

Oregon Area 58

District 26 Guidelines

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Article 1 – Name: Oregon Area 58, District 26.

Article 2 – Purpose: District 26 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 depend our lives, and the lives of those to come.

Article 3 - District Service Positions:

3.1 – District Committee Member (DCM)

3.1A – DCM Qualifications:

- Minimum 4 years continuous sobriety suggested.
- Has served as GSR and is familiar with assembly procedures.
- Has the time and energy to serve District 26 well.
- Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of District 26.

3.1B – DCM Duties:

- Facilitates regular monthly meeting of District 26 GSR's 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 26 GSR meeting and through frequent personal contact with groups in District 26.
- Helps the Conference Delegate cover the area 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.
- Helps GSR's by:
 - Informing them about Conference activities.
 - Providing them with the AA Service Manual, the Twelve Concepts for World Service, the GSO bulletin Box 4-5-9, workbooks and guidelines from GSO and any other appropriate service material.
 - Encouraging them to bring new AA members to service events.
- 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.
- The DCM shall be allowed to make interim appointments to open positions. The position shall be considered open until filled by election by the District body.
- A written, itemized budget for the following year is to be submitted by the DCM to the GSR's at the November business meeting.
- Submit monthly reports to the District Recording Secretary in written form (preferably by email), no later than 3 days after the monthly business meeting, for inclusion in the business meeting minutes.
- DCM may not concurrently hold GSR position.
- Failure to meet qualifications or report at /attend 3 consecutive District meetings will result in an open position.

3.1C – DCM Term:

- 2 years in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.
- The outgoing DCM will attend the September Area Assembly as the District representative.

3.1D – DCM 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.

3.2 – Alternate District Committee Member (Alt. DCM)

3.2A – Alternate DCM Qualifications:

- Minimum 2 years continuous sobriety suggested.
- Has served as GSR.
- Has the time and energy to serve District 26 well.
- Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of District 26.

3.2B – Alternate DCM Duties:

- Attends monthly District 26 Business Meeting.
- If DCM resigns or is unable to serve for any reason, the Alternate DCM steps in and assumes DCM duties and responsibilities.
- Is encouraged to assist with, participate and share in the DCM's duties and responsibilities at the District and Area meetings.
- Presents a brief summary of a Concept at monthly District 26 Business Meeting. The Concept coincides with the month, i.e., Concept 1 in January, etc.

- The annual GSR School, annual District Inventory, and annual Pre- and Post-Conference Delegate's Reports will be organized by the Alternate DCM.
- If the Intergroup Liaison is unable to be present at the regular monthly Intergroup meeting, the Alternate DCM shall attend in their place.
- A written, itemized budget for the following year is to be submitted by the Alternate DCM to the GSR's at the November business meeting.
- Submit monthly reports to the District Recording Secretary in written form (preferably by email), no later than 3 days after the monthly business meeting, for inclusion in the business meeting minutes.
- Alternate DCM may not concurrently hold GSR position.
- Failure to meet qualifications or report at /attend 3 consecutive District meetings will result in an open position.

3.2C – Alternate DCM Term:

- 2 years in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.2D – Alternate DCM Voting Status:

- Alternate DCM has no vote at the District, unless they are a GSR, and is not empowered to make motions, but has the right of participation except when acting as DCM.

3.3 - Recording Secretary

3.3A – Recording Secretary Qualifications:

- Minimum 1-year of continuous sobriety suggested.
- Ability to keep written records.
- Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of District 26.

3.3B – Recording Secretary Duties:

- Attends monthly District 26 GSR meeting, arriving early with copies of minutes from previous meeting (12 copies recommended).
- Records minutes of the District 26 GSR meeting. The record of the minutes of the District meeting is not intended to report discussion. The minutes should show:
 - Date and time of meeting.
 - The record of those in attendance (no full last names, initials only).

- All passed and tabled motions (a record of withdrawn or defeated motions is not included).
- Time of adjournment.
- Distributes minutes as follows:
 - Maintains an original copy in the Recording Secretary's file.
 - Copies are made available to the Area Chair, Area Archivist, Area Delegate, Alternate Area Delegate, DCM, Alternate DCM, and each of the District 26 GSR's (electronic distribution is desirable).
 - At the end of term, all records will be turned over to incoming Recording Secretary.
- Include the DCM, Alternate DCM, and Committee Chair reports in the business meeting minutes whenever possible.
- Stores physical / digital records of all District business meetings and events, and transfers these records to incoming Recording Secretary.
- Maintains custodial responsibility for assuring the physical integrity of the collection of records and its availability to persons with a valid reason for study.
- Regularly forwards copies of District 26 records to the Area 58 Archivist.
- A written, itemized budget for the following year is to be submitted by the Recording Secretary to the GSR's at the November business meeting.
- Failure to meet qualifications or report at /attend 3 consecutive District meetings will result in an open position.

