

General Service Representative Workbook

NORTH FLORIDA AREA CONFERENCE

AREA 14

PART A

Version 3.1

May 3, 2026



This document is meant to be a guide only. Most of the information contained herein may be found, in greater detail, in the A.A. Service Manual and other A.A. literature. In no manner whatsoever is this document intended to supersede the above-mentioned references or any A.A. General Service Conference approved literature.

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Alcoholics Anonymous' Three Legacies



RECOVERY – The 12 Steps form the foundation of our legacy of Recovery.

UNITY – The 12 Traditions form the foundation of our legacy of Unity.

SERVICE - The 12 Concepts form the foundation of our legacy of Service.

“By the first we recover from alcoholism, by the second we stay together in unity, and by the third our society functions and serves the primary purpose of carrying the message to all who need it and want it.” *Bill W.*

WELCOME TO ALCOHOLICS ANONYMOUS GENERAL SERVICE

Today, there are approximately 2 million members of Alcoholics Anonymous, represented in 125,000 groups spread across approximately 180 countries. More than 40 million copies of our basic text Alcoholics Anonymous have been distributed in over 70 languages. Indeed, A.A. has come a long way since the May 12, 1935, when our co-founders, Dr. Bob and Bill W., met for the very first time.

The Twelve Traditions make clear the principle that A.A., as such, should never be organized, that there are no managers or government in A.A. Yet at the same time, the Traditions recognize the need for some kind of organization to carry the message in ways that are impossible for the local Groups – such as publication of uniform literature, helping new Groups get started, communicating with outside entities, professionals and organizations, and carrying the message in other languages and to other countries. The General Service Conference structure is the framework in which these ‘general services’ are carried out. It is the service structure that takes the place of government in A.A. and ensures that the full voice of A.A. will always be heard.

GETTING STARTED IN SERVICE WORK

What Is “Service Work?” You already know about individual A.A. service work. Individual service work includes making 12th step calls, chairing meetings, and making coffee.

As a General Service Representative (G.S.R.) you will now be doing service work of another kind - group service work. This kind of service work also helps us to keep sober. It enables and supports the service work of individuals and is aimed at the alcoholic who still suffers. Group service work is more organized and is done within what we call a “service structure.” As a G.S.R., you are now a very important part of that structure.

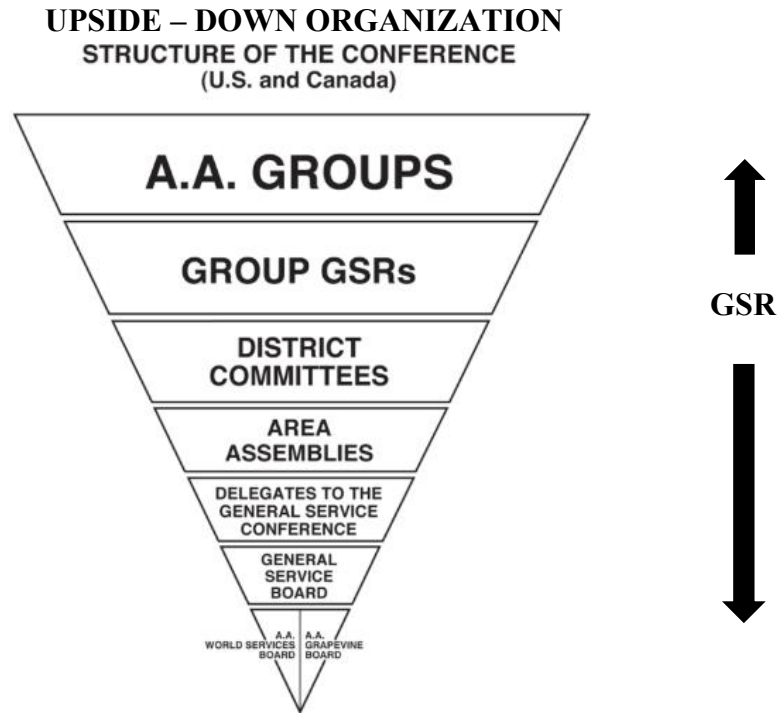
This handbook is designed to help you get started in general service. It explains the service structure, how it operates and your function within it. As the GSR of your AA group in North Florida, you are the key to unity of AA as a whole.

Bill W. said” The strength of our whole A.A. service structure starts with the group and with the general service representative (GSR) the group elects. We cannot emphasize too strongly the GSR’s importance”

History Nugget:

In 1950, a new type of trusted servant, “group representative,” was suggested to help in the selection of delegates to the newly formed General Service Conference.

HOW GENERAL SERVICE IS ORGANIZED



HOW THE GENERAL SERVICE FUNCTIONS

The typical structure of many organizations in the world today is in a triangle organizational structure where the “final authority” is at the narrow point at the top. General service in A.A. essentially inverts this, where the top of the triangle is now on the bottom – and the bottom is now on top. Final authority resides within the groups of A.A. This type of organization is often referred to as the “upside-down triangle.” (The chart above illustrates this idea).

How do groups make their thoughts and opinions – the group conscience- known to the rest of the triangle? General service is organized to do exactly this. Each section of the triangle has a role to play.

The general service structure ensures that the groups in A.A. have a voice in the affairs of their own Fellowship. It is this, and yet, it is much more than this. A.A. was there for you when you needed it. The work you do as a trusted servant in general service helps ensure that A.A. will be there when alcoholics come for help in the future.

Many in the Fellowship use “GSO” as shorthand for the entire operation and staff. A.A. World Services (AAWS) is one of the two affiliate service corporations responsible for the services the General Service Office provides (Grapevine is the other). It might be helpful to think of AAWS (and the Grapevine) as people and GSO as a place, the office where the people in AAWS and Grapevine work.

GENERAL SERVICE REPRESENTATIVES (GSRs)

The General Service Representative's (GSR) job is to act as the link between their Group and A.A. The GSR represents their Group Conscience, reporting the Group's thoughts to the District Committee Member (DCM), who shares these issues at the Area, and to the Area Delegate who passes the information on to the Conference. This communication is a two-way street, making the GSR responsible for bringing Conference Actions that affect A.A. unity, health, and growth back to the Group. Only when the GSR keeps the Group informed and communicates with the Group Conscience can the Conference truly act for A.A. as a whole.

GSRs, DCMs and Area Officers and Committee Chairs elect the Area delegate to carry the group conscience of the AA groups to the annual business meeting called the General Service Conference in New York. GSRs connect with their Area delegate at Area Assemblies, held 4 times a year, and participate in Pre and Post Conference Assemblies. GSRs can directly share with the delegate their group conscious regarding consciousness or discussion and voting at the General Service Conference. These can include items related to the Big Book and Twelve and Twelve, various existing and proposed new pamphlets, GSO finances and policy, public relations kits and much more.

The GSR is an elected member of your home group and is normally a two-year service commitment. GSRs attend district meetings and area assemblies, relaying information between group members and the general service structure of A.A. GSRs discuss and vote on matters that affect the policy of the General Service Board, the legal entity that owns and oversees the action of AA's worldwide headquarters, known as the General Service Office (GSO) in New York City, which serves groups around the world. The GSO publishes and distributes the AA Grapevine/La Vina, the Twelve Steps and Twelve Traditions, Living Sober, Daily Reflections, and the Big Book of Alcoholics Anonymous (currently translated into over 73 languages). GSO is also responsible for AA's national and international public relations with the press and professionals working in the field of corrections, medicine, psychiatry, clergy, and government. Our world service headquarters helps AA start groups in other countries.

SERVICE SPONSOR

A service sponsor is an alcoholic who has made progress in recovery and performance in service and shares this experience with another alcoholic who is just starting this journey (or with someone that has been around a while). A service sponsor is someone knowledgeable in A.A. history and who has a strong background in the service structure. A service sponsor's duty is helping their service sponsee learn about A.A. service, the traditions, the concepts, and help the service sponsee think through critical issues affecting their group. A new GSR should have a service sponsor with whom they can speak about any of their service-related activities, interests, and challenges. The GSR's sponsor can also be the GSR's service sponsor if he/she has a strong background in the service structure.

HOW TO REGISTER AS A GSR AND YOUR GROUP WITH AREA 14

The following information is what you will need when registering your group and you as a GSR. You will use the fillable form *Alcoholics Anonymous Group Information Change Form* to sign up with Area Registrar (this fillable form is available on the area's website at www.aanorthflorida.org and also available at area assembly).

Alcoholics Anonymous Group Information Change Form; See Appendix A

- First & Last Name
- Mailing Address
- Email Address
- Phone Number
- District #
- Group Name / Location
- Group Address

Once you and your group are registered you will receive the following email from the Area Registrar:

Hello,

- You are now registered with AA General Services Office (GSO) as a General Service Representative (GSR) for the <Group Name>. Your group ID is a nine-digit #, which should be referenced along with your group name and district number for any contributions to GSO or Area 14.
- You should receive a GSR kit in your email soon, but GSR materials are available to download from GSR.: [Click here](#)
For GSR List of Materials: See Appendix M.
- Area 14 also provides new GSR Orientation kits at Area Assembly – the remainder assembly dates for 2026 are, July 24 – 26, and October 2 – 4 at Orlando Marriott Lake Mary.
- Our Area website has outstanding resources for service work, upcoming events in the Area and Area Assembly information: [Click here](#)
- It is also recommended to subscribe to the Box 459 newsletter from GSO: [Click here](#)
- I have CC'd the District # DCM on this email for their awareness.

Thank you for your service!

QUALIFICATIONS AND DUTIES OF A GSR

Qualifications:

- Two consecutive years of sobriety are suggested, but qualifications are determined by each group's conscience.
- Is familiar with their group's history, priorities, traditions, and procedures.
- Is able to listen to all points of view.
- Has the time to regularly attend district meetings, area assemblies, and the group's business meetings.
- Has a working familiarity with the Twelve Traditions and A.A. recovery and service literature.
- Has an email address or other easy way of maintaining contact with group members.
- Is familiar with the GSO and area website.
- Has the confidence of the group.

Duties:

- Regularly attends quarterly area assemblies.
- Regularly attends monthly district meetings.
- Regularly shares reports with the group.
- Participates in district and area service meetings.
- Works with the group treasurer to develop Seventh Tradition support for the General Service Board, the area, and the district.
- Keeps group up to date on the latest A.A. literature and service material.
- Supplies the DCM or district registrar with up-to-date group information.
- Serves as the email contact with the General Service Office.
- Keeps the alternate GSR informed and involved with all the latest information for the group.
- Linking their Group with AA as a whole.
- Representing the voice of the Group's Conscience.
- Reporting their Group's Conscience to the DCM and the Delegate.
- Bringing the Area and District suggestions, as well as the Conference Advisory Actions, back to their Group.

THE GSR IS RESPONSIBLE FOR:

- Is the group contact for District, Area 14, the General Services Office and AA directories, etc.
- Ensures that the Group is registered with the General Service Office. (and up to date)
- Attends District's monthly District Meeting to represent the Group and act as a member of the District.
- Attends the Area 14 Quarterly Assemblies to represent the Group and act as a member of the Area.
- Gives regular reports on service activities and issues discussed at the District and Area meetings.
- Obtains and learns everything they can about the *Service Manual*, *Twelve Traditions*, the District and Area Structures and Guidelines documents, the book – *Alcoholics Anonymous*, *Twelve Steps and Twelve Traditions*, the Home Group Pamphlet, and the District/Area/AA Websites.
- Guardian of the Traditions – Does not have to have the answers but knows where to find them.

- Attends Area 14 Pre - Conference Workshops
 - Takes items to be voted on by group (via survey) back to the group to gain a sense of “Group Conscience” of the group.
 - Provides the DCM and the Delegate a sense of the group conscience.
- Attends Area 14 Post - Conference Workshops.
 - Reports to your group outcomes from the post-conference workshop.
- Works with the Group to develop practical plans for Group support of GSO, Area and District committees, and local central offices or intergroups.
- Encourages and helps organize an annual group inventory.
 - A good starting format for the inventory may be found in the pamphlet of *The A.A. Group* or in Appendix 1 along with a “Group Inventory Form”. See Appendix H
- Keeps the group informed regarding flyers, announcements, etc.
- As a GSR registered with the General Service Office, you will receive a copy of Box 4-5-9, share it with the group.
- Be the group contact for the area committee and GSO and AA directories, etc.
- Seventh Tradition – be able to talk about the 7th tradition and what contributions are used for.
 - Encourage support to the General Services Office, the Area, Intergroup, and the District.
- Brings Group concerns to the District for discussion and presents motions from his/her Group to consideration by the District and/or committees.
- Should become familiar with group history and traditions.
- Ensure that your Group elects an Alternate GSR and that you include the Alternate in District and Area meetings.

