

District 20

Guidelines

District 20, Area 27, Southeast Region

Updated January, 2023

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PURPOSE

District 20, as part of the Louisiana Area 27 Assembly of Alcoholics Anonymous, is a service body striving to be the conscience and voice of the District's AA groups. The purpose of District 20 is to serve the Fellowship of Alcoholics Anonymous in presenting the message of Recovery, Unity and Service.

District 20 encourages all homegroups within the District to participate in the business of the District and to support the District in its efforts to cooperate with the AA General Service Office, Area 27 Assembly and AA World Services through the General Service Structure of Alcoholics Anonymous.

The primary purpose of the District 20 Guidelines is to complement The Alcoholics Anonymous Service Manual in items that are particular to our District's Service Structure. The guidelines which follow are neither rules nor laws and are not intended to replace The AA Service Manual but are suggestions to aid the District in conducting its business.

These Guidelines describe how the Legacy of Service is implemented and perpetuated within District 20. They are designed to be more specific in delineating the responsibilities and duties of those serving in the District.

To our knowledge, these guidelines are completely compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Service Manual of Alcoholics Anonymous.

Subsequent District committees may decide to exercise their "right of decision" and amend the suggested Guidelines. It is hoped, however, that each change will be as the result of an informed group conscience and in the spirit of true AA Unity, Service, and Recovery.

PARTICIPATION

AA Groups (as expressed in our AA Traditions) have the right of participation in District business meetings and activities. Groups may be represented at District business meetings by their GSR (General Service Representative) or Alternate GSR. Groups are recommended to file a Group Information Form with the General Service Office in New York to acquire their AA Group Service Number. GSRs are encouraged to file a "Group Information Change Form" to register as a new GSR with GSO to receive their GSR Kit and open the line of communication with GSO.

District business meetings are held monthly. Attendance at the District business meeting consists of the District Committee; which includes all District Officers, Standing Committee Chairpersons, and General Service Representatives (GSRs). All members of the District 20 Committee have a voice and a vote at the district meeting. Alternates and interested AAs are invited to attend and participate in district business meetings, but only have a vote through their GSR, Alternate GSR, or other homegroup-approved substitute.

STRUCTURE

Service Structure Members:

- DCM (District Committee Member)
- Alternate DCM (Alternate District Committee Member)
- Secretary
- Treasurer
- CPC/PI (Cooperation with the Professional Community/Public Information)
- T&C (Treatment & Corrections)
- Events
- Workshops
- Outreach

Trusted Servants: Recommendations & Term Length of Position*

DCM

Officer Position

Recommended: 3 years of continuous sobriety; has previously served as GSR

Term: 2 years

Alternate DCM

Officer Position

Recommended: 3 years of continuous sobriety; has previously served as GSR

Term: 2 years

Secretary

Officer Position

Recommended: 2 years of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

Treasurer

Officer Position

Recommended: 3 years of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 2 years

CPC/PI

Chair Position

Recommended: 1 year of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

T&C

Chair Position

Recommended: 1 year of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

Events

Chair Position

Recommended: 1 year of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

Workshops

Chair Position

Recommended: 1 year of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

Outreach

Chair Position

Recommended: 1 year of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

The District reserves the right to elect any sober AA member to any position as it sees fit.

****See Appendix for Service Structure Position Descriptions***

Removal of Officers and Chairpersons

District 20 suggestions:

- Any elected Officer or Chairperson who misses two consecutive business meetings without sending a report to the DCM and/or Secretary, shall be subject to removal from that position upon motion and simple majority vote
- Any elected Officer or Chairperson who misses three non-consecutive business meetings without sending a report to the DCM and/or Secretary, shall be subject to removal from that position upon motion and simple majority vote
- Any elected Officer or Chairperson who misses four non-consecutive business meetings in a calendar year, shall be subject to removal from that position upon motion and simple majority vote
- The vacancy will be filled according to the election procedures described in the guidelines

The philosophy of District membership is that:

- It is a privilege to serve in AA
- All service positions should be occupied and active for the good of the suffering alcoholic
- Inactive or absent officers and/or chairs deprive another member of the opportunity to serve
- When standing for positions, members should keep in mind AA's "spirit of rotation"

The District may remove any Officer or Chair from office for just cause including, but not limited to, relapse/the breaking of sobriety date. Such removal from office shall be by a 2/3 majority vote of the District done by silent/written ballot.

