

District 38 Guidelines

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The purpose of these Guidelines is to provide a framework of action for those interested and involved in the organization and operation of District 38. These Guidelines are not intended to replace or supersede those in the Alcoholics Anonymous (AA) Service Manual. They are to be used in conjunction with, and as a supplement to, the AA Service Manual. These Guidelines are intended to be more specific in nature and generally delineate the responsibilities and duties of those serving District 38. Additionally, these Guidelines should be periodically reviewed and revised as needed to best meet the needs of District 38.

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1. PREAMBLE:

District 38 is a service body organized pursuant to the guidelines of the Virginia Area Service Manual of Alcoholics Anonymous (AA).

District 38 will protect and respect the autonomy and right of dissent of the Alcoholics Anonymous (AA) groups within the District, and be ever mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts for World Service, the AA Service Manual and the Virginia Area Service Manual, and shall strive to provide the voice of the group conscience of District 38 unity.

District 38 is a service body only for Alcoholics Anonymous (AA). The District shall communicate its service voice and activities to the Virginia Area Assembly by means of its District Committee Member (DCM), General Service Representatives (GSRs), Committee Chairs, and other duly elected or appointed representatives. The District shall always exercise its own guided conscience voice in relation to other service entities, based on the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. It shall always carefully consider the intent and spirit of these principles when defining its place and actions within the service structure of the Fellowship of Alcoholics Anonymous.

District 38 shall encourage groups to participate in the business of the District and to support the District in its efforts to cooperate with the Virginia Area Committee (VAC), General Service Conference, General Service Board, AA World Services, Inc., and AA Grapevine, Inc.

2. DEFINITIONS:

DCM means District Committee Member, an elected officer of the District who serves in oversight for all District activities.

ADCM means Alternate District Committee Member, an elected officer of the District who serves as a substitute for the DCM whenever requested or when the DCM is otherwise unavailable.

Treasurer means an elected officer of the District who serves as steward for all books, financial records and funds of the District.

Secretary means an elected officer of the District who serves for all administrative matters of the District related to District business, meetings, minutes of meetings, records, address lists and distribution of information related to these subjects.

GSR means Group Service Representative, a member elected by an individual AA group. The GSR serves as the Home Group voice to the District Committee and Virginia Area Committee (VAC).

VAC means Virginia Area Committee, a group who serves all Districts in the Virginia Area Assembly.

District 38 means the geographic area in and around Williamsburg, VA in which a number of active AA groups exist. The District Office is in Williamsburg, VA.

Voting Members means District Officers and GSRs.

Third Legacy Procedures means the procedure as described in Exhibit A.

Parliamentary Procedures means the procedure as described in Exhibit B.

When used in these Guidelines, reference to a passing vote in any voting procedure means (a majority, or two-thirds, or three-fourths, as the case may be) of the total number of Voting Members at the meeting.

3. COMPOSITION OF THE DISTRICT 38 COMMITTEE:

District 38, also known as the Historic Virginia District, is located within Area 71 of the General Service Conference structure of AA. The District 38 Committee is composed of elected officers, General Service Representatives, Standing Committee Chairpersons, and Special Assignment Coordinators, herein referred to collectively as "District Members". The elected officers are the DCM, ADCM, Treasurer and Secretary. The GSRs are elected servants representing their respective Home Groups. Standing Committee Chairs and Special Assignment Coordinators are appointed by the DCM.

4. TERM OF OFFICE:

District 38 officers shall serve for a two year term, beginning January 1st following the District election, which is held in odd numbered years. If a DCM cannot fulfill their commitment, and there are less than six months remaining in the term, the ADCM shall fulfill the position of DCM for the remainder of the two year term. The ADCM may stand for the position of DCM for the following two year term if they choose to do so. If the DCM cannot fulfill their commitment, and there are more than six months remaining in the term, a special election will be held at the next District meeting to fill the DCM position.

An officer may step down from or become unable to fulfill their service commitment to the District for any reason during a term, whereupon an election for the vacated office will take place at the next regularly scheduled District meeting. A request for a temporary leave of absence from any officer may be granted at the discretion of the DCM. Should an officer, Standing Committee Chairperson, or Special Assignment Coordinator relinquish their sobriety, their service to the District in that office will be immediately terminated and an election for that vacated office will take place at the next regularly scheduled District meeting. The newly elected officer shall serve out the remaining term of the office vacated by the former officer and may stand for the same position at the next District election.

