

Oregon Area 58

District 17

Guidelines

Revised: September 17, 2022

Approved: October 1, 2022

Article 1:

Oregon Area 58 District 17

Article 2:**Purpose**

District 17 exists for the purpose of providing service to the Fellowship of Alcoholics Anonymous by following the three legacies: recovery, unity, and service. This we owe to AA's future; to keep our common welfare first; to keep our fellowship united. For on AA unity depends our lives, and the lives of those to come.

Article 3:**District Service Positions****3.1 DCM**

Qualifications:

- Maintains a minimum of four years sobriety.
- Has served as GSR and is familiar with assembly procedures.
- Has the time and energy to serve District 17 well.
- Is well grounded in the 12 Traditions and familiar with the principles and practices of District 17

Duties:

- Facilitates regular monthly meetings of District 17 (removed GSR from title) using Robert's Rules of Order as a guideline.
- Regularly attends Area Assemblies.
- Receives reports from the groups through GSR's at the monthly District 17 GSR meeting and through frequent personal contact with groups and District 17.
- Helps GSRs by:
 - Obtaining group information for AA directories.
 - Setting up opportunities for the Delegate's Conference Report and inviting the Delegate to regular District meetings.
 - Bringing District problems to the attention of the Delegate.
- With the Alternate DCM and other GSR's, regularly visits non-represented groups to inform them of District events.
- Is authorized to sign checks, along with the Treasurer.
- DCM may not concurrently hold a GSR position.
- May volunteer and participate in an ad hoc committee.
- Failure to meet qualifications or a port at or attend three consecutive district meetings will result in an open position.

Term:

- 2 years in office.
- Elected in October by Third Legacy requiring a two thirds majority.
- The outgoing DCM will attend the November Area Assembly as the District representative.

Voting status:

- DCM has no vote at the district, except to break a tie and is not empowered to make motions. DCM does not participate in discussion, however, may clarify or offer an explanation of matters on the table.

3.2 Alternate DCM

Qualifications:

- Maintains a minimum of 4 years of sobriety.
- Has served as a GSR.
- Has the time and energy to serve District 17 well.
- Is well grounded in the 12 Traditions and becoming familiar with the principles and practices of District 17.

Duties:

- Is encouraged to attend Area Assembly meetings.
- Attends monthly District 17 Business meetings.
- If the DCM resigns or is unable to serve for any reason, the Alternate DCM will step in and assume the DCM duties and responsibilities.
- Is encouraged to assist, participate, and share in the DCM's duties and responsibilities at the District and Area meetings.
- The bi-annual GSR School and bi-annual District Inventory, and both the pre-and post-Conference Delegate's reports will be organized by the Alternate DCM.
- The Alternate DCM will assist in the written itemized budget that is to be submitted by the DCM to the September meeting.
- The Alternate DCM may not concurrently hold a GSR position.
- May volunteer and participate in an ad hoc committee.
- Failure to meet qualifications, or report at or attend 3 consecutive District meetings will result in an open position.

Term:

- 2 years in office.

- Elected in October by Third Legacy requiring a two-thirds majority vote.

Voting status:

- Alternate DCM has one vote at the district, is empowered to make motions and has the right to participate in discussion except when acting as DCM.

3.3. Secretary

Qualifications:

- Maintains a minimum of two years of sobriety.
- Ability to keep digital or written records.
- Well grounded in the 12 Traditions and becoming familiar with the principles and practices of District 17.

Duties:

- Attends monthly District 17 meetings, arriving early with five copies of the minutes from the previous meeting. Minutes will also be distributed electronically via e-mail.
- Records minutes of the District 17 meeting. The record of the minutes of the District meeting is not intended to report discussion. The minutes should show: the date and time of the meeting, the record of those in attendance, all past and tabled motions, (a record of withdrawn or defeated motions is not included), and the time of adjournment.
- At the end of the term, all records will be turned over to the incoming Secretary in digital form.
- Secretary may concurrently hold a GSR position.
- May volunteer and participate in ad hoc committees.
- Failure to meet qualifications or report at or attend three consecutive District meetings will result in an open position.