COMMITTEE OPERATIONS

It is the function of the District Committee to link groups in the district to AA as a whole and to facilitate cooperation and communication within the district and larger AA service structure. The District shall support all District Chair positions and help make possible any District Committee meetings.

The District Committee shall meet monthly at a designated time and place.

The District meeting shall be chaired by the DCM, Alt DCM or a designated officer or chair.

The Secretary will prepare an agenda of business and distribute to the District email list at least 24 hours in advance of the meeting.

- The meeting agenda will consist of: introduction of attendees, Secretary's report, Treasurer's report, officers' reports, committee chairs' reports, GSR/group reports, any outstanding old business and any new business.
- It is recommended that new business be submitted via email to the Secretary or DCM prior to the distribution of the agenda by the secretary.

District shall hold yearly Elections.

District shall hold a yearly Inventory.

- It is recommended that yearly Inventory take place after elections in October and prior to January when new officers and chairs take their positions. The Inventory should include all rotating committee members (those rotating out of and into positions), to determine areas in which the District can function more effectively.
- All District Committee Officers, Chairs, and GSRs should attend the Inventory. Any other AA members are welcome to attend and participate.
- The DCM will decide who is to facilitate the Inventory. The facilitator should have extensive knowledge and experience with AA's service structure.
- Minutes of the Inventory should be recorded by the Secretary. An ad hoc committee will review and decide on action items for improvement. These action items will be presented as motions or discussion items at subsequent business meetings.

FLOOR PROCEDURES

These floor procedures are intended as a guide to conducting business at District 20 business meetings, and as a guide to help facilitate fair and informed discussion, never hinder it, and bring the District to a group conscience.

Who is Eligible to Vote

All elected District 20 officers and committee chairs, in addition to one GSR (or alternate GSR or substitute) from each homegroup that is a part of District 20 in Area 27 have a voice and a vote in all matters voted on by District 20. District 20 homegroup GSRs who are also serving as District 20 officers or committee chairs only have one vote, unless they have an alternate GSR or other substitute in attendance from their homegroup.

Additional Voting Guidelines

In general, matters involving District 20 policy or significant actions require substantial unanimity, or a 2/3 vote of the voting members who are in attendance at that meeting. Policy or significant actions include a change in accepted practice, such as the District 20 business meeting time and location, budgets, or requests to deviate from these Guidelines.

A quorum shall consist of at least five (5) voting members, inclusive of all elected and appointed trusted servants and GSRs or Alt GSRs from District home groups. 'Majority vote' and 'substantial unanimity' shall be determined by the number of voting trusted servants in the business meeting at the time.

Placing Items on the Agenda

The District 20 DCM, Alternate DCM, and Secretary are responsible for putting together the Agenda for each monthly business meeting for District 20. Anyone in attendance may bring up an item, but under 'New Business' only. To help manage the timing and flow of the business meeting, it is recommended that individuals who would like to bring up a subject at the District 20 business meeting for discussion or voting alert the DCM, Alternate DCM, or Secretary beforehand.

Any attendee at the District 20 business meeting may speak on any topic that is properly before the District for discussion, but only those described above are allowed to vote as part of the group conscience.

Motions

During the 'New Business' portion of the business meeting, voting members may introduce and second motions. Non-voting members may participate in discussion.

To pass, a motion needs to have a simple majority in support. If the motion fails to get this support, it fails. One person from the minority opinion is allowed to speak for no more than 1 minute if they so choose. Then, the chair will ask if anyone would like to change their vote. If anyone would like to change their vote, the chair will call another vote. The result of this vote stands.

A motion to 'table' the active motion on the floor is generally used when there is insufficient time to properly discuss a motion or to give time to gather more information. A motion to 'table' must be made before the voting starts, but it supersedes all other prior motions. A motion to 'table' requires a second and a simple majority vote in favor to delay further discussion and voting to a future meeting. There is no opportunity for a minority voice or re-voting of a motion to table.

Withdrawal of and Amendments to Motions

A motion may be withdrawn by the motion's sponsor prior to the motion being seconded and restated by the Secretary or Chair of the meeting. Once the motion is seconded and restated, the motion becomes the property of the District, and cannot be withdrawn by the motion's sponsor. A new motion to withdraw must be made and passed by majority vote to withdraw the original motion once it has been seconded and restated.

