

District 7 Guidelines

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Summary of purpose

The purpose of the District 7 guidelines is to assist the Alcoholics Anonymous groups of District 7 in carrying the message of Alcoholics Anonymous to the still suffering alcoholic. District 7 must be vigilant to protect the spirit of AA through the steps, traditions, and concepts. The AA service manual and AA guidelines published by the General Service Office will remain our guides to service in Alcoholics Anonymous. District 7 has no authority on its own account; it is derived from the participating groups or AA as a whole. Decisions within District 7 shall be made by the group conscience of the members involved.

District Committee Officers

DCM (District Committee Member) – The DCM is the chairperson of the monthly District 7 meeting. The DCM is also a member of the Area Committee, and acts as liaison between the district and the area. The DCM has usually had service experience at the district level as a GSR or other service chair position and should have enough sobriety to be elected as a delegate (4-5 years). The DCM should have enough time to attend the District and Area meetings and perform the duties as outlined below:

- Regular attendance at monthly district meetings and all Area Assemblies and business meetings.
- Chairs the monthly District meeting, which is attended by GSR's and committee chairs.
- Provides an agenda for the district meeting.
- Provides a monthly DCM report to the district committee.
- Receives reports from the groups via the GSR and committee chairs at the district meeting.
- Continues to help the Delegate and Alt. Delegate maintain group information current within District 7 in time for the GSO AA Directories.
- Keeps GSR's and committee members informed of all Area Conferences, business meetings, and workshops.
- Provides a DCM report (written and if possible electronically) at all Area Assemblies and business meetings.
- Suggests all GSR's become familiar with the AA service manual and all other service related material.
- Provide signup sheet for monthly district meeting. Send copies to the District Secretary and Central Office.
- Organizes workshops and sharing sessions.
- Keeps in frequent contact with the Alt. DCM, Local DCM, and the Delegate in order to cover all service aspects of District 7.
- Pick up Area mail and send to the Area Treasurer every month. (hand delivery at Spring and Fall Assembly). Also pay rent on PO box 1291 at the main post office (1165 2nd Ave). Reimbursed by the Area 24 Committee and depends on the Area Treasurers location.
- Be available to help with group problems or issues.
- Brings questions regarding the Traditions to the Delegate.
- Visits groups within the district and invites them to attend the district meeting. Using your Alt. DCM and Local DCM are highly recommended.
- Receives reports from the inter-group/Central Office and cooperates and assists when needed.
- Every other year on odd years attend the Forum if funds are available.
- Assists the Area Committee when asked or needed.

- Reminds all committee chairs from district that they are part of the committee they represent at the Area 24 level and should if funds are available, plan on attending the Spring and Fall Conference during their committee meeting.

Term: 2 years

Election: Currently elected by plurality vote during the November District meeting before beginning term in January. The DCM and committee chairs rotate along with the Area Delegate and its committee chairs and officers, coinciding with their terms.

Alternate DCM – The Alternate DCM should also have 4-5 years continuous sobriety and service experience as either a GSR or committee chair. The Alternate DCM should be able to fill in for the DCM whenever he/she is unable to perform their duties. The Alternate DCM is the back up for the DCM. If the DCM resigns or is unable to serve for any reason the Alternate steps in. Usually, the Alternate is elected at the same time as the DCM by the same procedure. The Alt. DCM should be encouraged to assist and participate and share in the DCM’s responsibilities at the district and area meetings.

LCM (Local Committee Member) – A large district could divide itself into smaller districts (often called sub districts or local districts), each electing a local committee member. Depending on area practice, these LCM’s may or may not be voting members of the area committee and may or may not hold regular meetings with the GSR’s they serve. The LCM will fill in when the DCM and Alt. DCM is not available.

Term: 2 years

Sobriety requirement: 2 years

Treasurer – The Treasurer should have 5 years continuous sobriety and their responsibilities are as follows;

- Record all monies donated to District 7 by the groups and all monies spent by the District 7 committees and officers.
- Keep the checking account in balance on a monthly basis with the bank statements.
- Report the district’s financial standing each month to the district body by furnishing a written itemized report showing the beginning balance, income (itemized), expenses (itemized), committee expenses, current balance less prudent reserve.
- The report should also include a spreadsheet showing the checks written throughout the year for each committee and officers expenses.
- Basic working knowledge of Microsoft Excel suggested.

