

DISTRICT 7 ELECTION PROCEDURES

For Panel 61- Approved 12 Aug 2023

I. District 7 Panel Members

▪ District Officers

- District Representative (DR)
- Alternate District Representative (ADR)
- District Information Service Liaison (DISL)
- District Treasurer
- Literature Distribution Center
- District Secretary
- District Information Services Secretary

▪ District Chairpersons

- Registration/Raffle
- Hospitality

▪ District Information Service (DIS) Committee Chairpersons

- Al-Anews
- Alateen
- Alcoholics Anonymous Liaison
- Archives
- Cooperating w/ Professional Community (CPC)
- District Alateen Process Person (DAPP)
- Group Records
- Information Line
- Institutions
- Public Information
- Spanish Coordinator
- Speakers List
- Website/ Technology
- When & Where

▪ All Group Representatives from District 7

II. Eligible Candidates Defined

➤ The following criteria apply to all District 7 service volunteers:

1. Candidates are active Al-Anon members who regularly attend Al-Anon meetings.
2. Candidates are willing to make every effort to attend District meetings.
3. Candidates have not previously served a full three-year term in the capacity for which they are now standing.
4. Candidates can access and are willing to use electronic communication and media.
5. Candidates have read the District 7 Position Guideline corresponding to the desired position and agree to fulfill the responsibilities.

➤ Additional District Officer specific position eligibility:

▪ The following additional criteria apply to District Officer positions of:

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- 42 • **District Representative (DR)**
- 43 • **Alternate District Representatives (ALT DR)**
- 44 • **District Information Service Liaison (DISL)**
- 45 • **District Treasurer**
- 46 • **Literature Distribution Center (LDC)**
- 47 1. An Al-Anon member who is not also a member of Alcoholics Anonymous.
- 48 ➤ Al-Anon's Policy is that members who are also members of Alcoholics Anonymous
- 49 do not serve as Group Representative, District Representative, Area Delegate, World
- 50 Service Conference member, alternate to any of these service positions or on any
- 51 committee of the World Service Conference (Al-Anon Service Manual P-24/27 Digest
- 52 of Al-Anon/Alateen Policies P86-87)
- 53 2. Any outgoing or active past Group Representatives, who have or will have
- 54 completed **three** years of service in that position.
- 55 ▪ **The following additional criteria apply to the District Officer positions of:**
- 56 • **District Secretary**
- 57 • **District Information Service (DIS) Secretary**
- 58 1. An Al-Anon member who is not also a member of Alcoholics Anonymous.
- 59 ➤ Al-Anon's Policy is that members who are also members of Alcoholics Anonymous
- 60 do not serve as Group Representative, District Representative, Area Delegate, World
- 61 Service Conference member, alternate to any of these service positions or on any
- 62 committee of the World Service Conference (Al-Anon Service Manual P-24/27 Digest
- 63 of Al-Anon/Alateen Policies P86-87)
- 64 2. Any incoming, outgoing, or active past Group Representatives, who have or will have
- 65 completed at least **one** year of service in that position.
- 66
- 67 ➤ **District Chairpersons:**
- 68 ▪ **No additional criteria apply to District Chairperson positions of:**
- 69 • **District Hospitality Chairperson**
- 70 • **District Registration/Raffle Chairperson**
- 71
- 72 ➤ **District Information Service (DIS) Chairpersons:**
- 73 ▪ **The following criteria apply to District Chairperson positions of:**
- 74 • **Al-Anews**
- 75 • **Alateen**
- 76 • **Alcoholics Anonymous Liaison**
- 77 • **Archives**
- 78 • **Cooperating with the Professional Community (CPC)**

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- 79 • **District Alateen Process Person (DAPP)**
- 80 • **Group Records**
- 81 • **Information Line**
- 82 • **Institutions**
- 83 • **Public Information**
- 84 • **Spanish Liaison**
- 85 • **Speakers List**
- 86 • **Website/ Technology**
- 87 • **When & Where**
- 88 1. Al-Anon members willing to serve who have regularly attended Al-Anon meetings for at
- 89 least **one** year.
- 90 2. Alateen and DAPP candidates must be a currently registered Al-Anon Member in Alateen
- 91 Service (AMIAS) in good standing with the Florida North Area.
- 92 3. Spanish Liaison candidates must be bilingual in Spanish and English.
- 93

94 **III. Definitions**

95 ➤ **Eligible Voters:**

- 96 ▪ Outgoing Group Representatives vote in Panel elections. If the Group Representative is not in
- 97 attendance, the outgoing Alternate Group Representative or a group member voted in to
- 98 represent will vote.
- 99 ▪ The Registration/Raffle Chairperson (count verified by the District Treasurer) will announce to the
- 100 District Representative the number of eligible voters.

