

Updated  
August 2020

# Bylaws

## SANTA CLARA COUNTY YOUNG PEOPLE IN ALCOHOLICS ANONYMOUS (SCCYPAA)

CREATED September 2008

## Table of Contents

Mission Statement .....	1	22. Archives Chair: .....	7
Membership/Structure of Committee: .....	1	23. Web Master: .....	7
Description of Positions .....	2	24. Prayer Chair:.....	7
1. Chair: (OFFICER) .....	2	25. Unity Chair:.....	7
2. Co-Chair: (OFFICER) .....	2	26. LGBTQ+ Liaison .....	7
3. Treasurer: (OFFICER) .....	3	27. Inreach Chair: .....	8
4. Co-Treasurer: (Officer) .....	3	28. Merchandise Chair: .....	8
5. Secretary: (Officer) .....	3	29. Grapvine Rep: .....	8
6. Facilities Chair: (Officer).....	4	30. Secretary Co-Chair:.....	8
7. Outreach Chair: (Officer) .....	4	31. Outreach Co-Chair: .....	9
8. By-laws Chair: (Officer).....	4	32. Bylaws Co-Chair: .....	9
9. Events Chair: (Officer) .....	4	33. Programs Co-Chair: .....	9
10. Events Co-Chair:.....	5	34. Graphics Co-Chair: .....	9
11. Programs Chair:.....	5	35. Unity Co-Chair:.....	9
12. Bid Package Chair: .....	5	Annual Elections: .....	10
13. Bid Package Co-Chair:.....	5	General Procedures:.....	10
14. Hospitality Chair:.....	5	Meeting Procedures: .....	11
15. Hospitality Co-Chair:.....	5	Main ideas: .....	11
16. General Service Liaison- South County:.....	6	The Agenda: .....	11
17. General Service Liaison North- County:.....	6	The Chairperson .....	11
18. Intergroup Rep:.....	6	The Secretary .....	11
19. Bridging the Gap Liaison:.....	6	Motions: .....	11
20. Graphics Chair .....	6	You may influence WHAT the members discuss: .....	13
21. H&I Chair:.....	7	You may influence HOW and WHEN a motion is discussed: .....	13

<b>You may INTERRUPT a speaker for these reasons only: .....</b>	<b>13</b>	<b>Discussion of Non-Motions .....</b>	<b>15</b>
<b>Precedence of Motions .....</b>	<b>13</b>	<b>Reports: .....</b>	<b>16</b>
<b>Voting:.....</b>	<b>14</b>	<b>Members-At-Large: .....</b>	<b>16</b>
<b>Voting Procedures for Conference: .....</b>	<b>14</b>	<b>Emergency Meeting and Voting Procedures: .....</b>	<b>16</b>
<b>Footnotes.....</b>	<b>15</b>	<b>Third Legacy Procedure: .....</b>	<b>16</b>
<b>Discussion of Motions .....</b>	<b>15</b>		

**Preamble:**

Santa Clara County Young People in Alcoholics Anonymous (SCCYPAA) shall observe the spirit of AA tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principal; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the society it serves, it always remain democratic in thought and action.

**Mission Statement:**

Santa Clara County Young People of Alcoholics Anonymous (SCCYPAA) was formed in April 2006. SCCYPAA’s intention is to provide an environment encouraging young people to become involved in AA. Our mission is to carry the message to the alcoholic who still suffers and to have our actions inspire others to actively participate in their own recovery.

**Membership/Structure of Committee:**

- SCCYPAA is comprised of members of Alcoholics Anonymous who are elected to committee positions and members-at-large\* (see members-at-large definition page 14)
- All elected positions shall serve one full committee term.
- Failure to attend 3 consecutive business meetings, unexcused shall be considered abandonment of said position. The chair or Co Chair will notify said trusted servant that the position is open for re-election.
- Definition of an unexcused absence: An excused absence is defined as being absent from a SCCYPAA business meeting because of a pre-existing arrangement that arose either as a result of SCCYPAA motion of during the course of fulfilling required obligations as defined by your position. Absences are only excused if it is not possible to fulfill your obligation at some other time that does not conflict with a business meeting.
- A committee member may only miss a maximum of 5 business meetings. At 4 unexcused absences, the chair or co-chair will notify said member of their attendance. At 5 missed meetings, the position will become available for re-election.
- Any break in continuous sobriety is considered a resignation of committee position.