After a motion has been introduced and seconded, a voting member may offer an amendment to the motion. Proposal of an amendment to a motion is itself a motion which must be seconded, discussed, and voted on by voting members. If the amendment motion passes, the meeting chair then operates according to the amended motion.

Debate and Decorum

Once a motion has been put forth and seconded, all discussion will be centered on that motion. The chair of the District 20 meeting (usually the DCM or Alt DCM in the DCM's absence) will facilitate debate, including the time set aside for discussion, according to Robert's Rules. The motion's sponsor may respond to direct questions at the direction of the meeting chair, but then discussion should go back to the regular order of who has not yet spoken. Any member of A.A. in attendance at the meeting may participate in discussion. Full discussion of the motion should take place before the vote, and everyone who would like to speak on the motion should have the opportunity to do so one time. To manage time, if a point has been made it should not be repeated by someone else.

Amendments to the District 20 Guidelines

The District 20 Guidelines are a living document and may be amended based on the needs of the homegroups in the District. Anyone desiring to propose amendment(s) to the District 20 Guidelines must submit their edits or additions in writing to the District, preferably via email prior to the upcoming business meeting, or in person at the business meeting. Handwritten or redlined edits to the text in this document are preferable, so that members can see the changes in context. The meeting chair will recognize the individual making the proposal for no more than 2 minutes for them to describe the purpose of their proposed change. No other action will take place until the following business meeting, at which time the motion will follow regular motion and voting procedures. All amendments to the District 20 Guidelines require substantial unanimity, or a 2/3 vote in support.

ELECTIONS

When Positions are Elected

DCM and Alt DCM are elected in October every even year.

Treasurer is elected every even year.

Secretary and Chairs are elected every year.

When Elections are Held

Elections are held in October of each year for the positions that are up for election in that year, and the newly elected members' terms begin the following January. This allows the newly elected members to rotate in comfortably with the guidance and help of the person who previously held the position.

How Positions are Elected

All Officers are elected following the *Third Legacy Procedure* as described and outlined in the A.A. Service Manual, which requires a 2/3 substantial unanimity to pass.

All Chairs are elected by simple majority, which requires 51% to pass.

The positions will be elected as listed in order under "Service Structure Members" in the "Structure" portion of the guidelines.

It is recommended that the facilitator of the Third Legacy Procedure elections also run the simple majority elections, but this is not a requirement.

Elections After Resignations and Removals

When a position has been vacated by either resignation or removal, the DCM or Alt DCM will hold an election to fill that position at the soonest business meeting during which there is time to hold the election according to the procedures listed above.

Suggestions

While there are no rules barring members from standing for the same position consecutively, members should keep in mind the spirit of rotation when standing for positions.

If an Officer or a Chair has served a partial term, that Officer or Chair is encouraged to stand for the same position in the subsequent election.

DISTRICT FINANCES

Budget, Financial Management, and Prudent Reserve

District 20 operates as a going concern within the service structure of Alcoholics Anonymous, with the purpose of serving the A.A. groups that make up District 20 in Area 27. The Treasurer is the position accountable for carrying out the financial function of District 20. All funds coming to District 20 will be managed properly to ensure they are spent to support our primary purpose of serving the Fellowship of Alcoholics Anonymous in presenting the message of Recovery, Unity and Service. Sufficient financial controls must always be maintained to ensure proper stewardship of these funds.

Budget

The Treasurer shall create and maintain an operating Budget each year based on the calendar year, and provide a Budget to be voted on no later than the February business meeting of the current year. A summary of all financial activities of the previous calendar year should be presented to District no later than February of the following business year.

The Treasurer will make available funds for Officers and Chairs as soon as is practical, assuming that receipts are provided. Once that year's operating budget has been reviewed and approved by voting members, officers and chairs will have authorization to spend their allocated funds as they see fit, while providing receipts to the Treasurer. The Treasurer can advance money as needed, in accordance with the budget and/or District vote. It is strongly recommended that officers and chairs present their plans for their budgeted funds in advance to the District for discussion.

Financial Management

District will maintain a checking account to manage contributions and expenses. The current DCM, Alt DCM and Treasurer will all be signers on the checking account and will be able to sign checks and access online account information for the purposes of control and to facilitate payments.

The Treasurer provides monthly reports on income (including tracking contributions from District 20 homegroups) and payments or contributions to other entities. These reports will be reviewed at every business meeting, discussed, and voted on for approval.

Prudent Reserve

District 20 will maintain a prudent reserve based on one quarter's critical operating expenses which includes rent payments and Area Assembly attendance expenses.

