

# 164 and Beyond Group Guidelines

## Name, Definitions, and Scope

1. The name of our group is *164 and Beyond* (164). The founding principles of 164 are that we are a solution-based group as outlined in the *Big Book of Alcoholics Anonymous* and *Daily Reflections*. The foremost guiding principles of 164 are based in Alcoholics Anonymous' literature: the Twelve Steps, the Twelve Traditions, and the Twelve Concepts.
2. The primary contact for this group is the secretary at [164andbeyondhomegroup@gmail.com](mailto:164andbeyondhomegroup@gmail.com).
3. The 164 group shall NOT discriminate based on race, color, religion, creed, national origin, spoken language, ancestry, disability, gender, sexual orientation, or age.
4. The purpose of this document is simply to organize the group conscience's decisions to foster and promote guidance for service within the scope of:
  1. Description of elected service positions, terms of service, and sobriety requirements
  2. Steering Committee (SC) functions
  3. Group Conscience (GC) meeting operations
  4. General safety, security practices and procedures, and dissolution.

## Section 1: Description of elected service positions, terms of service, and sobriety requirements

All trusted servants need to be home group members. Service positions shall be elected annually in May except the experienced member positions serving 2-year terms. Alternates for service commitments will be elected annually in June. Each trusted servant may serve a maximum of two full (12-month) terms per position consecutively.

If a service position becomes vacant, the GC may fill the position at the next regularly scheduled GC meeting. If a position is filled in this manner, that position will be up for election at the regularly scheduled cycle and does not count as a full term. Any trusted servant may resign by sending a resignation email to [164andbeyondhomegroup@gmail.com](mailto:164andbeyondhomegroup@gmail.com).

**Keyholder:** Starts the Zoom meetings; assigns host and co-hosts; maintains the Zoom client account and emails associated with that account. The sobriety time requirement is 2 years.

**GC Chair:** Runs all GC meetings and SC meetings; presents SC reports. The Sobriety time requirement is 3 years.

**Secretary:** Keeps a written record of all GC; sends GC minutes to the 164-website committee chair to post on the 164 website; be responsible to give notice for all GC and SC meetings; oversees the 164 primary email account and directs to appropriate email accounts when necessary. The Secretary position is also responsible to notify the alternate in the event of any service position resignation. The sobriety time requirement is 1 year.

**Treasurer:** Is the custodian of all funds of 164; reviews the financial condition of the treasury; makes reports to the GC; reimburses GC approved expenses; disperses donations. The sobriety time requirement is 4 years.

**Website Committee Chair:** Maintains the group's website and Facebook accounts; posts all information pertaining to the business meetings on 164 website; posts all speaker recordings to the appropriate web pages of 164. The sobriety time requirement is 1 year.

**Speaker Seeker Committee Chair:** Assembles and maintains a committee to coordinate a schedule of qualified speakers for the 2 Saturday speaker meetings; provides speakers with information on the structure of said speaker meeting; acquires consent from speaker to record talk. The sobriety time requirement is 1 year.

**Intergroup Service Representative (IGR):** Serves on behalf of 164 at meetings of the AA Intergroup Service Committee; informs 164 of pertinent information from the North American GSO; ensures 164 meetings and contact information is correctly listed on the OIAA website. The sobriety time requirement is 1 year.

**Meeting Representatives:** Facilitates and organizes a specific meeting; assures their assigned meeting stays in alignment with the spirit of 164. The sobriety time requirement is 1 year.

**Attendance Letter Attendant:** Changes the date on the auto-reply email; answers emails as needed. The sobriety time requirement is 1 year.

**Chair/Co-Chair Trainer:** Coordinates all training of chair and co-chair service positions including teaching zoom controls. The sobriety requirement is 1 year.

**Literature:** Sends AA big books and 12x12 books to individuals requesting them; maintains email account; coordinates with the treasurer for reimbursement. The sobriety time requirement is 1 year.

**Coins Attendant:** Sends coins to those requesting them; maintains email account; coordinates with the treasurer for funding. The sobriety time requirement is 1 year. No Alternate.

**Experienced Homegroup Member:** Assists in upholding the traditions as closely as possible in SC (3 members total). The sobriety time requirement is 10 years. No Alternate.

**Alternates:** "Fills in" or "steps in" for a current trusted servant in their absence.

## **Section 2: Steering Committee (SC) Functions**

1. The purpose of the SC is to:

- a) Address extreme, pervasive, time-sensitive issues, affecting the group as a whole, prior to a regular GC meeting,
- b) Preview all motions to ensure they adhere to the 12 traditions of AA. In the event a motion needs to be revised for any reason, the submitter of the motion will be allowed to change their motion in accordance with SC recommendations. If the submitter sends motion revisions to the group secretary within 48 hours after the end of the SC meeting, their motion may be considered for the agenda at the next GC.
- c) The purpose of the SC is to not govern; it is to serve.

2. The SC shall consist of the following trusted servants who currently hold any of the following positions: keyholders, secretary, treasurer, GC chair, and 3 experienced members at-large. The previous person holding the position of secretary and GC chair will be part of the SC for the first 2 months of the following term.

3. The SC may make recommendations on behalf of the entire 164 membership when it comes to the safety, processes and procedures. Such recommendations that affect the group must be brought to the membership for discussion by motion in a GC meeting. These motions will take place immediately following the SC Report of the GC Meeting.

4. There shall be a monthly SC meeting 1 week prior to the GC meeting. Additional meetings may be held at the discretion of the SC and called by the Chair. A quorum shall consist of a majority total number of SC members.

