

Oregon Area 58

District 9 Guidelines



Revision C (10-2025)

TABLE OF CONTENTS

I. Glossary and Acronyms	3
II. Purpose and Scope	4
III. Amending and Updating	4
IV. Structure and Functions of the District	4
A. General Service Representatives (GSRs)	4
B. Alternate GSRs	5
C. District Officers	5
D. District Service Committee Chairs	5
E. Liaisons	6
V. Duties and Responsibilities of the District Officers	6
A. District Committee Member (DCM)	6
B. Alternate District Committee Member (Alt DCM)	7
C. Secretary	7
D. Treasurer	7
VI. Duties and Responsibilities of the Service Committee Chairs	8
A. Literature	8
B. Website	9
VII. District Policies	9
A. General Business Meeting Procedures	9
B. Elections	10
C. Eligible Voters	10
D. Motions	10
E. Robert's Rules of Order	11
VIII. Financial Policy	11
A. Required Budget Line Items	11
B. Finance Procedures	12
Oregon Area 58 Robert's Rule Diagram	13

I. GLOSSARY AND ACRONYMS

AA	Alcoholics Anonymous
AAWS	Alcoholics Anonymous World Services, Inc.
DCM	District Committee Member
GSB	General Service Board
GSO	General Service Office (New York)
GSR	General Service Representative
OA58	Oregon Area 58
PNC	Pacific Northwest Conference
PRAASA	Pacific Region Alcoholics Anonymous Service Assembly

Ad Hoc Committee - a temporary committee assigned to address one specific item or topic

Area - a geographical unit that elects a Delegate to the General Service Conference

Area Assembly - a quarterly, weekend-long gathering of the Area Committee and GSRs for business and sharing sessions

Area Committee - Area Officers, Service Committee Chairpersons, and DCMs

Business Meeting - portion of an Area Assembly or other service gathering where formal business is conducted and motions are presented and voted upon

Central Office - an office for literature sales and phone hotline, usually operated by an Intergroup.

Delegate Conference Panels - panel discussion groups that have as a purpose to discuss General Service Conference agenda items, literature, and GSO reports relevant to that committee, to make recommendations to the Delegate, and to propose motions to the Area or the General Service Conference

District - a geographical or linguistic unit usually containing 5 to 50 groups that elects a DCM

District Committee - District Officers, Service Committee Chairpersons, and GSRs

General Service Conference - annual meeting of delegates from all U.S. and Canadian Areas, trustees, and GSO staff; the group conscience of the U.S. and Canada

Home Group - each member chooses one group that they call their "*home group*." This is the group where they accept service responsibilities. With membership comes the right to vote on issues that might affect the group and A.A. as a whole. Each A.A. member has one vote; and this is voiced through the home group. (*One Member, One Group, One Vote*)

Intergroup - a service body made up of group representatives, usually in large urban areas, but separate from the general service structure

Motion – a proposal made at a business meeting to be voted upon

Service Committee – (*sometimes called "standing committee"*) – a subcommittee of an Area or District responsible for doing one specific form of service work

Standing Committee – see "Service committee"

Substantial Unanimity – usually a two thirds majority

II. PURPOSE AND SCOPE

Concept X Short Form: ***Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.***

The purpose of this publication is to enable our trusted servants to conduct an informed group conscience at District 9 business meetings. These Guidelines are intended to describe actual current practice in District 9. When possible and where still relevant, actual language from passed motions is used. Where current practice is customary and is not the result of an actual motion, the intent is to outline the current practice as simply as possible. This document is not a historical record of motions of District 9. These Guidelines are intended to be complementary with Oregon Area 58 Guidelines and the AA Service Manual.

III. AMENDING AND UPDATING

Responsibility of making revisions to guidelines that reflect any changes in current practice belongs to the DCM **and** the Recording Secretary. The DCM or Secretary shall then reprint, make available on the web, and distribute the Guidelines to all District 9 Committee Members including Group Officers, Committee Chairs and GSRs.

