

PROCEDURE GUIDE

SANTA CLARA COUNTY

INTERGROUP SERVICE COUNCIL

OF ALCOHOLICS ANONYMOUS

Revised and approved June 3, 2026

1. INTRODUCTION

This Procedure Guide outlines Intergroup's structure, responsibilities, and operating principles. It is intended to ensure continuity in service work and provide a framework for conducting business in alignment with A.A.'s Twelve Traditions and Twelve Concepts for World Service. This guide is not a set of rules, but a service document designed to aid in unity, consistency, and informed decision-making.

"Intergroup" (IG) is a service body that is comprised of one representative of each registered meeting/group of Alcoholics Anonymous in Santa Clara County (SCC).

It provides a means of information exchange between each represented group/meeting and the Intergroup Council.

It acts as a connection point between other service bodies related to Alcoholics Anonymous, such as General Service, Bridging the Gap, and Hospitals and Institutions.

It collaborates with Central Office and the Board of Directors (fiduciary agents for Central Office) in providing and coordinating services and activities for alcoholics in SCC.

2. PURPOSE AND FUNCTION OF INTERGROUP

Intergroup's purpose is to strengthen and support the spirit of AA unity, recovery, and service among AA members by the following actions:

- A. Engage members/meetings/groups of A.A. in SCC to join Intergroup.
- B. Identify and address the needs of the recovering or still suffering alcoholic in the community.
- C. Perform and offer service work opportunities through the Intergroup subcommittees such as Outreach, Diverter, Twelfth Step, and others.
- D. Provide a venue for sharing information between other AA service bodies
- E. Address issues brought forward by members, discuss, make a decision or form a special committee for the item, and vote if needed.
- F. Support the functioning of Central Office by electing members of the Board of Directors (fiduciary agents for Central Office) Refer to BY-LAWS OF INTERGROUP CENTRAL OFFICE OF SANTA CLARA COUNTY, INC. Intergroup also assists in making decisions on matters of policy that affect AA in Santa Clara County and provides guidance to the Board; it is not a governing body.

- G. Approve any Board initiated amendments, modifications, repeal or changes to the By-laws of Intergroup Central Office.
- H. Encourage groups to provide financial support to Central Office through practicing the 7th Tradition
- I. Disseminate information from Intergroup to the A.A. community through the Central Office aasanjose.org website, and the Central Office Intergroup Newsletter, the COIN

3. INTERGROUP POLICIES

All Intergroup actions and policies must reflect the spiritual foundation of A.A., as expressed in its Traditions and Concepts. These policies should always prioritize:

- 1. Unity of purpose – placing principles before personalities
- 2. Group autonomy – respecting the conscience of each member group
- 3. Transparency and accountability – ensuring that decisions and financial activities are clearly communicated
- 4. Self-support – relying solely on contributions from A.A. groups and members
- 5. Service – advancing the A.A. program through the performance of service work shall be the ultimate objective of Intergroup
- 6. Intergroup does not govern or direct any A.A. group. Its function is to serve, coordinate, and communicate—never to enforce or control.

4. COMPOSITION

Intergroup consists of one Intergroup Representative (IGR) from each A.A. group that is registered with the Santa Clara County Intergroup Central Office. These representatives form the Intergroup body and have voting privileges on matters that affect Intergroup operations, activities, and services.

Supporting service positions (such as officers, committee chairs, and liaisons) are also part of Intergroup but do not have voting privileges unless they are acting as a group's designated representative.

5. GROUP MEMBERSHIP

To participate in Intergroup, A.A. groups register with Central Office. Registration ensures accurate listings in meeting directories and facilitates communication between groups and Central Office.

Registration information should include:

- Group name
- Meeting location, day, and time
- Intergroup Representative and Alternate names and contact information

While not required, groups are strongly encouraged to make regular contributions to Central Office from their 7th Tradition collections to meet operational expenses. Intergroup services are made available to all registered groups regardless of their level of contribution. A spirit of fairness and shared responsibility is encouraged.

6. GROUP REPRESENTATION

Each participating A.A. meeting/group may elect:

- One Intergroup Representative (IGR) – Who serves as the group's voice at Intergroup meetings
- One Alternate Representative – Who attends in the absence of the primary IGR

Representatives are approved by the group's conscience, typically through group vote or decision of the steering committee. Their contact information is submitted to Central Office to ensure proper communication.

