

GREATER HARTFORD AREA SERVICE COMMITTEE POLICY

TABLE OF CONTENTS

WHO WE ARE	3
I. Purpose	3
II. Function	4
III. Rules of Order	5
A. General	5
B. Format	6
C. Motions and Voting	9
IV. Trusted Servants	10
A. General	10
B. Elections	11
C. Positions	13
1. Chair	13
2. Vice-Chair	13
3. Secretary	13
4. Treasurer	14
5. Alternate Treasurer	14
6. Regional Committee Member	15
7. Alt Regional Committee Member	15
8. Subcommittee Chair	15
9. Door Greeter	16
10. BOD Seat	16
D. Subcommittees	16
V. Financial	17
Appendix A Roberts Rules Revised from GTLS	18
Index	25
Flyer Guidelines	28

The Greater Hartford Area Service Committee Policy

WHO WE ARE

This body shall be known as the Greater Hartford Area Service Committee (hereafter referred to as the GHASC) and comprises Chair, Vice-Chair, Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), Alternate Regional Committee Member (ARCM), Subcommittee Chairs, Coffee Maker, and the Group Service Representatives (GSRs) of the Greater Hartford Area groups. The Chair, Vice-Chair, Secretary, Treasurer, Alternate Treasurer, RCM and Alternate RCM compose the Administrative Board. (9-10-16)

I. PURPOSE

The purpose of the GHASC is to serve the groups in their efforts to fulfill their primary purpose of carrying the message of Narcotics Anonymous to the addict who still suffers and to create unity in our area and throughout Narcotics Anonymous as a whole, in spiritual conscience with our 12 Traditions and 12 Concepts. (3-2-85) Revised (9-10-16)

II. FUNCTION (9-10-16)

- II.A.** Hold a regularly scheduled monthly GHASC meeting.
- II.B.** Create Subcommittees directly responsible to those they serve.
- II.C.** Elect trusted servants as needed for Sub-committee chairs and Administrative Board.
- II.D.** Establish and maintain accountability to those we serve through the creation of and adherence to responsible policies.
- II.E.** Maintain a prudent reserve and practice fund flow.
- II.F.** Maintain a checking account.
- II.G.** Sponsor a learning day yearly.
- II.H.** Create ad hoc committees to respond to needs as they arise.
- II.I.** Maintain communications between the groups we serve and Narcotics Anonymous as a whole.
- II.J.** Maintain a post office box.
- II.K.** Maintain a storage facility.
- II.L.** Purchase and provide regional meeting schedules for the GHA groups.

III. RULES OF ORDER

A. General

- III.A.1.** GHASC policy shall be practiced in all matters. (9-10-16)
- III.A.2.** GHASC shall not create any policy in conflict with our 12 Traditions and 12 Concepts. (9-10-16)
- III.A.3.** GHASC adopts the GTLS for reference and guidance in matters not currently addressed in GHASC policy. (9-10-16)
- III.A.4.** GHASC uses a portion of Roberts Rules of Order Newly Revised, for parliamentary procedure taken from GTLS, detailed in Appendix A. (9-10-16)
- III.A.5.** GHASC will host a Learning Day yearly. (5-8-09) (6/10/17)
 - III.A.5.a.** GHASC may host a second Learning Day per the conscience of the body. (6/10/17)
- III.A.6.** GHASC have a storage facility with area chair, area vice chair, area secretary, activities chair and activities vice chair as key holders. (6-8-02)
 - III.A.6.a.** To access storage facility, coordinate at area meeting to meet key holders at facility with items unless unavoidable. A form will be provided at area to list items that will be taken in/out and for which subcommittees. Items will be logged on ledger kept in storage unit.
- III.A.7.** GHASC adopts *World Service Bulletin #30 Theft of NA Funds.* ()

