



CENTRAL SERVICE COMMITTEE

GUIDELINES AND PROCEDURES

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Table of Contents

Page 4	Central Service Guidelines and Procedures	Section 1
Page 4	What is Central Service?	Section 2
Page 5	Anonymity	Section 3
Page 5	Contact Information (Confidentiality)	Section 3.1
Page 5	E-Mail Addresses	Section 3.1
Page 6	Composition of Central Service	Section 4
Page 6	Central Service Representative (CSR)	Section 4.1
Page 6	Qualifications of Central Service Representative	Section 4.2
Page 6	Responsibilities of Central Service CSR's	Section 4.3
Page 6	Responsibility of Alternate CSR's	Section 4.4
Page 6	Changes of Group CSR's & alternate CSR's	Section 4.5
Page 6	Composition of the Executive Committee	Section 5
Page 6	Qualification of Executive Member	Section 5.1
Page 7	Chair	Section 5.1.1

Page 7	Co-Chair	Section 5.1.2
Page 7	Treasurer	Section 5.1.3
Page 7	Secretary	Section 5.1.4
Page 7	Roles of Executive	Section 6.
Page 7	Central Service Chair	Section 6.1
Page 7	Central Service Co-Chair	Section 6.2
Page 8	Secretary	Section 6.3
Page 8	Treasurer	Section 6.4
Page 8	Financial Affairs	Section 6.4.1
Page 9	The sub-Committees	Section 7.1
Page 9	Bluenose Bulletin sub-Committee	Section 7.1.1
Page 10	Phone sub-Committee	Section 7.1.2
Page 10	Webmaster	Section 7.1.3
Page 10	Entertainment sub-Committee	Section 7.1.4
Page 10	Literature sub-Committee	Section 7.1.5
Page 11	Hospital Visitation sub-Committee	Section 7.1.6
Page 11	Help E-Mail Coordinator	Section 7.1.7
Page 11	Mid-Winter Round Up sub-Committee	Section 7.1.8
Page 12	Insurance Sub-Committee	Section 7.1.9
Page 12	Traditions Liasion	Section 7.10
Page 12	Cooperation with the Professional Community	Section 7.2(a)
Page 13	Corrections Sub-Committee	Section 7.2(b)
Page 13	Public Information Sub-Committee	Section 7.2(c)
Page 14	Treatment Sub-Committee	Section 7.2(d)
Page 14	Qualifications of Chairs sub-Committees	Section 7.2.1
Page 14	Sub-Committee Co-Chairs	Section 7.2.2
Page 15	Sub-Committee Members	Section 7.2.3
Page 15	Terms of Office	Section 8
Page 15	Central Service Representatives (CSR'S)	Section 8.1
Page 15	Executive Committee, sub-Chairs & Co-Chairs	Section 8.2
Page 15	Vacancies Executive and sub-Committees	Section 8.3
Page 16	Removal of Executive or sub-Committee Chair	Section 8.4
Page 16	Meetings of Central Service Committee	Section 9

Page 16	Regular Meetings	Section 9.1
Page 16	Standard Agenda	Section 9.1.1
Page 16	Rules of Conduct	Section 9.1.2
Page 16	Rules of Procedure	Section 9.1.3
Page 17	Special Rules of Procedure	Section 10
Page 17	Minority Voice	Section 10.1
Page 17	Recommendations (re-pealed)	Section 10.2
Page 17	Motions	Section 10.3
Page 17	Elections	Section 11
Page 18	Meeting List	Section 12
Page 18	Annual Cocktail Party	Section 13
Page 19	Service Fair	Section 13.2
Page 19	Amendments to Guidelines	Section 14

1. Central Service Guidelines and Procedures

The objective of this document is to provide Central Service Committee with guidelines and standards so that it continues to be highly effective and consistent in furthering the Alcoholics Anonymous program in accordance with the Twelve Traditions of Alcoholics Anonymous. It reflects the experience and practices which have grown over time, which have proven effective in furthering the purposes of Central Service.

2. What is Central Service?

Central Service is a coordinating body that supports the 12 Step work of AA groups in District 1 and 2 of Alcoholics Anonymous Area 82 (NS/NFLD). It provides a point of contact between meeting groups, AA members and the still suffering alcoholic.

3. Anonymity

In the course of carrying out its functions, Central Service must respect and protect the anonymity of all AA members, potential members and others who may contact us. Central Service members must balance between maintaining anonymity and providing contact information to carry out 12 Step work. Central Service views the following as basic principles of anonymity:

- Protection of the identity of anyone in AA or in contact with AA at any time, alive or dead,
 - Confidentiality of all information of anyone in AA or in contact with AA, alive or dead, -
- When in doubt these principles apply.

In the course of Central Service work, members may be required to divulge their full name and affiliation to further the business and activities of Central Service in such matters as banking, leasing, arranging speaker engagements, contracts, etc. These matters are understood to occur within confidential business settings. This understanding requires that anonymity is broken only to the extent required. This Guideline is consistent with Tradition 11 and Tradition 12.

3.1 Contact Information (Confidentiality)

As a body, Central Service does not provide information in the form of full names, personal email addresses or personal addresses of its members. For the business of Central Service, members at their discretion may provide such information for the convenience of internal communication in carrying out the activities of Central Service. Published phone numbers for internal purposes have generally had the approval of the executive members and sub-committee chairs. The information remains confidential within the business at hand

3.2 E-mail Addresses

There are email addresses for Central Service executive members and subcommittee chairs. These email addresses provide anonymity for the members in these positions; but also continuity over time for contacting the members in these positions as they are rotated by election from one term to the next. For the general members contacting the executive and subcommittee chairs using their personal email addresses and full names; this information remains confidential within the immediate purpose of the contact.