If you are unfamiliar with the above information, contact your DCM, Alt DCM, or any Area Trusted servant.

The Group affords individual A.A.’s the ability to consider and create a Group Conscience on issues that affect the Group, District, Area, and the Fellowship as a whole. The pamphlet *The A.A. Group* provides extensive information on group organization and opportunities for service.

Read The A.A. Service Manual, Chapter One, and the pamphlet GSR: The most important job in A.A. for further information on GSR job description and duties.

THE GROUP

The fundamental unit in Alcoholics Anonymous is the Group. The Long Form of Tradition Three and a section of Warranty Six, Concept 12 describe the A.A. Group. It is good to keep in mind the long form of Tradition 3. Any group (minimum of 2), of alcoholics gathered for sobriety, may call themselves an AA Group provided that they have no other purpose or affiliation.

HOW TO REGISTER YOUR GROUP WITH GSO

Any “group” must be registered with the GSO and have a GSO number assigned to participate in the General Service Structure (nine digits). Any new group or information change for a group can be found at <https://www.aanorthflorida.org/documents.asp>

For the New group or information change form; See Appendix B.

The form asks for a primary contact. Often groups choose their GSR as the group’s primary contact, but any group member can serve as the primary contact if they can provide a current email address (Mail Contact). An email allows the GSO to send the group helpful information and acknowledgements of group contributions quickly and at no cost. A group can also set up a group email address and use that for group correspondence.

- Registering with the Intergroup/Central Office and being put in the Meeting App *does not* automatically register the group with the GSO – remember, a group must be registered with the GSO and elect a GSR to have a voice at the GSO.
- Please contact your district DCM to register with intergroup/central office if your group needs to be added to your local meeting list or added to the GSO [Meeting Guide App](#). **Area 14 does not publish any updates for** local meeting lists or for the Meeting Guide App
- Area Registrars are often a crucial first point of contact for A.A. groups. Area Registrars develop and maintain records of all groups in their area through Fellowship Connection, a user-friendly interface that facilitates information sharing between areas and GSO. Your group’s information will be entered into the GSO Fellowship Connection and is available to your area delegate and district committee member (DCM). Contact information for your area registrar and other Area Officers can be found on your area’s website. (aanorthflorida.org)
- Experience shows it is best if a group has a good start before asking to be listed. Many groups wait until they have been meeting for a month or two before filling out this form. The pamphlet [“The A.A. Group”](#) can be a helpful guide to groups and covers four primary areas: what an A.A. group is; how a group functions; group relations with others in the community; and how the group fits into the structure of A.A. as a whole.
- GSO lists A.A. groups and not meetings. Shared experience is that holding A.A. meetings is one function of a group. An A.A. Group is a meeting that participates in the General Service Structure and provides Twelfth Step services that extend beyond the regular meetings times.
- Being listed with the GSO is not an official sanctioning of a group. A group listing does not constitute or imply an approval or endorsement of any group’s practice of the traditional A.A. program. Tradition Four says, “Each group should be autonomous except in matters affecting other groups or A.A. as a whole.” Hopefully every A.A. Group adheres closely to the guiding principles of the Steps, Traditions, and Concepts. The GSO neither monitors nor oversees the activities or practices of any A.A. Group. Any concerns by a member with a group not adhering to the guiding principles should be addressed to the group first and if not then to the District DCM who will meet with the group for resolution.

THE HOME GROUP

A Group's Responsibility

As stated in A.A.'s Responsibility Pledge, "I am responsible ... when anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that I am responsible." In short, when newcomers walk into our meeting rooms, we want A.A. to be there for them as it was for us — something we can do continuously only if we function as a group. But, for a group to keep going, all kinds of service must be done. It is through the combined efforts and ongoing commitment of group members that:

- A meeting place is provided and maintained.
- Programs are arranged for the meetings.
- Seventh Tradition contributions are collected and properly allocated and spent.
- A.A. General Service Conference-approved literature is on hand.
- Grapevine and La Viña literature and lists of local group meetings are available.
- Refreshments are available.
- Assistance in finding A.A. meetings in the area can be provided.
- Calls for help are answered by individuals – the Intergroup will provide a 12th Step Phone Number.
- Group problems are aired and resolved.
- Continuing contact is sustained with the rest of A.A. locally, through the intergroup or through a GSR - central office, the district and the area's general service structure, and nationally and internationally, through the General Service Office in New York.

GSR Responsibilities for your Home Group

- Attend the Home Group's Business Meeting regularly, with your Alternate, if one exists.
- Give regular reports to the groups regarding the district, the area, and the GSO.
- Explain issues to be voted upon and find out how the group wants you to vote on matters of importance to all AA and your District.
- Make sure your Group elects an Alternate GSR who is included in the District and Area meetings.
- A good starting format for this inventory may be found in the pamphlet *The A. A. Group* or *For A.A.*

Group Inventory questions and Sample; See appendix's H and J.

- Bring information, flyers, announcements, etc... back to the Group from District and Area events.
- Ensure the group is offering all the sobriety tools available, including conference-approved pamphlets and books.
- Write down questions and comments from group members and bring them to District and Area Assembly meetings.

Guardian of the Traditions – you do not have to have the answers but know where to find them!

How to make a GSR report:

- Be positive!!!!
- For a start, we suggest that you make District and Group Event announcements at your meetings when there is a call for AA related announcements.

- During the Group's regular business meeting, break down the information into short bullet points.
- The report should consist of highlights from each report presented at the previous District meeting:
 - Topics under open forum.
 - Treasurer Reports (keep it simple).
 - Any motions voted on at the district.
 - Any new motions to be voted on by the group, and anything else that you think is noteworthy.
- If an informed group conscience is needed so that you can vote on behalf of your group, then you will need to give more in-depth information.
- Suggested that you have more detailed reports you have collected at the District and Area meetings and that you have them available if someone would like to review them at the business meeting.

The pamphlet *The A.A. Group* provides extensive information on group organization and opportunities for service.

Sample GSR Report (just a suggestion)

My name is _____ and I'm an alcoholic. I am honored to serve as your GSR. A GSR is a "General Service Representative" and is the link between an individual AA group and AA as a whole. It is my responsibility to bring you news and issues that concern AA as a whole, and to bring this group's vote and opinions on issues being decided by the whole of AA.

The **District/Area** Meeting Occurred on _____ at _____ (location).

Items of interest Discussed: _____

Items needing Group Conscious: _____

Upcoming Events: _____

Other information: _____

Thank you for letting me be of service.

Sample Report to at the **District** Meeting (just a suggestion)

My name is _____ My home group _____ and I'm an alcoholic.

Our meeting place/time/ format: _____.

Service positions filled within the Group: (Report openings or if they are all filled)

_____ + _____.

Group Contributions: (Report if you have made any distributions to intergroup, district, area or world) ?.

_____.

Upcoming Group Events: _____.

Other Information: (Concerns or things that are going really great) _____.

Thank you for letting me be of service.

For Sample GSR Report see Appendix C.

THE DISTRICT

The heart of A.A. is the group which elects a general service representative (GSR). The GSR attends district meetings that are made up of the groups in that district. The GSRs elect a district committee member (DCM). Thus, the DCM is the vital link between the group's GSR, and the area service structure, including the area's delegate to the General Service Conference.

The qualifications for a good district committee member are not complicated: background in A.A. service work that includes being a GSR, and perhaps some central office/intergroup service; enough sobriety (say four to five years) to be eligible for election to area; and the time and energy to serve the groups and district as well.

- The DCM carries the collective group conscience of the A.A. groups in the district to the area committee. Among the two-way communication responsibilities of the DCM are:
- Holding regular meetings of all GSRs in the district.
- Assisting the delegate in obtaining group information in time to meet the deadline for appropriate A.A. Agenda Items.
- Keeping GSRs informed about Conference activities.
- Acquainting GSRs with The A.A. Service Manual, Box 4-5-9, and other A.A. literature.
- Holding workshops on carrying the message of the Seventh Tradition to non-supporting A.A. groups.
- Holding sharing sessions on just about any service subject.
- And, of course, making a regular practice of talking to groups (new and old) on the responsibilities of general service work.

NOTE: The GSR should pass their group's thinking to Area Committees and Delegate NOT just the DCM.

GSR Responsibilities at the District Meeting:

- Attend all District meetings with your Alternate.
- Bring up issues or concerns from your group for discussion with other GSRs.
- Bring with you and communicate any issues or announcements from your group.
- Take information back to your group – nobody else will.
- Bring a notebook and a planning calendar – or use your phone.
- Call or email the DCM to put items on the agenda for district meeting – when you have something.
- Bring group conscience to district meetings.
- Give everyone your attention.

What to expect at the District Meeting:

Before the meeting begins:

- Pick up written reports usually located on a table in the room (Meeting agenda, Treasurer, DCM, committee etc. *(if available)*).
- Pick up any flyers for upcoming evenings in your District/Area.
- Sit with someone new. Make a friend.

During the District meeting:

- The agenda is either mailed or e-mailed with the minutes from the previous meeting to all GSRs and interested parties.
- The secretary usually brings extra copies left up at the front table.
- The majority of the District meeting consists of verbal and written reports from the various trusted servants.
- Give your GSR report. (See an example – in Appendix D).
- Highlight or make notes during each report as to what you think your group will find important.
- Also, note what positions are open and add them to your announcements to read.
- Take notes on all motions under new and old business.
- Pay close attention to any motions that are sent back to the groups to vote on.
- At the next District meeting you will need to vote for the conscious of your group.

After the Meeting

- Remember to network with other GSRs and committee members.
- Go back to your Group and update the flyers with the new ones you may have received at the District Meeting.
- Take announcements from the District back to your home group.

The Central Offices or Intergroups

The General Service Office (GSO) in New York provides services for the entire A.A. Fellowship in the U.S. and Canada. A central office/intergroup is an A.A. service office that involves partnership among local groups and Districts in a specific community, just as A.A. groups themselves are partnerships of individuals. A central office/intergroup is established to carry out certain functions common to all the groups — functions that are best handled by a centralized office — and it is usually maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

While the offices are an important part of A.A., they are not part of the general service structure or a satellite of GSO.

Intergroup Representatives (IGRs) discuss and vote on matters that affect groups locally, including the multi-faceted operations of the Central Office including bookstore, hotline, newsletters, and website. The District has an IGR who liaises between the District and Intergroup on a monthly basis.

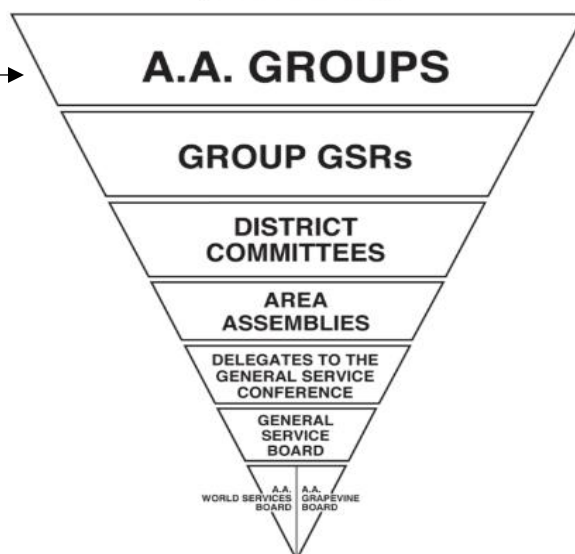
The vital services they provide include maintaining local meeting information, providing meeting lists and other literature, maintaining websites with local information, and responding to phone calls and other inquiries from those seeking help.

Intergroup/Central Office:

INTERGROUP

- Intergroup is local AA and provides bookstore, hotline, newsletter, medallion and website services.
- Receiving, arranging and following up Twelfth Step Calls
- Answering inquiries about AA
- Establishing a local Public Information committee.
- Maintaining information about local hospitals and recovery facilities for alcoholics.
- Publishing local AA meeting lists.
- Ordering, selling and distributing AA Conference-approved literature, including medallions.
- The Intergroup is responsible to the groups and Districts it serves.
- Intergroup has no authority of its own and IS NOT part of A.A.s Decision Making /Service Structure.
- GSR's CAN go to Intergroup Meetings / each group should have an Intergroup Rep to represent the group at the Intergroup Meetings.

STRUCTURE OF THE CONFERENCE (U.S. and Canada)



Your District:

- The District is the link to GSO through the GSR.
- GSR's participate in "pre-conference" activities and represent the groups when a "*sense of the room/assembly*" is taken.
- Communication between your District and the Intergroup is imperative!
- Your District ***should*** have a liaison with Intergroup.

