal of the decision of the Chair is permitted by a member announcing, "I appeal the decision of the Chair." If the appeal is seconded, the Chair then defines the issue involved, explains the reasons for his or her decision, and says, "Shall the decision of the Chair be sustained?" An appeal is debatable, but no member may speak more than once in debate, and the Chair may defend his or her decision once again at the end of the debate. A majority vote sustains the Chair's decision.

## **VOTING**

### **MATTERS OF POLICY**

All matters of policy/main motions require substantial unanimity, that is, a two-thirds majority. Matters of policy may be defined as those motions brought before the Assembly that alter the Assembly's procedures or normal business. Motions to alter elections, the budget, or requests to deviate from the guidelines are examples of matters of policy. Traditionally, the Assembly has given the Area Chairperson the discretion to decide whether a motion is a matter of policy, or not.

### **SUBSTANTIAL UNANIMITY**

Substantial Unanimity is found in Concept XII of AA World Service. It is intended to ensure that important decisions are reached by full discussion and a vote. Therefore, all motions on matters of policy brought to a vote at Area Assembly require a two-thirds majority for passage.

### **QUORUM**

A quorum shall be the number of voting members present at the time a vote is taken. Because the number of members present in the hall during Assembly varies from time to time, the phrase "two-thirds vote" or "majority vote" is taken to mean that quantity of the voting members present at that time.

### **MINORITY VOICE/MOTION TO RECONSIDER**

After the establishment or rejection of any matter of policy, the minority will be given an opportunity to speak. Subsequent to minority comment, the Chairperson will ask if any person voting in the majority wishes to change their vote. If so, a Motion to Reconsider must be made by a member who voted with the majority, but it can be seconded by anyone. A simple majority is required to reconsider. No action can be reconsidered twice during an assembly.