

**Alcoholics Anonymous**

**District 74 - Pembroke & Area**

**Area 83, Eastern Ontario International**

**Operating Procedures**

**Revision 2**

**Effective 2020 July 20**

# DISTRICT 74 - PEMBROKE & AREA - OPERATING PROCEDURES

The purpose of these Operating Procedures is to provide for the continuing successful operation of the united effort of groups in District 74 of Alcoholics Anonymous (AA). There are no rules in AA. These Operating Procedures set out what the groups have agreed upon, not what anyone has commanded them to do. All provisions of these Operating Procedures and all actions by District 74 ought to conform to the principles of the Twelve Traditions and adhere strictly to the primary purpose of Alcoholics Anonymous:

**“TO CARRY THE MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS.”**

## DEFINITIONS

- 1) Officials elected to the positions of DCM, Alt. DCM, Secretary/Registrar and Treasurer are known as District Officers.
- 2) Officials elected to represent their group are known as General Service Representatives (GSR). They are the group’s link to the General Service Conference.
- 3) Officials elected to head committees are known as District Chairs.

All District 74 positions are elected for a two-year commitment.

## 1. COMPOSITION OF DISTRICT 74 SERVICE COMMITTEE

- 1) **DISTRICT COMMITTEE MEMBER (DCM)** (DISTRICT OFFICER)

### Duties & Responsibilities:

- As indicated in the Service Manual
- Represent District 74 at Area Assemblies and Area meetings

### Suggested qualifications:

- Five years continuous sobriety
- Background in AA service at the District level
- Two years of experience as GSR

- 2) **ALTERNATE DISTRICT COMMITTEE MEMBER (Alt. DCM)** (DISTRICT OFFICER)

### Duties & Responsibilities:

- As indicated in the Service Manual under “DCM”
- Act as DCM in the absence of the DCM
- If the DCM and ADCM are both absent, a District Officer assumes the role of DCM

### Suggested qualifications:

- Three years continuous sobriety
- Background in AA service work at the District level

- Two years of experience as GSR

### 3) SECRETARY/REGISTRAR

(DISTRICT OFFICER)

#### **Duties & Responsibilities of the Secretary:**

- As indicated in the Service Manual
- Keep 24 months of previous minutes on hand
- Ensure all GSRs and District Officers have a copy of these Operating Procedures
- Ensure that minutes from the monthly District meeting are prepared and distributed to the District Officers, District Chairs and GSRs in a timely fashion to allow the GSRs to share the District activity at the groups' business meetings.
- If the Secretary is absent from a District meeting, those present elect a District Officer, Committee Chair or GSR to serve as secretary for that meeting only.

#### **Duties & Responsibilities of the Registrar:**

- As indicated in the Service Manual
- Maintain a record of the groups in District 74, including: group name, meeting location, meeting time, and GSR or group contact information
- Maintain a contact information list for the GSRs, District Officers and District Chairs, including: name, phone number, email address

#### **Suggested qualifications:**

- Two years continuous sobriety

### 4) TREASURER

(DISTRICT OFFICER)

#### **Duties & Responsibilities:**

- As indicated in the Service Manual
- Hold a \$300.00 pay-as-you-go credit card to pay for the help line and web page
- Keep the credit card balance current
- Administer funds to cover expenses incurred by District 74

#### **Suggested qualifications:**

- Four years of continuous sobriety
- Some bookkeeping knowledge

### 5) WEBMASTER

(DISTRICT CHAIR)

#### **Duties & Responsibilities:**

- As indicated in *AA Guidelines on Internet* (MG-18)

#### **Suggested qualifications:**

- Two years of continuous sobriety

- Working knowledge of web administration and maintenance (HTML, PHP, CSS, Dreamweaver or other Web development platform)

6) **HELP LINE CHAIR**

(DISTRICT CHAIR)

To be elected by the District Table

**Duties & Responsibilities:**

- Manage the online system that operates the Help Line
- Monitor and report on Help Line use and outcomes
- Investigate and resolve issues with the online system