Secretary – Suggested sobriety requirement is 2 years continuous sobriety. The District Secretary is responsible for taking minutes at the district meeting and providing the minutes from the previous district meeting as well as providing all the minutes from their rotation for the web chair to post on the district web site.

District Liaison – Suggested minimum sobriety requirement is 5 years. The intergroup liaison attends all of the inter-group meetings and reports to the district committee what is happening at inter-group, as well as report back to inter-group what is happening at the district level. This position is similar to the Inter-group Liaison, who has the same responsibility as the district liaison but is a position voted in at Intergroup.

District Service Chairs

Literature – Two year term. Two year sobriety requirement. Attend District 7 meetings and report to the district committee. Keep stock of AA literature, taking it to special functions, anniversaries, conferences, and the Intergroup Banquet. Give income from sold books to the treasurer, the literature budget is rolling; meaning any income from sold literature is put back into the budget. The literature committee needs to pay for the chairperson to attend any function that cost money where the literature is on display or the spring and fall conference workshop on literature. You may send a representative if you are unable to attend.

Public Information – Like all of AA, the primary purpose of members involved with public information services is to carry the AA message to the alcoholic that still suffers. Working together, members of local Public Information Committees convey AA information to the general public including the media. It is suggested that the PI chair have at least 2 years sobriety. All committee members need to be thoroughly familiar with the AA program and be able to provide consistent and accurate information about the fellowship. Experience in public relations is not essential but recommended. An understanding of the 12 Traditions, including a firm grasp of the anonymity Traditions is important. The PI chair should plan to attend the Area 24 Spring and Fall Conference workshop on Public Information or send a representative if they are not able to. The PI chair attends all district functions and meetings and reports on any upcoming events or events in planning. The purpose of PI service work is to provide accurate AA information to the public when requested. PI committees visit schools, businesses, and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our traditions of anonymity, singleness of purpose, and non-affiliation, as well as offering AA public service announcements to radio and television stations.

Corrections – The Corrections chair is responsible for being present at every district function and meeting and reporting on their committee’s upcoming plans for carrying the AA message into correctional facilities or by mail to alcoholics in the correctional system. The Corrections Chair should plan to attend the Area 24 Spring and Fall Conference on corrections or send a representative if they are unable to attend.

Treatment – The Treatment Chair attends all district functions and meetings reporting their committee’s activities and upcoming events. It is suggested that the Treatment Chair have 2 years continuous sobriety. The Treatment Chair is responsible for coordinating the work of individual members and groups who are interested in carrying our message of recovery to alcoholics in hospitals, alcoholic treatment centers, and rehabilitation centers. The Treatment Chair is also responsible for coordinating the Bridge the Gap program that sends presentation teams into treatment centers to do presentations on our program of recovery, as well as take requests for temporary contacts. Temporary contacts are people who sign up to take alcoholics coming out of treatment to meetings and help them get started in our program of recovery, by taking them to a variety of meetings, introduce them to other alcoholics and get them phone numbers of alcoholics in recovery. The Treatment Chair should plan to attend the Area 24 Spring and Fall Conference workshop on Treatment or send a representative if they are unable to attend.

Grapevine – The GVR’s job is to make sure that members are aware of the fellowships international journal and the enhancements to sobriety it offers. The GVR is the group’s contact with the Grapevine office. GVR’s will receive mailings containing order forms for the magazine and related items, along with the occasional special announcements and updates. Of course, the GVR reads the magazine regularly, announces its arrival at the group each month and lets members know how to order subscriptions. The GVR makes the Grapevine available to other service committees such as corrections, treatment, and CPC. The GVR also attends all district meetings so the district can be well informed of what the Grapevine is doing, and what efforts are being made to cooperate with other committees so we can carry the message of our program of recovery by distributing our “meeting in print”. Suggested sobriety for the GVR is 2 years continuous sobriety. The Grapevine Chair should plan on attending the Area 24 Spring and Fall Conference workshop on Grapevine or send a representative if unable to attend.