- III.A.8.** GHASC treasury shall be audited three times per year by the GHASC Administrative Board: one at change of treasurers and two to be conducted at random. ()
- III.A.9.** It is required that all funds from any GHASC events be turned over to area within 48 hours of conclusion of event. Funds under \$100 generated by an event put on by the Activities committee are allowed to be turned in at the next GHASC. (5-12-07)
- III.A.10.** The Administrative Board will research policy issues as they arise in the course of business. (10-8-11)
- III.A.11.** No addict serving on Administrative Board or subcommittee fund any NA related activity or project unless voted on by the GHASC. (10-8-11)
- III.A.12.** Monthly donation to St. Patrick/St. Anthony church is \$75 per month, which consists of \$45 for our area meeting; \$10 for each of our subcommittees. (10-13-12)
- III.A.13.** No individual shall hold any two of the following positions simultaneously: Chair, Vice Chair, Secretary, Treasurer, Alt. Treasurer, RCM, Alt. RCM, Subcommittee Chair, GSR or Alternate GSR. (11-10-07) (Revised 9-10-16)
- III.A.14.** No cash prizes or 50/50 raffles will be permitted at GHASC activities or fundraising events. (3-10-07)
- III.A.15.** The GHASC (defined as Chair, Vice-Chair, Secretary, Treasurer, Alternate Treasurer, RCM, Alternate RCM, any and all Subcommittees and Subcommittee Chairs, any newly formed Subcommittees, any and all ad-hoc committees) not use any form of social media in providing NA services (services defined as all duties and responsibilities for trusted servants and Subcommittees as set forth in GHASC policy).” (4-11-15) (6/10/17)

B. Format

- III.B.1.** GHASC meets the second Saturday of the month at 3:00 p.m. regardless of society's holidays or other events (9-85) (1-6-90)

- III.B.2.** GHASC Chair will hold a learning hour for all GSRs, Alt. GSRs, group secretaries, group treasurers or any addict prior to the GHASC meeting every month at 2:00 p. and provide each group with the following: (5-9-98)
 - a. *Guide to Local Service in Narcotics Anonymous*
 - b. *Greater Hartford Area Service Committee Policy*
 - c. *Connecticut Regional Policy*

- III.B.3.** GSR orientation packets consist of the following: (5-9-09)

- III.B.4.** All area trusted servants shall stay the whole meeting. (12-14-91)

- III.B.5.** Any group not represented at two consecutive GHASC meetings will be contacted by area chair to see if they are in existence. Each month the secretary will inform area chair of any groups not in attendance for two consecutive months. (7-13-96)

- III.B.6.** If a group that is a member of GHASC is not in attendance for three months, they will not be counted towards total for purpose of quorum. (12-10-11)

- III.B.7.** GHASC will provide a starter kit of literature, consisting of two each of Information Pamphlets and two white books, a set of readings, and Guide to Local Service to any new group upon request. (4-25-87, 9-28-89, 10-11-03)

III.B.8. GHASC asks that groups request one copy of minutes in order to further fund flow by lowering expenses. (3-12-94)

III.B.9. GHASC minutes will not include telephone numbers or email addresses (To protect personal information from the internet). (6-8-13)

III.B.10. RCM, Treasurer and Subcommittee reports shall be written. (4-8-17)

III.B.11. 50 copies of the RCM report/regional minutes and all area Subcommittee reports are required for distribution at the GHASC meeting. ()

III.B.12. The RCM shall facilitate the ASC meeting in the absence of the ASC Chair and Vice-Chair. (4-8-17)

III.B.13. In the absence of quorum there will be no Elections or New Business conducted. Any business not handled because of an absence of quorum will automatically be put on the following months Old Business. (4-8-17)

III.B.14. GHASC adopts the following format: (3-10-90)

GREATER HARTFORD SERVICE COMMITTEE MEETING FORMAT

CALL TO ORDER (3:00p.m.)

- * reading of Serenity prayer
- * reading of the Twelve Traditions and Twelve Concepts
- * reading of the months Concept
- * roll call
- * recognition of new groups --
- * welcome any new GSRs.
- * approval of last month's minutes They will not be read aloud.

Motion to accept minutes.

REPORTS

- * vice chair
- * treasurer
- * regional committee member
- * group reports if any
- * special (ad hoc) committee reports
- * Hospital & Institutions report
- * Public Relations report
- * Activities report

SHARING SESSION

General discussion of concerns and issues raised by reports. Count of voting members.

OLD BUSINESS

Motions are in order regarding business left over from previous meetings.

ELECTIONS

Election of trusted servants

NEW BUSINESS

Motions are in order regarding business that is new to this committee.

* Agenda

** Motions

ANNOUNCEMENTS

Announcement sheets, which are available on the area table, should be filled out if you want your announcement to appear in the minutes.