For Area 14 and Intergroup Map See Appendix D.

General Service Representative Workbook

NORTH FLORIDA AREA CONFERENCE

AREA 14

PART B

Version 3.1

May 3, 2026



THE AREA ASSEMBLIES

The areas hold an important position in the U.S./Canada General Service Conference structure. The areas are directly connected to the A.A. groups and their members through DCMs and GSRs. At the same time, they participate in the decision-making process of A.A. through area delegates.

The Purpose:

Not all areas operate in the same way, but an area's purpose is threefold:

1. To elect a delegate who will represent the area's conscience at the annual General Service Conference, where decisions are made that affect A.A. throughout the U.S. & Canada.
2. To form a local decision-making structure so groups can collectively decide on matters that affect their area.
3. To carry out Twelfth Step work that may not be practical for groups, districts, or intergroups to take on by themselves. Examples include, but are not limited to:
 - Accessibility
 - Archives
 - Cooperation with the Professional Community (CPC)
 - Corrections
 - Informational Website
 - Literature, including Grapevine and La Viña
 - Public Information (PI)
 - Treatment Facilities
 - Technology
 - Intergroup

Voting Members

The following trusted servants are typically voting members of an area assembly:

- **GSRs** — representing the conscience of the groups in the area.
- **DCMs** — representing the conscience of the districts in the area.
- **Area officers** — elected by the GSRs and DCMs to serve the area.
- **Area committee chairs** — Appointed by the area chair.
- **Area delegate** — elected to represent the conscience of the area at the annual General Service Conference meeting.

In Area 14, past delegates and intergroup/central office liaisons are also members of the Assembly, with a voice but not a vote.

Area Assembly meetings are open to all A.A. members, but the group's vote is carried by the GSR or the AGSR in the absence of the GSR.

NORTH FLORIDA AREA ASSEMBLY (NFAC)

The North Florida Area Conference (Area 14) is held once per quarter. GSR's are encouraged to join the Committees on Saturday including the "GSR Orientation." and "GSR Workshop" as well as the various Committee meetings, workshops, and Saturday night speaker meeting. GSR's are required to attend the Sunday morning Business Meeting and to cast their votes, on behalf of their groups (so it is imperative that the GSR's have a good sense of the group's direction on issues as the GSR is the Group's representative in the voting), on both old business and new business. It is also imperative that the GSR report back to the Group about the outcome and reports from the various committees.

- Friday's session is focused on a large-scale AA discussion meeting.
- Saturday is full of committee meetings, workshops, and a speaker meeting.
- In even years, during the October Assembly, the Business Meeting is moved to Saturday evening, and the Elections meeting is held on Sunday morning.
- Copies of the minutes of each Assembly are distributed to DCMs & GSRs 30 days after every Assembly. These minutes are also posted on the password protected portion of the Area 14 website.
- We also recommend printing a copy of the Saturday Agenda from the NFAC Website (www.aanorthflorida.org), which is published a month prior to the Assembly. You can review the minutes and agenda to determine which meetings to attend. We do recommend you attend the GSR Orientation at least once.
- We also recommend that you attend the 4:30 PM GSR's Workshop (if there is one).
- It is REQUIRED that you attend the Business Meeting on Sunday – be in your seats by 9:00 AM and, if you so choose, the Business Meeting is offered virtually, but you need to sign in by 8:45 AM Sunday morning.

Regular (Non-Election) Assembly

This kind of meeting is typically held multiple times during the year and may take different forms. Each area decides for itself on the number — and interval between — meetings. In some areas, a "regular" assembly meeting may be called a "workshop" or "general sharing session." To keep agendas lively and meaningful, some areas appoint agenda committees, which may include the officers and GSR's. Some areas choose to keep business to a minimum and use most of the time for sharing sessions or workshops. Special speakers who have experience with general service may also be invited to shed light on worldwide services.

Election Meeting during October Assemblies in Even Years

At this special meeting held once every two years on the Sunday of the Assembly, the delegate is elected as well as the Area officers (Alternate Delegate, Chairperson, Alternate Chairperson, Treasurer, Secretary and Registrar). The Assembly business meeting is conducted on Saturday evening. In an election year, this assembly is in October, so the newly elected delegate and area officers have the time to prepare to take office in the new panel (Panel 77) in January 2027.

Calendar of Events - Area 14

NOTE: Events added to this calendar as they arise

Jan - Dec	▪ Attend your District's Meetings
January	▪ Area 14 Assembly; including business Meeting.
March	▪ The GSR and/or the Delegate is responsible for developing a Survey to gain the Group's Conscious prior to the Pre-Conference (if the Pre-Conference is too close to the Area Assembly, where the Delegate's responsibility is to gain a "sense of the assembly.") ▪ The Pre-Conference Material is organized by the Delegate and distributed to the GSRs. ▪ TBD Pre-Conference Workshops take place
April	▪ Area 14 Assembly, including business Meeting. ▪ Delegate gets a "sense of the Assembly" to vote at the General Service Conference in New York in late April.
June	▪ Jun TBD: Post Conference Workshop.
July	▪ Area 14 Assembly, including business Meeting. ▪ July TBD: Post Conference Workshop. ▪ Jul TBD: Post Conference Workshop Area 14 Assembly; including business Meeting.
October	▪ Area 14 Assembly, including business Meeting

Area Decision Making Process

NFAC Area 14 uses motions as decision making vehicles. The purpose of a motion is to formalize a decision, via vote, to which the Area is then bound. Most Area decision making focuses on issues which are internal to Area 14. For example, funding for services, A.A. events we support, expansion of services, or requests from our Area to the General Service Conference. At times, a request will come to our Area from the General Service Conference by our Delegate.

Process

- Motions can originate with any Group, member, GSR, DCM, Committee or Area officer.
- Motions are presented and reviewed at any of the Area Assemblies.
- Final decision making about motions and area actions occurs at the Assembly with GSRs, DCMs, and Elected Officers and Appointed Committee Chairs participating. This process provides time for deliberation and review at the home Group level, which is essential to forming a healthy Group and Area Conscious.

Motions

A motion is a formal proposition that the Area, as a whole, should do or not do a specific thing. The result of a motion is either to pass or fail. With some frequency, a motion will be referred to a committee for further study and/or for continued development into a more succinct motion.

Floor Motions

A floor motion is a motion presented at the Assembly which has not been seen by any Committee and is not part of the “New Business” portion of the Assembly. One important note, Floor Motions will not have benefitted from an informed Group Conscious and there for GSR’s, as representatives for their groups, must act on them as they believe their groups would act on them in these matters.

Area Business: Voting Procedures

- Voting members of the Area Assembly are GSRs, DCMs, Elected Officers and Appointed Committee Chairs. Area Past Delegates are members of the Area, but do not vote.
- Motions require a 2/3 majority (substantial unanimity), to pass.
- The Third Legacy Procedure is a special type of electoral process, which Area 14 uses primarily for the election of officers. A description and diagram can be found in Chapter One of *The A.A. Service Manual*.

Area 14 uses a “loose” form of “Roberts Rules of Order.” They are not to be used so rigidly so that we cannot communicate from the heart.

For How the Conference Operates; See Appendix E.

ROBERTS RULE OF ORDER

Abbreviated Form:

You Want To:	You Say:	Second Required	Debatable	Vote
Adjourn	I move we adjourn	Yes	No	Majority
Register a complaint	Point of privilege	No	No	No vote, chair decides
Table a matter	I move we table this matter	Yes	No	Majority
End a discussion or debate of a matter	I move the previous question	Yes	No	2/3
Have further study of a matter	I move we refer this to a committee	Yes	Yes	Majority
Amend a motion	I move this motion be amended to read...	Yes	Yes	Majority
Introduce a matter of business	I move that	Yes	Yes	Majority
Object to an error in procedure	I move that the order of the day or point of order	No	No	No vote, chair decides
Request information	Point of information	No	No	No vote
Take up a matter previously tabled	I move that we take from the table	Yes	No	Majority
Reconsider an item already disposed of (Maker must have been on the prevailing side on the original motion)	I move we reconsider the vote on our action relative to...	Yes	If the original motion was debatable, yes	Majority
Consider an item out of its scheduled order	I move we suspend the rules and consider...	Yes	No	2/3
Delay an action indefinitely	I move to postpone indefinitely...	Yes	Yes	Majority

Motions:

MOTION		Requires a “Second”?	Is Debatable?	Vote Required for Approval	Minority Voice Heard?
Committee Recommendation	Presented in the Committee report	Automatically seconded	YES	2/3	YES
Amending a Motion	A Motion on the floor is owned by the entire Conference Body, no longer by the Committee which recommended it. The Committee is not asked to vote on the Motion to amend; any Motion to amend a main Motion depends on the approval of the Conference	YES	YES	2/3	YES
Tabling a Motion	Made without comment	YES	NO	Simple Majority	NO
Moving to Recommit	Made without comment	YES	YES	2/3	NO
Calling the Question	Made without comment	YES	NO	2/3	NO
Reconsidering a Vote	May only be made by a member who voted with the prevailing side. No action may be reconsidered twice	YES – May be seconded by either side	NO	Simple Majority	NO
Making a Floor Action	Made without comment. Introduced any time during the Conference except at Sharing Sessions. It is submitted in writing by the maker to the Conference Secretary.	YES	YES	2/3	YES
Declining to Consider a Floor Action	Made without comment. May be made after the maker of a Floor Action is provided time to state the rationale for it.	YES	NO	2/3	NO

Remember: 1. Motions must be made at the microphone. 2. Address Motions to the Chair.

FIRST-TIMER TIPS

Area 14

North Florida Area Conference

Rev. 2024/04

Welcome to Area 14 North Florida Assembly. We are glad you are here and hope this information will help you find your way.

FRIDAY

Be sure to plan your dinner so you can attend the 8:00 PM Meeting. It's usually a service topic and a chance to begin meeting the other Assembly guests.



SATURDAY

So many things to see and do on Saturday, and they are all for you – We have a wide variety of workshops during the day, so no matter what area of service you are interested in, you should find something to your liking. As you visit other workshops you may find something new that catches your attention! We encourage you to expand your horizons by visiting different workshops over the next few assemblies.

SUNDAY

If you are a voting member, be sure you are seated at your District table by 9:00 AM for the Business Meeting.

Although we try to move along quickly, we need to finish by noon. We usually take a break half-way through the meeting.

Quick Tip! - Hotel meeting rooms tend to be cold—you might need a jacket.

Does the conversation sound like alphabet soup? Maybe this will help.

Committee Chairs – Area panel members who lead workshop on specific topics, like A.A. Literature or Carrying the Message into Prisons (Corrections).

ChairAdministrative Committees – We have 4 of these, Finance, Growth, Site & Agenda and Website.



Places to visit (See your Agenda for their location)

- ♦ If you are a **District Committee Member (DCM)** or **General Service Representative (GSR)** be sure to attend your 9:00 Orientation, when available
- ♦ **Registrar** – If you have not turned in your Group or District Change form yet, stop by to see the Registrar.
- ♦ **Grapevine Store** – you will find many interesting books and items for sale from our **"Meeting in Print"**.
- ♦ **Archives** – The Area Archives Chair and District Archives Chairs provide an amazing display of our History for your education and enjoyment .



Need Help? Got a Question? – Ask anyone, but especially our Host District Members, or any Area Officer or other Panel Member, as identified on their badges.

Looking for something you didn't hear this weekend? Be sure to come back because it may be happening at the next Assembly – Find the Area minutes and other help documents at our website aanorthflorida.org. Minutes and some other items are in the password protected area. See your DCM or email webchair@aanorthflorida.org for the password.

SERVICE ROCKS!!

GSR Responsibilities the Area 14 Business Meeting

- The DCM should sit at the District Table at the assembly and determine, for the Registrar: 1) How many voting members are present in your District, if there are any new GSRs (encourage them to stand up when called!); and 2) How many visitors (green badges), and that they need to report to the Registrar.
- As a GSR, you have the right and responsibility to vote on behalf of your group.
- Be in your seat with your District counterparts by 9:00 AM to vote and if you are part of Zoom, report in by 8:45 AM to vote.
- The first half of the Area Meeting will be reports from: 1) Elected Posts; 2) Appointed Posts; 3) Standing & Special Committees.
- The Chairperson resumes the meeting (after a break) and will call for old business – these may be issues that were on a previous agenda and required more research.
- New business is then called – this may consist of 1) Items that come from committees and require no “second”; 2) Floor motions.
- Bring a notebook and a planning calendar – or use your phone – but in any case, make sure to keep notes about what happens at the session – you will need to capture your notes for old and new motions, and the resulting voting outcome.
- Have a copy of the Area’s Structure and Guidelines, the Minutes from the last Area business meeting, and have your *Service Manual* because you may have a question to look up.
- Get a copy of the Treasurer report and check contributions section for your Group.
- *Take information back to your group* – nobody else will.
- Bring group conscience to the Area meeting – remember, if issues come up that were not addressed in your group’s business meeting, you must vote in a way that reflects your group’s wishes (group conscience).
- During the meeting, keep notes brief to avoid taking up too much meeting time, and have all reports available for any member to read.

