

District 6 Elgin

Structure and Operating Procedures

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AMENDMENTS

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Contents

AMENDMENTS	2
THE DISTRICT COMMITTEE	5
A General Service Representative from each group (to be elected by the group)	5
District Officers	5
Sub-Committees.....	5
MISSION STATEMENT	6
DISTRICT 6 ELGIN PROCEDURES	7
ELECTIONS	8
Nomination Procedures for Elections.....	8
Voting Procedures for Elections.....	8
Order of Election for District Officers.....	9
Order of Election for Subcommittee Chairpersons	9
Filling Vacancies	9
MOTIONS	10
Voting Procedures for Motions.....	11
RESPONSIBILITIES AND DUTIES	12
ATTENDANCE, RESIGNATIONS AND REPORTS	12
District Officers and Subcommittee Chairpersons	12
District Committee Member (DCM)	13
Alternate District Committee Member (Alt DCM)	13
District Treasurer.....	14
District Secretary/Registrar.....	15
Accessibilities / Remote Communities	15
Archives	16
Corrections Liaison	17
Grapevine.....	17
Public Information / Cooperation with the Professional Community	18
Telephone Answering Service (TAS).....	19
Treatment / Bridging the Gap.....	19
EXPENSES	21
DCM and Alternate DCM	21
District Secretary/Registrar.....	22
District Treasurer.....	22

Sub Committee Chairpersons 22

APPENDIX 1 - THIRD LEGACY PROCEDURE..... 23

APPENDIX 2 – DISTRICT 6 ELGIN EXPENSE FORM 26

THE DISTRICT COMMITTEE

The District 6 Elgin Committee consists of:

A General Service Representative from each group (to be elected by the group)

District Officers

District Committee Member
Alternate District Committee Member
District Treasurer
Secretary/Registrar

Sub-Committees

Accessibilities/Remote Communities
Archives
Corrections Liaison
Grapevine
Public Information / Cooperation with Professional Community
Telephone Answering Service
Treatment / Bridging the Gap
Website

MISSION STATEMENT

To help the still suffering alcoholic achieve sobriety by following our three legacies of Recovery, Unity and Service. We provide services and service positions for people who wish to grow in recovery and strengthen unity within the District 6 A.A. community.

DISTRICT 6 ELGIN PROCEDURES

The purpose of this Structure and Operating Procedures document is to support the successful operation of District 6 Elgin. All provisions in this Structure and Operating Procedures and all actions of District 6 Elgin conform to the principles of the Twelve Traditions, the Twelve Concepts, and the most recent edition of the A.A. Service Manual. These provisions and actions adhere strictly to the primary purpose of Alcoholics Anonymous. This document provides a comprehensive description of the functions and duties of the committees and persons involved in the overall District 6 Elgin Service Structure.

Structure and Operating Procedures are to be reviewed by an Adhoc Committee appointed by the District Committee Member (DCM) no later than January of odd numbered years. It is suggested that this committee consists of the current DCM, Alternate DCM, three (3) General Service Representatives (GSRs), one (1) Subcommittee Chairperson and one (1) Past Delegate from Area 86.

No changes will be made to the existing Structure and Operating Procedures during the two-year electoral term.

ELECTIONS

Elections for District 6 Elgin positions will occur in October of odd years and newly elected positions will take office January 1 of even years.

To hold a District 6 Elgin position, it is necessary to be a member in good standing of a Home Group within the District 6 Elgin structure.

To stand for election it is strongly suggested that an A.A. Member has a minimum of two (2) years continuous sobriety and preferably have service experience at the Group or District level.

An A.A. Member should not be re-elected to the same position for consecutive terms. Should the occasion arise whereby no one is willing to fill the vacant position, it will remain vacant until someone suitable and willing is found to fill the position.

Nomination Procedures for Elections

General Service Representatives (GSRs), District Officers and Subcommittee Chairpersons are eligible to make nominations.

If an eligible candidate is unable to attend, a written resume shall be provided and read by the Elections Chairperson (preferably a past District 6 Elgin District Committee Member).

Voting Procedures for Elections

Elections require a **two-thirds majority vote** of District 6 Elgin General Service Representatives (GSRs) or in their absence, Alternate GSR or Group proxy present at the meeting when the vote is taken. Each group has but one vote.

Third Legacy Procedure, as outlined in the most recent edition of the A.A. Service Manual, shall be read to the District and followed for elections. See Appendix 1

If there is only one candidate standing for a position, a ballot vote must still occur.