Archives – Minimum sobriety for the Archives Chair is suggested as 2 years continuous sobriety. The Archives position is responsible for collecting, organizing, and displaying items from the districts history which are of importance or interest to the local AA groups. This would include group histories in the district, minutes from district meetings, flyers for special events such as group anniversary meetings, and information about the beginning of AA in our area. The Archives chair is to be present at all district meetings and report on progress in organizing, collecting and displaying our history. The Archives Chair also tries to collect duplicate archival materials to pass on the area archivist and should plan to attend the Area 24 Spring and Fall Conference workshop on Archives or send a representative if unable to attend.

Web Chair – The Web Chair is suggested to have 2 years of sobriety and is expected to attend all district meetings and functions and reports their committee's activities and upcoming plans for the district website. The Web Chair is responsible for maintaining and enhancing the district website. This includes gathering ideas from other district chairs, groups, and individuals in the district about the content of the website, responding to emails sent to the site, and ensuring that all information on the site is accurate, current, and corresponds to the traditions. The Web Chair works with the committee members responsible for the technical maintenance of the web site. The Web Chair should plan to attend the Area 24 Spring and Fall Conference on Web sites, or send a representative if unable to attend.

GSR's and Alternate GSR's – The General Service Representative has the job of linking his or her group with AA as a whole. The GSR represents the voice of the group conscience, reporting the groups thoughts to the DCM and to the Delegate who passes them on to the Conference. This communication is a 2 way street making the GSR responsible for bringing back to the group conference actions that affect AA unity, health, and growth. Only when a GSR keeps the group informed and communicates the group conscience, can the Conference truly act for AA as a whole. Financial support: Current experience indicates that many groups provide financial support for their GSR's to attend service functions (AA Service Manual combined with Twelve Concepts for World Service page s24). **note: for additional information regarding duties, term, method of election, and Alt. GSR, please refer to the AA Service Manual combined with 12 Concepts for World Service.*

District Meeting

A.) Attendance:

1. Officers and Committee Chairs: - All district officers and committee chairs are expected to be at every meeting. If a chairperson is absent twice during a calendar year (Jan. – Dec.), including the submission of a written report, they will be contacted by the DCM. If a third absence or written report is submitted during that calendar year the body has the right to replace them.

2. GSR's: - (Determined by the group represented)

3. Non District Members: - Any member of AA may attend a District 7 meeting; however, voting is limited to GSR's or their Alt.'s, committee chairs, and officers. (One vote per group represented).

B.) Reports:

Officers expected to give reports are; Treasurer, DCM, Alt. DCM, and LCM. In addition, all committee chairs are expected to give reports of their committee's activity over the last month and or upcoming activities. This gives the GSR's an opportunity to hear what each committee has been doing to help carry the message. There is also time allotted for GSR's to give reports to share with other GSR's and the district committee what is going on at the group level. By reporting to the district body, we keep the line of communication open so we may be of service to AA groups in the district and to each other.

C.) Old Business: -

Old business is set aside for issues that have not been dealt with yet or have been tabled (Set aside for a future decision or vote) from a previous meeting.

D.) New Business:

New business is for anything new. GSR's or any district member may bring up an issue under new business for discussion or vote. This is also where the DCM will schedule items to be addressed that have come up from Area business meetings, Area Assemblies, or items he/she feels need to be addressed.

Voting Procedures

A.) Motions:

Motions are the tools used to introduce business in a meeting. No business can be introduced without a motion. There are 2 kinds of motions, main motions, and secondary motions.

Main motions: - A main motion is defined as a proposal that certain action be taken or that the group expresses and opinion. Main motions allow a group to do its work. They are the motions that spend money, adopt projects, etc. The words to use are, "I move".

Secondary motions: - A secondary motion is one, which can be made while the main motion is on the floor and before it has been decided. Secondary motions are divided into 3 classes, subsidiary motions, privileged motions, and incidental motions.

