

# **San Lorenzo Valley Fellowship of Alcoholics Anonymous Policies & Guidelines Document**

The policies and Guidelines Document is maintained with other Fellowship documents, and shall be available for review by any interested Member.

## ***POLICIES***

A "policy" is any principle, plan, or course of action adopted by the Assembly to supplement the bylaws. Policies may be adopted by two-thirds majority vote of the Franchise Members present at any properly noticed business meeting.

## ***GUIDELINES***

A "guideline" is in the nature of a tradition, suggestion or rule of thumb for the actions or deliberations of the SLV FELLOWSHIP, its Committees, Officers, Trustees, or Members. The 12x12x12 embodies guidelines for all actions and deliberations of the Fellowship. Additional guidelines may be added by a three-fourths majority vote of the Members present at any properly noticed business meeting.

### ***1) Meeting Secretaries***

- a) It is suggested that all secretaries shall have at least six months of current, continuous sobriety in order to be a voting franchised member. Meeting Secretaries, as part of their responsibilities, shall attend all Fellowship Business Meetings and at least one Meeting Secretary Workshop at the earliest possible opportunity.
- b) The method of Electing Secretaries to represent the various meetings shall be left to the discretion of the various meetings themselves, as each meeting is "autonomous, except in matters affecting other meetings or A.A. as a whole." In order to keep the various meetings informed of their representation on the Steering Committee, the Secretary Coordinator shall post a record of each Meeting Secretary's

attendance at Steering Committee monthly meetings.

- c) If, because of extenuating circumstances, a secretary has to resign and there is no one with at least six months of sobriety who is immediately available to take the position, then a Temporary Secretary may be elected until the secretary position is filled by one who meets the requirements outlined in (a) above.

## **2) Meeting Chairpersons**

- a) It is strongly suggested that all Chairpersons shall have at least six months of current, continuous sobriety. If the Chairperson does not show up and there is no one with six months of sobriety to Chair the meeting, then it is suggested that a topic/discussion meeting take place.

## **3) Business Meetings**

- a) The SLVAA Steering Committee will hold a monthly business meeting as determined by the steering committee.
- b) The agenda for all regular meetings shall be posted by the Chair at least 48 hours prior to the meeting.
- c) All business meetings of the SLVAA Steering Committee will be conducted according to and be subject to the most current edition of Roberts Rules of Order.

## **4) Elections**

- a) Scheduled elections for Group Officers occur at the Annual Meeting in March. Candidates should meet the requirements for Officer positions as outlined in Article III of the Bylaws.
  
- b) Special Elections: In order to fill a vacant position when more than half of the regular term for that position is unfinished, there should be an election for the trusted servant who fills that position.
  
- c) Third Legacy Procedure
  - In keeping with the spirit of service, which is practiced throughout the fellowship of Alcoholics Anonymous, a modified "Third Legacy" procedure shall be used in the election of all Trusted Servants. (For a more detailed description of A.A.'s unique Third Legacy, see The A.A. Service Manual)
  
  - i) Nominations: There will be no "nomination from the floor." Rather, all members present are polled regarding their availability and eligibility for office. Each responds "available," "not available," or "not eligible."
  
  - ii) Names of all eligible and available members are posted on a board.
  
  - iii) Voting is conducted by secret ballot.
  
  - iv) A two-thirds majority will determine who fills a position. (Abstentions are not counted)
  
  - v) In the event there are more than two candidates for a position and no one achieves a two-thirds majority, a series of votes may occur.
  
  - vi) With each vote, any candidate who does not achieve a minimum of 20% of the total vote will be removed from the slate until there are only two candidates remaining.
  
  - vii) If there are three or more candidates remaining (each with over 20%) with no one candidate achieving a

simple majority, the one with the lowest number of votes will be removed from the slate.

viii) In the event of a tie between two candidates, selection "from the hat" by the Group Chair (or past Group Chair) will be the ultimate tie-breaker.

d) Use of the Minority Opinion

i) From Concept V: (in part) "We recognize that minorities perform a most valuable service when, by asserting their 'Right of Appeal,' they compel a thorough-going debate on important issues. The well-heard minority, therefore, is our chief protection against an uninformed, misinformed, hasty or angry majority."

ii) After a vote on any motion, the Chair shall invite Minority Opinion. Anyone who voted in the minority may issue an appeal to the majority by restating their opinion.

iii) When this process is complete, the Chair shall then ask if anyone from the majority has changed their mind.

iv) If no one from the majority has changed their mind, the vote stands.

v) If someone from the majority has changed their mind the Chair calls for a motion to reconsider.

a) Motion to Reconsider:

i) If a member who voted in the majority moves to reconsider, and that motion is seconded, a vote shall immediately be taken, without discussion.

ii) If the motion to reconsider fails (does not achieve a simple majority), the original motion stands.

iii) If the motion to reconsider passes, see below.

- b) If the Motion to Reconsider Passes:
  - i) Discussion shall be reopened on the original motion.
  - ii) A vote is taken again on the original motion.
  - iii) The results of this vote stand.

### **5) Six Month Rule**

- a) In order to ensure an orderly flow of business, the same or substantively similar issues will not be considered by the Business Meeting for a period of six months after disposition of a motion.
- b) An exception to this rule may be made by a simple majority vote of Members.

### **6) Finances**

- a) The Treasurer shall maintain a prudent reserve in a savings account on behalf of the Fellowship of an amount not less than three months of operating expenses.
- b) All checks for non-recurring expenses over \$200 shall require a second signature by an authorized signer on the account.
- c) The Treasurer and the Finance Committee shall provide a monthly statement for the steering committee review and a detailed accounting of the Fellowship's financial status to the Steering Committee on a quarterly basis.

## **7) New Meetings**

- a) Members wanting to start a new meeting at the Fellowship must first seek approval from the steering committee.

***Version 2, updated Jan. 12, 2024***