

District 30 Guidelines

Our primary purpose is to support the groups and assist them in carrying the AA message.

Business Meeting

District 30's business meeting is a closed meeting for members of Alcoholics Anonymous only. All members are welcome to attend.

Right of Participation/Motion/Voting Status Summary

District 30 Position	Has rights of participation in discussion	Is empowered to make motions	Is empowered to vote
AA Member	Yes	No	No
GSR	Yes	Yes	Yes
Alt GSR	Yes, unless acting as GSR	Yes, unless acting as GSR	Yes, unless acting as GSR
DCM	No	No	No, except to break a tie
Alt DCM	Yes, unless acting as DCM	Yes, unless acting as DCM	Yes, unless acting as DCM
Secretary	Yes	Yes	Yes
Treasurer	Yes	Yes	Yes
Archivist	Yes	Yes	Yes
Webmaster	Yes	Yes	Yes
Corrections	Yes	Yes	Yes
CPC/PI	Yes	Yes	Yes

* District Officers: DCM, Alternate DCM, Secretary, Treasurer

District Service Position Terms and Election Years

- All service terms will be for 2 years
- In the spirit of rotation it is suggested that District Officers, and GSR's rotate out to open up positions for those to follow even if positions are not filled.
- During elections, only GSR's (or alternate GSR if GSR is absent) may nominate, second nomination and vote. The nominating process begins in September and October with elections held every November.
- All business and elections shall be decided by a 2/3 majority of the voting members present.
- Each voting member will have one vote per election.
- Any vacated position may be filled as an appointment by the DCM until the next election cycle is held or as directed by the District body.
- District Officers and GSR's are encouraged to seek a service sponsor.

District Officers/Chairperson Suggested Qualifications (subject to the Autonomy of the District to vary from such recommended qualifications as reflected in the group conscience)

- Minimum of two years continuous sobriety for the majority of the positions (suggested 4 years for DCM), or as noted in the position qualifications.
- Served as a GSR and is familiar with assembly procedures.
- Has the time and energy to serve District 30 to the best of their ability.
- Has a sponsor, a home group within District 30 and has worked the 12 steps.
- Familiar with the Twelve Traditions and is willing to become acquainted with the principles and practices of District 30, Area 58 and GSO.

District 30 Service Positions

GENERAL SERVICE REPRESENTATIVE (GSR) THE MOST IMPORTANT POSITION IN SERVICE

- The GSR is the essential link between his or her Home Group and AA as a whole. Through the GSR the group conscience becomes a part of the “collective conscience of our whole fellowship” as expressed the General Service Conference.
- The qualifications for a GSR:
 - Suggested 2 years sobriety
 - Active membership in a Home Group
 - Should hold no other group office
 - Prior AA service experience is helpful
 - Has time and energy and willingness to serve

General Responsibilities of a GSR

- Represents the group at District meetings and is responsible to carry all the information back to the group they represent.
 - Serves a 2 year term
- Represents the group at Area Assemblies.
 - Supplies the DCM with up-to-date information
 - Receives and shares with the group all information from GSO, including Box 459
 - Is willing to become familiar with materials available from GSO
 - Is willing to become familiar with the Traditions and history of AA through the
 - Works with the group Treasurer to remind the group of Tradition Seven and the importance of supporting AA at all levels of service
- GSR's and/or Alternates are required to attend the following:
 - District meetings held the second Sunday of each month
 - District workshops
- It is suggested that GSR's attend the following if possible:
 - Oregon Area Business Meetings (assemblies) held quarterly
- It is suggested that GSR's/Alternate GSR's attend at least two of the 4 assemblies.
- GSR's are encouraged to support their DCM's and call upon their DCM's for help and advice when faced with situations affecting Traditions or AA as a whole.

District Committee Member (DCM)

- A member who has completed a term as GSR and shown leadership qualities.