1. Subsidiary motions: - Subsidiary motions relate directly to the motion on the floor. They may change the words, send it to a committee, delay it, etc. They are designed to expedite business by disposing of the pending motion other than by adopting or rejecting it. Subsidiary motions are the class of motions most used in meetings. Subsidiary motions cause confusion because they have rank among themselves. Robert calls rank "the order of precedence of motions". A motion of lower rank yields to the one of higher rank.

2.) Privileged motions: - Privileged motions are motions of an emergency nature, such as to recess or adjourn. They do not relate to the motion on the floor but to the welfare of the group. They are of high rank and must be handled before any other business that may be pending.

3.) Incidental motions: - Incidental motions are procedural. They deal with process, such as enforcing proper procedure, correcting errors, verifying votes, etc. When introduced they must be decided before business can resume.

Seconds: - Once another member says "second", or "I second the motion", the motion is on the floor and open for discussion. As stated in "Roberts Rules of Order" a motion must be considered if two people are in favor of its coming before the meeting. If a motion fails a second the chair is to state, "since there is no second, the motion is not before this meeting."

Once a motion is seconded, it is important that the chair restate the motion so that the proposal is clear in the mind of the members. If a long and involved motion is before the members, the chair can ask that it be submitted in writing so it can be accurately restated. Once the chair states a motion, it is said to be pending and must be disposed of in some manner before any other business can be considered.

Discussion: - The chair opens discussion by asking, "is there any discussion?" The chair must open all debatable questions to debate. The chair recognizes members who wish to speak by stating their names. In a large group in which members may be unknown to the chair, the member is asked to identify him/herself. Members quickly form the habit of waiting to be recognized by the chair before speaking. Discussion should continue as long as members wish to discuss the question unless motions have been made to either limit or close discussion.

Previous Question (Calling the question):- Previous question is the motion used to cut off debate and to bring the group to an immediate vote on the pending motion (The motion on the floor that was stated last).

Parliamentary rules of previous question:

- Previous question can be applied to any pending question.
- It is out of order when a member has the floor.
- It cannot be debated.
- It requires a two-thirds vote because the right of the members to debate is being curtailed.
- Because it requires a two-thirds vote, the vote must be taken by a show of hands in a small group or a rising vote in a large group.

Voting: - Before voting the chair will read the motion so it is again clear in the minds of the members before voting. At this time the chair will ask, "all those in favor please say aye". The negative vote is called for next. "All those opposed say no". The chair makes the decision regarding the vote by what he/she hears. A voice vote may be difficult to judge. If the results are uncertain it is important to verify the vote by taking a second vote using show of hands, or a rising vote depending on the size of the group. The district mostly uses the majority vote, which is more than half the votes cast.

Minority Voice: - Once the vote is taken the chair will announce that the motion passed or failed. The chair will then ask if the minority would like a voice. This is probably the most important aspect of parliamentary procedure used in AA. The minority voice allows us to “remain democratic in thought and action.” The minority voice assures us that God is in charge by allowing representatives from the minority side of a vote to speak. Often, members from the majority side of the vote decide to change their vote after hearing the minority voice. In this instance, once a member of the majority states he/she would like to change their vote, the chair person must call for a new vote.

District Election Procedure

Elections for District 7 officers and committee chair positions are held in November on the even years. The newly elected officers begin their term in January. This gives the newly elected officers some time to attend the district meeting with the outgoing officer, so they can get a feel for what their job is. Nominations for district officers open, and anyone can be nominated for any position. The chair will announce that nominations are open for a certain position at this time, at this time nominations will be taken from the floor. Each nomination must be seconded much like a motion since a nomination is essentially a motion that a certain person be elected into that particular position. Once a person is nominated and that nomination is seconded, the chair asks that person if they are willing to serve. If the nominated member agrees, they are up for the election for the coinciding position.

Members may move that nominations cease at any given time. Once this is done, it must be seconded and voted upon in order to move on with the electoral process. When nominations are finished a vote will take place, usually by a show of hands with the nominated members out of the room, or by ballot. Elections for district officers are traditionally by plurality vote. A plurality vote is the largest number of votes given any candidate or proposition when there are 3 or more choices.

*For additional information see “Roberts Rules of Order” (Taken from Roberts Rules in Plain English. Pages 41-47, 64, 65, 88).

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