

District 10

District Meeting Guidelines and Procedures

It is desirable that every (group) area have its own agreed upon procedure to expedite the conduct of its business... (AA Service Manual)

"With respect to its own affairs, each AA group should be responsible to no authority other than its own conscience" ... (AA Service Manual)

In the spirit of the Twelve Traditions and with reference to the AA Service Manual, the following guidelines and procedures have been compiled as a guide to the newcomer and to help our district meeting function smoothly and effectively.... And to remind us to "keep it simple"! And to remind us to "keep it simple"! And to remind us to "keep it simple"!

IX) ELECTIONS

- ❖ For election purposes, it is suggested that *Third Legacy Procedure* be used (AA Service Manual). Elections are usually done bi-annually, in the fall of the year, after the GSR elections, and before the Fall Area Assembly.
- ❖ Terms of office are 2 years, commencing on January 1st following the elections.
- ❖ The DCM who is finishing a term calls for an election, trying to give one month of notification to all concerned.
- ❖ Only past GSRs are eligible to run for election, but all GSRs (outgoing and new) are eligible to vote.
- ❖ Any past GSRs desiring to run, but who will be absent from the election, must make their intentions known. This will be done in the form of a signed letter stating the GSR's intention of running and for what position.
- ❖ Any Notice of Intension must be presented to the chairperson conducting the election meeting prior to or during nominations for the position.
- ❖ Proxy votes will not be allowed.
- ❖ The chairperson shall cast a vote only in the case of a tie, if a majority vote is used.

X) DISTRICT OFFICERS

- District Committee Member (DCM)
- Alternate DCM
- District Treasurer
- District Recording Secretary
- Treatment & Correctional Facilities Chairperson & Alternate
- Public Information Officer
- Book Bank Custodian

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I) WHO PRESIDES AT DISTRICT MEETINGS?

- ❖ District meetings are usually chaired by the District Committee Member or, in his/her absence, the Alternate DCM.

II) WHAT ARE THE CHAIRPERSON'S RESPONSIBILITIES?

- ❖ To ensure that the meeting is conducted in an orderly fashion.
- ❖ To see that some action is taken on all matters coming before the meeting, leaving no troublesome loose ends.
- ❖ To make certain that all issues are kept clear. If a motion is presented, it is to be done clearly and distinctly so that all know what they are deciding for or against.

III) HOW IS A DISTRICT MEETING CONDUCTED?

- ❖ Meetings may be fairly informal, but the attention of the meeting should be kept on one subject at a time, without the disruptive influence of private conversations.
- ❖ The Chairperson will try to keep the meeting flowing in a constructive manner using the suggested meeting agenda.

IV) HOW ARE DECISIONS REACHED?

- ❖ All important decisions should be reached by discussion, vote, and whenever possible, by substantial unanimity, (AA. Service Manual).
- ❖ On simple matters, a majority vote is enough. Even a *sense of the meeting* may take the place of a vote, if no vote is essential. In such a case, the Chairperson asks: "Is it the sense of the meeting that ... ?" If there are no *no's*, it is apparent there is accord, (AA. Service Manual)

V) WHY PRESENT A MOTION?

- ❖ A member presents a motion to the group for the purpose of adopting, amending, or abandoning new, current, or past procedures and/or actions of the District.

VI) HOW IS A MOTION PRESENTED?

WHEN A MEMBER WOULD LIKE TO PRESENT A MOTION TO THE GROUP, IT SHOULD BE DONE AS FOLLOWS:

- ❖ The person wishing to present the motion asks the Chairperson for the floor. The motion should be phrased "I would like to make a motion that ..."
- ❖ The Chairperson will then ask "Would anyone like to second the motion on the floor?" (A motion must be seconded for any further action by the District.)
- ❖ If the motion is not seconded then the motion will be dropped. If it is seconded then the motion will proceed to the next step.
- ❖ The Recording Secretary will then read the motion back to the group, so that everyone is clear on what the motion is about.
- ❖ The Chairperson will then ask the group for any discussion concerning the motion. This should be done in an orderly manner, and the time allotted for discussion should be limited (approximately 15 minutes). The Chairperson should ensure that all have an opportunity to have their say before proceeding to the next stage.

VII) HOW IS A MOTION PASSED OR DEFEATED?

- ❖ As stated in Section IV, if the motion presented is determined to be nonessential, a *sense of the meeting* may take the place of the more formal vote. If it is decided that a vote is required, it is suggested that a majority vote be needed to pass a motion (Third Legacy Procedure in the AA Service Manual).

VIII) WHO IS ELIGIBLE TO VOTE ON A MOTION?

- ❖ To ensure that decisions are made fairly and in the interest of the group's conscience, it is suggested that all eligible members vote on each issue.
- ❖ All present GSRs and District Officers (Committee Chairperson, Treasurer and Recording Secretary) are eligible for one vote on each issue.
- ❖ If a member is both a GSR and a District Officer, that person is eligible for one vote.
- ❖ Alternates vote *only* if the regular GSR or District Officer is not present.
- ❖ The Chairperson does not vote, *unless* it is for the purpose of breaking a tie in the case of a majority vote.