All e-mail addresses can be found in the AA newsletter and on the AA Halifax web page

4. Composition of Central Service

Central Service is composed of:

- Central Service Representatives (CSR's) and Alternate CSR's appointed or elected by AA meeting groups in Districts 1 and 2;
- Elected members of the Central Service Executive;
- Elected Sub-Committee Chairs, and Co-Chairs; [see Section 6.1] - And Sub-Committee Volunteers. (see Section 6.5)

4.1 Central Service Representatives

Each AA meeting group is entitled to representation by one Central Service Representative (CSR). Each group should have an Alternate CSR (see Section 5.1)

It is suggested, that upon election to the Executive or to a Sub-Committee Chair, a CSR shall cease to be the CSR of their group, and the group should elect a new CSR. Each member of Central Service has one vote only, regardless of serving more than one capacity. It is suggested the vote of an Executive member or Sub-Committee Chair is cast on behalf of the Executive or SubCommittee, leaving the meeting group without a vote. If a Meeting Group is without a CSR or Alternate CSR for any reason; it may designate a Meeting Group member to attend, participate and vote at a Central Service meet-

ing. The sitting Chair of the meeting does not have a vote except in case of a tie. A sitting chair remains neutral on any matter subject to debate by the meeting. The sitting Chair may relinquish the chair to give a report or to participate in a debate. A member of the Executive Committee may become the sitting Chair in such circumstance.

4.2 Qualifications of Central Service Representatives

In the selection of a CSR as conducted by a Meeting group, it is suggested by Central Service, the candidate have two years of sobriety and the Alternate CSR have one year. It is further suggested the candidates for CSR or Alternate CSR, have experience as an active member of the group in supportive service, participation in business meetings, chairing and other efforts on behalf of the group.

4.3 Responsibilities of Central Service CSR's

A Central Service Representative has the following responsibilities:

- To attend meetings of the Central Service Committee;
- To represent the conscience of their group in deliberations (section 9.1);
- To participate in discussions;
- Willing to make, second and/or vote on motions;
- Willing to make and/or vote on recommendations;
- Consider standing as candidate for Executive and sub-Committee Chair positions;
- On occasion, as trusted servant, willing to vote based on own conscience and discussion, independent of their group;
- To take back to their group any matter requiring group conscience consideration before final vote at Central Service;
- In general, to keep their group advised of the work of Central Service.

4.4 Responsibility of Alternate CSR's

The Alternate Central Service Representative acts in the absence of the GSR who for whatever reason is not able to attend a meeting of Central Service. In such event, the responsibilities of the Alternate GSR are the same as specified in Section 4.3.

In the event, both Central Service Representative and Alternate GSR are present at a meeting; the Alternate GSR has no vote and may only speak at the discretion of the Chair, as any observer to the meeting.

4.5 Changes of Representatives: Group Notice

Each group shall notify the Secretary of the Central Service Committee of the contact information of the CSR and of the Alternate CSR upon election. The group is asked to provide first name and last initial, phone number and e-mail or mailing address.

5. Composition of the Executive Committee

The Executive Committee shall consist of the following positions:

- Chair,
- Co-Chair, - Secretary, - Treasurer.

5.1 Qualifications of Executive Member

All of the positions listed above are an extension of 12 Step work and have the potential to positively or negatively impact AA as a whole. It is suggested that each member have prior service experience at Central Service, have a sponsor, be actively working AA's 12 Steps and have a working knowledge of the 12 Traditions, 12 Concepts and the A.A. Service Manual and these Guidelines. Other experience and training may be a consideration.

5.1.1 Chair

It is recommended that the Central Service Committee Chair have a minimum of five years continuous sobriety, prior service experience at Central Service and Group level, be actively working AA's 12 Steps and have served as Co-Chair of Central Service. Prior knowledge and experience chairing meetings maybe considered an asset.

5.1.2 Co-Chair

It is recommended that the Central Service committee Co-Chair has a minimum of three years continuous sobriety and be actively working AA's 12 Steps. Having prior experience at Central Service or District level would be beneficial. Prior knowledge and experience chairing meetings maybe considered an asset.

5.1.3 Treasurer

It is recommended that the Treasurer of Central Service have a minimum of five years of continuous sobriety, be financially rehabilitated and be actively working AA's 12 Steps. Prior experience preparing and managing financial accounts an asset.

5.1.4 Secretary

It is recommended that the Secretary of Central Service Committee have a minimum of five years continuous sobriety, be financially rehabilitated and be actively working AA's 12 Steps.

6. Roles of Executive

The Executive Committee have the overall responsibility for the oversight of the operations and activities of Central Service and reporting such to the Central Service Committee. The Executive should pass on knowledge of the 12 Steps, 12 Traditions and 12 Concepts to members of Central Service. They should assist the Committee in its work of carrying the AA message. Executive members have the responsibility to carry the role of a subcommittee chair in the absence of such chair.

6.1 Central Service Chair

The Chair has the overall responsibility for monitoring the functioning of Central Service Committee in consultation with members of the Executive Committee and sub-Committee Chairs. Any concerns, issues or items of interest are part of the report of the Chair at monthly meetings of Central Service.

In particular the Chair has the following responsibilities:

- Chair the monthly Central Service Committee meetings according to AA Concepts of World Service and these Guidelines or as revised;
- Prepare meeting agenda (Section 10.1.1);
- Convene the Executive Committee, as required, to make decisions in the absence of full Committee meetings, in situations where time does not allow full consultation;
- Attend District 1 and District 2 GSR meetings or, in the alternative, delegate the Co-Chair in their stead;
- Monitors with the Co-Chair the help@aahalifax.org account to ensure emails are answered in a timely and appropriate manner;
- Acts as Signing Officer on all Central Service Bank Accounts including Literature account.