3.3C - Recording Secretary Term:

- 1 year in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.3D - Recording Secretary Voting Status:

- The Recording Secretary has the right of participation, is empowered to make motions and vote.
- Recording Secretary may concurrently hold GSR position. If serving as GSR, has only one vote.

3.4 - Treasurer

3.4A - Treasurer Qualifications:

- Minimum 2 years continuous sobriety suggested.
- Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of District 26.

- Preferably has served as GSR or other District service position.
- Should have some business and /or accounting experience.
- Should be organized enough to keep good records.

3.4B – Treasurer Duties:

- Attends monthly District 26 Business Meeting.
- Collects donations and makes payment 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 26 Business Meeting.
- Shall be in communication with District 26 committees involved in transacting funds.
- Treasurer will work with the DCM and Alternate DCM to determine District General Budget.
- A written, itemized budget for the following year is to be submitted by the Treasurer to the GSR's at the November business meeting.
- Failure to meet qualifications or report at or attend 3 consecutive District meetings will result in an open position.

3.4C – Treasurer Term:

- 2 years in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.4D – Treasurer Voting Status:

- The Treasurer has the right of participation, is empowered to make motions and vote.
- Treasurer may concurrently hold a GSR position. If serving as GSR, has only one vote.

3.5 - Alternate Treasurer

3.5A – Alternate Treasurer Qualifications:

- Minimum 2 years continuous sobriety suggested.
- Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of District 26.
- Preferably has served as GSR or other District service position.
- Should have some business and/or accounting experience.
- Should be organized enough to keep good records.

3.5B – Alternate Treasurer Duties:

- Attends monthly District 26 Business Meeting.
- Assists Treasurer in duties.

- Fills in for Treasurer during absences.
- If Treasurer resigns or is unable to serve for any reason, the Alternate Treasurer steps in and assumes Treasurer duties and responsibilities.
- Failure to meet qualifications or report at /attend 3 consecutive District meetings will result in an open position.

3.5C – Alternate Treasurer Term:

- 2 years in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.5D – Alternate Treasurer Voting Status:

- Alternate Treasurer has no vote at the District and is not empowered to make motions, but has the right of participation in discussion.
- Alternate Treasurer may concurrently hold GSR position; if serving as a GSR, can only vote as a GSR.

3.6 - Grapevine Representative (GVR)

3.6A – GVR Qualifications:

- Minimum 2 years continuous sobriety suggested.
- Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of District 26.

3.6B – GVR Duties:

- Attends monthly District 26 Business Meeting.
- 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 AA's to read, subscribe to and use the Grapevine in Twelfth Step work.
- A written, itemized budget for the following year is to be submitted by the GVR to the GSR's at the November business meeting.
- Submit monthly reports to the District Recording Secretary in written form (preferably by email), no later than 3 days after the monthly business meeting, for inclusion in the business meeting minutes.
- Failure to meet qualifications or report at / attend 3 consecutive District meetings will result in an open position.

3.6C – GVR Term:

- 1 year in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.6D – GVR Voting Status:

- The GVR has the right of participation, is empowered to make motions and vote.
- GVR may concurrently hold GSR position. If serving as GSR, has only one vote.

3.7 - Activities Chairperson

3.7A – Activities Chairperson Qualifications:

- Minimum 2 years continuous sobriety suggested.
- Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of District 26.

3.7B – Activities Chairperson Duties:

- Attends monthly District 26 Business Meeting.
- Brings suggestions for District-sponsored events to GSRs for approval. Quarterly District events are recommended: workshops on Sponsorship, Steps, Home Groups, Roberts Rules of Order, etc... or “plain old ordinary whoopee parties”.
- Holds Activities Committee meetings as needed to host activities.
- Works within the Activities budget to host activities.
- Organizes volunteers to host activities.
- Finds the facilities to host activities.
- Prepares flyers for distribution to AA community for events, distributing to GSRs and Intergroup Liaison.
- A written, itemized budget for the following year is to be submitted by the Activities Chair to the GSR's at the November business meeting.
- Submit monthly reports to the District Recording Secretary in written form (preferably by email), no later than 3 days after the monthly business meeting, for inclusion in the business meeting minutes.
- Activities Chair may concurrently hold GSR position.
- Failure to meet qualifications or report at / attend 3 consecutive District meetings will result in an open position.

