



Alcoholics Anonymous
Area 83
District 30 Operating Committee
Quinte West

Operating Procedures

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QUINTE WEST DISTRICT 30 STRUCTURE & OPERATING PROCEDURES.

Mission Statement.

The object of this structure and operating procedure is to provide for the continuing successful operation of a united effort of groups in the Quinte West District. The procedure sets out what the groups have agreed upon and not what anyone has committed them to do. All provisions of the operating procedure and all actions of the District arising therefrom ought to conform to the principles of the Twelve Traditions, Twelve Concepts and the A.A. Service Manual and adhere to the primary purpose of Alcoholics Anonymous - to carry the message to the alcoholic who still suffers.

SECTION I – STRUCTURE.

As the District Operating Committee is the voice of the collective A. A. Groups within this District, a meeting of the Committee can only be convened when a simple majority (being 50% plus one) of those present, is comprised of one Representative of each of the Registered Groups of the District, meaning a General Service Representative (G.S.R.), Alternate G.S.R., or other recognised member of each Group.

Applying the accepted A.A. principle of Delegation to Trusted Servants, a District Executive Committee (or Steering Committee) shall be comprised of the D.C.M., the A.D.C.M., the Treasurer and the Secretary, who shall be responsible for the day-to-day functions of the District, between Monthly Meetings, and shall appoint certain auxiliary functions as identified below.

These operating procedures should be reviewed every 2 years in the even year by the District Executive Committee and anyone else who is interested, such intended review having been intimated to the Table at large. All changes will be presented to the full District Committee for approval. The changes take effect immediately after such approval. The last revision date will be included on the title page to be printed with this document. A copy of this document will be given to the Archivist, and made available to all within 14 days. A copy of this document will be available on the Web Site. (www.quintewestaa.org)

(a) The District Committee shall be composed of elected persons being:

- a. District Committee Member (DCM)
- b. Alternate District Committee Member (Alt. DCM)
- c. Treasurer
- d. Secretary
- e. General Service Representatives (GSR) (one from each group)
- f. Sub-Committee Chairpersons for:
 - Public Information (PI)
 - Co-operation with the Professional Community (CPC)
 - Treatment Facilities
 - Corrections
 - Grapevine (GvR)
 - Registrar (normally the Immediate Past D.C.M., unless he/she declines.)
 - Self-Support

(b) Additionally, the following positions shall be appointed by the District Executive Committee:

- Literature Chair
- Webmaster
- Newsletter Editor
- Archivist

(c) The Entertainment Committee shall consist of the D.C.M., the Alt. D.C.M. and the Past D.C.M.

(d) The members of the District Committee, with the exception of the GSRs and the appointed positions, shall be elected by the full District Committee in even numbered years to serve a term of two years. The GSRs shall be elected in even numbered years by the members of their Group to serve a term of two years. It is suggested that elections be held prior to the Election Assembly of the Area (Fall Assembly of the even numbered year).

(e) Nominees for DCM, Alt. DCM or Treasurer shall be presently serving or past GSRs.

In the event an Elected or Appointed Person should miss three (3) consecutive District Meetings, without valid reason, that person shall be deemed to have resigned his/her position, and shall be replaced for the remainder of his/her term.

SECTION II – VOTING.