Term:

- 2 years in office.
- Elected in October by simple majority vote.

Voting status:

- Recording Secretary has one vote in the District and is empowered to make motions and has the right to participate.

3.4 Treasurer

Qualifications:

- Maintains a minimum of 5 years of sobriety.

- Preferably has served as a GSR or other District service position.
- Has the time and energy to serve District 17 well.
- Is well grounded in the 12 Traditions and becoming familiar with the principles and practices of District 17.
- Should have some business and or accounting experience.
- Should be organized enough to keep good records.

Duties:

- Attends Monthly District 17 Business Meetings.
- Collects contributions and make payments of authorized expenses.
- Maintains the checking account, balancing the statement each month. (Statement is sent to the PO Box)
- Provides monthly report and budget balance at each monthly District 17 Business Meeting.
- Shall be in communication with committees involved in transacting funds.
- Treasurer will work with the DCM and the Alternate DCM to determine the District 17 General Budget.
- May volunteer and participate in ad hoc committees.
- Failure to meet the qualifications or report at or attend three consecutive District meetings will result in an open position.

Term:

- 2 years in office.
- Elected in October of even years by Third Legacy requiring a two-thirds majority vote.

Voting status:

- Treasurer has one vote in the District and is empowered to make motions and has right to participate in the discussion.

3.5. Committee Chairpersons

(A). Grapevine Representative (GVR)

Qualifications:

- Maintains a minimum of two years of sobriety.
- Is well grounded in the 12 traditions and becoming familiar with the principles and practices of District 17.

Duties:

- Attends Monthly District 17 Business Meetings.
- Serves home group GVR's as contact with the Grapevine office.
- Encourages home groups to elect GVR's.
- Makes sure that members are aware of AA' s International Journal, The Grapevine.
- Encourages AAs to read, subscribe to, and use the Grapevine in 12-step work.
- Lends the Grapevine display to various meetings and functions, such as the District meeting, unity day, etc.
- The GVR may concurrently hold a GSR position.
- May volunteer and participate in ad hoc committees.
- Failure to meet the qualifications or report at or attend three consecutive District meetings will result in an open position.

Term:

- 2 years in office.
- Elected in October of even years by simple majority vote.

Voting status:

- Grapevine Representative has one vote in the District and is empowered to make motions and as a right to participate in the discussion.

(B) Public Information (PI)/Cooperation with the Professional Community (CPC) Chairperson

Qualifications:

- Maintains a minimum of two years of sobriety.
- Is well grounded in the 12 traditions and becoming familiar with the principles and practices of District 17.

Duties:

- Attends Monthly District 17 Business Meetings.
- Through mail, simple signs, meeting directories, a literature, radio, and television commercials, and personal contact the public can be made aware of the AA message and pass it on to suffering alcoholics through police stations, jails, detention centers, hospitals, clinics, physicians, clergy members, churches, social, health or welfare agencies and others.
- Booths, workshops at health and wellness fairs and other public events such as Third Thursday downtown gatherings, making available meeting schedules and AA pamphlets.
- Reports to the District regarding activities – efforts and results.

- The PI/CPC Chairperson may concurrently hold a GSR position.
- May volunteer and participate in ad hoc committees.
- Failure to meet the qualifications or report at or attend three consecutive District meetings will result in an open position.

Term:

- 2 years in office.
- Elected in October of even years by simple majority vote.

Voting status:

- CPC/PI Chairperson has one vote at the District and is empowered to make motions and has a right to participate in the discussion.

(C.) Cooperation with Treatment Facilities (CTF)

Qualifications:

- Maintains a minimum of two years of sobriety.
- Is well grounded in the 12 traditions and becoming familiar with the principles and practices of District 17.

