

# Operating Procedures

Quinte East

District 34



# **Operating procedures for Quinte East District 34 District Committee**

*The A.A Service Manual has been used for guidance in this document.*

## **PURPOSE**

The purpose of these Operating Procedures is to provide guidance for the successful conduct of the business of District 34. The Operating Procedures and all actions we take in District 34 are intended to conform to the Principles of the Twelve Traditions and adhere strictly to the Primary Purpose of Alcoholics Anonymous i.e. “to carry the message to the Alcoholic who still suffers.”

There are no “rules” in A. A except those we impose ourselves. These procedures therefore, represent what we have agreed to in District 34. We are autonomous.

While the official name of this gathering is “The District Committee,” it is commonly referred to as “The Table” which is how we refer to The District Committee in this document.

## **MEETING STATUS**

That this meeting (District 34) be a closed meeting to non A. A members and includes only members of Alcoholics Anonymous. Non-members may attend with prior approval of the table.

# **THE MEMBERS OF “THE TABLE”**

The following groups are members of The Table:

## **General Service Representative**

Each registered group in District 34 is eligible to send one – known as the General Service Representative or GSR. Most groups also appoint an alternate GSR who attends if the GSR is unavailable. If neither the GSR nor Alternate is available, any other group member may represent their group at the table if their group allows it.

## **Chairperson of the following Sub-Committees**

- Public Information (PIC) Chair
- Cooperation with the Professional Community (CPC) Chair
- Correction Facilities Chair
- Treatment Facilities Chair
- Grapevine Chair
- Self-Support Chair
- Archives Chair
- Webmaster

Only Chairpersons of elected Sub-Committees are members of The Table. Appointed Committees or positions attend the Table for the purpose of reporting on the function but are not considered members even if they attend regularly.

## **Elected Officers of The District Table**

- Treasurer
- Secretary
- Alternate District Committee Member (Alt.DCM)
- District Committee Member (DCM)

## **Meeting Time and Location**

The Table meets at 8pm. on the last Thursday of each month at the Hillcrest Community Centre. Not to be changed during the two year term.

Are to be elected by The Table (starting in 2012 for the two year term and each subsequent term)

## **Voting Privileges**

- All voting is done in person; there are no proxy votes at The Table.
- 2/3 of those present must be GSRs in order for any vote to take place.
- All members of The Table may vote except the District Committee Member (DCM) who only votes in the case of a tie.
- If the group's GSR is present, they vote. If the GSR is absent and the Alternate GSR is present, they may vote. If both are absent and another member of the group is present, they may vote instead, if the home group allows it.

## **Motions and Notice of Motions**

- All discussions at The Table are based on "Motions" which can be made at any time either verbally or in writing by any member of The Table.
- If someone wants to bring a new subject for a future discussion, which involves a group decision, the person gives a "Notice of Motion" to The Table. A notice of motion is for a two month period i.e. it will be discussed at the second meeting after the Notice of Motion is made.
- While a "Secunder" will be required at the time of the actual discussion of the motion, it is not required for a "Notice of Motion." When a Notice of Motion is made, there is NO discussion at the current Table.
- To bring a Motion to The Table requires a "Secunder" i.e. someone other than the initiator to support the Motion being discussed.
- After discussion of a Motion, the group conscience of The Table will vote on the Motion immediately or defer voting to the next meeting.
- Contributions to Area and General Service Office (GSO) can be handled by a motion upon recommendation of the Treasurer.
- A motion is considered "passed" if a simple majority of members in attendance vote in support of it, unless a motion is made before the discussion that a 2/3 majority is to be used.
- A friendly amendment can be requested at any time during the discussion of the motion and must have the agreement of the person making the motion and the seconder.

## **Special Motions**

- Any Motion requiring money to be spent, other than regular bills, must be given as a Notice of Motion for a two month period i.e. it will be discussed at the meeting after next. Regular bills and normally agreed upon expenses of Sub Committee Chairs can be voted on as a regular Motion.
- Amendments to the Operating Procedures (outlined in this document) may be moved by any member with a Notice of Motion for a two-month period i.e. it will be discussed at the meeting after next.
- Such a motion requires the approval of 2/3 of the members present to be passed.

## **Those Opposed to the Motion**

- After a group conscience vote, if a member who opposed the motion wants to speak on behalf of the minority vote, they may do so.
- After the member speaks, the Chair will ask The Table if anyone wants to change their vote.
- If one person indicates they want to change their vote, the discussion is reopened and a new vote is taken.

