Oregon Area 58

District 5 Guidelines

Revision 2025

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I. GLOSSARY AND ACRONYMS

AA	Alcoholics Anonymous
AAWS	Alcoholics Anonymous World Services, Inc.
CF	Correctional Facilities
CPC	Cooperation with the Professional Community
TF	Treatment Facilities
DCM	District Committee Member
GSB	General Service Board
GSO	General Service Office (New York)
GSR	General Service Representative
GV	Grapevine/La Viña
GVR	Grapevine/La Viña Representative
IT	Information Technology
PI	Public Information
PNC	Pacific Northwest Conference
PRAASA	Pacific Region Alcoholics Anonymous Service Assembly

Ad Hoc Committee - a temporary committee assigned to address one specific item or topic
Area - a geographical unit that elects a Delegate to the General Service Conference
Area Assembly - a quarterly, weekend-long gathering of the Area Committee and GSRs for business and sharing sessions
Area Committee - Area Officers, Service Committee Chairpersons, and DCMs
Business Meeting - portion of an Area Assembly or other service gathering where formal business is conducted and motions are presented and voted upon
Central Office - An office for literature sales and phone hotline, usually operated by an Intergroup
Delegate Conference Panels - panel discussion groups that have as a purpose to discuss General Service Conference agenda items, literature, and GSO reports relevant to that committee, to make recommendations to the Delegate, and to propose motions to the Area or the General Service Conference
District - a geographical or linguistic unit usually containing 5 to 50 groups that elects a DCM
District Committee - District Officers, Service Committee Chairpersons, and GSRs
General Service Conference - annual meeting of delegates from all U.S. and Canadian Areas, trustees, and GSO staff; the group conscience of the U.S. and Canada
Home Group - Each member chooses *one* group that they call their *"home group"* This is the group where they accept service responsibilities. With membership comes the right to vote on issues that might affect the group and A.A. as a whole. Each A.A. member has one vote; and this is voiced through the home group. *(One Member, One Group, One Vote)*
Intergroup - a service body made up of group representatives, usually in large urban areas, but separate from the general service structure
Motion – a proposal made at a business meeting to be voted upon
Service Committee – *(sometimes called "standing committee")* – a subcommittee of an Area or District responsible for doing one specific form of service work
Standing Committee – see "Service committee"
Substantial Unanimity – usually a two thirds majority

II. PURPOSE AND SCOPE

Concept X Short Form: *"**Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.**"*

The purpose of this publication is to enable our trusted servants to conduct an informed group conscience at District 5 business meetings. These Guidelines are intended to describe actual current practice in District 5. When possible and where still relevant, actual language from passed motions is used. Where current practice is customary and is not the result of an actual motion, the intent is to outline the current practice as simply as possible. This document is not a historical record of motions of District 5. These Guidelines are intended to be complementary with the AA Service Manual.

III. AMENDING AND UPDATING

Responsibility of making revisions to guidelines that reflect any changes in current practice belongs to the DCM ***and*** the Recording Secretary. The DCM or Secretary shall then reprint, make available on the web, and distribute the Updated Guidelines to all District 5 Committee Members including Group Officers, Committee Chairs and GSRs

IV. STRUCTURE AND FUNCTIONS OF THE DISTRICT

A. General Service Representatives (GSRs)

- Each A.A. group may elect one G.S.R., and one Alternate G.S.R.
- If GSR should be elected as a district officer or appointed as a Committee chair, they still have just one vote.
- The two-year term of a G.S.R. coincides with those of its D.C.M.s and Delegate
- Be an active member of their group and should hold no offices in any other group.
- Represent their group at monthly district meetings and quarterly area assemblies.
- Keep group members informed about general service activities in their local area.
- Sometimes called *"the guardians of the Traditions"*
- Encouraged to serve on at least one D5 service committee and help with D5 events.
- The GSRs service position description is well defined in the GSR pamphlet; P-19 see here-> https://www.aa.org/sites/default/files/literature/assets/p-19_gsr.pdf
- *"By choosing its most qualified member as G.S.R., a group helps secure its own future — and the future of A.A. as a whole."* -*Bill W.*

B. Alternate General Service Representatives (AGSRs)

- Should work closely with the GSR, so that the alternate can be a knowledgeable replacement if the G.S.R. is unable to attend a district or area meeting.
- Should shadow the GSR and attend as many district meetings, area assemblies and workshops as possible to start learning the ropes to become a qualified future GSR.
- Is prepared to take over as GSR for the remainder of the 2 year term should something happen to the GSR.
- Encouraged to serve on at least one D5 committee and help with D5 events.

