



Alcoholics Anonymous  
Area 83  
District 30 Committee  
Quinte West

---

Operating Procedures

---

---

Page 2	Mission Statement
Page 3	Structure
Page 4	Voting
Page 5	Meetings and Duties
Page 6	Duties - Continued
Page 7	Duties - Continued
Page 8	Expenses
Page 9	Expenses - Continued
Page 10	Appendix 1- Third Legacy Procedure
Page 11	Summary of Changes (As Approved)
Page 12	Summary of Changes (As Approved)- Continued

---

Revisions Prepared & Approved by: District 30 Table  
Revisions Approval Date: May 20, 2018  
Copy to Archives: July 24, 2018  
Next Revision Due: January 2020

# **QUINTE WEST DISTRICT 30 STRUCTURE & OPERATING PROCEDURES**

## **Mission Statement**

The object of this structure and operating procedure is to provide for the continuing successful operation of a united effort of groups in the Quinte West District. All provisions of the operating procedure and all actions of the District ought to conform to the principles of the Twelve Traditions, Twelve Concepts and the A.A. Service Manual and adhere to the primary purpose of Alcoholics Anonymous - to carry the message to the alcoholic who still suffers.

## SECTION I - STRUCTURE

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

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

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

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

1. District Committee Member (DCM)
2. Alternate District Committee Member (A.DCM)
3. Treasurer
4. Secretary
5. General Service Representatives (GSR) (one from each group)
6. Sub-Committee Chairpersons for:
  - Public Information (P.I.)
  - Co-operation with the Professional Community (C.P.C.)
  - Corrections
  - Grapevine (G.V.R.)
  - Registrar
  - Self-Support
  - Treatment Facilities
  - Archives
  - Literature Chair

(b) Appointed positions shall be selected and brought forth to the District Table for approval by 2/3rds majority to be reviewed every 2 years for rotation:

Webmaster

(c) The Round-Up Committee, consisting of 5 members, be elected to a two year term to run opposite the District Table term.

- (d) The members of the District Committee, with the exception of the GSR's and the appointed positions, shall be elected by the full District Committee in even numbered years to serve a term of two years. The GSR's shall be elected in even numbered years by the members of their Group to serve a term of two years. It is suggested that elections be held prior to the Election Assembly of the Area (Fall Assembly of the even numbered year).
- (e) Eligibility for election for the following positions of DCM, Alternate DCM or Treasurer shall be presently serving or past GSR's.

In the event an Elected or Appointed Person should fail to report or neglect their duties for three (3) consecutive District Meetings, that person shall be deemed to have resigned his/her position, and shall be replaced for the remainder of his/her term.

## **SECTION II - VOTING**

- (a) All members of the District Committee, shall be considered eligible to vote on subjects brought forth before the Committee. In the absence of the GSR, the Alternate GSR will be eligible to vote. In the absence of both the GSR and the Alternate GSR an appointed member of the group may attend and vote the group conscience. In the absence of a Chair or Co-Chair of a Committee, person may be appointed by the Chair of the Committee to vote.
- (b) A motion which has been proposed by a voting member, seconded, and discussed at the table shall be carried by simple majority, being 50% plus one of the eligible voters at the table. UNLESS the motion has been determined to be dealt with by "Two Thirds Majority", which procedure has been duly moved, seconded and passed by simple majority at the discussion stage of the main motion. An example of such a "Special" motion might be disposal of excess funds, or request for the resignation of a table member.
- (c) When a motion has been voted on, votes for or against the motion shall be counted in the 2/3 majority and abstentions shall not be counted. The Voice of the Minority had the opportunity to be heard, meaning someone who voted with the minority. If such a sharing shall have the result of a person who voted with the majority desiring to change his/her vote, that person may move for a reconsideration of the question. This now requires a seconder, and if seconded, voted upon and carried, then the original motion shall be reopened for discussion and disposal in the normal way.
- (d) All voting members must be a group member of District 30.
- (e) Third Legacy Procedure shall be followed. See Appendix 1.
- (f) In the event that one person fills two positions at the table, for example, Sub-committee Chair having voting privileges and Group GSR, then that person shall have one vote on any item under consideration.

(g) Any motion to amend or revise the Quinte West District Operating Procedures shall require 60 days notice to give the GSRs an opportunity to determine their group's conscience on the motion.

### **SECTION III - ELIGIBILITY FOR ELECTION AS PER THIRD LEGACY**

**(a) Eligibility For Election: First: Members of the outgoing District Committee, but if no one is prepared to stand - Second: Members of the Immediate past District Committee. If there is no one prepared to stand - Third: Nominations from the floor.**

### **SECTION IV - MEETINGS**

The District Committee shall meet monthly, at a location, time and place to be determined by the District Committee Member (DCM). Currently, every third Sunday of every month, at 2:00 p.m., at Trinity St. Andrew's Church, 56 Prince Edward Street, Brighton, Ontario. The DCM will chair the meeting. In the absence of the DCM, the Alternate DCM will chair the meeting. In the absence of both the DCM and the Alternate DCM, the members present may select a Chairperson for that meeting only, provided more than 50% of the Registered Groups in the District are represented, and more than 50% of those present are GSR's or Alternate GSR's or appointed member of a Group.

