

District 5

Mid-Southern California Area

GUIDELINES

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Contents

	Page
Contents	<i>i</i>
<i>Preface</i>	1
I. District Purpose	1
II. District Description	1
A. District	
B. Subdistrict	
C. District 5 Borders	
III. District Membership	2
A. Voting Members of District 5	
B. Need for Alternate Trusted Servants	
C. Definition of District Officers	
D. Exclusions	
IV. District Steering Committee	4
A. Purpose	
B. Steering Committee Chair	
C. Voting Membership	
D. Meetings	
V. District Funding	4
VI. District Elections	5
A. Positions and Eligibility	
B. Election Procedure	
C. Vacated and Newly Created Positions	
VII. Duties of District Officers	7
A. District Committee Member Chair (D.C.M.C.)	
B. Alternate District Committee Member Chair (Alternate D.C.M.C.)	
C. Secretary	
D. Treasurer	
E. Registrar	
VIII. Duties of District Committee Member (D.C.M.) and Alternate District Committee Member (Alternate D.C.M.)	12
A. District Committee Member (D.C.M.)	
B. Alternate District Committee Member (Alternate D.C.M.)	

IX. Duties of Standing Committee Chairs	13
A. Archives Committee Chair	
B. Convention Liaison Committee Chair	
C. Cooperation with the Professional Community (C.P.C.) Committee Chair	
D. Grapevine Committee Chair	
E. G.S.R. School Committee Chair	
F. Hospital and Institution (H&I) Committee Chair	
G. Intergroup Liaison Committee Chair	
H. Literature Committee Chair	
I. Public Information (P.I.) Chair	
J. Special Needs Committee Chair	
K. Newsletter Committee Chair	
X. Parliamentary Authority	17
A. Ratification	
B. Biennial Review	
C. Amendment	
D. Suspension	
XI. District 5 Committee Meeting	19
A. District 5 Committee Meeting Day	
B. Typical District 5 Committee Meeting Format	
C. Suggested Programs	
D. Volunteer Positions	

DISTRICT 5 Guidelines Mid-Southern California Area

Preface

The *District 5 Guidelines* are based on A.A. General Service knowledge and experience shared in *The A.A. Service Manual* and the *Mid-Southern California Area Guidelines for Structure and Procedure*. Additionally, other A.A. Conference-approved literature and Service Literature has been used to develop these *District 5 Guidelines*.

Article I. District Purpose

- A. Keep the lines of communication open between the General Service Office (G.S.O.) and District 5 Groups through full registration and representation of all active Groups.
- B. Develop knowledgeable and experienced General Service Representatives (G.S.R.'s) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, the Six Warranties, and other principles of service as contained in *The A.A. Service Manual*.
- C. Elect a District Committee Member Chair (D.C.M.C.) and District Committee Members (D.C.M.'s) to represent District 5 at Area Service Committee meetings and to participate with G.S.R.'s at Area Assemblies, and other Mid-Southern California Area functions.
- D. Strengthen District 5 Groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and the Twelve Traditions will be available for future alcoholics.
- E. Support the A.A. service structure including the General Service Office, the Mid-Southern California Area and District 5 in the spirit of the Seventh Tradition by encouraging all Groups in District 5 to establish and participate in a regular contribution plan.

Article II. District Description

A. District

District 5 is part of the Mid-Southern California Area (Area 9) in the Pacific Region of the General Service Conference Structure. It is located in Orange County, California. District 5 includes the cities of Orange, Santa Ana, Tustin, Villa Park and adjacent unincorporated and government land in Orange County. The borders of District 5 are specified in the Atlas of Mid-Southern California Area and are shown in Article II.C below.

B. Subdistricts

There are eleven Subdistricts in District 5. Subdistricts include any adjacent unincorporated or government land as defined in the Atlas of Mid-Southern California Area. The Subdistricts are:

Men’s Groups	Orange-Olive Club (Morning Mtgs.)
Women’s Groups (Day Mtgs.)	Orange-Olive Club (Afternoon Mtgs.)
Women’s Groups (Evening Mtgs.)	Santa Ana
West Orange	Santa Ana Alano Club
East Orange, Villa Park, East District 5	South Tustin
North Tustin	

C. District 5 Borders

The borders of District 5 are described below. Source: *Atlas of Mid-Southern California Area*, dated 1990.

