

# Guidelines for District 1 – July 2022

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## Revision Log

Date (mm/dd/yyyy)	Section	Description of Change
07/25/2022	3.4 District Treasurer> Responsibilities	The following was added to the Treasurer Responsibilities: Maintains a 6-month Prudent Reserve account balance.
	6.1 Regular Meetings	Updated the regular meeting time to 7 – 9 pm (from 6-8 pm).
	Revision Log	Added a Revision Log to the Guidelines
10/01/2021	3. District Committee> 3.4 Alternate District Treasurer	The following was added to section 3:  D. Alternate District Treasurer  3.4 Alternate District Treasurer – A new section was added to outline the qualifications and responsibilities for this new role.
	6.1 Regular Meetings	The following meeting information was updated:  District 1 meets the last Wednesday of each month between 6:00 pm and 8:00 pm on Zoom.
	6.2 Regular Meetings: Standard Agenda	The following agenda item was updated: Interpretation of the Tradition or Concept of the month (5 mins max, year 1 traditions, year 2 concepts)

## 1. Introduction

These Guidelines represent the shared experience of AA members and groups throughout Districts 1 in Area 82. They represent guidance given through the Twelve Traditions and the General Service Conference. The purpose of these Guidelines is to assist individuals and committees to reach informed decisions when 'carrying the message'.

### 1.1 Purpose

The Fellowship of Alcoholics Anonymous has been given Three Legacies, which are Recovery, Unity, and Service. These Guidelines cover how the Legacy of Service is implemented and perpetuated within the District. The purpose of these guidelines is to provide a clear and concise reference for those people who are involved in Service at the District level. The AA Service Manual describes, in a general way, the duties and responsibilities of those serving within the District. These guidelines are not intended to replace or supersede the information set forth in the Service Manual, but are to be used in conjunction with and as a supplement to the Manual. The following guidelines are designed to be more specific in delineating the responsibilities and duties of those serving in the District and to cover other policies and procedures specific to District 1.

### 1.2 Anonymity

In the course of carrying out its functions, Committee Members must respect and protect the anonymity of all AA members, potential members, and others who may contact us. District members must balance between maintaining anonymity and providing contact information publicly to carry out 12 Step work. The following are viewed as basic principles of anonymity:

- Protection of identity of anyone, in AA or in contact with AA at any time, alive or dead.
- Confidentiality of all information learned of anyone in AA or in contact with AA.

### 1.3 When in doubt these principles apply

In the course of service work, members may be required to divulge their identity and affiliation with AA to further the business and activities of AA; in such matters as banking, leasing, arranging speaker engagements, contracts, etc. For the member this is in keeping with Step 12. These matters are understood to occur within confidential business settings. This understanding requires that anonymity is broken only to the extent required. This is in keeping with Tradition 11 and Tradition 12. Anonymity within the context of the Traditions has the meaning of humility and by virtue of Traditions 5 and 12 the sense of duty to carry the message.

## 2. General

Every member of Alcoholics Anonymous should become familiar with the legacy of service. Information concerning service can be found in documents published by A.A. World Service, Inc. Primary among these documents are the A.A. Service Manual, Twelve Concepts, Twelve Traditions and A.A. Comes of Age.

The duties, responsibilities and purpose of specific offices and entities are covered under separate headings, herein. The district committee composition for district meetings is comprised into two categories: (1) General Service Representatives from each group within the District and (2) District Officers.

Circumstances may arise to make deviations to position requirements and/or procedures. However, the guidelines here are based on past experience that has proven effective. Changes should be held to a minimum and not be made until each situation has been considered in its entirety and overall effect carefully weighed. Changes will not be effective until presented and approved by two consecutive district meetings, one to table for group discussion and one to approve and will not be retroactive.

## 2.1 Meeting Conduct

It has been voted by our Districts that certain conduct must be observed at Public engagements. In general, Public engagements should be conducted with sobriety, propriety, decorum and good taste.

## 3. District Committee

The District Committee shall consist of the following:

- A. District Committee Member (DCM)
- B. Alternate District Committee Member (ADCM)
- C. District Treasurer
- D. Alternate District Treasurer
- E. District Secretary
- F. General Service Representatives (GSR's)

All members of the District Committee and each executive member have one vote at all District Meetings, excluding the DCM, who does not have a vote (just chairs the meeting) and only has a vote in the case of breaking a tie vote by the Committee.

### 3.1 District Committee Member (DCM)

The DCM is the vital link between the group's GSR and the Area service structure including the Area Delegate to the General Service Conference.

