

# **EASTERN ONTARIO INTERNATIONAL AREA 83 DISTRICT 66**



## **DISTRICT COMMITTEE OPERATING AND VOTING PROCEDURES**

**REVISION DATE: OCTOBER 27, 2022**

APPROVED AND ADOPTED AT DISTRICT FEBRUARY 25, 2015  
with revisions as dated on the Revision Sheet

## REVISION SHEET

Release No.	Date Approved	Revision Description
Rev. 0	25/02/2015	Operating procedures — adopted at District table
Rev. 1	29/03/2017	Voting procedures — adopted at District table
Rev. 2	02/05/2018	PI/CPC guidelines added. These were adopted Jan 2016 but not added.
Rev. 3	30/05/2018	Removal of the Lord’s Prayer from the close of District meeting (closing only with the Responsibility Pledge)
Rev. 4	09/07/2018	PI/CPC guidelines revised — adopted at District table June 2018
Rev. 5	10/31/2018	Format of guidelines transferred to Word to enable ease of future revisions; name for Tri-Meeting Group revised; references to Alkathon as a standing committee removed (per meeting of 30 Aug 2017); change of name of 12-Step Phones to Telephone Answering Service (per meeting of 29 Aug 2018); correction from 28 groups to 27 groups, prudent reserve updated to \$1,500; minor corrections for grammar and consistency.
Rev. 6	2/5/2019	Separated Secretary/Registrar positions ; added Addendum 5: Cheque Writing Guidelines
Rev. 7	24/04/2019	Round Up Guidelines – include a moment of silence for deceased member of District 66 (as per motion carried at meeting of 24-Apr-2019)
Rev. 8	10/12/2020	Various edits to bring Operating Procedures inline with how the District actually operates
Rev. 9	2/02/2021	Updated number of registered groups to 29 (obtained Group Service # for Elgin Group); added Elgin Group to District roster
Rev. 10	30/05/2021	Update Contributions & Literature Purchases to include E-transfer information for District 66; include E-Transfer information for Area 83 (Addendum 5); update Webmaster duties re disallowing posting of AA anniversaries for those not in D66 (pg. 11)
Rev 11	27/10/2021	Update Registrar duties, page 9 – change “ <i>liaising with the Area Registrar and New York GSO</i> ” to “ <i>liaising with the Area Registrar</i> ”
Rev 12	27/10/2021	Add Addenda 6 – Website Guidelines
Rev 13	31/12/2021	Updated GSO Address for 7 <sup>th</sup> Tradition contributions, as per memo from GSO
Rev 14	4/4/2022	Updated number of Groups in the District (reduced from 29 to 28, The Meeting in Lyn removed)
Rev 15	29/7/2022	Updates to Financial Procedures, Administrative Committee, Round Up
Rev 16	27/10/22	Removal of Perth Sunday Morning Group; additions to Corrections Chair duties; additions to Treasurer duties

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## INTRODUCTION

In February of 2014 the District table requested that an ad hoc committee be formed to update the District operating and voting procedures. The ad hoc committee consisted of Paul H., Stan C. Heather M. and Terry K. Their first meeting was in March, and they set up a review format/procedure. This document is the result. The starting documents were the District 66 Operating and Voting Procedures, approved and accepted at the District meeting in August 30, 2000, and the updated guidelines of December 29, 2005.

The revision sheet on page i indicates subsequent revisions to the Operating and Voting Procedures document.

## DISTRICT 66 GROUPS AND COMMITTEES

District 66 consists of the areas of Carleton Place, Almonte, Smiths Falls, Athens, Elgin, Brockville, Westport, Perth and Sharbot Lake, and consists of 27 registered groups. We are part of Eastern Ontario International Area 83.

The District committee meets the last Wednesday of each month at the Smiths Falls United Church at 7:30 p.m. and via Zoom (hybrid meeting). At the time of this revision (October 2022) the active groups in District 66 are:

Athens 3rd Tradition <i>Athens</i>	Autonomy <i>Brockville</i>	Back to Basics <i>Brockville</i>	Brockville Lunch Bunch <i>Brockville</i>
Elgin Group <i>Elgin</i>	Friendship <i>Carleton Place</i>	Fundamentals <i>Almonte</i>	Glad Awakenings <i>Brockville</i>
Heritage Valley <i>Carleton Place</i>	Land o' Lakes <i>Sharbot Lake</i>	Living Sober <i>Brockville</i>	Merrickville Sun. Night <i>Merrickville</i>
Mississippi Group <i>Carleton Place</i>	New Beginnings <i>Smiths Falls</i>	New Hope <i>Smiths Falls</i>	Perth Tay <i>Perth</i>
Phoenix <i>Brockville</i>	Seaway Group <i>Brockville</i>	Smiths Falls Sat. Night <i>Smiths Falls</i>	Sober Sunrise <i>Brockville</i>
Steps to Freedom <i>Carleton Place</i>	Sun. Morning Brockville <i>Brockville</i>	Sunshine Group <i>Brockville</i>	Tri-Meeting <i>Smiths Falls</i>
Westport by the Book <i>Westport</i>	Young Peoples Group <i>Brockville</i>	12 & 12 to Serenity <i>Perth</i>	

