

Pleasant Hill Group of AA Bylaws

1.0 The Concepts of an Informed Group Conscience

The concepts and principles of a *Group Inventory*, *Group Conscience* and *Informed Group Conscience* are related and are defined as follows:

1.1 Group Inventory

The pamphlet *The AA Group* describes this as *an honest and fearless discussion of the group's weaknesses and strengths*. The pamphlet also describes a suggested format for the group inventory.

1.2 Group Conscience

In keeping with AA's *Second* and *Fourth Traditions* and *Concept #1 of AA's Twelve Concepts for World Service*, the Pleasant Hill Group's group conscience resides with the collective conscience of members of the Pleasant Hill Group. The opportunity to form a group conscience is open to all members of the group and is formed by those members who participate in the opportunity.

1.3 Informed Group Conscience

This is a process, a particularly important one. It is a group conscience formed when participating members share experience and judgment prior to defining their collective group conscience. Minority opinions are respected and encouraged. It describes a preferred way group conscience is formed; there is a collective sharing of experience followed by a collective decision, usually in the form of a motion and a vote.

1.4 Applying the Concepts to Group Affairs

These concepts are applied to The Pleasant Hill Group's affairs by continually encouraging all members to join in making our group conscience collective and informed.

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2.0 Pleasant Hill Group Inventory

Every other year in October at the first Business Meeting, the General Service Representative (GSR) conducts a special group inventory. Members are invited to discuss group weaknesses and strengths, our relations with other AA groups, and AA. The discussions are recorded and distributed to the group as topics for an annual group conscience. The GSR will bring a report to the November Business Meeting.

3.0 Pleasant Hill Group Conscience

A Business Meeting is the collective conscience of all Pleasant Hill Group members. It defines group conscience through motions which are first discussed and then voted upon. Methods for ensuring informed group conscience differ between a regular Business Meeting and a Special Business meeting.

A. Business Meeting. The monthly Business Meeting has a mixed agenda (elections, reports, issues, etc.) and a time restraint, in recognition of this, any group conscience motion introduced is tabled for one month to ensure members have ample time to become informed. Business Meetings are held the third Sunday of the month.

B. Special Business meeting. The Group Coordinator may convene a Special Business meeting for the specific purpose of forming a group conscience and may ask working committees to prepare recommendations for the meeting. This type of single-purpose meeting fulfills the principles of being informed.

C. Bi-Annual group conscience review. For the Business Meeting in November of even numbered years the GSR will have the group inventory report ready for the purpose of reviewing and amending the *Informed Group Conscience* and the *Group Inventory Document* in their entirety. These Special Business meetings do not require a quorum of the Business Meeting members.

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3.1 Business Meeting Format:

1. Sixty-minute (1 hour) duration.
2. Call the roll and read the minutes.
3. Report on building or community issues.
4. Add agenda items for the Business Meeting.
5. Hold hand, not written ballot, elections, using a modified version of the *Third Legacy Procedure*.

A. Business Meeting quorum. Business Meetings require a quorum (more than one-half of the officers) present to conduct business.

B. Call the Business Meeting. It is the coordinator's responsibility to attempt to remind members of the regular meeting and of any special meetings.

C. Business Meeting discussion. It is important that everyone at the meeting understands the issues and has an opportunity to express their opinion. Therefore, we have adopted a policy of not taking a vote on an issue until everyone is ready to vote. Anyone not ready then has a chance to ask for clarification or to add added information. This is not intended to be a filibustering tool, but rather to avoid rushing through something when the Business Meeting group conscience is not yet formed.

3.2 Preparing for a Special Business Meeting (Group Conscience Review)

In preparation for a Special Business meeting, the Group Coordinator:

1. Reminds the GSR to conduct the annual Pleasant Hill Group's Group Inventory in October.
2. Defines a planned schedule. *The schedule is a guideline and can be altered by motion and a two-thirds majority vote when the meeting is convened.*

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3. At least one week before, a Group meeting announcement is placed stating the purpose, time, and location of the meeting and inviting all members to participate.