#### **Qualifications:**

- A background in AA service work including two (2) years of service as a GSR as suggested in the Service Manual.
- Enough sobriety (suggested five (5) years) to be eligible for election to an Area office.
- Have a Service Sponsor (suggestion found to be helpful).
- The time, energy, and desire to serve the District well.
- Actively working the Twelve Steps of A.A.

#### **Responsibilities:**

- Is familiar with information contained in the AA Service Manual, **Robert's Rules of Order** and other AA literature that pertains to this position.
- Serves as chairperson of the District Meeting and is the person who makes the agenda for each meeting.
- Maintains an up-to-date list of all groups, their GSR's and insures that current information is sent to the Area Secretary/Registrar in a timely manner.
- Remind all GSRs to confirm the meeting information in the Meeting list is accurate and up to date.
- Regularly reports to the GSR's all information received from the Area and GSO.
- Assists and encourages new GSR's to become familiar with their duties and responsibilities.
- Visits all groups within their District, twice times during the term. Encourages groups that are

- not represented to elect a GSR and to become active in the District service structure.
- Is a voting member of the Area Archivist Committee and eligible, after fulfilling a full two- year term, to be elected to any of the Area Offices.
- Informs the Alternate DCM of all activities in the District and Area and may delegate some duties and responsibilities to the Alternate DCM.
- The DCM serves a two-year term.
- Is one of the co-signers on all District bank accounts.
- Any DCM who has three or more unexcused absences from District meetings will be asked to step down from that position. A DCM may be excused by calling the Alternate DCM or another District Executive member. Any DCM who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. The Alternate DCM as soon as possible following the vote shall notify any person removed from office.
- The DCM and ACDM shall share the responsibility to attend the Central Services Committee meetings. The qualifications for an ADCM are the same as for a DCM. An ADCM may be a currently serving GSR.

### 3.2 Alternate District Committee Member (ADCM)

#### **Qualifications:**

- A background in AA service work including two (2) years of service as a GSR as suggested in the Service Manual.
- Enough sobriety (suggested five (5) years) to be eligible for election to an Area office.
- Have a Service Sponsor (suggestion found to be helpful).
- The time, energy, and desire to serve the District well.
- Actively working the Twelve Steps of A.A.

#### **Responsibilities:**

- The Alternate DCM should assist, participate, and share in the responsibilities of the DCM, as well as fill in at meetings that the DCM is unable to attend.
- It is suggested that each Alternate accompany the DCM to as many Area meetings as possible in order to gain the experience needed to step in for the DCM when the need arises. ADCM, may use funds from ADCM budget to defray costs of attending Area Service Weekends and Assemblies.
- Acts as the “Grapevine” representative and provides information to all groups in their District about the International Monthly Journal of Alcoholics Anonymous known as *The Grapevine*. Encourages groups in the District to elect a *Grapevine* representative. Coordinates the *Grapevine* display between the Groups in the District.
- Alternate DCMs from District 1 will share the responsibility for any vacant Sub- Committee chair/co-chair position.
- If a vacancy occurs during a DCM’s term of office, the position will be filled by the currently serving ADCM.
- Have a voice and a vote at all District meetings.
- Is one of the co-signers on all District bank accounts.
- Any ADCM who has three or more unexcused absences from District meetings will be asked to step down from that position. An ADCM may be excused by calling a DCM or another District Executive member. Any ADCM who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. The DCM as soon as possible following the vote shall notify any person removed from office.
- The ACDM and DCM shall share the responsibility to attend Central Services Committee meetings.

### 3.3 District Treasurer

#### **Qualifications:**

- Suggested minimum of five (5) years sobriety.
- A responsible person with good record-keeping ability.
- A background in service at the Group or District level.
- Have a Service Sponsor (suggestion found to be helpful).
- Actively working the Twelve Steps of A.A.
- The time, energy, and desire to serve the District well.

#### **Responsibilities:**

- Maintains a clear and accurate financial record of all District income and disbursements.
- Maintains a 6-month Prudent Reserve account balance.
- Attends District meetings.
- Prepares a monthly activity financial report for the previous month of income and disbursements and provides copies to be distributed at District meetings.
- Submits a financial report at the end of the year of the income and disbursement for each month in relation to the approved Budget with sufficient copies to distribute to each group.
- Collects and disburses all District funds.
- Maintains a checking account requiring two signatures of four to withdraw or transfer funds and keeps a record of all transactions.
- Prepares a yearly budget in consultation with the District executive.
- Have a voice and a vote at all District meetings.
- May carry the District DCM vote to Area functions when both the DCM and the Alternate are unable to attend.
- Is one of the co-signers on all District bank accounts and normally has custodial oversight of the cheque book.

