

# **GUIDELINES & POLICIES**

For the COMBINED DOWNTOWN, WILSHIRE, & HOLLYWOOD  
DISTRICTS 9, 56, & 58  
of the  
SOUTHERN CALIFORNIA AREA (05)  
of ALCOHOLICS ANONYMOUS

Revised 11/20/2010  
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of the  
SOUTHERN CALIFORNIA AREA (05)  
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## **PURPOSE**

These guidelines are offered as our combined experience, strength and hope in service at the district level. Their purpose is to facilitate the structure, procedure and effectiveness of our local service activities and to align them with those of the Southern California Area Assembly and the General Service Board of Alcoholics Anonymous as expressed in the Guidelines for the Southern California Area Assembly and the AA Service Manual and Twelve Concepts for World Service.

## **COMBINED DISTRICTS MEETINGS**

### **1. When and Where We Meet**

The Combined Districts meetings are held monthly on the *third Saturday* except when this date conflicts with an Area Assembly. When a conflict arises the meeting will be moved to a different date by prior arrangement. We meet at the church at 4350 Wilshire Blvd. Los Angeles, CA 90010. (Wilshire and Plymouth). Fellowship, coffee and donuts are available at 8:30am and the meeting begins and 9:00am. After opening the meeting the Combined Districts Service Committees meet first, followed immediately by the Combined Districts meeting which ends at approximately 11:00am. The Combined Districts meeting may incorporate or be replaced by individual district meetings from time to time or individual districts may meet separately at a different time or place as the need arises.

### **1. Who May Attend**

Any interested sober alcoholic who attends AA meetings in the Combined Districts is encouraged to attend and participate. Visiting sober alcoholics from outside the Combined Districts are also welcome.

### 1. **Who May Vote**

All General Service Representatives (GSRs), District Committee Members (DCMs), Service Committee Chairs, the Secretary, the Treasurer, and the District Committee Member Chairperson (DCMC) from the Combined Districts, or their Alternative may vote in any Combined Districts election or group conscience. Only active members of a Service Committee may vote in any Service Committee election or group conscience. Only GSRs, the DCM, or their elected Alternate may vote in any individual District election or group conscience.

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## **COMBINED DISTRICTS MEMBERSHIP**

1. **General Service Representatives (GSR's):** GSRs are the most important link between each individual group and the fellowship as a whole. GSRs are elected by their group for a two-year term. The GSR's term runs concurrently with those of the Combined Districts, the Southern California Area and the SCA Delegate beginning in January of odd numbered years running through December of the following even numbered year.

The GSR's specific function is to communicate their group's concerns to the fellowship, to involve their groups in the service activities of AA as a whole, and to keep their groups informed about the fellowship as a whole.

- a. GSRs participate in their group's business meetings and group consciences.
- b. GSRs participate in the Combined Districts monthly meetings and service committee meetings held four times a year.
- c. GSRs are encouraged, whenever possible, to participate in the Pacific Region Alcoholics Anonymous Service Assembly (PRAASA) held annually on the first weekend in March, Regional Forums and various Area events as they occur.

For more information, see Chapter II of the AA Service Manual and ask your DCM or DCMC to share his or her experience, strength and hope as a GSR.

For more information, see Chapter Two of the AA Service Manual. (1999-2000 Edition)

1. **Alternate General Service Representative (Alternative GSR):** The Alternate GSR has all of the same duties and responsibilities as the GSR but may only vote or be funded to

attend appropriate serve functions as Alternate GSR in the absence of the GSR. Alternate GSRs are also elected by their group for a two year term. The Alternate GSR's term run concurrently with those of the group's GSR, the Combined Districts, the Southern California Area, and the SCA Delegate beginning in January of odd numbered years running through December of the following even numbered year.

