

**DISTRICT OFFICERS:**  
**ELECTION PROCEDURE AND TERM OF POLICY**

**ADENDUM TO ORIGINAL DUTIES & RESPONSIBILITIES**

*The changes are in bold / italic print. A ~~strike through~~ indicates removal.*

**The duties of the Recording Secretary include but are not limited to:**

1. Minimum of two (2) years continuous sobriety.
2. Prepare minutes of monthly business meetings.
3. Distribute copies of the minutes of each business meeting as soon as practical to the District members.
4. Maintain records of attendance at monthly business meetings of *DCM's, ACM's, GSR's, Alt GSR's*, officers, and Committee Chairs.
5. Maintain record of motions at the District level.
6. Submit an annual budget of expenses.
7. ***Attend the District Recording Secretary's meeting /workshop at each South Florida Area 15 General Service Quarterly.***
8. Individuals holding this office are subject to removal after three (3) consecutive unexcused absences from regular District business meetings.

**The duties of the Registrar include but are not limited to:**

1. Maintain current records of all Groups in the District, including group name, meeting location, time, and G.S.R. or group contact.
2. Maintain current records for names, addresses, and phone numbers of all elected officers, Committee Chairs, GSR's, and DCM's.
3. Submit all current information of elected officers, Groups, and Committees to the Area 15 Registrar.
4. ***Attend the District Registrar's meeting / workshops at each South Florida Area 15 General Service Quarterly.***
5. Individuals holding this office are subject to removal after three (3) consecutive unexcused absences from regular District business meetings.

**DISTRICT COMMITTEE MEMBERS AND ALTERNATES' ELECTION PROCEDURE,**  
**QUALIFICATIONS AND TERMS OF OFFICE**

*The duties of the DCM include but are not limited to:*

1. ***Communicate with GSR's and groups within their Sub-District***
2. ***Attend their respective meeting / workshops at each South Florida Area 15 General Service Quarterly.***
3. ***As voting members, attend the South Florida Area 15 General Service Sunday Business Meeting to carry the voice of groups that do not have a GSR or can't afford to send their GSR.***

Sobriety requirements for a DCM and/or an ACM are a minimum of two (2) years continuous sobriety.

New DCM's and ACM's are elected in October of even years for a two (2) year term of office that begins on the 1<sup>st</sup> of January following elections.

The election of DCM's or ACM's should be for a specific Sub-District and should be conducted by the "Third Legacy Procedure".

A DCM and/or ACM vacancy is created by:

- a) Expiration of term of office.
- b) The normal growth of Groups.
- c) Resignation.
- d) Individuals holding this office are subject to removal after three (3) consecutive unexcused absences from regular business meetings.

### **STANDING COMMITTEES**

**Current permanent standing committees are:**

1. Archives Committee
2. Grapevine Committee
3. Treatment Facilities Committee
4. Correctional Facilities Committee
5. Special Needs Committee
6. PI/CPC Committee (Public Information/Cooperation with the Professional Community)
7. Literature Committee

***The duties of the Standing Committee Chairs include but are not limited to:***

- 1. Conduct monthly meetings with their committee members.***
- 2. Attend their respective meeting / workshops at each South Florida Area 15 General Service Quarterly.***

In general, the chairpersons and members of the standing committees have discretion within their area of responsibilities to best accomplish their objectives by following the standing committee workbooks.

Committee Chairpersons are elected by District membership by Third Legacy Procedure". The term of office is for two (2) years.

Qualifications for Committee Chairs are a minimum of two (2) years of continuous sobriety and at least one (1) year of involvement in the committee. For Alternate Chairpersons one (1) year of continuous sobriety is required.

The District Committees are not autonomous or self-supporting. Each committee will submit a proposed yearly budget of expenditures for the next calendar year by November for approval by the body.

Individuals holding this office are subject to removal after three (3) consecutive unexcused absences from regular business meetings.