101 ➤ **Two Thirds Majority**

- 102 ▪ Two Thirds majority refers to two-thirds of the total number of votes cast.
- 103 ▪ Abstentions do not count as votes cast.
- 104

105 **IV. Required resources and election process:**

106 ➤ **Resources:**

- 107 ▪ **Staff:** Non-voting members to serve as ballot distributors and ballot collectors.
- 108 ▪ **Equipment:** Ballots (blank paper and could include pre-printed “yes or no” ballots)

109 ➤ **Procedures:**

- 110 ▪ Each District may choose its own method of electing (Service Manual P24-27, Pg. 150)
- 111 ▪ Ballots are distributed to voters for each vote taken.
- 112 ▪ Votes will be collected and tallied by the non-voting members serving as election staff.
- 113

114 **V. Election Procedures for District Officers**

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- 115 ➤ If the District Representative is a candidate:
- 116 ▪ The Alternate District Representative chairs the election.
- 117 ➤ If the ALT DR is not present or is a candidate, the first of the following who is not a candidate chairs
118 the election:
- 119 ▪ **District Information Service Liaison**
- 120 ▪ **District Treasurer**
- 121 ▪ **District Secretary**
- 122 ▪ **District Information Service Secretary**
- 123
- 124 ➤ **Procedure for elections and how to ask members to stand-**
- 125 ▪ **District Representative (or presiding officer) begins the election:**
- 126 1. Read the eligibility criteria of the position and ask all who meet the eligibility to stand up
- 127 • In the event the eligible candidate is unable to be present, that candidate may enlist an Al-
128 Anon member to stand in their stead
- 129 2. Pause for about 20 seconds
- 130 3. Ask all who are willing to stand for the position to remain standing
- 131 4. Pause for about 30 seconds
- 132 5. Look to see if there are candidates
- 133 6. If there is at least one candidate, proceed with voting as defined #10 below
- 134 7. If there are no candidates standing, ask everyone to take a minute and talk to their Higher
135 Power. After about a minute, repeat steps 1-6
- 136 8. If there are still no candidates for the position, move on to the next position
- 137 9. Once all positions have been gone through, go back to vacant position(s)s to see if
138 anyone might have been nudged by their Higher Power to stand for the open position(s)
- 139 10. The candidate(s) will be asked to vacate the room until voting is completed
- 140 11. Group Representatives vote legibly on the selected ballots (if paper, fold the ballot in half)
- 141 12. Non-voting staff collects and tallies the ballots following the procedures under balloting. The number
142 of votes cast for each candidate will not be posted or announced
- 143 • This will be a long process. We have many positions to be filled. Allow at least one
144 hour during the District meeting for Panel elections.
- 145

146 **VI. Balloting Procedures for District Officers**

- 147 ➤ **The election of the District Officers will proceed in the following order:**
- 148 ▪ **District Representative**
- 149 ▪ **Alternate District Representative**
- 150 ▪ **District Information Service Liaison**
- 151 ▪ **District Treasurer**
- 152 ▪ **Literature Distribution Center (LDC)**