DCM Duties:

- Facilitate monthly District business meetings using Roberts Rules of Order as a guide.
- Regularly attends Oregon Area assemblies and reports back to the District information gathered.
- Attends the Oregon Area Service Orientation.
- Receives reports from the groups through GSR's at the monthly District business meeting and through frequent personal contact with groups in District 30.
- Helps the Oregon Area Delegate cover the area by bringing District problems to the attention of the Delegate.
- Prepare the District 30 business meeting agenda and conduct all District 30 business meetings.
- Act as administrative officer of District 30.
- Appoint Ad Hoc committees as needed or directed by District 30.
- Inform District 30 about conference activities.
- With the Alternate DCM and/or other GSR's, regularly visit non-represented groups to distribute District meeting schedules, event flyers and to inform them of District or Area events. It is imperative that District serve groups (in District 30) that do not have a GSR.
- The DCM shall be allowed to make interim appointments to open positions.
- Help the Alternate DCM plan and facilitate annual workshops (minimum of 2 per year) for the District.
- DCM may not concurrently hold a GSR position.
- DCM may not concurrently hold any other District level position.
- Appoint Ad Hoc committee to review District 30 Guidelines.
- Maintain open lines of communication with other districts in the area.
- Other duties as defined by in the Service Manual or as needed by the District.
- Make a written report to be read and given to Secretary at monthly meetings.

DCM Rotation

- The outgoing DCM will attend the September Assembly as the District representative.
- Outgoing DCM will fulfill their duties until the end of the calendar year while aiding in the transition of duties and responsibilities to the newly elected DCM.
- Newly elected DCM will assume all DCM duties during the January District business meeting.

Alternate District Committee Member (Alternate DCM)

- A member who has completed a term as a GSR and is willing to serve District 30 and work actively with the DCM in general service.

Alternate DCM Duties

- Attends District 30 monthly business meetings.
- If DCM resigns or is unable to serve for any reason, the Alternate DCM steps in and assumes DCM duties and responsibilities.
- Is encouraged to assist with, participate and share in the DCM's duties and responsibilities at the District and Area meetings.
- Alternate DCM may concurrently hold a GSR position in District 30.
- Alternate DCM may not concurrently hold another District level position.
- Actively encourage groups within the District to participate in District affairs.
- Alternate DCM will ensure that dissenting opinions are heard and a re-vote held if merited.
- Make a written report to be read and given to Secretary at monthly meetings.

Secretary

- Position requires time, a commitment to attend all District meetings and that the duties be carried out in an accurate and timely manner. Clerical and/or secretarial experience would be helpful.

Secretary Duties

- Attend monthly District 30 business meetings.
- Records the minutes of the District 30 business meeting. The record of the District 30 business meeting minutes should report discussion
 - Date and time of meeting
 - The record of those in attendance (no full last names, initials only).
 - All passed, tabled and failed motions.
 - Time of adjournment.
 - Maintains an original copy in the secretary file.
 - Provide copy to DCM for approval
 - Secretary will distribute minutes to District 30 GSR's, committee chairs and archivist 2 weeks before the next District meeting so issues can be put before the groups
 - At the end of the term all records will be turned over to the incoming Secretary.
- Include the DCM, Alternate DCM, and committee chair reports in the District 30 business meeting minutes whenever possible.

Treasurer

- Member who has the integrity necessary for the position. Past experience as a DCM, treasurer or accountant would be helpful.

Suggested Treasurer Qualifications

- Should be organized enough to keep good records.

Treasurer Duties

- Attends monthly district business meetings. Acts as grateful guardian of District funds with an eye to preventing foolish or extravagant outlays of District monies.
- Authorized to sign District checks.
- Collects donations and makes payment of approved budgetary expenses as needed.
- Maintains the District 30 checking account, balancing the statement each month.
- Provides monthly report at each meeting.
- Shall be in communication with District 30 committees involved in transacting funds.
- Encourage group financial participation at the District level.
- District 30 does not maintain a prudent reserve.

Elections and Rotation

- Nominations for Officers and Chairpersons will be accepted at the September and October meetings during “new business” prior to the November elections. Nominees will give either written or oral service resumes at the time they accept the nomination.
- Elections will be held using the 2/3 majority at the District business meeting in November.
- Newly elected officers will begin their positions at the District meeting in December following elections (DCM will begin in January).
- During elections absentee members may be elected to a specific position or office provided that:
 - They have submitted a service resume, and
 - They have submitted a written interest in a specific position to the District by September or October prior to the elections.
 - Have an accepted/valid reason for not being present.