**Suggested qualifications:**

- Five years of continuous sobriety
- Background in AA service
- Two years' experience at the district table
- Ability to assemble and guide a team of volunteers
- Working knowledge of maintenance of online systems
- Previous experience as a volunteer with the Help Line

7) **HELP LINE VOLUNTEER**

(DISTRICT VOLUNTEER)

**Duties & Responsibilities:**

- Answer calls from the Help Line
- As the first point of contact, assess the needs of the caller and make arrangements, case-by-case

**Suggested qualifications:**

- Three years continuous sobriety
- Background in AA service
- Familiarity with meetings offered in District 74
- Availability to respond to calls from the Help Line

8) **EVENTS CHAIR**

(DISTRICT CHAIR)

**Duties & Responsibilities:**

- Propose, for review and approval by the district table, a theme and structure for the Spring Conference and other District 74 events
- Assemble and lead a committee of volunteers in planning, organizing and holding District 74 events

**Suggested qualifications:**

- Three years of continuous sobriety
- Organization skills and ability to assemble and lead a working committee

9) **GRAPEVINE CHAIR** (DISTRICT CHAIR)

**Duties & Responsibilities:**

- As indicated in *AA Guidelines on Literature Committees* (MG-09)

**Suggested qualifications:**

- One year of continuous sobriety

10) **PUBLIC INFORMATION (PI) CHAIR** (DISTRICT CHAIR)

**Duties & Responsibilities:**

- As indicated in the *Public Information Workbook* (M-271) and *AA Guidelines on Public Information* (MG-07)

**Suggested qualifications:**

- Two years of continuous sobriety

11) **COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) CHAIR** (DISTRICT CHAIR)

**Duties & Responsibilities:**

- As indicated in the *AA Guidelines on Cooperation with the Professional Community* (MG-11) and *Cooperation with the Professional Community Workbook* (M-411)

**Suggested qualifications:**

- Two years of continuous sobriety

12) **TREATMENT FACILITIES CHAIR** (DISTRICT CHAIR)

**Duties & Responsibilities:**

- As indicated in *Treatment Committee Workbook, Guidelines for hospitals, treatment centers and jails* (M-40)
- Handle Bridging-the-Gap requests

**Suggested qualifications:**

- Two years of continuous sobriety

13) **ARCHIVES CHAIR** (DISTRICT CHAIR)

To be appointed jointly by the DCMs of Districts 70 and 74

**Duties & Responsibilities:**

- As indicated in *Archives Workbook* (M-44i)

- Chair for both Districts 70 and 74; the archives are co-located in Pembroke at Our Lady of Lourdes Church

**Suggested qualifications:**

- Two years of continuous sobriety
- Previous AA service experience

**14) SELF-SUPPORT CHAIR**

(DISTRICT CHAIR)

**Duties & Responsibilities:**

- As indicated in *Self-Support: Where Money and Spirituality Mix* (F-3)

**Suggested qualifications:**

- One year of continuous sobriety

**15) GENERAL SERVICE REPRESENTATIVES**

(GSR)

One GSR to be elected by each individual group, for a term determined by the group

**Duties & Responsibilities:**

- As indicated in *GSR May Be the Most Important Job in AA* (P-19), GSR Kit

**Suggested qualifications:**

- As determined by group autonomy

**2. VOTING PRIVILEGES AND PROCEDURES**

- **On matters representing the groups' input and direction to GSO, each group in the district has one vote.**

A group's vote may be cast by the GSR, Alt. GSR, or a group member delegated by the GSR; delegates are requested to identify themselves to the Chairperson at the start of the District meeting. If none is present, a District Officer or District Chair may cast the vote on behalf of their group.

When two or more members of a group are present, eligibility to vote for the group is determined as outlined below. Once a group member is eligible, the other group members are not eligible.

- If the group's GSR is present, the GSR is eligible to vote.
- If the group's GSR is absent, the Alt. GSR is eligible to vote.
- If the group's GSR and Alt. GSR are absent, a group member delegated by the GSR is eligible to vote.
- In the absence of a GSR, Alt. GSR or delegated group member, a group member who is a District Officer (excluding the Chairperson) is eligible to vote.