For more information, see Chapter Two of the AA Service Manual. (1999-2000 Edition)

1. **District Committee Member (DCM):** The DCM represents the collective group conscience of all the groups located in his/her district. Working with the DCMC he/she collectively guides and maintains the service functions of the Combined Districts. The DCM is a person who has served as GSR and whom the GSRs wish to make responsible for their district's activities. All currently registered GSRs in each District are eligible for the position of DCM in that district. The DCM is elected for a two-year term. The DCM's term runs concurrently with those of the Combined Districts, the Southern California Area and the SCA Delegate beginning in January of odd numbered years running through December of the following even numbered year. **Abandonment of the position will be assumed if the DCM is unable to attend three (3) consecutive meetings, as specified below, without prior notification of his/her Alternate and the DCMC.**

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The DCM's specific function is to communicate their district's concerns to the fellowship and report back to their district on what is happening throughout AA as a whole.

1. DCMs attend and take an active role in all Combined Districts meetings and chair their District's meetings when held individually.
2. DCMs are members of the Area Committee and attend all Area Assemblies and Area Committee meetings where they may vote, initiate motions, and speak to matters of district concern at the Area Assembly.
3. DCMs participate on the Area Service Committees and may be called upon to serve on Special Committees of the Area Assembly.
4. DCMs should make an effort to attend and may, as the Combined Districts deem appropriate, be funded to attend various service functions, such as the annual Pacific Region AA Service Assembly (PRAASA), the Pacific Regional Forum, conventions, conferences, workshops, etc.
5. DCMs should work closely with their Alternate DCMs keeping them informed of all activities and share many of the DCM's duties and responsibilities with their Alternate.
6. DCMs encourage the GSRs to attend and actively participate in Area Assemblies. The autumn Area Assembly of every even numbered year is especially important because the Area Delegate and other officers are elected at that Assembly.
7. DCMs regularly report to the GSRs all of the current information available concerning Alcoholics Anonymous. This should include, but is not limited to, information received

from the Pacific Region AA Service Assemblies (PRAASAs), Regional Forums, Area Assemblies, the General Service Office (GSO), Box 459, the Quarterly Report, etc. The Area Assembly will reimburse DCMs for the cost of reproducing Area Assembly and Area Committee minutes, reports, and other such information upon request.

8. DCMs should be familiar with the books *Alcoholics Anonymous*, *Twelve Steps and Twelve Traditions*, *AA Comes of Age*, *the AA Service Manual* and *Twelve Concepts for World Service*, *the Grapevine* and other AA literature, AA data as published, and the Area's structure. DCMs may be called on to discuss or explain any of these.
9. DCMs visit the groups within their district periodically. They encourage the groups to elect a GSR and an Alternate GSR and to become active in the district service structure.
10. DCMs assist new GSR's to help them get acquainted and become familiar with their duties, responsibilities, and the AA service structure.
11. DCMs also visit new, unregistered, or relocated groups in the district and gets updated group information and encourage the groups to elect GSRs and Alternative GSRs and to become active in the district service structure.
12. DCMs maintain a current registration list of all the groups, GSRs, and the Alternate GSRs in their district.
13. DCMs furnish these up-to-date registration lists to the Alternate DCMC who serve as the Combined Districts' Registration Chair. Changes should be given to the Alternate DCMC who will forward them to the Area's Registrar and/or the Area Registration Chair. This helps the Combined Districts, the Area Registration Committee, and General Service Office (GSO) maintain *current* records of all registered groups in the district, and provides the names of GSRs and group contacts for inclusion in the western section of the GSO World Directory.
14. DCMs are eligible to be elected to Area service positions including Delegate, Alternate Delegate, Chairperson, Secretary, Accounts Treasurer, and Registrar. DCMs are encouraged to make themselves available to stand for those positions of responsibilities.