Except as described above, District officers shall serve for no more than one full (two year) term. Any officer who fails to attend three consecutive monthly District meetings shall be presumed to have resigned their

position. If either the DCM or ADCM fails to attend two consecutive VAC Assemblies/meetings, they shall be presumed to have resigned their position.

5. QUALIFICATIONS:

The District Officers are elected by other District officers and GSRs to take service responsibility for District activities. In the event that the person elected to serve as a District officer is a current GSR, the Home Group should elect another GSR to fill the position. Prospective officers need to have the time and energy to serve the District well for the entire two year term.

DCM Qualifications: It is strongly suggested that the DCM have enough sobriety (generally four to five years) to be eligible for election as Area Delegate and have a solid background in service work, preferably at both the Group and District levels. The DCM has usually served a two year term as a GSR. If a person elected is a current GSR, the Home Group should elect another GSR to fill the position.

ADCM Qualifications: It is strongly suggested that the ADCM have enough sobriety (generally four to five years) to be eligible for election as Area Delegate and have a solid background in service work. The ADCM should meet the same requirements as those required for DCM. The ADCM should be willing to stand in as DCM if the DCM resigns or is unable to serve.

Treasurer Qualifications: It is strongly suggested that the Treasurer have at least three years of sobriety and be comfortable with numbers. Some experience as a Home Group Treasurer is helpful, but not required.

Secretary Qualifications: It is strongly suggested that the Secretary have at least two years of sobriety.

GSR Qualifications: Experience shows that the most effective GSRs have been involved in group, Intergroup, or other service, where they have developed a desire to serve. Usually, prospective GSRs have at least two years of continuous sobriety. GSRs need time available for District meetings and Area assemblies. GSRs have the confidence of their group, and an ability to listen to all points of view.

Committee Chair and Special Assignment Coordinator Qualifications: The suggested length of sobriety for the Committee Chair or Special Assignment Coordinator is two years.

6. DCM DUTIES & RESPONSIBILITIES:

- 1) The DCM embraces service responsibility for all District activities. Although the DCM may not be personally involved in each and every issue, the GSRs have entrusted to this member the responsibility for all District activities.
- 2) The DCM drafts a monthly District meeting agenda in advance of the meeting, generally in coordination with the Secretary and ADCM.

- 3) The DCM ensures that the District's financial records are reviewed and audited, and that as a result of the review and audit, a draft budget is created at least annually by the District officers, GSRs, and Committee Chairs if appropriate.
- 4) The DCM establishes District Standing Committees and Special Assignments, and appoints Chairs and Coordinators.
- 5) The DCM is expected to visit Home Groups in the District at least once annually and to encourage groups to participate in the service structure. The DCM renders assistance to new AA groups wishing to register with the District, the VAC or with the General Service Office (GSO), and collects and sends new group forms and group change forms to the Area office.
- 6) The DCM is available to help GSRs make reports to groups, and encourages them to bring new AA members to service events.
- 7) The DCM reviews the accuracy and conveys to the VAC's Mailing list coordinator the names and addresses of all current GSRs and group contacts within the District.
- 8) The DCM encourages GSRs to attend Area Assemblies and District meetings.
- 9) The DCM may serve as an ex-officio non-voting advisor to the District for one year immediately following their term of office.
- 10) The DCM is an essential link between GSRs and the Area Delegate to the General Service Conference and serves as Chair at District meetings. The DCM disseminates information to all GSRs pertaining to the GSO, the VAC, the District, literature and *Box459*, as well as other District-sponsored and AA group-sponsored events.
- 11) The DCM keeps GSRs 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, and inviting the Delegate to regular District meetings. The DCM keeps GSRs informed about Conference-approved books and pamphlets.
- 12) The DCM attends and represents District 38 at the annual Spring and Fall VAC Assemblies as well as the Summer and Winter VAC meetings and contributes to the VAC newsletter. The DCM reports on the District status and activities at the Area level, determines and carries the District conscience to the Area, and reports back to the District about Area meetings and GSO. The DCM serves on a VAC Standing Committee upon assignment by the VAC Chair.
- 13) The DCM is encouraged to be available for service and is eligible to be elected to an Area service position, including Delegate, Alternate Delegate, Secretary, Treasurer, Chair, and Alternate Chair.

14) The DCM brings Tradition concerns to the attention of the Delegate.

15) The DCM should be familiar with the guidelines in the VAC and AA Service Manuals and District Guidelines, and is available to help GSRs become acquainted with The AA Service Manual, the Twelve Concepts for World Service, the GSO bulletin *Box459*, workbooks and guidelines from GSO, and any others service materials. The DCM should be familiar with the pamphlet "Self-Support: Where Money and Spirituality Mix" and encourage groups to support the Area, District, and local Intergroup.