### **SECTION V - DUTIES**

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

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

(c) Treasurer: The Treasurer shall receive and deposit all moneys for the use of the District, intact, to a Chartered Bank, Trust Company or Credit Union decided upon by the District Executive Committee, and pay all District expenses as outlined in these procedures or as a result of a motion by the District Committee. The Treasurer shall report to the District Committee at the monthly meeting. The fiscal year for the District shall be January 1<sup>st</sup> to December 31<sup>st</sup> inclusive, with an annual statement to be prepared by the Treasurer at year's end. All such record keeping shall be retained and passed on to succeeding Treasurers. Signing authority for District 30 bank account will be any two of the following:

Treasurer, DCM, Alternate DCM or Secretary. Persons who have signing authority may not act as signatories on cheques made out to them.

All monies acquired by District 30 and monies distributed by District 30 go through the Treasurer.

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

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

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

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

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

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

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

(k) Literature: This elected position shall purchase Alcoholics Anonymous Conference-approved literature for sale at cost. Occasionally the chairperson, on direction from the district table, may purchase for resale (at a similar mark up) Chips & Medallions from a suitable source. The Chairperson is also responsible for the printing and distribution of the District Meeting Lists and 'Telephone Business Cards'. When a new supply of meeting lists is needed the District Committee should be consulted re: changes, etc. This position will be assisted by the Literature Committee Guideline MG-9. The Chairperson will report to the District Committee at the monthly meeting and a financial report provided quarterly.

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

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

(n) Registrar: This elected position shall be responsible for compiling and updating contact lists of all members of the table; forwarding all District information to the Area; compiling and updating Group Registration and Records and forwarding such information to the Area Registrar or Area Secretary as necessary.

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

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

## **SECTION VI    EXPENSES**

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

- (a) Secretary's Stationery expenses
- (b) Treasurer's Stationery expenses
- (c) Telephone answering service
- (d) Literature materials required for the effective operation of the Sub-Committees of the District, e.g., Meeting Lists and Telephone Business Cards, and Pamphlets for the use of P.I., C.P.C., Self-Support and Treatment Committees
- (e) Public Information Ads within the District approved by the District Committee
- (f) Rent for District meetings
- (g) Website functional supplies
- (h) DCM expense allowance to attend Area Assemblies is dollar amounts to be determined by a vote of the District Committee on an as needed basis. These amounts are to be considered in accordance with actual costs and District financial resources, per Assembly, paid prior to the Assembly. A written report must be presented at the Next District Meeting. Receipts to be turned in to the Treasurer upon return. Unused funds shall be returned at this time. (See Note 1.) Ask GSRs to consult their groups on definition of 'Acceptable Expenses'.
- (i) The DCM may also be reimbursed for reasonable travel expenses to the Area Committee Meetings, each incident being considered and approved by the full District Committee on its own merits.
- (j) Alternate DCM expense allowance to attend Area Assemblies is dollar amounts to be determined by a vote of the District Committee on an as needed basis. These amounts are to be considered in accordance with actual costs and District financial resources, per Assembly, paid prior to the Assembly. A written report must be presented at the next District Meeting. Receipts to be turned in to the Treasurer upon return. Unused funds shall be returned at this time (See Note 1.)
- (l) The Alternate DCM may also be reimbursed for reasonable travel expenses to the Area Committee Meetings, each incident being considered and approved by the full District Committee on its own merits.
- (m) Sub-Committee Chairs expense allowance to attend Area Assemblies is dollar amounts to be determined by a vote of the District Committee on an as needed basis. These amounts are to be considered in accordance with actual costs and District financial resources, per Assembly, paid prior to the Assembly. A written report must be presented to the next District Meeting. Receipts to be turned in to the Treasurer upon return. Unused funds shall be returned at this time (See Note 1.)

Items requiring approval by the District Committee:

- Funding for attendance of the DCM to attend Eastern Canada Regional Forums/Special Forums held in Ontario, at the discretion of the District Committee group conscience.
- Funding for attendance of the Alternate DCM to attend Eastern Canada Regional Forums/Special Forums held in Ontario, at the discretion of the District Committee group conscience.
- All additional disbursements will require a motion by the District Committee.