At the time of this revision (**October 2022**) the active standing committees in District 66 are:

- Archives
- Correctional Facilities (CF)
- Literature/Grapevine
- Public Information and Co-operation with the Professional Community (PI/CPC)
- Treatment Facilities (TF)
- Self-Support
- Telephone Answering Service
- Webmaster
- Accessibility
- Round-Up

At the time of this revision (**October 2022**) the Administration positions of District 66 consist of:

- District Committee Member (DCM)
- Alternate District Committee Member (Alt DCM)
- Secretary
- Registrar
- Treasurer

## **FINANCIAL PROCEDURES**

- The Treasurer will produce an accurate monthly statement of revenue, expenses and bank balances and provide a copy of the monthly bank statement.
- The District will maintain a prudent reserve of \$1,500.
- The District should have three signing officers; cheques will require two signatures.
- Contributions to GSO and Area will be split 60/40.
- Literature Committee Chair to provide Treasurer with a quarterly report showing literature revenues and expenses , i.e., literature purchased and literature sold
- At the conclusion of the Treasurer's term, a review the District's financial records and bank statements will be conducted by the outgoing DCM and incoming Treasurer, or as appointed by the District table.
- All committees/officers should submit any expenses incurred to the District for reimbursement. This enables the District and groups to have knowledge of the various costs involved in conducting the business of the District. This information is invaluable for planning purposes. It also avoids setting up a situation where members may hesitate to stand for a position because they feel they are expected to absorb expenses and are unable to do so. If individuals choose to donate their expense reimbursement to the Fellowship, they are certainly free to humbly do so.
- Mileage for approved expenditures will be reimbursed at \$0.40 per kilometer (as per motion passed in meeting of January 2019)

## MEETING FORMAT

### ***Guides for Conduct***

- May the spirit of AA's 12 Traditions and 12 Concepts guide us in our Service at the District level.

### ***Meeting Agenda Format***

1. Moment of silence and Serenity Prayer
2. Attendance: \_\_\_\_ present, \_\_\_\_ group representatives, \_\_\_\_ committee chairs, administrative, visitors. Total votes for housekeeping issues (group reps + committee chairs) = \_\_\_\_\_. Quorum (50% + 1) = \_\_\_\_\_.
  - Who is eligible to vote:
    - For housekeeping issues: GSRs or their representatives (one vote per group) + committee chairs. Should an individual be present in two roles, she or he gets only one vote.
    - For matters requiring feedback from groups, group representatives only.
    - The DCM will identify which category a motion falls under.
  - Administrative officers (DCM, Alternate DCM, Treasurer, Secretary, Registrar) are not eligible to vote, but do have a voice.
  - Administrative officers, with the exception of the DCM, may be granted a vote under special circumstances as determined by the table.
  - Establish quorum: 50% +1 of housekeeping votes present at the beginning of the meeting.
  - Visitors are welcome to share during the sharing portion at the end of the meeting.
3. Preamble
4. Reading of the 12 Traditions
5. Reading of the Long Form of One of the Traditions
6. Reading of the Short Form of One of the Concepts
7. Voting Majority (At this point, usually a motion is raised to proceed on a simple majority [50% + 1], which is used for simple motions and housekeeping; a 2/3 majority is required for matters affecting other groups or AA as a whole, including any proposed revisions to District guidelines; this is usually brought forward for the business portion of the meeting. Voting majority can be changed after any motion is brought forward but before the discussion starts; refer to Service Manual.)
8. Review and Adoption of the Agenda
9. Review and Adoption of the Previous Minutes
10. Administrative Reports
  - Treasurer
    - Motion to Accept Treasurer Report
  - Secretary
  - Registrar
  - Alternate DCM
  - DCM
11. Roll Call and Group Reports
12. Committee Chair Reports
  - Archives
  - Correctional Facilities
  - Literature/Grapevine



- Public Information and Co-operation with the Professional Community
- Self-Support
- Telephone Answering Service
- Treatment Facilities
- Accessibility
- Webmaster
- Round-Up [when appropriate]

13. Old Business

14. New Business

15. Seventh Tradition

Amount: \_\_\_\_\_ Counted by: \_\_\_\_\_ Verified by: \_\_\_\_\_

16. Sharing Portion: Questions, concerns, items for the next agenda, and announcements. Any outside presentations may, at the discretion of the Table, be made at this time.