From	Boundary	To
From the southwestern corner of the city of Santa Ana at MacArthur Boulevard and the Santa Ana River...	North along the western city limits of Santa Ana to...	The City of Orange at Garden Grove Boulevard.
	Along the western and northern city limits of Orange to...	The Riverside County line.
	South along the Riverside/ Orange County line to...	Black Star Canyon Road.
	Southwest on Black Star Canyon Road to...	Santiago Canyon Road.
	West on Santiago Canyon Road to...	Orange City Limits
	South along Orange and Tustin city limits to...	Santa Ana.
	West along Santa Ana city limits back to...	The southwestern corner of the city of Santa Ana at MacArthur Boulevard and the Santa Ana River.

Article III. District Membership

A. Voting Members of District 5

1. District Officers

D.C.M.C.	Secretary	Registrar
Alternate D.C.M.C.	Treasurer	

2. G.S.R.'s, D.C.M.'s and Alternate D.C.M.'s

All G.S.R.'s who are currently registered as representing a District 5 Group.
All D.C.M.'s who are currently registered as representing a District 5 Subdistrict.
All Alternate D.C.M.'s who are currently registered as representing a District 5 Subdistrict.

3. Standing Committee Chairs

Archives	G.S.R. School	Public Information (P.I.)
Convention Liaison	H&I Liaison	Special Needs
C.P.C.	Intergroup Liaison	Newsletter
Grapevine	Literature	

4. Past District D.C.M.C.'s and past D.C.M.'s

5. Alternates

All members serving in alternate Trusted Servant positions have the same voting privileges as their principals only when their principals are absent. (This provision does not apply to the Alternate D.C.M.C.)

B. Need for Alternate Trusted Servants

In an effort build a greater experience level in the District, the following incumbent Trusted Servants are requested to recruit members to serve as their alternates:

- Secretary, Treasurer, Registrar
- D.C.M.'s
- Standing Committee Chairs

This policy recognizes the great advantage of having a member gain valuable experience while in the alternate position and perhaps become interested enough to stand for that office at the next election. When alternates volunteer for the position, the principal shall introduce them at the next District Committee meeting and request that the District Committee confirm them as alternates.

C. Definition of District Officers

District 5 Officers and Standing Committee Chairs are "District Officers" for the purpose of voting at Mid-Southern California Area meetings. (See Articles III.A.1 and III.A.3.)

D. Exclusions

1. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity.

2. District Trusted Servants who have missed three consecutive District Committee meetings are considered inactive. They are automatically removed from the service position. They are ineligible to act as a District Trusted Servant unless reinstated by a vote of the District Committee. This action may be precluded by the incumbent or the D.C.M.C. arranging for an alternate to assume the duties of the position on a temporary basis with the approval of the District Committee.

Article IV. District Steering Committee

A. Purpose

1. The purpose of the District 5 Steering Committee is to provide the leadership necessary to keep the District active in A.A. matters.

B. Steering Committee Chair

1. The District 5 D.C.M.C. chairs the Steering Committee.

C. Voting Membership

D.C.M.C.	Treasurer	Standing Committee Chairs
Alternate D.C.M.C.	Registrar	D.C.M.'s
Secretary		Alternate D.C.M.'s*

*Alternate D.C.M.'s vote only in the absence of their principals.

D. Meetings

1. The Steering Committee meets once each month prior to the District Committee meeting and at other times when necessary.
2. The Steering Committee will guide the District to actively participate in A.A. matters and set the agenda for the next District Committee meeting.
3. Visitors are welcome to attend the Steering Committee meeting and participate in the discussions.

Article V. District Funding

- A. District 5 accepts no money or things of value from nonalcoholic persons or organizations. District 5 sells no merchandise or raises any funds which are not entirely voluntary contributions of its members.
- B. District 5 is entirely self-supporting through contributions from District 5 Groups.
- C. When discounts or subsidies are offered to District 5, the following policy applies: "Whenever a discount or subsidy is that which would be offered to any other organization of similar size requiring a purchased service or product of similar character and magnitude, it may be accepted. Whenever a discount or subsidy is partly or in total offered because we are Alcoholics Anonymous, it must be declined."