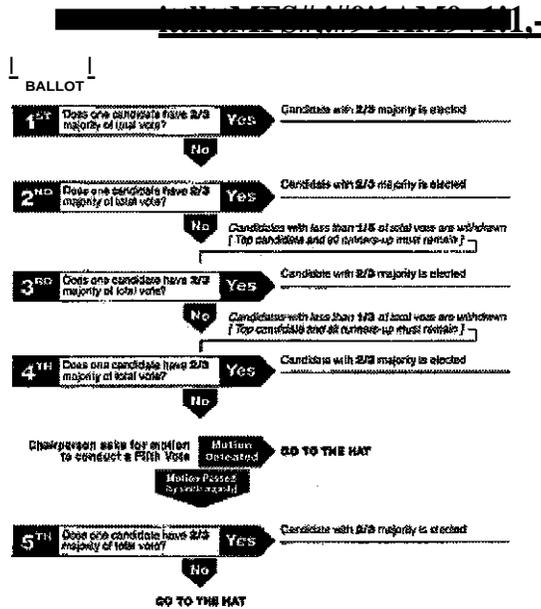
Note 1. In the event a DCM, Alternate DCM or Sub-Committee Chair is also a Group GSR, it is expected that the Group concerned will fund the attendance of that person at Area Assemblies, unless the Group is not in a financial position to do so. In which case, the Group may petition the District Committee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

### THIRD LEGACY PROCEDURE

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

Third Legacy Procedure is as follows:

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



Reprinted from *The A.A. SERVICE MANUAL (2006/2007)* Combined with *TWELVE CONCEPTS/or WORLD SERVICE* By Bill W. pg 20/21.

## DISTRICT OPERATING PROCEDURES – 2018 APPROVED CHANGES

1. Section II - Item (d) replace 'should' with 'must'.
2. Section II – Item (g)i remove entire item; and (2) Section II (g)ii rename to (g).
3. Section II - Item (g)ii remove 'If any change is necessary,', and last sentence; remaining sentence to read 'Any motion to amend to revise the Quinte West District 30 Operating Procedures shall require 60 days of notice to give the GSRs an opportunity to determine their group's conscience on the motion.'
4. Page 1 – (1) remove Originally prepared by, Approved, Revised and Approved, and Revisions Prepared by; and (2) Page 1 - Maintain/add – Revisions approved date, Revision Approved by District 30, Copy to the Archives date, Next Revision date.
5. Mission Statement – remove 'arising there from'.
6. Mission statement – remove 'The procedure sets out what the groups have agreed upon and not what anyone has committed them to do'.
7. Section II – Item (c) replace 'When a motion has been voted on, the yeas, nays and abstentions have been duly counted and recorded' with 'When a motion has been voted on, votes for or against a motion shall be counted in the 2/3 majority and abstentions will not be counted.'
8. Section II - Item (c) replace 'shall have' with 'had'.
9. Section II - Item (c) remove 'duly'.
10. Section II – Item (a) remove first 'appointed'.
11. Section I - Item (c) replace sentence with 'The Roundup Steering Committee, consisting of 5 members, be elected to a two year term to run opposite to the District table term.'
12. Section V - Item (p) replace 'The chairperson and committee, DCM, the Alternate D.C.M, and the Immediate Past DCM' with 'The Roundup Steering Committee'.
13. Section V – Item (h) remove 'Special Needs' (keeping in step with GSO).
14. Section I - (1) Item (b) remove 'Archivist'; and (2) Section I (a) 6. Subcommittees Chairpersons - add 'Archives'; and (3) Section V (m) – replace 'The position, appointed by the Exec Committee' and with 'This elected position'.
15. Section I – (1) Item (b) remove 'Literature Chair'; and (2) Section I (a) 6. Subcommittees Chairpersons - add 'Literature'; and (3) Section V - Item (k) - replace 'This function, appointed by the Exec Committee' with 'This elected position'.
16. Section VI - (1) Item (g) remove 'Kitchen supplies for District meetings'; and (2) Section VI – Items (h) to (m) - renumber items to reflect removal of (g)
17. Section VI - Item (i) ask GSRs to consult groups on definition of 'acceptable expenses'.
18. Section I - (1) Item (a) 6. Registrar – remove '(normally the Immediate Past DCM, unless he/she declines)'; and (2) Section V – Item (n) replace 'This position shall normally be filled by the outgoing DCM, unless such person declines the appointment, in which case the Executive Committee shall appoint a replacement. The Registrar' with 'This elected position'.
19. Section I – (1) Item (b) replace 'Additionally, the following' with 'Appointed positions'; and (2) Item (b) add 'to be reviewed every 2 years for rotation' before the colon at the end of sentence.
20. Section V – Item (c) add "All monies acquired by District 30 and monies distributed by District 30 go through the treasurer.
21. Section V – Item (k) "This elected position shall purchase alcoholism recovery related literature from AAWS for sale at cost plus 10%" – remove "plus 10%"