- (a) All members of the Committee shall be considered eligible to vote on subjects brought before the Committee. In the absence of the GSR, the Alternate GSR will be eligible to vote. In the absence of both the GSR and the Alternate GSR, an appointed member of the group may attend and vote the group conscience.
- (b) A motion which has been proposed, seconded, and discussed at the table shall be carried by simple majority, being 50% plus one of the eligible voters at the table, UNLESS the motion has been determined to be dealt with by “Two Thirds Majority”, which procedure has been duly moved, seconded and passed by simple majority at the discussion stage of the main motion. An example of such a ‘Special’ motion might be disposal of excess funds, or request for the resignation of a table member.
- (c) When a motion has been voted on, and the yeas, nays and abstentions have been duly counted and recorded, the Voice of the Minority shall have the opportunity to be heard, meaning someone who voted with the minority. If such a sharing shall have the result of a person who voted with the majority desiring to change his/her vote, that person may move for a reconsideration of the question. This now requires a seconder, and if duly seconded, voted upon and carried, then the original motion shall be reopened for discussion and disposal in the normal way.
- (d) Where Election of Officers is NOT by acclamation, Third Legacy Procedure shall be followed. See Appendix 1. Page 9.
- (e) In the event that one person fills two positions at the table, e.g. Sub-committee Chair having voting privileges, and Group G.S.R., then that person shall have only one vote on any item under consideration.
- (f) Any motion to amend or revise the Quinte West District Operating Procedure shall require 60 days notice to give the GSRs an opportunity to determine their group's conscience on the motion. In such, and similar special cases, such referral back to the Groups shall be determined by motion proposed, seconded and carried in the normal manner.

SECTION III – MEETINGS.

The District Operating Committee shall meet monthly, at a place and time agreed upon by the Committee. Currently, every third Sunday of every month, at 2 p.m., in the hall above the Clothing Depot, on Prince Edward Street, Brighton, adjacent to the Trinity St. Andrews United Church, in Brighton. The DCM will chair the meeting. In the absence of the DCM, the Alt. DCM will chair the meeting. In the absence of both the DCM and the Alt. DCM, the members present may select a Chairperson for that meeting only, provided more than 50% of the Registered Groups in the District are represented, and more than 50% of those present are G.S.R.s.

SECTION IV – DUTIES.

(a) DCM: The duties of the DCM are contained in Chapter III of the A.A. Service Manual. The DCM will represent Quinte West District 30 at all Area 83 Assemblies and Area Committee Meetings. The DCM, together with the ALT DCM, shall prepare the agenda for the District Meetings, and shall keep the ALT DCM apprised of the on-going business of the District and Area.

(b) Alt. DCM: The duties of Alt. DCM are contained in Chapter III of the A.A. Service Manual. The Alt. DCM will assist the DCM at all Area 83 Committee Meetings and Assemblies, striving to attain a good working knowledge of the duties of DCM and recognizing the necessity to assume those duties in event of loss or incapacity of the DCM. The Alt. DCM, together with the DCM, shall prepare the agenda for the District Meetings, and shall be familiar with the on-going business of the District and Area.

(c) Treasurer: The Treasurer shall receive and deposit all moneys intended for the use of the District, intact, to a Chartered Bank, Trust Company or Credit Union decided upon by the Steering Committee, and pay all District expenses as outlined in these procedures or as a result of a motion by the District Committee. The Treasurer shall report to the District Committee at the monthly meeting. The fiscal year for the District shall be January 1st to December 31st, inclusive, with an annual statement to be prepared by the Treasurer at year's end. All such record keeping shall be retained and passed on to succeeding Treasurers. Signing authority for District 30 bank account will be any two of the following, Treasurer, DCM, Alt. DCM, or Secretary. Persons who have signing authority may not act as signatories on cheques made out to them.

(d) Secretary: The Secretary shall record the minutes of the District meetings, including a listing of attendees, including visitors, and distribute to members of the Committee within two weeks via email (snail mail may be requested). Minutes of our monthly meeting will also be sent (email or snail mail) to all members of the Area Committee. All District Committee Records shall be retained by the Secretary, and passed on to succeeding Secretaries.

(e) GSR: The duties of the GSR are contained in Chapter II of the A.A. Service Manual. The GSR represents his/her group at the District Meetings and Area Assemblies. The GSR, or in his/her absence, the Alt. GSR shall give a written and/or verbal group report at the monthly District meeting. In the absence of the GSR and the Alt. GSR, some other appointed member of the group may give the report.