6.2 Central Service Co-Chair

- In the absence of the Chair for a particular function or functions, the Co-Chair stands in place of the Chair with the same responsibilities for that purpose or purposes.

In particular, the Co-Chair has the following responsibilities:

- In the absence or by agreement of the Chair, chair the monthly meeting of Central Service and prepare the Agenda (Section 10.1.1);
- Participate in the activities of the Executive Committee as required;
- Monitor with the Chair the help@aahalifax.org account to ensure emails are answered in a timely and appropriate manner;
- Assist the Central Service Committee to carry the message;
- Acts as Signing Officer on all Central Service Bank Accounts including Literature account;
- Acts as Secretary, in their absence;

6.3 Secretary

The Secretary has the overall responsibility to document the relevant deliberations and the decisions of the monthly Central Service meetings and transmit the same to the members.

In particular, the Secretary has the following responsibilities:

- Taking the minutes at Central Service meetings;
- Distribute the minutes to all the members of Central Service and other AA members who provide email addresses for that purpose;
- Post approved minutes with the Webmaster;
- Maintain a contact list of all members of the Central Service Committee;
- Maintain and act as custodian of a Resolution Registry duly passed by the Central Service Committee.

6.4 Treasurer

The Treasurer has the overall responsibility to monitor the financial health of the Central Service Committee.

And in particular, the Treasurer has the following responsibilities:

- Report at the monthly meeting the accounting of all income and disbursements authorized and made on behalf of Central Service;
- Reports on the accounting of budgets for sub-Committees;
- Prepare a six month year to date financial statement for the monthly meeting of Central Service in June and the year end in January or February of the following year;
- Prepare a yearly budget in consultation with the Executive Committee and the Chairs of subCommittees;
- Collect the mail from the Central Service mail box;
- Collect and deposit group donations and the monthly collection of the 7th Tradition;
- Pay the monthly Telephone account;
- Has authorized access to Internet Bank Accounts and Telephone Account;
- Acts as Signing Officer on all Central Service Bank Accounts including Literature account;
- In Coordination with the Insurance committee, insures the payment of the Insurance Policy for insured groups and accounts for the payment of the group premiums by the groups;
- In the case of an insurance claim, issues the payment of the deductible from the Continuing-deductible-fund” within the Prudent Account;
- Coordinates with the Insurance committee the payment from the insured groups to maintain the Continuing Insurance deductible-fund.

6.4.1 Financial Affairs

- The Central Service Committee is funded by the contributions of the A.A. groups in Districts 1 & 2 and a contribution through the collection of the 7th Tradition at meetings;
- There are four Signing Officers of Central Service consisting of the Chair, Co-Chair, Treasurer and Secretary authorized to endorse cheques on behalf of the Central Service Committee on all accounts and enter into contracts;
- The Chair of the Literature Committee has authority as a Signing Officer, only for the Literature Bank Account, and only as one of two co-signers to endorse cheques for this Literature Account;
- Two Signing Officers are required to endorse any cheque issued on behalf of Central Service;
- One Signing Officers are required to enter into contracts such as rental agreements and insurance etc. as duly ratified by resolution of the Central Service Committee;

- In usual business practice, the Treasurer is one signer of all cheques issued on behalf of Central Service, except payments to the Treasurer;
- The Central Service Committee maintains four accounts: the Operating funds account, the Literature Account, the Prudent Reserve Account, and the Insurance Reserve Fund;
- The Operating Funds account receives all revenues from contributions including any surplus revenue from the Literature account and any surplus from the Mid-Winter Round Up for deposit and disperses funds for the payment of all just debts and contractual obligations by resolutions of Central Service Committee;
- The Literature Account receives all revenues from Literature sales for deposit and disperses funds for the payment of literature, expenses and copying charges for the Meeting List, through the Literature Bank Account;
- The Prudent Account represents an amount representing an average of three months operating expenses in case of financial shortfall. The Insurance reserve represents \$2000 designated as the “Continuing-Insurance Deductible Fund”; this fund is designated specifically as a deductible in the event a claim is made by an insured group.
- In January the Central Service Committee approves a yearly Budget containing a projection of revenues and expenses specified into revenue and expense line items;
- It is a practice of Central Service Committee to pay any surplus generated in any particular year for contributions to the General Service Office, Area 82 and as determined by the Central Service Committee, for special projects.

7 Central Services Sub-Committees 7.1

The Sub-Committees include:

- **Bluenose Bulletin**
- **Phone**
- **Email Coordinator**
- **Webmaster**
- **Entertainment**
- **Hospital Visitation**
- **Mid-Winter Round Up**

7.1.1 Bluenose Bulletin Sub-Committee

- The suggested composition requires a Chair, Co-Chair and one or more volunteers;
- Publishes a monthly Central service Newsletter, titled the Bluenose Bulletin;
- The Chair of the Sub-Committee is responsible for the appearance, completeness and accuracy of the contents of the Bluenose Bulletin;
- The Bulletin publishes schedules for groups for the week-end telephone service, meetings at Addiction Services and the Forensic Hospital, notices of meetings for Central Service, Districts 1 and 2; Workshop schedule; sobriety birthday announcements, Sub-Committee announcements of Central Service and District 1 and 2, Group Announcements, and such other events or items as sponsored or endorsed by an A.A. body;
- Expenses, associated with printing and copying, for the Bluenose Bulletin are submitted to the Treasurer for payment from the yearly budget of Central Service;
- Announcements must be received by the date of the month as determined by the Bluenose Bulletin sub-Committee for inclusion in the next edition;
- Due to formatting and space, announcements may be edited but retain the essential features of the announcement;
- Conducts the majority of the business through the use of e-mail;
- Provides to the monthly Central Service Committee meeting copies of the Bluenose Bulletin;
- Consults with the Treasurer in the preparation of the yearly budget for the Bluenose Bulletin Sub-Committee;
- Complies with the approved Budget;
- Consults with the Chair or Co-Chair concerning the inclusion of certain announcements in the Bluenose Bulletin in terms of the purposes of the Bulletin, not received from a group, District or other A.A. body; or, generally not the usual type of announcement;