7. ADCM DUTIES & RESPONSIBILITIES:

1) The ADCM is a backup for the DCM. In the event that the DCM cannot fulfill their commitment, and there are less than six months remaining in the term, the ADCM shall fulfill the position of DCM for the remainder of the two year term. The ADCM is available upon request to assist, participate, and share in the DCMs responsibilities at District and Area meetings.

2) The ADCM should be familiar with the VAC and AA Service Manuals and District Guidelines. The ADCM should be familiar with the pamphlet "Self-Support: Where Money and Spirituality Mix" and encourage groups to support the Area, District, and local Intergroup.

8. TREASURER DUTIES & RESPONSIBILITIES:

1) The Treasurer is steward for all District 38 funds, for maintaining the District Treasury, and for keeping track of all District financial matters by maintaining an accurate, up-to-date set of books showing the financial health of the District.

2) The Treasurer maintains a bank account in the name of District 38, along with a signature card on file at the bank, signed by at least one other District officer, into which all voluntary contributions will be deposited and from which distribution of all District funds will be made. The Treasurer receives and deposits voluntary contributions from District 38 Home Groups and other sources, as defined by GSO guidelines pertaining to contributions, and ensures that the District checking account is balanced and reconciled at least monthly. All funds received at the District PO Box prior to the end of the year should be deposited before the end of the year.

3) The Treasurer receives requests for reimbursement of District expenses, distributes District funds in a timely manner, and carries out all other distribution of funds pursuant to an affirmative vote of the District and/or according to the budget.

4) The Treasurer holds a key to the District PO Box and checks the PO Box for mail-in contributions, and any other business for the District, prior to the monthly District meeting.

5) The Treasurer is responsible for preparing a monthly financial report. The report shall contain a record of group contributions, showing receipts and their sources as well as other sources of income, the

disbursement of funds with appropriate budget line items, and remaining balances, which will be presented at each District meeting. A copy will be presented to each voting member of the District at the monthly meeting, and shall be approved by vote of the members present.

6) The Treasurer assists in preparing an annual budget for the District, which will be presented for approval by the Voting Members of the District at the December District meeting, along with a report of the current year's finances.

7) The Treasurer keeps copies of all Treasurer reports and makes them available upon request.

8) The Treasurer is responsible for making GSRs aware of funds needed for District, VAC, and GSO support.

9) The Treasurer retains custody of the financial records until completion of their term. At that time all current financial instruments will be turned over to the new Treasurer and historical documents will be transferred to the District Archives.

10) The Treasurer should be familiar with the VAC and AA Service Manuals and District Guidelines. The Treasurer should be familiar with the pamphlet "Self-Support: Where Money and Spirituality Mix" and encourage groups to support the Area, District, and local Intergroup.

9. SECRETARY DUTIES & RESPONSIBILITIES:

1) The Secretary notifies the officers, GSRs, and committee chairs of the date and time of the District meetings.

2) The Secretary assists the DCM in preparing and distributing a monthly District meeting agenda, taking care that business carried over from the previous District meeting is placed on the agenda.

3) The Secretary takes attendance at each district meeting and is responsible for recording minutes of all District meetings.

4) When District business requires a vote, the Secretary will announce that only Voting Members of the District may vote and shall explain "Voting Members".

5) The Secretary distributes District meeting minutes by electronic means to officers, GSRs, committee chairs, and group/meeting contacts at least one week prior to the next District meeting. After the minutes are reviewed and/or revised, and approved by a majority vote of the members present at the monthly district meeting, the Secretary will electronically distribute copies of the approved minutes to the District Archivist, Intergroup Chair, and others as suggested by the VAC. If the meeting minutes are revised, the Secretary will distribute the revised minutes to the entire distribution list.

- 6) As requested, the Secretary disseminates to all GSRs information approved by the DCM/ADCM pertaining to the VAC, District, other District-sponsored and AA group-sponsored events or literature.
- 7) The Secretary compiles and maintains a current list of all groups and maintains a current mailing list including the name, address, telephone number, and email of all GSRs and Alternate GSRs, District officers, Committee Chairs and Special Assignment Coordinators.
- 8) The Secretary is responsible for distributing copies of District Guidelines to new officers and GSRs, and for updated and distributing the Guidelines when they are amended by the District.
- 9) The Secretary may have a petty cash fund to be replenished as needed for copying and mailing.
- 10) The Secretary should be familiar with the VAC and AA Service Manuals and District Guidelines. The Secretary should be familiar with the pamphlet "Self-Support: Where Money and Spirituality Mix" and encourage groups to support the Area, District, and local Intergroup.

