District 11 Guidelines of Area 39 of Western Missouri of the Southwest Region

Table of Contents

Section One: The District Meeting…….…….2

Section Two: The District – Eligible Voting Members……...…….…….....2

Section Three: The District – Officers…….....3

Section Four: The D.C.M. – Qualifications…….....3

Section Five: The D.C.M. – Duties…….....3

Section Six: The D.C.M. – Term, Eligibility, and Election Procedures…...….…….....5

Section Seven: The Alternate D.C.M. – Duties……...…..5

Section Eight: The Secretary – Duties and Qualifications……..…….....5

Section Nine: The Alternate Secretary – Duties and Qualifications…….……...6

Section Ten: The Treasurer – Duties and Qualifications……..……...….6

Section Eleven: Alternate Treasurer – Duties and Qualifications……...….……...7

Section Twelve: Webmaster –Duties and Qualifications……..……....8

Section Thirteen: Alternate Webmaster – Duties and Qualifications……...……..…...….8

Section Fourteen: Archivist - Duties and Qualifications…….…….....9

Section Fifteen: District Expenses …….…….....9

Section Sixteen: The District Committees……10

Section Seventeen: The District Elections…….…....…11

Section Eighteen: The District – Business Voting ……...12

Section Nineteen: The District – Business Motions…….……...….12

Section Twenty: The District – Funding……...….13

Section Twenty One: The District – Standing Committees…….....13

Section Twenty Two: The General Service Representatives……..14

Section Twenty Three: District – Amendments……..…….…....15

Section Twenty Four: Incorporation Into Guidelines…….16

Third Legacy Procedure……..……....16

Chart of Third Legacy Procedure……..……17

Guidelines for District 11 of Area 39 of Western Missouri

Section One
The District Meeting

A. The District Meeting should be held on a bimonthly basis, whenever possible.

B. The meeting should be held at a location selected by the G.S.R.s.

C. The agenda for the District Meeting should be prepared by the D.C.M. and assisted by the District Secretary.

D. Meeting notices, agendas, and the minutes of the last District meeting should be sent out to all G.S.R.s of all registered groups in the District and all District members who wish to receive them no less than one week prior to the next District meeting.

E. It should be announced at the District meeting, that only eligible voting members are permitted to vote on District business.

F. A majority vote is sufficient for usual District Business. A two-thirds majority written ballot, however, will be necessary for the election or removal of District officers.

Section Two
The District – Eligible Voting Members

A. Voting members of the District, elected for a two year term will be the D.C.M., Secretary, Treasurer, Webmaster, all standing committee chairpersons, and all G.S.R.s of all registered groups in District 11.

B. The alternate D.C.M., alternate Secretary, alternate Treasurer, alternate Webmaster, alternate standing committee chairpersons, and the alternate G.S.R.s of all registered groups may vote in the place of voting members in their absence in regard to their respective positions. No one person shall

have more than one vote. Therefore it is **Recommended** that no one person hold more than one voting position at the District.

Section Three
The District – Officers

A. The elected officers of the District will be the D.C.M., the alternate D.C.M., Secretary, alternate Secretary, Treasurer, alternate Treasurer, Webmaster and the alternate Webmaster to serve a two year term coinciding with the Area Assembly. The Archivist position is a non-rotating position.

Section Four
The D.C.M. – Qualifications

A. The D.C.M. has usually served as a G.S.R. and is elected by the eligible voting members of the District. If the person chosen is a current G.S.R., a new G.S.R. should be elected to take his/her position.

B. A D.C.M. should have enough sobriety (generally 4 to 5 years) to be eligible for election to the position of Delegate upon completion of their term as D.C.M.

C. He or she also needs to have the time to serve the District well.

Section Five
The D.C.M. - Duties

The District Committee Member (D.C.M.) is an essential link between the group G.S.R. and the area delegate to the General Service Conference. The D.C.M.:

A. Regularly attends all District meetings and Area assemblies. SWRAASA and Regional Forum attendance for our Southwest Region assemblies.

B. Receives group reports from the G.S.R.s and through frequent personal contact with all the groups in the District.

C. Holds regular meetings of all G.S.R.s in the District. (District meetings)

D. Helps the Conference Delegate cover the area, which would be impossible for the Delegate to do on a group-by-group basis.

E. Assists the Delegate in obtaining group information in time to meet the deadline for A.A. directories.

F. Keeps the G.S.R.s informed about Conference activities; this includes setting up opportunities for the Delegate's Conference report, and occasionally making the report if the Delegate cannot be present, and inviting the Delegate to regular District meetings.