- Attends and provides a written report to the monthly Central Service meeting;

7.1.2 Phone sub-Committee

- It is suggested the sub-Committee be composed of a Chair, two Co-Chairs and one or more volunteers;
- Organizes and manages the operation of Central Service Committee Help Line phone service at 902-461-1119 on a twenty-four hour, seven-day-a-week cycle;
- Organizes and manages coverage for all telephone shifts by volunteers and A.A. groups;
- Arranges and coordinates with A.A. groups telephone coverage for the week-end shift from 9am Saturday through 6pm Monday;
- Posts with the Webmaster the week-end A.A. Group schedules by e-mail and promptly sends notification of any changes which may arise;
- Ensures the publication and accuracy of the week-end A.A. group schedule in the Bluenose Bulletin;
- Compiles and maintains an up-to-date Information Binder, which includes:
 - a) An instruction sheet for the use and functions of the cell phone;
 - b) A list of treatment and detox facilities with full contact information;
 - c) A 12-Step call list;
 - d) A.A. contact list of Central Service, District 1, District 2, and Sub-Committee Chairs;
 - c) Such A.A. web sites, which may be useful (aahalifax.org & Area 82.org).
- Provides training to new volunteers and groups on the operation of the telephone service, including:
 - a) The use and functions of the cell phones;
 - b) The completion of the phone activity forms;
 - c) The use and contents of the Information Binder.

7.1.3 Webmaster

- The Webmaster is responsible for the overall look and content of the Central Service Committee web page;
- The Webmaster maintains the web site as the information source and contact for the services, activities, events and business of the Central Service Committee;
- Provides the technical assistance required to the Help E-Mail Coordinator to fulfill their duties;
- Coordinates the email magazine for subscribers;
- Applies specialized computer knowledge and experience to the operations of the Central Service web site;
- Coordinates with the Executive, Sub-Committees, A.A. groups, District 1, District 2 and Area 82 the posting of: the current Bluenose Bulletin, various Service schedules, events, work shops, and such other A.A. announcements and notices of interest;
- Maintains the Meeting List of A.A. Groups;
- Maintains the email addresses for the members of the Executive Committee and Sub-Committee Chairs;
- Insures the yearly payment of fees for domain name registration and hosting fee;
- Attends and provides a written report to the monthly meeting of Central Service Committee.

7.1.4 Entertainment

- The Entertainment Chair is responsible to organize A.A. social events;
- Recruits volunteers for the work of the sub-Committee and social events;
- Promotes social events in a timely manner through such avenues as the Bluenose Bulletin, website, flyers, as determined by the Sub-Committee Chair;
- Arranges for the rental of facilities and equipment; and, purchase of goods necessary for the social events;
- Accounts to the Treasurer for revenue and expenses for any particular social event; - Assists the Treasurer in the preparation of the yearly budget for the Sub-Committee; and, - Attends and prepares a written report for the monthly meeting of Central Service Committee.

7.1.5 Literature

- The Literature Sub-Committee carries the message of A.A. by making available A.A. Conference-approved literature to the suffering alcoholic, A.A. Groups, professionals and the public.

- The members of the Sub-Committee are the Chair and Co-Chair and such other A.A. volunteers as they may appoint to carry out the functions of the Sub-Committee.
- The Sub-Committee organization, operations and inventory shall be managed, as deemed appropriate by the Sub-Committee; and, maintained in a space leased by the Central Service Committee pursuant to these Guidelines.
- The inventory of the Literature Sub-Committee shall be insured through the general policy of the Central Service Committee.
- As a general principle, the operation of the Literature Sub-Committee is not intended to be a revenue-generator ; its revenues shall reflect the cost of operations, including overhead, purchases, exchange rates and losses. This does not preclude modest profits.
- The area of operations for the Literature Sub-Committee is the geographic area covered by Districts 1 & 2 of Area 82.
- It is tradition for the Sub-Committee to conduct sales of literature at the Mid-Winter Round Up and such opportunities as may be provided by A.A. groups in districts 1 & 2 or the initiative of the Sub-Committee.
- Sales events outside of Districts 1 & 2 require the approval of a regular meeting of the Central Service Committee. Any requests requires the presentation of a business plan with full costs and projected revenues and volunteers to conduct the event.
- The Sub-Committee operates with a petty cash fund of \$200. for incidental expenses with replenishment of the petty cash by receipt in cooperation with the Treasurer.
- The total value of the inventory shall be maintained within a target amount of \$400.
- All sales revenue shall be deposited to the Literature Bank Account. Any balance greater than \$2000. shall be transferred to the Operating Account of the Central Service Committee.
- The Sub-Committee is responsible for quarterly reports in April, July, October and the following January of the regular meetings of the Central Service Committee. These reports shall report profit and loss, inventory purchase and sales, operation expenses and opening and closing bank balance.
- The Chair of the Literature Sub-Committee is a signing officer for the Literature bank account with a member of the Executive Committee of Central Service acting as co-signer.
- The Chair or delegate shall attend the regular meetings of the Central Service Committee with a written report for presentation and a copy to the Secretary.