10. GSR DUTIES & RESPONSIBILITIES:

- 1) GSRs are full Voting Members of District 38 and are expected to attend monthly District meetings and the Spring and Fall VAC assemblies each year of their two year term.
- 2) GSRs are elected by their Home Group and link their home group with AA as a whole. They represent the voice of the Home Group conscience and convey their Home Group conscience to the District and VAC assemblies. In turn, that group conscience may then be passed on to the General Service Conference. We realize that whatever "authority" there is in AA resides in the group conscience.
- 3) GSRs serve as the central point of contact for all activities concerning their Home Group. They relay announcement of events held by the VAC, District, other Districts or AA Home Groups back to their Home Groups.
- 4) GSRs serve as a conduit of information between the District and their Home Group, and serve on behalf of their Home Group as the mail contact with District, VAC, Area committees, and GSO, and may be listed in the AA directories as group contact.
- 5) GSRs should be familiar with the VAC and AA Service Manuals and District Guidelines. GSRs should also attempt to stay familiar with material available from GSO, including AA internet websites, *Box459*, new literature, guidelines, bulletins, videos, tapes, kits, etc., and pass such information on to their groups.
- 6) GSRs participate in District and Area service meetings, and often help with planning for Area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.
- 7) Each group should have an Alternate GSR. Serving might be looked upon as a learning period to become a future GSR. The Alternate GSR may assist the GSR in their duties and responsibilities; attend District meetings; perform GSR duties if the GSR is not available.

8) GSRs encourage their Home Group to support the Area and District committees and the local Intergroup, and are familiar with the pamphlet "Self-Support: Where Money and Spirituality Mix".

9) If a GSR fails to attend either three consecutive monthly District meetings or two consecutive VAC assemblies, and is not represented by an Alternate GSR, the DCM may contact the appropriate GSR or group to seek a remedy to the situation or to seek a qualified replacement.

11. STANDING COMMITTEES:

1) Standing Committees are designed to serve as liaisons to the AA members of District 38 by passing on information from the General Service Office and the General Service Conference of Alcoholics Anonymous.

2) All District 38 Standing Committees will function in accordance with AA guidelines from GSO and through utilization of committee workbooks from the GSO. All Standing Committees will organize, set goals, and carry out duties internally. Each Committee will be directly responsible to District 38 and any actions or major decisions affecting the District or AA as a whole will require District approval.

3) It is strongly suggested that a Standing Committee Chair should have at least two years of continuous sobriety. All Standing Committees will consist of a Chair appointed by the DCM and committee members, who will serve two year terms.

4) Each Chair shall provide a verbal report at all District 38 monthly meetings regarding the activities of their committee. If a Committee Chair is unable to attend a monthly District meeting, a report should be forwarded to the DCM prior to the District meeting.

5) If needed, each Standing Committee Chair should participate in the yearly budget process.

6) Each Committee Chair should be familiar with the VAC and AA Service Manuals and District Guidelines.

7) If a Committee Chair fails to attend three consecutive District meetings without providing a report, the position may be considered vacated and the DCM may designate another person to act as the Chair.

ARCHIVES COMMITTEE:

1) The purpose of the Archives Committee is to record, store and preserve all types of historical data pertinent to District 38. The Archives Committee preserves the AA history of the District, gathers and files items of historical information, and maintains records of District and group histories.

2) The Archives Committee Chair provides a verbal report at all monthly District meetings regarding the activities of the committee. If the Archives Committee Chair is unable to attend a monthly District meeting, a report should be forwarded to the DCM prior to the meeting. The Archives Committee Chair solicits materials for archival purposes at District meetings, and researches and provides archival information as requested.

3) The Archives Committee exercises custodial responsibility and maintains physical integrity of District 38 correspondence, newsletters, historical documents, photographs, and newspaper articles as appropriate, and maintains an inventory of all archival information.

- 4) The Archives Committee provides information to any group or member who wishes to learn more about a group or the District's history, and makes archival material available to persons with a valid reason for reviewing it. Authorization for review and disclosure will be referred to the DCM.
- 5) The Archives Committee provides displays at District events, as requested.
- 6) The Archives Committee encourages Home Groups to prepare and maintain a group history. The Archives Committee protects the anonymity of all AA members and the confidentiality of all AA records.
- 7) The Archives Committee maintains communication with the VAC Archives Committee Chair.
- 8) The Archives Committee should be familiar with the VAC and AA Service Manuals and District Guidelines.