5. The SC may appoint ad hoc committees as needed.

### **Section 3: Group Conscience (GC)**

1. GC meetings are held to conduct the business of the group, which generally includes approval of previous meeting minutes; approval of treasurer's report; reports from the committee chairs and meeting representatives; and discussing/voting on motions.
2. GC meetings are held on the second Monday of the month.
3. Members may propose motions by sending an email to 164andbeyondhomegroup@gmail.com. Motions should be sent in no later than two weeks before the next GC meeting so the SC may review all motions in the effort to align motions with AA traditions.
4. The Secretary will post/email the agenda and date/time of the meeting at least 3 days prior.
5. Robert's Rules of Order (Basic) is the suggested method for conducting GC meetings (see image below).
6. It is suggested a GC meeting ends at least 30 minutes before the next meeting scheduled.
7. It is the GC chair's option to open or close the meeting's chat function

### **Section 4: General safety, security practices and procedures, and dissolution**

1. 164 is a voluntary 12-step, online group. Any action by any member or attendee of this group in direct conflict with the *SAFETY CARD FOR A.A. GROUPS* is subject to the group's security protocols and grievance processes. The GC reserves the right to revoke the attendance of anybody to the group's various meetings at any time.
2. If you are being bothered by another member via private message, please let a co-host know during the meeting. Screenshots of inappropriate messages are helpful. Please be specific when reporting via email at 164andbeyondhomegroup@gmail.com. Emails will be answered as soon as possible.

### **GC VOTING:**

GC votes use the poll function.

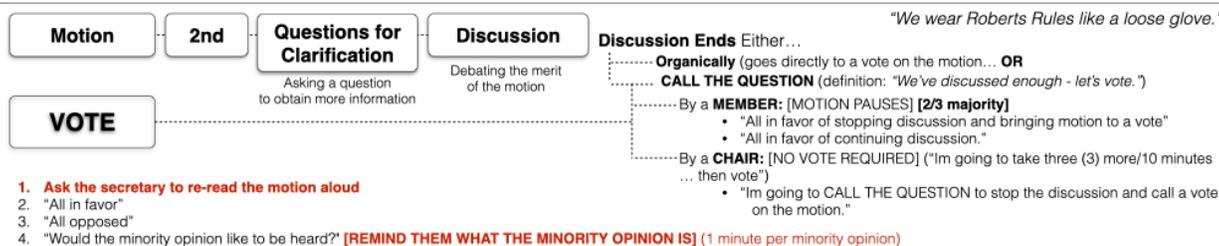
1. Before a vote, the GC chair will re-read the motion aloud.
2. The poll function will pop up with two options: "I support the motion" OR "I do not support the motion."
3. Motion passes with a 2/3 majority.
4. The GC Chair should not vote on motions brought forth by the GC in the spirit of neutrality.
5. One must be a 164 member to vote.

### **Dissolution:**

Upon dissolution of the platform, the SC shall make provisions for the payment of all the organization's liabilities and dispose of the remaining monies as decided on by the GC.

# Roberts Rules of Order (Basic)

"We wear Roberts Rules like a loose glove."



1. Ask the secretary to re-read the motion aloud
2. "All in favor"
3. "All opposed"
4. "Would the minority opinion like to be heard?" [REMINDE THEM WHAT THE MINORITY OPINION IS] (1 minute per minority opinion)

**REMINDER: The minority opinion is generally expressed to 1.)** share something new (no repeats of previously stated opinions); **2.)** if anyone feels they haven't expressed themselves adequately; **3.)** if someone feels they feel the body is making a serious mistake. **Note:** The Chair can allow for repetition during the minority opinion if needed to ensure we 1.) move slowly and 2.) let everyone feel heard.

5. "To anyone who voted in the majority: Did that change your vote?" (REMINDE THEM WHAT THE MAJORITY IS) (same thing as *Motion to Reconsider*)
  - **if YES**
    - "So by default, there's a Motion to Reconsider is on the table - do I hear a 2nd?"
    - "All in favor of **Re-Opening discussion** - All in favor of **treating this vote as final.**" (Motion starts over and we go into Discussion - then we vote. Vote is Final / No minority opinion)
  - **if NO:** Motion Passes/Fails

**AMENDMENTS:**

- **Friendly:** Given by someone trying to improve the motion without changing the meaning - **the person who made the motion needs to accept the amendment**
- **Regular:** Actually changing the wording & intent of the motion - requires the person who made the motion (AND THE 2nd) and the person who made the amendment to agree on the change to the motion (**2/3 majority**) **The amendment itself requires a vote BEFORE the vote on the motion itself.**

**POSTPONE: (requires a motion)**

- Definition: **Postpone it TO A SPECIFIC TIME** (it makes sense to deal with it at a specific time in the future for whatever reason) [Gets put into OLD BUSINESS AT THAT FUTURE DATE]

**POINT OF INFORMATION:**

- Primarily used when 1.) **Someone has a question to ask...** or 2.) **When they need some additional information** (sometimes it's about them wanting to offer additional information).

**POINT OF ORDER:**

- Used when there is **some deviation from the process** or **someone is being disruptive** (Chair: Only use this when someone is being very mean spirited) (Chair rules on it when offered by a member)

**TABLE: (requires a motion)**

- Definition: We are **putting the motion off in the moment** to a later time (generally in that meeting) and it will require the step of a motion to take it off the table.
- **How it gets off the table:** If not revisited in that meeting, likely it will be **automatically** put into OLD BUSINESS for the **next meeting** (not debatable / simple majority / no motion to reconsider or minority opinion)

\*This document was formally submitted to 164 by the 164 and Beyond Bylaws Review Ad-Hoc Committee in June of 2025. When in doubt, remember rule 62.