

District 1 Bylaws

Preface

District 1 makes every effort to adhere to the Principles, Traditions, and Concepts of Alcoholics Anonymous. District 1 follows the suggestions for a District Committee as outlined in the A.A. Service Manual. The structure manual's purpose is to provide an orientation for general service work in District 1. It outlines practices and procedures that have proven effective for District 1 operations.

Towns within District 1

Plentywood, Newtown, Williston, Watford City, Ray, Crosby, & Tioga

District 1 business meetings

Business meetings are held monthly.

Rotating business meetings

As a district, meeting hosts and locations are rotated monthly. Rotating locations is meant to inspire a spirit of participation. Every group in our district is encouraged to host a business meeting. The next meeting's location is decided at the current business meeting.

Potluck

The District provides \$50 to the hosting group, if requested, in order to assist with expenses associated with the meal that is normally served at the meeting.

Meeting Format

Open meeting with Serenity Prayer and reading of the 12 Traditions

Introductions of attendees

Secretary's Report

 Corrections/Additions

 Motion to accept

Old Business

GSR Reports

Treasury Report

 Corrections/Additions

 Motion to accept

Pink Pig

 Funds received are counted and sent to Area Institutions chair by Treasurer

 Next group and next business meeting location decided

Institutions Report

PI/CPC Report

Hotline Report

 Rotate to another member until next the district meeting

DCM Report

Pass 7th Tradition

New Business

Closing

Robert's Rules of Order
Modified for the Twelve Traditions

What are Robert's Rules of Order?

They are set of guidelines for conducting business first written in 1876. Clubs, organizations, associations and conventions generally utilize Robert's Rules for business meetings.

Why is Robert's Rules Important?

These guidelines allow everyone to be heard so this group can make decisions without confusion. This version of Robert's Rules has been modified to fit the needs of The Williston A. A. Group. Today, Robert's Rules of Order are the basic meeting operation for A. A. at the District, Area, Regional and National level, so it's important that everyone know these basic procedures. They should not be utilized in a way to stifle full discussion of an issue. We use these as guidelines, but keep in mind that they must occasionally give way to the 12 Traditions and/or 12 Concepts.

Moving to Motion:

A motion is a proposal that the entire membership take action or a stand on an issue. Only members that can vote on motions may make motions. A new motion cannot be made when any other motion is on the floor. Original motions yield to subsidiary motions such as amendments.

1) Obtain the floor by raising your hand.

- a) Wait until the last speaker has finished.
Always wait until the Chairperson recognizes you.

2) Make Your Motion.

- a) Speak in a clear and concise manner. It is sometimes helpful to write out your motion before saying it. b) Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..." c) Avoid personalities and stay on your subject.

3) Second the Motion.

- a) Another member will second your motion or the Chairperson will call for a second.
- b) If there is no second to your motion, the motion dies.
- c) It is generally not advisable to second a motion to simply get on with the discussion. The better course is to wait for the motion to die without a second and then make a new motion. This avoids the problem of having to overly amend a motion that is not effectively worded in the first place.

4) The Chairperson States Your Motion.

- a) The Chairperson will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
- b) Once your motion is presented to the membership by the Chairperson it becomes "group business," and must follow the amendment procedure (below) to be modified.

5) The Motion is Discussed.

- a) The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it. The mover is always allowed to speak first.

- b) All comments and debate must be directed to the Chairperson.
- c) The membership then either discuss and debate your motion, or may move directly to a vote.
- d) Any member may speak on a motion, but should wait until other speakers are finished before taking the microphone for a second time.
- e) The mover may speak again only after all other speakers are finished, unless called upon by the Chairperson.

6) Putting the Question to the Membership.

- a) The Chairperson asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken.
- b) Alternately, a member states "I call the vote" at the microphone.
 - i) Calling the question requires a second and requires a simple majority to pass.
 - ii) This action is not debatable.
 - iii) The person calling the question must be recognized and speak in turn, calling the question out of turn, interrupting those who have been waiting to speak, is out of order and does not have to be recognized by the Chair.
- iv) The person calling the question may not address the motion prior to calling the question.