*to be read by secretary

** by GSRs, groups in need of support/trusted servants

ADJOURNMENT At the end of business

** Close with unity version of Serenity Prayer (4-97).

C. Motions and Voting

- III.C.1.** Only GSRs or group designees are allowed to make motions, second motions, vote on motions, make nominations, second nominations or vote in elections. (12-16-95) (9-13-97) (Revised 4-8-17)
- III.C.1.a.** Subcommittee chairs or in their absence the subcommittee vice-chair may make motions related to their subcommittee only. (12-16-95, 9-13-97, 4-8-17)
- III.C.1.b.** The RCM or in their absence the Alternate RCM may make motions related to Regional issues only. (12-16-95, 9-13-97, 4-8-17)
- III.C.1.c.** The Treasurer or in their absence the Alternate Treasurer may make motions related to the treasury only. (4-8-17)
- III.C.2.** If after voting on a motion the majority of votes are to abstain, there is further discussion and then a second vote taken. If the majority continues to abstain, the motion shall be tabled to groups for 30 days. (4-12-99)
- III.C.3.** With a motion requiring two-thirds majority for passage, the two-thirds voting procedure counts all group representatives that actually vote without including abstentions (11-8-01)
- III.C.4.** Regional motions that are referred to areas for group consideration shall be tallied as one group, one vote. (2-10-88) (Revised 9-10-16)
- III.C.5.** All main motions must be submitted in writing and accompanied by a written intent on adopted motion sheets. (2-3-98) (Revised 9-10-16)
- III.C.6.** Any motion requesting funds in excess of \$500 that is not already budgeted, must be sent to groups for consideration and approval. (4-14-12) (Revised 9-10-16)

III.C.7. Any motion that will create, change or suspend policy requires 2/3 majority for approval. All other main motions require a simple majority. (4-8-17)

III.C.8. Once a motion has been disposed of by bringing it to a vote, it may not be brought to the floor again for the next 3 ASC meetings. (90 days) (1-14-17)

III.C.9. To refer a motion back to groups for a vote requires a motion, a second, and a simple majority vote.

IV. TRUSTED SERVANTS

IV.A. General

IV.A.1. The Administrative Board will research policy issues as they arise in the course of business. (10-8-11)

IV.A.2. 50 copies of the RCM report/regional minutes and all area subcommittee reports are required for distribution at GHASC. ()

IV.A.3. It is required that all funds from any GHASC events be turned over to area within 48 hours of conclusion of event. Funds under \$100 generated by an event put on by the Activities subcommittee are allowed to be turned in at the next GHASC. (5-12-07)

IV.A.4. The GHASC may create an ad hoc committee. (8-14-99) Revised (9-10-16)

IV.A.3.a. The clean time requirement for Ad Hoc Committee chairperson is one year.

- IV.A.5.** No individual shall hold any two of the following positions simultaneously: Chair, Vice-Chair, Secretary, Treasurer, Alt. Treasurer, RCM, Alt. RCM, Subcommittee Chair, GSR or Alt. GSR. (11-10-07) Revised (9-10-16)
- IV.A.6.** The area chair, vice-chair, secretary, activities chair and activities vice-chair will be key holders for the storage facility. (6-8-02)
- IV.A.7.** All area trusted servants shall stay the whole meeting. (12-14-91)
- IV.A.8.** GHASC treasury shall be audited three times per year by the GHASC Administrative Board. One at change of treasurers and two to be conducted at random. ()
- IV.A.9.** An Administrative Board budget will be submitted to area, due at March meeting. ()
- IV.A.10.** There will be three administrative board members as authorized signers for GHASC checks. (5-13-00)
- IV.A.11.** To require an answer of yes, no, or an appropriate response to the election questions. (10-11-14)
- IV.A.12.** The GHA Chair will act as liaison between GHA and the GHASC meeting facility.
- IV.A.13.** Relapse will constitute automatic removal from any position. (4-8-17)
- IV.A.14.** Trusted Servants can be asked to step down for failure to fulfill the duties and responsibilities of their position as set forth in GHASC policy. (4-8-17)

IV.B. ELECTIONS

- IV.B.1.** The following GHASC positions go out to the fellowship in March for elections in April:
- a. Regional Committee Member:
 - b. Alternate RCM
 - c. Secretary:
- IV.B.2.** The following GHASC positions go out to the fellowship in June for elections in July:
- a. Chair:
 - b. Vice Chair:
 - c. Treasurer:
 - d. Alternate Treasurer
- IV.B.3.** Subcommittee Chairs: Shall serve full term of service from date elected. ()
- IV.B.4.** Coffeemaker and Door Greeter: Three-month commitment, elected Feb, May, Aug, Nov. ()
- IV.B.5.** The Administrative Board , Subcommittee Chairs and coffee maker shall be elected at the ASC after the position has been out to the fellowship for 28 days. (10-8-16)
- IV.B.6.** Nominations must be seconded and nominees must be present. (4-8-17)
- IV.B.7.** It is strongly suggested no individual serve more than two consecutive terms in one position. (4-8-17)