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- 153 ▪ **District Secretary**
- 154 ▪ **District Information Service Secretary**
- 155
- 156 ➤ **On any ballot, a candidate who receives two-thirds of the votes cast is elected.**
- 157 ▪ If there is **one** candidate a “yes” or “no” is written/selected on the ballot. As suggested by Warranty
- 158 3, Two-thirds majority is still needed to be elected.
- 159 ▪ If there are **two** candidates and a two-thirds majority of votes cast is not reached on the first ballot:
- 160 • A second ballot is taken and a two-thirds majority of votes cast is still needed to be selected.
- 161 • If a two-thirds majority of the votes cast is not obtained on the second ballot a third ballot is
- 162 taken.
- 163 • If a two-thirds majority of the votes cast is not obtained on the third ballot, the presiding
- 164 officer will draw a name by lot to fill the position.
- 165 ▪ If there are **more than two** candidates and a two-thirds majority of the votes cast is not obtained on
- 166 the first ballot the presiding officer may take the votes to the candidates in the event a candidate
- 167 wishes to withdraw their name:
- 168 • A second ballot is taken, and a two-thirds majority of votes cast is still needed to be selected.
- 169 • If a two-thirds majority of the votes cast is not obtained on the second ballot a third ballot is
- 170 taken.
- 171 • If a two-thirds majority of the votes cast is not obtained on the third ballot, the presiding
- 172 officer will draw a name by lot to fill the position.
- 173
- 174 ➤ **Vacated District Officer Positions**
- 175 ▪ In the event any Officer is unable to attend two consecutive District Meetings and is without
- 176 communication or is not fulfilling the requirements of the position their position shall be deemed
- 177 vacated.
- 178 ▪ If the position of District Representative becomes vacant the Alternate District Representative will
- 179 assume the position of District Representative.
- 180 ▪ If any Officer position becomes vacant during the term of the current panel the current election
- 181 procedures will be followed.
- 182 ▪ If any position is vacated during the term of the current panel the materials of that vacated position
- 183 are to be returned to District 7. The materials of each vacated position shall be received by the
- 184 District Representative or appointed interim replacement who will be responsible for bringing the
- 185 materials to each District Meeting.
- 186

VII. Selection Procedures for District and DIS Chairpersons

- 187
- 188 ➤ The eligible candidate will place a ballot with their first name and last name initial in the paper bag or
- 189 other appropriate container labeled with the desired position.
- 190 ▪ In the event the eligible candidate is unable to be present, that candidate may enlist an AI-Anon
- 191 member to place the ballot in the container.
- 192 ➤ Prior to drawing, a non-voting member will ensure there are no duplicate entries in each container. The

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- 193 election staff will collect all ballots at the end of the District Meeting and destroy them as appropriate.
- 194 ➤ An incoming District and DIS Chairperson will be drawn by lot by the District Representative or the person
- 195 designated by the DR or presiding officer.
- 196 ▪ If a member is chosen for a Chairperson position and their name is in another lot, the subsequent
- 197 entries are disqualified, and they will retain the **first** position they are chosen for.
- 198 ▪ One individual will not occupy more than **one** Chairperson position.
- 199 ➤ Any vacated Chairperson position(s) will be filled by the same means as above at the current or a
- 200 subsequent District Meeting
- 201

VIII. Balloting Procedures for District and DIS Chairpersons

- 203 ➤ **The ballot drawings of the District and DIS Chairpersons will proceed in the following order:**
- 204 ▪ **District Chairpersons:**
- 205 • **District Hospitality**
- 206 • **District Registration/Raffle**
- 207 ▪ **District Information Service (DIS) Chairpersons:**
- 208 • **Al-Anews**
- 209 • **Alateen**
- 210 • **Alcoholics Anonymous Liaison**
- 211 • **Archives**
- 212 • **Cooperating with the Professional Community (CPC)**
- 213 • **District Alateen Process Person (DAPP)**
- 214 • **Group Records**
- 215 • **Information Line**
- 216 • **Institutions**
- 217 • **Public Information**
- 218 • **Spanish Liaison**
- 219 • **Speakers List**
- 220 • **Website/ Technology**
- 221 • **When & Where**
- 222
- 223 ➤ **Vacated District and DIS Chairpersons Positions**
- 224 ▪ In the event any Chairperson is unable to attend two consecutive District Meetings and is without
- 225 communication or is not fulfilling the requirements of the position their position shall be deemed
- 226 vacated.
- 227 ▪ If any Chairperson position becomes vacant during the term of the current panel the current election
- 228 procedures will be followed.
- 229 ▪ If any position is vacated during the term of the current panel the materials of that vacated position
- 230 are to be returned to District 7. The materials of each vacated position shall be received by the
- 231 District Representative or District Information Service Liaison who will be responsible for bringing
- 232 the materials to each District Meeting