- e) A District Chair is eligible to vote on behalf of their group if no other member of that group is present.

In the event of a tie, the Chairperson casts the deciding vote.

- **On matters representing the District's administration of its own meetings and of District 74 activities, everyone at the district table is eligible to vote.**

In other words:

- a) Each group's GSR, Alt. GSR or delegated representative is eligible to vote.
- b) District Officers (excluding the Chairperson) are eligible to vote.
- c) District Chairs are eligible to vote.

The Chairperson casts the deciding vote in the event of a tie.

- **Decisions on Motions:**

Motions are decided by the Group Conscience of those eligible to vote, by simple majority exception for those motions requiring a two-thirds majority by *Robert's Rules* (summarized at [www.jimslaughter.com](http://www.jimslaughter.com)). Motions are recorded by the Secretary as carried or defeated.

- **Minority Opinion:**

A.A. has always protected the voice and opinion of the minority. After a vote, unless the voting is unanimous, the Chairperson asks minority voters if they wish to explain their position. If, after the minority has spoken, someone from the majority wishes to change their vote, that person can make a motion to reconsider. If that motion is seconded and carried by a simple majority, the discussion begins again on the original motion.

- **Calling the Question:**

During discussion on a motion, a member, once recognized by the DCM, may move to "call the question". This is a motion to end the discussion and move to the vote. This motion must be seconded, is not debatable, and requires a two-third majority to be carried. If it is carried, the Chairperson calls for a vote. This privilege should not be used too often or too early – many good points and opinions come out in any discussion, and some voices will not be heard if discussion is prematurely cut off. The Chairperson can intervene, at their discretion, if they deem that the privilege is being used too often or too early.

### **3. ELECTIONS**

Elections to fill all District Officer and District Chair positions in **EVEN** numbered years are as follows and are held at the November business meeting for a two-year term which begins the following January;

DCM

Alt DCM

Self-Support Chair

Webmaster

Events Chair (elected annually)

Elections to fill all District Officer and District Chair positions in **ODD** numbered years are as follows and are held at the November business meeting for a two-year term which begins the following January;

Treasurer

Secretary

Public Information/Cooperation with Professional Community Chair

Treatment Chair

Phoneline Chair

Events Chair (elected annually)

Nominations for the foregoing positions should come from the members of the outgoing District Table first, and from the floor secondly. We should always remember that our system of rotation works best.

A vacant position can be filled by nomination and acclamation after one month if uncontested. If the nomination is contested, then elections are held at that meeting. Nominees must be present at the time of elections.

For details on conducting elections, refer to District 74's elections procedure in Appendix A.

### **4. FINANCIAL PROCEDURE**

District 74 has adopted the following financial procedure in order to support the various functions it wishes to perform throughout the year.

Cheques issued by the District require the signature of two out of three signing officers: Treasurer, DCM and Alt. DCM.

Cheques received by the District must be addressed to *Alcoholics Anonymous District 74*.

District expenses are pre-approved at a monthly District meeting. Expenses that were not pre-approved may be presented at the next District meeting; however, approval is not guaranteed.

Financial statements to be produced are:



- a) Monthly statements of revenue, expenses and bank balance; and
- b) Yearly contributions of groups.

## **5. ELIGIBILITY OF EXPENSES**

Expenses incurred by the DCM for the purpose of attending Eastern Ontario International - Area 83 Assemblies or meetings are eligible for reimbursement by the District Treasurer. The DCM provides a written report to the district table at the next scheduled monthly meeting. When attending the Assembly at the District's expense, the DCM is required to attend the business functions of the Assembly on Sunday.

Expenses incurred by GSRs for the purpose of attending Area Assemblies, Area Committee Meetings, Conferences and so on are the responsibility of their respective group conscience.

## **6. PRUDENT RESERVE (District & Conference)**

The District 74 prudent reserve is an amount of money set aside to meet our District's operational expenses for 6 months in the event that contributions decrease or stop.