(f) Public Information Chairperson (PI): The Chairperson and the Committee carry the A.A. message to the general public within our District. The Chairperson and the Committee shall at all times make use of the Public Information Guidelines, (MG-7) and Workbook, (M-27i). This function shall also oversee the System for Telephone Answering, currently the '866' number, and ensuring the information to hand at the contractor is current and complete, being the List of Meetings and List of Responders. A statistical report of the telephone activity shall be provided to the Monthly District Meeting. The Chairperson will report to the District at the monthly meeting and maintain ongoing communication with his/her Area counterpart..

(g) Co-operation with the Professional Community Chairperson (CPC): The Chairperson and the Committee carry the A.A. message to the professional community within our District. The Chairperson and the Committee shall at all times make use of the Cooperation with the Professional Community Guideline (MG-11) and Workbook (M-41i). The Chairperson will report to the District at the monthly meeting and maintain ongoing communication with his/her Area counterpart.

(h) Treatment Facilities: The Chairperson and Committee carry the A.A. message to all in treatment facilities such as hospitals and health clinics in District 30 Quinte West. They shall at all times make use of the Treatment Facilities Committees Guideline (MG-14) and Workbook (M-40i). This function shall also incorporate "Special Needs/ Accessibility" activities, assisted by Guideline MG-16. The Chairperson will report to the district Committee at the monthly meeting and maintain ongoing communication with his/her Area counterpart.

(i) Correctional Facilities: The Chairperson and the Committee carry the A.A. message to those in our District jails and Correctional Facilities including Brookside Youth Centre. The Committee members must at all times co-operate with the management of the Correctional Institutions. Meetings are held at their discretion, and adhere to the Corrections Guidelines (MG-6) and Workbook (M-45i). The Chairperson will report to the District Committee at the monthly meeting and maintain ongoing communication with his/her Area counterpart.

(j) Grapevine: He/she will promote Grapevine materials within the fellowship. A Grapevine display belonging to the District is available for this purpose. The Chairperson will report to the District Committee at the monthly meetings and maintain ongoing communication with his/her Area counterpart.

(k) Literature: This function, appointed by the Executive Committee, shall purchase alcoholism recovery related literature from the best available source for sale at cost plus 10%. The Chairperson is also responsible for the printing and distribution of the District Meeting Lists and 'Telephone Business Cards'. When a new supply of meeting lists is needed the District Committee should be consulted re: changes, etc. This position will be assisted by the Literature Committees Guideline MG-9. The Chairperson will report to the District Committee at the monthly meeting, and a financial report provided quarterly.

(l) Website: The Webmaster, appointed by the Executive Committee, is responsible for the maintenance and the update of the District website, with the assistance of the Steering Committee and the Internet Guideline MG-18. The Webmaster will report to the District Committee at the monthly meeting. Only the Webmaster and the Alternate Webmaster shall have access to the Website for editing purposes.

(m) Archives: This position, appointed by the Executive Committee, is responsible to obtain, maintain and preserve all available material pertaining to the History of District 30. Advice and similar information is available from Guideline MG-17, the Area Archives Chairperson, and by consultation with other District Archivists. The Audio-Archivist, responsible for recording interviews with 'Long-time Members,' is a sub-activity of this position.

(n) Registrar: This position shall normally be filled by the outgoing D.C.M., unless such person declines the appointment, in which case the Executive Committee shall appoint a replacement. The Registrar shall be responsible for compiling and updating contact lists of all members of the table; forwarding all District information to the Area; compiling and updating Group Registration and Records and forwarding such information to the Area Registrar or Area Secretary as necessary.

(o) Self-Support: This elected position is responsible to spread the awareness among the Groups, of the need for Self-Support. This includes, but is not restricted to, distribution of Self-Support related literature and encouraging invitations to speak to individual Group Business Meetings. Assistance is readily available from the Area Self-Support Chairperson.

(p) Entertainment: The Chairperson and Committee shall be responsible for making all necessary arrangements for District Events such as One-Day Round-Ups, Conferences and the like. Prior to each event, a spending guideline shall be prepared and presented to the District Committee, together with an application for an advance of funds, for approval. Following each event, a full report/reckoning shall be submitted to the District Committee for approval, and any excess funds shall be given to the Treasurer at this time.