C. District Officers

- District Officers are the DCM, Alt DCM, Treasurer, and Secretary.
- Elected at September District Meeting by GSRs and other voting members of the District *(Officers, Committee Chairs and Alt. GSR's in the absence of their GSR).*
- Term of office is two years and begins on January 1st of Even Years. *(These positions coincide with those of its G.S.Rs and Conference Delegate).*
- The DCM has overall responsibility for the operation of the District.
- Each Elected District Officer is allowed one (1) vote as member of District Committee
- Travel Expenses:
  - DCM is fully funded to each Area Assembly for food, lodging and $.50 per mile.
  - DCM is also fully funded for at least one of the following annual events per year: PRAASA, PNC, or the Pacific Regional Forum.
  - The Treasurer and Secretary have no current travel expense needs.

D. District Service Committee Chairs

❖ ***See Section VI for the additional duties and responsibilities***

The District has the following Standing Committees: Archives, Access, Public Information and Cooperation with the Professional Community (PI/CPC), Treatment Facilities (TF), Literature, Grapevine/LaVina, IT/Website, Correctional Facilities.

- Recommended more than 3 years of continuous sobriety.
- Recommended completion of a GSR term.
- *Must* be an ***active*** member of an A.A. home group in District 5.
- *Must* have a working knowledge of the Twelve Traditions and a service sponsor.
- Perform service work with the guidance of the DCM.
- Attend, report and participate at ***every*** monthly District meeting.
- Attend the November Assembly including the Area Service Roundtables, and report back what they have learned. District Committee Chairs are funded to go to the November Assembly only.
- Submit a written report to the D5 Secretary for inclusion into the minutes monthly.
- Each District Service Committee Chair is allowed one (1) vote as a member of the District Committee.
- Term of commitment is two years and begins January 1st of Odd Years. *(Archives being the exception with a four year term)*
- Rotation: All District Committee Chairs rotate on Even Years, and are appointed at the end of Odd years in sync with the new panel. *(This allows 2 Months time for training)*
- Service Committee Chairs are appointed by a committee made up of the incoming DCM, Outgoing DCM and a Past DCM.
- Submit an annual budget request to the treasurer (due September 1st).
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses to the treasurer on a monthly basis.
- Check your District email frequently.

V. DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS

A. District Committee Member (DCM)

- Recommended 4-5 years of continuous sobriety.
- Recommended completion of GSR term.
- Must be an active member of an A.A. home group in District 5.
- Must have a working knowledge of the Twelve Traditions and a service sponsor.
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attends the Oregon Area Orientation, to be fully funded by the District.
- Accept service resumes and appoint ***qualified*** responsible service committee chairs - If no one fits this description, go without. *(See Concept 9).*
- Chair the District business meetings.
- Submit written report to the District Secretary for inclusion into the minutes monthly.
- Help Service Committees as needed. *(Or enlist Alt DCM and past DCMs)*
- Attend and participate in all the Area Assemblies.
- Appoint ad hoc committees to address specific issues as needed.
- Coordinate and take part in a District Inventory within the first year of the term.
- Work with the Recording Secretary to update the Districts Guidelines as needed to reflect current practice.
- Attend the Intergroup meeting and give a district report monthly. *(Or delegate this to the Alt DCM or Secretary)*
- Assist Area Registrar with updating Group information, as well as current GSR information. *(Changes are typically submitted to the Area Registrar by using AA's Group Information Change Form, as well as the A.A. New Group Form).*
- Assist GSRs when needed at their group meetings and business meetings.
- Make yourself available to facilitate group inventories, and Tradition presentations. *(You may utilize past DCMs to help with these things as well).*
- Bring Traditions problems to the attention of the Delegate.
- Schedule and chair the district's General Service Conference Sharing session and provide the Area Delegate with the minutes.
- Schedule Delegate Post Conference report back to District annually.
- Organize and schedule Workshops on Traditions and Services. *(You may wish to delegate this task to Alt DCM and past DCMs).*
- Create GSR Binders and facilitate GSR Orientations and Assembly Orientations.
- Attend PRAASA, and give a verbal and written report to the District. Attendance to PNC or the Pacific Region Forum may be an option in addition to PRAASA, or in place of PRAASA, depending on the Districts current financial standing. DCM to determine funds needed and submit as a District 5 budget item.
- Makes copies of and distributes district documents as needed – i.e., Delegate Agenda items, District Committee Contact Sheet, Treasurer reports, guidelines, meeting minutes, Area Delegate communications, etc.
- Submit an annual budget request to the treasurer (due September 1st).
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses to the treasurer on a monthly basis.