Article VI. District Elections

A. Positions and Eligibility

1. D.C.M.C. and Alternate D.C.M.C.
 - a. A background in A.A. service work which is related to the G.S.R. position.
 - b. Minimum suggested sobriety of two years.
 - c. The time, energy and willingness to serve the District well.
 - d. Availability to attend all Area Service meetings, Area Assemblies, and other Area events.
2. D.C.M.'s and Alternate D.C.M.'s
 - a. A background in A.A. service work which is related to the G.S.R. position.
 - b. Minimum suggested sobriety of two years.
 - c. The time, energy and willingness to serve the District well.
 - d. Availability to attend all Area Service meetings, Area Assemblies, and other Area events.
3. Secretary
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well.
4. Treasurer
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well
5. Registrar
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well
6. Standing Committee Chairs
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well
7. The current D.C.M.C. and all past D.C.M.C.'s are ineligible for election to a District Officer position in which they have served in the past. They are encouraged to participate in other District positions.

B. Election Procedure

1. Elections are held every two years and shall select all District Officers, D.C.M.'s, Alternate D.C.M.'s and Standing Committee Chairs.
2. The principle of Rotation applies to all District 5 positions.
3. Members of the District may be reelected to the same office in accordance with, The A.A. Service Manual which states: "Can a committee member be reelected? This question arises occasionally. Of course, the answer is yes-at a regular election where there is every opportunity for presenting all available candidates."¹
4. The term of office for District 5 Trusted Servants is two years commencing on January first of the even-numbered year following the election.
5. The D.C.M.C. is elected by Third Legacy procedure.
6. Other District Officers, D.C.M.'s, Alternate D.C.M.'s and Standing Committee Chairs are elected by majority vote.
7. Voting may be by written ballot or a show of hands.
8. It is preferred that more than one person be nominated for each office and that nominations be accepted from the District 5 Election Eligibility List. The Registrar shall prepare the list and distribute it at the two District Committee meetings prior to the District 5 election.

C. Vacated and Newly Created Positions

1. Vacated District Officer and Standing Committee Chair positions will be filled automatically by the alternate. If there is no alternate, the D.C.M.C. may appoint a member to the position subject to confirmation by vote at the next District Committee meeting. The Secretary will notify members by placing the confirmation notice on the agenda.
2. Newly created District Officer and Standing Committee positions will be filled by an election, or the D.C.M.C. may appoint a member to the position subject to confirmation by vote at the next District Committee meeting.

1. Reprinted from the A.A. Service Manual 1998-1999 Ed., Page S55, Para. 4, with permission of A.A. World Services, Inc.

Article VII. Duties of District Officers

A. District Committee Member Chair (D.C.M.C.)

1. Maintain an effective service structure throughout the District.
2. Visit Groups that request information on General Service, the A.A. service structure, application of the Traditions or any other question the Group desires information on.
3. "Makes sure that G.S.R.'s are acquainted with *The A.A. Service Manual*, the *Twelve Concepts for World Service*, the G.S.O. bulletin *Box 4-5-9*, workbooks and guidelines from G.S.O., and any other service material."²
4. Maintain custody of keys to the District meeting room, Post Office box and District locker. Coordinate with the landlord and become the District 5 responsible party.
5. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
6. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, the Foro de M.S.C.A., the Pacific Regional Alcoholics Anonymous Service Assembly (P.R.A.A.S.A.), and the Regional Forum. Events requiring lengthy travel may be attended if District funds permit.
7. Participate as a member of the District Steering Committee, the Area Service Committee and the Assembly.
8. Chair the monthly District 5 Committee meeting and the District 5 Steering Committee meeting.
9. Maintain active communications between the District and the Mid-Southern California Area Delegate, the Area Service Committee, and the General Service Office in New York.
10. Encourage and assist D.C.M.'s and Standing Committee Chairs to develop leadership, knowledge and experience in General Service work.
11. Submit verified and updated List of Eligible Voters in District 5 to the Area Chair at the last Area Service Committee meeting preceding the Election Assembly.
12. Appoint members to volunteer positions as needed.
13. Maintain responsibility for the following District Election tasks.
 - a. Conduct the biennial District Election and any other District elections.
 - b. Form and chair the District Election Committee for the District Election and other District elections as required.

2. Reprinted from the A.A. Service Manual 2009-2010 Ed., Page S32, Section "Duties", bullet point number 7, with permission of A.A. World Services, Inc.

- c. Include the Alternate D.C.M.C., Secretary and the District Registrar as members of the District Election Committee.
- d. Chair the election proceedings on the day of the election.
- e. Ensure that the results of the District Election are distributed to District 5 and the Mid-Southern California Area; and that any reports required are promptly sent.