Duties:

- Attends Monthly District 17 Business Meetings.
- The Cooperation with Treatment Facilities Chairperson will coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities and to establish means of "bridging the gap" from the facilities to an AA group in the individual's community.
- Reports to District regarding activities – efforts and results.
- The CTF Chairperson may concurrently hold a GSR position.
- May volunteer and participate in ad hoc committees.
- Failure to meet the qualifications or report at or attend three consecutive District meetings will result in an open position.

Term:

- 2 years in office.
- Elected in October of even years by simple majority vote.

Voting status:

- CTF Chairperson has one vote at the District and is empowered to make motions and has a right to participate in the discussion.

(D.) Corrections Chairperson

Qualifications:

- Maintains a minimum of two years of sobriety.
- Is well grounded in the 12 traditions and becoming familiar with the principles and practices of District 17.

Duties:

- Attends Monthly District 17 Business Meetings.
- The Corrections Chairperson is responsible for seeing that the Message of AA is carried into the local jails and prisons through meetings and literature.
- The Corrections Chairperson makes available information on how to attain clearance for getting into the jails/prisons and invites AA members to the meetings within the "walls".
- The Corrections Chairperson contacts jails/prison officials to clear the way for the members to have the meetings.
- Reports to District regarding activities – efforts and results.
- The Corrections Chairperson may concurrently hold a GSR position.
- May volunteer and participate in ad hoc committees.

Failure to meet the qualifications or report at or attend three consecutive District meetings will Term

- 2 years in office.
- Elected in October of even years by simple majority vote.

Voting status:

- Corrections Chairperson has one vote at the District and is empowered to make motions and as a right to participate in the discussion.

(E.) Archives Chairperson

Qualifications:

- Maintains a minimum of two years of sobriety.
- Is well grounded in the 12 traditions and becoming familiar with the principles and practices of District 17.

Duties:

- Attends Monthly District 17 Business Meetings.
- The Archives Chairperson is formed to collect, coordinate, and store data from individual groups as to their startup and progress throughout the years.

- The Archives Chairperson also shares this data with the Oregon Area 58 Archivists.
- Reports to District regarding activities – efforts and results.
- The Archives Chairperson may concurrently hold a GSR position.
- May volunteer and participate in ad hoc committees.
- Failure to meet the qualifications or report at or attend three consecutive District meetings will result in an open position.

Term:

- 2 years in office.
- Elected in October of even years by simple majority vote.

Voting status:

- Archives Chairperson has one vote at the District and is empowered to make motions and has a right to participate in the discussion.

3.6 General Service Representative (GSR).

Qualifications:

- The sobriety requirement is determined by each individual Group.
- Voted in by the Group that they represent.

Duties:

- Attends Monthly District 17 Business Meetings.
- May volunteer and participate in ad hoc committees.
- Relays information to District from their Group.
- Relays information from District to their Group.
- Has one vote at District, expressing their Group's consciousness.
- Is encouraged to attend, Oregon Area Assemblies where they will also have one vote.

May serve in a District position as a Committee Chairperson. Term:

- 2 years in office.
- Elected by the group they represent.

Voting status:

- GSR has one vote at the District and is empowered to make motions and has the right to participate. This is also true at the Oregon Area Assemblies.

Article 4: Election/Rotation.

4.1 Elections will be held by Third Legacy procedure for the DCM, Alternate DCM, and Treasurer as outlined in the AA Service Manual at the regular monthly District 17 meeting in October. All other positions will be by simple majority. Newly elected Officers will begin their position at the regular monthly meeting in December. (see page 15 in Service Manual to reference change)

4.2 DCM, alternate DCM, and the Secretary will be elected in odd-numbered years. The Treasurer, and all committee chairpersons will be elected during even-numbered years.

4.3 During elections, absent members may be elected to a specific position or office provided that they have submitted a service resume and that they have stated an interest in that specific position.

4.4 Positions that become open during the term will be announced at the next business meeting with elections at the following business meeting.