IV.B.8. ELECTION QUESTIONS: ()

Ask the following questions of nominees to GHASC positions:

- (1. Are you employed?
- (2. Are you financially secure?
- (3. What is your experience handling NA funds?
- (4. Have you ever misappropriated NA funds?
- (5. Do you have a checking account and can you reconcile it?
- (6. What is your motive for accepting/volunteering for this position?
- (7. Do you have an NA sponsor?
- (8. Do you have a working knowledge of the 12 steps, 12 traditions and 12 concepts?
- (9. Do you attend NA meetings on a regular basis?
- (10. Do you have the required clean time for the position you nominated/volunteering for?
- (11. Do you fully accept the responsibilities for the position and can you carry them out?

IV.C. POSITIONS

IV.C.1. CHAIR

IV.C.1.a. Suggested 5 years clean and 6 months area experience (4-10)

IV.C.1.b. The Chair will contact any group not represented at two consecutive GHASC meetings to see if they are still in existence. Each month the secretary will inform the chairperson of any group not in attendance for two consecutive months. (7-13-96)

IV.C.1.c. GHASC Chair will hold a learning hour for all GSRs, Alt. GSRs, group secretaries, group treasurers or any addict prior to the GHASC meeting every month at 2:00 p.m. and provide each group with the following:
Guide to Local Service in Narcotics Anonymous,
Greater Hartford Area Service Committee Policy,
Connecticut Regional Policy (5-9-98)

IV.C.1.d. The GHA Chair will act as liaison between GHA and the GHASC meeting facility. ()

IV.C.2. VICE CHAIR

IV.C.2.a. Suggested 5 years clean and 6 months area experience (4-10)

IV.C.2.b. The Vice Chair will provide a report on a monthly basis.

IV.C.2.c. The Vice Chair will review all flyers brought to GHASC.

IV.C.3. SECRETARY

IV.C.3.a. Suggested 1 year clean and 6 months area experience

IV.C.3.b. Secretary will mail GHASC minutes with envelopes filled out by GSR. (2-3-98)

IV.C.3.c. GHASC minutes will not include telephone numbers or email addresses (To protect personal information from the internet).

IV.C.3.d. Area minutes will include an agenda sheet of specific issues to be brought back to groups for consideration and discussion.

IV.C.3.e. The Secretary will maintain an archive of the area minutes. (9-14-91)

IV.C.3.f. The Secretary may tape the GHASC meeting. (10-9-93)

IV.C.3.g. The Secretary will inform the chairperson of any groups not in attendance for two consecutive months.

IV.C.3.h. The Secretary shall make updates to ASC policy as needed. (4-8-17)

IV.C.4. TREASURER

IV.C.4.a. Suggested 5 years clean and 6 months area experience (4-10)

IV.C.4.b. Treasurer will establish a prudent reserve based on area's current needs (budgets) 2 months' expenses. (5-12-01)

IV.C.4.c. Treasurer will obtain and maintain a tax ID number for the GHASC. (12-8-90)

IV.C.4.d. Treasurer will obtain a tax ID for one checking account, all subcommittees should be funded through that account. (5-13-00)

IV.C.4.e. Treasurer will consolidate rent subcommittee pay monthly, where possible (12-19-92)

IV.C.4.f. Any and all checks issued from GHASC Treasurer are made out to the proper vendors or establishments.