Reporting back to your home group

- Your report should consist of brief summaries from each report presented at the previous District and/or Area 14 meeting:
 - Topics under open forum – items that require more discussion to clarify.
 - Treasurer Reports (for example, final balances, etc.) Keep it simple!
 - Any motions voted on by your District, or Area 14 (old business)
 - Any new motions (new business), to be voted on by the group (either from your District or Area 14, and anything else that you think is noteworthy).
- Make sure that any motions to be voted on by the group are brought up under new business at the group’s business meeting or during regular meetings for those that have no business meeting.
- When these motions are brought up at the next District, vote your group’s conscience (if you have questions, ask your service sponsor)
- Some meetings do not have a business meeting, and you can ask to give the GSR report during the meeting, keep notes brief to avoid taking up too much meeting time, and have all reports available for any member to read.

- If an informed group conscience is needed so that you can vote on behalf of your group, then you will need to give more in-depth information. Be very careful about voicing your personal opinion. Stay neutral.
- A suggestion would be to keep detailed reports you may have collected at the District meeting that are available if someone would like to review them at the business meeting.

For a Sample GSR Report, See Appendix C

AREA CONSCIENCE PROCESS

Written from the perspective of the person chairing the meeting.

Before you start:

Thoroughly explain the voting process: who may vote, how the vote will be cast etc...

Then:

Present the issue:

- When presenting an issue or topic, it is recommended to remain neutral.
- Sometimes the issue will be presented by the maker of the topic or by the DCM. There is no straightforward rule.

Then:

- Allow time for discussion (Listen to hear if you have a balance of pros and cons).
- Listen – when you start hearing people repeating the same information ask the following question “Does anyone have any new information?”

Next:

Call for a Vote:

- For something to pass, substantial unanimity is sought (typically this is two-thirds).
- If your group's conscience calls for something other than substantial unanimity, then go with the group conscience.

After the Vote:

- Ask for the Minority Opinion and if they would like to speak.
- If no one from the minority wants to speak, then vote is over.
or
- If someone or multiple people speak from the minority opinion. Someone for the majority can call for a reconsideration of the vote if they have been swayed by the minority position.
- If a reconsideration is requested, then vote on whether to reconsider the vote. This is usually a simple majority.
- If passed, then the issue that had been voted on is reopened again for discussion and the voting process will **Start Over**.

AREA BUDGET PROCESS

North Florida Area Conference for Area 14

1. The committee Chairperson completes the requested line-item budget. This should be based on:
 - Forecasted expenses based on prior to three year's actual expenses and current (foreseen) budget amounts.
 - Review of prior year's expenditures to determine requirements and current pricing for events, reproduction, literature and miscellaneous.
 - Review of Area 14 motions that might impact the Committee's expenditures.
2. The proposed Budget Request Worksheet is submitted to the Area 14 Treasurer.
3. The Treasurer reconciles budgeted amounts with Forecasted contributions and all other expenses.
4. The Treasurer submits the modified budget back to the Committee Chairpersons and discusses any possible changes to come to a final budget to the budget committee.
5. The Treasurer submits the final modified budget back to the Finance Committee at the July assembly, and these are published in the July assembly, and in the July minutes.
6. DCMs, GSRs, and all other voting members vote to accept the budgets at the October assembly.
7. At every Quarterly meeting, the Treasurer reports on actual results and provide guidance on remaining year, including any adjustments determined.
8. The DCMs, GSRs, and other voting members approve the budget report via group conscience at each Quarterly.
9. Annually, the Treasurer determines excess funds, working reserve, and prudent reserve needs. These calculations are reviewed and agreed upon by the Treasurer and Finance Committee.
10. Excess funds are held until the end of the following year to cover and deficit funding the next year, and then any excess remaining at the end at that point is contributed to the GSO.

For NFAC Budget Worksheet: See Appendix F.

THE THIRD LEGACY ELECTION PROCEDURE

1. The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.

- The first candidate to receive two-thirds of the total vote is elected.

2. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)

3. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)

4. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain.

- At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot.
- If this motion is defeated, balloting is over, and the choice is made by lot — “going to the hat” — immediately. If the motion carries, a fifth and final ballot is conducted.

5. If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.

6. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

For The Third Legacy Procedure: See Appendix G

AREA 14 OFFICERS

Area 14 Elected Officers (7)

Delegate

Duties:

- NFAC Representative to the annual General Service Conference.
- Works with the Chairperson in preparing the agenda for Assemblies.
- Delivers Conference reports to District meetings when requested.
- Participates in Area or District activities if called upon.
- Attends
 - Florida State Convention
 - Southeastern Delegates "Get Together" in Atlanta
 - Southern States Alcoholics Anonymous Service Assembly.
 - Southeastern Regional Forum
 - International Convention
- Provides or participates in:
 - Leadership
 - Training
 - Especially for new GSRs and DCMs.
- Workshops whenever possible.
 - Service talks

Alternate Delegate

The Alternate Delegate should have the same qualifications as the Delegate as they may be required to assume all or part of the Delegate's term of office due to unforeseen circumstances.

Duties:

- Attends Assembly meetings, becomes familiar with assembly topics.
- Attends the February mini-conference Southeastern Delegate "Get Together" in Atlanta.
- Should be prepared to replace the Delegate at any time.
- Chairperson of the Growth Committee.
- Chairperson of the Florida State Convention Oversight Committee.

Chairperson

Duties:

- Acts as administrative officer of the Assembly.
- Responsible for overseeing all Area operations.
 - Conducts the Assembly business session in an orderly manner.
 - Prepares the agenda for Assemblies with assistance of the Officers.
- Provides an agenda to the Secretary at least 30 days prior to the assembly.
 - Appoints the Committee Chairs, Parliamentarian, Finance Chairperson, and Website Chairperson.
 - Chairperson Elect attends the Southeast Regional Forum.

Alternate Chairperson

The Alternate Chairperson should have the same qualifications as the Chairperson as they may be required to assume all or part of the Chairperson's term of office due to unforeseen circumstances.

Duties:

- Assume the Chairperson's duties in the Chairperson's absence.
- Assist and support the Chairperson in carrying out duties as needed.
- Serve as Chairperson of the Site and Agenda Committee.
- Oversee the Scholarship Fund.
 - Serve as contact person for DCM's that have an eligible voting member requesting a room for Saturday night.
 - Helps in booking the room for eligible voting members.
 - Keeps track of the balance in the Scholarship Fund (\$3,000 per year).

Treasurer

Duties:

- Receives and records contributions from A.A. groups and other sources.
 - An Excel database from the Registrar is used to help credit Group Contributions.
- Serves on the Finance Committee.
 - Gives access to the Finance Chair to the online checking account "view only".
- Managing the Area's monies
 - Maintains a record of all monies received and dispersed.
 - Requires the ability to do monthly bank reconciliation, preferably making weekly deposits.
 - Settles all bills with the hotel where each assembly is located.
- Issues checks for expenses.
- Maintains a bank account.
 - Be aware of the bank's guideline.
- Maintains a savings account for the prudent reserve.
 - Researches the best interest rates for the prudent reserve.
- Must have a signature card signed by the Delegate, Chairperson, and Treasurer
 - All checks shall require the signature of two of the above.
 - All online payments, written or electronic, require review of the invoice and approval by two of the signors prior to disbursement.
- Provides a financial report at each Assembly.
- Provides an annual written in-depth report of all transactions.
- Prepares a one-year proposed budget to be presented to the body for approval.
- Monitors expenditures by Committees to help ensure spending is within budget limits.
- At the first Assembly of each year, presents to the Finance Committee a report of "large differences" between actual costs for the prior year and the approved budget for that year, for review and consideration by the Committee.
- Files Sales Tax and Corporate Annual Tax reports online.
- Speaks with Group Treasurers that need advice or help and attend District Workshops if needed.

Registrar

Duties

- Maintains the database
- GSRs, DCMs, Committee Chairs, Officers, Past Delegates and Groups
 - mailing labels and roster
 - for the use by the NFAC Committee
 - correspondence and reports
- Voting members in the North Florida Area Conference, Inc.
 - Assists the GSO Records department to keep their records up to date.
 - Conducts the roll call at the Assembly Business meetings.
 - Gives the official count to the Chairperson.
 - Submits the Registrar's and Attendance Reports to the Area Secretary.

Secretary

Duties:

- Responsible for keeping accurate minutes:
- Of the Assembly
- Quarterly officers' meetings when held.
 - Prepares these minutes to be mailed and emailed.
 - To all GSRs, DCMs, Committee Chairs, Officers, Past Delegates.
 - Any A.A. member who requests a copy.
 - The mailing will include
 - The meeting agendas for the next Assembly.
 - The Florida State Convention flyer.
 - Any other material, as directed, is submitted in time.
 - Requests the mailing address from the Registrar.
 - Delivers the minutes within thirty (30) days after the current Assembly.
- Prepares the motions after each Assembly.
 - Emails to the Webmaster in adequate time that they can be posted, on the North Florida Website, within ten (10) days following the Assembly.
- Updates electronic documents per all motions passed:
 - Advisory Actions
 - Structures and Guidelines

AREA 14 COMMITTEE CHAIRPERSONS (12)

Accessibilities

- Coordinates the work of individual A.A. members and groups in carrying the message to those who have problems which limit their attendance at regular A.A. meetings.
- Enlightens A.A. members and groups to their special needs.

Archives

- Conducts workshops and displays on A.A. and NFAC history.

Cooperation with the Professional Community (CPC)

- Recommends activities that will help carry the message to the still-suffering alcoholic through third party professionals such as probation officers, clergy, doctors, etc.

Corrections

- Encourages A.A. members to assume responsibility for carrying the message to those in jail or prison.

Grapevine/La Viña

- Coordinating the operation of the Grapevine/La Viña bookstore and bookstore raffle during Area 14 Conferences/Assemblies
- Working with Districts and other Committee Chairs to educate the membership about our Meeting in Print.
- Offering a Grapevine/La Viña information table.

Intergroup

- Serves as a liaison between Intergroups and the members of the NFAC, facilitating "sharing common problems and solutions."

Literature

- Informs Groups, Districts or Area members through displays or other suitable methods, of all available Conference Approved Literature, audio visual material, or other special items.

Public Information (PI)

- Creates greater understanding of—and preventing misunderstanding of—the A.A. program through the public media.
- Educates A.A. members and groups about Alcoholics Anonymous.
- Is in charge of the (on-line) video library.

Treatment

- Coordinates the work of individual A.A. members and groups in carrying the message to clients of treatment centers and other recovery institutions.

Archivist

- Preserving the documents, artifact items and maintaining the physical integrity of the collection.
- Collects, organizes, and preserves material of historic interest to the NFAC.
- Works closely with the Archives Committee Chairperson to ensure the integrity of the Area Archives inventory.
- Maintains and updates the Archives inventory and assists in accumulation of historical material and information pertaining to the Area.

(Voted on in non-electoral years for a two (2) year term not to exceed six (6) years.)

Parliamentarian

- Be present at the Saturday/DCM Officers meeting at the Assembly.
- Be present at all Sunday business meetings of the Assembly.
- Assist the chairperson in keeping the Assemblies operating within Robert's Rules of Order as amended by the General Service Conference and the Structures and Guidelines.

(This appointed office will be for a two (2) year term, to coincide with the current rotation)

Technology

- **Hardware and Software**
 - Maintains records of technology equipment and software, including those assigned to Area Panel members, and oversees transfer of equipment at beginning of each panel. Provide an inventory of all equipment and software licenses to the Area 14 Finance Chair at the beginning of each panel.
 - Receives all requests for use of technology equipment for use at assembly and other Area 14 events. Provides AV and Virtual support as requested, and oversees AV support, providing equipment set-up and securing outside resources as deemed fiscally responsible.
- **Virtual Needs:**
 - The Area Chairperson will maintain “ownership” status of any Area 14 virtual accounts with Zoom or other providers. The Committee Chair, or their designee, will administer the accounts, assigning user levels, scheduling meetings, etc. A roster of members available to provide virtual hosting and other support for virtual/hybrid events and other necessary administrative functions will be maintained.
 - Evaluates Area 14 immediate and future needs for equipment, software licenses, for production or contractor outside help, including securing and evaluating bids in order to make fiscally responsible purchases.
 - Considers future technology, equipment and software needs including integration of other Area functions within the committee, such as website and/or communications.
- **Short and Long-Term Planning:**
 - The Committee will be responsible for evaluating Area 14 immediate and future needs for equipment, software licenses, for production or contractor outside help. Including, securing, and evaluating bids in order to make fiscally responsible purchases.

