

2018

# DISTRICT 90 GUIDELINES

SOLANO NORTH

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# DISTRICT 90 SOLANO NORTH GUIDELINES

## 1. GENERAL GUIDELINES

**I. DISTRICT 90 DESCRIPTION:** District 90, part of the California Northern Coastal Area 06 Assembly of Alcoholics Anonymous, is a service body, striving to be the conscience and voice of the District's A.A. groups within the General Service structure. District 90 covers Vacaville, Fairfield, Suisun City, Dixon and Rio Vista. Panels are two years long and start in January of odd years and end in December of the following even year.

**II. OFFICERS:** District 90 officers are the DCMC, 4 DCMs, Treasurer, Recording Secretary, and Registrar. All have voting privileges at the District meeting. The District 90 Officer positions are elected using the 3rd Legacy Procedure the first Wednesday in November of even years. The election is facilitated by the current chair of the North Solano Intergroup.

**III. STANDING COMMITTEE CHAIRS:** The Literature/Grapevine Chair is elected at the District Elections held in November. The Bridging the Gap Chair and the Public Information/Cooperation with the Professional Community (PI/CPC) Chair are appointed by the incoming District panel. Standing committee chairs do not have a vote at the district meeting.

**IV. TIME AND PLACE:** The District 90 monthly meeting is held on the first Wednesday of the month at the North Solano Intergroup Office in Vacaville at 7 PM. A GSR Sharing Session is held at 6:30.

**V. MAILING ADDRESS:** The District's mailing address is 413 William Street, Vacaville, CA 95687.

**VI. CHECKS:** Checks to the District should be made out to "*North Solano Service Committee.*"

**VII. KEYS:** Keys to the North Solano Intergroup Office are obtained from the Intergroup Office Manager. Rotating District Officers and standing committee chairs should return keys to the Intergroup and allow them to re-issue them to the incoming panel.

**VIII. GUIDELINES REVIEW:** In the second year of the panel, the District Officers will review these guidelines and amend them if necessary by discussing it then making motions at the district meeting.

**IX. SOBRIETY REQUIREMENT:** The minimum sobriety requirement for all service positions is the length of the commitment, two years.

**X. RULE #62:** In addition to the job descriptions members should always remember not to take themselves too damn seriously as per Rule #62.

## **2. TRAVEL FUNDING GUIDELINES**

**I. FUNDING:** District 90's service work is funded by voluntary contributions from AA groups and individual AA members.

**II. TRAVEL TO/FROM MONTHLY CNCA MEETING:** The District Committee Member Chair (DCMC), all district officers, and all standing committee chairs that attend the monthly California Coastal Area (CNCA) meeting in Petaluma shall be reimbursed at the rate of .40 cents per mile traveled round-trip. Carpooling is encouraged. All are expected to fill out a mileage reimbursement form and present a thorough report at the following district meeting.

**III. TRAVEL TO/FROM CNCA AREA ASSEMBLIES:** The District Committee Member Chair (DCMC) and all District Committee Members (DCMs) that attend CNCA Area Assemblies shall be reimbursed at the rate of .40 cents per mile traveled round-trip, as they are voting members. Carpooling is encouraged. All are expected to fill out a mileage reimbursement form and present a thorough report at the following district meeting.

**IV. TRAVEL TO/FROM REGIONAL EVENTS:** Any district officer, designated for funding by the district who attends a regional event (Pacific Regional Alcoholics Anonymous Service Assembly—PRAASA, Regional Forum or Interdistrict Workshop) shall be reimbursed up to \$300 for reasonable and prudent travel expenses which include mileage at .40 cents per mile airfare, hotel and meals with receipts. All are expected to fill out a mileage reimbursement form and present a thorough report at the following district meeting.

### **3. JOB DESCRIPTIONS AND DUTIES**

#### **I. GENERAL SERVICE REPRESENTATIVE (GSR)**

1. Attend the monthly District Meeting and report current activities of your group to the District in a brief, concise report.
2. Attend the home group business meetings and report current activities of the district. Also make announcements about upcoming General Service events (Unity Days, PRAASA, Area Assemblies, Regional Forums etc.) at recovery meetings.
3. Obtain informed group consciences on motions that have been made at the District and/or the Area.
4. Attend 4 Area Assemblies per year. Assembly dates/locations are published well in advance.
5. Volunteer to chair and/or participate in District 90 Unity Days.
6. Read “The AA Service Manual,” The District 90 Guidelines, and the monthly CNCA 06 newsletter CNCA Comments.
7. Obtain a Service Sponsor who has experience in General Service.
8. Attend other meetings/events, if possible, that can help GSRs such as PRAASA, Regional Forums, Interdistrict Workshops, the GSR Sharing Session and the monthly Area meeting in Petaluma.