Each IGR, or designated alternate may represent one group only and is entitled to one vote. Active participation at monthly Intergroup meetings is essential to ensure that group voices are heard and that important decisions reflect group consensus.

It is strongly suggested that Intergroup Representatives (IGRs) and Alternates have a minimum of two years of continuous sobriety and are active members of their A.A. group. However, no group shall be denied representation due to not meeting these suggested qualifications.

Service requirements of IGRs:

- A. Register with Central Office at New IG Rep orientation or complete the online web form at www.aasanjose.org .

- B. Attend the New Intergroup Rep Orientation and Intergroup meeting one month prior to the start of your term. The orientation starts at 7pm on the first Wednesday of the month, one-half hour prior to the monthly 7:30pm Intergroup Meeting.
- C. Attend all Intergroup meetings and participate in service committees
- D. Bring group concerns, questions, or suggestions to Intergroup
- E. Report on Intergroup activities and opportunities for service back to their group
- F. Encourage participation of meeting members in IGR activities, events, and service committees
- G. Attend 2-3 designated AA meetings per year and provide feedback as directed by the Outreach Committee Chair.
- H. Provide guidance to the incoming IGR by accompanying them to the monthly meeting the last month before current term ends to ensure a smooth transition.

7. MEETINGS

Regular Intergroup meetings are held on the first Wednesday of each month at a location determined by Intergroup. All meetings are open to any member of Alcoholics Anonymous, though only registered IGRs (or their alternates) may vote.

A new Intergroup Representative Orientation is held 30 minutes before each monthly business meeting. This session introduces new representatives to Intergroup's purpose, structure, and procedures. Attendance is required for all new representatives.

Special meetings may be called as needed by the Intergroup Chair or by group request.

8. MOTIONS PROCESS

Intergroup strives to maintain a respectful, transparent, and orderly process for group decision-making. To that end, Intergroup business is conducted using a simplified version of Robert's Rules of Order, adapted to align with the traditions of Alcoholics Anonymous. These procedures are intended to encourage informed discussion, allow every voice to be heard, and ensure that the will of the participating A.A. groups are clearly and fairly expressed.

A. Introducing a New Topic (New Business)

1. To ensure sufficient time for scheduling and communication, it is recommended that any member or representative bringing a new topic for Intergroup discussion contact the Intergroup Chair at least 72 hours prior to the meeting so the item may be added to the agenda as New Business.
2. The Intergroup chair may add items at their discretion.
3. New topics cannot be moved to a vote during the meeting at which they are first introduced, unless deemed a housekeeping motion (see below).
This allows Intergroup representatives the opportunity to bring the matter back to their groups for discussion and group conscience.
4. Housekeeping Motion Exception
 1. An exception to a housekeeping motion which pertains to the internal conduct of the IG meeting itself (e.g., extending discussion time, adjusting the agenda, or rescheduling a meeting).
 2. Such motions may be introduced, seconded, and voted on during the same meeting.

B. The Motions Process

Once a topic has been introduced to IG, discussed at the individual AA meeting level, and returned to Intergroup for decision, the following steps apply:

Motions Procedure

1. Present a Motion

- Any **registered Intergroup Representative (IGR)** may propose a motion during the designated portion of the meeting.
- The motion should be stated **clearly and concisely**.

Example:

"I move that Intergroup allocate \$300 to support the upcoming Public Information workshop."

2. Second the Motion

- Another IGR must **second** the motion to show that more than one person believes it merits consideration.
- If **no second** is received, the motion is **not considered** and dies without discussion.

3. Restate the Motion

- The **Chair or Recording Secretary** restates the motion for clarity before discussion begins.

- This ensures that all members understand exactly what is being proposed.

4. Discussion

- The Chair opens the floor for discussion and may set a **time limit**.
- The **maker of the motion** speaks first and may respond again **only after all others** have had a chance to speak.
- Discussion should remain **focused on the motion**, with **no personal attacks**, and in the spirit of **A.A. Tradition One: Unity**.

5. Amendments (as needed)

- A motion may be **amended before voting** if the amendment is:
 - Moved by a representative
 - Seconded
 - Discussed and approved by **majority vote**
- Only **one amendment** to a motion may be considered at a time.