ADMINISTRATIVE COMMITTEES

Administrative Committees exist to assist with the business of the NFAC. All motions from Administrative Committees are seconded and ready for discussion when brought to the floor.

- Additional Administrative Committees may be authorized by following the procedure for amending these guidelines.
- The Administrative Committees Chairs are appointed by the Chairperson.
 - Requests for authorization of Administrative Committees shall be referred to the Growth, Site and Agenda, Finance, and the Website Committees.
 - If the request receives favorable consideration by the Committee, the matter shall be considered a proposed amendment and be placed on the agenda for the next Assembly.

Finance

- Review the budget prepared by the Treasurer before it is submitted to the Assembly.
- Reviews the Treasurer's quarterly report and any proposals that may require funding in order to:
 - Provide financial guidance.
 - Make recommendations.
 - Encourage the development of long-range financial policies.
 - Monitor expenditures as compared to the approved budget.
 - Maintain a current inventory of Assembly property.

Growth

The Committee, with an eye always on the future of the NFAC, monitors and helps manage growth to keep the NFAC as inclusive as possible.

- Receives and reviews requests for changes in District boundaries
- Provides suggestions for effective management of Districts as an alternative to splitting the District.
- Each January reviews the references in Structures and Guidelines to page numbers in the Service Manual and provides the Secretary with a list of the changes for Structures and Guidelines. Such changes will be made without the need to publish and vote.

Site and Agenda

This Committee is an Administrative Committee comprised of several DCMs selected by the Assembly Chairperson. The Committee votes on which Site and Agenda business to bring to the Sunday meeting. The Panel Committee solicits, obtains, and reviews bids from hotels/motels willing to provide facilities for NFAC Assemblies in Quarter 1. All hotel bids need to be finalized and submitted to the Site and Agenda Committee by the second Quarter Assembly. The Site and Agenda Chair negotiates the hotel bids once submitted. It is suggested that the Site and Agenda Chair should present the Committee's recommendation at the 3rd Quarter Assembly. After the site is chosen by the body, the Alt. Chair negotiates the new hotel contract with legal assistance & subject to the Area Chair's approval. The logistics include the following:

- Assembly
 - Responsible for overseeing the logistics of each Assembly.
 - Develops written procedures and guidelines for future Assembly hosts.
 - Arranges for a Spanish Translator and/or ASL for the Assembly weekend.
 - Coordinate and conduct the GSR afternoon Workshop on Saturday.

- Develops the Saturday agenda with the Area Chair to meet the needs of the Panel and the Assembly attendees.
- Host Hotel
 - Works with the hotel to set up and sign the Banquet Event Orders.
 - Acts as the liaison between the A.A. Fellowship and the host hotel.
 - Settles the Assembly bill with the Area Treasurer.
- Hotel Bidding
 - Hotel bids need to be finalized and submitted to the Site and Agenda Committee by the second Quarter Assembly.
 - The Site and Agenda Chair negotiates the hotel bids once submitted.
 - It is suggested that the Site and Agenda Chair present the Committee's recommendation at the 3rd Quarter Assembly held in July.

<i>TIMELINE</i>	<i>ACTIONS</i>	<i>BY DATE</i>
January, February, March	Send out bid packets for the uncontracted 2-year period. Collect the data from the bid packets and enter them into the comparison sheet.	June 1
April, May, June	Receive incoming bid packets and enter them into the comparison sheet. Use comparison sheet to analyze data from potential host hotels.	3rd Quarter Assembly
July, August, September	Recommend a hotel at the July Site and Agenda meeting. Present recommended hotel to the body at Sunday's business meeting.	3rd Quarter Assembly
October, November, December	Sign a contract with a winning hotel in the third quarter.	4th Quarter Assembly
Second year	Prepare catalog/database of potential venue options and lessons learned to provide to the next Site and Agenda Committee, Alt Chair.	Dec 31

Website

- This committee will review and select the preferred candidate for the position of Webmaster.
 - The contract for the Webmaster's Services will be executed by both the Website Chairperson and the NFAC Chairperson.
- Ensure Advisory Actions and Structures and Guidelines for all motions that have passed are updated on the website.
- Website Chairperson

- Will be appointed by the NFAC Chairperson and attend Assemblies.
- Responsible for setting up the meeting and coordinating information within the committee.
- Ensure that the Website (aanorthflorida.org) meets the recommendations of the Committee and/or the Assembly.
- Webmaster
 - Maintain the Website and only add or remove data when directed by the Website Committee and/or Assembly.
 - Responsible for the bulk emailing of the minutes 30 days before the next assembly.

BEYOND THE AREA

THE GENERAL SERVICE CONFERENCE

Each General Service Area elects a Delegate to serve them at the annual General Service Conference in New York, every April, where the broad issues of A.A. are addressed. There are a total of 93 Delegates, one for each Area, throughout the US and Canada. The Delegates are elected for a two-year term with about one half elected each year to provide both continuity and rotation.

Please reference the sections in the Structures and Guidelines as well as the Service Manual that cover the General Service Conference (GSC) and other topics. Explain when the GSC is held in April every year and the timeline for Delegate pre-and post-conference meetings with the Districts so GSRs can take the agenda items back to the groups for their recommendations. GSR should document and email the group's recommendations to the Delegate. This is the group recommendation NOT the GSR opinion. We want the GSR to mark up and use the existing document.

The voting members of the Conference are:

- The 93 Area Delegates - 93
- The 21 Trustees of the General Service Board - 21
- The staffs of the General Service Office and Grapevine - 19
- The Directors of AA World Services, Inc. - 2
- The Directors of the AA Grapevine, Inc. - 1

For a total of 136 votes of which 2/3 is 91 votes.

The 93 Area Delegates constitute more than two thirds of the voting members of the Conference. A map showing the Regions can be accessed by going to aa.org and searching for "Regional AA Maps."

For the General Service Conference Structure – See Appendix H.

For the Path for an Idea to become an Agenda Item; See Appendix I.

This is a sample of what The Delegate (from Panel 75 – this is page 1 of 7 total pages) did to try to get the “word” out prior to her attending the conference in 2026.

76th GENERAL SERVICE CONFERENCE GROUP SURVEY RESPONSE

Group: _____ District: _____ Date: _____

1. Conference Committee – CORRECTIONS – ITEM C

Topic	Is your Group in support of updating the pamphlet “ <i>The A.A. Member – Medications and Other Drugs.</i> ” If yes, what should be updated. If not, why should it not be updated?	YES	NO
Summary	The committee will evaluate two separate proposals to update this pamphlet (Item P-11): - PAI-50: Proposes a general review and modification of the story section to include more relatable, modern language and terminology. *This item was submitted by a district in Area 10. - PAI-56: Recommends revising and expanding the pamphlet to address topics not currently covered, such as the use/abuse of pain medications in acute or chronic pain situations, legal marijuana, and various over the counter (OTC) addictive medications.		

COMMENTS:

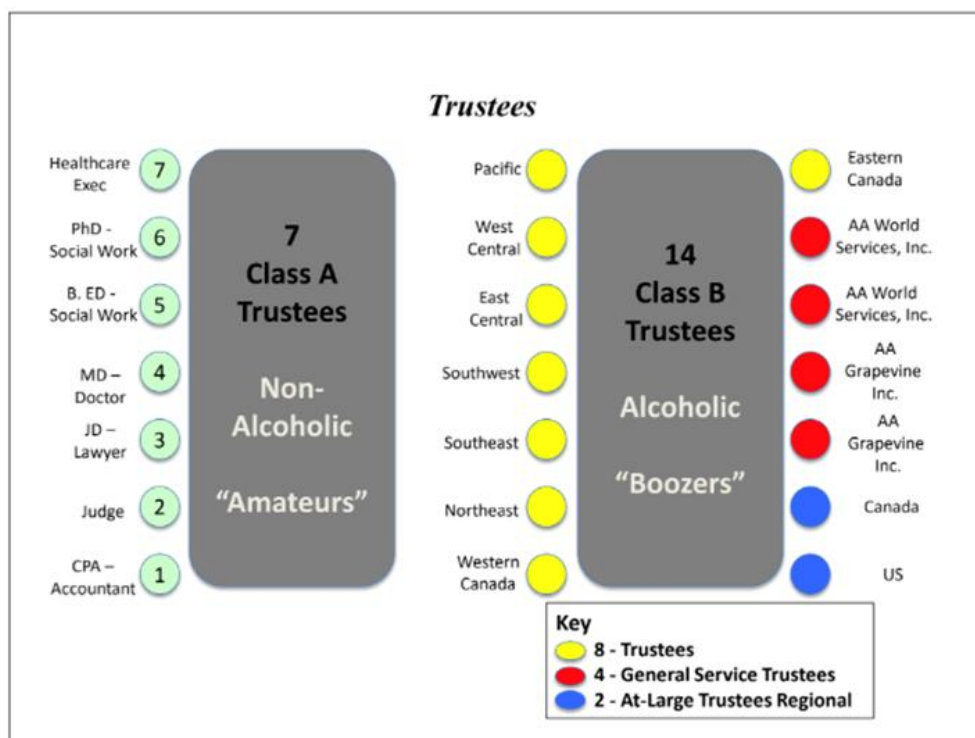
2. Conference Committee – FINANCE – ITEM C

Topic	Is your Group in favor of creating a Twelve Step Study guide or workbook?	YES	NO
Summary	The committee will evaluate a request for the General Service Office to develop a Conference-approved service piece or workbook dedicated specifically to working the Twelve Steps. The proposal suggests that such a resource would provide structured support for members, particularly those in challenging environments like incarceration where sponsorship is difficult to access. The explanation goes on to state that many members still need a detailed, easy-to-understand guide to help them actively engage with the program.		

COMMENTS:

THE REGIONAL TRUSTEE

Each Region has its own Trustee, called a Regional Trustee, who serves a four-year term on the General Service Board of Alcoholics Anonymous. There are twenty-one non-paid Trustees on the General Service Board, all of whom perform tremendous amounts of service for Alcoholics Anonymous. These Trustees are elected or approved by the General Service Conference. Seven are non-alcoholic, called Class A Trustees, and fourteen are alcoholic, called Class B Trustees. Eight of these fourteen Class B trustees are the Regional Trustees



AA WORLDWIDE

Alcoholics Anonymous is a worldwide organization. There are General Service Offices in many countries, each of which is autonomous. Our General Service Office for the United States and Canada are in New York City. No attempt is made to have this office become the world capital of AA. Rather, the New York office is available to share experience, strength, and hope with offices in other countries, mainly because it has been in existence for the longest. Every two years, a World Service meeting is held with the Trustee-At-large each from the United States and Canada attending as our delegates. This meeting serves as the way that Alcoholics Anonymous establishes and maintains its worldwide communication link.