## **Description of Positions**

The committee shall elect from its membership the following positions:

### **1. Chair: (OFFICER)**

- Must be familiar with committee bylaws
- Must be able to dedicate a large amount of personal time to the commitment
- Responsible for overall function of the committee
- Responsible for ensuring that all tasks are accomplished
- Responsible for keeping up to date with committee and sub-committee activities: guide and steer
- Arrange agenda for all SCCYPAA business meetings
- Shall be a signer on all SCCYPAA accounts
- Must be at least 18 years of age
- Cannot be registered in Chex systems
- Solid understanding of the 12 Traditions
- Sobriety requirement is 2 years
- The chair cannot vote (except in a tie), introduce motions or participate in discussions
- Takes on responsibilities for positions or tasks that aren't getting done. By either delegating or taking the responsibility for that position or task.

### **2. Co-Chair: (OFFICER)**

- Assist chair with overall functioning of the committee
- Assist chair with ensuring that all tasks are accomplished
- Must be familiar with committee bylaws
- Must be at least 18 years of age
- Cannot be in Chex system
- Must be able to dedicate a large amount of personal time to the commitment
- Keep track of those who wish to speak in the order they raise their hands during SCCYPAA business meeting
- Shall be a co-signer on all SCCYPAA accounts
- Shall have an understanding of the 12 traditions
- Run business meetings in the absence of the chair
- Assist the chair with keeping up-to-date with committee activities in order to guide and steer
  - Assists the chair in taking on responsibilities for positions or tasks that aren't getting done. By either delegating or taking the responsibility for that position or task.
- Sobriety requirement of two years

### **3. Treasurer: (OFFICER)**

- Must be at least 18 years old
- Must not be in Chex system

- Must be a co-signer on all SCCYPAA accounts
- Responsible for maintaining financial records of SCCYPAA
- Responsible for tracking income and expenses, making deposits and writing checks
- Responsible for presenting a printed financial report at each SCCYPAA business meeting to be given to archives chair.
- Responsible for maintaining and holding key to PO box
- Responsible for receiving and recording money at SCCYPAA events
- Treasurer has veto power over any proposed budget solely based on availability of SCCYPAA funds
- Responsible for having bank records and checkbook available for review at every SCCYPAA business meeting
- Responsible for paying bills in a timely manner
- Sobriety requirement of two years

#### **4. Co-Treasurer: (Officer)**

- Shall regularly communicate with Treasurer regarding duties
- Responsible for duties as delegated by Treasurer
- Responsible for assisting treasurer in receiving and recording money at SCCYPAA events
- Responsible for checking P.O. box at least once monthly and responding to correspondence within one week
- Suggested minimum sobriety requirement of one year

#### **5. Secretary: (Officer)**

- Responsible for recording minutes of all SCCYPAA business meetings, documenting exact wording of all motions
- Responsible for furnishing information from records upon request
- The Secretary, if asked, is responsible for notifying all members of the SCCYPAA contact list of any subcommittee or ad hoc meetings
- Responsible for providing previous meeting minutes for the approval of the committee
- Responsible for maintaining attendance records of members & members-at-large
- Suggested minimum sobriety requirement is six months
- For procedures on approval of minutes, see item VI, section B.

#### **6. Facilities Chair: (Officer)**

- Shall locate, arrange, and conduct negotiations with at least two hotels in which SCCYPAA will be using to bid for selected conference
- Shall finalize two offers from facilities to be included in the final bid
- Shall work in collaboration with the Bid Package Chair to fulfill bidding requirements and recruit any help necessary to contact and negotiate with hotels
- Suggested minimum sobriety requirement one year

#### **7. Outreach Chair: (Officer)**

- Shall have the responsibility to outreach all SCCYPAA events within the Twelve Traditions of AA
- Create an Outreach Sub-Committee to conduct such outreach efforts
- Ensure SCCYPAA events and flyers are announced and posted to the ACYPAA
- One-List once event information is available
- Suggested areas for outreach (in addition to SCCYPAA's area) include, but not limited to, PENYPAA (Peninsula/San Mateo), EBYPAA (East Bay – Alameda and Contra Costa County), GGYPAA (Marin and San Francisco), CRUZYPAA (Santa Cruz County)
- Suggested minimum sobriety requirement six months

#### **8. By-laws Chair: (Officer)**

- Maintain committee Bylaws
- Responsible for enforcing and maintaining these rules of procedure.
- Shall distribute an updated copy of the Bylaws to each newly elected committee member. Distribute copies to all members-at-large who request one.
- Bring a copy to each business meeting to ensure the meeting is conducted by SCCYPAA's procedures
- Suggested minimum sobriety requirement six months