IV. STRUCTURE AND FUNCTIONS OF THE DISTRICT

A. General Service Representatives (GSRs)

- Each A.A. group may elect one GSR.
- Sometimes called “*the Guardians of the Traditions.*”
- The two-year term of a GSR coincides with those of its DCMs and Delegate.
- Be an active member of their group and should hold no offices in any *other* group.
- Keep group members informed about general service activities in their local area.
- Represent their group at monthly district meetings and quarterly area assemblies.
- Submit a written report to the District Secretary for inclusion into the minutes monthly prior to the start of the monthly District Business meeting.
- GSR report summaries (2 minutes) are scheduled into the agenda every month – except for at the elections meeting every 24 months. (September of Odd Years)
- Encouraged to serve on at least one D9 committee and help with D9 event planning.
- If a GSR should be elected as a district officer or appointed as a Committee chair, that is the hat they wear at the district meetings. The group will then need to send the group’s Alternate GSR to represent the group’s voice at the monthly District meeting.
 - “*What happens if your group’s G.S.R. is elected committee member for your district? Then the alternate automatically becomes your G.S.R. – an extra reason for care in filling both offices.*” (GSR Pamphlet; P-19)
- The GSRs service position description is well defined in the following literature:
 - GSR Pamphlet; P-19
https://www.aa.org/sites/default/files/literature/assets/p-19_gsr.pdf
 - A.A. Service Manual; BM-31 (Pg.7-12)
https://www.aa.org/sites/default/files/literature/en_bm-31_3.pdf

- *“By choosing its most qualified member as G.S.R., a group helps secure its own future – and the future of A.A. as a whole.” –Bill W.*

B. Alternate General Service Representatives (AGSRs)

- Should work closely with the GSR, so that the alternate can be a knowledgeable replacement if the GSR is unable to attend a district or area meeting.
- Should shadow the GSR and attend as many district meetings, area assemblies and service workshops as possible to learn the ropes to become a qualified future GSR.
- *“What happens if your group’s G.S.R. is elected committee member for your district? Then the alternate automatically becomes your G.S.R. — an extra reason for care in filling both offices.”* (GSR Pamphlet)

C. District Officers

- District Officers are the DCM, Alt DCM, Treasurer, and Secretary.
- Must be active members of an A.A. home group in District 9 and hold no other offices in any other District.
- The DCM has overall responsibility for the operation of the District.
- Elections: Odd Years – At the September District Meeting District Officers are elected by GSRs and other voting members of the District (*Officers, Committee Chairs and Alt. GSR’s in the absence of their GSR*).
- Rotation: Even Years – DCM, Alt DCM, Treasurer, and Secretary officially rotate into their new position. (Coinciding with those of their GSRs and Conference Delegate).
- Term of Office: Two years, beginning on January 1st of Even Years
- Each Elected District Officer is allowed one (1) vote as a member of the District Committee – with exception for the DCM who is allowed a vote in the event of a tie.
- Travel Expenses:
 - DCM is fully funded to each Area Assembly for food, lodging and \$.67 per mile.
 - Alt DCM is fully funded to the November Area Assembly.
 - DCM is also fully funded for PRAASA each year and PNC and/or Pacific Regional Forum when funding is available.
 - The Treasurer and Secretary have no current travel expense needs.

D. District Service Committee Chairs

The District has the following Service Committees: Literature and Website

- Service Committee Chairs are appointed by the DCM.
- Must be an active member of an A.A. home group in District 9.
- Term of commitment is two years and begins January 1st of Even Years.
- Each District Service Committee Chair is allowed one (1) vote as a member of the District Committee.
- If you are also serving your home group as GSR, it is your responsibility to sacrifice that position at the district meetings and represent your committee and not your group. Your group will be responsible for sending their Alternate GSR.
- Duties determined by District 9, generally as described in A.A. approved Literature.

E. Liaisons

- Intergroups, Central Offices, Alanon & YPAA do not have a vote or monetary support from the District, but are invited to give a report.

V. DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS

A. District Committee Member (DCM)

- Recommended 4-5 years of continuous sobriety.
- Recommended completion of GSR term.
- Have a working knowledge of the Twelve Traditions and a service sponsor.
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- First year of term attend the Oregon Area Orientation.
- Coordinate and take part in a District Inventory within the first year of the term.
- Chair the District business meetings.
- Submit a written report to the District Secretary for inclusion into the minutes monthly.
- Appoint ad hoc committees to address specific issues as needed.
- Accept service resumes, and appoint **qualified** responsible service committee chairs – If no one fits this description, go without. (See Concept 9).
- Help Service Committees as needed.
- Attend Area Assemblies.
- Work with the Recording Secretary to update the Districts Guidelines as needed to reflect current practice.
- Assist Area Registrar with updating Group and current GSR information. (*submit changes using the AA Group Information Change Form and AA New Group Form*).
- Assist GSRs when needed at their groups meetings and business meetings.
- Make yourself available to facilitate group inventories, and Tradition presentations. (*You may utilize past DCMs to help with these things as well*).
- Assist Delegate with the processing of Conference agenda items at District level.
- Bring Traditions problems to the attention of the Delegate.
- Schedule and chair the district's General Service Conference Sharing session and provide the Area Delegate with the minutes.
- Schedule Delegate Post Conference Report Back to District annually.
- Organize and schedule District workshops and sharing sessions on service activities.
- Attend PRAASA and give a verbal and written report to the District. Attendance to PNC or the Pacific Region Forum may be an option in addition to PRAASA, depending on the Districts current financial standing. DCM to determine funds needed and submit as a District 9 budget item.
- Makes copies of and distributes district documents as needed – i.e., Meeting Minutes, Treasurer Reports, Guidelines, Delegate Agenda items, Area Communications, etc.
- Submit an annual budget request to the Treasurer (due September 1st).
- Manage and oversee Zoom Account and settings for security.
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses on a monthly basis.
- Two-year term rotating January 1st of Even Years to coincide with OA58 Delegate.

B. Alternate DCM

- Recommended 3-4 years of continuous sobriety.
- Recommended completion of a GSR term.
- Have a working knowledge of the Twelve Traditions and a service sponsor.
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend, report and participate at **every** monthly District meeting.
- Submit a written report to the District Secretary for inclusion into the minutes monthly.
- Assist the DCM as much as possible. The DCM is a big job and they will be delegating much of it to you. *Teamwork!*
- Assists DCM in Group inventories and sharing sessions by taking minutes, when Secretary is unavailable.
- Visit the meetings that may not be part of a group or have a GSR and make current District 9 Announcements.
- Perform all the duties of DCM in DCM's absence.
- If DCM position becomes vacant, ADCM becomes DCM for the remainder of the term.
- Attend and help to coordinate District 9 sponsored workshops.
- Attend the November Area Assembly.
- When possible, attend additional quarterly Oregon Area Assemblies, PRAASA, PNC...
- Two-year term rotating January 1st of Even Years to coincide with DCM and Delegate.

C. Secretary

- Recommended 3-4 years of continuous sobriety.
- Recommended completion of GSR term.
- Have a working knowledge of the Twelve Traditions and a service sponsor.
- Records and distributes minutes of the District Meetings.
- Asks the body to approve prior months minutes at the business meeting.
- Assists DCM in Group inventories and sharing sessions by taking minutes.
- When visiting meetings that may not be part of a group or have a GSR, make current District 9 Announcements.
- Reprint, make available for the web and distribute District Guidelines when requested by the DCM.
- Keeps District Roster up to date.
- It is the Secretaries responsibility to notice if an Officer or Committee Chair is absent 2 meetings in a row without a report, and to reach out to them and let them know if they miss a third consecutive meeting that it is our practice to ask them to step down so that we can fill their position with someone who's able to attend District meetings.
- Two-year term rotating January 1st of Even Years to coincide with DCM and Delegate.

D. Treasurer

- Recommended 3-4 years of continuous sobriety.
- Recommended completion of a GSR term.
- Have a working knowledge of the Twelve Traditions and a service sponsor.
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.

- Attend, report and participate at **all** monthly District meetings.
- Manage and pick up mail from District 9's post office box.
- Keeps records of group contributions to the District current.
- Makes deposits and cuts checks for District expenses.
- Submit monthly Treasurer report to the Secretary and DCM one week prior to the monthly district meeting, for Distribution to the D9 committee members.
- Provide the most recent checking account statement at the monthly Officer meeting for review by District Officers.
- Present an annual budget for next fiscal year, in October, to be taken back to the Groups for approval at the November/December District meeting.
- Update budget as needed when new motions are approved by the District Committee.
- Two-year term rotating January 1st of Even Years to coincide with DCM and Delegate.

VI. DUTIES AND RESPONSIBILITIES OF SERVICE COMMITTEE CHAIRS

General Responsibilities

- Generally as described in the AA Service Manual, Committee Workbooks and GSO Guidelines.
- Perform service work with the guidance of the District Committee.

A. Literature

The purpose of the District Literature Chair is to act as an advocate to groups and committees to use AAWS Conference Approved Literature at the district level. Helping to preserve the integrity of the A.A. message through the use of Conference Approved Literature.

