

**GUIDELINES FOR DISTRICT 8 of  
OREGON AREA 58 of ALCOHOLICS ANONYMOUS**

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**Revised and Approved on**

**Members of the Ad-hoc Committee**

Chris A., Rae Lea C., Cindee S., Pat M., Joe S.

**PURPOSE OF GUIDELINES**

The purpose of this document is to provide minimum guidelines for the administrative and operating procedures in the coordination of activities of the Oregon Area 58 District 8 of Alcoholics Anonymous. These guidelines are suggestive in nature and are subject to review, revision and exception at the will of the group conscience.

## **PURPOSE OF DISTRICT 8**

To form a partnership of groups in the communities included in District 8. It shall be guided by the principles and traditions of Alcoholics Anonymous through which Alcoholics Anonymous can function as a whole.

District 8 is a service body only, and will endeavor to perform the following:

1. Employ an Answering Service and Website for 12th Step Calls and District 8 Group information.
2. Publish and distribute a Meeting Schedule of the member groups of District 8.
3. Form appropriate service committees for activities such as Public Information, Cooperation with the Professional Community and other service functions authorized by members of District 8.
4. Assist in the organization of new AA groups in District 8, when asked to do so.
5. Provide speakers to outside agencies through the Public Information Committee.
6. Act in an advisory capacity in the exchange of ideas and information between District 8 AA groups, when asked to do so.
7. Elect a Steering Committee to perform duties outlined elsewhere in these guidelines.

## **MEMBERSHIP IN DISTRICT 8**

1. District 8 is comprised of the Steering Committee and one General Service Representative or one Alternate General Service Representative from each group within the boundaries of District 8. Each group and each member of the Steering Committee, excluding the District Committee Member, are entitled to one vote on all matters at the District level. Decisions made at the District level will constitute a quorum provided a minimum of Three (3) Steering Committee members are present.
2. District 8 will elect members to the Steering Committee each November as set forth in the election procedures.
3. Any AA member of a District 8 group may be nominated for the Steering Committee provided the member meets the recommended requirements as suggested in the current AA World Service Manual. A member nominated for more than one office shall serve in the office first elected to.
4. General Service Representatives present at any regular or special open meeting of District 8 will constitute a quorum provided a minimum of five (5) groups are represented.

## **STEERING COMMITTEE**

The Steering Committee is hereby defined as the District Committee Member, the Alternate District Committee Member(s), the Secretary and Treasurer, and all Service Committee Officers.

## **ELECTION PROCEDURES AND STEERING COMMITTEE REQUIREMENTS**

1. In September of each year, a nominating committee will contact members and member groups to organize a slate of people interested in serving on the Steering Committee. The nominating committee should consist of:
  - a. An Alternate District Committee Member and three (3) members of the Steering Committee.
  - b. Up to five (5) nominees shall be accepted for each office that needs to be filled.
2. The election will be held at the regular October meeting of District 8 with the elected officials beginning their terms effective November 1<sup>st</sup> at the next District Business Meeting.
3. Elections shall follow Third Legacy procedures, to-wit:
  - a. All names will be documented by the District Secretary. A written vote may be taken for each position, with each voting member having one vote.
  - b. A two-thirds (2/3) majority of votes cast is required for election.
  - c. If no single person receives the majority requirement, then the two candidates with the highest total of votes for one office will be left, and another written vote taken. On the second vote if neither candidate receives the required majority, the names of the candidates will be placed in a hat and the name drawn will assume the office.
  - d. All outgoing members of the Steering Committee have a vote in the election, except the District Committee Member.
4. **Terms of Office:** Begin in November following the elections.
  - a. The DCM, Alternate DCM, Secretary, Treasurer, and Special Needs and Accessibilities Chair are elected for two (2) year terms in odd numbered years.

- b. The Cooperation with the Professional Community, Public Information, Phone, Grapevine, and Schedules/Webmaster chairs are elected for two (2) year terms in even numbered years.
  - c. All members and candidates of the Steering Committee must have at least one (1) year continuous sobriety prior to each election in November.
5. No member of the Steering Committee may serve for more than three (3) consecutive years on any one position, excluding Archives, unless approved by a two-thirds (2/3) majority of the voting body.
  6. Rotation responsibilities:
    - a. Upon taking office, the DCM will submit a DCM/District change form to the Area Registrar (available on the Area 58 website, <http://www.aa-oregon.org>) and notify the Area 58 administration with his/her contact information, and alternate DCM's contact information.
    - b. After the election, the DCM, Alternate DCM, and Treasurer must update bank account information with a copy of election meeting minutes.