7) Voting on a Motion:

At the discretion of the Chair one of three methods of voting will be used:

1. **By Voice** -- The Chairperson asks those in favor to say, "Aye," those opposed to say "no", and ask for any abstentions. The only reason to abstain from the vote is if you could personally gain or profit from the motion. Any member may move for an exact count.
2. **By a Show of Hands** -- Each member raises their hand until all hands are counted. This method is used for counting dissenting votes also.
3. **By Ballot** -- Members write their vote on a slip of paper; this method is used when secrecy is desired, such as during elections of committee members.

Minority Opinion

The minority opinion is very important to AA and helps to preserve our Traditions. Following a vote, the Chairperson will ask to hear from the minority opinion. The Chairperson can choose how many minority opinions will be heard. The purpose is to persuade even one person from the majority to change their opinion and move for reconsideration.

- a) If any member who voted on the prevailing side of the question raises their hands the request to reconsider a vote is considered made and seconded and discussion resumes on the matter as if the original vote had not taken place.
- b) This is not discussion, and no rebuttal by a member of the majority is allowed.
- c) If the motion that is being reconsidered is not debatable, then the motion to reconsider is not debatable.
- d) A matter may be reconsidered only once. Motions to reconsider or table cannot be subject to a motion to reconsider.
- e) Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken.

Amending a Motion:

When a motion requires change before approval, a motion to amend the motion may be made.

- a) A "friendly" amendment is suggested to the person making the motion and accepted by him. The Chairperson will then restate the question with the amendment included and discussion on the amended motion continues.
- b) A "formal" motion to amend is done by inserting, adding, deleting or changing the motion. For example, if the motion is to allocate \$500.00 to some task, and the discussion indicated the business meeting thought that amount was too much, a member could amend the motion by saying "I move to change the motion from \$500.00 to \$250.00."
- c) Formal motions to amend must be seconded.
- d) If seconded, discussion of the motion to amend takes precedence over the main motion and the discussion then focuses on the amendment.
- e) Once the business meeting votes on the amendment, the discussion of the main motion resumes.

Tabling a Motion:

Tabling a motion has the effect of removing the motion from further consideration at that time, and post pones it to such time in the future when it is taken off the table.

- a) A motion to table requires a second.
- b) Motions to table are not debatable.
- c) Motions to table require a simple majority to pass.
- d) If the matter is to be postponed to a specific time, then the appropriate motion is not to table, but to postpone until {date}.

Point of Order

It is the duty of the Chairperson to enforce the guidelines of the business meeting. It is the right of each member of the Group who notices a shift from these guidelines to bring the problem the Chair's attention by calling "Point of Order."

- a) The Chair may stop discussion that does not follow the guidelines of the business meeting without calling "Point of Order". An explanation of the guideline will be provided before discussion on the motion continues.
- b) Any member may call "Point of Order" during the business meeting.
- c) The discussion stops and the Chair will address the guideline question before continuing. d) The Chair may request the assistance of a member to act as the Parliamentarian of the group by suggesting an interpretation of these guidelines to the Chair.
- e) A decision is made on the rule or guideline by the Chairperson and discussion is resumed.

The Principle of Rotation

from The A.A. Service Manual p S24

Traditionally, rotation ensures that group tasks, like nearly everything else in A.A., are passed around for each trusted servant to share. Many groups have alternates to each trusted servant who can step into the service position if needed.

To step out of an A.A. office you love can be hard. If you have been doing a good job, if you honestly don't see anyone else willing, qualified, or with enough time to do it, and if your friends agree, its especially tough. But it can be a real step forward in growth – a step into humility that is, for some people, the spiritual essence of anonymity.

Among other things, anonymity in the Fellowship means that we forgo personal prestige for any A.A. work we do to help alcoholics. And, in the spirit of Tradition Twelve, it ever reminds us “to place principles before personalities.”

Many outgoing service position holders find it rewarding to take time to share their experience with the incoming person. Rotation helps to bring us spiritual rewards far more enduring than fame. With no A.A. “status” at stake, we needn't compete for titles or praise – we have complete freedom to serve as we are needed.

