



# DISTRICT 11 GUIDELINES

*Approved - February 28, 2019*

*The purpose of this document is to provide minimum guidelines for the administrative and operating procedures of District 11 of Alcoholics Anonymous. These guidelines include coordination of activities and are subject to change as necessary. Ever mindful that the reason for the General Service Structure is to be of service to the fellowship of Alcoholics Anonymous, this body shall always observe the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service. In the absence of indication in these guidelines, or of direct Assembly Action, the latest edition of the AA Service Manual may be relied upon.*

## **Article I - PURPOSE**

Strives to facilitate interest in General Service work by encouraging involvement in service at all levels; to be a link for all groups within the district, to each other, and Oregon Area 58 as follows:

- 1.1 Provide information to GSR's from Oregon Area Committee and GSO.
- 1.2 Provide a forum for group or District concerns.
- 1.3 Conduct periodic service workshops, to better inform our membership.
- 1.4 Participate in other functions as deemed appropriate by this body.

## **Article II - BUSINESS MEETINGS**

2.1 ~~At this time~~ District 11 meets the last Thursday of each month, 7:00pm at the ~~URS Club~~ **Club Hope**. Unless meetings fall on a holiday, then a vote will take place to reschedule. Meetings will follow an agenda set forth by the DCM and voting will follow the modified Roberts Rules of Order.

## **Article III - MEMBERSHIP AND PROCEDURES**

- 3.1 The following will be voting members of District 11 in business meetings:
  - A. DCM (can exercise option in the event of a tie)
  - B. DCM, Alternate
  - C. Secretary
  - D. Treasurer
  - E. Committee Chairs
  - F. Registered Representatives, GSR's or their Alternates as outlined in the Oregon Area 58 handbook.
- 3.2 Each voting member will have one vote.
- 3.3 Only voting members will be allowed to present motions to this body.
- 3.4 All business will be decided by a simple majority of voting members present, unless otherwise specified in these guidelines.
- 3.5 All elections will follow Third Legacy Procedure as outlined in the A.A. Service Manual.
- 3.6 District business meetings will, at the discretion of the DCM, follow modified Roberts Rules of Order as outlined in the Oregon Area 58 Guidelines Handbook.

## **Article IV - OFFICERS**

- 4.1 Length of term for District 11 Officers is two years.
- 4.2 Suggested eligibility for election:
  - A. DCM - A member who has shown leadership qualities and has served actively in General Services at the District level (refer to Service Manual).
  - B. DCM, Alternate - A member who is willing to serve the District and work actively with the DCM in General Service.



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C. Secretary – This position requires time, a commitment to attend all District meetings and that the duties are carried out in an accurate and timely manner. Clerical experience would be helpful.

D. Treasurer – The integrity necessary for the position. Past experience would be helpful.

E. Each eligible District 11 Officer is also suggested to have the following:

1. Two years of sobriety
2. A home group in the District
3. A sponsor
4. A service sponsor
5. Actively working the Twelve Steps/Twelve Traditions
6. A basic understanding of the Concepts

4.3 The duties of the District Officers will be as follows:

**A. DCM:**

1. Act as the Administrative Officer of the District.
2. Prepare District meeting agenda.
3. Conduct all District meetings.
4. Appoint ad hoc committees or liaisons as directed by the District.
5. Attend all Oregon Area Assemblies ~~along with PRASSA, PNC, and Regional Forums if district funds are available.~~
6. Work with Area Registrar to keep GSR and meeting records up to date.
7. Maintain open lines of communication with other districts in the Area.
8. Perform other duties as defined in the Service Manual, and as needed by the District.
9. Communicate and share duties and information with the Alternate.

**B. DCM, Alternate:**

1. Assist the DCM.
2. Serve as the acting DCM in the DCM's absence.
3. Actively encourage participation by the groups in District affairs.
4. Maintain an up-to-date version of the District Guidelines.
5. Perform other duties as defined in the Service Manual, and as needed by the District.

**C. Secretary:**

1. Take minutes at the District business meetings.
2. Post minutes to the District 11 website and email all District Officers, Committee Chairs and GSR's after posting.
3. Keep minutes and calendar on the District 11 website up to date.
4. Maintain a current contact list with phone numbers and email addresses of all District Committee Members and GSRs.
5. Send/email District meeting reminders once a month (or as needed) to District members the week prior to the District business meeting.



