

CNIA DISTRICT 20 ALCOHOLICS ANONYMOUS DISTRICT 20 GUIDELINES

Amended October 3, 2019

OCTOBER 26, 2019
CNIA DISTRICT 20 - ALCOHOLICS ANONYMOUS
Western Nevada County, CA

DISTRICT 20 GUIDELINES

Preamble

Service to the fellowship of Alcoholics Anonymous (AA) shall be the primary purpose of the District Service Structure. In all its proceedings, we shall observe the spirit of AA's Twelve Traditions and Twelve Concepts mindful of the ideas expressed in the AA Service Manual. The Rights of Appeal, Participation, and Decision as expressed in the current AA Service Manual shall always be observed.

TABLE OF CONTENTS

Preamble.....	1
Table of Contents.....	2
Introduction.....	5
1. DISTRICT COMMITTEE.....	5
1.1 MEMBERSHIP OF THE DISTRICT COMMITTEE	5
1.2. DISTRICT OFFICER JOB DESCRIPTIONS	6
1.2.A DISTRICT COMMITTEE MEMBER (DCM) JOB DESCRIPTION	6
1.2.B ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM) JOB DESCRIPTION	7
1.2.C SECRETARY (RECORDING) JOB DESCRIPTION	8
1.2.D TREASURER JOB DESCRIPTION	9
1.2.E REGISTRAR JOB DESCRIPTION.	10
1.2.F DISTRICT EVENTS COORDINATOR JOB DESCRIPTION	11
1.3. GENERAL SERVICE REPRESENTATIVES (GSRs)	12
1.4 DISTRICT STANDING CHAIR JOB DESCRIPTIONS	13
1.4.AA DISTRICT ACCESSIBILITIES CHAIRPERSON	13
1.4.A DISTRICT ANSWERING SERVICE CHAIR JOB DESCRIPTION	14
1.4.B DISTRICT ARCHIVES CHAIR JOB DESCRIPTION	15
1.4.C DISTRICT BRIDGING THE GAP (BTG) CHAIR JOB DESCRIPTION	16
1.4.D DISTRICT COFFEE /SET-UP CHAIR JOB DESCRIPTION	17
1.4.E DISTRICT E-SERVICES CHAIR JOB DESCRIPTION	18
1.4.F DISTRICT GRAPEVINE REPRESENTATIVE JOB DESCRIPTION	19
1.4.G DISTRICT LITERATURE CHAIR JOB DESCRIPTION	20
1.4.H DISTRICT PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMITTEE (PI/CPC) CHAIR JOB DESCRIPTION	21
1.4. I DISTRICT SCHEDULES CHAIR JOB DESCRIPTION	23
2. DISTRICT COMMITTEE MEETINGS	24
2.1 MEETING PROCEDURES	24
2.1.A DISCUSSIONS	24
2.1.B MOTIONS	24
2.1.B.1 Housekeeping Motions	24
2.1.B.2 Main Motions	25
2.1.B.3 MOTION SECONDS	25
2.1.B.3.A MOTION DISCUSSION	25
2.1.B.3.B CALLING THE QUESTION	25
2.1.B.3.C VOTING	25
2.1.B.3.C. VOTING – SUBSTANTIAL UNANIMITY	26
2.1.B.3.D MINORITY OPINION AND RECONSIDERATION	26

TABLE OF CONTENTS

CONTINUED

3.0 DISTRICT ELECTIONS, VOTING PROCEDURES AND APPOINTED CHAIRS	27
3.1 DISTRICT ELECTIONS	27
3.2 PROCEDURE FOR ELECTING PERSONS TO SERVICE POSITIONS	27
3.3 QUALIFYING FOR ELECTION	27
3.4 Appointed Chairs	27
3.5 Restrictions	27
3.6 Rotation	27
3.7 Voting Procedure on Matters Other Than Service Position Elections	28
4.0 FINANCE	29
4.1 Prudent Reserve	29
4.2 Travel Allowances	29
A. Registration	29
B. Mileage Reimbursement	29
C. Lodging	29
D. Expense and Receipt Submittal.....	29
E. DCM Travel Allowance and Advance Approval Parameters for Committee Chair Position-Specific Workshops	29
4.3 Treasurer: Check Authorization and Bank Statement Reconciliation	29
4.4 District Budget Committee (Budget Committee)	30
4.5 District Budget Committee Responsibilities and Timelines	30
4.6 District Budget Approval, Implementation, Amendments and Allocation	30
5. DISTRICT GUIDELINES	
5.1 Revisions	31
5.2 Distribution	31

INTRODUCTION

These District 20 Guidelines (Guidelines) describe the procedures that apply to the District 20 Committee. They constitute a supplement to, not a replacement of, the AA Service Manual and are the guidelines and procedures to be followed. These recommended Guidelines reflect the experience of the District Committee as a whole. The Guidelines contained herein may only be amended upon a two-thirds majority of the voting members of the District Committee present, as described below.

1. DISTRICT COMMITTEE

1.1 Membership of the District Committee

- A. The District Committee is composed of the following:
 - District Committee Member (DCM)
 - Alternate DCM
 - District Secretary
 - District Treasurer
 - District Registrar
 - District Events Coordinator
 - All General Service Representatives (GSRs) representing groups holding meetings in District 20 (District)
 - District Standing Chairs
- B. Each member of the District Committee has a voice and each eligible member has a vote at the District meetings. Elected officers and GSRs are all voting members. Alternate GSRs have a vote when representing an absent GSR. District standing chairs are not voting members. Interested AA members are always invited to attend District Meetings, but only GSRs and officers vote.

1.2 District Officer Job Descriptions

1.2.A District Committee Member (DCM) Job Description

Voting member of District

Suggested 5 years of sobriety

Elected by Third Legacy Procedure

Qualifications: Has usually served as a GSR.