## **Voice**

- Discussion at The Table is chaired by the DCM or in his/her absence, the Alternate DCM, who manages the discussion by recognizing those who wish to speak.
- The DCM or Alternate DCM (if they are chairing the meeting) does not participate in the discussion.
- Any member may make a motion.
- Only elected members of The Table may speak to a motion.
- When speaking, all discussions will be addressed to the Chair.
- No one will speak for a 2<sup>nd</sup> time unless all members who want to speak have done so.
- To call the question (end discussion on a motion), a seconder is needed and a simple majority is required to go to a vote on the motion.
- Time permitting, at the end of the formal part of the meeting, during Sharing Time visitors are invited to speak.

## **Responsibilities**

- Regular attendance at The Table is part of the responsibilities of the District Officers and Sub-Committee Chairpersons.
- A detailed description of the overall responsibilities of each position is found in Appendix A.
- Should an Officer or Sub-Committee Chair miss 3 consecutive meetings of the Table and not send a report or alternate member to present the report, the DCM will contact the member to find out if they intend to continue in their role at The Table.
- If no clear response is received or a 4<sup>th</sup> meeting is missed, the position will be declared vacant and opened to election.
- The missing Officer or Sub-Committee Chair cannot stand for re-election in the next term.

## **Election Procedures**

- Bi-annual elections will be held before the Fall Assembly of Area 83. Usually at the September meeting.
- Elections are conducted by paper ballot.
- The election is normally chaired by someone who is not currently a member of The Table.
- Prior to the election the procedures and rules of the election are described to The Table by the Election Chair.

## **Positions and Order of Elections**

The following positions are elected in the specified order.

1. District Committee Member (DCM)
2. Alternate District Committee Member (ADCM)
3. Secretary
4. Treasurer

### **Sub- Committee Chairs**

5. Public Information Chair (PIC)\*\*
6. Cooperation with Professional Community Chair (CPC)\*\*
7. Correctional Facilities Chair \*\*
8. Treatment Facilities Chair\*\*
9. Grapevine Sub-Committee Chair\*\*
10. Self- support Sub-Committee Chair\*\*
11. Archives Committee
12. Webmaster

\*\*If a Sub-Committee Chair wishes to have an alternate they will appoint an alternate and introduce them to The Table as the Alternate Sub-Committee Chair.

## **Eligibility for Election**

- Any member of Alcoholics Anonymous who belongs to a group registered in District 34 is eligible for nomination as an Officer or Sub-Committee Chair position in The District.
- While we encourage the spirit of rotation, any out-going Officer or Sub-Committee Chairperson may be nominated for another term in a position that they have not already held within the last 2 year term if possible.

## **On Election Day**

- All Candidates must be present at The Table on the day of the election.
- Before the election is held, each person standing for the office will be asked to speak about their A.A service experience.
- At any time any member of The Table may ask questions of the nominee.

## **In-term Elections**

- Should an elected position at The Table become vacant (for any reason), the Alternate (if there is one) will be appointed to the position by The Table until a formal election can take place. If there is no Alternate, any member of The Table may be nominated for the position and voted in to the position by The Table.
- The election should take place at the next meeting of The Table, giving members an opportunity to recruit candidates for the position.
- Election procedures for the In-term Election are the same as for regular elections.

## **Expenses**

- In principal The District expects to reimburse the Officers and Sub-Committee Chairpersons for the NORMAL EXPENSES of carrying out their responsibilities.
- The Table will pay thirty-five cents (\$0.35) per kilometer for travel expenses to Officers and Sub-Committee Chairs who are traveling out of their home area for A.A service.
- All expenses must be validated only after receipts and an expense report are submitted to The Table for approval before payment.
- DCM and Alternate DCM – Area Assembly expenses to a maximum of three hundred and fifty dollars (\$350.00 which includes mileage) per Assembly with receipts and an expense report. These expenses must be approved by The Table prior to payment being made – if the DCM is unable to attend, the Alternate DCM will be allotted the same amount under the same conditions.
- Attendance at the Area Assemblies is supported with a maximum expense limit of \$200 per year for each Sub-committee Chair and/or Officer of The Table.
- Should any other Alternate of a position be the person who attends the Assembly (instead of the official Chair) the Alternate may claim the expenses.
- As is customary for all expense reimbursements, receipts are mandatory and expense reports must be submitted to The Table.
- All other expenses incurred for work outside of the geographical boundaries of The District by members of The Table must be pre-approved by The Table.