#### **9. Events Chair: (Officer)**

- Responsible for creating an Events Sub-Committee and running the Events Sub-Committee meeting where events will be decided on with a group conscience.
- Provide event information to Graphics Chair no less than 6 weeks prior to the event.
- Shall find locations and arrange events that promote unity and recovery among young people in AA, regardless of age.
- All events shall include an AA meeting
- Have contact info on all SCCYPAA event fliers
- Responsible for keeping SCCYPAA updated on all opportunities for service with local groups by attending their business meeting, where applicable, and offering our availability to be of service i.e.: (Unity Day Committee, Alano Clubs, SNL, We Care Group, Sober and Free Committee etc.), and young people's conferences (WACYPAA and ACYPAA's marathon meeting time slots and hospitality time slots).
- Responsible for wrangling in volunteers and, executing group service efforts at agreed on events
- Suggested minimum sobriety requirement one year

#### **10. Events Co-Chair:**

- Works closely with Events Chair
- Carry out various duties delegated by the Events Chair
- Suggested minimum sobriety requirement one year

#### **11. Programs Chair:**

- Shall fulfill AA meeting obligations at SCCYPAA events (includes finding speakers, readers, choosing meeting formats)
- Develop and maintain SCCYPAA meeting binder
- Fulfill meeting Secretary position at meetings, or find someone else to do so
- Works in collaboration with events chair
- Suggested minimum sobriety requirement one year

#### **12. Bid Package Chair:**

- Be responsible for the completion of the Bid Package for any bid made on any package on voted conference by the committee at the beginning of the term.
- Be responsible for meeting Bidding Requirements as mandated by the Advisory council of selected conference
- Create Sub-Committee to assist in assembly of Bid Package
- Shall confer with all Bid Team Members to ensure that all bidding requirements are met
- Contact at least two companies who rent audio visual equipment, including PA systems, and video screens, get an estimate for the rental costs of any equipment necessary for the duration of selected conference
- Suggested minimum sobriety requirement 18 months

#### **13. Bid Package Co-Chair:**

- Work closely with Bid Package Chair in all duties, which are deemed necessary to ensure Bid Package is complete
- Shall confer with Bid Package Chair and carry out or delegate any duties necessary for a bid presentation
- Shall recruit volunteers to participate in the bid presentation
- Suggested minimum sobriety requirement one year

#### **14. Hospitality Chair:**

- Shall coordinate the purchase and sale of snacks, drinks and supplies for SCCYPAA events and shall coordinate with Events chair for any co-hosting hospitality responsibilities.
- Responsible for inventory and storage of all food and supplies
- Suggested minimum sobriety requirement six months

#### **15. Hospitality Co-Chair:**

- Shall work closely with the Hospitality Chair
- In the absence of the Hospitality Chair, shall accept the duties of the Hospitality Chair.
- Suggested minimum sobriety requirement six months

#### **16. General Service Liaison- South County:**

- Shall be the liaison between SCCYPAA and the general service district 40 - South County
- Attend the GSR monthly meeting (3rd Tuesday of each month at 7:00 pm Trinity Episcopal Cathedral 81 N. 2nd Street, San Jose) to announce our events and report to SCCYPAA business meeting
- Responsible for coordinating with Bid Package Chair to get letter of support for Bid Requirements
- There is no sobriety requirement for the position.

### **17. General Service Liaison North- County:**

- Shall be the liaison between SCCYPAA and the general service district 04 - North County
- Attend the GSR monthly meeting (2nd Wednesday of each month at 7:30 pm First Congregational Church ,1980 Hamilton Ave. San Jose, CA United States) to announce our events and report to SCCYPAA business meeting
- Responsible for coordinating with Bid Package Chair to get letter of support for Bid Requirements
- There is no sobriety requirement for the position.

### **18. Intergroup Rep:**

- Shall be the representative for SCCYPAA with local Intergroup
- Attend the new representatives meeting (7pm, before every Intergroup meeting) at the beginning of their term.
- Attend the monthly Intergroup meeting (1st Wednesday of each month at 7:30 pm, First Methodist Church 535 Old San Francisco Rd. Sunnyvale, CA 94086) and report back to SCCYPAA
- Suggested minimum sobriety requirement one year

### **19. Bridging the Gap Liaison:**

- Shall be the liaison between SCCYPAA and Bridging the Gap
- Attend the monthly Bridging the Gap committee meeting (Third Monday of every month at 7:00 PM, First Congregational Church: 1980 Hamilton Avenue, San Jose, CA 95125)
- Report to SCCYPAA where Bridging the Gap needs support
- Suggest minimum sobriety requirement is 6 months