For more information, see Chapter Two of the AA Service Manual. (1999-2000 Edition)

1. **Alternate District Committee Member (Alternate DCM):** The Alternate DCM has all of the same duties and responsibilities as the DCM but may only vote or be funded to attend appropriate service functions as Alternate DCM in the absence of the DCM. All currently registered GSRs in each District are eligible for the positions of Alternate DCM in that district. The Alternate DCM is elected for a two-year term. The alternative DCM's term runs concurrently with those of the Combined Districts, the Southern California Area, and the SCA Delegate beginning in January of odd numbered years running through December of the following even numbered year. Abandonment of the position will be assumed if the Alternate DCM is unable to attend three (3) consecutive meetings, as specified above, without prior notification of his or her DCM. For more information, see Chapter Two of the AA Service Manual. (1999-2000 Edition)

1. **District Committee Member Chair (DCMC):** The DCMC coordinates the Combined Districts' service activities, and represents the collective group conscience of all the groups located in the Combined Districts. All currently registered GSRs, DCMs, Alternate DCMs, Service Committee Chairs, the Secretary, the Treasurer, and the Alternative DCMC of the Combined Districts are eligible for the position of DCMC. The DCMC is elected for a two-year term. The DCMC's term runs concurrently with those of the Combined Districts the Southern California Area, and the SCA Delegate beginning in January of odd numbered years running through December of the following even numbered year. Abandonment of the position will be assumed if will DCMC is unable to attend three (3) consecutive meetings, as specified below, without prior notification of his or her Alternate and one of more of the DCMs.

1. The DCMC works with the DCMs and Service Committee Chairs to set the agenda for the monthly Combined Districts meeting and Chairs the meeting.
2. The DCMC should be a signatory on the Combined Districts checking account along with the Treasurer and the Alternate DCMC (any two may sign).
3. The DCMC assists the Combined Districts DCMs and Service Committee Chairs in their activities as necessary.
4. The DCMC has the same responsibilities for the Combined Districts that the DCMs have for their individual districts and relate to the DCMs in the same way that they do with their GSRs.
5. The DCMC conducts Third Legacy elections for the Combined Districts at the October Combined Districts meeting of the even numbered year. This procedure gives the newly elected DCMC, DCMs, Secretary, Treasurer, and their Alternates an opportunity to work closely with their out-going DCMC, DCMs, Secretary, Treasurer, and their Alternates to provide a smooth transition when they assume their duties beginning in January of the following odd numbered year.

1. **Alternate District Committee Member Chairperson (Alternate DCMC).** The Alternate DCMC has all of the same duties and responsibilities as the DCMC but may only vote or be funded to attend appropriate serve functions as Alternate DCMC in the absence of the DCMC.

For more information, see Chapter Two of the AA Service Manual. (1999-2000 Edition)

1. The alternate DCMC serves as the Combined Districts Registration Chair working closely with the DCMs and the Area Registration Chair to maintain a current registration list of all groups, GSRs, and Alternate GSRs for the Combined Districts and to forward it along with all the changes to the Area.
2. The alternative DCMC should also be a signatory on the Combined Districts checking account along with the Treasurer and the DCMC (any two may sign).

All currently registered GSRs, DCMs, Alternate DCMs, and Service Committee Chairs of the Combined Districts are eligible for the position of Alternate DCMC. The Alternate DCMC is elected for a two-year term. The Alternate DCMCs term runs concurrently with those of the Combined Districts, the Southern California Area, and the SCA Delegate beginning in January of the odd numbered years and running through December of the following even numbered year. Abandonment of the position will be assumed if the Alternate DCMC is unable to attend three (3) consecutive meetings, as specified above, without prior notification of his or her DCMC.

For more information, see Chapter Two of the AA Service Manual. (1999-2000 Edition)

7. **Secretary:** The Combined Districts' Secretary attends and produces accurate minutes of the Combined Districts' meetings without which our service work would be greatly hindered. The Secretary is also encouraged to participate in Area Assemblies, Workshops, and Service Committees, the Pacific Region AA Service Assemblies, Regional Forums, etc. All currently registered GSRs, DCMs, Alternate DCMs, Service Committee Chairs, the Treasurer, and the Alternate DCMC of the Combined Districts are eligible for the position of Secretary. The Secretary is elected for a two-year term. The term of the Combined Districts Secretary runs concurrently with those of the Combined Districts, the Southern California Area, and the SCA Delegate beginning in January of odd numbered years and running through December of the following even numbered year. Abandonment of the position will be assumed if the Alternate DCMC is unable to attend three (3) consecutive meetings, as specified above, without prior notification of his or her DCMC.