Duties:

- 1) The DCM is available to assist the GSR, District officers and appointed chairs with their duties when requested to do so.
- 2) The DCM strives to be a teacher rather than a director.
- 3) The DCM attends all District meetings. When unable to do so, contacts the alternate of intended absence and provides the alternate with any pertinent information that needs to be passed on to the District.
- 4) Participates in all District activities such as, Unity Day, workshops and other District functions.
- 5) Attends PRAASA and Regional Forums. (The full District Committee should allocate funds for these at the beginning of the panel.)
- 6) Attends all Area Committee meetings, gives a report of the District activities and arranges with the Area Delegate a date to give Delegates Conference Report.
- 7) Attends all Area Assemblies – Pre-Conference, Post-Conference, Winter Assembly, and Mini-PRAASA or Election Assembly (these last two alternate years).
- 8) Includes the alternate in as many of the duties as possible. The alternate just may be the next DCM.
- 9) Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer in each October of the current year.
- 10) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meeting, it is essential to arrange to have an alternate in place who is prepared with the needed report, any printed information from the Area meeting, and materials for the GSR orientation meeting. If required to give a report and no one can attend, a written report may be sent. Failure to do this would be considered an absence. Three absences without contact in the calendar year is considered as a resignation.
- 11) Provides orientation to newly elected trusted servant upon rotation.

Suggestions:

The DCM is the face and voice of the District Committee and as such should conduct themselves in a respectful manner in demeanor, action, dress, and language.

Though the DCM has many responsibilities, probably the most important of these is to be a supportive mentor to all District trusted servants.

Have fun in the DCM position and encourage joy in service.

Be confident in what you do.

You can't do it wrong, you will never do it perfect, so just do it fun!

1.2.B Alternate District Committee Member (ADCM) Job Description

Voting member of District

Suggested 5 years of sobriety

Elected by Third Legacy Procedure

Suggested Qualifications: Has served as a GSR. Has the time and energy to serve the District well.

"The Alternate is a backup for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate steps in. Usually, the alternate is elected at the same time as the D.C.M., by the same procedure. Alternate committee members should be encouraged to assist, participate, and share in the D.C.M.'s responsibilities at the district and area meetings." (AA Service Manual, S33)

Duties:

- 1) Prepares agenda for the District meetings (and forwards these to the District secretary to send out to all District members).
- 2) Leads GSR orientation/sharing/Service Manual Study (held one hour before the District meeting) and assists GSRs with these responsibilities as needed.
- 3) Facilitates ad hoc committees as requested.
- 4) Brings printed material from the Area Committee meetings and sets out for District members.
- 5) Is a servant to the District.
- 6) Is available to other District committee member chairs for support or information.
- 7) When possible, attends the Area meetings of other committees when the current chair is unable to do so (i.e., BTG, PI/CPC).
- 8) Keeps current records (of job descriptions and any changes to the guidelines) along with the recording secretary.
- 9) Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM each October of the current year.
- 10) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meeting, it is essential to arrange to have an alternate in place who is prepared with the needed report, any printed information from the Area meeting, and materials for the GSR orientation meeting. If required to give a report and no one can attend, a written report may be sent. Failure to do this would be considered an absence. Three absences without contact in the calendar year is considered as a resignation.
- 11) Provides orientation to newly elected trusted servant upon rotation.

1.2.C District (Recording) Secretary Job Description

Voting member of District

Suggested 2 years sobriety

Elected by Third Legacy Procedure

Suggested Qualifications:

Prior group or general service experience is useful.

Background in general office work, including computer knowledge.

A sense of order and the ability to capture the essentials of what is happening at a meeting. The job is time-consuming and needs to be carried out on schedule; the secretary needs to have ample time available.

Duties:

- 1) Takes notes during meetings.
- 2) Prepares District meeting minutes.
- 3) Distributes minutes electronically within 3-5 days following District meeting.
- 4) Collects elected officer and appointed chair reports, and other relevant documents shared at the meeting, or requested by participants, and attaches a copy to the minutes.
- 5) Maintains an electronic record of meeting minutes and associated documents (as well as a paper copy, if specified).
- 6) Hands off to incoming replacement a flash-drive of all documents (also a binder containing paper copies if requested).
- 7) Record Keeping:
 - A) Meeting attendance
 - B) Meeting minutes and attachments
 - C) District member contact information for minutes distribution via email
 - D) District Policy Decisions Summary Document (to include mileage reimbursement and other policy actions) – for ease of information access
 - E) Any changes in the guidelines
- 8) Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM each October of the current year.
- 9) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meetings, an alternate needs to be arranged and that alternate should have any needed reports and/or material for the meeting. If required to give a report and no one can attend, a written report may be sent. Failure to arrange this will be considered an absence. Three absences without contact in the calendar year will be considered as a resignation.
- 10) Provides orientation to newly elected trusted servant upon rotation.

1.2.D District Treasurer Job Description

Voting member of District

Suggested 5 years of sobriety

Elected by Third Legacy Procedure

Treasurer is responsible for all financial transactions for District 20.

Duties:

1. Attends all District meetings and has copies of financial report for secretary, DCM, ADCM, and other attendees.
2. Makes deposits and pay bills in a timely manner.
3. Responsible for receiving all the money, contributions, and 7th Tradition.
4. Manages post office box and key.
5. Keeps records for current and past business.
6. Presents financial report and treasurer's report at District meeting. Note: these are two separate documents. (The secretary would appreciate both copies emailed before the meeting. If unable to do so, bring extra copies to secretary at the meeting.)
7. When the position transfers, meets at the bank to have signatures changed.
8. Manages Unity Day funds (and other event funds) and Prudent Reserve in the same account using separate line item designations.
9. Brings checkbook to District meetings in order to reimburse expenses for officers and committee members.
10. In November of each year, presents an estimated annual budget for the whole District for the following year to the District for approval. When able, utilizes the estimated budgets for each committee position in creating the District budget.
11. Submits estimated annual treasurer budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budgets are to be submitted by each Officer and Committee chair to the District treasurer and DCM in October of the current year.
12. Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meetings, an alternate needs to be arranged and that alternate should have any needed reports and/or material for the meeting. If required to give a report and no one can attend, a written report may be sent. Failure to arrange this will be considered an absence. Three absences without contact in the calendar year will be considered as a resignation.
13. Provides orientation to newly elected trusted servant upon rotation.