G. Makes sure that the G.S.R.s are acquainted with the A.A. Service Manual, the Twelve Traditions, the Twelve Concepts of World Service, the G.S.O. Bulletin Box 4-5-9, workbooks and guidelines from G.S.O., and any other service material (which originates from the General Service Conference).

H. Helps G.S.R.s make interesting reports to groups and encourages them to bring new A.A. Members to service events.

I. Keeps groups informed about Conference-approved books and pamphlets.

J. Organizes workshops and/or sharing sessions on service activities.

K. Regularly keeps in touch with the alternate D.C.M. and the Delegate, sends District minutes to the Delegate and the alternate Delegate, and exchanges them with other Districts.

L. Brings Traditions problems to the attention of the Delegate.

M. Makes a regular practice of talking to groups (new and old) on responsibilities of general service work.

Section Six
The D.C.M. - Term, Eligibility, and Election Procedures

A. The D.C.M.s term of office is for two years, coinciding with the terms of the G.S.R.s, committee officers, standing committee chairpersons and Area Delegate.

B. The election should take place in the first part of September, of even numbered years, before the September Area 39 assembly.

C. The D.C.M. who is finishing a term sets up the election and notifies all eligible voting members of the District.

Section Seven
The Alternate D.C.M. –DUTIES

A. The alternate is the backup for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate steps in.

B. The alternate is elected at the same time as the D.C.M.

C. The alternate should be encouraged to assist, participate and share in the D.C.M.s responsibilities at the District and Area meetings.

Section Eight
The Secretary – Duties and Qualifications

A. The secretary should have at least two years of continuous sobriety. Basic computer skills and previous secretarial experience would be helpful.

B. The secretary will be responsible for taking the minutes of the District meeting.

C. When District business requires a vote, the secretary will announce that only eligible voting members of the District are to vote.

D. The secretary is to assist the DCM in preparing the District agenda, taking care that business carried over from the previous District meeting is placed on the agenda.

E. The secretary is responsible for all minutes and records of the District and will be responsible for keeping the original and all undistributed copies of the District 11 guidelines and to see that they are properly updated when amended by the District. The secretary will be responsible for seeing that all voting members of the District receive a copy of the District guidelines.

F. The secretary will be responsible for keeping all email lists up to date, including the name, address and telephone number of every District officer, standing committee chairpersons, G.S.R.s, and their alternates whenever possible.

G. The secretary is responsible for backing up all computer files and giving a hard copy to the alternate secretary for safe keeping.

Section Nine
The Alternate Secretary – Duties and Qualifications

A. The alternate is to assist the secretary in completion of the stated duties of the secretary.

B. If the secretary is unable to finish the term, the alternate secretary will automatically become secretary to finish the term.

C. The alternate secretary will assume the secretary's duties when the secretary is absent.

D. The alternate should have at least two years of continuous sobriety. Previous secretarial experience would be helpful.

Section Ten
Treasurer – Duties and Qualifications

A. The treasurer should have at least four years of continuous sobriety.

B. The treasurer is responsible for being guardian of all District funds, with an eye for preventing foolish, extravagant, or unauthorized spending of District money.

C. The treasurer will be responsible for preparing a financial report that includes a record of group contributions, which will be presented at each District meeting. A copy will be provided to each eligible voting member of the District at the District meeting.

D. The treasurer is responsible for making the groups aware of money needed for District and G.S.O. Support.

E. The treasurer is responsible for presenting a complete report of the year's finances at the last District meeting of the year.

F. The treasurer will maintain a banking account for the deposit of all District receipts. The bank signature card will contain the signatures of the District treasurer, the alternate treasurer, and the D.C.M.

G. The treasurer is responsible for giving a copy of all treasury records to the alternate treasurer on a quarterly basis.

Section Eleven
Alternate Treasurer – Duties and Qualifications

A. The alternate treasurer is to assist the District treasurer in the completion of stated duties.

B. If the treasurer is unable to finish the term, the alternate treasurer will automatically become the treasurer to finish the term.

C. The alternate treasurer will assume the treasurer's duties when the treasurer is absent.

D. The alternate treasurer will have a vote only in the absence of the District treasurer.

E. The alternate treasurer should have at least four years of continuous sobriety.

Section Twelve
The Webmaster - Duties and Qualifications

A. The webmaster should have at least two years of continuous sobriety.

B. The webmaster should have access to a computer and computer skills would be helpful.

C. The webmaster is responsible for the integrity of the District website.

D. The webmaster is responsible for the maintenance and updating of the District website through close communication with the D.C.M. and the District secretary.