14. Service Sponsor* replacement to ensure an orderly transfer of responsibilities.

B. Alternate District Committee Member Chair (Alternate D.C.M.C.)

1. Assist the D.C.M.C. to maintain an effective service structure throughout the District.
2. Substitute for the D.C.M.C. when necessary.
3. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
4. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
5. Participate as a member of the District Steering Committee, the Area Service Committee and the Assembly.
6. Participate as a member of the District Election Committee.
7. Chair District special project committees.
8. Submit reports on District special service project committees.
9. Contact all District Officers, Subdistrict D.C.M.'s, and Standing Committee Chairs each month and advise them of the date and time of the forthcoming District Steering Committee meeting, the District Committee meeting, and the next M.S.C.A meeting.
10. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

C. Secretary

1. Maintain District records and perform secretarial services.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Attend all Area Service Committee Meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.

*A 'Service Sponsor', as defined, used throughout these guidelines, is someone with General Service experience that can mentor a GSR or someone new to a district position.

5. Participate as a member of the District Election Committee.
 6. Print and distribute monthly District Committee meeting agenda. Distribute at the District 5 Committee meeting and send copies to the M.S.C.A. Delegate and the G.S.O. (U.S. Southwest Regional Correspondence Coordinator).
 7. Take the minutes of the District Committee meeting and the District Steering Committee meeting. Present the minutes of the District Committee meeting at the following meeting for approval.
 8. When approved by the District Committee and corrections have been made, distribute the minutes and next District Committee meeting agenda to the Area Delegate, the Area Chair, the Conference Coordinator of the General Service Office in New York, and to District 5.
 9. Prepare the District meeting place for the monthly meeting.
 10. Maintain custody of District secretarial supplies.
 11. Maintain copies of all District minutes, agenda, and correspondence in good condition.
 12. Place *Alcoholics Anonymous* (the "Big Book"), *Twelve Steps and Twelve Traditions*, and *The A.A. Service Manual* at the head table.
 13. Return District property to the District locker.
 14. Ensure that the meeting room is left clean and orderly.
 15. Process correspondence as required.
 16. Receive current mailing and telephone lists of the District members from the Registrar.
 17. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
- D. Treasurer
1. Maintain the District funds securely.
 2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
 3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
 4. Participate as a member of the District Steering Committee and Area Assembly.
 5. Keep accurate and permanent records of District funds.
 6. Validate Group names and registration numbers with the Registrar to keep the District Group records accurate.

7. Record donations to the District using the Group's name and registration number on the District Treasurer and meeting record forms.
8. Maintain the Treasurer's records in good condition.
9. Acknowledge donations by receipts to the donors.
10. Provide the Secretary with a copy of the Treasurer's Report which contains a list of donating Groups for inclusion in the monthly District Committee minutes.
11. Pass baskets for Seventh Tradition donations as needed for special purposes. Record the amount donated for the meeting minutes.
12. Make a copy of the Treasurer's record and meeting record of the previous month's meeting available at District Committee meetings for D.C.M.C. approval.
13. Maintain checkbook records and balance the District bank account.
14. Ensure that District expenses, including the District Post Office Box, are paid on time.
15. Ensure that the D.C.M.C.'s name is placed on the District bank account.
16. Maintain custody of the Treasurer's records, District self-addressed envelopes, other Treasurer's supplies, and the key to the District Post Office Box.
17. Place a supply of District self-addressed donation envelopes on the table at each District Committee meeting for the G.S.R.'s to take to their Groups.
18. Distribute any Post Office Box mail to the proper District members.
19. Prepare an annual district proposed financial forecast and *present it to the district in November*, to be voted on by the district committee in December.
20. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

E. Registrar

1. Maintain accurate records of District Groups and G.S.R.'s including name, address and telephone number of all Group officers and G.S.R.'s.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Steering Committee and Area Assembly.
5. Participate as a member of the District Election Committee.