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**.....urer:**

1. Act as a guardian of District funds.
2. Maintain a permanent record of all District money received and disbursed using prudent accounting principles.
3. Email timely acknowledgement to each AA Group's registered GSR (or if unknown, other appropriate group member) of funds received from their group.
4. At each business meeting, provide the previous month's written financial report of income and expenses and account balances in each listed category.
5. Encourage group financial participation at the District level.
6. Facilitate transfer of signature on account to successors.
7. Co-ordinate annual planning and budget preparation with committee chairs and District officers.

## **Article V - COMMITTEE CHAIRS**

- 5.1 Length of term for District 11 Committee Chairs is two years.
- 5.2 All committees have yearly budgets that must be determined during budget planning.
- 5.3 Each eligible District 11 Committee Chair is also suggested to have the following:
  - 1) A home group in the District
  - 2) Two years of sobriety
  - 3) A sponsor
  - 4) A service sponsor
  - 5) Actively working the Twelve Steps
  - 6) An understanding of the Twelve Traditions
- 5.4 Duties of Committee Chairs: General Duties as outlined in various workbooks, guidelines and publications provided by AA General Service Office, as it pertains to the needs of District 11.
  - A. Archives:
    1. The purpose of this position is more than mere custodial activities. It is the means by which we collect, preserve and share the heritage of our fellowship. The Archives Chair is to receive, classify and index all relevant materials, including, but not limited to: administrative files, records, correspondence, flyers and other documents considered to have importance to AA and District 11 groups and members.
  - B. Cooperation with the Professional Community (CPC):
    1. Members of this committee provide information about AA to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders and industrial managers, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do and what we cannot do.
    2. CPC presentations have been given to city police forces and parole officers, and members have participated in weekly information classes given to citizens newly placed on parole so they know what to expect.
    3. Information on the availability of AA services can be dispersed via letters, letting people know what AA has to offer and who to contact for more information, a meeting or a service function.



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Coordination with Treatment Facilities and Corrections:

1. The purpose of CTF and CF, or combined institutions committees, is to coordinate the work of individual members and groups who are interested in carrying our message of recovery to alcoholics in hospitals, alcoholism treatment/rehabilitation centers and correctional facilities.
2. In many areas, liaisons have been established among these committees. For example CF, CTF and PI committees send a liaison to CPC committee meetings. There are many instances of overlapping responsibilities. Local circumstances determine who does what; they don't compete.

## D. Grapevine, The AA Grapevine:

1. The immediate past DCM serves as the Grapevine Representative.
2. The Grapevine Rep. (GVR) performs a service for the Grapevine, linking the magazine to members of the Fellowship who might not otherwise read it or even be aware of it. The GVR's basic job is to work with the groups within the District, getting information about the Grapevine to members, promoting each issue and encouraging subscriptions.
3. The GVR may also conduct workshops about other products available through the Grapevine; i.e. books, CDs and calendars. They may also participate in workshops in conjunction with other service entities to share how useful the Grapevine is to carrying the AA message.
4. Encourages home group members to elect GVR's. Encourages participation in making the Grapevine available to other service committees, such as Corrections, CTF and CPC.

## E. Intergroup Liaison:

1. The Intergroup Liaison is responsible for attending the Intergroup Representative meeting held the second Monday of each month. They may provide input at the Intergroup meeting. They are the link between the Intergroup and the District, and keep the District informed on Intergroup issues and 'carrying the message' activities.

## F. Events and Fundraising Chair:

1. The Chair is responsible for holding planning meetings when it has been determined that the District will host an event; and then for continuing support for and coordination with event/activity committees and the District Committee.
2. Examples of events or activities are: General Assembly scholarship fundraising, hosting GSR workshops and Unity events, presentations at various meetings or events hosted by other AA organizations, etc.
3. Each event will have a chair person who facilitates the process. Each committee decides together the where, when, and who of the activity/event. Generally, someone on each committee may be tasked to look into and do a walk-through of possible locations, another will look into food options and costs, another may visit groups and solicit donations and participation, and another will create and distribute flyers.

## G. Web Master:

1. Objective:



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vide meaningful information to District 11 Business Meetings such that the members of the District can make informed decisions concerning new and current internet functions, websites, and programs. Provide oversight to greshamaa.org and ensure that the site is up and operational, content is current and adheres to District 11 Guidelines.