### 3.4 Alternate District Treasurer

#### **Qualifications:**

- Suggested minimum of five (5) years sobriety.
- A responsible person with good record-keeping ability.
- A background in service at the Group or District level.
- Have a Service Sponsor (suggestion found to be helpful).
- Actively working the Twelve Steps of A.A.
- The time, energy, and desire to serve the District well.

#### **Responsibilities:**

- The Alternate Treasurer should assist, participate, and share in the responsibilities of the Treasurer as well as fill in at meetings that the Treasurer is unable to attend.
- In working with the Treasurer, maintains a clear and accurate financial record of all District income and disbursements.
- Attends District meetings.
- The Alternate Treasurer should assist, with the preparation of a monthly activity financial report for the previous month of income and disbursements and provides copies to be distributed at the District meeting.
- Works with the Treasurer to prepares a yearly budget in consultation with the District executive.
- The Alternate Treasurer should assist the Treasurer in preparing a financial report at the end of the year with sufficient copies to distribute to each group.

### 3.5 District Secretary

#### **Qualifications:**

- Suggested minimum of two (2) years of sobriety with a background in AA service.
- The ability to keep clear and accurate records.
- Have a Service Sponsor (suggestion found to be helpful)
- The time, energy, and desire to serve the District well.
- Actively working the Twelve Steps of A.A.

#### **Responsibilities:**

- Records group changes and new group information and sends information to the Area Secretary/Registrar.
- Keeps a record of attendance at District meetings.
- Maintains an up-to-date list of group contacts with phone numbers, e-mail addresses, as need be mailing addresses.
- Maintains an up-to-date copy of District Guidelines.
- Sends an electronic copy of the minutes out to all GSRs and other applicable members within 2 weeks of the meeting.
- Have a voice and a vote at all District meetings.
- Is one of four signing officers for the District.
- Takes the minutes at each District meeting. Types minutes and makes copies available at the next District meeting.
- May carry the District vote at Area 82 functions when the DCM, ACDM and Treasurer are unable to attend.

### 4. Workshop Sub-Committee

- The ADCM of District 1 shall form a Workshop Sub-Committee.
- The Workshop Sub-Committee is mandated to coordinate monthly workshops for A.A. members in alternative months between Districts 1 and 2.
- The subject matter of the Workshops shall be directly related to A.A. service work. Any A.A. group may propose to the Workshop Sub- Committee a suitable topic for a Workshop.
- If the Topic is acceptable to the Workshop Sub-Committee, coordination, advice and assistance will be provided to the group to insure a successful workshop.
- The Workshop Sub-Committee is responsible to advertise the up and coming Workshops through the Bluenose Bulletin and Flyers, if deemed appropriate.
- The Workshop Sub-Committee is responsible to provide monthly reports to District 1, and insure the District Secretaries have written copies of the monthly reports.

### 5. District Elections

#### 5.1 Nomination Process

- The person chairing the election will call for nominations for each open position and read the qualifications for each position to the meeting.
- Any voting member of the District Committee may nominate someone for open positions.
- Once someone has been nominated and accepted the position, they will then present their qualifications to the meeting.
- The members at the meeting may question the nominee on their qualifications.
- The persons nominated will leave the room prior to the vote to allow for additional discussion by the members and a private vote.



## 5.2 Election Procedure

- Regular District elections will be held every even-numbered year at the September District meeting. All those elected will begin service on January 1 of the odd-numbered year following their election for the two-year term.
- All District elections will be conducted by an Area Officer or by the ADCM of the other District.
- All currently serving GSR's, DCM's, ADCM's, District Secretary, and District Treasurer are eligible to vote.
- In the case of an absent GSR, the alternate GSR may vote in their stead.
- Those present who are eligible to vote will be given the option of having a raise of hand or a "Third Legacy" secret ballot vote.
- A two-thirds (2/3) majority is required to be elected. If the end of three votes has not reached a two-thirds majority, the hat method will be used.
- Two Scrutineers are chosen from Non-voting AA members present at the meeting for the count of the show of hands or the counting of ballots.
- A 2/3 majority of those present is required to be elected into a position.
- These election procedures apply to the following District positions: DCM, ADCM, Secretary, and Treasurer.