7.1.6 Hospital Visitation

- The Hospital Visitation sub-Committee has overall responsibility to arrange with A.A. volunteers to visit A.A. members in Hospitals, nursing homes, hospice care etc.;
- The Hospital Visitation sub-Committee is composed of a Chair and Co-Chair and such volunteer members as determined by them;
- Solicits and recruits volunteers for the purpose of a particular visit;
- Maintains a working relationship with each facility in coordination with the outgoing chair, including exchange of contact information, permissions and visitation times for the facility;
- Assists the Treasurer in the preparation of the yearly budget for the Sub-Committee;
- Attends and provides a written report for the monthly meeting of the Central Service Committee.

7.1.7 Help E-Mail Coordinator

- The Help E-Mail Coordinator has overall responsibility to ensure the appropriate response to persons posting enquiries to the help@aahalifax.org address;
- Consults with the Chair and Co-Chair of Central Service Committee on the appropriate response, as needed;
- By way of oversight, the Chair of the Central Service Committee receives a copy of the e-mail of the original enquiry with the response, without identifying the name or e-mail address;
- Attends and provides a written report for the monthly meeting of the Central Service Committee protecting the identity of the persons seeking assistance and confidentiality of the specific details of the enquiry.

7.1.8 Mid-Winter Round Up sub-Committee

- The Chair of the Mid-Winter Round Up is elected either at the concluding meeting of the prior year's Mid-Winter Round Up sub-Committee or the first meeting of the new sub-committee;
- In usual circumstances, the Co-Chair of the prior sub-Committee will stand for election as Chair for the new sub-Committee;
- The duties and responsibilities of the sub-Committee positions and policies for the activities of the sub-Committee are set out in the "Mid-Winter Round Up Guidelines";
- The "Mid-Winter Round Up Guidelines" of the sub-Committee are subject to review and amendment as determined by the sub-Committee;
- The Mid-Winter Round Up Committee soon after the conclusion of the yearly Round Up submits to the Treasurer any surplus revenue beyond the \$2000. Start-up funds after payment of all approved expenditures for the Mid-Winter Round Up;
- In case of a short fall in revenues to cover just debts and the \$2000. Start up funds, a voluntary 7th Tradition maybe collected prior to the conclusion of the Round Up;
- The Central Service Committee has the final responsibility for any short fall in revenues to cover the expenses of the Round Up;
- Attends and provides a written report for the monthly meeting of the Central Service Committee.

7.1.9 Insurance Sub-Committee

The Insurance Chair has the overall responsibility to coordinate jointly with the designated Insurance lead for District 17, the administration of the Nova Scotia Provincial Insurance Policy, including activities listed below:

Monitors and coordinates the requirements of the Insurance policy for insured A.A. groups with the Central Service Treasurer: including payments to the Insurance Broker, collection of premiums from insured groups and distribution of policies to insured groups.

Maintains a comprehensive list of all insured groups, to include Group names and meeting place addresses, and group contacts.

Is the primary contact for the insurance broker, adding and deleting insured groups as necessary.

In the case of a claim, ensure payment of the \$1,000 deductible amount is made from the Insurance deductible-fund in the Prudent Reserve.

Coordinates payments from the insured groups to maintain the Insurance deductible fund in the Prudent Reserve.

Reports monthly to the Central Service Committee on Insurance matters.

7.1.10 Traditions Liaison

- The Traditions Liaison position is suggested based on past practice of Central Service Committee;
- The Traditions Liaison advises the Chair and Assembly of compliance with the Twelve Traditions and Twelve Concepts as it may relate to the processes of the meeting or the content of discussion;
- The Traditions Liaison position is honorary, for an able candidate, but has no vote;
- The Traditions liaison position does not participate in the deliberations of the meeting beyond advising on matters of Traditions and Concepts.

7.2(a) Co-operation with the Professional Community (CPC) (added Sept, 2017)

- The CPC Sub-Committee has as its purpose to better distribute information to those in contact with alcoholics through their professions.
- Creates a Sub-Committee of members to assist in fulfilling the responsibilities as described in these Guidelines.

- Provides contact and information to doctors, nurses, members of clergy, lawyers, social workers, union leaders, EAP programs and business leaders.
- Provides speakers, films literature and other information to members of the professional community as requested.
- Maintains literature stock in professional offices and work places as needed.
- Provides invitations in professional offices and work places as needed.
- Makes information available to judges, probation officers, and other law enforcement officials with regard to what A.A. does and does not.
- Organizes the list of volunteers for the various engagements.
- Attends and provides a written report for the monthly meetings of the Central Service Committee.
- Provides the monthly report to the Secretary prior to the monthly meeting.
- Cooperates with the Treasurer in formulating the Sub-Committee budget at the beginning of each year of the two-year term.

7.2(b) Corrections Sub-Committee (added Sept, 2017)

- The Corrections Sub-Committee has as its purpose to coordinate the work of individual members and groups carry out our message of recovery to incarcerated alcoholics.
- Creates a Sub-Committee of members to assist in fulfilling the responsibilities described in these Guidelines.
- Helps organize and set up A.A. meetings in correctional facilities as needed, being responsible along with the Chair to see that meetings are in keeping with the Traditions and that meetings needs are being met.
- Provides speakers, films, and literature to correctional facilities as requested.
- Organizes the list of volunteers for various engagements.
- Directs as requested, volunteers to obtain security checks through local law enforcement offices at the expense of the volunteer with reimbursement upon successful clearance by Central Service Committee.
- Notifies the facility of the names of volunteers who will put on a meeting in accordance with the policies of the facility.
- Maintains literature at the Corrections facility.
- The Correction Sub-Committee may use funds from their budget to defray the costs of activities and materials.
- Cooperate with the Treasurer in formulating the Sub-Committee budget at the beginning of each year of the two-year term.
- The members putting on meetings at the Correctional facility will follow the meeting format as set down by the sub-Committee.
- The Chair or designate shall attend and present a report of its activities at the regular meetings of the Central Service Committee and provide a copy of the report to the Secretary.

