

## **District 9**

**(Danbury, New Fairfield, Sherman)**

### **Operating Guidelines**

#### **Standard Operating Procedures**

Like our 12 steps of personal recovery, Alcoholics Anonymous (A.A.) abides by 12 traditions and 12 concepts. Our traditions describe the principles that ensure the unity of our fellowship while our concepts describe the principles upon which our service structure rests. All service members need to be knowledgeable of these two sets of principles. Our 12 Traditions are detailed in the books Alcoholics Anonymous, Twelve Steps and Twelve Traditions, Language of the Heart, and AA Comes of Age. The 12 concepts are described in The A.A. Service Manual Combined With Twelve Concepts for World Service. These Traditions and Concepts uphold the autonomy of each District; therefore, each District composes its own guidelines for self-governance. These guidelines are intended to serve as guidance only. In any service function of A.A., common sense and practicality should prevail. A spirit of unity and cooperation with each other in the form of an informed group conscience is needed to meet our goal – to help the alcoholic obtain and maintain sobriety. These guidelines are designed for the orderly conduct of business and are not to be used to exclude the voice of pertinent concerns of individual representatives, or the groups they represent.

**District 9**

**P.O. Box 95**

**Danbury, Ct. 06813**

**Agenda:**

District Committee Member (DCM) will prepare and email participants the meeting agenda based on the previous month's minutes and any new business request to the body prior to the monthly District meeting. Any voting member may request new business be added to the agenda by notifying the DCM at least one week prior to the monthly District meeting to allow the maximum amount of time for research and consideration.

**Voting Members:**

Within the District, Group Service Representatives (GSRs), Committee Chairs, and District Officers are voting members. Each voting member of District 9 has the right to attend meetings, make motions, speak in debate, and vote. If a Committee Chair, or District Officer is concurrently serving as a GSR, they have a total of one vote, and the Alternate GSR may not vote on behalf of the GSR unless the GSR is physically absent. No voting member may vote in absentia.

**Voting:**

All motions require substantial unanimity, (2/3 majority) to pass. In keeping with A.A.'s 36 principles, any minority opinion will be provided the opportunity to be heard immediately after voting; followed by an inquiry to the body to see if anyone's vote has changed after hearing the minority's opinion. If the motion initially receives a majority vote, but does not obtain substantial unanimity (2/3 majority), the majority may speak.

**Making a Motion:**

A motion is a proposal for the District 9 voting body to take an action. The motion should be made in a positive statement ("Move to..." instead of "move not to...")

- Only voting members may make a motion.
- The motion must be seconded by another voting member to proceed forward.
- Only when a motion has been made and seconded will discussion take place on the one issue presented. Motions may be discussed, voted, or tabled at the DCM's discretion. If a motion is tabled it will be revisited at the next business meeting.

### **Discussion Guidelines:**

To ensure that all discussion is orderly and allows everyone the opportunity to be heard the following is suggested:

- Everyone present (both voting members and non-voting participants) will be allowed to speak briefly during the discussion of issues and motions.
- All participants will be given the chance to share before anyone shares a second time on the issue at hand.
- A participant may speak again on the same topic only after all others have had the opportunity to share once; however, participants are asked to consider that if their perspective has already been expressed, it may not be necessary to repeat it.
- While utilizing Zoom the “Raise Hand” function will determine the order in which each person will be called upon to share.
- Participants may use the “Raise Hand” function on Zoom and wait to be recognized before speaking.
- Calling the question: Any voting member may “call the question” which brings debate to a halt while voting members decide whether to proceed directly to a vote (the question) or go on with the debate. A second is required to halt the discussion and call the motion to a vote.

### **District Officers:**

District 9 officers will follow the same rotation as the Area 11 Delegate. Positions are a 2 year commitment. Elections are at the end of even years.

- District Committee Member
- Alternate District Committee Member
- Treasurer
- Secretary

## **District Committee Member**

### **Qualifications:**

1. Suggested 4 years of continuous sobriety
2. District Experience, usually having served as General Service Representative (GSR)
3. Position is a 2 year commitment. Elections are at the end of even years.
4. Must be able to attend all Area meetings and workshops/sharing sessions, the Area Spring/Fall and Pre-Conference assemblies and report back to the District
5. Must attend the Round-Up, Soberfest, Area Convention, North East Regional Forum (NERF), North East Regional Alcoholics Anonymous Service Assembly (NERAASA)
6. Must have time and energy to serve.
7. Access to email is desirable and will be provided if necessary by the district.

**Responsibility:** The primary responsibility of the DCM is that of two-way communication between groups and the Delegate. The DCM also supports the GSRs and the District at the group and Area level. The DCM has a current working knowledge of the AA Service Manual and is informed on current issues. For further detail refer to the current AA Service Manual which will serve as the baseline for the DCM roles and responsibilities.