2. Function:
  - a. Investigate latest internet trends and alert the District to anything that may affect the District as a whole or as a committee.
  - b. Submit concepts, ideas, and trends that might ensure that "the hand of AA is there" at regular District meetings for response from GSR's and District Officers.
  - c. The Web Master, if asked by any District 11 group, will post District announcements and activities on AA related websites.

## Article VI - BUDGETS/FUNDING/FINANCIAL TRANSACTIONS

### 6.1 Budgets and Planning

- A. D11 fiscal year is January 1 through December 31. Annual planning is based on historical trends and anticipated resource needs by each committee chair in coordination with District officers and Treasurer. Planning should begin in November of each year and final budget presented to District for approval each January. Planning cycle includes both income from all sources and all anticipated expenditures with some contingency including a provision for a prudent reserve.
- B. Income enhancement activities through AA group contribution requests and other fundraising activities necessary to close any deficit gap between expected income and expenses will be determined by the voting members and expenditure budgets pared to match.
- C. Final consolidated budget will include line items for each significant revenue and expenditure category.

### 6.2 Funding

- A. Funding priority supports area quarterly General Service Assembly attendance by GSRs and DCM consistent with District's core mission. District may conduct fundraising activities throughout the year, as needed, to facilitate this and other district Unity goals.
- B. District fully funds DCM to each Area Quarterly Assembly and fully funds Alt. DCM to one of the Quarterly Assemblies each year through a \$250 scholarship per event if needed. Should scholarship amount not fully cover necessary and appropriately documented expenses, excess costs may be reimbursed. ~~Whenever possible, District fully funds the DCM to attend PRASSA, PNC, and/or other regional service conferences once during their term as DCM.~~
- C. ~~Three \$50 dollar~~ Scholarships **up to \$100** per assembly may be made available to help GSRs that ~~need additional funding~~ **are not fully funded** to attend Area Quarterly Assemblies. Requests for funding for assemblies by GSR's will be approved by the body.

### 6.3 Financial Transactions

- A. Prior to commitment, significant financial transactions should be approved by the voting members and all expenditures supported by objective, verifiable evidence.
- B. All financial transactions will be completed and accounted for in cooperation with the District Treasurer at gross amounts. "Offsetting" of receipts and expenses which result in accounting for "net" amounts in the District's records, is not permissible. (Example: paying for refreshments directly from unrecorded cash receipts.)

## Article VII - ELECTIONS

- 7.1 Announcements will be made at District meetings and in the minutes any time there is an



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tion at the District level.

- ... elections for District Officers will be held in October of odd numbered years and elections for Committee Chairs will be held in October of even numbered years, with only current voting members eligible to vote. Elected Officers and Committee Chairs will rotate in at the start of new business during the November business meeting and take office effective in November.
- 7.3 A District Officer or Committee Chair who misses two consecutive meetings without prior notice will be contacted by the DCM or another attending Officer. If there is no response made their position will become available.

## **Article VIII - AMENDING GUIDELINES**

- 8.1 Any proposed amendment to these guidelines will be submitted in writing, and presented at two consecutive District business meetings. This will provide the GSR's an opportunity to have their home groups' review. A **2/3rds** approval vote by members present at the second business meeting presentation will constitute adoption of the amendment.

-Draft June 30, 2016-

-Approved by District 11 on October 25, 2016-

-Approved February 28, 2019-

## **Robert's Rules of Order**

**Moving to Motion:**



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..... is a proposal that the entire membership take action or a stand on an issue. Only members that can vote on motions may make motions. Motions cannot be made when any other motion is on the floor. Original motions yield to subsidiary motions such as amendments.

## 1) **Obtain the floor by raising your hand.**

- a) Wait until the last speaker has finished. Always wait until the Chairperson recognizes you.

## 2) **Make Your Motion.**

- a) Speak in a clear and concise manner. It is sometimes helpful to write out your motion before saying it.
- b) Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
- c) Avoid personalities and stay on your subject.

## 3) **Second the Motion.**

- a) Another member will second your motion or the Chairperson will call for a second.
- b) If there is no second to your motion it is lost.
  - a. It is generally not advisable to second a motion to simply get on with the discussion. The better course is to wait for the motion to fail without a second and then make a new motion. This avoids the problem of having to overly amend a motion that is not effectively worded in the first place.