6. Call to Vote

- After discussion, the Chair will:
 - Restate the **final version** of the motion
 - Ask if there is any **final input**
 - **Call for a vote**, or
 - Propose to **postpone, table, or refer to committee** as appropriate

7. Vote

- A **simple majority vote** is sufficient to pass most motions, unless otherwise specified (e.g., Bylaws of Intergroup Central Office or prior agreement). Voting may be conducted by:
 - Show of hands
 - Paper ballot

8. Minority Opinion and Reconsideration (Robert's Rules)

- After the vote, any **minority opinion** may be expressed.
- Once the minority has spoken, the Chair will ask:
"Does any member of the majority wish to change their vote in light of the minority opinion?"
- If yes, a **second and final vote** is taken.
- This process aligns with A.A.'s **commitment to inclusivity and spiritual group conscience**.

9. Tabling or Postponing a Motion

- At any point during discussion, a representative may move to:
 - **Table the motion** (delay it until a specific future meeting), or
 - **Postpone the vote** (typically for further group discussion).
- These motions must be **seconded and voted on** before the original motion can be addressed again.

10. Withdrawing a Motion

- Only the **presenter of a motion** may request to withdraw it.
- The request must be made **before a vote is taken**.
- No second is required for withdrawal.

C. Additional Notes on Motions Process

- The **Chair rules** on points of order and manages the speaking queue.
- Motions may only be made by **registered IG Representatives**.
- **Only one motion** is considered at a time.
- **Interruptions are not permitted** unless they are points of order (e.g., to clarify procedure or raise an immediate concern).

11. Board Nominations & Elections Process

Committee Formation & Timeline

- **May:** Intergroup Chair appoints a **Nominating Committee Chair**
 - *Requirements:* 10 years sobriety, prior Board and Intergroup service.
- **Committee Chair** selects **four members** from current or past Intergroup Representatives.
 - Includes at least one past Board member
- Member selection reflects regional balance and diversity
- Committee work begins in **May** and ends with elections in **October**.

Candidate Submissions

- **June Intergroup meeting:** Nominating Committee Chair invites qualified Intergroup Representatives to be included in the nominations list.
 - May also invite qualified members not present at the June meeting.
- Committee **vets all candidates** and notifies them of approval status within a reasonable timeframe.
- **Final candidates** introduce themselves and present qualifications at the **August and September** Intergroup meetings.

Election Process

- An **experienced General Service member** facilitates elections.
- **October meeting:** Vetted candidates present qualifications (3 minutes each).
- Representatives receive **voting materials in advance** and cast **paper ballots**.
- Secretary verifies number of eligible voters.
- **Election order:**
 - Central Service Board members
 - Chair
 - Alternate Chair
 - Secretary
 - Alternate Secretary
- Each office is elected separately. Terms follow Bylaws.

- **Majority rule:** A 51% majority is required for a candidate to be elected
- If no candidate receives a majority:
 - The candidate with the lowest number of votes is removed
 - Voting continues with the remaining candidates
- Candidates dropped in earlier rounds may return to the ballot
 - This process continues until all seats are filled
 - **Newly elected officers** begin service in **November**.
 - **Vacancies:**
 - Chair/Secretary → Alternate steps in.
 - Alternates and Board Members → Election held at next Intergroup meeting to serve remainder of term.
 - Outgoing officers must transfer all records/materials to successors.

12. Candidate Qualifications & Position Descriptions

A. Board of Directors – requirements as outlined in the By-laws of Intergroup Central Office of Santa Clara County, Inc. and defined in this document.

- U.S. citizen
- Santa Clara County resident
- 10+ years continuous sobriety
- No history of financial-related felonies
- Intergroup Representative experience
- Business, IT, Finance, HR, or Legal experience a plus
- Understanding of Intergroup–Central Office–Board relationship
- Knowledge of Steps, Traditions, and Concepts
- 2-year commitment
- Active member of the Fellowship
- Has a sponsor

B. Intergroup Chair / Alternate Chair Qualifications:

- Five (5) continuous years of sobriety (suggested minimum)
- Served as an Intergroup Representative within the past five (5) years
- Prior experience as an Intergroup Committee Chair
- Ability to explain the Intergroup–Central Office–Board relationship
- Working knowledge of Steps and Traditions and ability to apply them effectively
- Active member of AA fellowship (home group, regular meeting attendance, service)

Term: Two (2) years, one full term maximum

- An Alternate Chair who steps in may be elected to serve a full term.
- A former Chair may run again 5 years after end of previous term.