1. Chair the monthly District 9 GSR meeting in accordance with District 9 Procedures  
guided by the AA Service Manual, Twelve Traditions and Twelve Concepts for World Service.
2. Prepare a meeting agenda based on the previous month's minutes and the submission of new business proposals.
3. Work closely with other Officers and District Committee Members to:
  - Look for ways to continuously improve the operation of the District, and
  - Ensure that training and orientation materials are appropriate and on hand for new GSRs and other service volunteers
4. Generate an annual list of all scheduled District meetings
5. Form Ad Hoc committees to review special concerns as required
6. Establish communication with groups GSRs, and Area Delegate, to hear and support the needs of the district

## **Alternate District Committee Member**

### **Qualifications:**

Same as for the District Committee Member (DCM).

### **Responsibility:**

1. Assist DCM and fill in when DCM is unavailable.
2. Replace DCM if the DCM is no longer able to serve.
3. The Alternate DCM has the same responsibilities delineated for the DCM (see above).
4. Coordinate, with the DCM, presentations for the District.
5. Voting member with one vote at District 9 GSR meeting.

## **Treasurer**

### **Qualifications:**

1. A suggested minimum of 4 years of continuous sobriety.
2. Have 2 years District service experience and may not be concurrently serving as a DCM or other District Officer.
3. Position is a 2 year commitment. Elections are at the end of even years
4. Access to email is desirable and will be provided if necessary by the district.

### **Responsibilities:**

1. Attend monthly GSR, Area Assemblies and District Officer Meetings.
2. Attend Area sponsored events, Spring and Fall Assemblies, District workshops, and Day of Sharing.
3. Open a checking account consistent with AA guidance and traditions, requiring two signatures on all checks over \$ 150.
4. Submit and update a signature card to authorize two signatures (Treasurer and District Committee Member).
5. Assist in the preparation and presentation of the annual budget. Prepare and distribute budget request forms to all committee chairs in September.
6. Provide contribution envelopes for distribution to groups.
7. Maintain a record of and deposit moneys received.
8. Maintain a record of and pay all authorized expenses.
9. Balance checkbook. Report monthly at District GSR meeting.
10. Keep a file of important materials and reports, as well as any helpful information to turn over to the next Treasurer
11. Provide the group Treasurer with written confirmation of all contributions received.
12. Report total contributions monthly at District GSR Meeting
13. Voting member with one vote at District 9 GSR meeting.

## **Secretary**

### **Qualifications:**

1. A suggested minimum of two years of continuous sobriety.
2. Have one year of District service experience and not concurrently serving as a DCM or other District Officer.
3. Position is a 2 year commitment. Elections are at the end of even years.
4. It is suggested candidates have some form of office and secretarial skills.
5. Access to email is desirable and will be provided if necessary by the district.

### **Responsibilities:**

Attend monthly GSR, Area Assemblies and District Officer Meetings

1. Attend Area sponsored events, Spring and Fall Assemblies, District workshops, and Day of Sharing
2. Mail/Email monthly notices to District Officers and GSRs for the district meeting.
3. Coordinates with the Schedules Committee group information
4. Handle all miscellaneous correspondence
5. Send District minutes to the Delegate and the Alternate Delegate and other districts upon request
6. Forward The New Group Form and Group Information Change Form to the Area 11 Registrar, the District Schedule Chair, and the District Answering Service Chairperson
7. Maintain a current listing of all the AA meetings and GSRs in the District
8. Provide all changes of position, address, and telephone numbers to Area Recording Secretary, Registrar, and District Officers
9. Compile Special Service Committee reports prior to the monthly District GSR meeting
10. Keep a file of important materials and reports, as well as any helpful information to turn over to the next Secretary.
11. Voting member with one vote at District 9 GSR meeting.

# **Treatment Facility Chairperson**

## **Purpose:**

Treatment Committees are formed to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment and outpatient settings, and to set up means of “bridging the gap” from the facility to an A.A. group in the individual’s community

## **Qualifications:**

1. A suggested minimum of two years continuous sobriety
2. Position is a 2 year commitment. Elections are at the end of even years.
3. Have passion for service.
4. Have one year of District service experience and may not concurrently serve as a DCM or District Officer.

