

Oregon Area 58

**Portland Deaf Access
Committee
(PDAC)
Guidelines
(Draft 5 May 2008 Rev.0)**

Article 1: Name: Portland Deaf Access Committee (PDAC)

Article 2: Purpose: Portland Deaf Access Committee (PDAC) The Portland Deaf Access Committee (PDAC) is a group of Deaf, Hard of Hearing and Hearing members of Alcoholics Anonymous who work together to provide ASL/Voice Interpretation services at Portland Metro Area AA Meetings. PDAC increases accessibility to a broader base of AA Meetings for Deaf people in recovery.

Article 3: PDAC Services:

The Portland Access Committee serves Hearing, Deaf and Hard of Hearing Members of AA by:

- Providing English/ASL Interpreting at selected AA meetings
- Paying for Interpreting services by collecting donations from individual AA members, AA groups and PDACs. We do not accept money from outside of AA, in keeping with Traditions.
- Providing monthly treasury reports of monies collected and spent (available on request or through the monthly Intergroup meeting).
- Developing and maintaining a cadre of certified “recovery savvy” interpreters who work for us at discounted rates.
- Maintaining a list of Deaf AA members available as speakers or chairpersons for meetings
- Maintaining a list of potential sponsors for Deaf AA members
- Cooperating with AA as a whole through regular attendance at Portland Area Intergroup and the PDAC Committee Members monthly meetings and regular communication with Oregon Area Access Committee.
- Responding to requests from individual members and groups for ASL/English Interpreting services.
- Maintaining a schedule of ASL interpreted meetings Portland Area AA and communicating that schedule with the Deaf and Hard of Hearing community.
- Supporting hearing members learning ASL when possible.

Article 4: PDAC Service Positions:

4.1 Chairperson

Qualifications:

1. Minimum 2 years sobriety
2. Has served on PDAC for a minimum of 6 months
3. Has the time and energy to serve PDAC
4. Well grounded in the Twelve Traditions.
5. Well grounded in Deaf Culture

Duties:

1. Facilitates regular monthly meeting of PDAC using Robert's Rules of Order as a guideline

2. Regularly attends Intergroup, Interpreted AA and Deaf AA meetings
3. Receives reports from PDAC members
4. Provides a monthly Chairperson Report to PDAC
- 7 Is authorized to sign checks along with the Treasurer

11 Failure to meet qualifications or report at or attend 3 PDAC meetings will result in an open position

Term:

1. 1 year in office
2. Elected in November by Third Legacy requiring a two thirds majority

Voting Status:

Chairperson has no vote at the PDAC meeting except to break a tie and is not empowered to make motions.

4.2 Recording Secretary

Qualifications:

1. 1 years continuous sobriety
2. Ability to keep written records
3. Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of Portland Deaf Access Committee
4. Well grounded in Deaf Culture

Duties:

1. Attends monthly PDAC meeting, arriving early with copies of minutes from previous meeting (Ten (10) copies recommended)
2. Records minutes of the PDAC meeting.
3. The record of the minutes of PDAC meeting is not intended to report discussion. The minutes should show:
 - a. Date and time of meeting
 - b. The record of those in attendance
 - c. All passed and tabled motions (a record of withdrawn or defeated motions is not included)
 - d. Time of adjournment
4. Distributes minutes as follows:
 - a. Maintains an original copy in the Recording Secretary's file
 - b. Copies are made available to the PDAC members, At the end of term, all records will be turned over to incoming Recording Secretary
5. A written itemized budget is to be submitted by the Secretary to Intergroup for distribution at the monthly Intergroup meeting.
6. Secretary may concurrently hold other PDAC positions
7. Failure to meet qualifications or report at or attend 3 consecutive PDAC meetings will result in an open position

Term:

1. 1 years in office

2. Elected in November by Third Legacy requiring a two thirds majority

Voting Status:

1. The Secretary has the right of participation, is empowered to make motions and vote

4.3 Treasurer

Qualifications:

1. 2 years minimum sobriety
2. Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of Portland deaf Access Committee
3. Should have some business and/or accounting experience
4. Should be organized enough to keep good records

Duties:

1. Attends monthly PDAC meeting
2. Maintains an electronically accessible report.
3. Collects donations and makes payment of authorized expenses
4. Maintains the checking account, balancing the statement each month. (Statement is sent to the PO Box)
5. Provides monthly report and budget balance at each monthly PDAC Meeting
6. Shall be in communication with committees involved in transacting funds
7. Treasurer will work with the Chairperson, Interpreter Coordinator and other Committee Members to determine budget
8. A written itemized budget is to be submitted by the Treasurer to the Committee in November for the following year.
9. Failure to meet qualifications or report at or attend 3 consecutive PDAC meetings will result in an open position

Term:

1. 2 years in office
2. Elected in November by Third Legacy requiring a two thirds majority

Voting Status:

1. The Treasurer has the right of participation, is empowered to make motions and vote

4.4 Intergroup Liaison

Qualifications:

1. One (1) year sobriety
2. Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of PDAC and Deaf Culture

Duties:

1. Attend monthly PDAC Meeting and presents notes and announcements from previous Intergroup Business Meeting
2. Attend monthly Intergroup Business Meeting, 2nd Monday of each month
3. If PDAC has announcements or business for the Intergroup, the Liaison will inform the Intergroup

4. If the Liaison can't be present at the Intergroup meeting, the Chairperson shall be notified
5. Failure to meet qualifications or report at or attend 3 consecutive PDAC or Intergroup meetings will result in an open position.

Term:

1. 1 year in office
2. Elected in November by Third Legacy requiring a two thirds majority

Voting Status:

1. The Intergroup Liaison has the right of participation, is empowered to make motions and vote

4.5 Interpreter Coordinator

Qualifications.

- 1 One (1) year sobriety
- 2 Well grounded in the Twelve Traditions and becoming familiar with the principles and practices of PDAC and Deaf Culture
3. Certified ASL Interpreter.

Duties:

1. Attends Monthly PDAC Meetings
2. Maintains list of qualified AA ASL Interpreters available for Interpretation Services at AA meetings
3. Schedules Interpreters
4. Qualifies Interpreters
5. Maintains current Monthly Area interpreted AA meetings Schedule adjusted as necessary and posts on web page
6. Failure to meet qualifications or report at or attend 3 consecutive PDAC meetings will result in an open position

Term:

3. 2 years in office
4. Elected in November by Third Legacy requiring a two thirds majority

Voting Status:

2. The ASL Interpreter Coordinator has the right of participation, is empowered to make motions and vote.

Article 5: Elections/Rotation:

5.1 Elections will be held by Third Legacy, as outlined in the AA Service Manual, at the regular monthly PDAC meeting in November. Newly elected officers will begin their positions at the regular monthly meeting in December.

5.2 During elections, absentee members may be elected to a specific position or office provided that:

- a) They have submitted a service resume and
- b) Stated an interest in a specific position

5.3 Positions that become open during a term will be announced at the next business meeting with elections at the following business meeting

Article 6: Operations:

6.1 The PDAC will provide on an annual basis:

6.1.1 ASL Certified Interpreter AA Orientation, Certification School

6.1.2 PDAC Budget

6.1.3 Year End Operations and Budget Report to Intergroup and AA Area 58 Chairperson.

6.2 PADAC shall hold regular Monthly Meetings on the first Saturday of each month, beginning at 6PM and lasting until 7:30 PM:

6.3 PDAC Standardized Meeting Format will be as follows:

1. Open meeting with moment of silence followed by the Serenity Prayer (Chair)
2. PDAC Committee Position Reports
3. Motion to accept or amend the minutes of the previous meeting.
4. Committee reports (Committee chairs)
5. Old business
6. Tabled Motions.
7. New business
8. Motions from the body
9. Close meeting with Responsibility Statement

Article 7: Motions and Voting Procedure:

7.1 When possible, provide motions in writing with enough copies for all members

7.2 All proposals shall be limited to one issue. Any proposal submitted with multiple issues shall be broken down by the Chair into separate proposals for each separate issue.

Motions should include:

- the motion
- statement of current practice
- budgetary impact

A motion is made

- If it does not receive a second, the motion dies
- A second is made

- If the motion involves expenditure of PDAC funds, the treasurer will be asked to report
- Debate is open, presenter of motion is given first opportunity to speak

Calling the Question

- The Question may be called at any time during debate and it must be called in turn as recognized by the Chair
 - If a voter calls for the Question, a second will be required to end debate or debate resumes
 - If the Question is seconded, a vote is taken. A 2/3 majority will end the debate, or debate resumes
- When debate has ended, Chair asks, "Is this motion urgent and/or administrative?" A 2/3 majority vote determines whether a vote is taken or the motion is tabled. If tabled, the specified period of time for revisiting the tabled motion must be set
 - When the vote is taken, a 2/3 majority is required to pass
 - The minority side will be asked to voice their opinion
 - The majority side will be asked if anyone would like to change their vote based on the minority opinion
 - If yes, the motion is reconsidered, if no, the motion stands as voted

A motion is reconsidered

- Full debate pro and con is resumed and continues as above (discussion limited to new considerations only).
- The question may again be called, seconded and requires a 2/3 majority to end debate or debate resumes.
- The minority opinion is not asked for in the second round of voting

Debate has ended

Article 8: Amendments.

Amendments to the PDAC Guidelines must be made in writing and be passed by a 2/3 majority by the voting members at a regular PDAC business meeting.