E. The webmaster should work closely with the alternate webmaster.

Section Thirteen
The Alternate Webmaster - Duties and Qualifications

A. The alternate webmaster should have at least two years of continuous sobriety.

B. The alternate should have access to a computer and computer skills would be helpful.

C. The alternate should work closely with the webmaster and give assistance whenever needed.

D. The alternate webmaster will assume the webmaster's duties when the webmaster is absent.

Section Fourteen
The Archivist - Duties and Qualifications

A. The archivist should have at least four to five years of continuous sobriety.

B. The archivist is the person responsible for the District 11 archives.

C. The archivist would maintain the physical integrity of the collection. By delivering a copy of suggested material to the WAMO Archivist for our District 11.

D. The archivist would develop an index, inventory and/or finding aide to find easy ways to search the collection.

E. The archivist is responsible for ensuring the protection of anonymity of members and the confidentiality of all District records.

F. The archivist would be a member of the archives committee and would train the committee chair, alternate chair and any other District 11 members that are interested in handling and preserving our artifacts.

G. The archivist is responsible for giving a report at our District meetings on the current progress and would make the collection available to individual members at District 11 events upon request.

H. The archivist would be classified as a District 11 officer with full voting privileges.

I. The archivist position is an elected position of a five year term with current Archivist allowed to stand for two additional consecutive terms of 5 years.

Section Fifteen
District Expenses

A. The District will reimburse the D.C.M. for one night lodging and current Area mileage expense incurred during their trip to the Area Assembly four times per year, and one night either at the SWRAASA or Regional Forum one time per year.

B. The District should contribute to four entities on a quarterly basis:
    a. G.S.O. = $30.00
    b. Area 39 =$50.00
    c. Springfield Central Office =$10.00
    d. Kansas City Central Office = $10.00

C. All other expenses may be approved only by a majority vote of the eligible voting members of the District.

D. All District Officers and District Committee Chairpeople turn in an annual budget in September to the district for the upcoming year.
    a. Each Committee should consider if and how many district Committee chairpeople may be approved mileage for day trips to area assembly.

E. Necessary funds must be available for the District to fulfill its financial responsibilities in the form of a six-month prudent reserve in the amount of $995. This amount should be reviewed for needed changes toward the end of even-numbered years by the Treasurer and DCM. Any recommendations for change should be presented to the District 11 membership at the last District meeting on even-numbered years.
Necessary funds

F. Any additional money exceeding operating expenses in the District account on an yearly basis, should be allowed to equal but not exceed the designated amount of the total of the three ledgers; Capital funds, Seed, Prudent Reserve. Whenever this figure is reached, the Treasurer will bring this to a Report to the District to determine where the excess should be contributed to the District needs or to the four entities in the manner of:

    a. G.S.O. = 30%
    b. Area 39 = 50%
    c. Springfield Central Office = 10%
    d. Kansas City Central Office = 10%

Section Sixteen
The District Committees

A. Standing committees of the District will be the Archives committee, the Bridge the Gap committee, the Corrections committee, Literature committee, and any other committee as deemed necessary to cooperate with corresponding committees of Area 39.

B. The D.C.M. may form special task committees for a specific term.

Section Seventeen
The District Elections

A. The Third Legacy Procedure should be used to elect all District officers as defined in the current A.A. Service Manual whenever possible.

B. In early September of even numbered years, the D.C.M. will schedule a special election meeting where all eligible voting members of District 11 will elect District officers to serve a two year term beginning January first of the odd numbered years.

C. Absentee or proxy votes will not be allowed.

D. After nominations from the District are taken through the Third Legacy Procedure, nominations will be taken from the floor.

E. No nominations of absent members of the District will be allowed.

F. Each candidate for office may give a brief statement of their service background and the length of their continuous sobriety.

G. No District officers should serve consecutive terms in the same position.

H. The order of election will be the D.C.M., alternate D.C.M., secretary, treasurer, webmaster, alternate secretary, alternate treasurer, and alternate webmaster.

I. The alternate D.C.M., alternate secretary, alternate treasurer, and alternate webmaster are to be elected separately and not as runners up to the D.C.M., secretary, treasurer, or webmaster.

J. In the event any District officer is unable to finish their term, or is removed from office by a vote of the District, the D.C.M. will call for an election at the following District meeting if there are more than six months remaining in the term at the time the vacancy occurs. If there are less than six months, the D.C.M. will appoint another member of the District to fulfill the duties of the vacated office until the next election. If the vacancy is the D.C.M., secretary, treasurer, or the webmaster the alternate will automatically step into the office and the above replacement procedure will apply for choosing new alternates.

