

GUIDELINES FOR DISTRICT 8 of OREGON AREA 58 of ALCOHOLICS ANONYMOUS

Approved on

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Pat M, Rita M, Pat D, Sallie K, Patricia G

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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.

MEMBERSHIP IN DISTRICT 8

1. District 8 is comprised of, *the District 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 District Committee*, excluding the District Committee Member (DCM), are entitled to one vote on all matters at the District level.
2. Any AA member of a District 8 group may be nominated for the District Committee provided the member meets the recommended requirements as suggested in the current AA World Service Manual. * (current practice) It is permissible that, due to rural limitations, that a District Committee member may also be serving as a GSR for a group. It is preferable that Committee members do not hold another position, but it is understood that this may not be possible. During any vote, however, there is only one vote per person.
3. General Service Representatives present at any regular or special open meeting of District 8 will constitute a quorum provided a minimum of three (3) groups are represented.

DISTRICT COMMITTEE

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

ELECTION PROCEDURES AND DISTRICT COMMITTEE REQUIREMENTS

1. The election will be held at the regular October meeting of District 8 with the elected officials beginning their terms effective November 1st at the next District Business Meeting.
2. Elections shall follow Third Legacy procedures:
 - 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 simple majority, of those present, 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 District Committee have a vote in the election, except the District Committee Member.
3. **Terms of Office:**
Begin in November following the elections.

- a. The DCM, Alternate DCM, Secretary, Webmaster, Special Needs and Accessibilities Chair are elected for two (2) year terms in even numbered years.
 - b. The Cooperation with the Professional Community, Public information, Hotline, Grapevine, and Treasurer chairs are elected for two (2) year terms in odd numbered years.
 - c. All members and candidates of the District Committee must have at least one (1) year continuous sobriety prior to each election in October.
4. No member of the District 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.
 5. Rotation responsibilities:
 - a. 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 District 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 District 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 District Committee may meet in closed session as often as necessary.
3. All members of the District 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 District 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. District wide motions that affect the member groups need to be available for printing, to ensure that GSRs can take these items back to the group.
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 motion is made:

1. If it does not receive a second, it dies. After a second, debate is opened.
2. If a registered voter calls for the question, a second will be required, otherwise debate resumes.
3. If the question is seconded, a 2/3 majority will end the debate, otherwise debate resumes.
4. If the question is not called, debate will continue until all discussion is over.
5. Once debate ends, a sense of the meeting will be taken by a simple majority to vote or table the motion.

A motion is voted on:

1. If it involves expenditure of District 8 funds, the Treasurer will be asked to report
2. The motion requires a simple majority vote of those present to pass.
3. The losing side will be asked if they wish to speak to their position. *Concept V/Right of Appeal
4. 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.

A motion is reconsidered: (If motion to revote passes)

1. Full debate pro and con is resumed (please limit discussion to new considerations only)
2. The question may again be called, seconded and requires a simple majority to end debate.
3. A sense of the meeting may be taken by simple majority to vote or table.
4. If voted on, the motion must have a simple majority (of those present) to pass.

Tabled Motions:

1. 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 DISTRICT COMMITTEE AND SERVICE COMMITTEE CHAIRS

District Committee Member (DCM)

Alternate DCM

Secretary

Treasurer

Schedules/Web Master

Archives

Public Information/Cooperation with Profess. Comm.

Corrections

Hotline

AA Grapevine

Treatment Facilities

Special Needs & Accessibilities

District Committee Member (DCM)

1. It is preferable that a candidate for District Committee Member must have served at least one year on the District 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 District 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:
 - a. Assisting the delegate in obtaining group information in time to meet the deadline for appropriate AA directories.
 - b. Keeping GSRs informed about Conference activities.
 - c. Acquainting GSRs with The AA Service Manual, Box 4-5-9, and other AA literature.
 - d. Holding workshops on carrying the message of the Seventh Tradition to non-supporting AA groups.
 - e. Holding sharing sessions on just about any service subject.
 - f. Making a regular practice of talking to groups (new and old) on the responsibilities of General Service work.

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 Activities Coordinator for the District:
 - a. Organize and facilitate workshops and district events.
 - b. Assist groups within the district to plan and conduct workshops and events.
 - c. Coordinate and facilitate workshops and events with other districts and Area 58.
5. 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).
6. 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, preferably 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, and to Oregon Area 58 Archives
3. Will bring sufficient "hard copies" of draft minutes to the subsequent District meeting, if in person, 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/Oregon Area 58 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.
8. This official position includes all duties and responsibilities, of pertinent use for District 8, 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, with a copy inserted in the Treasurer's notebook of both the report and current budget. Hard copies available for printing at the request of members of the District 8 AA groups. An email is sent prior to the monthly District meeting to all District Committee members, GSRs and Committee chairs
4. Is authorized to sign District 8 checks.
5. 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. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

WEB SITE GUIDELINES

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

www.aaoregondistrict8.com

The owner of the domain name and the billing contact will be District 8 Oregon AA, directed to the District 8 AA email address: district8oregon@gmail.com.

The overall content of the web site will be consistent with the desires of District 8 through the group conscience. The technical and administrative aspects of the web site will be the responsibility of the Webmaster.