## **Rules of Conduct**

- Every person attending The Table will treat all attendees with respect and courtesy.
- All discussions will be reached by discussion, vote and where possible unanimity.



## **New Groups**

- When GSO (General Service Office) allots a group a number to a new group they are then officially registered as a group. The Table recognizes them and includes them in the next published copy of The District Meeting List.
- Prior to the Official Registration, the Group may attend The Table only as a guest.
- Once they are registered the Group may send a GSR (General Service Representative) who will be a member of The Table giving them all entitlements as described in the sections “THE MEMBERS OF “THE TABLE AND VOTING PRIVILEGES.””

The following agenda is, for the sake of continuity to be used at all District meetings  
**DISTRICT 34 AGENDA**

**Date:**

1. Welcoming remarks, followed by a moment of silence and the Serenity Prayer  
Prayer Reading of : 12 Traditions –  
12 Concepts-
2. Acceptance of the previous month's dated minutes.
3. Acceptance of the current agenda
4. Roll call
5. GSR Group highlight reports - REMINDER TO EVERYONE ONLY WRITTEN REPORTS WILL BE PUT INTO THE MINUTES.
6. Sub Committee reports
  - a. PIC
  - b. CPC
  - c. Corrections
  - d. Treatment
  - e. Grapevine
  - e. Self Support
  - f. Archives
  - g. Webmaster
  - h. Conference
7. Officers Reports
  - a. Secretary
  - b. Treasurer
  - c. Alternate DCM
  - d. DCM
8. Old Business
9. New Business
10. Next meeting date

11. Sharing Time

12. Close with the Responsibility Declaration followed by the Lord's Prayer

## **APPENDIX A**

### **DUTIES FOR OFFICERS AND SUB COMMITTEE CHAIRS**

#### **District Committee Member (DCM)**

The District Committee Member (DCM) is an essential link between the group G.S.R and the Area Delegate to the General Service Conference. As leader of the District Committee, made up of all G.S.R.s, Sub-Committee Chairs and Officers, the DCM is exposed to the group conscience of that district. As a member of the Area Committee, he or she is able to pass on the District's thinking to the Delegate and the Committee.

#### **Qualifications**

The District Committee Member has usually served as a G.S.R and is elected by other G.S.Rs, Sub-Committee Chairs and Officers to take responsibility for District activities. If the person chosen is a current G.S.R., a new G.S.R should be elected to fill his or her position.

The DCM should have 5 years sobriety to be eligible for election.

He or She also needs to have the time and energy to serve the District well.

#### **Duties**

The DCM's job is primarily that of two-way communication. The DCM:

- Regularly attends all District meetings, Area Assemblies and all Area meetings.
- Receives reports for the groups through the G.S.R.s and through frequent personal contact with the groups in the district
- Keeps G.S.Rs informed about Conference activities; this includes setting up opportunities for the Delegate's Conference report, occasionally making the Conference report if the Delegate cannot be present.
- Keep groups informed about Conference – approved books and pamphlets.
- Organize workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the Alternate DCM and the Delegate
- Brings Tradition problems to the attention of the Delegate
- Makes a regular practice of talking to groups (new and old) on the responsibilities of General Service Work.
- Contact Officers and Sub-Committee Chairs before District meeting for input on agenda items

## **Alternate District Committee Member Requirement**

Should have 5 years sobriety to be eligible for election

## **Alternate District Committee Member Responsibilities**

- The Alternate DCM is a backup for the D.C.M
- If the DCM resigns or is unable to serve for any reason, the alternate steps in
- The Alternate is elected at the same time as the DCM by the same procedure
- Alternate Committee members should be encouraged to assist, participate and share in the DCMs responsibilities at District and Area meetings
- Attend the Area Assembly twice a year and report at the next district meeting after the Assembly indicating their attendance and participation.

## **Secretary**

The Secretary is charged with recording, typing and publishing the minutes of the monthly district meeting. The secretary is also responsible for Roll Call during the monthly meetings.

