

# MAINE AREA 28 DISTRICT 23 GUIDELINES

## 1. PURPOSE AND SCOPE

Concept X Short Form: Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

The purpose of this publication is to enable our trusted servants to conduct an informed group conscience at District 23 business meetings. These Guidelines are intended to describe actual current practice in District 23. When possible and where still relevant, actual language from passed motions is used. Where current practice is customary and is not the result of an actual motion, the intent is to outline the current practice as simply as possible. This document is not a historical record of motions of District 23. These Guidelines are intended to be complementary with the AA Service Manual.

## 2. AMENDING AND UPDATING

Responsibility for revising guidelines that reflect any changes in current practice belongs to the DCM and the Recording Secretary. The DCM or Secretary shall then reprint and distribute the Guidelines to all District 23 Committee Members including Group Officers and GSRs.

## 3. STRUCTURE AND FUNCTIONS OF THE DISTRICT

### A. General Service Representatives (GSRs)

- Each A.A. group may elect one G.S.R.
- The two-year term of a G.S.R. coincides with those of its D.C.M.s and Delegate.
- Be an active member of their group.
- Represent their group at monthly district meetings and quarterly area assemblies in person or hybrid.
- Keep group members informed about general service activities in their local area.
- Sometimes called “the guardians of the Traditions.”
- The GSRs service position description is well defined in the GSR pamphlet; P-19
- see here-> [https://www.aa.org/sites/default/files/literature/assets/p-19\\_gsr.pdf](https://www.aa.org/sites/default/files/literature/assets/p-19_gsr.pdf)
- “By choosing its most qualified member as G.S.R., a group helps secure its own future — and the future of A.A. as a whole.” -Bill W.

### B. Alternate General Service Representatives (AGSRs)

- Should work closely with the GSR, so that the alternate can be a knowledgeable replacement if the G.S.R. is unable to attend a district or area meeting.
- Should shadow the GSR and attend as many district meetings, area assemblies and workshops as possible to start learning the ropes to become a qualified future GSR.

### C. District Officers

- District Officers are the DCM, Alt DCM, Treasurer, and Secretary.
- Elected at November District Meeting by GSRs and other voting members of the District (Officers and GSRs ).
- Term of office is two years(suggested) and begins on January 1st.
- Rotation: Even Years - DCM, Alt DCM, Treasurer, and Secretary (These positions coincide with those of its G.S.Rs and Conference Delegate).
- The DCM has overall responsibility for the operation of the District.
- Each Elected District Officer is allowed one (1) vote as member of District Committee

#### **Travel Expenses:**

- DCM is fully funded to each Area Assembly for food, lodging and gas mileage provided funds are available.

#### 4. DISTRICT OFFICERS

##### A. District Committee Member (DCM)

- Recommended 4-5 years of continuous sobriety.
- Recommended completion of GSR term.
- Have a working knowledge of the Twelve Traditions and a service sponsor.
- Must be an active member of an A.A. home group in District 23.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Chair the District business meetings.
- Submit agenda to the District Secretary monthly prior to district meeting.
- Attend Area Assemblies.
- Appoint ad hoc committees to address specific issues as needed.
- Coordinate and take part in a District Inventory as needed.
- Work with Recording Secretary to update the Districts Guidelines as needed to reflect current practice.
- Assist Area Registrar with updating Group information, as well as current GSR information. (Changes are typically submitted to the Area Registrar by using AA's Group Information Change Form, as well as the AA New Group Form).
- Assist GSRs when needed at their group's meetings and business meetings.
- Make yourself available to facilitate group inventories, and Tradition presentations. (You may utilize past DCMs to help with these things as well).
- Assist Delegate with the processing of Conference agenda items at District level.
- Bring Traditions problems to the attention of the Delegate.
- Organize and schedule District workshops and sharing sessions on service activities.
- Attend NERAASA when funds are available, and give a verbal and written report to the District.
- Makes copies of and distributes district documents as needed – i.e., Delegate Agenda items, District Committee Contact Sheet, Treasurer reports, guidelines, meeting minutes, Area Delegate communications, etc.
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses monthly.
- Two-year term rotating on even number years at the first of the year to coincide with Maine Area 28 Delegate.

##### B. Alternate DCM

- Recommended 3-4 years of continuous sobriety.
- Recommended completion of a GSR term.
- Recommend having a working knowledge of the Twelve Traditions.
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend, report and participate at every monthly District meeting.
- Assist the DCM as much as possible. The DCM is a big job and they will be delegating much of it to you. Teamwork!
- Visit the meetings that may not be part of a group or have a GSR and make current District 23 Announcements.
- Perform all the duties of DCM in DCM's absence.
- If DCM position becomes vacant, ADCM becomes DCM for the remainder of the term.
- Attend and help to coordinate District 23 sponsored workshops.
- Two-year term rotating at the first of the year to coincide with DCM and Delegate.

### C. Secretary

- Recommended 3-4 years of continuous sobriety.
- Recommended completion of GSR term.
- Have a working knowledge of the Twelve Traditions and a service sponsor.
- Records and distributes minutes of the District Meetings.
- Asks the body to approve the prior month's minutes at the business meeting.
- Assists DCM in Group inventories and sharing sessions by taking minutes.
- When visiting meetings that may not be part of a group or have a GSR, make current District 23 Announcements.
- Reprint and distribute District Guidelines when requested by the DCM.
- Keeps District Roster up to date.
- It is the Secretaries responsibility to notice if an Officer is absent 2 meetings in a row without a report, and to reach out to them and let them know if they miss a third consecutive meeting that it is our practice to ask them to step down so that we can fill their position with someone who's able to attend the meetings.
- Two-year term rotating at the first of the year to coincide with DCM and Delegate.