3.3 Special Business Committee Format (Group Conscience Review)

The Coordinator has a responsibility to ensure an informed meeting and can disallow review items from being railroaded or filibustered. The following are agenda guidelines:

1. In the interest of time, the meeting agenda may be organized to bring together related topics so that discussion need not be repetitive and group decisions benefit from related information.
2. Topics are ranked as a priority by a *show of hands* vote. Topics having the larger show of hands have the highest priority for discussion. For topics having an equal show of hands, the Coordinator defines (within their priority grouping) the order of presentation to the meeting and motions.
3. The meetings will be loosely governed by *Robert's Rules of Order*. (A summary of which is in Appendix A)
4. For each topic, the Coordinator calls for a period of discussion prior to accepting motions. This is to encourage an informed group prior to submitting motions.
5. Discussions are limited to 15 minutes per topic. If the maximum time is reached without conclusion of the discussion, the item will be tabled for continuation under old business at the following Business Meeting. Members who have not had an opportunity to share in discussions are recognized prior to those who already have.
6. As a courtesy, the member who submitted the topic under discussion, if present, is the first recognized for discussion and submission of a motion on the topic.

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7. Most votes on motions require a simple majority of votes cast (50% + 1). There are specific motions requiring a two-thirds majority to carry:
 - a. A change to these guidelines.
 - b. A change to a previously discussed and voted motion.
 - c. A motion to vote (to cease further discussion on a motion).
8. The Coordinator may vote only to break a tie in simple majority votes.
9. Meeting minutes are recorded and distributed to the Group by the Group Secretary.

3.4 Group Conscience Safeguards

To ensure group conscience is informed, the meeting may delay motions if discussions are considered hostile or emotional, or if a motion is considered punitive, rather than constructive in nature. These safeguards simply encourage either a *cooling off* or a waiting period to allow information and experience to take precedence in the formation of a group conscience. Upon completion, a list of all amendments will be posted for adoption at the next regularly scheduled Business Meeting.

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3.5 Changing the Informed Group Conscience

This document is the original incarnation of this document. In keeping with the *First* and *Second Traditions* of AA, subsequent changes should be accomplished as follows to ensure a continuing Informed Group Conscience:

1. A motion to change the Informed Group Conscience is submitted as a *new business* agenda item at a Business Meeting. The motion undergoes the normal process of requiring a second. If seconded, the motion is presented to the Group for discussion, for or against the motion. After discussion, the Group Coordinator calls the meeting to order to vote on the motion.
2. If the vote passes, it is tabled for submission as an *old business* agenda item for the next Business Meeting where it again undergoes Group discussion, for or against the motion. After discussions have been completed, the Group Coordinator calls the Group to order for a vote on the motion.
3. If the motion is adopted, the Informed Group Conscience document is amended to reflect the approved motion.

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3.6 Group Legal and Tax Considerations

This section is included in the Informed Group Conscience to specify our compliance, in both spirit and letter, with the IRS Tax code for nonprofit organizations:

1. Upon the winding up and dissolution of the Pleasant Hill Group of Alcoholics Anonymous, after paying or adequately providing for the debts and obligations of the Group, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established tax exempt status under section 501(c)(3) of the IRS Code. The Pleasant Hill Group intends that, if the Group is dissolved, all assets will be donated to another fellowship of Alcoholics Anonymous subject to the preceding conditions.
2. The Pleasant Hill Group is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the IRS Code. Notwithstanding any other provisions of these articles, the Pleasant Hill Group shall not carry on any other activities not permitted to be carried on:
 - a. by an organization exempt from federal income tax under section 501(c)(3) of the IRS Code of 1954 (or the corresponding provision of any future United States IRS Law); or
 - b. by an organization, contributions to which are deductible under section 170(c)(2) of the IRS Code of 1954 (or the corresponding provision of any United States IRS Law).
3. The Fellowship will seek to maintain a cash reserve (prudent reserve) equal to six months of the current monthly rent.