B. Alternate DCM

- Recommended 3-4 years of continuous sobriety.
- Recommended completion of a GSR term.
- Must be an active member of an A.A. home group in District 5.

- Have a working knowledge of the Twelve Traditions and a service sponsor.
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend, report and participate at ***every*** monthly District meeting.
- Submit a written report to the District Secretary for inclusion into the minutes monthly.
- Assist the DCM as much as possible. The DCM is a big job and they will be delegating much of it to you. *Teamwork!*
- Visit the Groups *(not meetings)* that may not have a GSR and make current District 5 Announcements. Encourage them to elect a GSR, and offer service sponsorship.
- Perform all the duties of DCM in DCM's absence.
- If the DCM is not able to fulfill their term, ADCM becomes DCM for the remainder of the term. If this should happen, rely on past DCMs to help you with DCM duties.
- Help to coordinate District 5 sponsored Workshops.
- Create GSR Binders and facilitate GSR Orientations and Assembly Orientations.
- When possible, attend quarterly Oregon Area Assemblies, PRAASA and PNC.

C. Secretary

- Recommended 3-4 years of continuous sobriety.
- Recommended completion of GSR term.
- Must be an active member of an A.A. home group in District 5.
- Must have a working knowledge of the Twelve Traditions and a service sponsor.
- Records and distributes minutes of the District Meetings within one week.
- Asks the body to approve prior months minutes at the business meeting.
- Assists DCM in Group inventories and sharing sessions by taking minutes.
- When visiting meetings that may not be part of a group or have a GSR, make current District 5 Announcements.
- Reprint, make available for the web and distribute District Guidelines when requested by the DCM.
- Keeps the District Roster up to date.
- It is the Secretaries responsibility to notice if an Officer or Committee Chair is absent 2 meetings in a row without a report, and to reach out to them and let them know if they miss a third consecutive meeting that it is our practice to ask them to step down so that we can fill their position with someone who's able to attend the meetings.

D. Treasurer

- Recommended 3-4 years of continuous sobriety.
- Recommended completion of a GSR term.
- Must be an active member of an A.A. home group in District 5.
- Must have a working knowledge of the Twelve Traditions and a service sponsor.
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend, report and participate at ***all*** monthly District meetings.
- Submit Treasurer report monthly to the Secretary and DCM for Distribution to the D5 committee members one week prior to the monthly district meeting.
- Picks up mail from District 5's post office box.
- Keeps records of group contributions to the District current.
- Makes deposits and cuts checks for District expenses.

- Provide financial statements at the monthly District meeting.
- Present an annual budget for next fiscal year, in October, to be taken back to the Groups for approval at the November District meeting.
- Update budget as needed when new motions are approved by the District Committee.
- Study and comply with section ***VIII. FINANCIAL POLICY*** of this document.