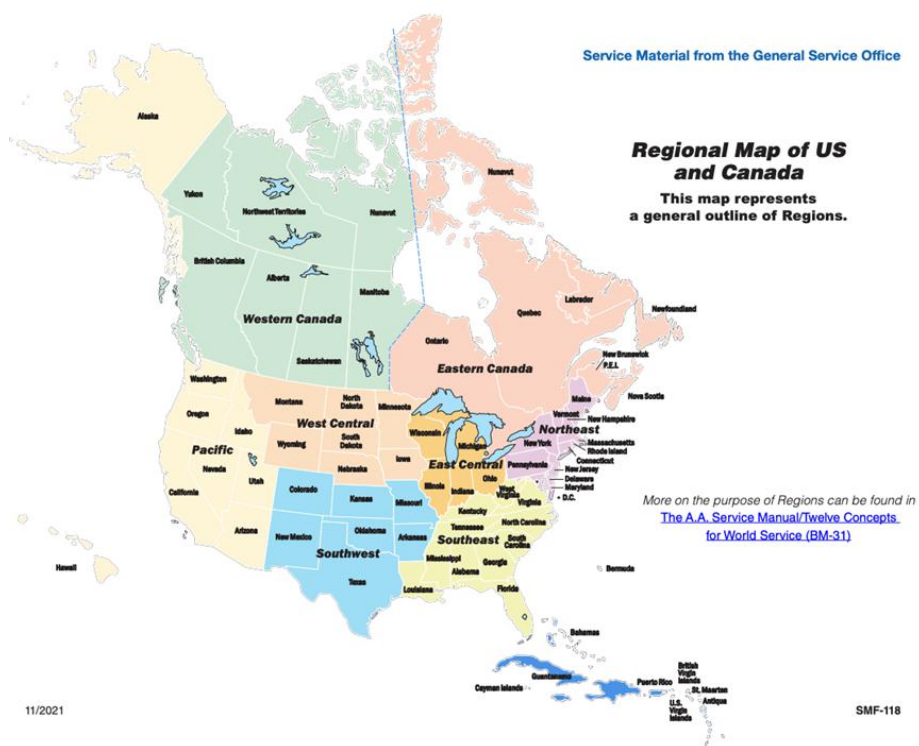
AA Worldwide Assemblies are held every 5 years. The last one (2025) was in Vancouver, Canada. The next AA Worldwide Assembly will be held in St. Louis, Missouri from July 4th to the 7th in 2030.

NOTE: The 100th anniversary of AA Worldwide will be held in Indianapolis, Indiana from July 5th to the 8th.

After the Conference, reporting to Groups, Districts, and the Area back home is a big part of the Delegate's job. They are provided with the "early bird" edition of "Box 459," a printed bulletin that summarizes outstanding Conference actions, to assist them with their reports. The "Final Conference Report" comes off the press during the summer and provides a complete record of reports, discussions, workshops, and actions. It is not a verbatim account, but no significant aspect of the Conference is omitted. Delegates continue to receive information regarding GSO, Grapevine, and General Service Board activities throughout the year and regularly report to the Area on pertinent issues.

THE REGIONS

The Areas in the United States and Canada are sorted into eight Regions. Our Area 14 is in the Southeast Region. The Southeast Region includes Florida, Georgia, Alabama, Mississippi, Louisiana, South Carolina, North Carolina, Tennessee, Kentucky, Virginia, and West Virginia. There are 12 Areas in the Southeast Region. A map showing the Regions can be accessed by going to aa.org and searching for "Regional AA Maps" (a link to that page is listed below).



https://www.aa.org/sites/default/files/literature/smf-118_RegionalMapUSCAN_EN_1121.pdf

OTHER SERVICE OPPORTUNITIES

SOUTHERN STATES AA SERVICE ASSEMBLY (SSAASA)

SSAASA is held every other year (the next one will be in 2027 in Tennessee – Area 64) on or about November of that year). The purpose of SSAASA is to develop greater unity among the members, Groups, and Areas of the Southeast Region and to encourage the exchange of ideas and to provide an opportunity for members to discuss pertinent aspects of AA Recovery, Unity, and Service. It consists of two days of presentations concerning our Three Legacies and matters of the full agenda for the upcoming General Service Conference. A different Area hosts this assembly each year. Our Area Delegate attends SSAASA each year, and all other members are welcome.

FLORIDA STATE CONVENTION

The Florida State Convention of Alcoholics Anonymous is an annual, multi-day event bringing together thousands of AA members from across Florida and beyond to celebrate recovery, fellowship, and sobriety.

Key features of the convention include:

- Recovery Meetings: Featuring various guest speakers, marathon meetings, and workshops centered on the Twelve Steps.
- Fellowship & Activities: Includes dances, an ice cream social, a scenic 5K, and other social events to foster connection.
- Diverse Programming: Dedicated sessions for Al-Anon, Alateen, LGBT, and Young People in AA (YPAA).
- Focus on Tradition: The event often highlights the "New Freedom" theme, celebrating the joy of living sober

COMMITMENT AND PRINCIPLES

As members of the general service structure, principles that we must now demonstrate as a trusted servant include willingness, self-sacrifice, honesty, consideration of others, thoughtfulness, love, tolerance and, most of all, basic etiquette.

- Do we show up, on time, when we say we will?
- Do we mark our A.A. commitments on the calendar and then work around them, or do we attend only if it does not interfere with our own pleasure?
- When we are unable to make an event that the GSR should attend, do we arrange for our alternate to be there?
- Do we keep our alternates well informed and involved?
- Do we attend as many service activities as possible to become better informed, or do we do the least possible required?
- Are we able to offer criticism lovingly and based on the application of our three legacies, or do we let personalities get in the way?

DEFINITIONS OF COMMON A.A. TERMS

- **A.A. World Services (A.A.W.S.)** – The corporation that employs G.S.O. personnel, directs G.S.O. services, and is responsible for book and pamphlet publishing.
- **Alternate:** A general service worker who, according to local autonomy and needs, is elected at the Group, District or Area levels to participate with, assist in and, in appropriate circumstances, assume the duties of a principal office holder, i.e., Alternate GSR, Alternate Chairperson, Alternate Delegate.
- **Archives:** A collection of A.A. memorabilia. The Archivist's functions might include collection, indexing, storing, and exhibiting original and reproduced local, national, and international A.A. material.
- **Area:** A geographical division within a state or Province. Normally there is one Area for each state or Province. Where there is high population, a state or Province may divide into two or more Areas. We are in Area 14 North Florida. There are two other Areas in Florida: Area 15 in South Florida and Area 1 in the Florida Panhandle and Alabama.
- **Area Assembly:** A periodic meeting of the GSRs, DCMs, Area Service Committee Chairs, and Area Officers. All A.A. members are encouraged to attend, but only the listed members of the Assembly are entitled to vote. The Assembly elects the Delegate and other officers. The Assembly is a basic unit of the general service structure and conducts or helps coordinate most of the business for the Area.
- **Box 4-5-9:** A bimonthly publication of the General Service Office, the title of which is also the New York mailing address of GSO (Grand Central Station, New York, NY. 10136). The masthead of this informative mini magazine consists of the words "*News and Notes from the General Service Office of A.A.*" It includes such items of interest as: a calendar of important local, national, and international events; questions and problems about A.A.; vignettes and anecdotes from A.A. people, history, and events; as well as much other information of interest to the dedicated and/or curious member.
- **Conference:** Delegates, the Board of Trustees, AAWS and Grapevine Directors, and the GSO and Grapevine Staff make up for the Conference. This meeting keeps the individual A.A. member and GSO in close, supportive contact with each other through the general service chain. This chain is made up of several links: the Trustees' Committees working closely with the comparable Delegates' committees (such as PI, CPC, Treatment Facilities, Finance, etc.), the Delegate from and back to the Area; and the individual A.A. member through the GSR. In the Conference, each Area has one representative Delegate who confers with the ninety-three other Delegates, twenty-one Trustees, GSO staff members and directors from the two corporations — A.A. World Services, Inc. and the A.A. Grapevine, Inc.
- **Bridging The Gap (BTG)** – The committee attempts to connect alcoholics in correctional facilities, treatment centers or other facilities with A.A. members who introduce them to local A.A. when they leave the facility.
- **Delegate:** Every two years each of the 93 Areas elects a representative who votes on behalf of the Area at the annual General Service Conference in New York. This representative is called the Area's "delegate."
- **District Committee Member (DCM):** The DCM is primarily responsible for coordinating and assisting the efforts of the GSRS in the District and being a member of the Area Committee.
- **General Service Office (G.S.O.)** – Located in New York City, the office provides services to groups in the U.S. and Canada and publishes A.A. literature.

- **General Service Representative (GSR):** An AA member who is elected by a Group to represent that Group's conscience in discussions at the District and Area levels. The GSR also keeps the Group as fully informed as possible of important decisions, discussions and events occurring within A.A. at the District, Area, Regional, national, and international levels.
- **General Service Board Inc.** - The service arm of the Conference, conducts policy and the business affairs of A.A. World Services, Inc. and the Grapevine Inc.
- **Region:** A grouping of several states or Provinces from which a Regional Trustee is elected to the Board of Trustees. There are eight Regions in the conference — six in the United States and two in Canada.
- **Third Legacy:** Recovery and unity are our first two legacies. Our Third Legacy is Service: the sum total of all AA services, from the twelfth step call to AA's coast-to-coast and worldwide activities.
- **Third Legacy Procedure:** A voting procedure, unique to A.A., designed to help reduce some of the negative aspects of elections — such as personality clashes, ego battles, and dissatisfied minorities. See "What is 'Third Legacy Procedure?'" in *The A.A. Service Manual*.
- **Trustee:** The usual term, or name, for a member of A.A.'s General Service Board of Trustees. Currently the board is made up of twenty-one trustees, including eight Regional Trustees.
- **Twelve Concepts:** As the Twelve Traditions are to the preservation and unity of Alcoholics Anonymous; so are the Twelve Concepts to General Service. They are a set of principles and practices intended to preserve service to A.A. and the still suffering alcoholic. They also protect the structure by which such a service is made possible. (See *The Twelve Concepts for World Service* in the back portion of *The A.A. Service Manual*).
- **Warranties:** The Twelfth Concept of World Service consists of The Six Warranties that are also Article 12 of the Conference Charter. Some consider these Warranties to be the A.A. Bill of Rights.

U.S. and Canada		Alcoholics Anonymous Group Information Change Form					
To be forwarded to Area 14 Registrar to make updates to General Service Office records Please provide as much information as possible							
Area	14	Group Service Number		Date			
District		Group Start Date		Number of Members			
Old Group Information			New Group Information				
Name: _____			Name: _____				
Location: _____			Location: _____				
Street: _____			Street: _____				
City/St/Zip: _____			City/St/Zip: _____				
Phone: _____			Phone: _____				
Meeting Day and Time							
Meeting Day	SUN ☐	MON ☐	TUES ☐	WED ☐	THU ☐	FRI ☐	SAT ☐
Meeting Time							
Type of Meeting							
LANGUAGE: (check one) ENGLISH ☐ SPANISH ☐ FRENCH ☐ OTHER ☐							
Old General Service Rep (GSR)				New General Service Rep (GSR)			
Name: _____				Name: _____			
Street: _____				Street: _____			
City/St/Zip: _____				City/St/Zip: _____			
Phone: _____				Phone: _____			
Email: _____				Email: _____			
Receive Area 14 Minutes by: Email ☐ USPS ☐							
Old Alt. GSR or Old Mail Contact				New Alt. GSR ☐ or New Mail Contact ☐			
Name: _____				Name: _____			
Street: _____				Street: _____			
City/St/Zip: _____				City/St/Zip: _____			
Phone: _____				Phone: _____			
Email: _____				Email: _____			
Receive Area 14 Minutes by: Email ☐ USPS ☐							
Signature: _____				Date: _____			
Return this form to: Area 14 Registrar PO Box 840066 St. Augustine, FL 32080 or registrar@aanorthflorida.org							

U.S. and Canada	G.S.O. NEW GROUP LISTING FORM
A.A.'s Traditions suggest that a group not be named after a facility or person (living or deceased), and that the name of a group not imply affiliation with any sect, religion, organization or institution. Virtual Groups are encouraged to check with their Area Registrar regarding their preferred Area and District. List of Area Websites on aa.org AREA #: _____ DISTRICT #: _____ GROUP START DATE: _____ GROUP NAME: _____ NUMBER OF MEMBERS: _____ GROUP MEETING LOCATION (ADDRESS OPTIONAL): _____ <i>If your Virtual group does not have a specific City/Town or State/Province the Primary Contact's City/Town and State/Province will be used.</i> CITY/TOWN: _____ STATE/PROVINCE: _____ COUNTRY: _____ Communication is sent in one of the languages below LANGUAGE: ENGLISH ☐ SPANISH ☐ FRENCH ☐ Type/Format: In-person (including hybrid) ☐ Virtual (including phone) ☐ Does your group meet in a hospital, treatment center or detox center setting? Yes ☐ No ☐ If yes, is it open to A.A. members outside the center? Yes ☐ No ☐ Note: Contact information provided is used by G.S.O. and AA Grapevine for purposes of A.A. service communications and is shared with your Area Committee. PRIMARY CONTACT NAME: _____ ADDRESS: _____ CITY/TOWN: _____ STATE/PROVINCE: _____ POSTAL CODE: _____ COUNTRY: _____ EMAIL: _____ PHONE: _____ GENERAL SERVICE REPRESENTATIVE (G.S.R.) – Your Group's Link to A.A. as a whole https://www.aa.org/assets/en_US/p.19.qv.pdf *The G.S.R.s of the U.S. and Canada are the very foundation of our general service structure. Through the G.S.R., you can make your group's voice heard at district meetings, at area assemblies, and eventually at the General Service Conference. GSR ☐ Alt. GSR ☐ Mail Contact ☐ To opt in to be mailed a print version of the Group Handbook please check: ☐ Digital Group Handbook: https://www.aa.org/contents-group-handbook-list To sign up for digital delivery of Box 4-5-9 at no charge visit: https://www.aa.org/box-459 RETURN FORM TO: Area 14 Registrar P.O. Box 840066 St. Augustine, FL 32080 registrar@aanorthflorida.org	

Appendix C

Sample GSR Report (just a suggestion)

My name is _____ and I'm an alcoholic. I am honored to serve as your GSR. A GSR is a "General Service Representative" and is the link between an individual AA group and AA as a whole. It is my responsibility to bring you news and issues that concern AA as a whole, and to bring this group's vote and opinions on issues being decided by the whole of AA.