District 1 Elections

District 1 Elections are decided by a simple majority (51%) of eligible voting members. Elections are held in August of even years and newly elected Officers assume new positions officially in the following January.

Any Officer or Chair who wish to be elected must be present to be nominated or to stand for a position at the time of the election. It is suggested that when multiple nominees are standing for a position, they briefly present their qualifications for that position.

For the election of the DCM when there are two people running, the candidate receiving less votes will become the Alternate DCM. In the event there are more than two people running, a second election for all candidates not receiving the most votes will be held for the position of Alternate DCM.

Voting Eligibility

The following members are eligible for voting in District 1:

1. General Service Representative (GSR) or Alternate General Service Representative from each District 1 Alcoholics Anonymous Group.
2. District 1 Officers (Treasurer, Secretary, DCM, etc)
- d. The Chair is a non-voting member and serves to chair the District 1 Meetings.
 - i. Only when there is a need to break a tie in a vote will the chair be eligible.

Guidelines for District 1 service positions
Suggested Sobriety & Service Requirements for Service

District Committee Member (DCM)

Requirements and Length of sobriety: Been a GSR and generally 4-5years sobriety.

The district committee member (DCM) is an essential link between the group GSR and the area delegate to the General Service Conference. As leader of the district committee, made up of all GSRs in the district, the DCM is exposed to the group conscience of that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee. (from *The AA Service Manual S31*)

Attend the three state assemblies per year

Attend monthly District 1 business meetings

Encouraging groups and GSRs to participate in service work.

Chair

Requirements and Length of sobriety: Generally, 1 year sobriety

Chair District meetings and be familiar with Roberts Rules of Order.

Secretary

Requirements and Length of sobriety: Generally, 1 year sobriety

Attend monthly District 1 business meetings.

Take minutes to include:

- Attendance
- Announcements
- Discussion
- Approval of prior month's minutes
- Treasurer's report
- GSR reports
- Old business
- New business

Record passed actions separately from district meeting minutes to make for easy access for future reference.

Provide hard copies/email of the group and committee reports for each GSR within TWO WEEKS from meeting date.

Maintain all District 1 GSR and committee member contact information.

- Phone number and email addresses
- Numbers and Mailing address for each group

Communicate future business meeting time/date/place to all GSRs and Committee members.

Treasurer

Requirements and Length of sobriety: Been a GSR and/or group treasurer with generally 3-5 years of sobriety.

The District 1 Treasurer maintains the district's checkbook(s), bank account(s), and balance sheet(s).

Receives submitted contributions and deposit them in a timely manner, no more than 1 month between deposits.

Maintains all District 1 contracts, public and private.

Provides written and verbal reports at District 1 meetings of the Districts current financial position including a list of all transactions since the last report and any discrepancies.

Public Information and Cooperation within Professional Community (PI/CPC)

Requirements and Length of sobriety: Generally, 2 years of sobriety.

PI/CPC in Alcoholics Anonymous means carrying the message of recovery to the still-suffering alcoholic by informing the general public about the A.A. program. We carry the message by getting in touch with and responding to the media, schools, industry, and other organizations which can report on the nature and purpose of A.A. and what it can do for alcoholics

Your service committee can bring the A.A. message to professionals and to students at professional schools in your community, helping them to understand how and why A.A. works. (Public Information Workbook pg 5/ Cooperation with Professional Community workbook pg 5)

Hospitals and Institutions (H&I)

Requirements and Length of sobriety: Generally, 1 year sobriety.

The District 1 Corrections Chair is responsible for carrying the message of Alcoholics Anonymous to correctional facilities in District 1. These may include jails, juvenile detention centers, prisons, halfway houses, etc. They are responsible for relaying all new orientation dates and requirements for going into jails etc.

Hotline

Requirements and Length of sobriety: Generally, 6 months of sobriety

Attend monthly District 1 business meetings.

Local hotline number 701-609-8663.

Maintain a list of men and women within District 1 to contact and give number to the person calling.

Keep an up-to-date list of meetings within the district.