

District 11
of Area 52 – North Dakota
of Alcoholics Anonymous
Handbook of Structure & Guidelines
(First Ratified May 16th, 2022)

Geographic boundaries

District 11 is part of Area 52 North Dakota in the General Service Structure. District 11 includes all of Richland, Sargent, and Ransom Counties, and also Wheaton Minnesota. District 11 is bordered on the north by District 5, on the west and northwest by District 6, on the south by Area 63, and on the east by Area 35.

In keeping with A.A. Traditions and the 12 Concepts for World Service, District 11 recognizes the autonomy of the A.A. Groups and does not perform any governmental functions.

I. The PURPOSE of District 11 is to carry the message to the alcoholic who still suffers by:

1. Supporting the General Service Conference through our Area 52 Delegate and Assembly meetings.
2. Providing communication and encouraging unity within the District and Area.
3. Assisting in the development of an informed group conscience.

II. COMPOSITION/Membership of District 11:

District 11 is comprised of General Service Representatives and District Officers.

1. General Service Representative (GSR):

An A.A. member selected by his/her Group to represent the Group at the District 11 meetings and Area Assemblies.

A. Suggested continuous sobriety: 2 years

B. Suggested qualifications: Able to give sufficient time to the duties involved.

C. Term of Office: 2 years

D. Duties:

- Attend monthly District meeting.
- Attend Area 52 Assembly meetings (3 per year)
(Room, transportation, and food expenses may be paid by your group.)
- Report to the Group all actions taken by District 11 and Area 52.

- Discuss Conference Agenda items with your group in a manner of your own choosing.
- Become familiar with the Service Manual, the 12 Traditions, and the 12 Concepts for World Service.
- Encouraged to participate in the Committee assignment at Area 52 Assemblies.
- Update Group information in the District and Area 52 with the officer designated to update FNV (*FNV=Records at the General Service Office.*)

OFFICERS

2. District Committee Member (DCM):

To be elected by the members of District 11.

A. Suggested continuous sobriety: 4 years

B. Suggested qualifications: At least 1 year of previous experience in District 11. Available to attend the monthly District meetings and Area 52 Assemblies.

C. Term of Office: 2 years

D. Duties:

- To conduct the meetings of District 11 as Chair under reasonable parliamentary procedures (modified Roberts Rules of Order* copy attached) so as to keep the meetings orderly and to allow District 11 to reach an informed group conscience.
- To prepare an agenda for District 11 meetings. Items for the agenda may be submitted by GSRs, District Officers or members at large.
- Attend Area 52 Assembly meetings (3 per year)
(Room, transportation, and food expenses will be paid by District 11.)
- Other duties as approved by District 11.

3. Alternate DCM:

To be elected by the members of District 11.

A. Suggested continuous sobriety: 4 years

B. Suggested qualifications: At least 1 year of previous experience in District 11. Able to attend District meetings and Area 52 Assemblies.

C. Term of Office: 2 years

D. Duties:

- To fill in for the DCM in his/her absence.

- Encouraged to attend all Area 52 Assemblies.
(Expenses for transportation, food, & lodging may be paid by District 11.)
- Other duties as approved by District 11.

4. Recording Secretary:

To be elected by the members of District 11.

A. Suggested continuous sobriety: 2 years

B. Suggested qualifications: Able to type and keep records.

C. Term of Office: 2 years

D. Duties:

- Take the minutes of District 11 meetings for review and approval at the following meeting.
- Keep attendance record of District 11 meetings: Officers and GSRs.
- Other duties as approved by District 11.

5. Treasurer:

To be elected by the members of District 11.

A. Suggested continuous sobriety: 4 years

B. Suggested qualifications: Able to keep good records. Bookkeeping experience helpful, but not required.

C. Term of Office: 2 years

D. Duties:

- Deposit Group contributions to District 11 checking account as received.
- Pay rent and other expenses as approved by District 11.
- Provide a financial statement monthly and Group contributions statement at least quarterly.
- Other duties as approved by District 11.

6. PI/CPC (Public Information/Cooperation with the Professional Community)

To be elected by the members of District 11.

A. Suggested continuous sobriety: 1 year

B. Term of office: 2 years

C. Duties:

- Give a report to the District at monthly District meeting – encouraging participation in meetings taken into treatment and corrections facilities as well as helping with and supporting upcoming workshops or other events.
- Other duties as approved by District 11.

III. MEETINGS

District 11 shall meet monthly at a time and place of its own choosing.

District 11 meetings are open to all A.A. members.