STATEMENT OF PURPOSE FOR WEBSITE

The purpose of our website 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 (GSRs), DCM, and District 8 committee members.
3. To improve an understanding of the workings of District 8 to encourage participation in service work.

SERVICE COMMITTEES

Service Committee Chairpersons may be recommended by the District Committee or volunteers. Must be approved by a majority of General Service Representatives and members of the District 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. *Concept III/Right of Decision

Service Committee Chairpersons shall attend regular District 8 business meetings and report monthly activities to the General Service Representatives and members of the District 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:

Web Master/Meeting Schedules

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
5. Both the Webmaster and the Assistant Webmaster will need to have the technical proficiency required to handle the maintenance of the schedules and website.
6. 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.
7. 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.
 - g. Maintain a master spreadsheet of current meetings, locations, times, type of meeting and meeting contacts (GSRs).
 - h. Update the Area webmaster with meeting changes, additions or deletions.

Answering Service/Hotline Committee:

1. Maintain and update hotline twelfth step call lists to the answering service. Make sure that the answering service has updated meeting lists.
2. Ensure published hotline and other public numbers are current and correct.
3. Maintain a log book (list of contacts, a current schedule of meetings).
4. The Treasurer will receive and pay the answering service bill.
5. The Treasurer will report the number of calls per month to the Hotline Chair for tracking.

CPC (Cooperation with Professional Community)/PI (Public Information) Committee

1. Meet regularly to coordinate service work using CPC and PI guidelines.
2. Receive and maintain CPC and PI workbooks. Maintain a committee notebook with lessons learned.
3. Maintain a team of volunteers to carry the message to the public.
4. Work with the Area PI and CPC Committees for workshops and presentations for education and training.
5. Develop and maintain contact(s) with the professional community.
6. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including the internet.
7. Maintain and keep current and secure District Schedules and disseminate to participating District 8 groups and Community Partners

Corrections Committee

1. Receive and maintain Corrections workbooks. Maintain a committee notebook with lessons learned.
2. Inform and work with Area Corrections Committees on current practices.
3. Work with Area 58 corrections for Bridge the Gap (providing meeting info to newly released inmates)
4. Work with Area 58 corrections for information on corresponding with inmates, and then disseminate to groups
5. Maintain a team of appropriate volunteers to carry the message into Correctional Facilities if requested.
6. Provide information, including meeting schedules, to local corrections facilities in the district
7. Inform groups that they can donate a Grapevine subscription into facilities. Note that this is coordinated thru GSO.
8. Working with Area Corrections to provide workshops about Corrections service for information and training.
9. If desired, attend the annual Corrections workshop in Salem, funded through District 8.
10. Guided by GSO Guidelines. Be familiar with GSO and Area resources, including the internet.

Alcoholics Anonymous Grapevine Committee.

1. Guided by GSO and Area Guidelines. Be familiar with Grapevine and La Vina websites and other Grapevine literature.
2. Encourage groups to have Grapevine/La Vina Representatives acting as advocates for the Grapevine.

3. Alert the groups and district committees to the use of the magazine as a recovery tool. Maintain an email list of GSR's and area committee members in order to communicate.
4. Send out updates and monthly newsletter received from Area GV Chair, announce GV/LV events.
5. Attend or host special functions when asked and/or make presentations about the Grapevine/La Vina.

Treatment Facilities Committee

1. Establish contact with administrators in the local treatment facilities. The initial contact may be in coordination with the committee on Cooperation with the Professional Community (C.P.C.)
2. Encourages group participation by encouraging local groups to have a representative on the Treatment Committee.
3. If possible, arrange for informational presentations to the facilities' staff for the purpose of explaining what A.A. is and is not.
4. With approval of administration, takes A.A. meetings into treatment settings within the District 8 area.
5. Arranges the purchase and distribution of literature for these groups and meetings.
6. Coordinates temporary contact programs, such as Bridging the Gap.
7. Makes announcements at regular A.A. meetings about Treatment Committee activities.
8. Creates and Coordinates Treatment Committee workshops for District 8.
9. Attends the Area 58 Treatment Facilities Committees Zoom meeting once per month.

Special Needs and Accessibilities Committee

1. Visit and or survey group business meetings to determine possible special needs and accessibilities required.
2. Organize workshops for accessibilities in coordination with Area Accessibilities Committee
3. Guided by GSO and Area Guideline. Be familiar with GSO and Area resources, including the internet.

Archives Committee

1. Collect and protect all material, including electronic files, to provide a history of District 8 and groups within the district.
2. Provide access to the archived material to members of District 8.
3. Update the Oregon Area Archivist by sending information to the Assembly with DCM or by emailing items to the Area Archivist. All District information is archived at the Area repository.
4. Area Archivist can be found at archives@aa-oregon.org
5. Attend Archive workshops for further education, reimbursed by the District.
6. Present Archives at local events, or organize an Archive presentation by Area Archives at local events.
7. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including the internet.

Ad Hoc, Special activity or information committees will be formed from time to time to service the district by gathering information and presenting the best options to the District Committee for review, discussion, and voting. The purpose of these committees is to allow the meeting to not get bogged down with discussion and thereby work on agenda items outside of the District meeting and bring back information for an informed group conscience.

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, 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 website, but will carefully consider the need for, and inherent risks in, linking to any other sites.