### **20. Graphics Chair:**

- Responsible for the design and production of all printed SCCYPAA material requiring graphics (flyers, business cards, t-shirts, etc.)
- Ensure digital copy of SCCYPAA fliers are forwarded to the Webmaster, Archives Chair, and Events Chair
- Provide event fliers to SCCYPAA members for outreach within two weeks of receiving event information.
- Suggested minimum sobriety requirement one year

### **21. H&I Chair:**

- Shall be the liaison between SCCYPAA and H&I, attend the monthly H&I business meeting (4th Tuesday of each month at 7:00 pm First Congregational Church 1980 E. Hamilton Ave. (at Leigh) San Jose, CA) and report to SCCYPAA where H&I service volunteers are needed (H & I lites are not to be posted in any way shape or form)
- Keep in possession, and pass “Pink Can” after 7th Tradition basket at all SCCYPAA business meetings and events (Donations can be mailed to Northern California H & I PO Box 192490 San Francisco, CA 94119-2490, or brought to the monthly H&I business meeting as a check or money order made out to Nor Cal H & I)
- Suggested minimum sobriety requirement six months



## **22. Archives Chair:**

- Responsible for maintaining all archives in a protective binder, including all fliers, meeting minutes, financial information, bylaws, past bid presentations and business cards
- Bring archives binder to selected conference for presentation at bid table
- Suggested minimum sobriety requirement six months

## **23. Web Master:**

- Responsible for the design and upkeep of the SCCYPAA website of all SCCYPAA related web properties. (I.E. social media, SCCYPAA website, and any SCCYPAA group chat applications. (including current links to local YPAA committees and YPAA conferences).
- Must maintain current listing of upcoming SCCYPAA events (info received from graphics chair)
- Suggested minimum sobriety requirement 2 years

## **24. Prayer Chair:**

- Responsible for reminding SCCYPAA members of the spiritual element of our service work during our business meetings
- Responsible for opening and closing prayers at SCCYPAA business meetings
- Responsible for stating the 2nd tradition at the opening of each business meeting.
- There is no sobriety requirement for this position

## **25. Unity Chair:**

- Responsible for planning and execution of monthly informal committee bonding events
- Responsible for providing information regarding time and location of Unity events at the monthly business meeting
- Responsible for attending every events sub-committee meetings to ensure there is no conflict with any SCCYPAA events or Outreach opportunities
- Responsible for wrangling volunteers for planned Unity events to help coordinate venues, donate refreshments, and loan entertainment supplies (i.e. making reservations, loaning decks of cards, providing a barbecue, and/or donating food).
- Not to use any SCCYPAA funds or announce at meeting level
- Suggested minimum sobriety requirement is six months

## **26. LGBTQ+ Liaison:**

- Should identify as an LGBTQ+ member or ally
- Shall strengthen the relationship/events/fellowship between YPAA and Santa Clara County LGBTQ+ AA
- Work closely with the Events chair and Co-Chair to help set up SCCYPAA panels to educate on LGBTQ+ matters (I.E. young queer and sober, proper pronouns, and safety in AA, etc.)
- Help bridge the gap between YPAA and LGBTQ+ communities by developing the YPAALGBTQ+ fellowship in Santa Clara County through the creation of YPAALGBTQ+ meetings, events, etc.
- Responsible for outreaching SCCYPAA events to LGBTQ+ community

- Responsible for outreaching LGBTQ+ events to SCCYPAA
- Suggested minimum sobriety requirement is one year

### **27. Inreach Chair:**

- Responsible for maintaining relationships with the greater Santa Clara County AA fellowships (I.E. SNL, Alano West, Alano East, Cornerstone, etc.)
- Distribute flyers to Alano Clubs, Intergroups, Central Offices, Treatment centers, individual members, meetings, and other AA functions
- Responsible for keeping Santa Clara County AA fellowship updated on SCCYPAA events by bringing flyers, announcing events at meetings, and/or attending steering committee meetings
- Suggested minimum sobriety requirement 6 months

### **28. Merchandise Chair**

- Works with Graphics Chair to create and sell SCCYPAA merchandise (t-shirts, sweatshirts, hats, etc.)
- Responsible for setting price of merchandise at a reasonable, profit generating price
- Brings merchandise to events to sell and maintains responsibility of holding merchandise
- Shall work with Treasurer to ensure all funds go into SCCYPAA bank account
- May work with the Webmaster to sell merchandise on SCCYPAA website
- Suggested minimum sobriety requirement one year