VI. DUTIES AND RESPONSIBILITIES OF SERVICE COMMITTEE CHAIRS

❖ ***See Section IV, D. "District Service Committee Chairs" for requirements***

A. Archives Committee Chair

The purpose is more than mere custodial activity; it is the means by which we collect, preserve and share the rich and meaningful heritage of our fellowship. The Archives Committee is to receive, classify and index all relevant material, including, but not limited to, administrative files, records, correspondence, literary works and artifacts considered to have importance to Alcoholics Anonymous in District 5. This is done through workshops, presentations, mailings, etc.

- First read thoroughly ***Section IV, D. General Responsibilities Of Service Chairs***
- Generally as described in the A.A. Service Manual, GSO Archives Guidelines, Archives Committee Workbook and **D5 Guidelines *Section IV, D.***
- Attend, report and participate at ***every*** monthly District meeting.
- Register with GSO on AA.org as *"Oregon Area 58 District 5 Archives Chair."*
- Attend other D5 service committee meetings when you are available.
- Create an appointed committee and hold committee meetings.
- Make announcements and presentations at District 5 sponsored workshops and at community fellowship events and groups.
- When visiting meetings that may not be part of a group or have a GSR, make current District 5 Announcements.
- Collect and archive minutes, fliers, recordings, reports, and other documents created by groups and the District committee within District 5.
- District 5 Archives are stored at: NW Self Storage. 62939 NW 3rd St. Bend, & online at district5aa.org.
- Four-year term rotating on even number years.

B. Access Committee Chair

"Accessibility challenges apply to all alcoholics who have difficulties participating in Alcoholics Anonymous, whether those are mental, physical, geographic, cultural, or other factors that vary among people. Some of these alcoholics may experience barriers to accessing the A.A. message, including the literature, meetings, Twelve Step work, and the service structure."

- First read thoroughly ***Section IV, D. General Responsibilities Of Service Chairs.***
- Generally as described in the A.A. Service Manual, GSO guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend, report and participate at ***every*** monthly District meeting.
- Submit a written report to the D5 Secretary for inclusion into the minutes monthly.

- Register with GSO on AA.org as *"Oregon Area 58, District 5 Access Chair."*
- Coordinate with Central Oregon Intergroup to help keep meeting schedules current regarding accessibilities issues.
- When visiting meetings that may not be part of a group or have a GSR, make current District 5 Announcements.
- Attend other D5 service committee meetings to address any accessibility issues that may be discovered in their committee work.

C. Treatment Facilities (TF)

The purpose is to coordinate the work of AA members and groups who carry the AA message to alcoholics in treatment facilities, and work with facilities to clarify what A.A. can and can not do in cooperation with them.

- First read thoroughly **D5 Guidelines *Section IV, D. Service Committee Chairs.***
- Generally as described in the D5 CTF Committee Guidelines, A.A. Service Manual, Treatment Workbook, and **D5 Guidelines *Section IV, D.***
- Attend, report and participate at ***every*** monthly District meeting.
- Submit a written report to the D5 Secretary for inclusion into the minutes monthly.
- Register with GSO on AA.org as *"Oregon Area 58, District 5 Treatment Chair."*
- Maintain and organize a committee of members from A.A. groups in District 5 **who are qualified** to carry the A.A. message into treatment facilities.
- Make sure committee members are taken through orientation and training.
- Make announcements and presentations at District 5 sponsored workshops and at community fellowship events and meetings.
- Maintain good communication with the facilities. You will be the contact person.
- Inform and share with treatment professionals about A.A. policy and Traditions and about what A.A. does and does not do.
- Receive and respond to treatment facilities requests for A.A. panels and literature.

D. Literature Chair

The purpose of the District Literature Chair is to act as an advocate to groups and committees to use AAWS Conference Approved Literature at the district level. Helping to preserve the integrity of the A.A. message through the use of Conference Approved Literature.