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions and a service sponsor.
- Generally as described in the [D9 A.A.Literature Chair Guidelines](#), [GSO Literature Guidelines](#), A.A. Service Manual, A.A. committee workbooks and other AAWS approved literature.
- Attend, report and participate at **every** monthly District meeting.
- Submit a written report to the D9 Secretary for inclusion into the minutes monthly.
- Register with AA.org as the "*Oregon Area 58, District 9, Literature Chair.*"
- Attend other D9 service committee meetings when you are available, offering help obtaining literature they may need for the other service committees.
- Visit meetings that may not be part of a group and act as their Literature Rep making Literature announcements as well as other current D9 Announcements.
- Help with D9 workshop planning events and literature giveaways.
- Maintain a stock of suggested literature to give new G.S.R.s. – [Contents of GSR Kit](#)
- Keep an ample supply of current General Service Conference approved pamphlets, books and audiovisual material.
- Set up this material for viewing and sale at local A.A. functions, including: workshops, conferences, roundups, fellowship events and speaker meetings.
- Order literature for district activities as needed.
- Become familiar with the Book A.A. Comes Of Age, [Pamphlet P-16](#) and [Pamphlet P-43](#) in order to provide information to inquirers.

- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses on a monthly basis.
- Submit an annual budget request to the treasurer (due September 1st).
- Attend the November Area Assembly.
- Two-year term rotating January 1st of Even Years to coincide with DCM and Delegate.

B. Website

The purpose of the Website Chair is to manage, maintain and update the District 9 Website:
<https://www.d9pdxaa.org/>.

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions and a service sponsor.
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature. See [GSO Internet Guidelines MG-18](#)
- Attend, report and participate at **every** monthly District meeting.
- Submit a written report to the D9 Secretary for inclusion into the minutes monthly.
- Register with AA.org as the “Oregon Area 58, District 9 Website Chair”.
- Shop for the best price for the cost of services provided to enable the website to exist and ensure that the website is self-supported by the District without receiving anything of value from any source outside the fellowship of A.A.
- Accurately maintain and update the website as needed including:
 - Receive and respond, in a timely manner, to feedback about the District website.
 - Post activities and events, in a timely manner, to the District website calendar.
 - Post District business meeting minutes on website within one week of business meeting.
- Make announcements at different groups in District 9 as well as at District 9 workshops & events, letting them know D9 has a website and what it offers.
- Ensure that all website material conforms to the A.A. Traditions.
- Submit an annual budget request to the Treasurer (due September 1st).
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses on a monthly basis.
- Attend the November Area Assembly.
- Two-year term rotating January 1st of Even Years to coincide with DCM and Delegate.

The purpose of the District 9 Website is to:

- Assist the groups of District 9 to carry the message of Alcoholics Anonymous to the still-suffering alcoholic.
- Facilitate communication among GSRs, DCMs, and A.A. members.
- To improve an understanding of the workings of the District in order to encourage group and member participation in service work.

VII. DISTRICT POLICIES

A. General Business Meeting Procedures

- Meeting to be held on the 2nd Wednesday of the month at the prevailing location.

- Meeting begins at 6:45 p.m. and ends at 7:45 p.m.
- The meeting will follow the agenda approved by the DCM.
- The Alt. DCM shall conduct the business meetings if the DCM is not available.
- Officers, GSRs and Committee Chairs are to submit a written report to the District Secretary for inclusion into the minutes monthly prior to the start of the monthly District Business meeting.
- Report Summaries are scheduled into the agenda every month *except for* at the elections meeting every 24 months. (September of Odd Years)

B. Elections

- Elections will be conducted at the September District Meeting just before rotation. The DCM will ask past District Committee Members to help conduct the elections.
- The District shall vote according to [Third Legacy procedure in the AA Service Manual \(pgs. 110-111\)](#) for all District Elections.
- The District Secretary will poll District Officers, Committee Chairs, and GSRs, asking if available. *(Available means that you have/are completing your current commitment and will be rotating on).*
- The DCM asks if anyone else present is available.
- Those who are eligible, stand and let the body know they are available and give their service resume.