The Chairs

Webmaster

- Maintains District 30 website (<http://www.aa-district30-area58org/>)
- Keep AA schedules up to date
- Prints and distributes copies of schedules
- Post current events and announcements on District 30 website
- Attends and reports at monthly District 30 business meetings

Archivist

- Maintain and store the District records.
- Attend and report on archives at monthly District 30 business meetings.

CPC/PI

- Attend monthly District 30 business meetings.
- Uses the GSO guideline, “Cooperation with the Professional Community”. The CPC workbook, the pamphlet “How AA Members Cooperate with Professionals”, “Public Information”, the PI Workbook and other Conference approved literature for guidance.
- Coordinates CPC/PI work within the district.

Cooperation with Corrections Facilities Chairpersons (CFC)

Suggested CFC Chairpersons Qualifications

- Because of entry requirements into correctional facilities, there are men’s and women’s positions.
- Ability to attend meetings in local jails.

CFC Duties

- Attend monthly District business meetings
- Uses the GSO “AA Guideline on Corrections”, the Corrections Kit and other Conference approved literature for guidance.
- Coordinates CFC work within the District.

District Operations

The District shall provide the following on an annual basis

- GSR School plus another school/workshop, both to be organized by the DCM/Alt DCM.
- Pre-Conference Workshop
- Post-Conference Delegates' Report

The District shall conduct the following every second year, following election of a new DCM

- Appoint Ad Hoc Committee to review District guidelines.

The District Business Meeting will be held on the second Sunday of each Month, at a time and location determined at meeting, rotating north to south around the District.

The suggested agenda of the District Business Meeting is as follows (DCM discretion applies).

- Open the meeting with Serenity Prayer.
- Overview of Service Concept of the month by a volunteer.
- Request for a volunteer to present next month's concept by DCM
- Introduction by all.
- Last month's minutes read by Secretary
- Motion to accept or amend the minutes from the previous meeting by a voting member in attendance.
- GSR reports
- Treasurers report.
- Motions to accept or amend the Treasurer report by a voting member in attendance.
- Committee reports.
- Old business.
- New business.
- Close the meeting with Responsibility Statement.

Funds, Expenses and Reimbursements Requiring District Approval

- DCM expenses to attend Oregon Area Assemblies.
- Treasurer and Secretary reasonable reimbursements to make it possible for them to best serve the District.
- District Officers or Chairpersons reasonable reimbursements to make it possible for them to best serve the District.
- Urgent items include any expenses that the District may incur before or at the following business meeting. For example, the December meeting space rent could be considered "urgent" at the December business meeting.
- It is the responsibility of each service position to inform District of any potential urgent items at a business meeting.

- The DCM will facilitate voting on each item.
 - Presenter of item speaks
 - Debate
 - Vote
- Any item the District does not approve may be resubmitted at the following business meeting.

Budgetary Practices

- District 30 does not have a Budget
- Service positions may request reimbursement from the Treasurer for approved expenses at any time during their term of service.

Motions and Voting Procedures

- All motions shall be limited to one issue.
- When a motion is made, if it does not receive a second, the motion dies.
- When a motion is made and seconded:
 - If the motion involves expenditure of District funds, the Treasurer will be asked to report.
 - Debate is open
 - If, during debate, the presenter wishes to amend the motion, the amendment must be seconded by the individual who seconded the original motion.
 - If tabled, the motion will be revisited at the next business meeting under old business.
 - When a vote is taken a 2/3 majority is required.
 - If passed the minority side will be asked to voice their opinion.
 - Then, the majority side will be asked if anyone would like to change their vote based on the minority opinion. If yes, the motion is reconsidered; if no, the motion stands as voted.
 - When a motion is reconsidered a full debate pro and con is resumed and continues, as above (discussion limited to new considerations only).
 - The questions may again be called and seconded, requires a 2/3 majority to end debate, or debate resumes.
 - The minority opinion is not asked for the second round of voting. Debate has ended.

Review/amending District 30 Guidelines

- To be done every 2 years.
- Any amendment or deletion will be submitted in writing and presented before the District body for 2 consecutive District business meetings.
- A 2/3 majority will constitute adoption of amendment.

Guidelines reviewed November 1, 2025. Submitted November 9, 2025.