For more information, see Chapter Two of the AA Service Manual. (1999-2000 Edition)

8. **Treasurer:** The Combined Districts Treasurer and should be a responsible person who is entrusted with the Combined Districts funds and keep good financial records. The Treasurer attends Combined Districts meetings and is also encouraged to participate in Area Assemblies, Workshops, and Service Committees, the Pacific Region AA Service Assemblies, Regional Forums, etc.

a. *Time in AA:* Experience has taught us that the Treasurer should be a man or woman who has a substantial period of sobriety. In addition, the Treasurer must be a careful guardian of the Combined Districts funds, with an eye to preventing foolish or extravagant outlays of the Combined Districts money.

b. *Accounting experience:* The Treasurer should have sufficient experience to set up and maintain an accounting system with sound financial controls, and verifiable financial reporting.

c. *Persuasiveness*: As the Combined Districts primary financial officer, the Treasurer is responsible for raising the money needed for the support of our Combined Districts Service Committees and other activities. These activities call for firmness and diplomacy when carrying the message of unity, service, and self-support to the Combined Districts groups and their respective Treasurers.

d. *Responsibilities*: The Treasurer is responsible for maintaining the Combined Districts treasury:

- I. Maintain a post office box as the mailing address for the Combined Districts.
- II. Maintain an accounting system adequate to serve the needs of the Combined Districts financial affairs (including but not limited to contributions, receipts, rent, expenses and reimbursements).
- III. Establish and maintain a checking account. The Treasurer, DCMC, and Alternate DCMC should be signatories.
- IV. Maintain an adequate prudent reserve of approximately two months worth of expenses (this amount should be reviewed and approved by the group conscience of the Combined Districts annually).
- V. Regularly collect and immediately deposit all contributions or funds received.
- VI. Pay rent, meeting, and operation expenses as pre-approved by the group conscience of the Combined Districts.
- VII. Reimburse the Combined Districts Officers, DCMs, Alternate DCMs, Service Committee Chairs, Service Committee Co-Chairs, GRSs, and Alternate GSRs for the following expenses:
  1. Mileage: All auto mileage over 50 miles per month accumulated while performing the Combined Districts' business which is not otherwise reimbursed at 20 cents/mile (a signed mileage/expense form must be submitted).
  2. Copying costs: Copying costs for distribution of Combined District and Combined Districts' Service Committee information which is not otherwise reimbursed (receipts must be attached to and submitted with a signed mileage/expense form). Please suggest use of the most economical copy services available.
  3. Occasional extraordinary expenses: From time to time, extraordinary expenses may arise which the Combined Districts' group conscience may deem to be appropriate for reimbursement. Such expenses must be pre-approved by the Combined Districts group conscience.
- VIII. The Combined Districts fund the DCMC and the DCMs to attend PRAASA annually. If the DCMC or any of the DCMs are unable to attend, their alternates will be funded to go in their place. Funding will be provided on an equal basis to each attendee and will be provided to the extent prudent based on our financial condition as of January 15 of the year of the PRAASA. The Treasurer will work their DCMC and DCMs to PRAASA and work with them to provide the financial support needed to do so.

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- IX. Submit a written treasurer's report at the monthly Combined Districts meeting including but not limited to itemized contributions listed by group, itemized expenses paid and to whom, the balance on hand, and the overall financial status of the Combined Districts. The treasurer will prepare the monthly report on the Friday proceeding the Combined Districts meeting to include all activity from the date of the previous report through the date of the current report.
- X. Submit motions for approval by the Combined Districts of extraordinary expenses as they arise.
- XI. At the December Combined Districts meeting an annual financial report should be made to review the Combined Districts financial status and to recommend improvements.
- XII. Work with the DCMC, the DCM, and the Service Committee Chairs to develop and implement an annual budget process, which serves the service needs of the Combined Districts.