#### **II. District Committee Member Chair (DCMC)**

1. Chair the monthly District 90 committee meeting—opening/closing it on time, facilitating its flow and being aware of voting procedures.
2. Chair the monthly District 90 Officers Agenda Planning meeting (held sometime prior to the district meeting) checking in with other District Officers as well as setting the agenda for the next meeting. The date, time and location of the planning meeting is to be determined by the needs of the officers of each panel.
3. Attend the monthly CNCA meeting in Petaluma and give a report on District 90 happenings and also bring back to the District events, motions, results of votes and other information in a report.

4. Attend the 4 annual Area Assemblies each year of the panel and encourage GSRs to attend. Report back on what occurs there.
5. Submit a monthly article (about 350 words) to the editor of the North Solano Intergroup's newsletter The Happenings, with information about international, regional, CNCA and District 90 AA events and news.
6. Attend Regional functions (PRAASA, Regional Forums, the annual Inter-district Workshop), and give a thorough report about them at the next district meeting.
7. Since the PI/CPC Chair and Bridging the Gap Chairs are appointed and not elected positions, solicit volunteers to carry out those jobs that will be appointed by the District Officers.
8. Encourage and facilitate the flow of information between District 90 and AA as a whole in efficient ways (in person, phone, email, texting, etc.).
9. Arrange the annual District Officers Inventory that takes place usually in late October of the first year of the panel (getting a facilitator and note taker) and also do the same for the annual District 90 inventory that usually takes place in November of the first year of the panel.
10. Go to the bank with the Recording Secretary and Treasurer early in the panel to become a signer on the District 90 checking account.
11. In the second year of the panel, secure a date and time for the next panel's Agenda Topic Workshop (usually held in March) to help ease the transition. Do the same for the Inter-district Workshop (held in late January) if it is District 90's turn to host it.
12. Function as the district coffeemaker (or find a volunteer) including getting supplies.

### **III. District Committee Member (DCM)**

1. Attend all district meetings, the monthly CNCA meeting in Petaluma and Area Assemblies giving reports on each at the following district meeting.
2. Attend the District 90 Officers Agenda Planning meeting.

3. Assist and encourage GSRs to become acquainted with the AA Service Manual and other service material.
4. Talk to groups about the responsibilities and benefits of general service work.
5. Facilitate/help with Agenda Topic discussions that GSRs have with their home groups before the annual Pre-Conference Assembly.
6. Help encourage and facilitate the flow of information between District 90 and AA as a whole in efficient ways (in person, phone, email, texting, etc.).
7. Hold other meetings intended to help GSRs.

#### **IV. District Treasurer**

1. Collect mail/checks from the District's mailbox at the North Solano Intergroup Office.
2. Pay monthly district rent to the North Solano Intergroup of \$100.
3. Reimburse any District Officer for travel mileage as per the Travel Funding Guidelines.
4. Write a check for Unity Day rent and reimburse members for supplies.
5. Reimburse PI/CPC Chair for receipts totaling no more than \$150 per quarter, non-cumulative. Reimburse the Literature/Grapevine Chair for receipts totaling no more than \$50 per quarter, non-cumulative.
6. Monitor the District 90 prudent reserve, set at \$650 in Panel 53.
7. Attend the monthly District 90 meeting and District 90 Officer's Agenda Planning meeting and give a report for activity of the past month plus any anticipated activity.
8. Generate and distribute electronic and hard copies of the District 90 Treasurer's report to the members of District 90.
9. Prepare a yearly budget projection that takes into account how many funded officer positions are filled and the locations of Area Assemblies and regional events.

## **V. District Recording Secretary**

1. Attend the monthly District 90 meeting and the District 90 Officers Agenda Planning meeting and plan/create the agenda for the upcoming district meeting.
2. Record the minutes of the District committee meeting.
3. Email agendas, minutes and any other pertinent information to all District 90 Officers, GSRs and Standing Committee Chairs prior to the district meeting.
4. Submit receipts for printing and related expenses to the Treasurer for reimbursement.
5. Go to the bank with the DCMC and Treasurer early in the new panel to be a witness to the signature change from the old officers to the new on the checking account.
6. Send minutes to the CNCA archives.

## **VI. District Registrar**

1. Maintain and update group information and pass on changes to the CNCA Registrar.
2. Register new GSRs, District 90 Officers and Standing Committee Chairs with the CNCA Registrar.
3. Generate, update and distribute to all district members a confidential list of members' contact information (name, address, phone number, email) that is re-distributed after any changes.
4. Attend the bi-annual CNCA Election Assembly held in the second year of the panel in November to register voting members for elections.
5. Attend the monthly District 90 meeting and District 90 Officers Agenda Planning meeting, giving a report at each.
6. Serve as the registration chair at Unity Days and solicit volunteers to assist with that duty.



## **VII. District Public Information/Cooperation with the Professional Community Chair**

1. Chair the monthly PI/CPC committee meetings on the 1<sup>st</sup> Thursday of the month at 7 PM at the North Solano Intergroup office.
2. Be the point of contact for PI/CPC requests from the North Solano Intergroup (address, email and phone number).
3. Coordinate PI presentations at schools and other facilities and staff a booth at relevant functions.
4. Attend the monthly District 90 meeting and area PI/CPC meeting and give a report.
5. Turn receipts in to the District Treasurer to be reimbursed for funded travel as per the Travel Funding Guidelines and for expenses of the \$150 quarterly, non-cumulative budget.