## **RESPONSIBILITIES – GENERAL**

1. If any member of the Steering Committee misses three (3) consecutive regular District 8 business meetings, without notification and/or just cause, that officer will automatically be replaced by someone recommended by the Steering Committee, depending on approval from a quorum of General Service Representatives and Service Committee Chairpersons at the next regular District 8 business meeting.
2. The Steering Committee may meet in closed session as often as necessary.
3. All members of the Steering Committee have a voice and may vote in all decisions, except the District Committee Member who may have a voice but vote only to break a tie vote.
4. All expenditures authorized by the Steering Committee shall be paid by the Treasurer, and will be paid with District 8 checks. The DCM, Alternate DCM(s) and Treasurer are authorized as signers for District 8 checks.

## **PROCEDURE FOR MOTIONS**

1. All motions are limited to one issue. The DCM or Alt. DCM shall automatically break down any motion that has multiple issues into separate motions for each individual issue.
2. All motions presented at all business meetings need to be structured to include the following information: The motion itself, statement of current practice, and budgetary impact if passed.
3. The District suggests that District wide motions that affect the member groups be in writing with enough copies for all voting members.
4. Only those items of business determined by a “sense of the meeting” to be urgent and/or administrative will be voted on immediately.
5. Motions presented at District 8 Business Meetings will, at the discretion of the DCM or Alt. DCM and follow modified Roberts’ Rules of Order for motions as outlined below:
  - a. **A motion is made:**
    - i. If it does not receive a second, it dies. After a second, debate is opened.
    - ii. If a registered voter calls for the question, a second will be required, otherwise debate resumes.
    - iii. If the question is seconded, a 2/3 majority will end the debate, otherwise debate resumes.
    - iv. If the question is not called, debate will continue until all discussion is over.
    - v. Once debate ends, a sense of the meeting will be taken by simple majority to vote or table the motion.
  - b. **A motion is voted on:**
    - i. If it involves expenditure of District 8 funds, the Treasurer will be asked to report.
    - ii. The motion requires a 2/3 majority to pass. iii. The losing side will be asked if they wish to speak to their position.
    - iii. The winning side will be asked if there is a motion to re-vote, and requires a second. A simple majority is required to re-vote.
  - c. **A motion is reconsidered:**
    - i. Full debate pro and con is resumed (please limit discussion to new considerations only).
    - ii. The question may again be called, seconded and requires a 2/3 majority to end debate.

- iii. A sense of the meeting may be taken by simple majority to vote or table.
- iv. If voted on, the motion must have a 2/3 majority to pass.

**d. Tabled Motions:**

- i. Debate on a tabled motion will be resumed under Old Business at the next District 8 Business Meeting, and the voting process will be the same as outlined above.

**INDIVIDUAL RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS**

<b>District Committee Member</b>	<b>Schedules/Web Master</b>	<b>Corrections</b>
<b>Alternate DCM</b>	<b>Archives</b>	<b>Telephone</b>
<b>Secretary</b>	<b>Public Information</b>	<b>AA Grapevine</b>
<b>Treasurer</b>	<b>Cooperation with Profess. Comm.</b>	<b>Special Needs &amp; Accessibilities</b>

**District Committee Member**

1. A candidate for District Committee Member must have served at least one year on the Steering Committee or served as a General Service Representative of a District 8 group prior to the election whether immediately or at an earlier date to be eligible for office unless the Steering Committee chooses otherwise.
2. Will preside at all regular meetings and special meetings.
3. Has no vote at any District meeting, except to break a tie vote.
4. Is authorized to sign District 8 checks.
5. Will conduct a budget review at the regular January district meeting
  - a. Using the treasurer’s annual report, determine the financial needs of each committee.
  - b. Establish an annual prudent reserve to be determined by the annual budget.
  - c. The final budget for the year to be approved by all voting members present.
6. Will report all actions of Oregon Area 58 Assembly meetings and current District 8 business to General Service Representatives and service committee officers of District 8 in a timely manner.
7. Will notify all General Service Representatives and service committee officers of District 8 at least seven (7) days in advance of any special meetings that concern the common cause of District 8 or AA.
8. To avoid conflict of interest, should not be a General Service Representative and/or Alternate General Service Representative of any group of Alcoholics Anonymous while serving as District Committee Member.
9. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