- First read thoroughly **D5 Guidelines *Section IV, D. Service Committee Chairs.***
- Generally as described in the A.A. Service Manual, GSO Literature Guidelines, D5 Literature Committee Guidelines, and other AAWS approved literature.
- Attend, report and participate at ***every*** monthly District meeting.
- Register with AA.org as the *"Oregon Area 58, District 5, Literature Chair."*
- Attend other D5 service committee meetings when you are available, offering help obtaining literature they may need for the other service committees.
- Visit meetings that may not be part of a group and act as their Literature Rep making Literature announcements as well as other current D5 Announcements.
- Help with District 5 workshop planning events and literature giveaways.

- Maintain a stock of suggested literature to give new G.S.R.s.
- Keep an ample supply of current General Service Conference approved pamphlets and books.
- Set up this material for viewing and sale at local A.A. functions, including: workshops, conferences, roundups, fellowship events and speaker meetings.
- Order literature for district activities as needed.
- Become familiar with the Book A.A. Comes Of Age, and Pamphlet P-16, in order to provide information to inquirers.

E. Grapevine Chair

The purpose of the District Grapevine Chair is to act as advocate for the Grapevine/La Viña at the district level and helping Grapevine/La Viña Reps for Groups in District 5 to stay informed and active.

- First read thoroughly **D5 Guidelines *Section IV, D. Service Committee Chairs.***
- Generally as described in the A.A. Service Manual, Grapevine/La Viña guidelines.
- Attend, report and participate at ***every*** monthly District meeting.
- Make Grapevine/La Viña literature available at District 5 sponsored workshops and at other local A.A. events.
- Visit meetings that may not be part of a group and act as their Grapevine/La Viña Rep making GV/LV announcements as well as other current D5 Announcements.
- Help with District 5 workshop planning events, and literature giveaways.
- Keep an ample supply of GV/LV magazines to sell to other service committees.
- Set up GV/LV display for viewing and sales at local A.A. functions, including: workshops, conferences, conventions, roundups, fellowship events and meetings.
- Order GV/LV literature for district activities as needed.
- Become familiar with the Book *Language Of The Heart* and keep an ample supply to sell to groups. *(This is a best seller and goes quickly).*

F. Information Technology (IT) Chair

The purpose of the committee is to manage, maintain and update District5aa.org. as well as all hybrid options offered online.

The purpose of the website is to assist the groups of the District to carry the message of Alcoholics Anonymous to the still-suffering alcoholic, facilitate communication among GSRs, DCMs, and A.A. members, and to improve an understanding of the workings of the District in order to encourage participation in service work.

- First read thoroughly **D5 Guidelines *Section IV, D. Service Committee Chairs.***
- Generally as described in the A.A. A.A. Service Manual, A.A. Guidelines on Internet, and other AAWS approved literature.
- Attend, report and participate at ***every*** monthly District meeting.
- Shop for the best price for the cost of services provided to enable the web site to exist and ensure that the web site is self-supported by the District without receiving anything of value from any source outside the fellowship of A.A.

- Accurately maintain and update the web site as needed including: Receive and respond in a timely manner, to feedback about the District website. Post activities and events, in a timely manner, to the District website calendar. Post District business meeting minutes on website.
- Post all motions as received by the DCM preferably by the 1st of the month following the District meeting they are presented at.
- Assist District 5 committees and workshops to have hybrid options.
- Work with and help the Archives chair with online D5 Archives on the website.
- Make D5 website announcements at all District 5 Workshops and events.
- Make announcements at different groups in District 5 letting them know D5 has a website and what it offers.
- Ensure that all web site material conforms to the A.A. Traditions. See Web Guidelines: Website Posting Guidelines for District 5 Oregon Area 58

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

Public Information Committee **(PI)**: The purpose is to carry the AA message to the still-suffering alcoholic by informing and providing A.A. Literature to the general public - media, schools, industry, etc. – about what AA has to offer. This is done through public service announcements, visits to schools, and other organizations.

Cooperation with the Professional Community Committee **(CPC)**: The purpose is to provide information about AA to those who have contact with alcoholics through their profession. This group includes, among others, doctors, clergy, judges, social workers and law enforcement. Information is provided about where we are, what we are, what we can and cannot do.