APPENDIX

District 20 Service Structure Position Descriptions

It is suggested that the descriptions included in this document be reviewed/updated by the occupant of that position at the close of the term served and any changes be submitted for approval to the District committee a month before elections.

Any changes should be included in the Service Structure Position Descriptions that are circulated to district groups prior to the district elections.

DCM

Officer Position

Recommended: 3 years of continuous sobriety; has previously served as GSR

Term: 2 years

Description: "The 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 in the District, 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." – AA Service Manual.

Duties and Responsibilities:

- Read and be familiar with the AA Service Manual, specifically the section on The District and the DCM, as well as the information listed in the pamphlet, "Your DCM" and other items included in the DCM Kit.
- Hold and chair monthly District meetings and provide verbal report
- Attend all Area Assemblies to represent GSRs of the District
- Keep frequent contact and open communication with District officers, committee chairs, and GSRs
- Promote unity among groups
- Communicate with the area delegate and alternate delegate
- Help new GSRs and District members, keeping them informed
- Prepare an agenda for each district meeting
- Aid the outreach chair in visiting groups
- Continue to update these guidelines on an as needed basis

Alternate DCM

Officer Position

Recommended: 3 years of continuous sobriety; has previously served as GSR

Term: 2 years

Description: “The alternate is backup for the DCM If the DCM resigns or is unable to serve for any reason, the alternate steps in. Usually, 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.” – AA Service Manual

Duties and Responsibilities:

- Read and be familiar with the AA Service Manual, specifically the section on The District and the DCM, as well as the information listed in the pamphlet, “Your DCM”
- Attend all District business meetings and provide verbal report
- Assist DCM in fulfilling all duties and responsibilities, and fulfill all duties and responsibilities of the DCM when the DCM is unable, including and especially chairing District meetings and attending Area Assemblies
- Has frequent contact and open communication with District officers, committee chairs, and GSRs
- Aid the outreach chair in visiting groups
- Help fulfill the duties and responsibilities of District Officers and Chairs on specific occasions when they are unable to do so
- Continue to update these guidelines on an as needed basis

Secretary

Officer Position

Recommended: 2 years of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

Description: The Secretary keeps record of District meeting minutes through recording and written documentation, finalizes minutes in a typed report and distributes to District electronically, makes a limited number of copies and distributes necessary reports to members of the District committee, keeps close record of agenda items and keeps District committee information updated.

Duties and Responsibilities:

- Attend all District business meetings
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts

- Communicate with and aid the DCM in setting the agenda for each District meeting
- Record the minutes of the meeting and email typed minutes to the District email within two weeks after the business meeting
- Distribute meeting agenda at least twenty-four hours prior to next scheduled business meeting
- Assist the DCM/Alt in following approved voting procedures and protocol
- Keep record of and continually maintain District email list
- Assist all District members in distributing other AA information as necessary
- Assist the DCM/Alt in obtaining and keeping record of group information, revise as necessary

Treasurer

Officer Position

Recommended: 3 years of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 2 years

Description: Keeps record of District monies and bank account, makes deposits and writes checks as approved, prepares a monthly typed report and makes it available to the secretary for distribution, upholds the 7th tradition, and aids the District committee in making wise, prudent decisions regarding expenses.

Duties and Responsibilities:

- Attend all District business meetings and provide verbal report
- Keep accurate account of all income and expenses
- Assist the DCM/Alt to inform and encourage groups about self-support through
- contributions
- Pay District bills as adhered to by the District budget
- Uphold and assist the District Committee in adhering to all approved budgets
- Make deposits and pay bills in a timely manner
- Make an operating budget to be approved by District Committee
- Clearly communicate budgets to committee chairs
- Provide prompt reimbursement or advance funds to committee chairs according to budget
- Email monthly treasurer's report to secretary at least forty-eight hours prior to next scheduled District meeting

CPC/PI

Chair Position

Recommended: 1 year of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

Description: Public Information - The purpose of P.I. service work is to provide accurate A.A. information to the public when requested. P.I. committees visit schools, business 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 and television stations. -A.A.