3.7C – Activities Chairperson Term:

- 1 year in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.7D – Activities Chairperson Voting Status:

- The Activities Chairperson has the right of participation, is empowered to make motions and vote.
- Activities Chairperson may concurrently hold GSR position. If serving as GSR, has only one vote.

3.8 - Alternate Activities Chairperson

3.8A – Alternate Activities Chairperson Qualifications:

- Minimum 1-year continuous sobriety suggested.
- Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of District 26.

3.8B – Alternate Activities Chairperson Duties:

- Assists Activities Chairperson in all Activities-related duties.
- If Activities Chairperson resigns or is unable to serve for any reason, the Alternate Activities Chairperson steps in and assumes Activities Chairperson duties and responsibilities.

3.8C – Alternate Activities Chairperson Term:

- 1 year in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.8D – Alternate Activities Chairperson Voting Status:

- Alternate Activities Chairperson has no vote at the District and is not empowered to make motions, but has the right of participation in discussion.
- Alternate Treasurer may concurrently hold GSR position; if serving as a GSR, can only vote as a GSR.

3.9 - Intergroup Liaison

3.9A – Intergroup Liaison Qualifications:

- Minimum 6 months continuous sobriety suggested.
- Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of District 26.

3.9B - Intergroup Liaison Duties:

- Attends monthly District 26 Business Meeting and presents notes and announcements from previous Intergroup Business Meeting.
- Submit monthly reports to the District Recording Secretary in written form (preferably by email), no later than 3 days after the

monthly business meeting, for inclusion in the business meeting minutes.

- Attends monthly Intergroup Business Meeting, 2nd Monday of each month.
- If District 26 has announcements or business for the Intergroup, the Liaison will inform the Intergroup.
- If the Liaison can't be present at the Intergroup meeting, the Alternate DCM shall be notified.
- Intergroup Liaison may concurrently hold a GSR position.
- Failure to meet qualifications or report at /attend 3 consecutive District meetings will result in an open position.

3.9C - Intergroup Liaison Term:

- 1 year in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.9D - Intergroup Liaison Voting Status:

- The Intergroup Liaison has the right of participation, is empowered to make motions and vote.
- Intergroup Liaison may concurrently hold GSR position. If serving as GSR, has only one vote.

3.10 - Treatment Facilities Chairperson (TF)

3.10A - TF Chairperson Qualifications:

- Minimum 2 years continuous sobriety suggested.
- Well grounded in the Twelve Traditions.
- Become familiar with the GSO Guideline for Treatment Facilities.
- Familiar with the principles and practices of District 26.

3.10B - TF Chairperson Duties:

- Regularly attends District 26 monthly business meeting.
- Holds regular monthly TF Committee meeting.
- Provides monthly written report of Committee activities to District 26 (12 copies recommended).
- Uses the GSO Guideline, "Treatment Facilities Committees", the TF Workbook and other Conference approved literature for guidance.
- Coordinates TF work within the District.
- Coordinates annual TF workshop.
- Cooperates and communicates with other TF Committees at Intergroup, other Districts, and Oregon Area 58. Also encourages cooperation and communication among the other Service Committees within District 26.

- A written, itemized budget for the following year is to be submitted by the TF Chairperson to the GSRs at the November business meeting.
- Submit monthly reports to the District Recording Secretary in written form (preferably by email), no later than 3 days after the monthly business meeting, for inclusion in the business meeting minutes.
- Failure to meet qualifications or report at / attend 2 consecutive District meetings will result in an open position.

3.10C - TF Chairperson Term:

- 2 years in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.10D - TF Chair Voting Status:

- The TF Chairperson has the right of participation, is empowered to make motions and vote.
- TF Chairperson may concurrently hold GSR position. If serving as GSR, has only one vote.