- First read thoroughly **D5 Guidelines *Section IV, D. Service Committee Chairs.***
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend, report and participate at ***every*** monthly District meeting.
- Register with GSO on AA.org as *"Oregon Area 58, District 5, P.I. Chair."*
- Help the public to a better awareness of what AA is, *and is not*, what AA does, *and does not do* through workshops, presentations and AA Literature.
- Make AA literature available at health fairs and other community events.
- Make P.I. information and service opportunities available to groups and at District 5 sponsored workshops and events *PI/CPC Group Rep*.
- When visiting meetings that may not be part of a group or have a GSR, make current District 5 Announcements and let people know about *District5aa.org.*
- Maintain and organize a committee of members from A.A. groups in District 5 who will serve on your committee.

H. Correctional Facilities (Corrections)

The purpose is to facilitate AA meetings inside the Deschutes/Jefferson/Crook County correctional facilities. This is done by organizing outside AA members to attend inside meetings on a regular basis.

- First read thoroughly **D5 Guidelines *Section IV, D. Service Committee Chairs.***
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend, report and participate at ***every*** monthly District meeting.
- Register with GSO on AA.org as *"Oregon Area 58 District 5 Corrections Chair."*
- Make announcements and presentations at District 5 sponsored workshops and at community fellowship events and meetings.
- Maintain and organize a committee of members from A.A. groups in District 5 **who are qualified** to carry the A.A. message behind the walls.
- Assist committee members in obtaining clearance to enter the various facilities.
- Maintain good communication with the correctional facilities coordinators.
- Address any problems or concerns brought to A.A. from the correctional facilities coordinator.

VII. DISTRICT POLICIES

A. General Business Meeting Procedures

- Meeting to be held on the 2nd Sunday of the month at the prevailing location.
- Meeting begins at 4:00 p.m. and ends at 5:30 p.m.
- The meeting will follow the agenda approved by the DCM.
- The Alt. DCM shall conduct the business meetings if the DCM is not available.
- GSR and Committee Chair reports are scheduled into the agenda every month *except for* at the elections meeting every 24 months.
- Elections will be conducted at the September District Meeting just before rotation. The DCM will ask past District Committee Members to help conduct the elections.

B. Elections

- The District shall vote according to **Third Legacy procedure in the AA Service Manual** for all District Elections.
- The District Secretary will poll District Officers, Committee Chairs, and GSRs, asking if available. *(Available means that you have/are completing your current commitment and will be rotating on).*
- The DCM asks if anyone else present is available.
- Those who are eligible stand and let the body know they are available and give their service resume.

C. Eligible Voters

- Current practice allows the following members when present to vote on District 5 business and at District 5 Elections.
- All District Officers - DCM, Alternate DCM, Secretary, Treasurer. *(Although whomever is chairing the mtg only votes in the case of a tie).*
- All Committee Chairs.
- Group elected GSRs *(or AGSRs if the GSR is not in attendance).*

D. Motions

- All proposals to be limited to one issue. Any proposal, which is submitted, with multiple issues is to be automatically broken down by the DCM into separate proposals for each separate issue.
- All motions presented to be structured to include the following information: the motion itself, intent & purpose, current practice, budgetary impact if passed. The motion template can be found on the District website. (http://www.district5aa.org)
- The District suggests motions to be in writing with enough copies for all voting members.
- Only those items of business determined by a "simple majority vote" to be urgent and/or administrative will be voted on immediately.District business meetings will, at the discretion of the DCM/Chair, follow **Modified Robert's Rules of Order.** Robert's Rules Of Order Cheat Sheet

E. Robert's Rules of Order (*modified*)

1. **A Motion Is Made:**
   - If it does not receive a second, it dies.
   - After a second, debate is opened.
   - If a voter calls the question, a second will be required, or debate resumes.
   - A Question must be called in turn.
   - If the Question is seconded, a 2/3 majority will end the debate, or debate resumes.
   - If the Question is not called, debate will go on until there is no more discussion.
   - Once debate ends, a sense of the group will be taken by simple majority to vote or table.