Candidates will be requested to provide their service history to a maximum of two (2) minutes.

Order of Election for District Officers

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

Order of Election for Subcommittee Chairpersons

- Accessibilities / Remote Communities
- Archives
- Corrections Liaison
- Grapevine
- Public Information / Cooperation with the Professional Community
- Telephone Answering Service
- Treatment / Bridging the Gap
- Website

Filling Vacancies

When a vacancy is announced at a District 6 Elgin meeting, the members of District 6 Elgin will be notified through the GSRs and other Committee members at local meetings. Any vacant positions will be agenda items until the vacancies are filled. The voting procedures for elections will be followed once an eligible candidate confirms their willingness to stand.

A person stepping into a position midterm will be eligible to stand for re-election for the following full term.

MOTIONS

Motion		Requires a second?	Is debatable? (discussion *)	Vote required for approval	Minority voice heard?
Notice of Motion **	Presented by General Service Representatives	Yes	Yes	Two (2) thirds	Yes
Amending a motion	A motion on the floor is owned by the entire voting body. Therefore, a motion to amend depends on the approval of the voting body	Yes	Yes	Two (2) thirds	Yes
Tabling a motion (postponing discussion to a later time)	Made without comment	Yes	Yes	Simple majority	No
Calling the question (bring the debate to a halt)	Made without comment	Yes	No	Two (2) thirds	No
Reconsidering a vote	May only be made by a member who voted with the prevailing side No action may be reconsidered twice	Yes (may be seconded by either side)	No	Simple majority	No

* Discussion at District meetings is limited to the current District 6 Elgin District Committee.

** Notice of Motions by General Service Representatives must be presented (in writing) to the DCM two (2) weeks prior to the District 6 Elgin monthly meeting.

Voting Procedures for Motions

Motions require a **two-thirds majority vote** of District 6 Elgin General Service Representatives (GSRs) or in their absence, Alternate GSR or Group proxy present at the meeting when the vote is taken.

Each group has but one vote.

The DCM, or in their absence the Alternate DCM votes only to break a tie.

The minority opinion shall be heard before a motion is considered carried.

Should a motion require discussion and vote at the group level, it is the intent of District 6 Elgin that all motions be concluded within three (3) meetings.

RESPONSIBILITIES AND DUTIES

District Officers and Chairpersons of all Subcommittees are provided with a copy (electronic or printed) of these Structure and Operating Procedures at the time of accepting their position and are required to report to District 6 Elgin at the monthly meetings. Copies will also be provided to GSRs.

District Officers are responsible for mentoring the next elected panel of Officers.

If an Officer or Subcommittee Chairperson is not fulfilling the duties of their position as outlined, the District Committee Member (DCM) will approach that member to resolve the issue. If removal is necessary, approval of General Service Representatives (GSRs) present at the next meeting is required.

District 6 Elgin Expense Form (Appendix 1) must be completed by District 6 Elgin Officers requiring reimbursement and Subcommittee Chairpersons handling the finances within their portfolio. The forms must be submitted (Appendix 1) to the District 6 Elgin Treasurer. All financial reconciliations must be submitted within two (2) meetings following the accrued expense.

ATTENDANCE, RESIGNATIONS AND REPORTS

District Officers and Subcommittee Chairpersons

District Officers and Subcommittee Chairpersons are to attend monthly meetings and submit a written report for the minutes. Written reports are to be made available to the District Secretary/Registrar at **least four (4) days** prior to the meeting to allow for distribution.

If three (3) consecutive meetings are missed and if no reports are received for three (3) consecutive meetings, it will be considered a resignation. An Election will take place at the next District Meeting.

District Committee Member (DCM)

The duties of the DCM are contained in the most recent edition of the A.A. Service Manual.

The DCM will:

- Represent District 6 Elgin at all Area 86 Assemblies and Area Committee Meetings.
- Prepare the agenda for the District meetings with the assistance of the Alternate DCM.
- Forward all Area 86 and General Service Office (GSO) communications to the Secretary/Registrar for distribution to the District 6 Elgin Committee members each Monday.
- Provide a written report to the District Secretary/Registrar four (4) days prior to the District meeting.
- Access and use the District 6 Elgin assigned email, in conjunction with the Website Chairperson.
- Have held the GSR position to be eligible for election and it is suggested that they have at least four (4) or five (5) years of continuous sobriety.