6. Work closely with D.C.M.'s, the G.S.R. School Chair, Secretary, Treasurer and G.S.R.'s to keep District Group records current.
7. Inform the D.C.M.C, Area Registrar, the G.S.O. Records Department and/or the Conference Secretary of changes in Group, or officer information as necessary.
8. Inform new G.S.R.'s of their Group name and number as it is currently registered with G.S.O.
9. Distribute and collect attendance sheets at District Committee meetings.
10. Distribute updated mailing lists to the D.C.M.C. and the Secretary as soon as feasible after each District Committee meeting.
11. Determine eligibility of members for election to District office.
12. Prepare and distribute a district election eligibility list, taken from Article VI. of these guidelines, at least two District Committee meetings prior to the District election.
13. Review and verify the M.S.C.A. Secretary's List of Eligible Voters and submit to the D.C.M.C. for delivery to the Area Chair.
14. Maintain and publish the District 5 Roster.
15. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

Article VIII. Duties of District Committee Member (D.C.M.) and Alternate District Committee Member (Alternate D.C.M.C.)

A. District Committee Member (D.C.M.)

1. Maintain an effective service structure in the Subdistrict.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Steering Committee, the Area Service Committee, and Area Assembly.
5. Work toward full representation of all the Groups in the Subdistrict at all District Committee meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
6. Contact G.S.R.'s prior to the monthly District 5 Committee meeting and encourage them to attend. Advise them of the date and time of the next District Committee meeting and the next M.S.C.A. meeting.
7. Assist the District Registrar in obtaining current Group information to update the District 5 Roster, the Area Roster and the Western Directory.
8. Conduct D.C.M./G.S.R. Subdistrict meetings prior to the monthly District Committee meeting and discuss pending Area business and Group problems, then give a report to the District.
9. Visit Groups in the Subdistrict that are experiencing problems, at the request of their G.S.R. Meet with group members to determine how to alleviate the situation.
10. Encourage and assist G.S.R.'s to develop leadership, knowledge and experience in General Service work.
11. Service sponsor Subdistrict G.S.R.'s by continuing their study of the Traditions, Concepts, The AA Group pamphlet, The A.A. Service Manual, Box 4-5-9, and other General Service material.
12. Visit Groups in the Subdistrict that do not have G.S.R.'s, explain the importance of Group representation in A.A. through a G.S.R., and encourage them to elect their own G.S.R.
13. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

B. Alternate District Committee Member (Alternate D.C.M.)

1. Assist the D.C.M. to maintain an effective service structure in the Subdistrict.

2. Substitute for the D.C.M. when necessary.
3. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
4. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
5. Participate as a voting member of the District Steering Committee and the District 5 Committee in the absence of the D.C.M.
6. Participate as a voting member of the Area Assembly.
7. Participate as a voting member of the Area Service Committee in the absence of the D.C.M.
8. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

Article IX. Duties of Standing Committee Chairs

A. Archives Committee Chair

1. Attend all Area Archives Committee meetings and report to the District on Archives activities.
2. Attend all meetings of the District 5 Committee, District 5 Steering Committee and the Area Assembly.
3. Coordinate with the Area Archivist and the Area Archives Committee Chair specifically in matters concerning District 5 Archives activity and generally in any Archives matters.
4. Prepare and maintain the District 5 Archives List.
5. Promote interest, activity and concern for the A.A. Archives program.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

B. Convention Liaison Committee Chair

1. Attend all Area Convention Liaison meetings and report to the District on A.A. Conventions in our Area.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Maintain activity in conventions within the District 5 territory.

4. Become knowledgeable about all current and future conventions.
5. Promote attendance at Alcoholics Anonymous conventions.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

C. Cooperation with the Professional Community (C.P.C.) Chair

1. Attend all Area C.P.C. meetings and report to the District on C.P.C. activities.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Form and maintain a District 5 C.P.C. Committee made up of G.S.R.'s and other interested members.
4. Establish projects for the District 5 C.P.C. Committee to work on.
5. Intercede on the behalf of Groups experiencing problems with the court card program or treatment center members.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

D. Grapevine Committee Chair

1. Attend all Area Grapevine Committee meetings and report to the District on Grapevine activities.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Form and maintain a District 5 Grapevine Committee made up of Group Grapevine Representatives (GvR's) and other interested members.
4. At District meetings, remind G.S.R.'s to mention the AA Grapevine magazine in their G.S.R. reports on a regular basis.
5. Distribute AA Grapevine and La Vina subscription forms at each District Committee meeting.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

E. G.S.R. School Committee Chair

1. Conduct a brief orientation for new G.S.R.'s one half hour prior to the District Committee meeting and encourage them to attend the Area G.S.R. School.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Participate as a member of the Area G.S.R. School Committee.