### **Requirements**

Minimum sobriety of two years

## **Secretary's responsibilities**

- Attend the monthly District meeting.
- Attend the Area Assembly twice a year.
- Provide a written monthly report to the table.
- Record minutes of the monthly meeting.
- Type the minutes and distribute to members by email or regular post within two weeks of the district meeting, including all reports from G.S.Rs, Sub-Committee Chairs and Officers.
- Send district minutes to the Delegate, Alternate Delegate and Area Chairs monthly.
- Perform roll call at district meetings
- Maintain an updated list of important decisions made by The District and include as appendix to the operation procedures

## **Registrar**

The Registrar is charged with the responsibility of maintaining District registration records, liaising with the Area Registrar and when appropriate helping groups to register with New York G.S.O.

The Registrar is to gather new group information, new District Committee Members and G.S.R information and ensure that both District and Area records are up to date. District members list are distributed to The District as needed .

### **Requirements**

- Must have access to a computer
- Knowledge of excel an asset
- Minimum sobriety is two years
- Attend the Area Assembly twice a year.

## **Treasurer**

### **Requirements**

Minimum sobriety is two years

### **Treasurer's Responsibilities**

- Attend the monthly district meeting
- Provide a written monthly report to The Table on any updates
- Collect group voluntary contributions
- Manage District funds as per District conscience
- Provide a monthly financial statement which clearly indicates:
  - How much money we had at the beginning of the period
  - What group contributions were received
  - What payments were made
  - What the balance is at the end of the period.
- Provide feedback to The District about funds needed for upcoming events
- Make recommendations on contributions to Area 83 and G.S.O (New York)
- Attend the Area Assembly twice a year.

## **Public Information Sub-committee**

### **General Description**

Public Information (PIC) provides accurate A.A information to the public when requested. Public Information Sub-Committee visits schools, businesses and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Traditions of Anonymity, singleness of purpose and non-affiliation, as well as offering A.A public service announcements to radio, newspaper and television stations.

### **Requirements**

Minimum sobriety is two years.

### **Responsibilities**

- Attend monthly district meeting.
- Provide a written monthly report to The Table on any updates
- Provide a full report on telephone answering service calls – including how many calls were 12 step calls
- Maintain meeting list and printing for distribution to the groups
- Work with answering service
- Maintain list of volunteers available to receive 12 step calls from the answering service
- Attend the Area Assembly twice a year and partake in any P.I workshops
- Represent The District at P.I District functions
- Promote P.I in our District

## **Co-operation with Professional Community Sub-Committee Chair**

### **General description**

CPC Sub-Committee Chair provides information about A.A to those who have contact with Alcoholics through their profession. This group includes health care professionals, educators and members of the clergy, lawyers, social workers, union leaders and industrial managers, as well as those working in the field of Alcoholism. Information is provided about who we are, what we are, what we can do and what we cannot do.

### **Requirements**

Minimum sobriety is two years

### **Responsibilities**

- Attend the monthly district meeting
- Provide a written monthly report to the table on any updates
- Attend the Area Assembly twice a year and partake in any CPC workshops
- Represent The District at CPC District functions
- Promote A.A to medical, judiciary, educational, law enforcement and paramedic professionals in our District.

## Correctional Facilities Sub-Committee Chair

### General Description

The purpose of a corrections sub-committee is to coordinate the work of the individual A.A. members and groups who are interested in carrying the message of recovery to Alcoholics behind the walls and set up means of smoothing the way from the facility to the larger A.A. community through pre-release contacts and Bridging the Gap.

### Requirements

Minimum sobriety is two years.

### Responsibilities

- Attend the monthly district meetings.
- Provide a written monthly report to the table on any updates
- Attend the Area Assembly twice a year and partake in any Correctional Facilities workshops.
- Liaise with the Area Correctional Facilities chair.
- Liaise with institution staff to ensure good relationship carrying the message inside the walls
- Help carry A.A. message to clients in prison, detention centers, jails, probation offices in our District
- Coordinate any meetings held in correctional institutions in our District to ensure that these meetings are properly maintained and attended
- Coordinate with the ***Bath institute GSR*** and bring their report to the table
- Bridging the Gap – coordinate with the correction facilities resident for Bridging the gap requests
  - Bridging the Gap is a program which enables individuals in a correctional facility a contact to assist them to attend meetings in their area upon returning home.

## **Treatment Facilities Sub-Committee Chair Requirements**

Minimum sobriety is two years.