### **29. Grapevine Rep:**

- Responsible for being the primary liaison between SCCYPAA & the Grapevine Community
- Must register as the SCCYPAA group Grapevine Rep at <https://www.aagrapevine.org/get-involved/become-grapevine-rep>
- Must subscribe or obtain the monthly Grapevine subscription and stay up to date on Grapevine literature
- Responsible for spreading awareness of the Grapevine by announcing the latest issue at meetings and events
- Encourage SCCYPAA participation by sending in their stories, artwork or jokes
- Suggested minimum sobriety requirement six months

### **30. Secretary Co Chair:**

- In absence of Secretary, or per request of Secretary, is responsible for recording minutes of SCCYPAA business meetings, documenting exact wording of all motions
- Responsible for assisting Secretary in furnishing information from records upon request
- The Secretary Co Chair, if asked, is responsible for notifying all members of the SCCYPAA contact list of any subcommittee or ad hoc meetings
- Responsible for assisting Secretary in providing previous meeting minutes for the approval of the committee
- In congruence with Secretary, responsible for maintaining attendance records of members and members-at-large
- Suggested minimum sobriety requirement is 90 days

- For procedures on approval of minutes, see item VI, section B

### **31. Outreach Co Chair:**

- Assists the Outreach Chair with all functions of SCCYPAA outreach
- Fills in for the Outreach Chair if the Outreach Chair is not present at the business meeting
- Should help the Outreach Chair develop and implement an outreach plan that covers local, national, and international AA
- Help Outreach Chair coordinate announcements about SCCYPAA, committee meetings, and events at AA meetings
- Shall enthusiastically represent SCCYPAA in a professional and responsible manner
- Suggested minimum sobriety requirement is 90 days

### **32. Bylaws Co Chair:**

- Shall work closely with Bylaws chair
- Responsible for carrying out various duties delegated by Bylaws chair
- Suggested minimum sobriety requirement 6 months

### **33. Programs Co Chair:**

- Shall work closely with Programs Chair
- Responsible for carrying out Programs Chair duties in the absence of, or at the request of, the Programs Chair
- Suggested minimum sobriety requirement is 90 days

### **34. Graphics Co Chair:**

- Shall work closely with the Graphics Chair regarding production of all SCCYPAA printed material (flyers, business cards, t-shirts, etc.)
- Responsible for carrying out various duties delegated by Graphics Chair
- Suggested minimum sobriety requirement is 6 months

### **35. Unity Co Chair:**

- Responsible for assisting the Unity Chair in the planning and execution of monthly informal committee bonding events
- Responsible for assisting the Unity Chair in providing information regarding time and location of Unity events at the monthly business meeting
- Responsible for assisting the Unity Chair in wrangling volunteers to help coordinate planned Unity events
- There is no sobriety requirement for the position.

### **Annual Elections:**

1. Annual elections for SCCYPAA committee positions shall be conducted within one month following the ACYPAA conference (time and place to be determined by committee prior to ACYPAA). This is when the term starts.
2. In the spirit of rotation: no member shall serve two full consecutive terms in the same position (may serve partial term followed full term if elected).
3. SCCYPAA officer positions shall be elected using the Third Legacy Procedure (as outlined in the AA Service Manual); all other positions will be elected via simple majority vote.

## **General Procedures:**

1. SCCYPAA shall follow the 12 Traditions
2. All SCCYPAA financial transactions shall be made through its bank accounts.
3. SCCYPAA shall maintain a post office box for all correspondence. The treasurer shall make sure that all the rents are paid at the post office box. All correspondence shall be collected by the treasurer.
4. The post office box, bank accounts, and SCCYPAA material should not be used for anything other than SCCYPAA business.
5. Any amendments, deletions, additions, revisions to the Bylaws shall be made in a 3-step process:
  - a) Proposals shall be brought to a normal business meeting in a hard copy of written format.
  - b) The change/changes will be discussed as new business and tabled until the next business meeting.
  - c) At the following business meeting, the changes will be brought up as old business and voted upon and must pass by a 2/3 majority of the voting body.
6. Three committee members (Chair, Co-Chair, and Treasurer or Co-Treasurer) at every event must count and sign off on the monies collected before handing it over to the treasurer.
7. Treasurer will ensure that SCCYPAA maintains a Prudent Reserve of **\$1000**. In order to go below prudent reserve, committee must obtain group conscience at the time.
8. 100% of SCCYPAA funds will be transferred to new committee at the beginning of each term. Donations (20% of funds available above prudent reserve) will be divided and distributed to Central Office – 65%, General Service Office – 20%, Treasurer CNCA (Area 6) – 5%, District 40 – 5% and District 04 – 5% at the first business meeting of the new term.
9. SCCYPAA will conduct one group inventory per term before the ACYPAA of that term. Time and place to be determined by the Bylaws Chair. For group inventory purposes, the Bylaws chair will select an outside facilitator.