1.2.E District Registrar Job Description

Voting member of District

Suggested sobriety 2 years

Elected by Third Legacy Procedure

Qualifications: Very helpful to have practical working computer knowledge and comfort relaying information via email to General Services Organization (GSO) and within local area. Regular access to and experience with a computer with MS Word, spreadsheet software (i.e., Excel), e-mail, and internet capabilities is essential.

Duties:

- 1) Develops and maintains a current roster of District 20 GSRs, alternate GSRs, District officers and appointed chairs.
- 2) Keeps roster current and accessible at all times.
- 3) Information on this roster is to be kept confidential and, in every way, in congruence with AA Traditions.
- 4) This information is not to be shared outside of the General Service members of AA (District, Area, and GSO).
- 5) Forwards all Group Change forms to the AA General Service Office in New York and to the CNIA Area 07 Registrar.
- 6) Keeps a record of these changes and updates the roster as indicated.
- 7) Attends all District meetings and gives a report at each meeting.
- 8) Attends at least one Area meeting.
- 9) Coordinates with the Area Registrar for accuracy of current information.
- 10) Keeps in communication with new members to the District to ascertain when they have received information directly from GSO and the Area.
- 11) If District members are not receiving the information from GSO and the Area, follows up with the Area Registrar and GSO to clarify and correct the problem.
- 12) Until it is confirmed that new members are receiving information from GSO and the Area, it is suggested that the registrar forward the CNIA Accents (monthly newsletter) to these members to ensure that they and their groups are receiving the information about topics being discussed at the Area, Regional, and World Services of AA.
- 13) Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM each October of the current year.
- 14) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meeting, arranging to have an alternate in place who is prepared with the needed reports is essential. If required to give a report and no one can attend, a written report may be sent. Failure to do this would be considered an absence. Three absences without contact in the calendar year is considered as a resignation.
- 15) Provides orientation to newly elected trusted servant upon rotation.

1.2.F Events Coordinator Job Description

District Events Coordinator

Voting Member of District

Suggested 2 years of sobriety

Elected by Third Legacy Procedure

Duties:

1. Maintains a current listing of venues for events (including maximum occupancy, kitchen availability, handicap accessibility, insurance needs, reservation requirements, and any other pertinent information).
2. Recruits and coordinates committees to put on Unity Day and other special events sponsored by District.
3. Arranges for venues for events as needed and maintain contact with the responsible person for the venues until the event has ended and all fees to the facility have been paid.
4. Assists, as needed, to create committees and recruit speakers.
5. Be available to the chairperson of the event to assist as needed with committees involved in food, set up, clean up, transportation, publicity, budget, entertainment, and insurance requirements.
6. Attends District 20 meetings and presents a written and verbal report of upcoming events, challenges and opportunities.
7. Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM in October of the current year.
8. Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meeting, sends an alternate with the needed report and any needed materials. If required to give a report and no one can attend, a written report may be sent. Failure to do this will be considered an absence. Three absences without contact in the calendar year will be considered a resignation.
9. Provides orientation to newly elected trusted servant upon rotation.
10. Is the "Go to Point Person" not the person who does all the work. Delegate!
11. Is an enthusiastic role model. "We are not a glum lot!"

1.3 GENERAL SERVICE REPRESENTATIVES (GSRs)

1.3.A General Service Representative (GSR) Job Description: The GSR is the link between an individual's home group and AA as a whole. GSRs are selected by their home group to be the meeting's representative and vote at monthly District 20 meetings and quarterly Area 07 Assemblies. For a complete definition, including Qualifications and Duties, see the current *AA Service Manual*, *Chapter Two: The Group and Its GSR*.

1.3.B Each GSR will vote their informed group conscience. However, every GSR carries the Right of Decision and may, as circumstances dictate, vote or change their previous vote without full consultation with their group, as provided in Concept III (See discussion, *The AA Service Manual Combined With Twelve Concepts for World Service*, 2016-2018 Edition, Concept III, pp 11-14, following S128).

1.4 DISTRICT STANDING CHAIR JOB DESCRIPTIONS

1.4 AA. District Accessibilities Chairperson Job Description

Non-voting member of District; Suggested 3 years of sobriety

Appointed by elected District officers

Requirements: Service experience at group and District levels. Experience as a GSR strongly suggested (or a willingness and ability to learn about General Service early in the panel). A working knowledge of AA Traditions is essential.