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4. Funds collected under the *7th Tradition* beyond current expenses and the prudent reserve will be donated on a quarterly basis to Alcoholics Anonymous as a whole according to this formula: 50% to the Contra Costa Service Center, 30% to General Service Office in New York, 10% to Treasurer CNCA, and 10% to District O8 – with the condition that the contribution to Central Office of Contra Costa County be at least \$75 quarterly and the remaining contributions to AA as a whole be adjusted according, if necessary.

4.0 The Pleasant Hill Group of AA

The Pleasant Hill Group is a group of Alcoholics Anonymous. As such, the only requirement for membership is a desire to stop drinking, but to be a member, one must be an alcoholic. Our primary purpose is to carry the message to the alcoholic who still suffers. As a group, we have no affiliation. As a group we adhere to the *Twelve Traditions of AA*.

4.1 Other Group Purposes

While the primary purpose is to carry the message, we have several other purposes which are in support of our primary purpose:

1. We provide a place to carry the message. We find great advantage in holding meetings consistently in the same place. Those who are new to our group can count on a meeting taking place in the same location every listed day, and by associating with the same group consistently, can more easily begin to know and trust a few people.
2. We provide an environment in which to practice *The Twelve Steps of AA* and *The Twelve Traditions*. In addition to holding meetings, the extensive fellowship, which occurs before and after meetings, provides tremendous opportunities for each member to share their own experience, strength, and hope with each other. We also find that the interaction among members provides opportunities to practice the program's principles in an atmosphere of love and tolerance. At Pleasant Hill, we have learned, through experience, lessons in humility, tolerance, honesty, and responsibility that we can carry with us into other affairs.

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4.2 Membership

There is no requirement for membership except the desire to stop drinking. There are no dues or fees.

4.3 Problems Other Than Alcohol

Anyone who has a desire to stop drinking is welcome as a member of the Pleasant Hill Group. Many of us have other problems including other dependencies. The Pleasant Hill Group, however, does not claim to offer a solution for any problem other than alcohol, nor does it offer a forum for discussion of these problems or any other outside issues. We do, however, believe that sobriety means freedom from both alcohol and other drugs taken by the user's own initiative to avoid living sober.

We have no interest in the use of drugs prescribed by a physician for medical purposes and taken as prescribed for the purpose prescribed. But we have found spiritual growth does not take place when we avoid life's experiences by using drugs which alter our perceptions of those experiences. We also have found that taking drugs, much like taking the first drink, can set off the chain reaction of another drink.

Those of us who continue to experience difficulties with drugs have found the assistance we need in other places while continuing our recovery in AA.

5.0 The Pleasant Hill Civic Facility

The Pleasant Hill Group rents a facility to hold AA meetings. The facility is open around meeting times and is otherwise closed. The meeting room is controlled by the meeting regularly scheduled in that room for 30 minutes prior to and 30 minutes following the stated meeting time unless this has been modified through the monthly Business Meeting. Any other uses of the meeting room must be approved through the monthly Business Meeting or by consulting the Secretary of the meeting in question.

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5.1 Facility Keys

Keys to the facility are issued by the Coordinator and Secretary Coordinator only, to all meeting secretaries and to members of the Business Meeting (Supply Person, Treasurer and Maintenance Coordinator.) Meeting secretaries and Business Meeting members will pass their keys on to the next position holder when their terms are up. Two keys per meeting and officers. Key list updated every six months with name and phone number of people holding keys to the Pleasant Hill Group. All keys should be cut with Do Not Duplicate key heads.

5.2 Literature

Literature displayed at the facility is limited to General Service Conference approved material. This is not because there is anything wrong with non-conference approved material, but rather because we wish to avoid unnecessary controversy over what is OK and what is not.

We also want first-time attendees at Pleasant Hill Group meetings to know they are at an AA meeting because they see the same material here that there is at other AA meetings in the world.