## **Meeting Procedures (according to Robert's Rule of Order for use at AA Business Meetings)\*:**

### **Main ideas:**

1. We gather in a spirit of cooperation to discover our group conscience. We need never fear the conscience of the group.
2. For each discussion\*, everyone should have the chance to speak once before anyone may speak a second time.
3. Everyone has the right to know what is going on at all times.
4. Only urgent matters may interrupt a speaker.
5. The members discuss only one thing at a time.

**The Agenda:** Agendas are to follow this order:

1. Meeting Opening/Attendance
2. Approval of Minutes
3. 7th Tradition
4. Committee Reports
5. Old Business
6. New Business (positions needing to be filled are recognized here)
7. Announcements (birthdays, speaking engagements)
8. Closing Prayer

### **The Chairperson**

The Chair performs an invaluable service by running the business meeting according to the rules of order. The Chair cannot vote (except in the event of a tie), introduce motions, or participate in discussion. In general, no one should speak without first being recognized by the Chair, and if people start speaking out of turn, the chair will call for order. The Chair has the discretion to use a timer for reports and discussion to ensure business meetings end in a timely manner.

### **The Secretary**

The Secretary takes notes so that they can prepare the official written record of the meeting, called the “minutes.” Clear, accurate minutes are very important – they will be used to keep track of the group’s conscience, as well as unfinished business from previous business meetings. The Secretary need not record everything that is said; the minutes are not a transcript. However, it should include:

1. **Officer’s reports\*, if any were made during the meeting.**
2. **The exact wording of any motions introduced, including motion maker and who seconds it, and their fate (passed, defeated, referred to committee, or tabled).**
3. If motions were referred to committee, make sure the group specifies the duties of the committee and when their report should be delivered to the full business meeting.

**Minutes are to be provided to all SCCYPAA members via email before next business meeting.** Each member is individually responsible for reviewing minutes, which will be approved via simple majority vote at the following business meeting. If at any time the Secretary is unclear about something, he/she should ask for clarification immediately. The Secretary can vote, introduce motions, and participate in discussion.

### **Motions:**

A **main motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After recognition by the chair, any member can introduce a main motion when no other motion is on the table. A main motion requires a second to be considered. A main motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely) before a new main motion may be considered. A **subsidiary motion** affects the main motion under discussion (e.g., “I move that we amend the motion to specify that the break should be 5 minutes long”). After recognition by the chair, any member can introduce a subsidiary motion when another motion is on the table. Once a subsidiary motion has been seconded, it must be disposed of before returning to the main motion. Subsidiary motions can theoretically have their own subsidiary motions, each of which must be resolved in turn. The various kinds of subsidiary motions have different precedence and require different votes to pass (see next page). Technically, once a motion has been introduced and seconded, it “belongs” to the group, not the person who introduced it. Instead of the mover “withdrawing” it, the group should **amend** it, or move to **postpone the motion indefinitely** (a way of killing the motion without voting it down).

**To bring a new idea before the group:** After recognition by the chair, present your motion by starting I move that we \_\_\_\_\_. A second is required for the **motion** to go to the floor for discussion, or consideration. If a motion passes, it goes into effect immediately or at a specified time. Defeated motions cannot be reintroduced for 6 months.

**To change or add to the wording of a motion under discussion:** After recognition by the chair, move to **amend** the motion by proposing a specific amendment. Most amendments are friendly, arising naturally out of the group’s discussion of the motion, and can be accepted by the original mover. But if the original mover objects, a majority vote will still amend the original motion. An amendment can completely reword or replace a motion without voting it down.

**If you have heard enough discussion, either:**

1. Move to **close the discussion**. This ends discussion and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.
2. Move to **limit discussion** to a set period of time or to a set number of speakers. Requires a 2/3 vote.

**To recommend more study and/or investigation be given to a motion:** Move to **refer to a committee**. Refers a question to be investigated by a specified group, with a specified purpose, and a specified time to report back to the entire group. Requires a majority vote.

**To postpone a motion until some later time:** Move to **table the motion** until a specific time. The motion may be taken from the table after 1 item of business has been

**If you have changed your mind about:** A note about main motions: in adversarial assemblies, nothing is discussed without a motion. But in AA, cooperation is assumed, and it is often counterproductive to introduce a main motion before there has been some discussion of its subject matter. After some discussion, the intent of the group is usually clearer, and

conducted. If the motion is not taken from the table by the end of the next, it is dead. A majority is required to table a motion.

**To end the meeting:** Move to **close business meeting**. All pending motions will be tabled until next biz meeting. This motion takes immediate precedence and is not discussed. It requires a majority vote to pass.