GRAPEVINE COMMITTEE:

- 1) The purpose of the District Grapevine Committee is to make sure AA members are aware of the Fellowship's international journal and the enhancements to sobriety it offers. The Grapevine Committee Chair is the District's contact with the Grapevine office.
- 2) The Grapevine Committee Chair chairs the District Grapevine Committee. The Grapevine Committee Chair regularly attends District meetings, provides a verbal report at all monthly District meetings regarding the activities of the committee, discusses the purpose of the Grapevine at District meetings, and informs the District about AA conference approved literature, audiovisual materials, the AA Grapevine, La Viña, and other AA and Grapevine items. If the Grapevine Chair is unable to attend a monthly District meeting, a report should be forwarded to the DCM prior to the meeting.
- 3) The Grapevine Committee is available to assist GSRs or group Grapevine Representatives with ordering the Grapevine and Grapevine literature as requested, and attends Home Group business meetings to encourage them to have a Grapevine Representative as a group position.
- 4) The Grapevine Committee provides displays at District functions, as requested.
- 5) The Grapevine Committee Chair should be familiar with the guidelines in the VAC and AA Service Manuals and District Guidelines.

12. SPECIAL ASSIGNMENT COORDINATORS:

- 1) District 38 DCM may appoint one or more Special Assignment Coordinators to accomplish specific tasks, such as group outreach, growth, workshops, etc. The DCM may replace the Special Assignment Coordinator when deemed appropriate.
- 2) Each Special Assignment Coordinator shall provide a report at all District 38 monthly meetings regarding the activities of their Assignment. If a Special Assignment Coordinator is unable to attend a monthly District meeting, a report should be forwarded to the DCM prior to the District meeting. If a Special Assignment Coordinator fails to attend three consecutive District meetings without providing a report, the position may be considered vacated and the DCM may designate a new Coordinator.

13. ELECTION OF OFFICERS:

- 1) District elections will take place the first Wednesday of December at the monthly District meeting every odd-numbered year. Officers to be elected include DCM, ADCM, Treasurer, and Secretary who will serve two year terms beginning January 1st of the following year.
- 2) In October, before the election, the DCM will appoint a Nominating Committee composed of at least three AA members from District 38. Committee members shall not be Voting Members of District 38. The Committee will announce the positions at local meetings and identify a slate of nominees for office.
- 3) Before the election, the DCM will appoint an Election Moderator. The Election Moderator will be a non-voting member at the election and should have served at the District and Area levels. The Moderator should be thoroughly familiar with election procedures as described in the AA Service Manual.
- 4) Present Voting Members may vote either in person or by any electronic means
- 5) The Election Moderator will determine who is eligible to vote by calling the role of officers and group representatives present. Absentee or proxy voting will not be allowed. The Election Moderator will determine the number of votes required for a simple majority or a two-thirds majority if the Third Legacy Procedure is used for the election of officers. See Exhibit A for Third Legacy Procedure.
- 6) The District will determine whether the election of officers will be determined by a simple majority procedure or the Third Legacy Procedure. The Election Moderator will explain how each procedure works and will call for a vote by a majority show of hands on whether the election of officers will be determined by a simple majority or by the Third Legacy Procedure.
- 7) The election of District officers will be by written and electronic ballot. The Election Moderator will select non-voting AA members to tally the ballots both written and electronic.
- 8) All nominees for office are expected to attend the District election and accept the nomination. The District may by majority vote allow a name to remain on a ballot if the person is not able to attend the meeting.
- 9) The order of election will be the DCM, ADCM, Treasurer, and then Secretary.
- 10) The Election Moderator will call for the report of the Nominating Committee regarding nominations for the position of DCM. The Election Moderator will then poll each person present, beginning with the current District officers, then GSRs, and all other persons, to determine their willingness to be added to the slate of nominees. The Election Moderator will then read the names of the nominees for each position and ask each nominee if they are able and willing to serve in that position. Each nominee will respond with their name, sobriety date, Home Group, and willingness to serve. Other officers will be elected accordingly.
- 11) If a simple majority procedure is used to determine election results and if the vote results in a tie, the voting process will be conducted a 2nd time. If this 2nd vote also results in a tie, the voting process will be conducted a 3rd time. If after three votes, there is still a tie, the Election Moderator would ask for a show of hands to vote a 4th time or to draw the winner's name out of a hat. Once determined, the Election Moderator would proceed with either a 4th vote or ask a non-voting member to draw a name out of the hat. If a 4th vote is selected and that vote also results in a tie, then the hat method would follow.