7.2(c) Public Information Sub-Committee (PI) (added Sept. 2017)

- The Public Information Sub-Committee has as its purpose to carry the A.A. message to the general public through the distribution of A.A. information through public media, community services, universities and schools.
- Create a Sub-Committee to assist in fulfilling the responsibilities as described in these Guidelines.
- Explore options available to continue carrying the message.
- Makes A.A. public service announcements available to local radio and television stations.
- Provides contact with local educational facilities with speakers, films, literature and other information.
- Helps organize and set up meetings at school facilities as needed.
- Insures various libraries have available such A.A. literature as the Big Book.
- The Sub-Committee shall cooperate with the Treasurer in preparing the annual budget for the Public Information Sub-Committee.
- The Chair or designated delegate attends and presents a report to the monthly meetings of the Central Service Committee.
- A copy of the monthly report shall be provided to the Secretary.

7.2(d) Treatment Sub-Committee (Added Sept. 2017)

- The purpose of the Treatment Sub-Committee is to carry the message into treatment settings where the suffering alcoholic may be introduced to A.A.
- Create a Sub-Committee of members to assist in fulfilling the responsibilities described in these Guidelines.
- Provides contact information to hospital in-patient and out-patient programs with Districts 1 & 2.
- Provides contact information to all mental health facilities and rehabilitation program.
- Provides assistance in organizing and setting up A.A. meetings in the treatment and/or medical facilities as needed and insure the meetings are in keeping with the Traditions and that meeting needs are met.
- Maintains literature stock , as needed, in local medical and health facilities.
- Organizes the list of volunteers and groups for the various engagements.
- The Treatment Sub-Committee may use funds from the Treatment budget to defray the costs of activities and materials.
- The Chair or designated delegate shall attend and present a monthly report of activities at the monthly meeting of the Central Service Committee.
- The sub-Committee shall provide the Secretary with the monthly report.
- The sub-Committee shall cooperate with the Treasurer in preparing the yearly budget of the Sub-Committee.

- Treatment Meetings Protocols

- **Addiction Services**
- **No more than four members put on a meeting.**
- **Three of the four members must have more than six months sobriety - No less than two members at a meeting.**
- **Members may not curse or swear nor mention specific drugs.**
- **The meeting format will begin that it is an introductory meeting sharing how A.A. works for the members presenting. Forensics Unit**
- **Members cannot curse or swear nor mention specific drugs.**
- **Members will follow the meeting format approved by the Treatment SubCommittee.**

Marguerite Centre / Bryony House

- **Minimum two members (female) to put on a meeting.**
- **Members cannot curse or swear nor mention specific drugs.**
Members are to follow the meeting format approved by the Treatment SubCommittee.

7.2.1 Qualifications for Chairs of Sub-Committees

It is suggested Chairs of Sub-Committees have a minimum of 2 years of sobriety; -

Prior service experience at Central Service, Districts and/or group level;

- Working the 12 Twelve Steps;
- Have a sponsor;
- Have a working knowledge of the 12 Traditions, 12 Concepts and familiar with the A.A. Service Manual and these Guidelines;
- Prior knowledge and experience related to the duties an asset;
- Be financially rehabilitated; and,
- The position of Chair or Co-Chair commences in January of the odd year of the term of office or after January upon their election;
- Sub-Section 7.1.1 does not apply to the Mid-Winter Round Up Committee, which is guided by the Guidelines of that Committee.

7.2.2 Sub-Committee Co - Chairs

- Co-Chairs of sub-Committees are elected at a regular meeting of Central Service Committee except the Chair of the Mid-Winter Round Up sub-Committee;

- In the absence of the Chair for a particular Chair duty or duties, stand in the place of the Chair to fulfill the duty or duties;
- In the usual course of events the Co-Chair may attend meetings of Central Service Committee and speak, as recognized by the Chair of Central Service Committee, but has no vote;
- It is practice, for a Co-Chair of a sub-Committee to stand for election as Chair of the Committee for the following term of office;
- The Co-Chair of a sub-Committee may stand for office to a Chair or Co-Chair of another sub-Committee.

7.2.3 Sub-Committee Members

- It is suggested, for the greater effectiveness of sub-Committees and development of leadership from the fellowship, the sub-Committees include A.A. volunteers to participate in the activities of the sub-Committee;
- The volunteer members are appointed to the sub-Committee by the Chair;
- The volunteer members have the full right of participation and voting within the subCommittee;
- Volunteer members of a sub-Committee may attend meetings of Central Service Committee as any other member of the fellowship but have no vote;
- Volunteer members of a sub-Committee may only speak at a meeting of Central Service Committee, as recognized by the Chair of the Central Service meeting.
- A volunteer may, as circumstances require, be appointed by the Committee to present the sub-Committee report to a Central Service Committee meeting, in which case the volunteer carries the vote of the sub-Committee;
- There is no term of office for a volunteer and may be re-appointed to the sub-Committee by a future Chair of the sub-Committee.

8 Terms of Office for Central Service Committee Members

8.1 Central Service Representatives (CSRs)

- CSRs are appointed or elected by the Meeting Group to which they hold membership;
- The suggested term of office is two years;
- The appointment occurs in the off year of the Executive Committee elections;
- The CSRs have full right of participation in the meetings of the Central Service Committee;
- The CSRs have the right to vote on behalf of their A.A. Group on any matter before the Central Service Committee meeting.