**You are unsure that the Chair has announced the results of a vote correctly.** Without being recognized, call for a **vote recount**. At this point a standing vote will be taken.

**If you are confused about a procedure being used and want clarification:** Without recognition, call for a **point of information**. The Chair will ask you to state your question and will attempt to clarify the situation.

**If you think the rules of order have been violated:** Without recognition, call for a **point of order**. The Chair will ask you to state your question and will attempt to clarify the situation.

**To kill a just-introduced motion:** Without recognition from the Chair simply state **I object to consideration**. This must be done before any discussion. This motion requires no second, is not debatable and requires a 2/3 vote.

**Something that was voted on earlier in the meeting for which you were on the winning side.** Move to **reconsider**. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.** Move to **rescind**. A 2/3 vote is required

the chair can be of service by attempting to coalesce what he or she has heard into a coherent motion, and ask if anyone will introduce the motion.

**You may influence WHAT the members discuss:**

- if you would like to discuss something - **motion**
- if you would like to change a motion under discussion - **amend**

**You may influence HOW and WHEN a motion is discussed:**

- if you want to limit discussion on something - **limit discussion**
- if you think people are ready to vote – **end discussion**
- if you want a committee to evaluate the topic and report back – **refer to committee**
- if you want to discuss the topic at another time – **table until later in meeting or next meeting**

**You may INTERRUPT a speaker for these reasons only:**

- to get information about business - **point of information**
- to get information about rules - **rule inquiry**
- if you see a breach of the rules - **point of order**

**Precedence of Motions:** Lower-numbered motions have precedence over higher numbers.

1. **Close meeting** - Not debatable; goes to immediate majority vote.
2. **Call for orders of the day** – A demand to return to the regular order of business.
1. **Table until later in meeting** – This motion is only used to set aside the pending motion to take up something more urgent, with the full expectation of returning to the motion.
2. **End discussion and vote** - A motion to close debate immediately and vote now on the pending motion. Applies only to the motion on the floor. Not debatable; requires 2/3 vote.
3. **Limit discussion** - Can be general, or for a specific time or number of speakers. Not debatable; requires 2/3 vote.
4. **Table until next meeting** – Postpones the current motion to the next session or to an adjourned meeting.
5. **Refer to committee** - Applies only to the main motion.
6. **Amend** – If not accepted by mover, must be voted for by a majority to be considered and passed.
7. **Kill Motion on the floor** – Kills the motion without directly voting it down.
8. **Main Motion** - What it is you're debating and amending.

MOTION	REQUIRES SECOND	OPEN FOR DISCUSSION	CAN BE AMENDED	REQUIRED TO PASS	RECONSIDER/ RESCIND
Main Motion	Second	Yes	Yes	Majority	Rec/resc
Amend Motion	Second	Yes		Majority	Rec/resc
Kill a Motion	Second			2/3 Maj	Rec/resc
Send to Committee	Second	Yes	Yes	Majority	Rec/resc
Table until later in meeting	Second			Majority	
Table until next meeting	Second	Yes	Yes	Majority	Rec/resc
Close discussion	Second			2/3 Maj	Rec/resc
Limit discussion	Second		?	2/3 Maj	Rec/resc
End Meeting	Second			Majority	

Adapted from: [http://www.sonoma.edu/Senate/Roberts\\_Simple.html](http://www.sonoma.edu/Senate/Roberts_Simple.html)

### **Voting:**

1. SCCYPAA committee members, and members-at-large\* are allowed to vote on motions and each member has one vote only.
2. The Chair of SCCYPAA can only vote to break ties.
3. Voting is done by a show of hands except during Third Legacy Procedure\*.
4. Motions to amend, delete or add to the Bylaws require a vote of 2/3 of the members present to pass. All other motions may be passed by majority vote.
5. All decisions shall be reached through discussion based on an informed group conscience and, whenever possible, substantial unanimity.
6. Automatically following a vote, minority opinions can be voiced. If one of the majority wishes to reconsider his or her position after minority opinions have been voiced, a second vote must be taken.

### **Voting Procedures for Conference:**

At the beginning at each cycle of elections, the new committee will take a 2/3 majority vote of which conference the committee wants to bid for. Suggested options are but are not limited to ACYPAA, WACYPA and ICYPAA. Voting must take place on the following business meeting following elections.