The District 74 prudent reserve is to be no less than \$2000. Of this amount, a prudent reserve of no less than \$1000 is to be set aside for the conference. The prudent reserve is clearly defined in the Treasurer's report.

## **7. MEETINGS and ATTENDANCE**

The District meets at least once a month, on the third Saturday of the month. In courtesy, the Chairperson should introduce any visitors and briefly discuss the agenda. Special meetings may be called by the Chairperson in the event of an emergency, or at the request of two-thirds of the district table (GSRs, District Officers and District Chairs); such a request will be submitted in writing to the Secretary at least 48 hours before the meeting time requested.

A GSR, District Officer or District Chair who is absent for three or more consecutive District meetings will be contacted by the DCM to see if they are still able to fulfill their role and have an interest in service work at the District level.

Any member of Alcoholics Anonymous is welcome to attend the monthly District business meeting as a visitor. When a GSR is unable to attend, the GSR makes arrangements for a representative of their group to attend whenever possible. Any member may represent their group when their GSR or Alt-GSR is absent, provided they identify themselves to the Chairperson as their group's representative for that meeting.

Matters regarding District are discussed at District and, whenever possible, taken back to the groups.

District correspondence is to all GSRs, District Officers and District Chairs.

In the event that a District Officer or District Chair leaves their position before their term is over, an eligible volunteer can be appointed immediately on an acting base until the position is filled by acclamation or election.

## **8. MEETING CONDUCT**

**Rules of Order, adapted from *Robert's Rules of Order***  
(Source: District 10 Operating Guidelines, November 2014)

The DCM or, in their absence, the Alt. DCM or, in the absence of both, the Secretary is the Chairperson of the meeting, calling order and being responsible for following the agenda.

Following each presentation on the agenda, the Chairperson opens the forum for questions by officially asking if there are comments or questions.

In order to obtain the floor, those wishing to comment or ask a question are to make it known to the Chairperson by raising their hands. The Chairperson maintains a list of those wishing to speak.

The Chairperson systematically calls out the names on the list in the order that they were recorded. The person then asks their question, directing their question to the Chairperson. The presenter then answers the question directing their answer to the Chairperson.

Only one person is to have the floor at a time. Others are not to speak until the Chairperson recognizes them to do so.

No member may speak twice on the same issue until all others wishing to speak have had their turn. It is the Chairperson's responsibility to ensure that this occurs.

All comments are to be courteous in language and decorum, never personalized but rather relating to concerns of the subject under discussion.

It is the Chairperson's responsibility to maintain order and to intervene with a point of order statement when these rules are not respected.

## **9. MEETING LISTS**

A District-approved meeting list is available on our web site [www.pembrokeaa.org](http://www.pembrokeaa.org) for anyone to print. This meeting list is not to be altered by users. It is updated monthly based on the information provided to the Webmaster, unless the changes are extraordinary in number. Anyone who is unable to print the meeting list should contact the Public Information Chair.

## **10. AMENDMENTS TO THESE PROCEDURES**

Any District Officer, District Chair or GSR who has secured approval from their group may propose an amendment or revision of these procedures. The proposed amendment or revision should be submitted to the District Secretary in writing, 30 days before the District meeting when the proposal is to be discussed.



## **APPENDIX A: DISTRICT 74 ELECTION PROCEDURES (March 2014)**

The purpose of this procedure is to describe the election process for the District Committee Officers and Chairs of District 74.

The goal of this procedure is:

1. To provide a written guideline to those supervising the election process.
2. To ensure that the election of District Officers is carried out on a consistent basis from term to term.
3. To eliminate the possibility of complaints or challenges from the District about conflicts of interest or improprieties in the election process.
4. Elections are intended to be in November of each year.

This guideline is intended as a reference only and does not in any way supersede the District's Operating Procedures. Acceptance of this process is a matter of the District's group conscience.