Section Eighteen
The District – Business Voting Procedures

When an agenda item has been discussed and taken back to the groups for discussion, and is on the agenda for a vote:

A. There will be no discussion on the agenda item.

B. A vote will be taken.

C. After the agenda item passes or fails, the minority opinion ONLY will be heard.

D. After all minority opinion ONLY has been heard, the D.C.M. will ask if the minority opinion has changed anyone's vote. If it does change someone’s vote, the D.C.M. will ask for a show of hands for a revote (simple majority). If there is a simple majority in favor of a revote, there will be a revote on the

motion. If there is not a simple majority for a revote, the agenda item passes. If the agenda item does not pass, the vote is over.

E. The agenda item may be put back on the agenda no less than six months after the date of vote for discussion only.

Section Nineteen
The District – Business Motions

When an item has or is being discussed, and a motion has been made:

A. Discussion will cease.

B. The D.C.M. will ask for a second on the motion.

C. The secretary will read the motion.

D. A vote will be taken on the motion.

E. After the motion passes or fails, the D.C.M. will ask for minority opinion ONLY.

F. After the minority opinion has been heard, the D.C.M. will ask if the minority opinion has changed anyone`s vote. If the minority opinion has changed anyone`s vote, the D.C.M. will ask for a show of hands for a revote (simple majority). If there is a simple majority in favor of a revote, there will be a revote on the motion. If there is not a simple majority on the revote, the motion passes.

Section Twenty
The District – Funding

A. Necessary funds must be available for the District to fulfill its responsibilities. A prudent reserve of six months operating expenses should be maintained by the District.

B. Individual members of the District are encouraged to express their gratitude for sobriety by contributing to the District one dollar for each year of sobriety.

C. A great portion of the responsibility for funding will come from the individual groups in the District. These contributions are voluntary and the District welcomes whatever amount each deems appropriate for the support of carrying the message at the District level.

Section Twenty One
The District – Standing Committees

All District 11 committees shall function in accordance with A.A. guidelines originated from the General Service Conference and through the utilization of committee workbooks from the General Service Office. Committees wishing to establish or change policy and procedures for their respective committees, shall do so, provided, a complete policy and procedure manual is submitted to the eligible voting members of District 11 for their review and approval.

A. All standing committees shall organize, set goals, and carry out their duties internally. Each committee will be directly responsible to the District and any actions or major decisions affecting District 11 and/or Alcoholics Anonymous, as a whole will require District approval. To be more financially responsible, when a standing committee`s recommendations involve an expenditure of money, an estimate of its cost will be a part of the recommendation.

B. A standing committee chairperson should have at least two years of continuous sobriety and will be an eligible voting member of the District. All standing committees will consist of: a chairperson elected by the committee; all group committee representatives elected by their group to serve on that particular committee; and any A.A. member wishing to serve on that committee, will serve two year terms corresponding with the area assembly terms. Alternates to each position are very important and those elected should be willing and able to step in if needed.

C. The standing committee chairperson will be responsible for helping corresponding group committees and group representatives get activities and

work started at the group level to support and assist individual members and groups in the work for which their particular committee is responsible. In the event a group does not have a committee representative, the chairperson will work directly with that group's G.S.R.

D. Each standing committee chairperson will be responsible for giving a detailed report at each District meeting on the activities of their respective committee.

E. Each standing committee shall hold an election for a standing committee chairperson following the Third Legacy Procedure (if possible) as defined in the current A.A. Service Manual at or near the first day of September of even numbered years.

Section Twenty Two
The General Service Representatives

The following are among the duties and qualifications of the G.S.R.s:

A. All District 11 G.S.R.s are eligible voting members of the District and are expected to attend all District meetings each year of their term.

B. G.S.R.s should have at least two years of continuous sobriety.

C. If a G.S.R. misses two consecutive District meetings and is not represented by an alternate, the D.C.M. may contact the appropriate G.S.R. or group to seek a remedy to the situation or to seek qualified replacement.

D. The G.S.R. is responsible for providing his/her D.C.M. with group information for mailing and A.A. directories in time to meet appropriate deadlines.

E. G.S.R.s are asked to report back to their groups the activities of the District meetings.

F. G.S.R.s will be asked from time to time by the D.C.M. or the District to help interpret their group conscience on matters to be considered.