1. Reports will be given by the Secretary (minutes of previous meeting read), Treasurer, PI/CPC, DCM, GSRs, and any ad hoc Committees.
2. At each meeting there will be adequate time allowed for GSRs to present questions, concerns and/or suggestions of their Groups.

IV. VOTING and ELECTIONS

All District Officers and GSRs are voting members of District 11.

1. **GENERAL BUSINESS:** All matters are decided after discussion and vote. A 2/3 majority (also known as a super majority) is required for any motion to pass. If less than 2/3 of those voting approves a motion, the motion does not pass.

Before a vote is taken, the DCM/Chair will ask if this is an item that we need to take to our groups. If a simple majority agrees that it should be taken to the Groups, the item is tabled to the next month. If a majority vote that the item does not need to be taken to the Groups, it will be voted on at that point.

2. **MINORITY OPINION:** When a motion is passed by a 2/3 majority, those voting in the minority are given an opportunity to re-state their position. (See The A.A. Service Manual – “Minority Opinion”) If someone from the majority wants to change their vote, the DCM asks for a show of hands to see if there is a majority that might like to reconsider the motion. If a majority want to reconsider the motion, the motion is again discussed, then voted on again. If a majority do not vote to reconsider the motion, the original vote stands.

3. **ELECTIONS:** District Officers will be elected by District 11 membership in December of the even numbered years to start serving in January of the following year (*the same as Area 52 elections*).

- Members of District 11 can “make themselves available” for election (*do not have to be nominated*) to those positions that they are eligible for. Officers will be elected by Third Legacy Procedure. (Service Manual Pg. S22)* copy attached.

V. PRUDENT RESERVE

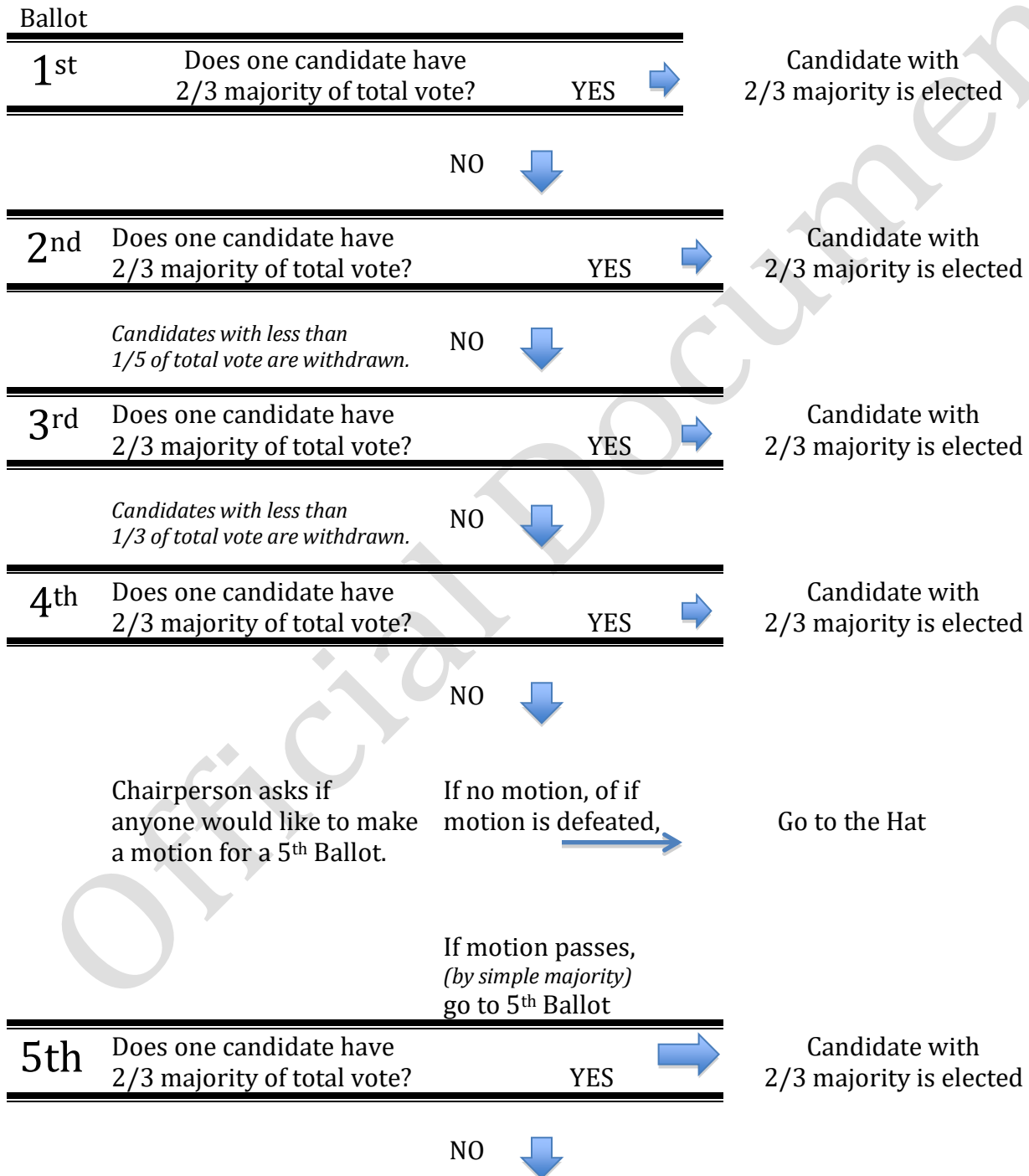
Any suggested prudent reserve for a group should be dependent on local needs. A suggested prudent reserve should consist of 1-12 months operating expenses as determined by District 11.