Responsibilities:

Chairs Accessibilities Committee, which is devoted to helping carry the message of Alcoholics Anonymous (AA) to everyone, particularly those isolated because of accessibility issues. Examples of people who may be served by this committee:

- People who are hearing or sight impaired
- Those with transportation issues (military, seniors, limited mobility, homebound, remote, homeless, non-English speakers, low literacy, parents with young children)

Duties:

- 1) Reads and studies the Accessibilities workbook and related material provided by GSO. (Ex: https://aa.org/assets/en_US/accessibilities-committees/m-48i-special-needsaccessibilities-workbook)
 - SMF-208 Accessibilities Checklist for Meetings and Groups
 - P-83 – Access to AA
 - Access to AA: Members Share on Overcoming Barriers
- 2) Forms an Accessibilities Committee comprised of AA members from District 20.
- 3) Cooperates with other AA Service entities (i.e., PI/CPC, H&I, BTG, E-services).
- 4) Attends District 20 monthly meetings.
- 5) Presents a report to the District committee meeting on all related activity, with a written copy provided to the District secretary.
- 6) Attends and participates as a member in Area Accessibilities meetings, workshops and activities.
- 7) Purchases supplies as needed staying within the annual District Accessibilities budget, submitting an expense report to the District Treasurer for compensation.
- 8) Maintains supplies of literature appropriate for Accessibilities.
- 9) Stores Accessibilities materials and displays.
- 10) Provides Accessibilities information to AA groups and individuals in the District.
- 11) Provides AA conference-approved literature, makes presentations, and participates in local conventions and conferences.
- 12) Keeps a file of important materials and reports, for handoff to the next chairperson.
- 13) Meets with new incoming Accessibilities chairperson to explain what the job entails.
- 14) Submits estimated annual budget for expenses (for the upcoming year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District Treasurer and the DCM each October prior to the proposed Budget year.
- 15) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meetings, an alternate needs to be arranged and that alternate should have any needed reports and/or material for the meeting. If required to give a report and no one can attend, a written report may be sent. Failure to arrange this will be considered an absence. Three absences without contact in the calendar year will be considered as a resignation.

1.4.A Answering Service Chairperson Job Description

Non-voting member of District

Suggested 5 years sobriety

Appointed by elected District officers

Maintains the answering service for Western Nevada County District 20.

Duties:

- 1) Recruits AA members to be on the volunteer list.
- 2) Calls volunteers and asks about sobriety length. (Must have one-year continuous sobriety). Informs them of procedures and gets their email or mailing address.
- 3) Sends new volunteers the hotline manual.
- 4) Creates volunteer list with times volunteers are available.
- 5) Keeps a separate volunteer list with names and email or mailing addresses and phone numbers to send out hotline manual.
- 6) Emails updated Excel volunteer telephone list to the service the District uses (currently A-B Communications).
- 7) Keeps records of communications with the service the District uses such as incoming or outgoing emails, and any notes when speaking with them. Lists date, contact person and details of communications.
- 8) As needed, updates additional material in the Answering Service Guidelines.
- 9) Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM in October of the current year.
- 10) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend District or other required meetings, sends an alternate AA member to give any needed reports. If required to give a report and no one can attend, a written report may be sent. Failure to do this will be considered an absence. Three absences in the calendar year without contact will be considered a resignation.
- 11) Provides orientation to newly appointed trusted servant upon rotation.

Monthly Responsibilities:

- 1) Prints out daily call reports from Service the District uses website.
- 2) Looks at District 20 bill details on website to determine if District is being billed correctly. (Just a quick overview; detailed action not required.)
- 3) Creates a report for the District of monthly call reports and sends the report to the District 20 secretary.
- 4) Attends District meetings and gives report.

Every 3-6 Months Responsibilities:

- 1) Calls or emails volunteers to determine if volunteers are still available and phone numbers are in working order.
- 2) Checks times that volunteers are available.
- 3) If volunteers do not answer emails or return phone calls, removes them from the hotline list.

1.4.B District Archives Chairperson Job Description

District Archivist

Non-voting member of District

Suggested 3 years of sobriety

Appointed by elected District officers

Collects, organizes, and displays items from District 20's history that are of importance or interest to the local AA groups. This would include group histories in the District, minutes from district meetings, flyers for special events such as group anniversary meetings, and information about the beginning of AA in our area and the beginnings of groups in District 20.

Duties:

- 1) Obtains all the archives material when initially elected to serve as Archives chair.
- 2) Maintains all of these items.
- 3) Accepts other items when given to Archives and places them into the Archives.
- 4) Ensures that Archives are available to all members to peruse. (Members contact the archivist to make an appointment for viewing.)
- 5) Sets up displays of archival items when requested (i.e., Anniversary parties/Unity Day).
 - A) The chairperson of the event will contact the Archive chair and have a table set up for the display.
 - B) Brings the items early and sets them up on the reserved table.
 - C) Answers questions as asked.
 - D) Returns display items to the appropriate storage after the event.
- 6) Becomes knowledgeable and informed about archives and how to access and maintain them.
- 7) Attends all District meetings.
- 8) Gives report at District meetings on progress in organizing, collecting, preserving and displaying Archive materials.
- 9) Collects duplicate material and pass it on to the Area archivist, when possible.
- 10) Participates in Area archives workshops.
- 11) Is enthusiastic about service and involved with other archivists. Learns.
- 12) Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM each October of the current year.
- 13) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meeting, arranges to have an alternate in place who is prepared with the needed report is essential. If required to give a report and no one can attend, a written report may be sent. Failure to do this would be considered an absence. Three absences without contact in the calendar year is considered as a resignation.
- 14) Provides orientation to newly elected trusted servant upon rotation.

1.4.C District Bridging the Gap (BTG) Chairperson Job Description

Non-voting member of the District

Sobriety suggested minimum 2 years

Appointed by elected District officers

Additional considerations: previous experience with General Service, knowledge of and familiarity with AA Traditions and AA Concepts of World Service.

Coordinates all of the BTG Activity in District 20.