Section Twenty Three
District – Amendments

Proposed amendments to these guidelines will be presented to the D.C.M. in writing. The D.C.M. will place them on the agenda for the next District meeting for first consideration. If a majority of the District approves, the proposal will be forwarded to the groups for their consideration. Next, the proposal will be placed on the agenda for the following District meeting for final approval. The secretary should email any such proposal, along with the District agenda, to all eligible voting members of the District no less than one week before the scheduled vote. Any amendment to these guidelines will require a two-thirds majority vote, of eligible voting members, to ensure substantial unanimity.

Section Twenty Four
Incorporation into Guidelines

The updating and accuracy of any and all amendments to these guidelines will be the responsibility of the District secretary.

Third Legacy Procedure
(As defined in the current A.A. Service Manual)

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 eligible voting members (of the Area, Conference body, or District) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.

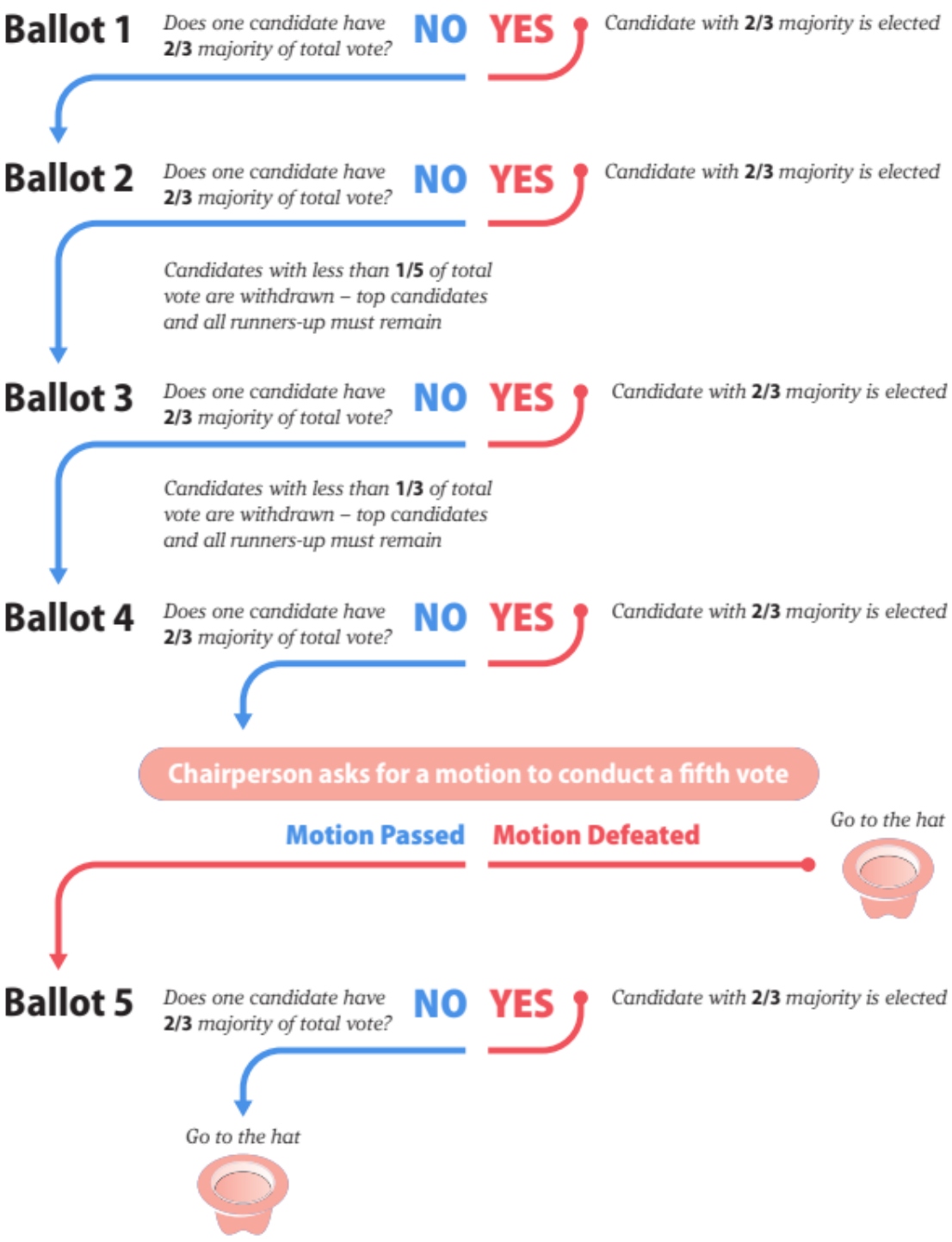
- The first candidate to receive two-thirds of the total vote is elected.

- 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).

THE THIRD LEGACY PROCEDURE