8.2 Executive and Sub-Committees

- Members of the Executive and the Chairs and Co-Chairs of sub-Committees are elected for a two-year term;
- Excepting the sitting Chair, all members of the Executive and Chairs of sub-Committees have the right of participation in debates and the right to vote;
- It is suggested, members rotate out of their positions at the end of their term of office;
- In case of vacancy where the full two-year term is not filled, elected Co-Chairs may stand for their sub-Committee for a succeeding term;
- The term of office for the Executive Committee commences on January 1 of odd-numbered years from 2017;
- Members of sub-Committees are elected in even-numbered years commencing January 1, 2016;
- Appropriate qualifications for the candidates standing for election is determined by the members entitled to vote as set out in these Guidelines and with reference to the Concept Eleven;
- All members of Alcoholics Anonymous are eligible to stand for office for the Central Service Committee.

8.3 Vacancies Within the Executive and Sub-Committees

- Members who are unable to fulfill the duties for their term of office should promptly notify the Executive, in writing or verbally, to avoid disruption in service;
- An election to replace the member shall be conducted as soon as possible at a monthly meeting of the Central Service Committee;
- In the case of the vacancy of Chair of the Central Service Committee or Sub-Committee Chair it is the usual practice for the Co-Chair to assume the office of Chair until an election is held for the position of Chair;

- In the case of a vacant Chair of the Central Service Committee, and the position of Co-Chair is vacant, the Treasurer or Secretary shall assume the role of Chair for the interim period until an election is held for the position of Chair;
- In the case of a vacancy of Chair and Co-Chair of a Sub-Committee, the Co-Chair of the Central Service Committee has the role of Chair of the Sub-Committee until a new Chair is elected by the Central Service Committee;
- In the case of the Mid-Winter Round Up Sub-Committee, elections to fill vacant positions are governed by the Mid-Winter Round Up Committee. Guidelines.

8.4 Removal of Executive Members or Sub-Committee Chair

- A member of the Executive or a Sub-Committee Chair may be removed from office for failure to carry out the duties of their office;
- A member of the Executive or a Sub-Committee Chair may be removed from office for missing two consecutive meetings of Central Service Committee without cause and notice to the Executive;
- A member of the Executive or a Sub-Committee Chair may be removed from office for actions harmful to A.A.;
- Removal from office requires a majority vote at a regular meeting of the Central Service Committee.

9. Meetings of Central Service

9.1. Regular Meetings

- The Central Service Committee meets on a date, time and place, as determined by the Central Service Committee;
- The meeting is set for two hours or as required to complete the business of the meeting;
- Attendance is open the members of the Executive Committee, Sub-Committee Chairs and representatives of A.A. groups;
- A Representative of District 1 and 2 are expected to attend to provide reports of the activities of the Districts, speak as recognized by the Chair, but have no vote in the deliberations; - Any member of A.A. may attend meetings of the Central Service Committee as observers; - Observers have no vote at the meeting and may speak, as recognized by the Chair.

9.1.1. Standard Agenda

1. Open with the Serenity Prayer
2. Approval of Agenda
3. Adoption of previous Minutes
4. 7th Tradition
5. Sub-Committee Reports
6. Executive Committee Reports
7. District 1 and District 2 Reports
8. Old Business (Unfinished Business)
9. New Business
10. Responsibility Pledge to end meeting.

9.1.2. Rules of Conduct

- All views and comments are directed as if speaking to the Chair;
- The virtues of opinions, comments and facts are debatable not the character of the particular speaker voicing them;
- A speaker is identified by first name, position or representation; - A person may speak at a meeting upon being recognized by the Chair; - A fundamental principle of debate is “principles before personalities”.

9.1.3. Rules of Procedure

- The rules of procedure followed by the Central Service Committee are Robert's Rules of Order as modified by "Special Rules of Procedure" and the "Third Legacy Election Procedures";
- Robert's Rules of Order are applied in an informal basis consistent with the rights of members and consistent with the long and short forms of the Traditions;
- The Chair may inform the meeting on rules of procedure which may assist the members in their deliberations;
- In general the order of speakers are the members of the Central Service Committee, District representatives and Observers, as recognized to speak by the Chair.

10. Special Rules of Procedure

10.1.Minority Voice

- The adoption or rejection of a motion or recommendation as the decision of the meeting requires the following procedure:
 - a) A majority vote adopting or defeating the item;
 - b) A call by the Chair for any members, voting in the minority, to express their views;
 - c) When minority speakers have concluded, the Chair asks the meeting whether any members voting as a majority wish to change their vote;
 - d) If a member of the majority, states they will change their vote a second vote will be taken of the members present on the item of business; which becomes the binding decision of the meeting on that item of business;
 - e) If no member of the minority wishes to speak or no member of the majority states they will change their vote, than the initial vote of the majority is binding.

10.2.Recommendations

- Repealed by resolution following due notice and referral to A.A. Groups at a Regular meeting of the Central Service Committee June 6, 2016.

10.3.Motions

- All items of business concerning budgets, expenditures, revenues, signing officers, access to the financial accounts, and any other matter related to financial affairs are defined as money matters of the Central Service Committee;
- All money matters shall be determined by way of motions;
- All motions require a mover and seconder;
- The Chair shall insure that the motion is clear in its intent, before stating the motion to the members for debate;
- A motion may be amended by the mover of the motion but requires agreement from the seconder to become the main motion;
- If there is no seconder, Chair will seek a seconder from the meeting in order for debate to proceed;
- If there is no seconder, the motion fails;
- A motion may be withdrawn by the Mover or Secunder before the vote is taken;
- Respecting the Procedure of Minority Voice, a simple majority is decisive for the adoption or rejection of the Motion by the members of the Central Service Committee;
- Following the vote, the Chair announces the Motion and declares it either duly passed or defeated.