For more information, see Chapter Two of the AA Service Manual. (1999-2000 Edition)

## **COMBINED DISTRICTS SERVICE COMMITTEES**

### **1. Formation and Composition**

1. The Combined Districts Service Committees play a vital role in carrying the message to alcoholics who are still suffering. They may be created by the DCMC as specific needs arises and the willingness to accomplish the work as indicated by the members of the Combined Districts.
2. The Combined Districts Service Committee Chairs and Co-Chairs are appointed by the DCMC based upon their commitment, knowledge, and availability to serve. They serve at the discretion of the DCMC for a two-year term that runs concurrently with the GSRs, Alternate GSRs, DCMs, Alternate DCMs, DCMC, Alternative DCMC, the Combined Districts Secretary, the Combined Districts Treasurer, the Southern California Area and running through December of the following odd numbered year.
3. The Combined Districts Service Committees are composed of GSRs, Alternate GSRs, and other sober alcoholics from the Combined Districts with an interest in the committees work and the willingness to participate.

### **1. Structure and Policy**

a. Details of structure and policy for our standing Service Committees are contained in separate documents titled "SCA (Committee Name) Policy," which are joint efforts of the respective Area Service Committees and the Area Guidelines and Policies Committee. These policies are approved and/or changed by a two-thirds majority vote of the SCA Assembly.

## 1. Purpose

The purpose of each Combined Districts Service Committee is:

### 1. Public Information (PI)

Informs the general public, through use of the media, of the message of Alcoholics Anonymous.

1. The committee is always mindful of personal anonymity, AA's singleness of purpose, and the principle of attraction rather than promotion.

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2. It is suggested that all PI Committee members have at least six months of continuous sobriety.

### 1. Cooperation with the Professional Community (CPC)

Provides information about AA to those who have contact with alcoholics through their professions. Such information includes what AA is and is not as well as what it does and does not do. CPC endeavors to cooperate without affiliation.

### 1. Treatment Facilities (TF)

Make presentations to administrators and alcoholic patients in treatment facilities to familiarize them with what AA has to offer alcoholic patients upon discharge:

1. The committee's primary goal is to help districts reach alcoholic patients upon discharge and get them to outside AA meetings as soon as possible.
2. The committee cooperates with Southern California H and I, local Central Offices, and CPC Committees whenever possible.

### 1. Special Needs (SN)

Works with alcoholics in the Combined Districts with physical disabilities to facilitate greater access and participation in Alcoholics Anonymous.

### 1. Special Events (SE)

Plans and implements service related activities designed to encourage interest and participation in the Combined Districts and General Service by alcoholics in the Combined Districts.

### 1. Guidelines and Policies (G&P)

Writes and amends the Combined Districts guidelines and policies as requested and submit them to the Combined Districts for approval and implementation. Upon request, the committee reviews district structure, guidelines and policies, and other documents initiated by the Combined Districts and advises of possible conflicts with the Combined Districts Guidelines and Policies. The committee also maintains copies of all documents submitted for future reference. A committee member's absence from three consecutive meetings, without good cause, is considered to be a resignation.

## 1. Ad Hoc Committees

1. An Ad Hoc Committee is a temporary committee formed by the Combined Districts DCMC to address a specific situation or question which is not normally dealt with by any other committee and may be too involved to be handled by the Combined Districts as a whole.
2. Ad Hoc Committee Chairs, Co-Chairs, and members are appointed by and serve at the discretion of the DCMC based upon their commitments, knowledge, and availability to serve.
3. An Ad Hoc Committee remains in existence until its purpose is accomplished or until it is dissolved by the DCMC.
4. An Ad Hoc Committee Chair should make monthly reports to the Combined Districts of the committee's progress.
5. An Ad Hoc Committee Chair should submit a written report of the committee's work and its recommendations (if any) to the Combined Districts for review and appropriate action upon completion of their work.

For more information, see Chapter Two of the AA Service Manual. (1999-2000 Edition)

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## **COMBINED DISTRICTS ELECTION PROCEDURES**

### **1. Conducting Regular Elections**

Third Legacy elections for the Combined Districts are conducted at the October Combined District meeting of each even numbered year for a two year term beginning in January of the following odd year numbered running through December of the next even numbered year.