IV.C.4.g. Any checks written out directly to an individual will be issued only after the Treasurer is given a receipt of purchase/costs and a reimbursement form is completed. (6-9-07)

IV.C.5. ALTERNATE TREASURER

IV.C.5.a. Suggested 5 years clean and 6 months area experience (4-10)

IV.C.5.b. Alternate Treasurer will attend area events to collect proceeds. Deposit will be made into GHASC checking account within 24 hours. This may fall to other area trusted servants if Alt. Treasurer is not able to attend. (10-07)

IV.C.6. REGIONAL COMMITTEE MEMBER

IV.C.6.a. suggested 3 years clean and 6 months area experience (6-14-03)

IV.C.6.b. RCM will submit a budget to area, due at March meeting. (11-12-94)

IV.C.6.c. RCM will purchase schedules at regional monthly meeting with check from GHASC treasury. ()

IV.C.6.d. RCM will inform PI/PL chair of schedule changes before submitting change form to region ()

IV.C.6.e. RCM will vote to table any regional motions attempting to change policy to allow for area participation. ()

IV.C.6.f. RCM will vote to table regional issues concerning non-budgeted issues over \$500 to allow for area participation. ()

IV.C.7. ALTERNATE REGIONAL COMMITTEE MEMBER

IV.C.7.a. Suggested 3 years clean and 6 months area experience (6-14-03)

IV.C.7.b. Will attend the monthly GHASC and CTRSC meetings.

IV.C.7.c. Will perform the duties of the RCM in their absence.

IV.C.8. SUBCOMMITTEE CHAIR

IV.C.8.a. Suggested 2 years clean and 6 months service with respective subcommittee. ()

IV.C.8.b. Subcommittee chairs will submit a budget to area, due at March meeting. ()

IV.C.9. DOOR GREETER

IV.C.9.a. Length of commitment three months ()

IV.C.9.b. Suggested clean time is 1 year and 6 months experience. ()

IV.C.9.c. Responsibilities: ()

- 1) Welcome all attending;
- 2) inform new GSRs about sign-in sheet, flyer table, refreshments, rest rooms, learning hour, policy packets, GSR orientation packets.

IV.C.10. BOD SEAT. The Board of Directors is responsible for overseeing the financial and legal responsibilities of both the convention and the corporation.

IV.C.10.a. Length of commitment 3 years.

IV.C.10.b. Must be 18+ years old.

IV.C.10.c. Must be resident of state of Connecticut

IV.C.10.d. Three years continuous absence from all drugs

IV.C.10.e. Experience in service to a large event/understanding of budgets and contracts

IV.D. SUBCOMMITTEES

- IV.D.1.** Subcommittee Treasurer's clean time requirement is 2 years. (2-11-95)
- IV.D.2.** All contracts needing signatures will be evaluated by GHASC prior to being signed. (1-13-07)
- IV.D.3.** Subcommittee chair ensures that anyone on subcommittee with less than 1 year clean time not handle money. (5-12-07)

V. FINANCIAL

- V.1. The GHASC fund flows 70% to Region, 30% to World. ()
- V.2. GHASC treasury shall be audited three times per year by the GHASC Administrative Board one at change of treasurers and two to be conducted at random. ()
- V.3. Any motion requesting funds in excess of \$500 that is not already budgeted must be sent to groups for consideration and approval. (4-14-12) Revised (9-10-16)
- V.4. It is required that all funds from any GHASC events be turned over to area within 48 hours of conclusion of event. Funds under \$100 generated by an event put on by the activities subcommittee are allowed to be turned in at the next GHASC. ()
- V.5. Monthly donation to St Patrick/St Anthony church is \$75 per month which consists of \$45 for our area meeting and \$10 for each of our subcommittees. (10-13-12)
- V.6. No cash prizes or 50/50 raffles will be permitted at GHASC activities or fundraising events. (3-10-07)

SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert's Rules; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where Robert's Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

MAIN MOTIONS

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, “I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms.” The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a second—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Robert’s Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND. SIMPLE majority required. Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “I move to amend the motion...” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

2. Motion to call the PREVIOUS QUESTION. TWO-THIRDS majority required. Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “I call for the question,” or “I move the previous question.” It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about

half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

3. Motion to TABLE.
SIMPLE majority required.
Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, “I move we table this motion until such-and-such a date/meeting.” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to REMOVE FROM THE TABLE.
SIMPLE majority required.
Is NOT DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER.
SIMPLE majority required.
Is DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “I move to refer the motion to the such-and-such subcommittee.” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. Motions to RECONSIDER or RESCIND.

MAJORITY required varies.

Is DEBATABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- ☞ The motion must have been passed in either the last or the current meeting.
- ☞ The member making the motion must have information on the issue that was not available in the original debate on the motion.
- ☞ The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. Request to WITHDRAW A MOTION.

UNANIMOUS CONSENT required.

Is NOT DEBATABLE.

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. Offering a SUBSTITUTE MOTION.

SIMPLE majority required.

Is DEBATABLE.