C. Eligible Voters

- The following members when present may vote on motions and at District 9 Elections:
 - All District Officers – DCM, Alternate DCM, Secretary, Treasurer. *(Although if one of these officers is chairing the meeting, they may only vote in the case of a tie).*
 - All Committee Chairs.
 - Group elected GSRs *(or Alt GSRs if the GSR is not in attendance).*

**In the Case of a GSR serving as Officer or Committee Chair, they are solely representing the office or committee and the home group will need to have an Alt GSR to represent the group.*

D. Motions

- All proposals to be limited to one issue. Any proposal, which is submitted, with multiple issues is to be automatically broken down by the DCM into separate proposals for each separate issue.
- All motions presented to be structured to include the following information: the motion itself, intent & purpose, current practice, budgetary impact if passed. The [Motion Template](#) can be found in the [D9 GSR Resource Library](#).
- The District suggests motions to be in writing with enough copies for all voting members.
- Only those items of business determined by a “simple majority vote” to be urgent and/or administrative will be voted on immediately. [Robert's Rules Of Order \(OA58/D9\) diagram](#)
- District business meetings will, at the discretion of the DCM/Chair, follow **Modified Robert's Rules of Order (below)**.

E. Robert's Rules of Order (modified)

1. A Motion Is Made:

- If it does not receive a second, it dies.
- After a second, debate is opened.
- If a voter calls the question, a second will be required, or debate resumes.
- A Question must be called in turn.
- If the Question is seconded, a 2/3 majority will end the debate, or debate resumes.
- If the Question is not called, debate will go on until there is no more discussion.
- Once debate ends, a sense of the group will be taken by simple majority to vote or table.

2. A Motion Is Voted On:

- If it involves expenditure of District funds, the Treasurer will be asked to report.
- It requires a 2/3 majority to pass.
- The losing side will be asked if they wish to speak to their position.
- The winning side will be asked if there is a motion to revote, and requires a second.
- A simple majority is required to revote.

3. A Motion Is Reconsidered:

- Full debate pro and con is resumed.
- The question may again be called, seconded, and requires a 2/3 majority to end debate.
- A sense of the body may be taken by a simple majority to vote or table.
- If voted on, the motion must have a 2/3 majority to pass.
- Debate has ended.

Debate on a tabled motion will be resumed under "Unfinished Business" at the next District meeting, and the voting process will be the same as above.

VIII. FINANCIAL POLICY

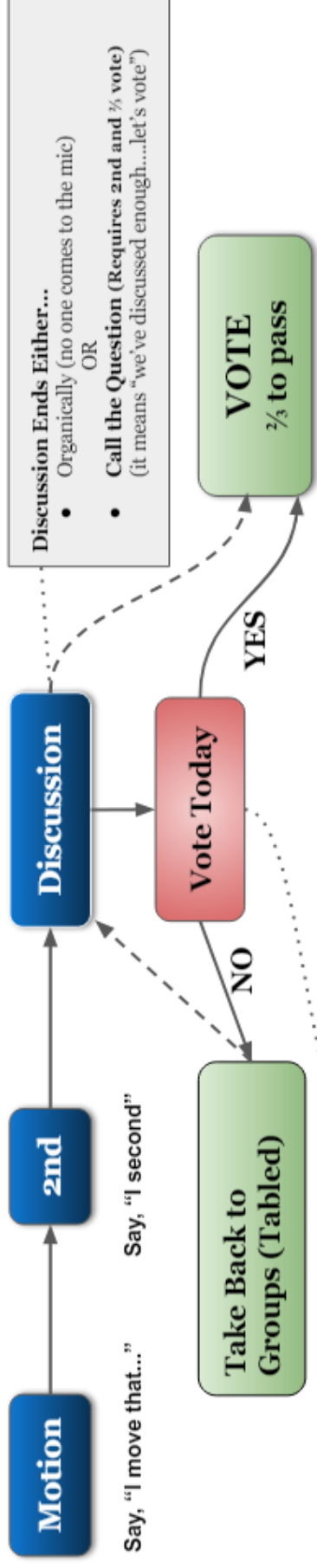
A. Required Budget Line Items

- Cost of printing and reproduction for District business.
- Postage and Delivery.
- Rent for District workshop(s) and event space.
- PO Box Rent.
- Website & Hosting Fee(s).
- Zoom Account Fee.
- Committee budgets.
- Travel and expenses for the DCM to attend Oregon Area Assemblies.
- Travel and expenses for the DCM to attend PRAASA, PNC, and/or PacReg Forum.
- Travel and expenses for Alt DCM and District Committee Chairs to attend the Area 58 November Assembly.