### **Responsibilities**

- Attend the monthly District meeting
- Provide a written monthly report to The Table on any updates
- Attend the Area Assembly twice a year and partake in any Treatment Facilities workshops
- Carry A.A message to clients in hospital and treatment centers in our District
- Coordinate meetings in the facilities and ensure that they are being maintained
- Bridging the Gap – coordinate with the Treatment Facilities volunteers for Bridging the Gap requests
  - Bridging the Gap is a program which enables individuals in a treatment facility a contact to assist them to attend meetings in their area upon returning home.
  - Coordinate with Area Treatment Facilities Chair to process Bridging the Gap requests.



## **Grapevine Sub-Committee Chair**

### **Requirements**

Minimum sobriety is two years

### **Responsibilities**

- Attend the monthly District meeting.
- Provide a written monthly report to The Table on any updates
- Report to The District on any Grapevine functions in our District
- Liaise with Area Grapevine representative
- Be available when possible for any group requesting information on Grapevine
- Attend the Area Assembly twice a year and partake in any Grapevine workshops
- Coordinate yearly group orders for Calendars and Pocket Planners and provide DCM to process through Area.

## **Self-Support Sub-Committee Chair**

### **Requirements**

Minimum sobriety is two years

### **Responsibilities**

- Attend the monthly District meeting.
- Provide a written monthly report to The Table on any updates
- Promote the function of Self-Support in our District
- Coordinate with G.S.R.'s Self-Support activities at group level
- Attend Area Assembly twice a year and partake in any Self Support workshops.

## **Archives Sub-Committee Chair**

## **General description**

Archives sub-committee chairperson is responsible for coordinating all items of historical significance in our District. Through coordination with the Area Archive Chair as well as the Area Archivist to ensure historical accuracy of A.A in our District is maintained.

## **Requirements**

Minimum sobriety is two years

## **Responsibilities**

- Attend the monthly District meeting.
- Provide a written monthly report to The Table on any updates
- Attend groups when asked and if available
- Talk to members of The District with long term sobriety and record an interview with them
- Liaise with the Area Archivist and the Area Archives Chair
- Attend the Area Assembly twice a year and participate in any Archives workshops
- May attend Archives functions upon district approval

## **Webmaster**

### **Requirements**

- Minimum sobriety is two years
- Must have a computer, access to the internet and have an understanding of simple programming

### **Responsibilities**

- Attend monthly District meeting
- Attend the Area Assembly twice a year and any web workshops
- Provide a written monthly report to The Table on any updates
- Attend groups when asked and if available
- The Webmaster is responsible for the maintenance and the updates of the District website
- The Webmaster will follow the website Guidelines
- The password for editing purposes will be available to the District Committee Member and the Alternate District Committee Member

**ALL WEB INFORMATION MUST BE APPROVED BY THE TABLE BEFORE POSTING TO THE WEBSITE.**

## General description

Accessibility sub-committee chair person is responsible for coordinating members who are willing to help put on a meeting for our district members who are unable to get to a regular meeting due to illness or inability to attend for medical or physical reasons.

Maintain a list of names and phone numbers of the people who are willing to help put meetings on and ensure that the District Committee member has an updated copy of the list.

Ensure that the answering service has a phone number for the chair (or in his/her absence the DCM) for calls

## Requirements

Minimum sobriety is two years

## Accessibility Sub-Committee Chair responsibilities

- Attend the monthly District meeting.
- Provide a written monthly report to The Table on any updates
- Ensure that when setting a meeting up for a member the people who are going into put the meeting on are the correct fit for the individual

***\*\*\*NOTE THIS POSITION HAS NO VOICE AT THE TABLE AND IS APPOINTED FOR A ONE YEAR TERM BY THE DISTRICT COMMITTEE MEMBER BASED ON THE APPROVAL OF THE MEMEBERS OF THE TABLE\*\*\****

## Appendix B

## Appendix C

The members of the District table have brought forth a motion to dissolve the Accessibility Committee at this time. The Table feels that it is not in the best interest of the District.

Voted on and carried unanimously

## Revision History:

Appendix A - Alternate DCM expenses - Amended 2013 - removed May 07, 2023 as it was incorporated into the ADCM roles and responsibilities

## Appendix B - Formation of the Accessibility Committee

## Appendix C - Removal of the accessibility committee - Amended November 27, 2014

[illegible]