Duties:

- 1) Overall responsibility for District BTG activities.
- 2) Responsible for ensuring that BTG activities remain focused on bridging the gap from the institution and facilities to the AA meeting.
- 3) Conduct a monthly District BTG meeting.
- 4) Responsible for collaboration and communication with various entities.
- 5) Responsible for representation at the following monthly meetings (may be delegated to other BTG volunteers to reduce the chairperson load, to cross-train others and to increase awareness of BTG):
 - a) CNIA BTG Area meeting. Provide monthly tally of requests, follow-up and BTG activities within the District.
 - b) General Service District meeting. Because BTG receives funding from General Service and, in the spirit of cooperation and shared experience, it is highly recommended to keep the District informed of BTG activity.
 - c) Local Hospitals and Institutions (H&I) meeting. To coordinate and inform them of facility activities, e.g., prisons or jails. It is best to talk with local H&I committee **before** proceeding with any facility.
 - d) Local PI/CPC.
 - e) Other local committees such as Central Office.
- 6) Encourages and attends District workshops on Bridging the Gap.
- 7) Maintains supplies of literature appropriate for BTG, including "District 20 BTG Kit."
- 8) Encourages and supports BTG activities at all meetings in District.
- 9) At the District level, manages BTG contacts as they arrive.
- 10) Encourages men and women to become BTG volunteers. Maintains volunteer list.
- 11) If requested, attends events that may promote BTG activities.
- 12) Gives written and verbal reports monthly at District 20 meetings.
- 13) Maintains correspondence with GSO.
- 14) Cooperates with other AA Service entities (i.e., H&I, PI/CPC).
- 16) Stores BTG materials and displays.
- 17) Attends CNIA 07 annual BTG Workshop.
- 18) Attends all CNIA 07 assemblies.
- 19) Submits estimated annual expense budget (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM in October of the current year.
- 20) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meeting (as listed in the job description) an alternate should be sent. The alternate would give any needed reports. If required to give a report and no one can attend, a written report may be sent. Failure to do this will be considered an absence. Three absences in the calendar year without contact will be considered a resignation.
- 21) Provides orientation to newly elected trusted servant upon rotation.

1.4.D District 20 Coffee/Set-Up Person Job Description

Non-voting member of District

Suggested 1 year of sobriety

Appointed by elected District officers

Duties:

1. Arrives 30 minutes prior to GSR/Service Manual study meeting.
2. Alerts hospital security to open the door.
3. Starts coffee and tea and sets up other supplies as needed.
4. Sets up room for the GSR/Service Manual study meeting and District meeting.
5. Arranges for help to clean up after the meetings so as to leave the meeting area and bathroom clean and orderly. Inspects for thoroughness when completed.
6. Attends all District meetings and gives a report on expenses and needs.
7. Asks for help during the meeting for someone to bring snacks and for help with clean up.
8. Alerts security (or ask another responsible member who may be staying for a meeting after the District meeting) that the room is ready to be locked and stays to be sure the room has been secured.
9. Uses own judgment, skills, and choices to make this a fun and tasty job!
10. Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM in October of the current year.
11. Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meeting, arranges to have an alternate, who is another member, take on this responsibility for set up and coffee. This person would also be responsible to give any needed reports. Failure to do this would be considered an absence. Three absences without contact in the calendar year is considered as a resignation.
12. Provides orientation to newly elected trusted servant upon rotation.

1.4.E. District E-Services Chairperson Job Description

Non-voting member of District

Suggested 4 years of sobriety

Appointed by elected District officers

Knowledge of the Traditions and Concepts is essential.

Experience as a General Service Representative is strongly suggested.

Maintains District 20 website.

Duties:

- 1) Coordinates information pertaining to the purpose of District 20 in relationship to AA.
- 2) Provides a source within the website to reach out to the alcoholic that still suffers.
- 3) Provides a web page in support of the various functions of District 20
 - A) PI/CPC
 - B) Bridging the Gap
 - C) Meeting schedule
 - D) Home Group activities within the District
 - E) District 20 announcements
 - F) H and I (Hospital and Institutions)
 - G) Grapevine/La Viña
 - H) Unity Day
 - I) Area 07 announcements
 - J) GSO announcements
- 4) Attends all District meetings.
- 5) Gives a report of activity and/or needs at each District meeting.
- 6) Receives any information needed to be placed on the District website.
- 7) Attends Area workshops on e-services.
- 8) Attends any Area meetings specific to e-services.
- 9) Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM each October of the current year.
- 10) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meetings, an alternate needs to be arranged and that alternate should have any needed reports and/or material for the meeting. If required to give a report and no one can attend, a written report may be sent. Failure to arrange this will be considered an absence. Three absences without contact in the calendar year will be considered as a resignation.
- 11) Provides orientation to newly elected trusted servant upon rotation.

The E-Services chair should be up to date with the current movement in AA with regard to the public and the outreach of AA services (e.g., Facebook, LinkedIn, Twitter, etc.).

Provides input to reach out to the Western Nevada County community keeping at all times the Traditions and the Concepts of AA.

1.4.F. DISTRICT GRAPEVINE (GpVn) CHAIR

Grapevine (GpVn) Chair

Non-voting member of District

Suggested 2 years of sobriety

Appointed by elected District officers

Duties:

- 1) Signs up as the District Grapevine chair with GSO (General Service Office).
- 2) Attends monthly District meeting and gives a report on recent activity and any needs.
- 3) Informs the District about the AA Grapevine, La Viña, and other AA Grapevine items.
- 4) Displays materials at District functions.
- 5) Attends Area assemblies when feasible/able.
- 6) Encourages groups to elect GpVn Representatives for the group and assists the GpVn reps in learning their responsibilities as the group GpVn rep.
- 7) Encourages purchase of GpVn subscriptions/La Viña subscriptions and other GpVn items.
- 8) Utilizes the assistance/guidance of the Area Grapevine chair and suggestions for Grapevine reps from AAGrapevine.org.
- 9) Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM in October of the current year.
- 10) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meetings, an alternate needs to be arranged and that alternate should have any needed reports and/or material for the meeting. If required to give a report and no one can attend, a written report may be sent. Failure to arrange this will be considered an absence. Three absences without contact in the calendar year will be considered as a resignation.
- 11) Provides orientation to newly elected trusted servant upon rotation.