3.11 - Cooperation with the Professional Community Chairperson (CPC)

3.11A - CPC Chairperson Qualifications:

- Minimum 2 years continuous sobriety suggested.
- Well grounded in the Twelve Traditions.
- Becoming familiar with the GSO Guideline for Cooperation with the Professional Community.
- Familiar with the principles and practices of District 26.

3.11B - CPC Chairperson Duties:

- Regularly attends District 26 monthly business meeting.
- Holds regular monthly CPC Committee meeting.
- Provides monthly written report of Committee activities to District 26 (12 copies recommended).
- Uses the GSO Guideline, "Cooperation with the Professional Community", the CPC Workbook, the pamphlet "How AA Members Cooperate with Professionals" and other Conference approved literature for guidance.
- Coordinates CPC work within the District.
- Coordinates annual CPC workshop.
- Cooperates and communicates with other CPC Committees at Intergroup, other Districts, and OR Area. Also encourages

cooperation and communication among the other Service Committees within District 26.

- A written, itemized budget for the following year is to be submitted by the CPC Chairperson to the GSRs at the November business meeting.
- Submit monthly reports to the District Recording Secretary in written form (preferably by email), no later than 3 days after the monthly business meeting, for inclusion in the business meeting minutes.
- Failure to meet qualifications or report at / attend 2 consecutive District meetings will result in an open position.

3.11C - CPC Chairperson Term:

- 2 years in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.11D - CPC Chairperson Voting Status:

- The CPC Chairperson has the right of participation, is empowered to make motions and vote.
- CPC Chairperson may concurrently hold GSR position. If serving as GSR, has only one vote.

3.12 - Public Information Chairperson (PI)

3.12A - PI Chairperson Qualifications:

- Minimum 2 years continuous sobriety suggested.
- Well grounded in the Twelve Traditions.
- Becoming familiar with the GSO Guideline for Public Information.
- Familiar with the principles and practices of District 26.

3.12B - PI Chairperson Duties:

- Regularly attends District 26 monthly business meeting.
- Holds regular monthly PI Committee meeting.
- Provides monthly written report of PI Committee activities to District 26 (12 copies recommended).
- Uses the GSO Guideline, "Public Information", the PI Workbook and other Conference approved literature for guidance.
- Coordinates PI work within the District.
- Coordinates annual PI workshop.
- Cooperates and communicates with other PI Committees at Intergroup, other Districts, and OR Area. Also encourages cooperation and communication among the other Service Committees within District 26.

- A written, itemized budget for the following year is to be submitted by the PI Chairperson to the GSRs at the November business meeting.
- Submit monthly reports to the District Recording Secretary in written form (preferably by email), no later than 3 days after the monthly business meeting, for inclusion in the business meeting minutes.
- Failure to meet qualifications or report at / attend 2 consecutive District meetings will result in an open position.

3.12C - PI Chairperson Term:

- 2 years in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.12D - PI Chair Voting Status:

- The PI Chairperson has the right of participation, is empowered to make motions and vote.
- PI Chairperson may concurrently hold GSR position. If serving as GSR, has only one vote.

3.13 Literature Chairperson

3.13A - Literature Chairperson Qualifications:

- Minimum 2 years continuous sobriety suggested.
- Well grounded in the Twelve Traditions.
- Become familiar with the GSO Guideline for Literature Committees.
- Familiar with the principles and practices of District 26.

3.13B - Literature Chairperson Duties:

- Regularly attends monthly District 26 Business Meetings.
- Become familiar with the general contents of all literature, in order to provide information to inquiries.
- Presents a brief summary of a piece of AA Conference approved literature of interest to the District at the business meeting.
- Maintain a stock of suggested literature for the DCM to give to new GSRs.
- Keep a stock of catalogs for Conference approved literature.
- Keep an ample stock of all pertinent General Service Conference approved pamphlets, books, videos, and other material and as requested.
- Keep current on new, upcoming, and revised literature and material from GSO.

- Set up this material for viewing and sale at all functions, including District business meetings, workshops and others as requested.
- Cooperates and communicates with GSO. Also encourages cooperation and communication among the other Service Committees within District 26.
- Available to take a literature display to groups.
- A written, itemized budget for the following year is to be submitted by the literature Chairperson to the GSRs at the November business meeting.
- Submit monthly reports to the District Recording Secretary in written form (preferably by email), no later than 3 days after the monthly business meeting, for inclusion in the business meeting minutes.
- Failure to meet qualifications or report at / attend 2 consecutive District meetings will result in an open position.