17. Next District meeting date, time and place

18. Adjournment; Responsibility Declaration

### ***Agenda Items***

All Committee members and GSRs shall, whenever possible, submit agenda items for the District table to the Secretary in writing so the items can be placed on the agenda for the next District meeting.

### ***Rules of Order***

- See attached Addendum 1: [Basic Rules of Order](#)
- See attached Addendum 2: [Group Conscience Clause](#)

## ELECTIONS

Elections should be facilitated by an impartial party to be nominated by the DCM and approved at the District Table at a meeting prior to the elections.

Elections will take place every two years, in September of the even-numbered years. New District committee chairs and administrative officers will take their positions in January of the year following the election.

Elections will be conducted using the Third Legacy Procedure as laid out in the AA Service Manual.

### ***Third Legacy Procedure***

AA's Third Legacy Procedure is a special type of electoral procedure used primarily for the election of delegates and regional and at-large trustees. The following is taken from The AA Service Manual:

- A candidate must receive two-thirds (2/3rds) of the total vote to be elected. The results of each ballot will be posted.
- After the second ballot, any candidate who received less than one-fifth (1/5th) of the total vote will be withdrawn, except that the top two candidates must remain; in the event of a tie, the top candidate and all candidates tied for second place remain.
- After the third ballot, any candidate who received less than one-third (1/3rd) of the total vote will be withdrawn, except that the top two candidates remain; in the event of a tie, the top candidate and all candidates tied for second place remain.
- After the fourth ballot:
  - The candidate with the smallest number of votes will be withdrawn, except that the top two candidates remain; in the event of a tie, the top candidate and all candidates tied for second place remain.
  - The chair will ask if there is a motion to go to a fifth ballot.
  - If such a motion is made and seconded, a simple majority will be needed to take the election to the fifth ballot. If such a motion is not made or if the motion is defeated, the election will be decided by lot, that is, it "goes to the hat".
- After the fifth ballot, if no candidate receives two-thirds (2/3rds) of the vote, the election will be decided by lot.
- For example: If 100 votes are cast, 2/3 = 67 votes; 1/5 = 20 votes; 1/3 = 34 votes.

### ***Dismissal of Officers***

Officers may be dismissed from their positions at any time for interruption of abstinence, gross neglect of responsibilities, continuous absenteeism, inability to perform responsibilities or refusal to comply with these policies and guidelines.

- A written motion for dismissal stating due cause must be entered, seconded and filed with the District table. The officer must be duly notified, in writing, and shall be afforded the opportunity to give an explanation before any vote is taken.
- A two-thirds majority will be required for dismissal. Voting for dismissal shall be conducted by secret ballot.
- A six-month moratorium will be required for any District officer dismissed from their position.

### ***Resignation of Officers***

- Voluntary resignations should be submitted in writing to the District Committee Member.
- A six-month moratorium will be required for any District officer resigning from their position, except when that resignation is tendered in order to fill another District member position.

## **ADMINISTRATIVE COMMITTEE**

### ***Roles and Responsibilities***

- Administrative Committee positions do not have a vote at the table, but they do have a voice. Administrative Committee members, with the exception of the District Committee Member may, at the discretion of the table, be granted a vote under special circumstances.
- Administrative Officers to provide a monthly written report to the Secretary for inclusion in the minutes.
- Administrative officers will adhere to the direction for their position as described in the AA Service Manual and the District 66 Operating Procedures.
- All terms shall be for 2 (two) years.
- Elections shall be held at the regular District meeting in the month of September in the even-numbered years.
- Elections shall be done by the Third Legacy Procedure.
- It is strongly suggested that the District observe the spirit of rotation.
- If applicable, the Chair/Administrative officer shall guide and communicate with the alternate, bearing in mind that the alternate may be called upon to fill the position at any time.
- District table to cover all expenses as required to perform District business/duties.

### ***District Committee Member (DCM)***

- Recommended sobriety: 4–5 years.
- Chairs all District meetings.
- Chairs all Administrative Committee meetings.
- Is familiar with the Basic Rules of Order as used by the District table.
- Attends all Area 83 meetings and Assemblies to represent District 66 and to act as a conduit for communication between the Area and the District.
- Adheres to the directions described in the Service Manual.
- Consult with the Administrative committee members to prepare the monthly agenda for the District meeting.
- Represents the District table to/at all groups within the District boundaries and attempt to get all groups active at the District level.
- Serves as an available resource to GSRs.
- Reviews the Secretary's minutes of each meeting before distribution by the Secretary.