## **VIII. Literature/Grapevine Chair**

1. Chair the monthly Literature/Grapevine meeting held at the Intergroup Office on the 4<sup>th</sup> Thursday of each month at 7 pm.
2. Attend the monthly District 90 meeting and give a report on activity for the past month plus any anticipated activity and share briefly on a pre-selected piece of AA literature.
3. Maintain monthly budget of \$50 per quarter, non-cumulative. Turn receipts for reimbursement in to the District Treasurer in a timely manner.
4. Create displays for exhibiting at local functions such as Unity Days.
5. Be knowledgeable about AA literature and Grapevine items, the Grapevine workbook and newsletters, AA Guidelines for the Literature Chair, and the Literature catalog.

## **IX. Bridging the Gap Chair**

1. Chair the monthly Bridging the Gap meeting held at the Intergroup Office on the 1st Tuesday of each month at 7 pm.
2. Attend the monthly District 90 meeting and give a report on activity for the past month plus any anticipated activity.
3. Attend the monthly CNCA Bridging the Gap Committee meeting held at 11 am at the Petaluma Community Center on the 4<sup>th</sup> Saturday of each month.
4. Create and maintain a list of volunteers who act as contacts for those requesting services.

## 4. VOTING GUIDELINES

**I. ELIGIBLE VOTERS:** Those eligible to vote are the GSRs and the District Officers (DCMC, DCMs, Recording Secretary, Treasurer and Registrar). If any of the eligible voters are not present, their alternates may vote.

**II. MOTIONS:** Motions can be made by any member of the District Committee (GSRs, District Officers, and Standing Committee Chairs) and must be seconded by a member of the committee if they come from an individual and not a group or the District Officers before they move along the discussion/vote process. Ideally, motions should be submitted to the DCMC and Recording Secretary well before the District meeting.

Motions should be clear and concise as possible and will first be presented as new business. They can be voted on the following month as old business, but do not have to be. Motions can be expedited if there is a pressing need to do so as determined by the DCMC.

Improper motions (such as ones that propose that something not be done) need to be amended before being considered.

**III. DISCUSSION:** Motions should be thoroughly discussed by the District Committee and GSRs should take them back to their respective groups and get an informed group conscience.

**IV. SIMPLE MAJORITY OR SUBSTANTIAL UNANIMITY:** Before a vote is taken, the DCMC reminds the District of who the voting members are and asks them if the particular motion requires a simple majority or substantial unanimity to pass. Then the DCMC reads the following:

*Simple majority (over 50%): You might choose this option if the motion we will be voting on is procedural, is less controversial, involves little money, and will not have a great impact on our District or groups.*

*Substantial Unanimity (2/3's majority): You should choose this option if the motion would affect policy, set a precedent, or change how things will be done in the future. If it involves more money, or has a greater impact: on groups, other Areas, and/or AA as a whole.*

A vote on how the District is to vote, simple majority or substantial unanimity, is done by a simple majority.

**V. VOTE TALLY:** The DCMC reads the motion one last time before the vote is taken and states what will happen if the motion passes and what will happen if it fails. Then the DCMC asks whoever is for the motion to raise their hands. The DCMC and Recording Secretary count and record the votes for the motion. Then the DCMC asks whoever is against the motion to raise their hands. The DCMC and Recording Secretary count and record the votes against the motion. Then the DCMC asks for those who wish to abstain from the vote to raise their hands. The DCMC and Recording Secretary count and record the abstentions. Abstentions are not counted in the total number of votes cast.

The final vote tally is announced and whether the motion passed or failed.

**VI. MINORITY OPINION:** Anyone who voted for the side that lost the vote is then given the opportunity to express the minority opinion. If there are no votes against a motion, there is no minority opinion. Those who voted for the side that won the vote or who abstained do not speak, but listen carefully.

**VII. MOTION TO RECONSIDER:** After all minority opinion has been expressed, the DCMC asks if anyone who voted with the side that won the vote wishes to make a motion to reconsider. If that motion is made, anyone can second it. A vote is then taken (simple majority) to reconsider. If it fails, the matter is settled. If it passes, the motion has new life and discussion is re-opened. After more discussion, the revote will decide the matter once and for all. There will be no more minority opinion nor a motion to reconsider.

**VIII. HOUSEKEEPING MOTIONS:** Housekeeping motions are those that are relatively minor or procedural issues which do not require extensive discussion. The DCMC reads the housekeeping motion and asks for questions for the maker of the motion that are only about the wording and the intent of the motion, not general discussion. After questions have been answered, the DCMC asks if anyone objects to the housekeeping motion. If there is an objection, it becomes a regular motion and moves to new business. If no one objects, the motion passes.