14. MEETING PROTOCOL:

1) **Meeting Location & Time:** The regular monthly District meeting is held the 1st Wednesday of each month at 6:30 pm, at the District 38 / Williamsburg Area Intergroup office unless extraordinary circumstances make an in-person meeting unwise. The District meeting is normally held in person, but the District members may decide by a simple majority vote to hold a meeting by any electronic means, or a hybrid meeting both in person and by any electronic means. The DCM may call a special meeting to consider a specific subject at the DCM discretion. Notice for a special meeting is to be given by the Secretary by contacting each member in a timely and expedient manner. No business other than that specified in the notice of the meeting shall be transacted at any special meeting. At the January regular monthly District meeting each year, the DCM will present a calendar of district meetings and assemblies for the approval of District members. Any regularly scheduled District meeting that falls on a holiday will be addressed and rescheduled at that time. The Secretary will be responsible for notifying the Williamsburg AA website coordinator of any changes in meeting dates.

2) **Meeting Agenda:** The Agenda for District meetings will be prepared by the DCM with assistance from the District Secretary. It is suggested that Agenda items be turned in to the DCM prior to the next District meeting to be placed on the agenda. Business coming up for discussion from the floor at any District meeting which requires a District vote should be placed on the agenda for the following District meeting, providing such placement is approved by a majority of the Voting Members that are present. Immediate or emergency action may be taken with the approval of two-thirds of the Voting Members.

3) **Meeting Style:** The meeting gives the DCM an opportunity to report to the GSRs on whatever subjects and activities are pertinent. It gives the GSRs an opportunity to communicate with the DCM and express their Home Group conscience. Communication is a two-way street with information flowing in both directions between the GSRs and the DCM. These meetings are rather informal and any situations concerning the group, District, Area, or AA should be discussed freely. In the absence of the DCM and ADCM, the Voting Members present may choose a Chair for the meeting.

4) **Participation:** All District officers, GSRs, Standing Committee Chairs and Special Assignment Coordinators should make every effort to be at all meetings. All interested members of AA are encouraged to attend District meetings and to participate as non-Voting Members.

5) **Quorum:** A quorum for District business will be those voting members present. A majority vote will be sufficient for usual District business. A two-thirds majority written ballot is necessary for the election or removal of District officers.

6) **Voting:** The Secretary will announce that only Voting Members of the District may vote and shall explain "Voting Members". All District officers and GSRs have full voting privileges at monthly District meetings and the District elections. No person shall have more than one vote per motion regardless of the number of qualifying District service positions the person holds. Therefore, it is recommended that no one person hold no more than one voting position at the District level. District members must be present at a meeting to vote, either in person or by electronic means.

7) **Business Voting Procedures:** When an agenda item has been discussed and taken back to the groups for discussion and it is on the agenda for a vote:

- a. There will be discussion on the agenda item.

- b. A vote will be taken.
- c. If the agenda item passes, the Minority Opinion only will be heard.
- d. After the minority opinion is heard, if someone who voted with the majority changes their mind, they may make a motion to reconsider the item. The group will then vote on the motion to reconsider. If a simple majority agrees, then the item is reconsidered and the process starts back at the beginning (7a).

8) **Business Motions:** When an item has or is being discussed, and a motion has been made:

- a. The DCM will ask for a 2nd on the motion.
- b. If there is a 2nd on the motion, the Secretary will read the motion.
- c. Discussion will resume on the motion.
- d. A vote will be taken on the motion.
- e. If the motion passes, the DCM will ask for Minority Opinion only.
- f. After the minority opinion is heard, if someone who voted with the majority changes their mind, they may make a motion to reconsider the item. The group will then vote on the motion to reconsider. If a simple majority agrees, then the item is reconsidered and the process starts back at the beginning (8a).

15. FINANCIAL SUPPORT:

Necessary funds must be available for District 38 to fulfill its responsibilities. The responsibility for funding District 38 is held by groups within the District. Each group is asked to give according to the current literature dealing with AA finances. These contributions, however, are voluntary, and District 38 welcomes any amount a group deems appropriate for the support of carrying the AA message at the District level.