The ***District/Area*** Meeting Occurred on _____ at _____ (location).

Items of interest Discussed: _____

Items needing Group Conscious: _____

Upcoming Events: _____

Other information: _____

Thank you for letting me be of service.

Sample Report to at the ***District*** Meeting (just a suggestion)

My name is _____ My home group _____ and I'm an alcoholic.

Our meeting place/time/ format: _____.

Service positions filled within the Group: (Report openings or if they are all filled)

_____ + _____.

Group Contributions: (Report if you have made any distributions to intergroup, district, area or world) ?.

_____.

Upcoming Group Events: _____.

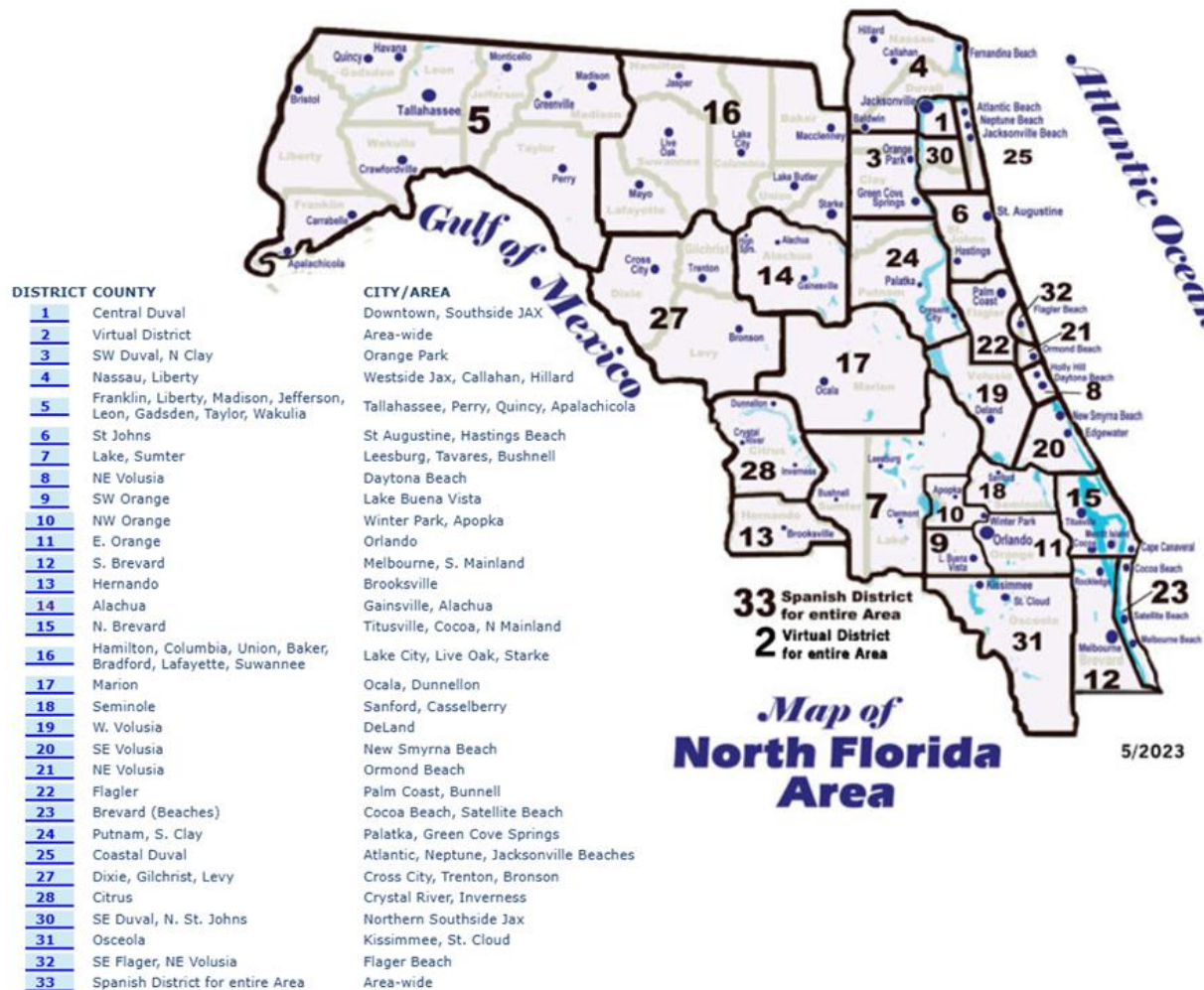
Other Information: (Concerns or things that are going really great) _____.

Thank you for letting me be of service.

Area 14 Intergroup and District links

[Previous Page](#)

[Home Page](#)



How the Conference Operates

Generally speaking, the General Service Conference follows *Robert's Rules of Order*, and proceeds on an informal basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Conference to conduct its business; rules exist to allow the Conference to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years the Conference has adopted some exceptions to *Robert's Rules*, which help it to proceed more closely in accord with the spirit of A.A. Tradition.

Conference Quorum

A Conference quorum — two-thirds of all registered members — is required to conduct Conference business.

Committee System

To the extent possible, important matters to come before the Conference will be handled via the "Committee system." This assures that a large number of questions can be dealt with during Conference week. Members are encouraged to trust the process. Each Committee has considered carefully the items before it and presents its recommendations to the Conference as a whole for acceptance or rejection. Recommendations of Conference committees are automatically motions that have been made and seconded. Members are asked to refrain from spontaneously amending the work of the Committee; there are no "friendly" amendments under *Robert's Rules*.

Substantial Unanimity

All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, a *two-thirds majority*. Any actions, including amendments, that affect an Advisory Action, or motions that might result in such an action, also require a *two-thirds majority*. Because the number of members present in the hall during the week of Conference varies from time to time, the phrase "two-thirds majority" is taken to mean two-thirds vote of the Conference members voting, as long as the total vote constitutes a Conference quorum.

Minority Opinion

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote, but fails to pass for lack of a two-thirds vote, the majority may speak.

Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Conference body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

General Rules of Debate and Voting

(Agreed to at the beginning of each Conference)

- People who wish to speak line up at the microphones and address their comments to the chair.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full discussion of a recommendation should take place before each vote.
- Everyone is entitled to express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mike and say it again.
- Our experience is that premature actions such as amend-

ing motions early in the discussion or hastily calling the question can divert attention from the subject at hand, confusing and/or delaying Conference business.

Motions Made During Conference

When making a motion, come to the microphone and address the chair. There are various types of motions we use to help reach an informed group conscience. The specific rules governing each are on the next page.

Tabling a Motion

Tabling a motion postpones discussion to a later time during the same Conference.

Motion to Recommit

The motion to recommit returns a motion or proposal to the respective trustees' committee or appropriate corporate board for further consideration. A motion to recommit must be seconded, is debatable and can be amended.

Calling the Question

Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote (the question) or go on with the debate.

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone. If the majority votes to reconsider, full debate, pro and cons, is resumed.

Floor Actions

It is possible for a Conference action to come from the floor, but any matter which falls within the scope of a Conference committee ought first go through that Conference committee, so that the topic may receive due consideration. Floor actions may be introduced at any time during the Conference except at the Sharing Sessions. Any floor action regarding a piece of committee business that has not yet been concluded will be considered out of order. When a floor action is to be heard, its maker will be given two (2) minutes to state the rationale behind the action, after which the chair shall ask if there is a motion that the Conference decline to consider the floor action.

Declining to Consider a Floor Action

A motion to decline to consider a floor action is made without comment.



Rev. 11-2019

**North Florida Area Conference, Inc.
Budget Worksheet**

For Year: 2026

Office or Committee:

All NFAC Officers and Service Coordinators should use this form to prepare their budget requests for next year. This form should be **returned to the Treasurer no later than May 31, 2025**

<u>EXPENSE</u>	<u>AMOUNT</u>
DUPLICATION	\$ _____
POSTAGE	\$ _____
SUPPLIES	\$ _____
LITERATURE	\$ _____
AREA WORKSHOPS	\$ _____
Travel (mileage, and/or airfare, lodging, meals, etc.)	\$ _____
*GENERAL SERVICE CONFERENCE	\$ _____
*DELEGATES GET-TOGETHER	\$ _____
*FL STATE CONVENTION	\$ _____
*SSAASA (Odd year only)	\$ _____
*SE REGIONAL FORUM (Even year only)	\$ _____
*SERF for Officer Elect (Even year only)	\$ _____
* Pre-Conference Workshops	\$ _____
* Post-Conference Workshops	\$ _____
* International Convention (Every 5 th year)	\$ _____
* FSC Oversight Committee	\$ _____
* FSC Advisory Committee	\$ _____
* General Expenses	\$ _____
* Ad Hoc committee	\$ _____
* Newsletter	\$ _____
_____	\$ _____
National Workshop	\$ _____
Archive Research, Doc. Preservation	\$ _____
Storage	\$ _____
PO Box	\$ _____
_____	\$ _____