5.3 Landlord/rent

The Coordinator handles all relations with the property owner. The rent is paid by the Treasurer.

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6.0 Regular Meetings

The Pleasant Hill Group puts on a variety of meetings as described in the AA pamphlet *The AA Group*. Anyone interested may attend. In addition, there is a regular Business Meeting and Special Business meetings, along with workshops from time to time. The regularly scheduled AA meetings are each conducted by a meeting secretary, according to a format which has been approved by the Meeting itself and by the Business Meeting.

6.1 Starting New Meetings

A new meeting starts by writing down a proposed format and submitting it to the Business Meeting. Changes to existing meetings that alter published details of a meeting are changed in the same way. The Business Meeting acts as the group conscience in reviewing the format to that it is accurate with the items published. Upon determination of conformity to the group conscience, the Business Meeting votes to alter our published information. A one-time vote is sufficient to change the group's conscience on meeting format changes and adding new meetings.

6.2 Basic Format (for all meetings)

All meetings open for a moment of silence, followed by the *Serenity Prayer*, and the definition of AA. All close with some form of customary AA closing. To allow for fellowship and *Twelfth Step* work, secretaries will keep the meeting room open for at least one-half hour following the close of each meeting.

All meeting formats are to include the following statements:

1. *Newcomers*: Are there any new members in their first 30 days of sobriety who would care to introduce themselves by their first name only? This is not to embarrass you, but so we can get to know you better.
2. *Visitors*: Are there any visiting AA members from outside of Contra Costa County, members at this meeting for the first time, or visitors who would care to introduce themselves?

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3. *Seventh Tradition*: We will now honor the *Seventh Tradition*. We have no dues or fees in AA, but we do pay our own way. Newcomers and visitors please do not contribute. All others, your contributions will be appreciated.
4. *AA Meeting*: This is an Alcoholics Anonymous meeting. We are glad you are all here – especially newcomers. In keeping with our singleness of purpose and our *Third Tradition* which states that “The only requirement for AA membership is a desire to stop drinking,” we ask that all who participate confine their discussion to their problems with alcohol.
5. *Announcements* – announcements will always include the following:
 - a. Bathroom locations.
 - b. Literature availability.
 - c. Court card information.
6. *Readers*: Secretary will ask for *members* to read the *Traditions of AA* and a portion of Chapter 5 from the *Big Book*.
7. Open meetings are available to anyone interested in Alcoholics Anonymous's program of recovery from alcoholism. Nonalcoholics may attend open meetings as observers. Closed meetings are for A.A. members only or for those who have a drinking problem and “have a desire to stop drinking.”

6.3 Chip Meetings

The last Tuesday of the month at 7:30 is the Chip Meeting for the group. Chips are handed out for 30, 60, 90 days, 6 months, and 9 months of continuous sobriety – medallions for 1 year, 18 months 2 years and every year after. 24-hour chips are given out on Friday nights.

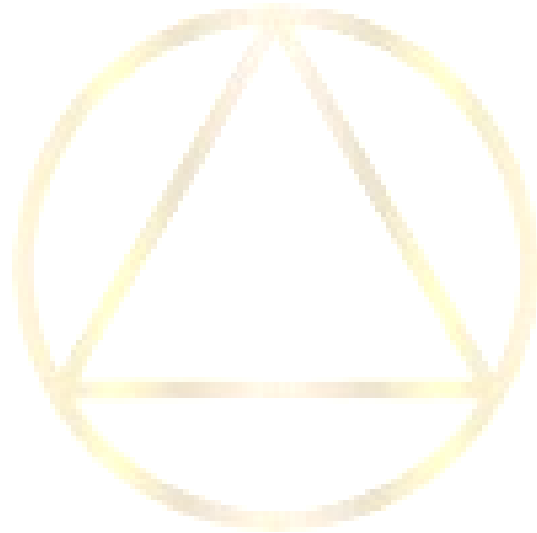
6.4 Candlelight Meetings

The Friday at 7:30pm meeting is a candlelight meeting. Some members feel less inhibited sharing in this setting. The Fellowship will supply candles and candle holders for these meetings.