Article 5: Operations:

5.1. The District will provide on an annual basis: GSR school, District inventory, Pre-Conference Delegate Report, Post Conference Delegate Report.

5.2. The District business meeting will be held on the second Saturday of every month at 707 High Street at 12:00 PM. One district meeting is to be held in Lakeview during the Summer or Fall each year.

5.3 The District 17 standardized meeting format will be as follows:

- Open meeting with a moment of silence followed by the serenity prayer (DCM)
- Reading of both the tradition and the concept for the corresponding month.
- Minutes: the DCM will ask if there is a motion on the floor to accept the minutes of the previous month.
- Treasurer's report is given and ten copies are available at the meeting.
- GSR reports will be given.
- Committee reports will be given.
- Liaison reports will be given, i.e. Intergroup, YPAA.
- DCM report will be given.
- Old Business (DCM).
- New Business (DCM).
- DCM will request motions from the body.
- Close with the Responsibility Statement.

5.5 Funding for District 17

District 17 maintains the spirit of the seventh tradition and accepts contributions only from AA sources (primarily, but not exclusively AA groups, meetings, and individuals not to exceed the amount of \$3000 per calendar year.)

A prudent reserve is to be set up in the amount of \$1500 and may reside in the regular District 17 checking account. When the District 17 bank balance is lower than the prudent reserve amount of \$1500, the Treasurer of District 17 will contact the DCM immediately. They will advise the voting body.

5.6 Funding by District 17

All funds distributed from District 17 will be for actual expenses incurred only, up to the amount allotted or budgeted amount, and receipts are required for the approved expenses to be provided to the Treasurer for accounting purposes.

The DCM is allotted up to \$300 to attend each Oregon Area 58 Assembly.

The Alternate DCM is not funded to attend, Oregon Area 58 Assemblies, unless standing in for the DCM. In this case, the Alternate DCM will be funded in the same amount as the DCM.

- GSR Sponsorship: A GSR, whose group cannot afford the whole amount can request funding of \$100 for out-of-town assemblies. Maximum 2 GSR's per assembly, if funds are available.
- GSR funding is primarily for lodging. GSR must have regular attendance at the monthly District meeting.
- The GSR must provide a written request to the DCM no later than one month before the assembly.
- The District has full discretion to approve or deny the request.

Article 6: Motions and Voting Procedure

6.1. A form will be available at District 17 meetings to list issues and make motions to the District body for possible voting.

6.2. All motions or proposals shall be limited to one issue. The DCM shall break down any proposals submitted with multiple issues into proposals for each issue.

6.3 Motion should indicate

- The motion, a statement of current practice, and any budgetary impact.
- A motion is made. If it does not receive a second, the motion dies.
- If the motion does receive a second, the motion will be reviewed to see if it involves expenditures of District funds. In this case, the Treasurer will be asked to report if financial resources are available.
- Debate is now opened up; the presenter of the motion is given the first opportunity to speak.

Calling the Question.

The Question may be called at any time during the debate, and it may be called in turn, as recognized by the DCM.

If the voter calls the question, a second will be required to end the debate or bait resumes.

If the question is seconded, a vote is taken. A majority will be in the debate or the debate resumes.

When the debate has ended, the DCM asks, "Is this motion urgent or administrative?" A majority vote determines whether a vote is taken or the motion was tabled. If tabled, the specific time for revisiting the tabled motion must be set.

When the vote is taken. A majority is required to pass.

The minority side will be asked to voice their opinion. At this time the DCM will ask the majority if "having heard the minority opinion. Would any of you like to change your vote?"

If "yes", the motion is reopened for debate, if "no" the motion stands as passed.

If the motion is reopened for debate, the debate will continue as previously stated. (Discussion should be limited to new considerations only) the question may be called again and a second will be needed in order to vote on whether or not to discontinue the discussion and revote. The minority opinion is not asked for in the second round of voting.

The debate is ended.

Article 7: Amendments

Amendments to the district guidelines must be made in writing, and passed by a majority of the voting members of the regular District business meeting.