**Alternate District Committee Member**

1. In the case that the District Committee Member is unable to complete their term of office, the Alternate District Committee Member(s) will assume the position. If six (6) months or more remain in the current term, the Alternate District Committee Member(s) can be reelected for one more term only as District Committee Member.
2. Has a vote in all matters at all District meetings.
3. Is authorized to sign District 8 checks.
4. Is the chairperson of nominating committee for District elections.
5. Is the Activities Coordinator for the District:
  - a. Organize and facilitate quarterly workshops and district events.
  - b. Assist groups within the district to plan and conduct workshops and events.
  - c. Coordinate and assist with inter-group events within the district.
  - d. Coordinate and facilitate workshops and events with other districts and Area 58.
6. To avoid conflict of interest, should not be a General Service Representative and/or Alternate General Service Representative of any group of Alcoholics Anonymous while serving as Alternate District Committee Member(s).
7. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

### **Secretary**

1. Will keep complete and accurate records of all District 8 special and regular meetings.
2. Will distribute via email (or hard copy in duplicate if email unavailable) draft minutes prepared in Microsoft Word, PDF or other agreed upon word processing program, within fourteen (14) days of all completed meetings as follows:
  - a. One copy for the District Committee Member.
  - b. One copy for distribution to District 8 General Service Representatives and Service Committee Chairpersons.
3. Will bring sufficient “hard copies” of draft minutes to the subsequent District meeting for review prior to Minutes approval process.
4. After minutes are approved or approved as amended at the subsequent District 8 meeting, will make whatever corrections are necessary within fourteen (14) days of that meeting and distribute using the methods described in #2 above as follows:
  - a. One copy for Secretary file/Archives.
  - b. One copy for the District Committee Member, who will be responsible for reviewing and editing the minutes for Tradition 11 purposes and forwarding to the District 8 webmaster for inclusion.
5. Will maintain notebook containing current minutes, budget reports, legal, and other documents that are determined important to keep by the District representatives/body; at the end of each year, after consulting with the DCM, forwards documents to the Archives and/or passes documents on to the incoming Secretary as appropriate.
6. Maintains a reliable and current roster of District 8 General Service Representatives and Alternate General Service Representatives and Service Committee Chairpersons, along with mailing address, telephone number and email address.
7. Is responsible for mailing out District 8 Meeting Minutes and flyers or special announcements to District 8 General Service Representatives and Service Committee Chairpersons.
8. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

### **Treasurer**

1. Will oversee all funds belonging to District 8.
2. Keeps possession of bankbooks and checkbooks and make deposits.
3. Prepares a proper monthly accounting of expenditures and income, in writing, for distribution at the monthly District 8 business meeting.
4. Is authorized to sign District 8 checks.
5. By the office is a member of any service committee that is authorized to spend or collect any District 8 funds.
6. Prepares annual report for the January district meeting to be used for budgeting and establishing a prudent reserve for the current year.
7. Collaborates with the Literature Chairperson to maintain a stock of AA books and literature on hand for District 8.
8. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

### **Schedules/Web Master**

1. Positions and Rotation: Chair (Webmaster) and Assistant if available:
  - a. A two-year rotation, to rotate in even numbered years.
  - b. Each position is a two-year term.
  - c. The Assistant rotates into the Webmaster position at the end of his/her term for a total of 4 years.
2. Webmaster(s) will report to the DCM and will operate under the District 8 Web Site Guidelines.
3. Attend and report at monthly District 8 meetings.
4. Maintain and keep current and secure District Schedules and disseminate to participating District 8 groups and Community Partners by email preferably.

5. Maintain and keep current and secure a reliable email list of participating District 8 groups and Community Partners for dissemination of Schedules and applicable flyers.
6. Both the Webmaster and the Assistant Webmaster will need to have the technical proficiency required to handle the maintenance of the schedules and website.
7. District 8 DCM, Webmaster and Assistant Webmaster will have the authority to add or delete items on the web site, or physically alter the content of the website.
8. The Webmaster will have the following additional responsibilities:
  - a. Shop for the best price for cost of services provided to enable the website to exist and ensure that the website is self-supported by the District without receiving anything of value from any source outside the fellowship of AA.
  - b. Accurately maintain and update the website as needed.
  - c. Provide security for the web site as needed.
  - d. Submit an annual budget request to the Finance Committee and monitor expenses.
  - e. Ensure that all web site material conforms to the AA Traditions and group conscience of District 8.
  - f. Train the Assistant Webmaster in maintaining the website.

## WEB SITE GUIDELINES

The District 8 web site shall be registered in the name of District 8 as **district8or**

The District 8 Webmaster will be named as the “owner” of the domain name for registration purposes. The District 8 webmaster will be the “billing contact.”

The overall content of the web site will be consistent with the desires of District 8 through the group conscience. The details as to the “look” of the website and other technical and administrative aspects of the web site will be the responsibility of the Webmaster.

The web address is: <http://district8or.wixsite.com/district8or>.