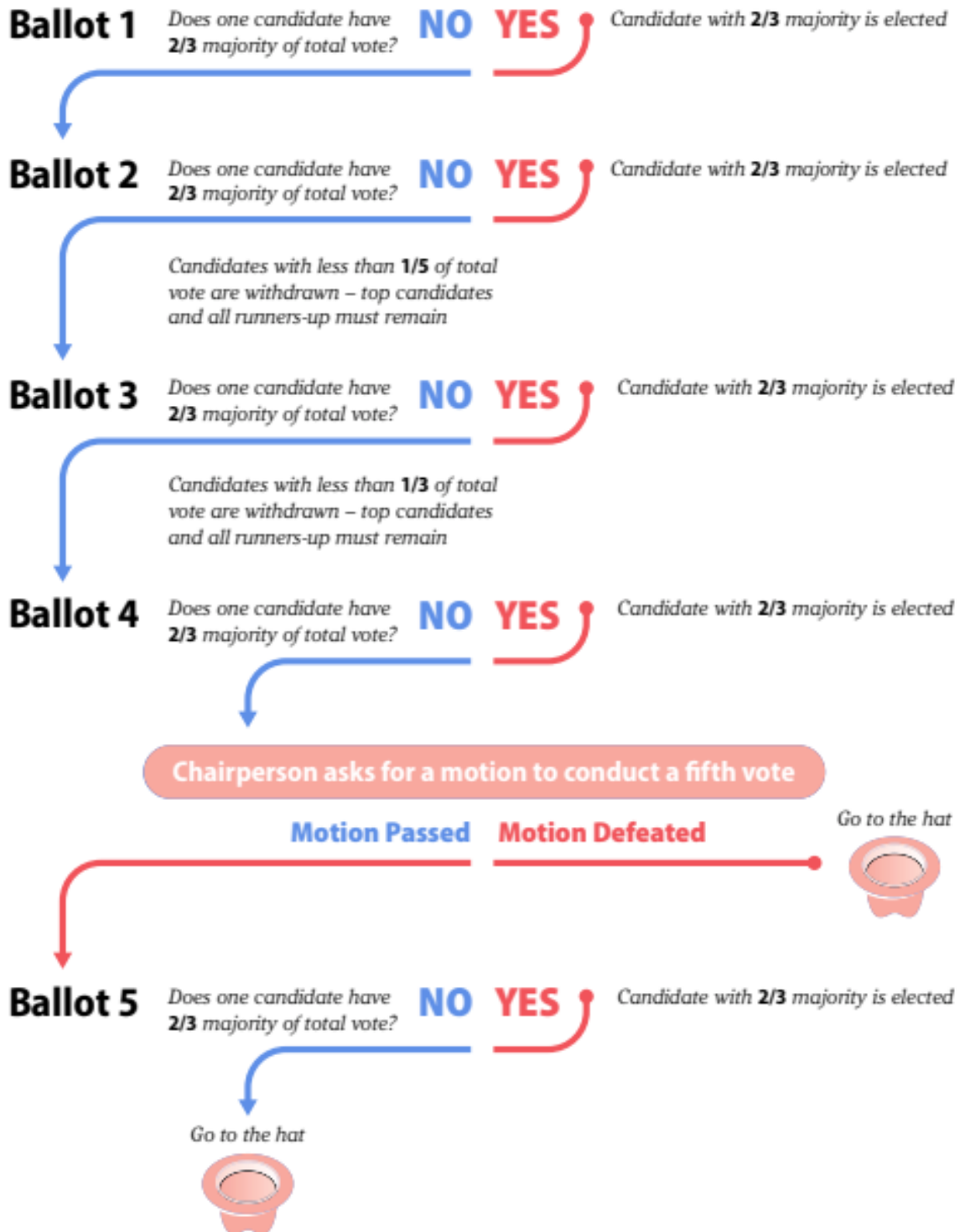
TOTAL BUDGET REQUESTED \$ _____

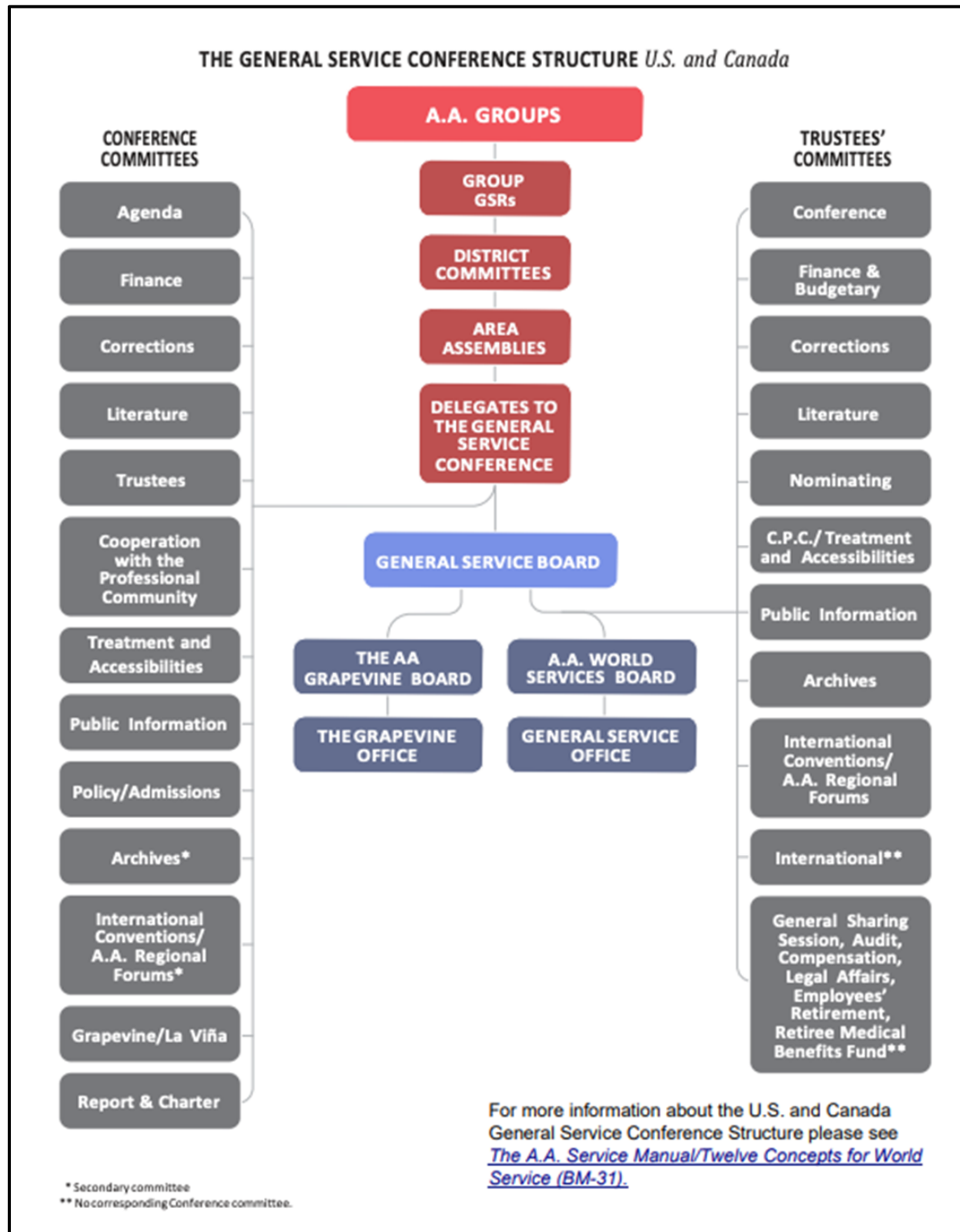
** For the Delegate, Alternate Delegate, Chair, or Florida State Convention Oversight Committee Chair*

Budget Tips:

1. Consider attendance when planning workshops. Ideally, they should be at district level, and multiple districts where possible.
2. Travel by the most cost-effective method and route.
3. Purchase supplies and duplication wisely, at the most effective cost.
4. Work within established budget, and request additional funds, when needed, from Finance Committee, before making purchases.
5. Try to use the Tax Exempt Certificate to defray the cost of expenses.

THE THIRD LEGACY PROCEDURE







Appendix J

A.A. Group Inventory

Group Inventory should be conducted from someone outside the group on annual basis. The person conducting the group inventory should be a member outside the group, i.e., a past DCM from another local District or current or past Delegate who lives in the area conduct the inventory with the questions prepared by the group.

Many groups periodically hold a “group inventory” to evaluate how well they are fulfilling their primary purpose: to help alcoholics recover through A.A.’s suggested Twelve Steps of recovery. Some groups take inventory by examining our Twelve Traditions, one at a time, to determine how well they are living up to these principles. The following questions, compiled from A.A. shared experience, may be useful in arriving at an informed group conscience:

1. What is the basic purpose of our group?
2. What more can our group do to carry the message?
3. Is our group attracting alcoholics from diverse backgrounds? Are we seeing a good cross-section of our community? Is our group attracting a diverse mix?
4. Do new members stick with us, or does the turnover seem excessive? If so, why? What can we as a group do to retain members?
5. Do we emphasize the importance of sponsorship? How effectively? How can we do it better?
6. Are we careful to preserve the anonymity of our group members and other A.A.s outside the meeting rooms? Do we also leave what they share at meetings behind?
7. Does our group emphasize to all members the value of keeping up with the kitchen, set-up, clean-up, and other housekeeping chores that are essential for our Twelfth Step efforts?
8. Are all members given the opportunity to speak at meetings and to participate in other group activities?
9. Mindful that holding office is a great responsibility not to be viewed as the outcome of a popularity contest, are we choosing our officers with care?
10. Are we doing all we can to provide a safe, attractive, and accessible meeting place?
11. Does our group do its fair share toward participating in the purpose of A.A. — as it relates to our Three Legacies of Recovery, Unity, and Service?
12. What has our group done lately to bring the A.A. message to the attention of professionals in the community — the physicians, clergy, court officials, educators, and others who are often the first to see alcoholics in need of help?
13. How is our group fulfilling its responsibility for the Seventh Tradition?

Appendix K

A.A. Group Inventory – Sample

The following questions, compiled from A.A.'s shared experience, may be useful in arriving at an informed group conscience. Please answer any of the questions you like – do not feel compelled to complete the entire form.

1. What is the basic purpose of our group?

2. What more can our group do to carry the message?

3. Is our group attracting alcoholics from diverse backgrounds?

Yes	No	We could do better...here's how

4. Are we seeing a good cross-section of our community?

Yes	No	We could do better...here's how

5. Is our group attracting a diverse mix?

Yes	No	We could do better...here's how

6. Do new members stick with us, or does the turnover seem excessive?

Yes	No	We could do better...here's how

7. Do we emphasize the importance of sponsorship?

Yes	No	We could do better...here's how

8. Are we careful to preserve the anonymity of our group members and other A.A.s outside the meeting rooms? Do we also leave what they share at meetings behind?

Yes	No	We could do better...here's how

9. Does our group emphasize to all members the value of keeping up with the kitchen, set-up, clean-up, and other housekeeping chores that are essential for our Twelfth Step efforts?

Yes	No	We could do better...here's how

10. Are all members given the opportunity to speak at meetings and to participate in other group activities?

Yes	No	We could do better...here's how

11. Mindful that holding office is a great responsibility not to be viewed as the outcome of a popularity contest, are we choosing our officers with care?

Yes	No	We could do better...here's how

12. Are we doing all we can to provide a safe, attractive, and accessible meeting place?

Yes	No	We could do better...here's how

13. Does our group do its fair share toward participating in the purpose of A.A. — as it relates to our Three Legacies of Recovery, Unity, and Service?

Yes	No	We could do better...here's how

14. What has our group done lately to bring the A.A. message to the attention of professionals in the community — the physicians, clergy, court officials, educators, and others who are often the first to see alcoholics in need of help?

Yes	No	We could do better...here's how

15. How is our group fulfilling its responsibility for the Seventh Tradition?

XXXXX is the last day we will accept completed forms – this is our last meeting in XXXXX.

Once you have completed the form, or all the questions you want to respond to, please leave the completed form at the front of the room either before or after any meeting. ***Put your name on the form if you wish – otherwise it can be anonymous.***

Appendix L

THE INFORMED GROUP CONSCIENCE

Concept XII, Warranty Four

“That all important decisions should be reached by discussion, vote, and whenever possible, by substantial unanimity.” “Here on the one hand, we erect a safeguard against any hasty or overbearing authority of a simple majority; and, on the other hand, it takes notice of the rights and the frequent wisdom of minorities, however small. This principle further guarantees that all matters of importance, time permitting, will be extensively debated, and that such debates will continue until a heavy majority can support every critical decision ...”

The Group Conscience strives for unanimity through enlightenment, spirituality, and the practice of our principles. To be fully informed requires a willingness to listen to minority opinions through full discussion. On sensitive issues, the Group works slowly, discouraging formal motions until the Group has a clear sense of its views. Placing principles before personalities, the Group is wary of dominant opinions. The Group Conscience is the aggregate of experience a Group develops after applying the Traditions and Concepts to a question. The difference between a Group Conscience and a majority vote or Group opinion is that one or more of the elements described above are missing.

GENERAL SERVICE REPRESENTATIVE (G.S.R.) KIT

Please visit <https://www.aa.org/participating-in-aa>

Memo to you, the new G.S.R. (F-57)

List of Kit Contents (this page) (GSRLIST)

BOOKS: (Available Online)

[The A.A. Service Manual/Twelve Concepts for World Service \(BM-31\)](#)

[2025 General Service Conference Final Report \(M-23\)](#)

SERVICE MATERIAL:

[A.A. Service Manual/Twelve Concepts for World Services Flyer \(F-236\)](#)

[Conference-Approved Literature \(SMF-29\)](#)

[The General Service Conference Structure \(U.S. and Canada\) \(SMF-116\)](#)

[Regional Map of U.S. and Canada \(SMF-118\)](#)

[Services Provided by G.S.O. \(SMF-176\)](#)

[Concepts Checklist \(SMF-91\)](#)

[Traditions Checklist from the A.A. Grapevine \(SMF-131\)](#)

[Self-Support Packet: \(F-19\)](#)

GUIDELINES:

[A.A. Guidelines on Safety and A.A. Groups \(MG-25\)](#)

FORMS:

[A.A. Group Information Change Form \(F-28\)](#)

PAMPHLETS:

[G.S.R.: General Service Representative \(P-19\)](#)

[Circles of Love and Service \(P-45\)](#)

[The A.A. Group...Where it all Begins \(P-16\)](#)

[Twelve Traditions Illustrated \(P-43\)](#)

[The Twelve Concepts for World Service Illustrated \(P-8\)](#)

[Grapevine and La Viña: Our Meetings in Print \(P-52\)](#)

AVAILABLE UPON REQUEST: (Please contact the Group Services desk for the latest version)

List of Service Material (F-33)

G.S.O. Staff Assignments (F-15)

Group Services Staff Assignment

groupservices@aa.org

212-870-3287

**A.A.W.S. encourages ordering literature and other items via your local groups,
Intergroups and Central Offices.**

*Special thanks to Harry D, Panel 75 DCM, District 7B, who prepared the original General Service Representative Guide in 2025 to assist the GSRs in his District.

*Please provide proposed improvement and changes to this guide to the Chairperson, North Florida Area Conference at Chairperson@aanorthflorida.org