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6.5 Meeting Supplies

The Group will provide coffee, tea, decaf coffee, hot chocolate, sugar, creamer, and cup for all meetings. The individual meeting is responsible for any other refreshments, such as cookies for the meeting.



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7.0 Meeting Service Positions

7.1 Secretary Requirements

Secretaries must have (and maintain) six months of sobriety to be elected to a secretary position at Pleasant Hill Group. It is also suggested they be regular attendees of the meeting.

7.2 Secretary Responsibilities

1. The Secretary is responsible for:
2. Opening and closing the meeting room.
3. Getting coffee made and providing any refreshments.
4. Getting a speaker if needed.
5. Trying to make people feel welcome.
6. Keeping within the meeting format.
7. Attempting to keep order and prevent disruptions during the meeting.
8. Recording all monies collected and delivering them to the Group Treasurer by utilizing the locked safe.
9. Being familiar with the rules and regulations set down by the property owner and ensuring they are followed.
10. Being familiar with the *bylaws/group consciousness* of the Pleasant Hill Group.
11. Attending, or having a representative of the meeting attend, all Business Meetings.

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7.3 Secretary Vacancies

A meeting secretary is considered to have resigned if he or she resigns, fails to maintain sobriety, or fails to carry out their responsibilities. *Failure to show up for a meeting, without making sure there is a replacement, is automatic resignation.* The Meeting or Group may elect someone to fill the position for the remainder of that term.

7.4 Secretaries Elections

The secretary will announce his/her term will expire at least three weeks before the end of term. A new secretary will be elected by the meeting next to the current secretary's last meeting. The newly elected secretary will be present at the last meeting of the outgoing secretary. The outgoing will be present at the first meeting of the new secretary. In this way there will be a two-week overlap wherein the proper meeting procedures may be passed on.

7.5 Secretary Workshop

The secretaries' workshop is conducted by Pleasant Hill Group and will be posted as appropriate. All secretaries are expected to attend if they have not been through the workshop previously.

7.6 Secretary Terms / Schedule

All secretary terms are for six months beginning on January 1st to June 30th and July 1st to December 31st. Except [Birthday Meeting Secretary Term](#) may be [1 year](#). The terms for secretaries will start with the first meeting of the month and end with the last meeting of the month.

7.6.1 Greeter(s) Terms

Greeter's terms are six months and run concurrently with the term of the meeting secretary. Election of the greeter(s) will occur at the same time as the election of secretary.

7.6.2 Literature Person Terms

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Literature Person terms are six months and run concurrently with the term of the meeting secretary. Election of the Literature Person will occur at the same time as the election of secretary.

7.6.3 Coffee Maker Terms

Coffee Maker terms are six months and run concurrently with the term of the meeting secretary. The election of the Coffee Maker will occur at the same time as the election of secretary. The outgoing coffee maker should train the incoming coffee maker.

8.0 Group Service Positions

The Business Meeting consists of the below listed Group service positions. The list's order comprises the election order and the suggested order of reports to the Business Meeting. The Group Coordinator can change the order of reports as required.

1. Group Coordinator* (tie-breaking vote only).
2. Group Assistant Coordinator
3. Group Recorder*.
4. Group Treasurer / Co-Treasurer*.
5. General Service Representative (GSR).
6. Intergroup Representatives (IGR).
7. Secretary Coordinator.
8. Literature Coordinator.
9. Hospitals & Institutions Representative (H&I).
10. Supply Coordinator.
11. Recreation Coordinator.

(*) Has authority to sign checks.

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8.1 Terms, Requirements, & Elections

All service positions may succeed themselves of one term (total of two terms) (See Table 2 – Group Service Positions & Requirements).