3.13C - Literature Chairperson Term:

- 2 years in office.
- Elected in September by Third Legacy procedures, requiring a 2/3 majority, as outlined in the AA Service Manual.

3.13D - Literature Chairperson Voting Status:

- The Literature Chairperson has the right of participation, is empowered to make motions and vote.
- Literature Chairperson may concurrently hold GSR position. If serving as GSR, has only one vote.

Article 4 - Elections / Rotation:

4.1 - Elections will be held by Third Legacy procedures, as outlined in the AA Service Manual, at the regular monthly district meeting in September. Newly elected officers will begin their positions at the regular monthly meeting in October.

4.2 - During elections, absentee members may be elected to a specific position or office provided that:

- They have submitted a service resume, and
- They have stated an interest in a specific position.

4.3 - Positions that become open during a term will be announced at the next business meeting, with elections at the following business meeting.

Article 5 – Operations:

5.1 – The District shall provide the following on an annual basis:

- GSR School
- District Inventory
- Pre-Conference Delegate's Report
- Post-Conference Delegate's Report

5.2 – The District 26 Business Meeting will be held on the 2nd Sunday of every month from 7:30pm to 8:30pm.

5.3 – The District 26 Standardized Meeting Format shall be as follows:

- Open meeting with moment of silence followed by the Serenity Prayer – by DCM
- Overview of Service Concept – by Alt DCM
- Overview of Tradition – by GSR volunteer
- GSR introductions and reports – by GSRs
(*Suggestion: content of reports should be restricted to "matters that affect other groups or AA as a whole".*)
- Reading of the minutes from the previous meeting
- Motion to accept or amend the minutes of the previous meeting – by a voting member in attendance
- Treasurer's report - by Treasurer
- DCM report – by DCM
- Alternate DCM report – by Alt DCM
- Committee Reports – by Committee Chairs
- Old Business /Tabled Motions
- AA – related announcements
- New business

- Motions from the body
- Close meeting with Responsibility Statement - by DCM

5.4 - GSR Scholarship Fund: District 26 provides a “GSR Scholarship Program”. GSRs requiring financial assistance to attend Area 58 Quarterly Assemblies may request funds from the District 26 Treasurer prior to the relevant Assembly, not to exceed \$100.00 maximum per person per Assembly, or total \$200.00 per year for entire district. These funds are available on a first-come, first-served basis.

Article 6 - Motions and Voting Procedure:

6.1 - When possible, motions shall be provided in writing, with enough copies available for all members of the voting body.

6.2 - All proposals shall be limited to one issue. The DCM, into separate proposals for each separate issue, shall break down any proposal that is submitted with multiple issues.

6.3 - Motions should include:

- The motion
- Statement of purpose & intent
- Statement of current practice
- Budgetary impact

6.4 - When a motion is made, if it does not receive a second, the motion dies.

6.5 - When a motion is made AND a second is made:

- If the motion involves expenditure of District funds, the treasurer will be asked to report.
- Debate is open; presenter of motion is given first opportunity to speak.

6.6 - If, during debate, the presenter wishes to amend the motion, the individual who seconded the original motion must second the amendment.

6.7 - “Calling the Question”

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

- If a voter calls the Question, a second will be required to end debate or debate resumes.
- If the Question is seconded, a vote is taken. A 2/3 majority will end the debate, or debate resumes.

6.8 – When debate has ended, the DCM asks, "Is this motion urgent and/or administrative?" A 2/3-majority vote determines whether a vote is taken or the motion is tabled. If tabled, a specified period of time for revisiting the tabled motion must be set.

6.9 - When the vote is taken, a 2/3 majority is required to pass.

6.10 - The minority side will be asked to voice their opinion.

6.11 - The majority side will be asked if anyone would like to change their vote based on the minority opinion. If yes, the motion is reconsidered; if no, the motion stands as voted.

6.12 – When a motion is reconsidered,

- Full debate pro and con is resumed and continues as above (discussion limited to new considerations only).
- The question may again be called and seconded; requires a 2/3 majority to end debate, or debate resumes.
- The minority opinion is not asked for in the second round of voting.

Debate has ended.

Article 7 - Amendments:

Amendments to the District Guidelines must be presented in writing and be approved by passage with a 2/3 majority of the voting members at a regular District business meeting.