B. Finance Procedures

- The fiscal year is January 1 – December 31
- Service Committee Chairpersons will submit to the Treasurer by September their anticipated budgetary requirements for the coming fiscal year, based on the previous year's expenses.
- Officers and Service Committee reimbursements shall be paid to the respective Chairperson by the Treasurer. Requests need to be accompanied by receipts.
- A proposed budget for the upcoming fiscal year shall be prepared by the Treasurer given to the DCM for review and distribution with the meeting minutes of the October District meeting. The budget will be voted upon at the December District meeting.
- Any and all amendments to the current budget shall be finalized prior to considering adoption of next year's budget.
- With respect to Concept XII, Warranty II, The District will maintain a "Threshold". The District Financial Threshold will be based on a 3 month Low-End and a 6 month High-End average of the current budget.
 - a. **Low-End Threshold** – When the bank balance drops below a 3 month average of the current annual budget the Treasurer is responsible for notifying the Groups, Committee Chairs and Officers immediately. The Treasurer will include in their monthly reports to the district the need for groups to send more money and suggest that they adjust their distribution pie charts increasing their contributions to the district until the Threshold is at 50% (between low and high-end thresholds).
 - b. **High-End Threshold** – When the bank balance exceeds a 6 month average of the current annual budget the Treasurer will include in their monthly reports to the district that we have acquired too much money and that the Committee Chairs need to start spending and the Groups can adjust their distribution pie charts reducing their contributions to the district until the Threshold is at 50% (between low and high-end thresholds).
- The Treasurer's report is to reflect monthly activity and what percentage of our threshold we are holding.
- The Treasurer's report is to reflect monthly activity.
- The District's annual budget will be based on the activity of the previous 3 years.
- Signers on the District 9 checking account will be the current Treasurer and DCM. The Alternate DCM may be a signer on the account at the DCM's discretion. There should always be two signers on the District checking account. In the absence of the DCM, Treasurer or both, the Alternate DCM and/or Secretary can be signers on the account.
- Upon election years, meeting minutes need to reflect any changes to the officers. One copy with full names will need to be created to provide to the bank in order to update the checking account.

Modified Robert's Rules of Order



Voting Procedures

- Chair re-reads the motion aloud
- "All in favor"
- "All opposed"
- "Would the minority opinion like to be heard?"

REMINER: The minority opinion is only for people who were on the non-prevailing side. It is used 1) for new concerns 2) if anyone feels they haven't expressed themselves adequately 3) if someone feels they feel the body is making a serious mistake.

6. "Does anyone on the prevailing side want to change their vote?"

- IF YES
 - "So by default, there's a **Motion to Reconsider** Do I hear a 2nd?"
 - "All in favor of re-opening discussion"
 - "All in favor of treating this vote as final"
 - Simple Majority Vote
- IF YES: **Motion starts over and we go into Discussion** - then we vote. (Vote is Final / No minority opinion)
- IF NO: Motion Passes/Fails

POINT OF ORDER:

At any time a member can go to the microphone to and say, "Point of order". This is used when there is a question or concern that proper procedures aren't being followed. **Don't be afraid to speak up - it helps everyone!**

VOTING TODAY:

Usually means that the body has deemed the motion to be urgent or administrative and decided by a simple majority vote.

- URGENT means the motion is time-sensitive and needs to be acted on quickly.
- ADMINISTRATIVE means the motion deals with administrative details that won't affect the groups in any noticeable or significant way. It's like a "housekeeping" item.

AMENDMENTS: (All amendments require approval of motion-maker and 2nd)

- FRIENDLY:** Say, "I'd like to propose a friendly amendment". A friendly amendment can be considered if someone is trying to clarify or improve the wording of a motion without changing the meaning or intent. A friendly amendment must be accepted by the motion maker and the person who seconded the motion. Does not require a second, discussion or vote.
- REGULAR:** Say, "I move to amend this motion by...." These change the meaning and intent of the motion. **The proposed amendment must be seconded, discussed and voted on.** **The amendment itself requires a vote BEFORE the vote on the motion itself (2/3 majority).**
- No minority opinion on amendments. Minority opinion is heard on final vote.

Note: If a motion is amended after it has been taken back to the groups, it does not need to go back to the groups again because of the right to decide (Concept 3).

WITHDRAW A MOTION:

- If the motion maker wants to withdraw a motion, this can be done if the person who seconded the motion also agrees.
- Withdrawing the motion is not allowed if it has already been tabled and taken back to the groups. Once tabled, the motion belongs to the body.**