4. Provide new G.S.R.'s with a copy of the *District 5 Guidelines, The A.A. Service Manual*, pamphlets and other General Service training material.
5. Maintain custody of G.S.R. School material.
6. Distribute literature, as available, to new G.S.R.'s.
7. Provide donation envelopes from District 5, the Mid-Southern California Area and G.S.O. to new G.S.R.'s.
8. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

F. Hospital and Institution (H.&I.) Liaison Committee Chair

1. Attend all H.&I. Committee meetings held by the M.S.C.A. H.&I. Committee Chair and report to the District on H.&I. activities.
2. Attend H.&I. meetings within District 5 boundaries and report on H.&I. matters to District 5.
3. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
4. Maintain activity in H.&I. projects in the District 5 territory.
5. Coordinate any General Service and H.&I. activities that are required.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

G. Intergroup Liaison Committee Chair

1. Attend all Orange County and North Orange County Intergroup Association meetings and report to District 5 on Intergroup matters.
2. Maintain activity in District 5 Intergroup projects.
3. Coordinate any General Service and Intergroup activities that are required.
4. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
5. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

H. Literature Committee Chair

1. Attend all Area Literature Committee meetings and report to the District on A.A. literature activities.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.

3. Encourage A.A. members to purchase and read A.A. Conference-approved literature.
4. Inform District members, through displays and other suitable methods, of all available Conference-approved literature, audiovisual material and other special items.
5. Set up a display rack at the District Committee meeting and stock it with a varied selection of service oriented A.A. Conference-approved literature.
6. Consider suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material. Coordinate any recommended change with the District 5 Steering Committee; the District 5 Committee; the Area Literature Committee, Area Service Committee and Area Assembly as required; and the General Service Office.
7. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

I. Public Information (P.I.) Committee Chair

1. Attend all Area Public Information Committee meetings and report to the District on recent activities.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Maintain the District 5 Public Information Committee which is made up of G.S.R.'s and other interested members.
4. Develop District-approved and funded P.I. projects, e.g. those found in the Public Information Workbook. Report on their status at District meetings.
5. Provide the D.C.M.C. a monthly written report on the status of all Public Information projects that District 5 is involved with.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

J. Special Needs Committee Chair

1. Attend all Area Special Needs Committee meetings and report to the district on activities.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Maintain the District 5 Special Needs Committee which is made up of G.S.R.'s and other interested members.
4. Develop and maintain a procedure to evaluate meeting places for helping special needs members and to determine accessibility to sites.

5. Make District 5 aware of the importance of the Special Needs program.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

K. Newsletter Committee Chair

1. Serve as Editor of the District Newsletter.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Maintain the District 5 Newsletter Committee which comprises G.S.R.'s and other interested members.
4. Solicit contributions to the District Newsletter from other District General Service trusted servants.
5. Be responsible for final decisions regarding the content of the newsletter and consult the D.C.M.C. and District Steering Committee on any content as needed.
6. Choose the content of the newsletter with the goal of informing and educating the general membership of A.A. of the activities and role of General Service.
7. Issue the newsletter quarterly, or in accordance with the schedule agreed upon at the time that the District financial forecast is approved.
8. Distribute the newsletter through the G.S.R.'s and other District trusted servants to meetings in District 5 with a particular focus to those meetings that do not have a General Service Representative.
9. Send the final copy of the newsletter to the Area 09 Webservant for upload to the District 5 web page.
10. Service sponsor replacement to ensure an orderly transfer of responsibilities.

X. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the District 5 Committee in all cases to which they are applicable and in which they are not inconsistent with these guidelines, the *Twelve Traditions of Alcoholics Anonymous*, the *Twelve Concepts for World Service including the Warranties* and any special rules of order the District 5 Committee may adopt.

A. Ratification

1. These guidelines shall become effective immediately upon acceptance by two-thirds of the District, present and voting.