## **Responsibilities:**

Include but not limited to:

1. Attend and report to the monthly District 9 GSR meeting.
2. Attend the Area Treatment monthly meeting
3. Prepare a budget to be presented to the District officers
4. Function within the guidelines of Treatment Representative as outlined in [A.A. Treatment Guidelines](#) from G.S.O.
5. Forms a committee to carry out the responsibilities of the committee.
6. Acts as the contact between A.A. and the treatment facility
  - a. Coordinates with the facility administration
  - b. Ensures the rules of the facility are followed.
  - c. Educates the administration, as needed, on what A.A. is and is not.
  - d. Provides pamphlets to the facility to educate and facilitate understanding of the A.A. program.
7. Maintain a list of Treatment facilities, sober living houses, etc., to facilitate the work of the committee and that the district may provide meetings.
8. Secure commitment of groups/individuals to sponsor meetings in facilities
9. Maintain a schedule of groups or individuals who will conduct the meetings in the facilities.
10. Provide a temporary contact persons list, upon request, for those who are leaving a facility.
11. Provide a means for a facility to obtain literature through purchase or loan
12. Voting member with one vote at District 9 GSR meeting.
13. Have knowledge of the Twelve Traditions and relevant [pamphlets](#)

# **Corrections Facility Chairperson**

## **Purpose:**

The purpose of a corrections committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contacts. A corrections committee may function within the structure of a General Service Conference area committee or an intergroup/central office. As A.A. has grown, it seems that a committee formed within the A.A. service structure works more effectively than an individual member or group.

## **Qualifications:**

1. A suggested minimum of two years continuous sobriety
2. Position is a 2 year commitment. Elections are at the end of even years.
3. Have passion for service.
4. Have one year of District service experience and may not concurrently serve as a DCM or District Officer.

## **Responsibilities:**

Include but not limited to:

1. Attend and report to the monthly District 9 GSR meeting
2. Attend the monthly Area Corrections meeting
3. Prepare a Budget to be presented to the District officers
4. Function within the guidelines of a Corrections Representative as outlined in the GSO Corrections [Handbook](#).
5. Form a committee to carry out the responsibilities of the committee.
6. Coordinate District Corrections Committee Workshops and presentations with institutions.
7. Attend appointments with all facilities within the District requesting A.A. meetings to discuss needs and requirements of the facility and ensure the feasibility of conducting A.A. meetings within the facility.
8. Ensure the committee is aware of facility requirements and that A.A. members and groups are following the requirements of the facility and/or managing any issues that arise.
9. Maintain a schedule of groups or individuals who conduct the meetings in the facilities.
10. Confirm that all facilities have someone from A.A. attend to chair the meetings scheduled within their facility,
11. Provide a temporary contact persons list, upon request, for those who are leaving a facility.
12. Provide a means for a facility to obtain literature through purchase or loan
13. Voting member with one vote at District 9 GSR meeting.
14. Have knowledge of the Twelve Traditions and relevant [pamphlets](#)



## **Public Information Chairperson**

### **Purpose:**

The purpose of P.I. service work is to provide accurate A.A. information to the public when requested. P.I. 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 A.A. public service announcements to radio and television stations.

### **Qualifications:**

1. A suggested minimum of two years continuous sobriety
2. Position is a 2-year commitment. Elections are at the end of even years.
3. Have passion for service.
4. Have one year of District service experience and may not concurrently serve as a DCM or District Officer.

### **Responsibilities:**

Include but not limited to:

1. Attend and report to the monthly District 9 GSR meeting.
2. Attend the Area Treatment monthly meeting
3. Prepare a budget to be presented to the District officers
4. Function within the guidelines of the [Public Information Guidelines](#) provided by the General Service Office.
5. Forms a committee to carry out the responsibilities of the committee.
6. Brainstorm with Committee, possible areas or needs for Public Information work.
7. Coordinates with the Area PI Chair for possible projects in the District.
8. Voting member with one vote at District 9 GSR meeting.
9. Knowledge of the Twelve Traditions and relevant pamphlets ([PI Kit](#)).

## **Cooperation with Professional Community Chairperson**

### **Purpose:**

The purpose of the committees provide information about A.A. to those who have contact with alcoholics through their profession. This group includes healthcare, E.A.P. and H.R. professionals; educators; members of the clergy; lawyers; social workers; military professionals; government officials; and those working in the field of alcoholism. Information is provided about where A.A. can be found, what A.A is about, what A.A. can do, and what A.A. cannot do.

### **Qualifications:**

1. A suggested minimum of two years continuous sobriety
2. Position is a 2-year commitment. Elections are at the end of even years.
3. Have passion for service.
4. Have one year of District service experience and may not concurrently serve as a DCM or District Officer.

### **Responsibilities:**

Include but not limited to:

1. Attend and report to the monthly District 9 GSR meeting.
2. Attend the Area Treatment meeting monthly
3. Prepare a budget to be presented to the District Officers
4. Function within the guidelines of the Cooperation with the Professional Community ([CPC](#)) provided by the General Service Office.
5. Forms a committee to carry out the responsibilities of the CPC committee.
6. Brainstorms with committee, possible areas of needs for CPC work.
7. Coordinates with the Area CPC Chair for possible projects in the District.
8. Voting member with one vote at District 9 GSR meeting..
9. Knowledge of the Twelve Traditions and relevant pamphlets ([CPC Kit](#)).