2. **A Motion Is Voted On:**
   - If it involves expenditure of District funds, the Treasurer will be asked to report.
   - It requires a 2/3 majority to pass.
   - The losing side will be asked if they wish to speak to their position.
   - The winning side will be asked if there is a motion to revote, and requires a second.
   - A simple majority is required to revote.

3. **A Motion Is Reconsidered:**
   - Full debate pro and con is resumed.
   - The question may again be called, seconded, and requires a 2/3 majority to end debate.
   - A sense of the body may be taken by a simple majority to vote or table.
   - If voted on, the motion must have a 2/3 majority to pass.
   - Debate has ended.

Debate on a tabled motion will be resumed under "Old Business" at the next District meeting, and the voting process will be the same as above.

VIII. FINANCIAL POLICY

A. Required Budget Line Items

- Cost of printing and reproduction for District business.
- Postage and Delivery.
- Rent for District Business meeting facility.
- Archives Rent.
- PO Box Rent.
- Annual Secretary of State registration fee.
- Web Hosting Fee.
- Committee budgets.
- Workshop budgets.
- Travel and expenses for the DCM to attend Oregon Area Assemblies.
- Travel and expenses for the DCM to attend PRAASA, PNC, and/or Forum.
- Travel and expenses for District Committee Chairs to attend the Area 58 November Assembly.

B. Finance Procedures

- The fiscal year is January 1 – December 31
- Service Committee Chairpersons will submit to the Treasurer by September their anticipated budgetary requirements for the coming fiscal year, based on the previous year's expenses.
- Officers and Service Committee reimbursements shall be paid to the respective Chairperson by the Treasurer. Request needs to be accompanied by receipts.
- A proposed budget for the upcoming fiscal year shall be prepared and sent out to the District by the Treasurer and given to the District Secretary for distribution with the meeting minutes of the October District meeting. The budget will be voted upon at the November District meeting.
- Any and all amendments to the current budget shall be finalized prior to considering adoption of next year's budget.
- With respect to Concept XII, Warranty II, The District will maintain a "Threshold". By the Group conscience of the District, The Financial Threshold will be based on 3-6 months of the current budget.
- *"When the bank balance drops below 3 months reserve of the annual budget the Treasurer is responsible for notifying the Groups, Committee Chairs and Officers right away. The treasurer will include in monthly reports to the district the need for groups to send more money and suggest that they adjust their distribution pie charts until until the Threshold is at 50%"*
- *"When the bank balance exceeds 6 months of the annual budget the Treasurer will be responsible to include in the monthly reports to the district that we have acquired too much money and that the committee chairs need to start spending and the groups can adjust their distribution pie charts reducing their contributions to the district until the Threshold is at 50%"*
- *The Treasurer's report is to reflect monthly activity and what percentage of our threshold we are holding.*
- The Districts annual budget will be based on the activity of the previous 3 years.

- Signers on the District 5 checking account will be the current Treasurer and DCM. The Alternate DCM may be a signer on the account at the DCM's discretion. There should always be two signers on the District checking account. In the absence of the DCM, Treasurer or both, the Alternate DCM and/or Secretary can be signers on the account.
- The District should remain registered with the Secretary of the State of Oregon in order to retain its entity name (District 5 Committee) used with the financial institutions and to comply with local and federal regulations. At the time of rotation or position being vacated, the Secretary of State filing will be updated to reflect the newly authorized representative which should be the DCM or Alt DCM or secretary if necessary.
- The District Committee Member (DCM) will be recognized as the Secretary in order to be the authorizing representative on the district's checking account in order to meet the bank's requirements to make changes as may be needed. The Treasurer will be recognized as the Assistant Secretary in order to meet the bank's requirements to make changes to the checking account as may be needed. In the event that the Treasure position is vacated the Alt. DCM or secretary will be put into the role of assistant secretary to ensure that there are always two responsible parties as authorized representatives per the District Guidelines.
- Upon election years, meeting minutes need to reflect any changes to the officers. One copy with full names will need to be created to provide to the bank in order to update the checking account.