Intergroup Chair Duties:

- Prepare agendas and facilitate meetings
- Encourage open participation
- Forms committees and appoint committee chairs with Intergroup approval
- Serve as facility liaison (currently Trinity Presbyterian Church)
- Vote only in tie situations; may table matters for further discussion

Alternate Chair Duties:

- Serve as Chair when Chair is absent
- Attend Intergroup meetings and assist the Chair as needed
- Lead New Intergroup Representative Orientation
- Collect new Intergroup Representative contact information

C. Secretary / Alternate Secretary Qualifications:

- Three (3) years of sobriety (suggested minimum)
- Intergroup Representative experience

Term: One (1) year, one full term maximum

- An Alternate Secretary who steps in may be elected to serve a full term.

Secretary Responsibilities:

- Record and preserve accurate minutes
 - During voting, minutes must list each Central Service Board candidate and vote count (per Bylaws §1.07).
- Track attendance and voting representatives
- Submit minutes to Central Office within 10 days for newsletter/distribution
- Perform duties as requested by Chair or Intergroup

Alternate Secretary Duties:

- Performs Secretary duties when absent
- Assemble orientation packets (A.A. Guidelines, Procedure Guide, Traditions, Bylaws)
- Assist with New Representative Orientation

13. Removal from Office

- An Intergroup officer may be removed for cause by a **two-thirds majority** of Representatives present.
- Removal of Central Service Board members follows the **Bylaws of Central Office of Santa Clara County**.

14. Central Service Board

- Membership and elections follow the **Bylaws of Central Office of Santa Clara County**.

15. Central Office

Purpose: Serve A.A. groups in Santa Clara County and support Fellowship resources.

Oversight: By Central Service Board + Executive Director.

Responsibilities include:

- Manage office operations
- Oversee electronic communications (website, *The COIN*, calendar of Fellowship activities)
- Maintain Intergroup-related documents:
 - AA meeting directory
 - Committee procedures (binders)
 - IG Chair binder
 - Monthly sign-in sheets, agendas, minutes, flyers
- Prepare and distribute financial reports
- Act as a resource to officers/committees (share information, not direct operations)

16. Committees, Reports & Coordinators Standing Committees

(2-year commitment; follow spirit of rotation):

- Diverter and Web Chat
- 12th Step (Daytime/Nights & Weekends)
- Outreach
- The COIN newsletter
- Secretary workshop
- Activities (consider renaming to “Events”)

Special Committees: Nominating Committee Intergroup Inventory Committee, other appointed ad hoc committees.

Other Service bodies: Unity Day, appointed liaison.

Responsibilities:

- Committee Chairs provide monthly reports
- Fulfill job duties as specified in the position description

Intergroup Meeting Service Positions:

- **Treasurer (2 years of sobriety / 1 year term):** Collects 7th Tradition contributions, pays meeting expenses, maintains records, provides quarterly reports
- **Coffee/Supplies Volunteer (6- month term)**
- **Set-up/Clean-up Volunteer (6- month term)** – includes microphone and room setup.

17. Procedure Guide Modifications

- Any proposed modifications shall be submitted in writing to the IG Chairperson
- The Intergroup Chairperson shall place submitted proposal on the agenda under New Business and coordinate with Central office to provide hard copies of the proposed changes at the next IG meeting
- Submitted proposals are then discussed at the following meeting and a vote is taken
- A proposed modification requires a 2/3 majority to pass
- The IG secretary shall submit any approved modification(s) to Central Office for publication

18. Approval of Bylaw Changes Section 7.01:

The Bylaws may be amended, altered, modified, repealed, or new ones adopted by:

- A **3/4 affirmative vote of at least 1/4 of all Intergroup Representatives**, or
- A **3/4 vote** of Representatives attending a special meeting,
- With **30 days' prior written notice**, stating the substantive language of proposed amendments.