### **1. Conducting Interim Elections**

If a position becomes vacant before the completion of the current term, an interim election will be conducted by the DCMC (or the Alternate DCMC if the position of DCMC is vacant). The interim election should be conducted at the next possible Combined District meeting to fill the position for the remainder of the current term.

### **1. Third Legacy Procedure**

Election of the DCMC, Alternative DCMC, DCMs, Alternate DCMs, Secretary, and Treasurer are conducted by the rules set forth in the *"Third Legacy Procedure" from page S20 of the AA Service Manual (1999-2000 Edition)*. By "Third Legacy Procedure" we mean a spiritual type of electoral procedure for the election of AA's trusted servants. It is considered to be unique with AA.

1. The current DCMC first reads the portion of the Guidelines pertaining to the position of DCMC. The DCMC then reads a list of those eligible for DCMC, asks whether any are unable to serve, and withdraws those names. The remaining names are posted on a blackboard. All currently registered GSRs, DCMs, and Service Committee Chairs of the Combined Districts who are present cast written

ballots, one candidate to a ballot. (If a group's GSR is not present, that group's Alternate GSR may vote.) The tally for each candidate is posted on the blackboard by the DCMC.

2. *The first candidate to receive TWO-THIRDS of the total vote is elected.*
3. If no candidate receives two-thirds of the vote a second ballot is held.
4. After the second ballot any candidate having less than *one-fifth* of the total vote will be withdrawn *automatically*, except that the TWO TOP CANDIDATES must remain. (In case there are ties for second place, the top candidate and tied second-place candidates remain.)
5. A third ballot is held.
6. If no candidate receives *two-thirds* of the vote after the third ballot, candidates with less than *one-third* of the total vote will be withdrawn automatically, except that the TWO TOP CANDIDATES remain. (In case there are ties for second place, the top candidate and second-place candidates remain.)
7. A fourth ballot is conducted.
8. If no candidate receives *two-thirds* of the vote after the fourth ballot, the chairperson asks for a motion, second, and majority of hands on conducting a fifth and final ballot. (If this motion is defeated, balloting is over and we go to the "hat" immediately. In case there are ties for second place, the top candidate and tied second-place candidates remain. If not, the candidate with the smallest total is dropped.)
9. If the motion carries, a fifth and final ballot will be conducted.

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1. *If no election occurs by this time, the chairperson announces the choice will be made by lot (from the hat). At this point, balloting usually involves only the top two or three candidates.*
2. *Lots are then drawn and the first one "out of the hat" becomes DCMC.*
3. This process is repeated for the position of Alternative DCMC, Combined Districts, Secretary and Combined Districts Treasurer in the same manner.

#### **1. Individual District Elections**

- a. At this time the Combined Districts break-up into individual districts and the DCM for each district conducts elections for DCM and Alternate DCM following the same Third Legacy procedure used for the Combined Districts' elections.

For more information, see Chapter One of the AA Service Manual. (1999-2000 Edition)

### **COMBINED DISTRICTS' BUSINESS CONDUCT**

Conduct at Combined Districts' meetings will follow these general rules of order.

## 1. Combined Districts' Meeting Agenda

a. The Combined Districts' meeting agenda is set by the DCMC with input from the DCMs, the Service Committee Chairs, and any other interested Combined District GSRs. The agenda is then published along with written motions, minutes from the proceeding meeting and the Treasurer's report for each Combined Districts meeting. An effort should be made to provide copies of pertinent reports, documents and information to *all* who attend Combined Districts' meetings.