SECTION V – EXPENSES.

The Treasurer will pay upon receipt of an account the following outgoing expenses:

- (a) Secretary's Stationery expenses.
- (b) Treasurer's Stationery expenses.
- (c) Telephone answering service
- (d) Literature materials required for the effective operation of the Sub-Committees of the District, e.g. Meeting Lists and Telephone Business Cards, and Pamphlets for the use of P.I., C.P.C. and Self-Support Committees
- (e) Public Information Ads within the District approved by the District Committee
- (f) Rent for District meetings.
- (g) Kitchen supplies for District Meetings.
- (h) Website functional supplies.
- (i) DCM expense allowance to attend Area Assemblies is \$250.00 per Assembly, paid prior to the assembly. A written report must be presented at the next District Meeting. Receipts to be turned in to the Treasurer upon return. Unused funds shall be returned at this time. (See Note 1.)
- (j) The DCM may also be reimbursed for reasonable travel expenses to the Area Committee Meetings, each incident being considered and approved by the full District Committee on its own merits.
- (k) Alt. DCM expense allowance to attend Area Assemblies is \$250.00 per Assembly, paid prior to the assembly. A written report must be presented at the next District Meeting. Receipts to be turned in to the Treasurer upon return. Unused funds shall be returned at this time. (See Note 1.)
- (l) The Alt. DCM may also be reimbursed for reasonable travel expenses to the Area Committee Meetings, each incident being considered and approved by the full District Committee on its own merits.
- (m) Sub-Committee Chairs expense allowance to attend Area Assemblies is \$100.00 per Assembly, paid prior to the assembly. A written report must be presented to the next District Meeting. Receipts to be turned in to the Treasurer upon return. Unused funds shall be returned at this time. (See Note 1.)

Items requiring approval by the District Committee:

Funding for attendance of the DCM to attend Eastern Canada Regional Forums/Special Forums held in Ontario, at the discretion of the District Committee group conscience.

Funding for attendance of the ALT DCM to attend Eastern Canada Regional Forums/Special Forums held in Ontario, at the discretion of the District Committee group conscience.

All additional disbursements will require a motion by the District Committee.

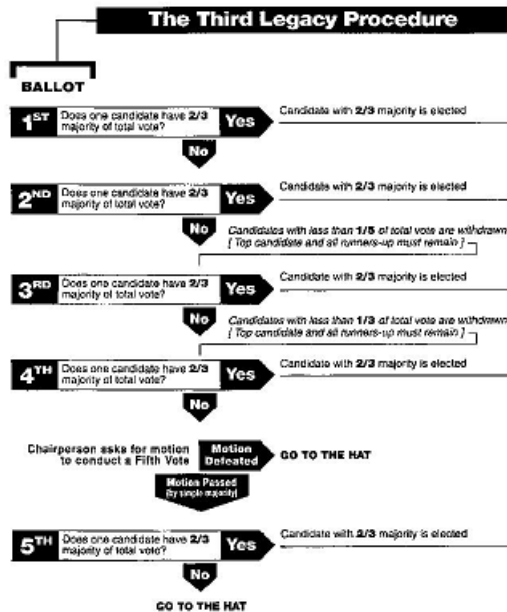
Note 1. In the event a D.C.M., Alt. D.C.M. or Sub-Committee Chair is also a Group G.S.R., it is expected that the Group concerned will fund the attendance of that person at Area Assemblies, unless the Group is not in a financial position to do so. In which case, the Group may petition the District Committee for Special Dispensation to cover the shortfall. e.g. Warkworth Astra Group.

THIRD LEGACY PROCEDURE

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Third Legacy Procedure is as follows:

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
 - The first candidate to receive two-thirds of the total vote is elected.
 - Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
 - After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
 - After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot — “going to the hat” — immediately. If the motion carries, a fifth and final ballot is conducted.
 - If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat).
- At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
- Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).



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