## Footnotes

### Simplified Robert's Rules of Order for use at AA Business Meetings

Robert's Rules of Order are used around the world to allow organizations to make decisions in a timely and mutually accepted manner. They are designed to allow groups with widely opposed factions to come to agreement. They are not the only kind of informal parliamentary procedure, but they are relatively simple and familiar in essence to many people. This document presents a simplified version for use in the business meetings of Alcoholics Anonymous or other 12-step programs. This is not General Service Robert's Rules of Order are used around the world to allow organizations to make decisions in a timely and mutually accepted manner. They are designed to allow groups with widely opposed factions to come to agreement. They are not the only kind of informal parliamentary procedure, but they are relatively simple and familiar in essence to many people. This document presents a simplified version for use in the business meetings of Alcoholics Anonymous or other 12-step programs. This is not General Service motion on the table and a vote will be taken

### Discussion of Motions

1. Questions shall only be asked at the conclusion of a speaker's remarks.
2. The only member who may interrupt a speaker is the Chair, except when a question of procedure arises. The Chair may only interrupt a speaker for these reasons:
  - a. Speaking off the topic.
  - b. Speaking too long.
  - c. Repeating the previous points at length.
3. Any member may make a procedural motion at any appropriate break in discussion.
4. **Discussion shall follow this procedure:**
  - a. The Chair will open discussion by asking, "Is there any discussion?"
  - b. The member making the motion has the right to speak first and last on that motion.
  - c. The Chair will call on members or guests who raise their hands to speak.
  - d. The Chair will always ask for further discussion before giving the floor back to the member who made the motion.
  - e. If at any time the Chair decides the discussion has escalated beyond his/her ability to keep track of raised hands, the CoChair will keep a list of all the people wishing to speak and follow the list until the Chair can keep track again.

5. All discussion shall be concise, courteous and dignified.
6. After discussion of the motion the Chair shall ask the Secretary to repeat the motion on the table and a vote will be taken.

### Discussion of Non-Motions

- 1) Questions shall only be asked at the conclusion of a speaker's remarks.
- 2) The only member who may interrupt a speaker is the Chair except when a question of procedure arises. The Chair may only interrupt a speaker for these reasons:
  - a) Speaking off the topic.
  - b) Speaking too long.
  - c) Repeating the previous points at length.
- 3) Discussion shall follow this procedure:
  - a) The Chair will open discussion by asking, "**Is there any discussion?**"
  - b) The Chair will call on members or guests who raise their hands to speak.
  - c) If at any time the Chair decides the discussion has escalated beyond his/her ability to keep track of raised hands, the CoChair will keep a list of all the people wishing to speak and follow the list until the Chair can keep track again.
- 4) All discussion shall be concise, courteous and dignified.

### **Reports:**

1. Reports are given by the Chair of each Subcommittee only (in the absence of the chair, the report will be given by the Co-Chair)
2. All reports shall be concise and well prepared.
3. All reports shall be provided in writing to the Secretary by the end of every regularly scheduled business meeting.
4. No motions may be made during reports, and any questions shall be for clarification only.

### **Members-At-Large:**

Voting members of SCCYPAA who do not hold an elected position

Anyone can become a member-at-large by attending two consecutive business meetings, however, voting rights are lost if two consecutive business meetings are missed. To gain voting rights back the member must attend two consecutive business meetings again. To honor the spirit of rotation members-at-large will step down at the election of a new committee.

### **Emergency Meeting and Voting Procedures:**

In the event of “Force Majeure” (any act of God beyond our control) that impacts any procedure or event, Chair or Co-Chair may call an emergency meeting (every attempt must be made to make contact with every voting member). Group conscience is determined by members in attendance.

### **Third Legacy Procedure:**

- Any member meeting the position requirements may make themselves available, or be nominated, for a position.
- After nominations for the position are closed, the candidates’ names are posted on the blackboard.
- All voting members cast written ballots.
- The tally for each candidate is posted on the blackboard. The first candidate to receive 2/3rds majority of the vote is elected. (2/3rds majority vote is based on the total votes cast at each ballot.)
- If no candidate receives 2/3rds of the vote at the first ballot then a second ballot is taken.
- After the second ballot, if no candidate received 2/3rds majority, any candidate who received less than 1/5th of the vote is automatically withdrawn.
- After the 4th ballot, if no candidate has 2/3rds majority of the vote, the chair asks for a motion, second, and majority show of hands conducting a fifth and final ballot.
- If the motion fails, the two top candidates go into a hat. Ties for second also go into the hat. The first name drawn from the hat is elected to the position.
- If the motion passes, a 5th ballot is taken. If no candidate gains the 2/3rds needed, then the top two names go into the hat (plus ties) and the first name drawn is elected.
- To see a chart illustrating the Third Legacy procedure, see page s21 in your AA Service Manual.