1. Current Prudent Reserve of District 11: \$1500.00.
2. The prudent reserve will be reviewed annually in January.

VI. AMENDING THE DISTRICT HANDBOOK

1. Amendment should be presented for discussion at the District 11 meeting. A motion for the Amendment should be made and seconded.
2. Amendment shall be voted on at the following District 11 meeting after additional discussion, if necessary. A quorum of 2/3 voting members present is required to amend the handbook.
3. Amendment requires a 2/3 majority (super majority) to pass.

The Third Legacy Election Procedure



Go to the HAT

Summary of General Service Conference Procedures (modified Robert's Rules of Order)

Generally speaking, the General Service Conference follows *Robert's Rules of Order*, and proceeds on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Conference to conduct its business; rules exist to allow the Conference to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years the Conference has adopted some exceptions to *Robert's Rules*, which help it to proceed more closely in accord with the spirit of A.A. Tradition.

Conference Quorum

A Conference quorum – 2/3 of all registered members – is required to conduct Conference business.

Committee System

To the extent possible, important matters to come before the Conference will be handled via the "Committee system." This assures that a large number of questions can be dealt with during Conference week. Each Committee considers carefully the items before it and presents its recommendations to the Conference as a whole for acceptance or rejection. Recommendations of Conference committees are automatically motions that have been made and seconded. Members are urged to resist the temptation to edit recommendations on the floor.

Substantial Unanimity

All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, a 2/3 majority. Any actions, including amendments, that affect an Advisory Action, or motions that might result in such an action, also require a 2/3 majority. Because the number of members present in the hall during the week of Conference varies from time to time, the phrase "2/3 majority" is taken to mean 2/3 vote of the Conference members voting, as long as the total vote constitutes a Conference quorum.

Minority Opinion

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with 2/3 vote, the minority may speak. If the motion receives a majority vote, but fails to pass for lack of a 2/3 vote, the majority may speak.

General Rules of Debate and Voting

- People who wish to speak line up at the microphones and are called on in order.
- Each person may speak for two (2) minutes.

- No one may speak for a second time on a topic until all who wish to - have spoken for the first time.
- *Full* discussion of a recommendation should take place *before* each vote.
- Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mike and say it again.
- Premature actions (e.g. amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying Conference business.
- Voting is by show of hands.

Tabling a Motion

Tabling a motion (postponing discussion to a later time during the same Conference):

- Must be made without comment.
- Requires a second.
- Is not debatable.
- Needs only a *simple majority* to pass.

Calling the Question

Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote (the question) or go on with the debate. A motion to call the question:

- Must be made in order at the microphone.
- Must be made without comment.
- Requires a second.
- Is not debatable.
- Requires a *2/3 vote*.

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone.

- Only a *simple majority* is required.
- If the majority votes to reconsider, *full debate*, pro and con is resumed. (Conference members are urged to limit discussion to *new* considerations of the question under debate.)
- No action may be reconsidered twice.

Floor Actions

Floor actions may be introduced at any time during the Conference except at the Sharing Sessions, and:

- Must be made without comment.
- Must be submitted in writing by the maker to the Conference secretary.
- Will come up for deliberation after all Committee reports have been heard.
- Require a *2/3 majority*.

When a floor action is to be heard, its maker will be given two (2) minutes to state the rationale behind the action, after which the chair shall ask if there is a motion that the Conference decline to consider the floor action. A motion to decline to hear a floor action:

District 11 Handbook: last revision Mar. 2022

- Must be made without comment.
- Requires a second.
- Is not debatable.
- Requires a *2/3 majority*.

Official Document

Last Modified May 16th, 2022