### D. Treasurer

- Recommended 3-4 years of continuous sobriety.
- Recommended completion of a GSR term.
- Have a working knowledge of the Twelve Traditions and a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend, report and participate at all monthly District meetings.
- Submit Treasurer report monthly to the Secretary and DCM for Distribution.
- Picks up mail monthly from District 23's post office box in York. (DCM & Treasurer each hold a key to the post office box.
- Keeps records of group contributions to the District current.
- Makes deposits and cuts checks for District expenses.
- Provide financial statements at the monthly District meeting.
- Present an annual budget for next fiscal year, in October, to be taken back to the Groups for approval at the November/December District meeting.
- Update budget as needed when new motions are approved by the District Committee.
- Two-year term rotating at the first of the year to coincide with DCM and Delegate.

## 5. DISTRICT POLICIES

### A. General Business Meeting Procedures

- Meeting to be held on the 2nd Monday of the month at prevailing location.
- Meeting begins at 6:30 p.m. and ends at 7:30 p.m.
- The meeting will follow the agenda approved by the DCM.
- The Alt. DCM shall conduct the business meetings if the DCM is not available.
- GSR reports are scheduled into the agenda every month.
- Elections will be conducted at the November District Meeting just before rotation.

### B. Elections

- The District shall vote according to Third Legacy procedure in the AA Service Manual for all District Elections.
- The District Secretary will poll District Officers and GSRs asking if available. (Available means that you have/are completing your current commitment and will be rotating on).
- The DCM asks if anyone else present is available.
- Those who are eligible stand and let the body know they are available and review their service resume.

### C. Eligible Voters

- Current practice allows the following members when present to vote on District 23 business and at District 23 Elections.
- All District Officers - DCM, Alternate DCM, Secretary, Treasurer.
- Group elected GSRs (or AGSRs if the GSR is not in attendance).

### D. Motions

- All proposals to be limited to one issue. Any proposal, which is submitted, with multiple issues is to be automatically broken down by the DCM into separate proposals for each separate issue.
- All motions presented to be structured to include the following information: the motion itself, intent & purpose, current practice, budgetary impact if passed.
- Only those items of business determined by a “simple majority vote” to be urgent and/or administrative will be voted on immediately.
- District business meetings will, at the discretion of the DCM/Chair, follow Modified Robert's Rules of Order. Robert's Rules of Order Cheat Sheet

### **Robert's Rules of Order (modified)**

#### **1. A Motion Is Made:**

If it does not receive a second, it dies.

After a second, debate is opened.

If a voter calls the question, a second will be required, or debate resumes.

A Question must be called in turn.

If the Question is seconded, a 2/3 majority will end the debate, or debate resumes.

If the Question is not called, debate will go on until there is no more discussion.

Once debate ends, a sense of the group will be taken by simple majority to vote or table.

#### **2. A Motion Is Voted On:**

If it involves expenditure of District funds, the Treasurer will be asked to report.

It requires a 2/3 majority to pass.

The losing side will be asked if they wish to speak to their position.

The winning side will be asked if there is a motion to revote and requires a second.

A simple majority is required to revote.

#### **3. A Motion Is Reconsidered:**

Full debate pro and con is resumed.

The question may again be called, seconded, and requires a 2/3 majority to end debate.

A sense of the body may be taken by a simple majority to vote or table.

If voted on, the motion must have a 2/3 majority to pass.

Debate has ended.

Debate on a tabled motion will be resumed under “Old Business” at the next District meeting, and the voting process will be the same as above.

## 6. FINANCIAL POLICY

### A. Required Budget Line Items

- Cost of printing and reproduction for District business.
- Postage and Delivery.
- Rent for District Business meeting facility.
- PO Box Rent.
- Web Hosting & Domain Name Fee.
- Travel and expenses for the DCM to attend Maine Area Assemblies.

### B. Finance Procedures

- The fiscal year is January 1 – December 31.
- Officer reimbursements shall be paid to by the Treasurer. Requests need to be accompanied by receipts.
- A proposed budget for the upcoming fiscal year shall be prepared by the Treasurer and given to the District Secretary for distribution with the meeting minutes of the January District meeting. The budget will be voted upon at the January District meeting.
- Any and all amendments to the current budget shall be finalized prior to considering adoption of next year's budget.
- The District's prudent reserve will be based on 6 months worth of expenses.
- The Treasurer's report is to reflect monthly activity.
- The Districts annual budget will be based on the activity of the previous 3 years.
- Signers on the District 23 checking account will be the current Treasurer and DCM.
- The Alternate DCM may be a signer on the account at the DCM's discretion. There should always be two signers on the District checking account. In the absence of the DCM, Treasurer or both, the Alternate DCM and/or Secretary can be signers on the account.
- The District Committee Member (DCM) will be recognized as the Secretary to be the authorizing representative on the district's checking account to meet the bank's requirements to make changes as may be needed.
- The Treasurer will be recognized as the Assistant Secretary to meet the bank's requirements to make changes to the checking account as may be needed.
- If the Treasure position is vacated the Alt. DCM or secretary will be put into the role of assistant secretary to ensure that there are always two responsible parties as authorized representatives per the District Guidelines.
- Upon election years, meeting minutes need to reflect any changes to the officers. One copy with full names will need to be created to provide to the bank to update the checking account.