1.4.G District Literature Chair

Non-voting member of District

Suggested 2 years of sobriety

Appointed by elected District officers

Acts as a resource for the District with information and assistance regarding AA literature.

Duties:

1. Informs the District about AA Conference approved literature, audiovisual materials, and other AA items.
2. Displays materials available at District functions.
3. Attends Area Assemblies when feasible/able.
4. Encourages purchase of AA Conference-approved literature.
5. Signs up as the District Literature chair with GSO. (General Service Office)
6. Utilizes the assistance/guidance of the Area Literature chair and the Literature desk at GSO.
7. Attends monthly District meetings and reports on recent activity.
8. Purchases literature as requested by the District.
9. Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM in October of the current year.
10. Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meetings, an alternate needs to be arranged and that alternate should have any needed reports and/or material for the meeting. If required to give a report and no one can attend, a written report may be sent. Failure to arrange this will be considered an absence. Three absences without contact in the calendar year will be considered as a resignation.
11. Provides orientation to newly elected trusted servant upon rotation.

1.4.H District 20 PI/CPC (Public Information/Cooperation with the Professional Community) Chairperson Job Description

Non-voting member of District

Suggested 3 years of sobriety

Appointed by elected District officers

Requirements: Service experience at group and District levels. Experience as a GSR strongly suggested (or a willingness and ability to learn about General Service early in the panel). A working knowledge of AA Traditions is essential.

Responsibilities:

PI/CPC committee provides information about Alcoholics Anonymous to members of the community whose profession may bring them in regular contact with anyone who may suffer from the disease of alcoholism. We offer information through a variety of methods, and seek to establish simple and effective ways to work with professionals with a policy of "cooperation, but not affiliation."

Inform professionals and the public about AA— what we are, where we are, what we can do, and what we cannot do, through use of GSO website, wide range of pamphlets, district meeting schedules, presentations and PSAs.

Duties:

- 16) Reads and studies the PI and CPC workbooks provided by GSO.
- 17) Forms a PI/CPC committee comprised of AA members from District 20.
 - 3) Conducts monthly PI/CPC committee meetings.
- 18) Attends District 20 monthly meetings.
- 19) Presents a report to the District committee meeting on all PI/CPC activity, with a written copy provided to the District secretary.
- 20) Attends and participates as a member in Area PI/CPC meetings, workshops and activities.
- 21) Cooperates with other AA Service entities (i.e., H&I, BTG, e-services).
- 22) Purchases supplies as needed staying within the annual District PI/CPC budget, submitting an expense report to the District treasurer for compensation.
- 23) Maintains supplies of literature appropriate for PI/CPC.
- 24) Stores PI/CPC materials and displays.
- 25) Provides AA information to groups such as: Healthcare Professionals, Educators, Clergy, Lawyers, Law-Enforcement Personnel, Judges, Social Workers, Counselors, Business Managers, and those working in the field of alcoholism.
- 26) Provides AA conference-approved literature, makes presentations, and participates in local conventions and conferences.
- 27) Maintains a list of locations where PI/CPC material (pamphlets, schedules, Grapevines) are distributed and frequency of replenishment.
- 28) Maintains a detailed list of contact information of the persons and organizations with whom contact has been made, is currently in process of being made and/or is being planned.
- 29) Keeps a file of important materials and reports, which will be turned over to the next chairperson.
- 30) Meets with new incoming PI/CPC chairperson to explain what the job entails.

(Continued on following page)

District 20 PI/CPC (Public Information/Cooperation with the Professional Community)
Chairperson Job Description (continued)
Responsibilities (continued)

- 31) Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM each October of the current year.
- 32) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meetings, an alternate needs to be arranged and that alternate should have any needed reports and/or material for the meeting. If required to give a report and no one can attend, a written report may be sent. Failure to arrange this will be considered an absence. Three absences without contact in the calendar year will be considered as a resignation.
- 33) Provides training to the newly elected trusted servant upon rotation.

Like all of AA, the primary purpose of members involved with public information services is to carry the AA message to the alcoholic that still suffers. Working together members of the PI/CPC committee convey AA information to the general public including the media. All committee members need to be thoroughly familiar with the AA program and be able to provide consistent and accurate information about the fellowship. Experience in public relations is not essential but recommended. An understanding of the 12 Traditions, including a firm grasp of the anonymity Traditions is important. PI/CPC service work is to provide accurate AA information to the public when requested. PI committees visit schools, businesses, and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our traditions of anonymity, singleness of purpose, and non-affiliation, as well as offering AA public service announcements to the radio and television stations.

1.4.I District Schedules Chairperson Job Description

Non-voting member of the District

Suggested one year of sobriety

Appointed by elected District officers

Requirements: Ability to edit text in an appropriate editing software, possession of general computer skills, ability to communicate via email and verbally, and the ability to meet deadlines.

Duties:

- 1) Communicates with District 20 groups to ascertain the groups meeting schedule, location, and accessibility.
- 2) Updates the District 20 officers and appointed chairs contact information.
- 3) Publishes an accurate meeting schedule at regular intervals.
- 4) Updates the meeting schedule as needed between scheduled publishing times to maintain accuracy.
- 5) Maintains meeting schedule archive.
- 6) Interfaces with District 20 treasurer and other officers and chairs.
- 7) Works with e-services chair to maintain and link online schedule to the District website.
- 8) Distributes the District 20 schedule to group GSRs and/or group members.
- 9) Submits written reports to District 20 secretary prior to the monthly District meeting.
- 10) Attends District 20 monthly meeting and give report of recent activity.
- 11) Interfaces with local print shops to insure an accurate printing of the schedule.
- 12) Submits estimated annual budget for expenses (for the following year) in order to be able to perform listed tasks. Estimated budget is to be submitted to the District treasurer and the DCM in October of the current year.
- 13) Absences: Fulfilling the responsibilities of each position is vital to the effective completion of District 20 business. If unable to attend the District meeting or any other required meetings, an alternate needs to be arranged and that alternate should have any needed reports and/or material for the meeting. If required to give a report and no one can attend, a written report may be sent. Failure to arrange this will be considered an absence. Three absences without contact in the calendar year will be considered as a resignation.
- 14) Provides orientation to newly elected trusted servant upon rotation.