16. BUDGET PROCESS:

At the regularly scheduled meeting in June of each year, the DCM will schedule a "Budget Committee" meeting to take place prior to the August District meeting. The Budget Committee is open to anyone, but will include the DCM, ADCM, Treasurer, Secretary, Committee Chairs, Special Assignment Coordinator, and others who may be involved in the expenditure of District funds. At that meeting, the Treasurer will present a projected analysis of the current year's end-of-year expenses and contributions. Those involved with District expenditures will present projected expenses for the next year. Based upon sound reasoning, historical data, and realistic expectations, the draft budget will be compiled at this meeting. It will be presented and discussed at the August District meeting.

GSR's will be asked to review the projected budget with their Home Groups prior to the October meeting, where group feedback will be discussed, and if necessary, the draft budget revised and returned to the Home Groups for a final review and approval at the November meeting. If no revisions are necessary the draft budget can be

reviewed and approved at either the October or November District meeting. If additional budget revisions are required, the final budget will be reviewed and approved at the December meeting.

Following the approval of the upcoming year's budget, District ought to distribute funds in excess of the upcoming year's budgeted prudent reserve to other AA service boards and committees.

17. EXPENDITURE OF DISTRICT FUNDS:

- 1) All expenditures of District 38 funds shall be limited to those as budgeted or listed below, unless subject to one-time change for any reason by an affirmative vote of the majority of the District members present at any District 38 meeting.
- 2) Ever mindful of our Tradition of self-support, District 38 will pay all rental fees incurred to provide a monthly meeting and will fully reimburse any expenses incurred to provide refreshment to the District 38 members at the monthly or special meetings.
- 3) District 38 will fully fund the cost of travel, lodging and meal expenses incurred by the DCM and ADCM to attend the Spring and Fall VAC Assemblies, as well as the Summer and Winter VAC Meetings.
- 4) District 38 may fund electronic meeting platform subscription costs and electronic equipment needed to conduct virtual meetings, provided a scope and budget are included with the motion requesting the expenditure of funds.
- 5) District 38 will fund the annual rental of the Post Office Box used for receiving voluntary contributions from District AA groups and other sources. District 38 may reimburse reasonable expenses incurred by other officers and members upon a vote by District members.
- 6) An AA group is encouraged to be fully self-supporting, paying for the cost of travel, lodging, and meal expenses incurred by its GSR in attending the VAC Assemblies. If an AA group is unable to provide such support, the GSR may apply to the District for funding, in advance of the event.
- 7) The District will fund the operating expenses (postage, copies, etc.) incurred by Standing Committees and Special Assignment Coordinators on an as-needed basis.
- 8) District 38 may fund any workshop or special activity voted upon by the District, provided a scope of work and budget are included with the motion requesting the expenditure of funds.
- 9) Any elected or appointed District member receiving money from District will submit a financial statement and/or receipts for expenditures at the District meeting or to the Treasurer, as appropriate.
- 10) The Audit process will take place annually, between January 1 and March 1, by an Audit Committee that is appointed by the DCM. Any District member can request a mid-year audit of the District Financial records.

18. AMENDMENT PROCEDURE:

- 1) Circumstances may arise requiring changes, additions or deletions to position requirements, procedures, and/or other content in these Guidelines. These Guidelines are based on experience that has proven effective. Changes should not be made until each situation has been considered in its entirety and its effect carefully weighed.
- 2) District members shall submit proposed amendments to these Guidelines to the DCM in writing prior to a regularly scheduled District meeting. The written submission should clearly state the text to be revised or deleted as well as the revised text or addition.
- 3) The DCM will place the proposed amendments on the agenda for the next District meeting and the Secretary shall provide copies of the proposed amendments to the District members at this meeting.
- 4) GSRs shall report on the proposed amendments to their groups at the next group business meeting.
- 5) Amendment requires a majority vote at two consecutive District meetings following the meeting at which the amendments were introduced and may become effective no earlier than the time of the adoption of the amendments.
- 6) The Secretary shall incorporate any amendments adopted by the District into the text of the Guidelines, and shall provide copies of the revised Guidelines to District members.

19. EXHIBIT A: THIRD LEGACY PROCEDURES

Source: AA Service Manual and may be modified as necessary to facilitate electronic voting when necessary. In person voting is always preferred.

AA's Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of Area Delegates, Regional and other Trustees and International Delegates, where more than one candidate is nominated.