Table 2 – Group Service Positions & Requirements					
Position		Continuous Sobriety Required:	Service Terms	Prior Business Meeting Experience	Elected By:
1	Group Coordinator	Two years	One year	Yes	Business Meeting
1	Group Asst. Coordinator	Two years	One year	Yes	Business Meeting
2	Group Recorder	Two years	One year	Yes	Business Meeting
3	Group Treasurer	Two years	Two years	Yes	Business Meeting
4	General Service Representative	Two years	Two years	No	Business Meeting
5	Intergroup Representative	Two years	Two years	No	Business Meeting
6	Secretary Coordinator	One year	One year	No	Business Meeting
7	Literature Coordinator	Six months	One year	No	Business Meeting
8	H&I Representative	Six months	One year	No	Business Meeting
9	Recreation Coordinator	One year	One year	No	Rec Committee
10	Supply Coordinator	One year	One year	No	Business Meeting

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8.2 Alternate Group Service Position

The Intergroup Representative (IGR) and General Service Representative (GSR) positions are filled by at least two people who may share the duties of attending their respective Service Meetings and Pleasant Hill meetings.

9.0 Group Service

There are many opportunities to be of service in the Pleasant Hill Group. The various positions, terms and responsibilities are individually defined below. Most service positions are elected by the Group at the Business Meeting. Many service positions are also part of the Business Meeting. Service positions jobs are to do, or cause to be done, the job required of them.

9.1 Service Position Qualifications

There are five basic qualifications for all positions. They are as follows:

1. You must be a member of the Pleasant Hill Group.
2. You must meet the requirements listed and defined for the individual position desired at the time.
3. You may not hold the same position more than two consecutive full terms. A partial term does not disqualify you from two full terms.
4. Positions qualified as *men / women* or *male / female* are only open to, and held by, members of the appropriate gender or identifying as such.
5. A Group member cannot occupy more than one Group position concurrently except by appointment by the Business Meeting.

9.2 Volunteering for Service Positions

Any position which is vacant, or about to be vacant, will be announced at meetings approximately one month in advance. If you are interested, show up at the Business Meeting. The Business Meeting reviews the names at the regular meeting that everyone volunteering meets the qualifications.

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9.3 Resigning from a Business Meeting Service Position

Any Group service position may be declared vacant by the Business Meeting if the person holding the position:

1. Resigns.
2. Fails to maintain sobriety.
3. Does not show up or send a representative to a Business Meeting without proper notification.

9.4 Position Descriptions

Group Coordinator

1. To run the Business Meeting of PHAA on the 3rd Sunday of each month @ 4:00 pm.
2. Prepare an Agenda for each business meeting, including old business, new business, and discussion topics.
3. To stay “aware” of the feel of the group and what’s happening. It will be your responsibility to assist in maintaining a healthy group environment by guiding the group in the use of the Traditions and Concepts to solve group problems.
4. The Group Recorder will forward you the meeting minutes for your review and approval. Once the minutes are approved you will email them back to the recording secretary to be posted in the meeting room.

Group Assistant Coordinator

1. Assists the Coordinator as needed.
2. Runs the Business Meeting in the Coordinators absence.
3. Is the incoming Coordinator and shadows the coordinator for the year prior to their term.

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Group Recorder

1. Attend and record the minutes of all business meetings and group conscious meetings.
2. Keep an updated list of all past and present actions or motions agreed upon by the group. Note how motions are passed by super majority or substantial unanimity.
3. Add all motions to updated list in the PHAA Google Drive each month.
4. Provide a draft copy of the minutes within 7 days of the business meeting to the Group Coordinator for approval.
5. Once the minutes are approved by the Chairperson, they are uploaded to the PHAA Google Drive Folder (Business Meeting Minutes)
6. Provide copies of the minutes for the monthly business meetings (approximately 25).
7. Post copies of the minutes on the bulletin board for the Business Meeting.