2 DISTRICT COMMITTEE MEETINGS

- A. All members of the District Committee meet together on the last Saturday of every month for the District 20 meeting. Special District meetings may be called as necessary. All members of the District Committee have a voice and, eligible members, a vote at the District meetings.
- B. The GSR Orientation meeting is held the last Saturday preceding the monthly District meeting.
- C. The District Officers' meeting is attended by the DCM, alternate DCM, District secretary, District treasurer, District registrar and the District events chair, all of whom have a voice and a vote. District officers' meetings are held after the District meeting or other agreed upon day and time.
- D. Each GSR should attend the monthly GSR orientation meeting, District meeting, District workshops, and Area 07 assemblies (four each year).

2.1 Meeting Procedures

- A. Discussions: Any member of the Committee or interested AA member attending the meetings may bring an item for discussion. Any discussion items brought would be considered during New Business. Discussion shall utilize the Sharing Session procedure described in *The AA Service Manual 2016-2018 Edition*, p. S40. The purpose of this discussion process is to draw out the ideas of even the shyest participant, while keeping more articulate members from dominating the session. Each person offers an opinion, and never needs to defend it. The chairperson or leader functions more as a timekeeper than as a participant. No one is permitted to speak twice on the same subject until all who wish to have spoken. Discussion continues around the group until all new contributions have been shared. Contributions that have already been stated by someone else do not need to be repeated. Each person may talk for a specified time (a minute and a half or two minutes is typical; whatever the group agrees upon). This also prevents individuals from getting into a back and forth with one or two other members, repeating what has previously been said, and excluding others. A motion may arise from the discussion, or members may conclude there is no need to proceed with the item under consideration.
- B. Motions: Motions are the tools used to introduce business in a meeting. Only District 20 committee members may introduce a motion.
 - 1. Housekeeping Motions: Business of the District Committee that can be acted upon immediately by the District Committee (such as a new coffee pot for District Committee meetings, extending the time of the District Committee meeting). Housekeeping motions do not require input from District meeting groups.

2. Main motions: A main motion is defined as a proposal that certain action be taken or that the group expresses an opinion. Main motions allow a group to do its work. They are the motions that spend money, adopt projects, etc. The word to use are, "I move..."
3. Seconds: Once another member says, "Second," or, "I second the motion," the motion is on the floor and open for discussion. A motion must be considered if two people are in favor of its coming before the meeting. If a motion fails to be seconded, the chair is to state, "Since there is no second, the motion is not before this meeting."

Once a motion is seconded, it is important that the chair restate the motion so that the proposal is clear in the mind of the members. If the motion before members is long and involved, the chair can ask that it be submitted in writing so it can be accurately restated. Once the chair states a motion, it is said to be pending and must be disposed of in some manner before any other business can be considered.

- a. Discussion: The chair will restate the motion and describe the format for discussion (see Section 2.1 Meeting Procedures, A. Discussion). Discussion should continue as long as members wish to discuss the question unless motions have been made to either limit or close discussion.
- b. Calling the question: Calling the question is the motion used to cut off discussion and to bring the group to an immediate vote.
 - It is out of order to "call the question" when a member has the floor.
 - It cannot be debated.
 - It requires a two-thirds vote because the right of the attending members to debate is being curtailed.
 - Because it requires a two-thirds vote of those voting members in attendance, the vote must be taken by a show of hands in a small group or a rising vote in a large group.
- c. Voting: Before voting, the chair will read the motion so it is again clear in the minds of the members before voting. At this time the chair will state, "All those in favor please say aye." The negative vote is called for next, "All those opposed say no." The chair will ask for anyone who abstains, "All those who abstain, say abstain." The chair makes the decision regarding the vote by what he/she hears. A voice vote may be difficult to judge. If the results are uncertain, it is important to verify the vote by taking a second vote using show of hands, or a rising vote depending on the size of the group. The District mostly uses the **simple**

majority vote, which is **more than half the votes cast**. A voting member may choose to abstain, which is a formal refusal to vote on an issue.

Substantial Unanimity: Matters of policy may require substantial unanimity, which is a **two-thirds majority, taken to mean two-thirds vote of those who are present, eligible, and have either voted for or against a motion** (from Panel 64, How We Conduct Business).

- d. **Minority Opinion and Reconsideration**: After a vote has been taken on an item, the chairperson calls for minority opinions from the losing side. A motion to reconsider a vote must be made by a member who voted with the prevailing side. Only a simple majority is required for the motion to be reconsidered. No motion may be reconsidered twice. If the majority votes to reconsider, **full** debate, pro and con resumes. Members are urged to limit discussion to **new** considerations of the motion under debate. Ideally, any matter will be thoroughly considered before a first vote is taken, minimizing instances of motions to reconsider (*The AA Service Manual, 2016-2018 Edition*, p. S57; and Panel 64, How We Conduct Business).

3.0 DISTRICT ELECTIONS, VOTING PROCEDURES and APPOINTED CHAIRS

3.1 District Elections

- A. District elections will be held at the November District 20 meeting of odd-numbered years after Area elections.
- B. All GSRs and other members of the District Committee serve for a two-year term beginning on January 1 of the even-numbered year following their election.