## 4) **The Chairperson States Your Motion.**

- a) The Chairperson will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
- b) Once your motion is presented to the membership by the Chairperson it becomes "assembly property," and must follow the amendment procedure (below) to be modified.

## 5) **The Motion is Discussed.**

- a) The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it. The mover is always allowed to speak first.
- b) All comments and debate must be directed to the Chairperson.
- c) The membership then either discuss and debate your motion, or may move directly to a vote.
- d) Any member may speak on a motion, but should wait until other speakers are finished before taking the microphone for a second time.



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..., ... may speak again only after other speakers are finished, unless called upon by the Chairperson.

## 6) **Putting the Question to the Membership.**

- a) The Chairperson asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken.
- b) Alternately, a members states "I call the vote" at the microphone.
  - a. Calling the question requires a second and requires a simple majority to pass.
  - b. This action is not debatable.
  - c. The person calling the question must be recognized and speak in turn, calling the question out of turn, interrupting those who have been waiting to speak, is out of order and does not have to be recognized by the Chair.
  - d. The person calling the question may not address the motion prior to calling the question.

## 7) **Voting on a Motion:**

*At the discretion of the Chair, one of three methods of voting will be used:*

1. By Voice -- The Chairperson asks those in favor to say, "Aye," those opposed to say "no", and ask for any abstentions. The only reason to abstain from the vote is if you could personally gain or profit from the motion. Any member may move for an exact count.
2. By a Show of Hands -- Each member raises their hand until all hands are counted. This method is used for counting dissenting votes also.
3. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired, such as during elections of committee members. (Please see Third Legacy voting in your service manual for further instructions.)

## **Minority Opinion**

*The minority opinion is very important to AA and helps to preserve our Traditions. Following a vote, the Chairperson will ask to hear from the minority opinion. The Chairperson can choose how many minority opinions will be heard. The purpose is to persuade even one person from the majority to change their opinion and move for reconsideration.*

- a) If any member who voted on the prevailing side of the question raise their hands the request to reconsider a vote is considered made and seconded and discussion resumes on the matter as if the original vote had not taken place.
- b) This is not discussion, and no rebuttal by a member of the majority is allowed.
- c) If the motion that is being reconsidered is not debatable, then the motion to reconsider is not debatable.
- d) A matter may be reconsidered only once. Motions to reconsider or table cannot be subject to a motion to reconsider.
- e) Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken.

## **Amending a Motion:**



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*otion requires change before approval, a motion to amend the motion may be*

- a) A "friendly" amendment is suggested to the person making the motion and accepted by him. The Chairperson will then restate the question with the amendment included and discussion on the amended motion continues.
- b) A "formal" motion to amend is done by inserting, adding, deleting or changing the motion. For example, if the motion is to allocate \$500.00 to some task, and the discussion indicated the assembly thought that amount was too much, a member could amend the motion by saying "I move to change the motion from \$500.00 to \$250.00."
- c) Formal motions to amend must be seconded.
- d) If seconded, discussion of the motion to amend takes precedence over the main motion and the discussion then focuses on the amendment.
- e) Once the assembly votes on the amendment, the discussion of the main motion resumes.

## **Tabling a Motion:**

*Tabling a motion has the effect of removing the motion from further consideration at that time, and postpones it to such time in the future when it is taken off the table.*

- a) A motion to table requires a second.
- b) Motions to table are not debatable.
- c) Motions to table require a simple majority to pass.
- d) If the matter is to be postponed to a specific time, then the appropriate motion is not to table, but to postpone until {date}.

## **Point of Order**

*It is the duty of the Chairperson to enforce the guidelines of the Assembly. It is the right of each member of the Assembly who notices a shift from these guidelines to bring the problem the Chair's attention by calling "Point of Order"*

- a) The Chair may stop discussion that does not follow the guidelines of the Assembly without calling "Point of Order". An explanation of the guideline will be provided before discussion on the motion continues.
- b) Any member may call "Point of Order" from the Assembly floor.
- c) The discussion stops and the Chair will address the guideline question before continuing.
- d) The Chair may request the assistance of a member to act as the Parliamentarian of the group by suggesting an interpretation of these guidelines to the Chair.
- e) A decision is made on the rule or guideline by the Chairperson and discussion is resumed.