### ***Alternate District Committee Member (Alt DCM)***

- Recommended sobriety: 3–5 years.
- Responsible for the DCM's duties in his or her absence.
- Strongly recommended: Attends the Area 83 meetings and assemblies as required.
- Chairs any unfilled chairperson committees on a temporary, as-required basis until a suitable chairperson has been elected by the District table.
- Is familiar with the Basic Rules of Order as used by the District table and act as advisor for any questions or disputes involving the proper conduct of a meeting.
- Adheres to the directions for their position as described in the Service Manual.
- Serves as an available resource to GSRs.

### ***Treasurer***

- Recommended sobriety: 3–5 years
- Accountable to the District table
- Acts as Treasurer for the annual Round Up
- Reimburses expenses to District officers and committees as approved by line item or by direction from the District table.
- Provides an electronic copy of the monthly financial reports to the District table
- Maintains Zoom account for online and hybrid District and District related meetings (cost of Zoom account to be covered by District)

### ***Secretary***

- Recommended sobriety: 3–5 years.
- Records, publishes and distributes minutes of District meeting in a timely fashion. It is suggested that the minutes be distributed by email at least two weeks before the next District meeting.
- Maintains digital copies of District meeting minutes, giving one set to the District 66 Archives Chair and Area 83 Officers (as indicated in the District 66 Contact List) on a monthly basis, and one set to the incoming Secretary at the end of the term.
- Is responsible for District correspondence.
- Maintains updated District Committee Operating and Voting Procedures for distribution as required.
- Distribute agenda via email a few days before the District meeting
- The Secretary will provide 5 printed copies of the agenda at each in-person District meeting
- Provide printed or electronic copies of the minutes as requested.

### ***Registrar***

- Recommended sobriety: 3–5 years
- Compiles and updates District and Group Information Sheets, liaising with the Area Registrar and New York GSO.
- Ensures that information on District committee members and groups is up to date at both District and Area.
- Maintains and distributes updated District contact lists as required.
- Reports to the District Table monthly any activity that the Registrar has undertaken on behalf of the District.
- Completes forms for new groups starting up and obtains group numbers for those groups.
- Attends Area Assembly and some Area Committee meetings for face-to-face meeting with the Area Registrar and Area Secretary.

## **COMMITTEE CHAIRPERSONS**

### ***Roles and Responsibilities***

- Committee chairpersons are elected at the District table
- Alternate committee chairpersons are elected within the committee but approved at the District table
- All committee chairpersons will adhere to the directions for their position as described in the AA Service Manual
- All committee chairpersons shall possess the ability and the willingness to perform their required duties

- Each committee chairperson will review her or his committee guidelines, policies and timelines and recommend any updates as required. Updates and changes are to be reviewed and presented for acceptance at the District table. At the end of her or his term, the outgoing committee chair shall provide a current guideline to the incoming chair
- Attends Area Assemblies and meets with other Area Committee representatives as required
- Each Committee Chairperson to provide a written monthly report to the District Secretary for inclusion in the minutes
- Any Committee incurring expenses is financially accountable to the District table and must provide receipts to the District Treasurer

### ***Archives***

- Recommended sobriety: 2 years
- Financially accountable to the District table
- Adheres to the directions for their position as described in the AA Service Manual
- Maintains a copy of the monthly District minutes as supplied by the Secretary

### ***Correctional Facilities (CF)***

- Recommended sobriety: 3–5 years
- Financially accountable to the District table
- Adheres to the directions for their position as described in the Corrections Workbook, GSO Guidelines and AA Service Manual
- Programs/schedules commitments to institutions
- Updates the “How to Become an AA Volunteer in Correctional Facilities” document as required; sends updated document to webmaster for posting on the D66 website; updates webmaster on changes to Corrections Facilities within the District and changes to times/date of meetings held within Correctional Facilities
- Grapevine Subscription for Corrections Facilities
  - Maintains renewal of Grapevine subscription (5 copies) every two years (October)
  - Cost of Grapevine subscription to be covered by District
  - Use [correctionalfacilities@lanarkleedsaa.org](mailto:correctionalfacilities@lanarkleedsaa.org) email for online Grapevine account contact information – this ensures continuity of subscription (Grapevines are to be delivered to the CF Chair)
  - Arranges delivery of Grapevines to Corrections Facilities within the District

### ***Literature/Grapevine***

- Recommended sobriety: 3–5 years
- Financially accountable to the District table
- Provides a quarterly financial statement to the District Treasurer detailing literature revenue and expenses, i.e., literature sold and literature purchased
- Adheres to the directions for their position as described in the AA Service Manual