Alternate District Committee Member (Alt DCM)

The duties of the Alt DCM are contained in the most recent edition of the A.A. Service Manual.

The Alt DCM will:

- Assist the DCM at all Area 86 Assemblies and Area Committee Meetings, striving to attain a good working knowledge of duties of the DCM and recognizing the necessity to assume those duties in the event of loss or incapacity of the DCM until an election can occur.
- Assist the DCM with the preparation of the agenda for the District meetings.
- Provide a written report to the District Secretary/Registrar four (4) days prior to the District meeting.

- Access and use the District 6 Elgin assigned email, in conjunction with the Website Chairperson.
- Have held the GSR position to be eligible for election and it is suggested that they have at least four (4) or five (5) years of continuous sobriety.

District Treasurer

The Treasurer will:

- Receive and disperse all monies belonging to the District 6 Elgin.
- Prepare and present an annual budget at the November District 6 Elgin meeting.
- Deposit all monies in a chartered bank selected by the District.
- Following elections, set up signing authorities at the bank for DCM, Alt DCM, Secretary/Registrar and Treasurer.
- All expenses to be paid out of the District 6 Elgin bank account.
- Have all cheques signed by any two (2) District Officers. District 6 Elgin Officers do not sign for their own expenses.
- Consult with the DCM for direction concerning any questionable expenses.
- Provide a written report as well as financial statements to the District Secretary/Registrar four (4) days prior to the District 6 Elgin meeting.
- Seek a motion to forward to Area 86 and/or General Service Board (GSB) any funds in excess of the prudent reserve (total budgeted expenses divided by 12, multiplied by 3).
- Review A.A. Guidelines on Finance (MG 15) from the General Service Office at www.aa.org
- Set up and use the District 6 Elgin assigned email in conjunction with the Website Chairperson.

District Secretary/Registrar

The District Secretary/Registrar will:

- Ensure that reports are distributed two (2) days prior to the District 6 Elgin meeting.
- Record minutes of the District Committee Meetings and District Committee Officers' Meetings and distribute them by email to the District Committee and GSRs. A small number of hard copies will be made available at District Committee meetings for new GSRs and members without electronic devices.
- Provide every new GSR with a Group Information Change Form (F-28 Appendix I, A.A. Service Manual).
- Provide every new GSR with a soft copy of the current District 6 Elgin Structure and Operating Procedures document via email (hard copy will be provided upon request).
- Email the approved minutes to the Area 86 Committee.
- Provide updates of District Officers and Subcommittee Chairpersons to the Area 86 Secretary/Registrar.
- Notify the Area 86 Secretary/Registrar of any changes in District 6 Elgin using the Group Information Change Form (F-28 Appendix I, AA Service Manual) and/or the New Group Form (F-30 Appendix H, A.A. Service Manual).
- Email a copy of the Group Information Change Form and/or the New Group Form to memberservices@aa.org
- Access and use the District 6 Elgin assigned email in conjunction with the Website Chairperson.

Accessibilities / Remote Communities

The Accessibilities / Remote Communities Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Accessibilities / Remote Communities Subcommittee Chairpersons.

- Establish a committee to assist with the responsibilities and appoint an Alternate Chairperson.
- Encourage the development of A.A. outreach to promote accessibility for members with disabilities requiring assistance.
- Carry the A.A. message by supporting any community or member isolated by language, culture, and/or geography by using virtual media platforms, if necessary.
- Follow up and assist with public inquiries regarding meeting accessibility.
- Review the A.A. Guidelines on Accessibility for all Alcoholics (MG 16) from the General Service Office (GSO) at www.aa.org
- Access and use the District 6 Elgin assigned email in conjunction with the Website Chairperson.

Archives

The Archives Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Archives Subcommittee Chairperson.
- Establish a committee to assist with the responsibilities.
- Appoint an Archivist to maintain the collection. As it takes considerable time to become familiar it is suggested that the Archivist serve for a period of four (4) years or more.
- Collect, organize and preserve material of historical interest.
- Prepare an itemized record of materials.
- Create and maintain a District 6 Elgin Archives display, as needed.
- Ensure the privacy and protect the anonymity of members whose names are included in the collected documents.

- Review the A.A. Guidelines on Archives (MG 17) from the General Service Office (GSO) at www.aa.org
- Access and use the District 6 Elgin assigned email, in conjunction with the Website Chairperson.