### **District Officers in order of election**

District Committee Member  
Alternate District Committee Member  
District Treasurer  
District Secretary  
Public Information Chair  
Cooperation with the Professional Community Chair  
Treatment Facilities Chair  
Grapevine Chair  
Correctional Facilities Chair  
Webmaster Chair  
Events Chair  
Archive Chair  
Self-Support Chair

Since the current District Committee is eligible to stand for election to positions in the new term, they cannot in any way be associated with the running of the election. The District Committee Member shall ask a member who has experience in Service work to facilitate the election, preferably someone outside of District 74.

1. A motion is passed to decide if the election will be by simple majority or Third Legacy procedure (2/3 majority).

### **Simple Majority**

2. Ballot counters will be needed. They are to be members who do not have a vote and are not standing for a position.
3. The Secretary is asked how many votes there are from the attendance sheet.

4. The Election Chair then proceeds to ask for Nominations for each position (one at a time) in the order they are listed above. When nominations for each position end, then each person is asked if they are willing to stand. Each candidate shall give a brief verbal resume.
5. Where there is only one person for a position that person is acclaimed.
6. When the Election process has ended a motion is made to destroy the ballots.

### **Third Legacy**

If the Third Legacy Procedure is decided upon for the election then the Eastern Ontario International Area 83 Election Procedures process or the Service Manual of Alcoholics Anonymous could be used.

The District Operating Procedures state that nominations for District positions should come from the members of the outgoing District Table first, and from the floor second.

## **ALWAYS REMEMBER THE SPIRIT OF ROTATION**

### **ELECTION GUIDELINES**

1. Call for a motion from the floor to use the 3<sup>rd</sup> Legacy procedure. If this motion is defeated then simple majority will be used.
2. Get a list of chairs that will need to be filled.
3. Call for nominations from the floor one position at a time usually starting with the DCM's position. Nominations do not need a seconder but members nominated are asked if they are willing to stand.
4. If only one member is willing to stand for a position that member will go in by acclamation.
5. If more than one member is willing to stand, candidates give a brief history of themselves and why they are the best person for the job.
6. Ask the table if a show of hands is preferred or written ballot for voting purposes.
7. **After the vote is tallied and simple majority is used**, if one member has one vote more than 50% of votes that person is elected. If there is a tie, then a motion from the floor will be called to go to the hat. If the motion is defeated, then there will be another vote.
8. **After the vote is tallied and 3<sup>rd</sup> Legacy is used**, if one member has two thirds of the total votes cast that person will be elected. If there is no member that has two thirds of the votes, all names stay in and there is another vote. If the second vote gives one person two thirds of the votes, that person gets elected. If there is still not two thirds and there are more than two people running, only the candidates with at least one fifth of the votes will remain in the election. If after the third vote one member has two thirds of the vote, that member will be elected. If after the third vote no member has been elected and there are more than two members remaining, only the candidates with at least one third of the votes will remain. After the fourth vote if no member has two thirds of the vote then there will be a call for a motion from the floor to go to the hat. If that motion is defeated there will be a fifth vote. If no member has two thirds of the vote after the fifth vote, then we go to the hat. If there are only two members running for a position, neither gets removed from the vote.

9. If no member is willing to stand for any position, that position should stay open and the GSRs report back to the groups about whatever chairs need to be filled for the upcoming term.
10. Members should be present or at least have a written statement saying they are willing to stand for whatever position they might get nominated for.
11. Ask for a motion from the floor to accept these guidelines.

**APPENDIX B: AA GROUPS IN DISTRICT 74**

At the time this document is approved, the following groups are part of District 74:

<b>Group Name</b>	<b>Service #</b>
Allumette Island Group	116109
Beachburg New Freedom	131589
Pembroke Centre Group	115850
Just For Today	631623
New Hope	618028
Just For Today	631623
Petawawa Triangle Group	115855
River Group	115607
Search For Serenity	654274
Stepping Stones	652604
Step Sisters	717248
West End Group	176893
Windsor-New Freedom	150931

Each group, new or old, should adhere to Tradition IV by presenting any new AA meeting being proposed to the district table for review. Groups should be in operation for a minimum of six months and registered with GSO in order to be listed on the District’s meeting list and web site. A representative from a proposed new group should attend a District meeting during this qualifying period.