It is considered to be unique to AA, and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgement of the majority. In practice, it has proved highly successful in eliminating the influence of factions or parties. 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:

- The names of candidates are written on a black/whiteboard or similar.
- The vote will be written on the board against the names of candidates.
- A scrutineer is appointed, preferably from among those not eligible to vote.
- The first candidate to receive two-thirds of the total vote is elected.
- All ballots are secret, so blank papers (and sometimes pencils) are distributed.
- Written ballots are cast in the traditional way (one choice to a ballot), collected and given to the scrutineers to count; the tallies are then posted on the Board.
- If no candidate receives the necessary two-thirds of the vote at the first ballot, a second ballot is held, duplicating the first.
- If no candidate receives the necessary two-thirds of the vote at the second ballot, any candidate having less than one-fifth of the total vote is withdrawn automatically except that the two top candidates must remain. In the case of a tie for first place, only the tied first-place candidates remain. In the case of a single first place but a tied second place, all first-place and second-place candidates remain.
- A third ballot is then held with the remaining candidates. If no candidate receives the necessary two-thirds of the vote at the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except that the two top candidates must remain. In the case of a tie for first place, only the tied first-place candidates remain. In the case of a single first place but a tied second place, all first-place and second-place candidates remain.
- A fourth ballot is then conducted as for the second and third above.
- If no candidate receives the necessary two-thirds of the vote, the Chairman establishes by formal motion (with seconder) on a majority show of hands, whether to hold a fifth ballot or go straight to the "hat" and be decided by lot. That is, candidates names are written on slips of paper and put into a receptacle. Whichever is drawn out by the Chairperson, is elected.
- If no candidate receives the necessary two-thirds of the vote in the fifth ballot, or if the meeting has decided to drop the fifth ballot, the choice will be made by lot (by the "hat").
- In the final round, the names of the remaining candidates will be placed in a hat, box or other suitable container, and a person nominated by the Chairman will draw one candidate's name from the hat.
- That candidate is then the Officer.

20. EXHIBIT B: PARLIAMENTARY PROCEDURES

These procedures have been modified from the Virginia Area Committee's Service Manual and altered only to reflect usage by District 38.

The Twelfth Concept reads (in part): "The Conference [for us, the District 38] shall observe the spirit of A.A. tradition taking care...that it reach all important decisions by discussion, vote, and whenever possible by substantial unanimity..."

As elected representatives of local A.A. groups in the District 38, one of our responsibilities is to strive to provide the voice of the group conscience in District business and when taking part in the business of the Virginia Area. The function of the rules below is to make it possible for us to discharge this responsibility effectively in a limited period of time.

District 38 operates under as few rules as possible, but a few procedural rules mixed with our usual informality can help to get the business done in an orderly fashion. Below are excerpts from "Special Conference Rules" of the General Service Conference and specific Robert's Rules, plus several of our own that we often use.

1. The Voting Members of District 38 are the General Service Representatives (GSRs), and the District Officers.
2. A quorum for a District Meeting shall be the number of Voting Members present at the time a vote is taken.
3. As stated in the Twelfth Concept, important matters should be decided by substantial unanimity. Substantial unanimity shall be considered to be a two-thirds majority. A matter shall be considered "important" by a sense of the District.
4. Voting is by a show of hands, except when the District is exercising Third Legacy Procedures (see Exhibit A of this document and Section 8 of the Virginia Area Service Structure in the Virginia Area Service Manual.)
5. Any voting to limit debate, "Calling the Question," requires a two-thirds majority. After the motion to limit debate is made from the floor, discussion ceases and an immediate vote is taken on whether to limit debate. Calling the Question, in and of itself does not end discussion on the issue at hand. It suspends discussion while the District determines whether two-thirds of its members want to suspend the discussion. If a two-thirds majority is not reached, then discussion on the original motion/issue resumes. Full discussion of a motion/issue should take place to reach an *informed decision* before a motion to limit debate is presented, and a vote is taken on that motion to limit debate.
6. A motion to postpone discussion and vote to a later time, "Table the Motion," requires a simple majority. A motion may be tabled for discussion later in the current District Meeting, tabled for discussion at the next District Meeting, or tabled and sent back to committee or to the Home Groups for further discussion.
7. After a motion has been accepted or rejected, those who voted in the minority will always be given the opportunity to speak to their position. (Concept Five – Minority Opinion)
8. A request to reconsider a prior vote can be made only by someone who voted with the prevailing side on the initial motion and wishes to change their vote. Only a simple majority is required for reconsideration. No motion can be reconsidered twice. Request to reconsider may be made on the day of debate or business meeting immediately following.
9. Comments are limited to two minutes on the motion/issue at hand. No one may comment for a second time on a motion/issue until all who wish to have spoken for the first time.
10. Any member who believes there has been a violation of these rules may interrupt the session at any time by calling for a "Point of Order."