Corrections Liaison

The Corrections Liaison will:

- Work with the current chairperson, allowing the Liaison time to form a committee.
- Liaise with the District 11 Corrections Subcommittee Chairperson.
- Establish a committee to assist with the responsibilities.
- Have a minimum of two (2) years of continuous sobriety.
- Screen volunteers to ensure they have a minimum of two (2) years of continuous sobriety, have a sponsor, are active in their home group, and meet the necessary requirements in compliance with EMDC policies as outlined by the District 11 Subcommittee Chairperson.
- Review the A.A. Guidelines on Corrections Committees (MG 06) from the General Service Office (GSO) at www.aa.org
- Access and use the District 6 Elgin assigned email, in conjunction with the Website Chairperson.

Grapevine

The Grapevine Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Grapevine Subcommittee Chairperson.
- Establish a committee to assist with the responsibilities, and appoint an Alternate Chairperson.

- Encourage and support groups to elect or appoint a Group Grapevine Representatives (GVR) in District 6 Elgin and maintain an up-to-date list of GVRs.
- Encourage the incoming GVRs to register with the Grapevine Office at www.aagrapevine.org
- Set up displays and keep a supply of Grapevine items on hand for sale at District 6 Elgin events and at individual groups upon request.
- Keep a detailed account of inventory, orders, and money received and owed.
- Have a \$200.00 float from District 6 Elgin to purchase inventory. Report to the District 6 Elgin Treasurer the balance of the float and inventory monthly. Any surpluses of funds are forwarded to District 6 Elgin at the end of the calendar year.
- Access and use the District 6 Elgin assigned email, in conjunction with the Website Chairperson.

Public Information / Cooperation with the Professional Community

The Public Information / Cooperation with the Professional Community Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Public Information (PI) / Cooperation with the Professional Community (CPC) Subcommittee Chairpersons.
- Establish a committee to assist with the responsibilities, and appoint an Alternate Chairperson.
- Provide accurate A.A. information to the public when requested and visit schools, businesses, and community meetings for this purpose.
- Serve as a point of contact for our friends in the local media, emphasizing our Tradition of Anonymity, singleness of purpose and non-affiliation, as well as offer A.A. public service announcements to radio and television stations.
- Reach out to professionals to carry the message of A.A. in District 6 Elgin and coordinate with committee members to make contact (by letter, phone call, email, or face-to-face) and keep a record of such contacts.

- Maintain a calendar of established recurring events and coordinate attendance and participation with the District 6 Elgin Officers.
- Review the A.A. Guidelines on Public Information (MG 07) / Cooperation with the Professional Community (MG 11) from the General Service Office (GSO) at www.aa.org
- Access and use the District 6 Elgin assigned email, in conjunction with the Website Chairperson.

Telephone Answering Service (TAS)

Telephone Answering Service Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Establish a committee to assist with the responsibilities and appoint an Alternate Chairperson.
- Set up and maintain a list of volunteers – men with men, women with women.
- Provide the answering service provider with a current list of volunteers and ensure they are notified of any changes.
- Train volunteers – volunteers to have a minimum of one (1) year sobriety.
- Review the A.A. Guidelines on A.A. Answering Services (MG 12) from the General Service Office (GSO) at www.aa.org
- Access and use District 6 Elgin assigned email in conjunction with the Website Chairperson.

Treatment / Bridging the Gap

The Treatment / Bridging the Gap Chairperson will:

- Work with the current chairpersons, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Treatment and Bridging the Gap Subcommittee Chairpersons.

- Establish a committee to assist with the responsibilities and appoint an Alternate Chairperson.
- Compile a list of volunteers interested in “carrying the message” into treatment facilities and maintain an active schedule for meetings.
- Regularly visit the treatment facilities’ meetings to ensure they are held in accordance with treatment facilities’ regulations and guidelines.
- Ensure that all meetings have a chairperson, adequate meeting supplies and Conference-approved A.A. literature.
- Establish and maintain contact with the Treatment Facilities in District 6 Elgin to make them aware of the program and facilitate bridges.
- Receive Bridging information from the Treatment Facilities and forward this information to the Area 86 Bridging the Gap Chairperson.
- Set up a list of volunteers for Bridging the Gap – men with men, women with women.
- Train volunteers (it is suggested volunteers to have a minimum of one (1) year sobriety).
- Contact the volunteer following the Bridge.
- Review the A.A. Guidelines on Treatment Committees (MG 14) and the Bridging the Gap Pamphlet (P49) from the General Service Office (GSO) at www.aa.org
- Access and use the District 6 Elgin assigned email in conjunction with the Website Chairperson.