## STATEMENT OF PURPOSE

The purpose of our web site is:

1. To assist the Alcoholics Anonymous Groups of District 8 to carry the message of Alcoholics Anonymous to the still-suffering alcoholic.
2. To facilitate communication among General Service Representatives (GSR’s), D.C.M. and District 8 committee members.
3. To improve an understanding of the workings of District 8 to encourage participation in service work.

***Our primary purpose is to stay sober, and to help others recover from alcoholism.*** The District 8 web site is simply another tool, such as the telephone or written Communications, to enable us to accomplish our primary purpose. It is our overall goal to help the still- suffering alcoholic establish direct, fact-to-face contact with Alcoholics Anonymous. To accomplish our purpose, we may publish information such as e-mail connections for District 8 Committee Members, minutes of the District, and Committee meetings. Links to the Oregon Area web page, and; Central Offices, AA hotlines; registration information for Assemblies, and AA Events both local and within Area 58, and other information which may be deemed useful by the members of District 8. We will always be vigilant to protect the AA Traditions, especially our ***Tradition of Anonymity***. We will not list **last names, (or anyone who wishes to be omitted)**, of any member of Alcoholics Anonymous on the web site. We will provide links to the official Alcoholics Anonymous GSO web site and the Grapevine web site, but will carefully consider the need for, and inherent risks in, linking to any other sites.

## SERVICE COMMITTEES

Service Committee Chairpersons may be recommended by the Steering Committee or a nominating committee and must be approved by a majority of General Service Representatives and members of the Steering Committee at a regular District 8 business meeting. Service Committee Chairpersons shall choose their own committee members and be responsible as trusted servants to do what is necessary to perform the service committee duties and responsibilities.

Service Committee Chairpersons shall attend regular District 8 business meetings and report monthly activities to the General Service Representatives and members of the Steering Committee. These positions shall include

all duties and responsibilities as specified in the Twelve Traditions of Alcoholics Anonymous, the Twelve Concepts of Alcoholics Anonymous, the current Oregon Area 58 Guidelines, and finally, the Alcoholics Anonymous Service Manual current edition. The current District 8 Service Committees are as follows:

**1. Answering Service Committee**

- a. Maintain and update call lists to the answering service.
- b. Ensure published hotline and other public numbers are current and correct.
- c. Maintain a log book (list of contacts, a current schedule of meetings).
- d. Review monthly phone bills and costs, and submit to Treasurer

**2. Schedule/Website Committee**

- a. Maintain a master spreadsheet of current meetings, locations, times, type of meeting and meeting contacts (GSRs).
- b. Distribute schedules (preferably by email) monthly, using a predetermined format to GSR's and, Community partners. Quantity printed to be adjusted by need and as budget allows.
- c. Distribution of printed schedules customarily occurs at monthly District 8 meetings.
- d. Update the webmaster with meeting changes, additions or deletions.

**3. Public Information Committee**

- a. Guided by GSO Guidelines. Be familiar with GSO and Area resources, including internet.
- b. Receive and maintain PI workbook. Maintain committee notebook with lessons learned.
- c. Work with Area PI Committee for workshops and presentations.
- d. Maintain a team of volunteers to carry the message to the public.
- e. Meet regularly and coordinate service work with CPC committee.

**4. Cooperation with Professional Communities Committee**

- a. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including internet.
- b. Receive and maintain workbooks: Treatment & Special Needs. Maintain committee notebook with lessons learned.
- c. Receive and maintain CPC workbook and kit. Maintain committee notebook with lessons learned
- d. Develop and maintain contact(s) with professional community.
- e. Work with Area CPC Committee for workshops and presentations.
- f. Maintain a team of volunteers to carry the message to professional community.
- g. Meet regularly and coordinate service work with PI committee.

**5. Corrections Committee**

- a. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including internet.
- b. Receive and maintain workbooks: Corrections. Maintain committee notebook with lessons learned.
- c. Coordinate meetings in correctional facilities.
- d. Maintain a team of appropriate volunteers to carry the message into Correctional Facilities.
- e. Meet regularly and coordinate service work with CPC and PI committees.

**6. Alcoholics Anonymous Grapevine Committee.**

- a. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including internet.
- b. Maintain annual subscriptions of The AA Grapevine and La Vina.

**7. Special Needs and Accessibilities Committee**

- a. Guided by GSO and Area Guideline. Be familiar with GSO and Area resources, including internet.
- b. Visit and or survey Group business meetings to determine possible special needs & accessibilities required.

**8. Archives Committee**

- a. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including internet.
  - b. Collect and protect all material, including electronic files, to provide a history of District 8 and groups within the district.
  - c. Provide access to the archived material to members of District 8.
9. Special activity or information committees that from time to time may be necessary.