Group Treasurers- Two

1. Count cash donated at meetings. Keep ledger by meeting day/time of the collections for: 7th Tradition, Coffee, H&I, Literature.
2. Deposit money to PHGAA bank account. A good guideline is to make deposits at least twice a month. PHGAA bank accounts must have two or more authorized people on the accounts.
3. Keep an accounting and transfer funds as necessary (or monthly) from Venmo, PayPal, (or other payment platforms AAPHG accepts) to the group's bank account.
4. Pay bills / reimburse members for expenses. Keep receipts for expenses. A treasurer may not pay an expense greater than \$100

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without prior committee approval, unless it's a recurring expense such as rent, insurance, chips, literature, or supplies. No expenses shall be paid in cash. No expenses shall be paid without a receipt. Any new recurring expenses should have group approval prior to incurring any cost.

5. Reconcile bank account monthly.
6. Prepare and deliver a monthly financial report at each business meeting for the prior month. Report should include income, expenses, and available funds.
7. Disburse excess funds quarterly to Contra Costa Service Center, GSO, CNCA as determined by the group's approved distribution percentages.
8. Forward pink can / H&I collections monthly to the Northern California Hospitals and Institutions Committee.
9. Be sure group secretaries have supplies available at the desk (blank collection slips, bags, baskets, H&I can, etc.)
10. Post the monthly treasurer's report on the designated board in the meeting room after it has been accepted by the business meeting and email the approved copy to the Webmaster to post online.
11. Maintain orderly files including bank statements, treasurer's reports, Venmo/PayPal/Zelle transaction reports, and receipts.
12. Meeting tally slips should be kept for 6 months before destruction. All other records should be kept for 7 years.
13. Help train the incoming treasurer.

General Service Representative

1. To represent our group as the GSR and attend the General Service District 08 meetings at 7:30pm on the first Tuesday of each month at 130 Muir Station Rd, Martinez, CA.
2. Bring information from General Service to our group and inform us of any opportunities that we may participate.

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3. As a trusted servant you may commit our group to service at General Service events, except cooking which requires group approval, and you may make gifts up to \$25.00.
4. Facilitate the “Agenda Topics” workshops.
5. Set up weekly meetings when the final agenda topics come out until we have discussed those items our group is interested in.
6. Take notes on each topic discussed, noting the reasons why we voted as we did.
7. Take this information to the Pre-conference Assembly and present it if it has not been said from the microphone, and/or email it to the delegate.
8. Make monthly reports to the PHG Group Business meeting on the.
9. We suggest that you attend the 4 Area Assemblies each year.
10. You will be reimbursed for all preapproved travel expenses cleared through the Business Meeting including mileage and lodging.
11. Please try and support all General Service events or have someone from our group attend.

Intergroup Representative

1. To represent the group as our Intergroup Representative (IGR) and attend the monthly meeting at Contra Costa Intergroup at 7:30 pm on the 4th Tuesday of the month at 193 Mayhew Way, Walnut Creek.
2. Commit our group to service at Intergroup events, if it is a cooking commitment it needs prior group approval. Ok to commit to gifts up to \$25.
3. Bring information to the group about Intergroup activities and inform us of any opportunities that we may participate.
4. Take flyers of our group’s activities to Intergroup and distribute them. Announce any special events we have coming up.

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5. Coordinate with Secretary Coordinator as to when announcements for IGR will be made.
6. Report any need for assistance at the group's monthly business meeting.

Secretary Coordinator

1. Keep all service positions filled for meetings and fill in where needed.
2. Train or have someone train members to know their commitment.
3. Provide "Qualifications & Responsibility" sheets to everyone when they first take the commitment.
4. Be sure the commitment is being made or find someone to do it.
5. Announce at the meetings if commitments are available and need to be filled.

Literature Coordinator

1. Maintain an adequate supply of meeting schedules, books, and pamphlets. You will also be responsible for purchasing the necessary literature and seeking reimbursement from the group treasurers.
2. Maintain the Grapevine subscription.
3. Literature person also coordinates phone lists.