### ***Public Information / Co-operation with the Professional Community (PI/CPC)***

- Recommended sobriety: 3–5 years
- Financially accountable to the District Treasurer

- Adheres to the directions for their position as described in the PI/CPC Workbook and GSO Guidelines
- Recommended: Committee members for PI/CPC should be appointed by individual groups
- For month-by-month guidelines, see [Addendum 4](#)

### ***Self-Support***

- Recommended sobriety: 2 years
- Financially accountable to the District table
- Fosters enthusiasm for service

### ***Telephone Answering Service***

- Recommended sobriety: 2 years
- Financially accountable to the District table
- Identifies one group per month to volunteer to answer the District 66 phone line
- Update the Phone Answering Guidelines and the 12-Step Contact List, as needed

### ***Treatment Facilities (TF)***

- Recommended sobriety: 3–5 years
- Financially accountable to the District Treasurer
- Adheres to the directions for their position as described in the TF Workbook, GSO Guidelines and AA Service Manual
- Programs/schedules commitments to treatment facilities

### ***Webmaster***

- Recommended sobriety: 2 years
- Financially accountable to the District table
- Adheres to the directions for their position as described in the AA Service Manual
- Maintains meeting lists and celebrations on the website, updating as required. Posting celebrations for those outside District 66 is not permitted as per motion passed on 26-May-2021
- For full guidelines, see [Addendum 6](#)

### ***Accessibility***

- Recommended sobriety: 3-5 years
- Financially accountable to the District table
- Identifies Accessibility issues and concerns within the District
- Maintains a list of volunteers willing to help those within the District who have Accessibility issues

### ***Round-Up***

- See [Addendum 3](#).

# GOLDEN TRIANGLE DISTRICT 66



## ADDENDA

1. [Basic Rules of Order](#)
2. [Group Conscience Clause](#)
3. [Round-Up Guidelines](#)
4. [PI/CPC Guidelines](#)
5. [Contributions and Literature Purchases](#)
6. [Website Guideline](#)



## ADDENDUM 1: BASIC RULES OF ORDER

### ***Basic Agenda***

1. Establish who is eligible to vote: Group representatives and committee chairs for housekeeping issues; group representatives only for matters requiring feedback from groups.
2. Establish a quorum: Does the number of members present of the total active members represent a real group conscience? How many members of the total active members need to be present to have that?
3. Establish whether visitors have a voice during the meeting or are invited to share only at the end of the meeting in sharing time.
4. Ask for a motion on voting majority—a simple majority or 2/3 majority? (This can be changed after any motion brought forward, but before the discussion starts.)
5. Accept agenda: Time for any changes
6. Review and accept previous minutes
7. Treasurer Report
8. Accept Treasurer Report
9. DCM, Alt DCM, Secretary and Registrar reports
10. Group role call and GSR reports
11. Old Business
12. New Business
13. Sharing time: Questions, concerns or notices of motion for next meeting

### ***Discussion***

Discussion may begin only after a motion has been made and seconded and the voting majority decided. Your group may decide to have a simple majority prevail unless a motion is made for 2/3 majority.

**Please read Concept 12, Warranty 4.**

To obtain a **GROUP conscience**, **ALL** group members must have the opportunity to speak **ONCE** to the motion before any member may speak a **SECOND** time. Comments are directed to the Chair only; not to other members. **Please read Tradition 2.** Ask for people to indicate to you that they would like to speak to the motion by raising a hand. (This will help slow it down.) Make sure the group has received all information possible to make an informed decision. If more information is needed it can be tabled until the next meeting. There is no hurry.

To end the discussion, ask for someone to call the question, and then take a vote on whether the group agrees to call the question and end the discussion.

Vote on the motion. Ask for “all in favour”, “any opposed”, “abstentions”.

Ask for the minority voice—those who were opposed to the motion—to speak and explain their points of view. Sometimes this may bring forward an amending motion that reflects more of the group conscience, or it may alter the decision. **Please read Concept 5.**

If the discussion becomes affected by personalities before principles, or strong opinions, you can slow things down by asking for a moment of silence or requesting the Serenity Prayer.

## **ADDENDUM 2: GROUP CONSCIENCE CLAUSE**

Where a voting member of the District is of the opinion that a motion that has been placed before the District is of such importance that group conscience should be sought by the GSRs or their alternates at their business meetings prior to voting on the motion, the voting member may make a motion that the group conscience clause be invoked.

Where a motion to invoke the group conscience clause has been seconded by a voting member, the Chairperson shall allow debate upon the motion and then call a vote.