11. Elections

- All members of A.A. in Districts 1 & 2 are eligible to be nominated for a position on the Central Service Committee;
- As a general suggestion, members do not stand for a second term for the same position;
- As established practice, elections are held at the September meeting of the Central Service Committee prior to the end of the current term of position holders;

- Due notice of the election is placed in the Bluenose Bulletin in the months of July, August and September and thereafter for any vacancies which may exist;
- Prior to the calling of a nomination for a Position the sitting Chair for the election will read out the qualifications, obligations and duties of the Position;
- Another A.A. member familiar with the nominee and the strengths they will bring to the position shall nominate an A.A. member standing for a position;
- In the case of one nominee, the meeting may agree to elect by or a show of hands;
- In the case of more than one nominee or the will of the majority, the vote will be conducted by ballot;
- It is the practice for an Executive member of Districts 1 or 2 or Area 82 to conduct the election for the positions of Central Service Committee and Chairs of Sub-Committees at the September meeting and scrutinize the vote;
- Positions not filled, may by the process of nomination, be conducted at subsequent meetings of Central Service Committee by the presiding Chair or a DCM of District 1 or 2 or both, if present;
- During the process of nomination, the candidate for office is expected to speak on their qualifications for the position and respond to questions respecting sobriety time, personal sponsor, completion of the Twelve Steps and experience for the position.
- Prior to the election, the meeting may require the nominee or nominees to leave the meeting room for confidential discussion and vote;
- At the conclusion of voting, the presiding chairs or Chair of the Election shall declare whether there is a successful candidate for the position;
- Section 12 does not apply to the election of Chair of the Mid-Winter Round Up sub-Committee
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12. Meeting List

- The Meeting list of District 1 & 2, of Area 82 of A.A. constitutes a directory of all A.A. groups holding regular A.A. meetings within the geographic territory of the two Districts;
- The Webmaster is responsible for maintaining and revising the Meeting list as required or on a quarterly basis through the year in consultation with the DCMs of District 1 and 2;
-
- Alcoholics who form an new A.A. group and have a meeting place, may submit an announcement of their meeting to the Chair of the Bluenose Bulletin;
- If the new A.A. group remains active following six months of announcements in the Bluenose Bulletin, the group listing is transferred to the Webmaster for inclusion in the Meeting List;
- The Webmaster maintains the Meeting list in suitable form on the aahalifax.org web site for perusal, printing and distribution to the fellowship;
- An A.A. group shall provide to the Webmaster for listing in the Meeting list: group name, facility name, address, day, time, meeting type, open or closed meeting and any special features, as apply;
- An A.A. group is responsible for placing announcements in the Bluenose Bulletin of any changes in the listing information for the Meeting List of a temporary nature;
- An A.A. group is responsible to notify the Webmaster and the Chair of the Bluenose Bulletin of any permanent changes in the listing information for the Meeting list;
- The Webmaster shall give notice to the Chair of Central Service Committee, DCMs of District 1 and 2, and the Literature Chair of a newly revised Meeting List;
- The Chair of the Literature Committee shall make available to A.A. groups printed copies of the Meeting list at cost.

13. Annual Cocktail Party

- It is a tradition of the Central Service Committee to hold a A.A. Cocktail Party on December 24 open to the A.A. Fellowship and their guests;
- Each year through the media of the Bluenose Bulletin, the website and announcements at meetings, Central Service will solicit for an A.A. group to act as host for the event;
- The A.A. group will be appointed as the official host of the event by vote of the Central Service Committee;
- The host for the event is responsible for organizing the event in terms of suitable facility, food and beverages, and volunteers to be on hand;
- The Central Service Committee has a line item in the yearly Budget to cover expenses for the event;

- The host A.A. group will arrange with the Treasurer the proper payment, advance and accounting for the event;
- The host A.A group may collect a voluntary 7th Tradition for the event;
- Any surplus or shortfall in revenues remains with the Central Service Committee.

13.2 Service Fair

- The Central Service Committee holds an annual meeting each year for the general membership generally in September, known as the Service Fair (formerly Service Palooza). This event is arranged and coordinated by the Co-Chair of Central Service. It is the time for the Executive and other Committees to present the mission of their Committees; and, the actual tasks involved to fulfill their mandates. It is intended to breakdown the bewilderment as to the actual work of the Committees.

Service work is an opportunity for members to apply their talents, learn the nature of service work, the time involved, learn more about the A.A. Way; using the Traditions and Concepts and discover the fun and fulfillment of participation in Committee work and the many ways A.A. can carry the message to the suffering alcoholic. (def. palooza = party)

14. Amendments to the Guidelines

- Proposed amendments to these Guidelines requires the Recommendation to submitted to a Central Service Committee meeting and tabled with referral back to the A.A. groups for discussion;
- At a subsequent meeting, the voting members at the meeting may edit the wording but keep the intent or amend the Recommendation;
- The voting members at the meeting may further table the Recommendation as they wish;
- The Recommendation may be accepted or defeated by a simple majority vote;
- These Guidelines shall be revised to incorporate an amendment which has been duly accepted, as soon as practical, including a notation at the end of the particular part for the date of passage and a notation on the cover page, that it is the revised Guidelines as of the date of the change;
- The current “Guidelines And Procedures” are posted on the Central Service Committee website.