H&I Representative

1. Represent our group at the Hospitals & Institutions Area 52 and attend the monthly H&I meeting at 10am (9:30 for beginners) at 193 Mayhew Way, Walnut Creek.
2. As a trusted servant you may commit our group to be of service at any H&I conferences or speak at H&I meetings, but you need to get prior approval to commit the group to be a facility coordinator.

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3. Bring information to the monthly business meeting about H&I activities and inform us of any opportunities that we may participate.

Recreation Coordinator

1. Organize recreation committee to provide fellowship activities for PHAA.
2. Maintains financial accounts related to same.
3. Report out on activities and financial account balances at monthly Business Meeting
4. Clear events with group coordinator that take place in the PHG meeting room.

Supply Coordinator

1. Maintain supplies.

Maintenance coordinator

1. Coordinator Maintenance.

10.0 Third Legacy Procedure

The *Third Legacy Procedure* is a special type of electoral procedure for the election of Group Service Positions. It is defined in the AA publication *Group Service Manual 1*. It is considered unique with AA. The Pleasant Hill Group has adopted the following modified version of the *Third Legacy Procedure*:

1. If none gets two-thirds of the vote on the first ballot, only the top two vote getters move to the second ballot. However, if there is a tie for second place on the first ballot, all three names go to the second ballot.
2. If neither of these two or three gets the necessary two-thirds majority on the second ballot, the top two names are placed in a hat. The name drawn is the winner.

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Appendix A

Robert's Rules of Order Cheat Sheet for Nonprofits

Robert's Rules of Order is a manual of parliamentary procedure that governs most organizations with boards of directors. In 1876, Henry Martyn Robert adapted the [rules and practices](#) of Congress to the needs of non-legislative bodies and wrote them in his book, which is still in use today. The Robert's Rules Association published brief versions of the book in 2005 and 2011. The newest versions have about 700 pages, which makes it difficult to look things up during a meeting. Meeting facilitators with little experience may find it helpful to keep a cheat sheet on parliamentary procedure at their fingertips during a meeting.

Robert's Rules Basics

The 6 Types of Motions

6. **Main Motion:** Introduce a new item
7. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
8. **Privileged Motion:** Urgent or important matter unrelated to pending business
9. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
10. **Motion to Table:** Kills a motion
11. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

Robert's Rules of Order Motion Steps

12. **Motion:** A member rises or raises a hand to signal the chairperson.
13. **Second:** Another member seconds the motion.
14. **Restate motion:** The chairperson restates the motion.
15. **Debate:** The members debate the motion.
16. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
17. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

If a member objects, first ask for debate, then vote and then announce the vote.

Requesting Points of Something

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a [Point of Order](#), Point of Information, Point of Inquiry or Point of Personal Privilege.

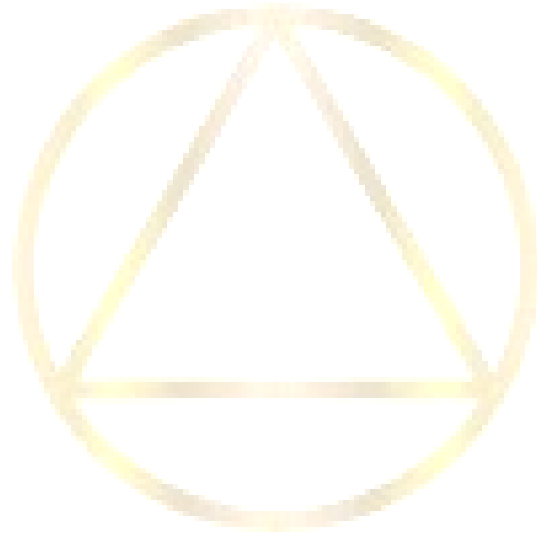
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Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

Point of Information: A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

Point of Inquiry: A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

Point of Personal Privilege: A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.



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Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority

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Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

*A member may make a [motion to reconsider](#) something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

Robert's Rules: Tips and Reminders for Chairpersons

[Robert's Rules of Order](#), which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following [tips and reminders](#) will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.

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- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