Where a majority of voting members approve invoking the group conscience clause, the original motion will be tabled for a reasonable period of time to allow the GSRs or their alternates to seek group conscience at their business meetings. When the GSRs return to the table with their group conscience, debate upon the original motion will resume and a vote upon the original motion will be taken.

Where a motion has been tabled pursuant to the group conscience clause, the chairperson may still allow discussion upon such tabled motion to occur at the District meeting for the purpose of allowing the GSRs to properly understand the nature, intent and meaning of the tabled motion so that they will be able to provide information to and answer the questions of their group at their respective business meetings.

### ADDENDUM 3: ROUND-UP GUIDELINES

(February 25, 2015)

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<b>SEPTEMBER</b>	<ul style="list-style-type: none"><li>• Previous year's co-chair to stand for position of chair: to be approved at District.</li><li>• If the previous year's co-chair is unable to fulfil the position, volunteers will be called for and a new chair elected at the October District meeting.</li><li>• Call for volunteers for new co-chair</li><li>• Turn over supplies and records to new chair</li></ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"><li>• Election of co-chair (and chair, if necessary)</li><li>• Chair to act as Secretary for the Round-Up</li><li>• District Treasurer to act as Treasurer for the Round-Up</li><li>• Chair call for Round-Up theme suggestions, to be taken back to groups for input.</li><li>• Call for volunteers for committee chairs, to be taken back to groups. As always, the spirit of rotation should be observed:<ul style="list-style-type: none"><li>○ Kitchen Coordinator</li><li>○ Canteen Coordinator</li><li>○ Registration/Memento sales/Greeters</li><li>○ Set-Up/Clean-Up/Supplies Coordinator</li></ul></li><li>• Confirm location and date and advise Al-Anon District Representative</li><li>• Arrange deposit, if required</li></ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"><li>• Committee meeting to obtain group conscience on whether panels will be chosen by local groups or by DCMs from neighbouring Districts (within a two-hour drive)</li><li>• If groups to sponsor panels, call for volunteer groups at District meeting</li><li>• Committee meeting to discuss choosing main speaker</li><li>• Confirm main speaker</li><li>• Secretary to create flyer for approval at District: theme to be added once determined</li><li>• District vote on theme</li></ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"><li>• Secretary to provide DCM with final flyer copies in time for distribution at the Area Committee meeting in early January</li><li>• Confirm groups/Districts sponsoring panels. If there are more groups interested than panels needed, groups will be selected by drawing lots.</li><li>• Contact Al-Anon to provide Al-Anon panel.</li></ul>
<b>JANUARY</b>	<ul style="list-style-type: none"><li>• Set schedule: opening, registration, panels, dinner</li><li>• Committee to consider options for memento sales. Options to be presented to and voted on at District.</li><li>• Call for committee volunteers at District. Have volunteers contact committee officers or provide contact info to officer for follow-up.</li><li>• Call for food/money/Big Book donations from groups</li></ul>

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<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• Confirm panels</li> <li>• Choose Sobriety Countdown Coordinator and helpers (1 or 2)</li> <li>• Obtain operating funds from District to purchase supplies, etc.</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>• Committee to assess supplies/equipment needs</li> <li>• Supplies/Equipment Coordinator to buy supplies.</li> <li>• Treasurer to pay for venue</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>• Set-up Coordinator to confirm access time and ensure all supplies/equipment available (banner, steps and traditions, Big Books, registration badges, pens, etc.)</li> </ul>
<b>DAY OF</b>	<ul style="list-style-type: none"> <li>• Relax and have fun! There are lots of people willing to help—don't forget to ask.</li> <li>• Treasurer should collect seventh tradition money throughout the day and collect all cash at the end of the day.</li> <li>• Include a general moment of silence for deceased members of District 66 (without mentioning specific names).</li> </ul>
<b>POST EVENT</b>	<ul style="list-style-type: none"> <li>• All committees should ensure that they have submitted expense reports to the Treasurer.</li> <li>• Committees to submit brief wrap-up reports to Chair</li> <li>• Chair to submit report to District at April District Meeting</li> <li>• Treasurer to submit report at April District Meeting and return proceeds to District</li> <li>• All supplies and records to be turned over to the Round Up Co-Chair</li> <li>• Confirm date of next year's event at April District Meeting</li> <li>• Secure location with deposit for next year's event</li> </ul>

**ADDENDUM 4: PUBLIC INFORMATION/CO-OPERATION WITH THE PROFESSIONAL COMMUNITY  
GUIDELINES  
(July 2018)**

CPC presentations and speaking at non-AA meetings available upon request. Committee meetings to be held monthly (to be determined by committee).