B. Biennial Review

1. A District 5 Guidelines Review ad hoc Committee Chair shall be appointed each odd year February to conduct a review and study of the District 5 Guidelines and make recommendations for any changes deemed necessary. A written report shall be made to the D.C.M.C.
2. The ad hoc Committee Chair is responsible for a complete and thorough review of the District 5 Guidelines. The ad hoc Committee Chair's term of service is from the date of appointment as Chair, to the date that the Guidelines have been revised and distributed at a District 5 Committee meeting. During this period the ad hoc Committee Chair is a voting member of the District 5 Committee.
3. Editorial changes such as spelling, grammar and other revisions that have no significant impact on the Guidelines may be implemented by the ad hoc Committee with the concurrence of the District 5 Steering Committee.
4. Other recommended changes that may possibly affect District 5 policies and procedures must be reviewed by the District 5 Committee. Each "Recommended Change" shall be prepared on a separate page for the convenience of District members to use as each one is presented at the District Committee meeting.
5. Upon completion of the Guidelines Review the Guidelines Review ad hoc Committee Chair shall complete the following sequence of actions.
 - a. Deliver the completed Review/Study report to the D.C.M.C. and the Steering Committee at a District 5 Steering Committee meeting.
 - b. Explain the Editorial Changes and request the concurrence of the Steering Committee in order to incorporate the Editorial Changes.
 - c. Explain each Recommended Change to the Steering Committee.
 - d. Present each Recommended Change to the District 5 Committee at the meeting following the Steering Committee meeting discussed above.
 - e. Upon acceptance by two-thirds of the District, present and voting, incorporate recommended changes into the District 5 Guidelines.
 - f. Publish and distribute the revised District 5 Guidelines.

C. Amendment

1. Guidelines changes proposed by the District Guidelines Review ad hoc Committee shall follow the procedure in Article X.B above.
2. Guidelines changes proposed between Biennial District Guidelines reviews.

- a. All proposed amendments must be in writing and submitted to the District Secretary who will give them to the District Steering Committee.
- b. The proposed amendment shall be presented to a District Committee meeting no later than two months after receipt by the Secretary.
- c. Prior to presentation to the District Committee meeting, the Steering Committee shall provide opportunity for G.S.R.'s and other District members to become fully informed on the proposed amendment.
- d. Upon acceptance by two-thirds of the District, present and voting, the proposed amendment becomes a part of the District 5 Guidelines.

D. Suspension

1. Upon agreement by three-fourths of the District, present and voting, these guidelines, or any part thereof, may be suspended temporarily for necessities.

Article XII. District 5 Committee Meeting

A. District 5 Committee Meeting Day

1. The District 5 Committee meeting is held on the second Thursday of every month including those Thursdays which are on holidays. The meeting time is 7:00 p.m.

B. Typical District 5 Committee Meeting Format

Call to order

The Serenity Prayer

Readings

G.S.R. Preamble

Twelve Traditions (short form)

Twelve Concepts (short form)

Introductions

New G.S.R.'s

G.S.R.'s

District Officers

Visitors

D.C.M.'s

D.C.M.C.

Guests

Tradition Report

Concept Report

[Request volunteers for next month's Tradition and Concept Reports]

Celebration of birthdays during the meeting month

Questions or problems reported by attendees

Officers Reports:

Alternate D.C.M.C.

Treasurer

Secretary

Registrar

Announcements

Program

D.C.M.C. Report (Including reading and explaining agenda items that will be brought up before the Area Service Committee meeting or Assembly at a later date)

Old Business

New Business

Committee Reports

Archives

Convention Liaison

C.P.C.

G.S.R. School

Grapevine

H. & I. Liaison

Intergroup Liaison

Literature

Public Information (P.I.)

Special Needs

Newsletter

Subdistrict meetings, workshops and reports (as time permits)

Sample G.S.R. Report

[Reminder: Next Area meeting; date, time and location]

[Request for volunteers to help with cleanup]

Minute of Silence

Responsibility Statement

C. Suggested Programs

1. Area Officer presentations
2. Delegate's annual General Service Conference report
3. Quarterly G.S.O. Board meeting reports
4. General Service Conference Agenda Items and Advisory Actions
5. Area committee presentations

Archives

Convention Liaison

C.P.C.

Finance

Literature

Grapevine

G.S.R. School

Corrections

Treatment Centers

Newsletter

Public Information (P.I.)

Registration

Special Needs

6. Study session on Traditions, Concepts and Conference agenda or A.A. concern
7. Skits or plays depicting some aspect of General Service or A.A. concern
8. Films or Video features

D. Volunteer Positions

1. Coffee Maker

- a. Purchase coffee and supplies for the District Committee meeting.
- b. Make coffee for the District Committee meeting.

2. Cake Person

- a. Obtain cakes for recognition of the sobriety anniversaries