Website

The Website Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Technology Subcommittee Chairperson.

- Establish a committee to assist with the responsibilities and appoint an Alternate Chairperson.
- Ensure that all published materials comply with relevant A.A. Copyright (Appendix N of the current A.A. Service Manual) and Anonymity principles and adhere to the Twelve Traditions, Twelve Concepts and A.A. Guidelines from the General Service Office (GSO).
- Complete District 6 Elgin updates as requested and ensure that the website complies with the A.A. Guidelines on Internet (MG 18) from the General Service Office (GSO) www.aa.org
- Manage the District email accounts and create new accounts when needed.
- Review and renew the District 6 Elgin domains and website engine plan through website hosting services as appropriate.
- Access and use the District 6 Elgin assigned email.

EXPENSES

DCM and Alternate DCM

The District 6 Elgin Treasurer will reimburse the DCM and Alternate DCM, upon receipt of a completed District 6 Elgin Expense Form, for the following expenses incurred in the performance of their duties:

- Attendance at Area 86 Assemblies, Area Committee Meetings (ACM), Eastern Canada Regional Forums and the Canadian Eastern Regional Alcoholics Anonymous Service Assembly (CERAASA).
- Costs for printing, stationery, long-distance telephone calls and a virtual account, as required.
- Cost of accommodation and banquet ticket for Area 86 Assemblies.
- Mileage and meals at the rate of the current Area 86 Structure and Operating Procedures (SOPs).

District Secretary/Registrar

The District Treasurer will reimburse the Secretary/Registrar, upon receipt of a completed District 6 Elgin Expense Form, for the following expenses incurred in the performance of duties:

- Printing, stationery and long-distance telephone calls, as required.
- Attendance at the Area 86 Assembly Workshops (Saturday) to a maximum of \$ 75.00.

District Treasurer

The District Treasurer will reimburse, upon receipt of a completed District 6 Elgin Expense Form, for the following expenses incurred in the performance of duties:

- Printing, stationery and long-distance telephone calls, as required.
- Attendance at the Area 86 Assembly Workshops (Saturday) to a maximum of \$ 75.00.

Sub Committee Chairpersons

The District Treasurer will reimburse the District Subcommittee Chairperson, upon receipt of a completed District 6 Elgin Expense Form, for attendance at the Area 86 Assembly Workshops (Saturday) to a maximum of \$ 75.00.

APPENDIX 1 - THIRD LEGACY PROCEDURE

(Appendix G – A.A. Service Manual)

“Purpose

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgement of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Procedure

1. The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
 - The first candidate to receive two-thirds of the total vote is elected.
2. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn – except that the top two candidates must remain. In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
3. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except that the top two candidates must remain. In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
4. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates must remain. In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
 - At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot
 - If the motion is defeated, balloting is over and the choice is made by lot – ‘going to the hat’ – immediately.

- If the motion carries, a fifth and final ballot is conducted.
5. If after the fifth ballot no election occurs, the chairperson announce that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
 6. Lots are then drawn by the teller, and the first one 'out of the hat" is the delegate (or trustee or other officer). "

Ballot 1 Does one candidate have $\frac{2}{3}$ majority of total vote? **NO** **YES** Candidate with $\frac{2}{3}$ majority is elected

Ballot 2 Does one candidate have $\frac{2}{3}$ majority of total vote? **NO** **YES** Candidate with $\frac{2}{3}$ majority is elected

Candidates with less than $\frac{1}{5}$ of total vote are withdrawn – top candidates and all runners-up must remain

Ballot 3 Does one candidate have $\frac{2}{3}$ majority of total vote? **NO** **YES** Candidate with $\frac{2}{3}$ majority is elected

Candidates with less than $\frac{1}{3}$ of total vote are withdrawn – top candidates and all runners-up must remain

Ballot 4 Does one candidate have $\frac{2}{3}$ majority of total vote? **NO** **YES** Candidate with $\frac{2}{3}$ majority is elected

Chairperson asks for a motion to conduct a fifth vote

Motion Passed **Motion Defeated**

Go to the hat

Ballot 5 Does one candidate have $\frac{2}{3}$ majority of total vote? **NO** **YES** Candidate with $\frac{2}{3}$ majority is elected

Go to the hat



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