Guidelines

C.P.C. - Members of these committees provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, 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 where we are, what we are, what we can do, and what we cannot do. - A.A. Guidelines

Duties and Responsibilities:

- Attend all District business meetings and provide verbal report
- Has frequent and open communication with District officers, committee chairs, group PI/CPC representatives and GSRs
- Establish, hold, and chair a monthly committee meeting and make the time and place of the committee meeting available to all District members by announcing at District business meetings and AA meetings throughout the District, etc.
- Has frequent and open communication with Area and GSO PI/CPC Committee Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Provide a PI/CPC display for District activities (Roundup, etc.), and for conventions/conferences when requested
- Introduce AA literature and service pieces to GSRs and group PI/CPC representatives
- Promote unity between the professional community and AA
- Maintain inventory (pamphlets) at District rack locations
- Monitor inventory of District racks
- Provide assorted District (professional business) locations with needed resources
- Maintain contact with radio and television stations for the purpose of providing PSAs
- Assist Area and other District's CPC/PI chairs with tables/displays at conventions/conferences
- Maintain communication with established contacts to continue CPC/PI's usefulness in the community

T&C

Chair Position

Recommended: 2 years of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 years

Description: Coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in treatment and correctional facilities, and to set up means of “bridging the gap” from the facility to an AA group in the individual’s community.

--AA Guidelines

Duties and Responsibilities:

- Attend all District business meetings and provide verbal report
- Has frequent and open communication with District officers, committee chairs, group T&C representatives and GSRs
- Establish, hold, and chair a monthly committee meeting and make the time and place of the committee meeting available to all District members by announcing at District business meetings and AA meetings throughout the District, etc.
- Has frequent and open communication with Area and GSO Treatment and Corrections Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Introduce AA literature and service pieces to GSRs and group T&C representatives
- Help to keep Correctional and Treatment meeting list updated
- Respond to requests from the community regarding T&C meeting opportunities and communicate such opportunities to the District
- Attend other T&C meetings (GNOSB, other Districts, Etc.) to remain informed and gain insight

Events

Recommended: 1 year of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

Description: The purpose of District Events is to promote unity and fellowship among the individuals, groups, and Districts of our area. The Chairperson will work with a committee to plan, coordinate, and execute these events.

Duties and Responsibilities:

- Attend all District business meetings and provide verbal report
- Has frequent contact and open communication with District officers, committee chairs, and GSRs

- Has frequent and open communication with District treasurer regarding expenditures and budgets for the events
- Meet with a committee once a month
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Offer suggestions and ideas for prospective events
- Maintain a calendar of conferences, roundups, assemblies, and group activities; share dates/information for these events with District members at monthly meeting
- Plan District events so that they do not conflict with other events or activities whenever possible
- Procure venues, purchase needed supplies and food, set up/clean-up for each event, with the assistance of a committee
- Develop flyers, distribute flyers, place dates and information on website and in bulletin
- Maintain a method of recording information that can be used for event planning during the one-year term and then passed on to the next elected Chairperson
- Centralize inventory in an accessible location
- Plan and execute at least two events per year, including the NYE party

Workshops

Chair Position

Recommended: 1 year of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

Description: The purpose of District Workshops is to promote outreach, education and fellowship among the individuals, groups, and Districts of our area. The Chairperson will work with a committee to plan, coordinate, and execute these workshops.

Duties and Responsibilities:

- Attend all District business meetings and provide verbal report
- Has frequent contact and open communication with District officers, committee chairs, and GSRs
- Has frequent and open communication with District treasurer regarding expenditures and budgets for the workshops
- Meet with a committee once a month
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Offer suggestions and ideas for prospective workshops
- Plan District workshops so that they do not conflict with other events or activities whenever possible
- Procure venues, purchase needed supplies and food, set up/clean-up for each workshop, with the assistance of a committee
- Develop flyers, distribute flyers, place dates and information on website and in bulletin

- Maintain a method of recording information that can be used for workshop planning during the one-year term and then passed on to the next elected Chairperson
- Centralize inventory in an accessible location
- Plan and execute at least two workshops per year

Outreach

Chair Position

Recommended: 1 year of continuous sobriety; has previously served as District or Homegroup trusted servant

Term: 1 year

Description: The purpose of District Outreach is to attract attendance to and participation in District 20 business meetings and activities. This should be accomplished by providing information about District 20 to homegroups and individuals within the District.

Duties and Responsibilities:

- Attend all District business meetings and provide verbal report
- Has frequent and open communication with District officers, committee chairs, group PI/CPC representatives and GSRs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Visit District 20 AA meetings, homegroup business meetings, and other activities to attract attendance to and participation in District 20 business meetings and activities
- Promote unity among groups