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<b>JANUARY</b>	<ul style="list-style-type: none"><li>• Position of PI/CPC Chairperson to be elected from the District table biennially/odd years (recommended sobriety 3–5 years)</li><li>• Inventory of basic PI/CPC literature, AA videos and displays</li></ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"><li>• Call for committee volunteers (recommended sobriety minimum 2 years)</li><li>• Committee members should be appointed by individual groups. Recommended one volunteer for each of the following areas:<ul style="list-style-type: none"><li>• Brockville</li><li>• Smith Falls/Merrickville</li><li>• Perth/Lanark</li><li>• Westport/Sharbot Lake/Elgin/Athens</li><li>• Carleton Place/Almonte</li></ul></li><li>• Review PI/CPC District 66 guidelines</li></ul>
<b>MARCH</b>	<ul style="list-style-type: none"><li>• Provide committee members with information packages including District PI/CPC and GSO guidelines</li><li>• Do mock CPC presentation for all committee members</li><li>• Appoint committee member to chair “Bring A Professional” presentation in September (or similar AA information forum): once per 2-year term</li><li>• Participate in District/Area AA seminars and conventions (Area Assembly)</li><li>• Provide quarterly financial statement to District Treasurer</li></ul>
<b>APRIL</b>	<ul style="list-style-type: none"><li>• Provide local members with a report on all PI/CPC activities in the District at annual Round-Up</li><li>• Set up display at Round-Up</li></ul>
<b>MAY</b>	<ul style="list-style-type: none"><li>• Send a letter to convalescent homes, rest homes and senior centres in the District offering AA literature and/or a presentation</li><li>• List phone and website information in newspapers within the District</li></ul>
<b>JUNE</b>	<ul style="list-style-type: none"><li>• Distribute a simple letter describing our availability for presentations and/or more literature/information to those who have contact with alcoholics through their profession. This group includes health care professionals, members of the clergy, lawyers, social workers, union leaders and industrial managers and government officials, as well as those working in the field of alcoholism.</li><li>• Provide quarterly financial statement to District Treasurer</li></ul>
<b>JULY</b>	<ul style="list-style-type: none"><li>• Supply hotels, motels and bed and breakfasts with local AA phone and website information</li></ul>
<b>AUGUST</b>	<ul style="list-style-type: none"><li>• Be sure every public library has at least one Conference-approved book, e.g., Big Book, Twelve Steps and Twelve Traditions, or Living Sober</li></ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"><li>• “Bring A Professional” presentation (or similar AA information forum)</li></ul>

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	<ul style="list-style-type: none"> <li>• Send a letter to all secondary school boards and post-secondary institutions offering AA literature and/or a presentation on AA—what we do and what we do not do</li> <li>• Provide quarterly financial statement to District Treasurer</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>• Place a literature rack in every police station and hospital in the District and keep the rack stocked with appropriate literature and meeting schedules</li> <li>• Participate in District/Area AA seminars and conventions (Area Assembly)</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>• Place public service announcements with radio and television stations (approved announcements available through GSO)</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>• Place a small (paid if necessary) announcement in every District newspaper (around the holidays)</li> <li>• Provide quarterly financial statement to District Treasurer</li> </ul>

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**ADDENDUM 5: CONTRIBUTIONS AND LITERATURES PURCHASES**  
(May 2021)

**CONTRIBUTIONS TO DISTRICT 66 & LITERATURE PURCHASES**

- Cheque, Cash or E-Transfer
- Contributions can be sent via E-transfer to **treasurer@lanarkleedsaa.org**. No security question is required as contributions will be auto-deposited. Please indicate your name/and or group name in the message field.
- Make cheque payable to: **Golden Triangle District 66**
- Ensure your Group Name & Number is indicated on the cheque (or include a note)
- For cheques to be mailed, please include an email address or name and return address for receipts
- The mailing address of the Treasurer will be supplied on an as-needed basis.
- Please keep payment for contributions and literature purchases separate
- Receipts will be issued

<b><u>CONTRIBUTIONS TO AREA 83</u></b>	<b><u>CONTRIBUTIONS TO THE GENERAL SERVICE OFFICE</u></b>
<p>Make cheque payable to <b>Eastern Ontario International Area 83</b></p> <p>Include the following (for receipts), or fill out pre-printed envelope:</p> <ul style="list-style-type: none"> <li>• District #66</li> <li>• Group Name</li> <li>• Group Number (can be found on the District 66 Contact List)</li> <li>• Name</li> <li>• Full address</li> <li>• Telephone number</li> <li>• Email address</li> </ul> <p><b>Mailing address:</b> Refer to the Area 83 website for the current mailing address of the Area Treasurer.</p> <p>Area 83 also accepts payment via PayPal and E-Transfer. Please refer to <a href="https://area83aa.org/about-area-83/area-contributions">https://area83aa.org/about-area-83/area-contributions</a></p>	<p>Make cheque payable to: <b>The General Service Office</b></p> <p>Include the following (for receipts), or fill out pre-printed envelope:</p> <ul style="list-style-type: none"> <li>• District #66</li> <li>• Group Name</li> <li>• Group Number (can be found on the District 66 Contact List)</li> <li>• Name</li> <li>• Full address</li> <li>• Telephone Number</li> <li>• Email address</li> </ul> <p><b>Mailing Address (US postage):</b> The General Service Office Post Office Box 2407 James A Farley Station New York, NY 10116-2407</p>