### 1. Business Motions

a. Motions may be made by any elected GSR, DCM, Alternate DCM, Service Committee Chair, Co-Chair, the Secretary, the Treasurer, the DCMC or the Alternate DCMC.

b. Motions should be submitted to the DCMC in writing *two weeks prior to the meeting* for inclusion on the agenda. If the motion can not be submitted in a timely manor but is of an urgent nature it may be added to the agenda at the DCMCs discretion provided a written copy is submitted *prior to approval of the agenda*.

c. The DCMC may, at his discretion, entertain the motion, refer it to an appropriate committee for study or table it to the following month's meeting.

d. When the DCMC entertains a motion the author of the motion will read it and DCMC will entertain a motion to second the motion. If the motion fails to receive a second, it automatically dies and the DCMC will entertain the next agenda item.

e. If the motion is seconded a discussion is held and the DCMC will recognize members of the Combined Districts to address the motion, propose amendments, or move to refer it, table it, or to call the question

1. *A motion to amend* requires agreement by the originator of the motion. If the originator agrees to amend the original motion, the author of the amendment will read the amended motion and the DCMC will recognize members of the Combined Districts to address the amended motion. (Note: please be sure that the secretary gets the exact wording of all amendments prior to discussing the amendment.) In the absence of such agreement, the proposed amendment fails and discussion then continues on the original motion.

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2. *A motion to refer* is a motion to suspend discussion and consideration for the motion. If a motion to refer the original motion is made and seconded the DCMC will call for a vote to refer. If the motion to refer passes (*a two-thirds* majority is required) the DCMC will refer it to the appropriate committee for study and recommendation and place it on the agenda for the following month. If the motion fails discussion of the motion continues.

3. *A motion to table* is a motion to suspend discussion and consideration of the motion. If the motion passes (*a two-third* majority is

required) the DCMC tables the motion until the following month. If the motion to table fails, discussion of the original motion continues.

4. A *motion to call the question* is a motion to end discussion so a vote can be taken on the motion. The DCMC asks if there is a second. If the motion to call the question is seconded the DCMC conducts the vote. If the motion to call the question passes (a *two-thirds* majority is required) discussion ends and the original motion is voted on. If the motion to call the question fails discussion continues.

1. When discussion is exhausted and unless the motion is referred or tabled, the DCMC restates the motion in its final form and conducts the vote. The vote may be conducted as a voice vote, a vote by show of hands, or a vote by written ballot at the DCMC's discretion.
2. A motion carries if it receives a two-thirds majority vote.
3. Once a vote has been taken the DCMC asks if any members who voted in the minority would like to express their opposition. Subsequently, the DCMC asks if anyone who voted in the *majority* wishes to change their vote.
4. If anyone who originally voted in the *majority* wants to change their vote on the motion a second vote is conducted. A *two-thirds* majority is still required to carry the motion. This re-voting procedure occurs only once.

**1. Revision, Amendment or Suspension of the Combined Districts' Guidelines & Policies**

- a. All changes to the Combined Districts' Guidelines and Policies must be submitted in writing and approved by a *two-thirds* majority of eligible voters at two consecutive Combined Districts' meetings.
- b. Changes to the Combined Districts' Guidelines and Policies are not retroactive.

## Historical Documentation

April 22, 2000 Final working draft submitted for consideration and first vote. The draft was amended to correct page 6; section 4. d. iii. To delete "requiring two signatures" and "(any two may sign)". A two-thirds majority approved the amended draft.

May 20, 2000 Three references to "SCAA" were changed to "SCA" to reflect the name change being made by Southern California Area 5 and the draft was submitted for final approval.

Any other provisions of this instrument notwithstanding, the officers shall distribute any income for each tax year at a time and in a manner as not to become subject to the tax on undistributed income imposed by section 4942 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Any other provisions of this instrument notwithstanding, the officers will not engage in any act of self-dealing as defined in section 4941(d) of the Internal Revenue Code, or the corresponding section of any future federal tax code, nor retain any business holdings as defined in section 4943(c) of the Internal Revenue Code, or the corresponding section of any future federal tax code, nor make any investments in a manner as to incur tax liability under section 4944 of the Internal Revenue Code, or the corresponding section of any future federal tax code, nor make any taxable expenditures as codified in section 4945(d) of the Internal Revenue Code, or the corresponding section of any future tax code.

Article I:

The name of the organization is "The Combined Hollywood Districts"

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Article II:

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or

intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on other activities not permitted to be carried on (a) by an organization exempt from the federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal Government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes

### Article III

The above Articles of Association were adopted by our governing body on May 20, 2000