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to ADJOURN.
SIMPLE majority required.
Is NOT DEBATABLE.

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, “I call for the order of the day.” This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even require a vote—the chairperson is obligated to enforce the request unless two thirds of the body tell the chair otherwise.

Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, “Point of information.” This means, “I have a question to ask,” not “I have information to offer.” One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, “Point of order.” The chairperson then says, “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says “Your point is well taken” and restates the appropriate rule. If the chair does not agree, the chair says, “Overruled.” This decision, as all others, can be appealed.

Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, “I appeal the decision of the chair.” If the appeal is seconded, the chair then asks, “On what grounds do you appeal my decision?” The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

Parliamentary inquiry

If a committee member wants to do something but doesn’t know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, “Point of parliamentary inquiry.” The chairperson must immediately recognize the member so that person may ask how to do such-and such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, “Point of personal privilege;” if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming. These are only brief notes on rules of order for business meetings. For further information, see Robert’s Rules of Order—Newly Revised.

INDEX

12 Concepts	3, 5, Format
12 Traditions	3, 5, Format
abstention	10
abstention, excessive	10
activities subcommittee	6, Format
ad hoc committees	4, 11, Format, Appendix A
ad hoc chair, clean time requirement	11
Administrative Board	3, 4, 6, 11, 12, 19
Alternate RCM	3, 15,
Alternate Treasurer	3, 14
BOD seat	16
budget, Administrative Board	12
budget, RCM	17
budget, subcommittees	18
CAR	not addressed
chair	3, 5, 6, 7, 12, 13, 14, 15, Format
checking account	4, 16,
checks, authorized signers	12
coffee maker	3, 13
communications	4
consecutive terms in one position	13
contracts	19
disbursement/reimbursement	16
door greeter	13, 18
elections	13
election questions	14
event funds	11, 17
facilitating ASC meeting	8
financial policy	19
flyers guide	Appendix A
format	9

function	4
fund flow	4, 19
groups, attendance at GHASC	7
groups	3, 4, 8
groups, starter kits	7
GSR's	3, 6, 10, 12, Format
Guide to Local Services	5, 7, 14, Appendix A
learning days	4, 5
learning hour	7
meeting time	7
minutes	8, 11, 15, Format
minutes, archive	15
motions	10, 11
motions, handling	10, 11
motions, makers of	10
motions, majority vs. 2/3	11
motions, referring to groups	11
motions, Regional	10, 17
nominations	13
post office box	4
orientation packets	7, 18
policy	4, 5, 6, 11
policy updates	16
positions	14, 15, 16, 17, 18
positions, holding simultaneously	12
purpose	3
primary purpose	3
prudent reserve	4, 16
Public Relations Subcommittee	Format
quorum	7, 8
quorum, absence of	8
quorum formula	not addressed
RCM	3, 11, 12, 17
relapse	12
removal from positions	12
rent	16, 19
reports, written	8, 11

Roberts Rules of Order	5, Appendix A
schedules, regional	4, 17
schedules, changes	17
Secretary	3, 7, 13, 15
social media	6
starter kit	7
storage facility	4, 5, 12
storage facility key holders	5, 12
subcommittees	19
subcommittee chairs	3, 4, 12, 13, 18
subcommittee budgets	18
tax ID	16
theft of funds	5
tie vote	not addressed
Traditions	3, 5
Treasurer	3, 16
treasury audit	12, 19
trusted servants	7, 11
vice chair	3, 12, 13, 15
voting	10

H. **GHASC FLYER GUIDELINES**

The following information is provided to assist you in the creation of flyers for any area or regional event.

- 1) Only NA flyers and/or flyer type announcements will be distributed at the GHASC meeting (7-18-87).
- 2) All flyers from subcommittees are brought to the GHASC for approval (Vice Chair) before being distributed to the fellowship (3-10-07).
- 3) Every flyer should display:
 - * hosting group/area/region name
 - * date and time of event
 - * address of/map to event
 - * contact name and number
 - * amount of donation
 - * nature of function
 - * the words "Narcotics Anonymous" may appear on the flyer
 - * the NA logo should be in a prominent part of the flyer
 - * the flyer should be neat and simple with suitable artwork
 - * NA logo and/or symbol with trademark registration (see below)



- 4) Flyer should NOT include the following:
 - * endorsement of outside enterprises
 - * food drives, raffles, door prizes
 - * name of entertainment
 - * name of speaker
 - * other fellowships
 - * other logo