## 5.3 Terms of Office

- Each person elected to a District position shall serve for a two-year term beginning January 1st of the odd-numbered year following the election.
- All newly elected persons are to attend District meetings.
- In the spirit of rotation, it is suggested that no person serve for more than one two-year term in any District position.
- Any person elected to fill a vacancy in a District position that occurs between regular elections will serve to the conclusion of that two-year term and is eligible to be nominated for a subsequent two-year term.

## 5.4 Electing a GSR

- GSR's serve for a two-year term and are elected by their groups in September during even-numbered years.
- Guidelines from GSO suggest that a group hold a meeting during which the role of the GSR is explained. Groups may want to use a filmstrip from GSO made for that purpose.
- The new GSR will take office January 1 of the odd-numbered year following the election.
- If a vacancy occurs during a GSR's term of office, GSO guidelines suggest that the Alternate become the GSR and a new Alternate be elected by the group.

## 6. Meetings of District 1

### 6.1 Regular Meetings

- District 1 meets the last Wednesday of each month, between 7:00 p.m. and 9:00 pm on Zoom.
- All members of AA are welcome to attend District meetings.
- Observers may request permission from the Chair to speak on any matter before the meeting but may not vote.

## 6.2 Regular Meetings: Standard Agenda

- Open with the Serenity Prayer
- Reading of the 12 Traditions
- Reading of the 12 Concepts
- Interpretation of the Tradition or Concept of the month (5 mins max, year 1 traditions, year 2 concepts)
- Ask for volunteer for next month's Interpretation of the Tradition or Concept of the month.
- Review minutes from last meeting and get a recommendation to adopt minutes.
- 7th Tradition
- Executive Reports
- Sub-Committee Reports
- Old Business
- New Business
- Close with Responsibility Pledge

## 6.3 Responsible Behaviour

We are all here with the common purpose of serving our fellow alcoholics to the best of our ability. Keep principles before personalities and treat fellow District members with respect. To speak, raise your hand and when acknowledged by the chairperson, speak in a loud clear voice so all can hear. It is customary to identify yourself by your first or full name and the group you are representing.

## 6.4 Rules of Order at Meetings

District 1 follows the "Roberts Rules of Order". During discussion, speak once then wait until everyone else has had a turn before speaking again. GSRs and executive speak first before Observers or non-voting District members.

## 6.5 Voting Guidelines

Voting is restricted to members of District 1 only. GSRs are trusted servants of their group and as such are expected to carry the conscience of their groups. If new information arises in the course of discussion of a recommendation or motion, the GSR may change the vote of the group accordingly.

## 6.6 Minority Voice

After a vote on a motion or a recommendation, persons who voted on the minority position may express their opinions. All members, after hearing the minority voice, are given an opportunity to change their vote. Motions must stand for at least 30 days before they can be challenged.

Any voting member of District may "**Call the Question**". Once a member feels enough discussion has taken place on a motion or recommendation they may say to the voting body that they "Call the Question". At this point all discussion ends and the Chair asking all voting members if they wish to end discussion takes a vote. Majority rules in this case. If the vote is for calling the question, then all discussion ends, and a vote is taken on that particular motion or recommendation. If it is against calling the question then discussion on the particular motion or recommendation continues.

## 6.7 Motions

- Motions are used for money matters and require another person to second the motion
- Questions and discussion follows, then a vote is taken.
- The person who made the recommendation, before it is voted upon can withdraw motions.
- Motions can be changed at any time before a vote is taken. The person who made it withdraws the initial motion, and a new motion can be made by anyone in the discussion.
- Any voting member excluding the Chair can suggest a change to the wording of the motion.
- A 2/3 majority rules with the caveat being the Minority Voice.

## 6.8 Recommendations

- Ideally, a Committee member makes a recommendation before discussion begins.
- Recommendations do not require a seconder.
- A recommendation is made and then discussion and questions follow.
- Following discussion a vote is taken.
- The person who made the recommendation, before it is voted upon can withdraw recommendations.
- Recommendations can be changed at any time before a vote is taken. The person who made it withdraws the initial recommendation, and a new recommendation can be made by anyone in the discussion.
- For purposes of clarity and certainty any voting member, excluding the Chair, may suggest a change to the wording of the recommendation.
- A  $\frac{2}{3}$  majority rules with the caveat being the Minority Voice.

## 7. Amendments to these Guidelines

Amendments to these Guidelines require a 2/3 majority of the votes cast by all the voting members in attendance at a monthly meeting of both Districts. Potential amendments would be considered in the new business part of the monthly meeting. Voting may be depending on the result of the discussion.