## **ADDENDUM 6: WEBSITE GUIDELINES**

(October 2021)

### **Purpose**

The purpose of the District 66 website (“Website”) is to improve communication within District 66 to better reach the still suffering alcoholic, to the general public and to members of the fellowship. The Website shall serve as a communications tool within the District by providing information about District activities and events. The Website will be established, maintained and operated in accordance with the A.A. Guidelines for the Internet as published by Alcoholics Anonymous World Services Inc. (AAWS).

### **Content and Services**

A thoughtful and informed group conscience is encouraged to be responsible for deciding the contents, policy and procedures involved in maintaining the Website.

The spirit of A.A. principles and traditions will be followed at all times. Anonymity will be preserved and protected. The full names of individuals, individual phone numbers, personal e-mail addresses and other information by which an individual can be identified will not appear on the Website. There is no endorsement or affiliation with non A.A. entities. The A.A. preamble will be prominently shown on the home page of the Website and a link will be provided to the AAWS website ([www.aa.org](http://www.aa.org)) to access general information about A.A.

Copyrights shall be respected and registered trademarks, when used, should be acknowledged as such. More specifically, “Alcoholics Anonymous”, “A.A.”, and “The Big Book” are registered trademarks of AAWS and the “Grapevine” and “A.A. Grapevine” are registered trademarks of The A.A. Grapevine Inc.

The Website will link only to websites sponsored by bona fide A.A. service entities as approved by District 66. Permissible links are: [www.aa.org](http://www.aa.org), [www.aagrapevine.org](http://www.aagrapevine.org), [www.area83aa.org](http://www.area83aa.org).

### **Information**

The following types of information are allowed for display on the District 66 Website. Materials submitted for Website display will be limited to PDF format only. The Webmaster will ensure that the materials follow the Guidelines but will not be responsible to edit these materials

1. Information on the program of Alcoholics Anonymous including A.A.’s 12 steps, 12 traditions and 12 concepts.
2. Group meeting information for groups and meetings within District 66 including type of meeting, date, time and location. Anniversary information for members within District 66.
3. Event information including A.A. General Service functions (Assemblies, conferences, regional and special forums, workshops). Fellowship activities (roundups, etc.) sponsored by bona fide A.A. service entities.
4. District 66 Operating Procedures and Guidelines.

### **Communication**

Anonymous e-mail contacts for District 66 Officers and Committee Chairs will be available. E-mail addresses shall use the District 66 domain name to maintain the anonymity of trusted servants.



Messages may be anonymously forwarded to the trusted servant's personal email address. However, no personal email addresses shall be disclosed on the Website.

### **Domain Name**

The Website shall be registered to District 66, Area 83 Eastern Ontario International of Alcoholics Anonymous. The domain name shall be www.lanarkleedsaa.org The District 66 webmaster shall be the administrative contact for the Website's domain name. The technical contact shall be the Internet Presence Provider (IPP) who maintains the registered internet domain name and the servers for the Website.

### **Responsibility for the Website**

The District 66 Webmaster holds primary authority and responsibility for the oversight on all matters pertaining to the Website providing accountability to the District table.

Access to the Website shall be limited to the Webmaster and such other District officers as approved by the District table.

Specific responsibilities for the Webmaster include, but are not limited to, the following administrative duties:

1. Ensure that the Website adheres to these Guidelines, A.A. Guidelines and policies on the Internet, and A.A. Traditions.
2. Maintain the Website in terms of additions, deletions, updates, e-mail address forwarding for District 66 contacts.
3. Financially accountable to the District table.
4. Adheres to the directions for their position as described in the AA Service Manual.
5. Provide regular reports at District meetings.
6. Maintain a backup copy of all the Website files.
7. All Website visitor messages should receive a timely reply, even if nothing more than a "Thank You" for the message.

### **Amendments to Website Guidelines**

Amendments to these Guidelines require 2/3 majority of the voting members of the District table following written notice of motion to the Secretary. The motion will be tabled for vote at the next District meeting.