3.2 Procedure for Electing Persons to Service Positions

- A. All District elections will be conducted by an invited Area officer.
- B. The Third Legacy Procedure will be used for elected positions.
- C. Voting will be done by written ballot.
- D. Those eligible to vote include:
 - a. GSRs (Alternate if GSR is not available)
 - b. All elected District officers
 - c. A person has only one vote. For example, if an Alternate DCM is also a GSR, that person has only one vote. That GSR's alternate could vote as the GSR, and then the Alternate DCM could vote as an elected officer.

3.3 Qualifying for Election

- A. Any person willing to serve in any District-elected position will be required to stand (if able) and qualify themselves verbally at the District meeting in which the elections take place. (If a qualified person is unable to attend, that person may submit a written statement of qualification and willingness to serve.)
- B. In August of election years, individuals will be asked to begin considering whether they are available to serve during the upcoming panel.

3.4 Appointed Chairs

- A. Appointed chair positions will be filled by the elected officers after they are in place. Following elections, individuals interested in filling appointed chair positions need to make their availability to serve known to the officers.

3.5 Restrictions

- A. A person shall not be allowed to hold a District service position if they currently serve in another District or on the Area 07 Committee. Ideally, a person shall not hold more than one District service position.

3.6 Rotation

- A. Conforming with AA's Spirit of Rotation, no one may succeed their prior term in office unless they are filling the balance of a term. In addition, no one may serve again in a position they have previously held without an intervening break of at least one year.

3.7 Voting Procedure on Matters Other Than Service Position Elections

- A. When voting on any matter, an individual has only one vote on an issue, even if the individual holds more than one service position (e.g., an individual is both an officer and a GSR).
- B. Unless otherwise provided, all other votes shall be approved by a simple majority of those in attendance at the meeting in which the matter is voted upon (including, but not limited to, the adoption of budgets, consideration of motions, or any other issue subject to a vote).

4.0 FINANCE

4.1 Prudent Reserve

A. The District will hold \$2,500 in a prudent reserve.

4.2 Travel Allowances: Monies in excess of the prudent reserve are to be used for current and expected expenditures and should be used to help defray travel expenses of the DCM, District 20 officers and appointed chairs. The purpose of defrayments is to assist in covering a portion of expenses incurred for District service.

A. Registration: Cost of registration to Area 07 assemblies and workshops, including meals, coffee.

B. Mileage Reimbursement: Gas mileage reimbursement (currently \$0.41 per mile), consistent with Area 07 and General Service Office [GSO] rate, to Area 07 Assemblies, Workshops, and Area 07 Committee meetings.

C. Lodging: Reimbursement shall be consistent with reasonable accommodation rates, outside a thirty (30) mile radius and a round-trip of at least 60 miles from the District. The number of nights' lodging reimbursed includes only those nights included in the assembly, workshop or Committee meeting schedule.

D. Expense and Receipt Submittal: All District funding of operating expenses, including funds either forwarded or reimbursed, shall require a full and timely accounting of expenses and receipts. Actual expenses must be incurred by the individual requesting defrayment.

E. DCM Travel Allowance and Advance Approval Parameters for Committee Chair Position-Specific Workshops: A travel allowance will be paid to the District Committee Member (DCM), pursuant to job description. Funding can be requested by Committee chairs to attend position-specific workshops. Approval of expenses will be based upon job description requirements and determined on an individual case basis. Funding must be requested prior to attendance. It is expected that District officers and chairs will plan their travel sufficiently in advance to obtain cost-effective travel rates.

4.3 Treasurer: Check Authorization and Bank Statement Reconciliation

A. The District Treasurer and the DCM (District Committee Member) are authorized to sign checks. Only the signature of the Treasurer is required to release the disbursement of District funds.

B. Treasurer shall reconcile Bank Statement every month. Treasurer shall submit a copy of the reconciled Bank Statement and monthly Treasurer's Report to the DCM (District Committee Member), the Recording Secretary and any Committee Members or Chairs who request one. The last four digits of the account will be kept confidential.

- 4.4 District Budget Committee (Budget Committee)
 - A. In the October District Meeting, a District Budget Committee will be formed to write a Proposed District Budget. The Budget Committee will consist of the District elected officers and two additional District Committee members. The Budget Committee will have an odd number of members to avoid a tied vote.
- 4.5 District Budget Committee Responsibilities and Timelines
 - A. In October of each year, collect proposed budgets for the following year from each District officer and appointed chair.
 - B. Prior to the November District 20 meeting, the Committee shall develop a proposed District Budget for the following year, utilizing the budget documents submitted by the District officers and appointed chairs.
 - C. Present the proposed District Budget to District Committee members during the November District 20 meeting.
 - D. District Committee members shall work together to resolve budget questions, concerns and issues that arise on an as-needed basis.
- 4.6 District Budget Approval, Implementation, Amendments, and Allocation
 - A. District Budget for the following year will be approved at the December District 20 meeting by a majority vote of the voting members present.
 - B. In January of the new year, the District budget approved in December will be implemented.
 - C. Amendments to the approved Budget will require a consent and affirmation vote by a simple majority of the District Committee present.
 - D. Prudence shall be utilized in allocating the District's resources.
 - E. At the end of each calendar year, funds in excess of the prudent reserve and current budget expenses will be disbursed in equal parts to the General Service Office and Area 07
 - F. No District funds will be released for any event/activity not hosted by District.

5. DISTRICT GUIDELINES

5.1 District Guidelines Revisions

- A. Any suggested revisions to the District Guidelines will be voted on during District Committee meetings and approved by a two-thirds majority of the voting members attending. Any revisions passed will go into effect immediately unless a different date is specifically provided.

5.2 District Guidelines Distribution

- A. All members of the District Committee, as well as the Area 07 delegate, Area 07 secretary, and Area 07 archivist will be given a copy of the current District Guidelines following the January District meeting. The Guidelines will also be posted on the District website for all to view.

Date of Guidelines Acceptance, by Panel 68: October 26, 2019