

Greater Waterbury Area Policy

Current as of June 2010 ASC

I. Purpose	3
II. Function	3
III. Rules of Order	
A. General	4
B. ASC Meeting and Voting on Motions	4
C. Making and Voting on Motions	5
D. Motion Handling Process	6
IV. Trusted Servants	
A. General	6
B. Executive Committee	7
C. Subcommittees	10
D. Budgets	11
V. Subcommittee Policies	
A. GWANA Family Campout Subcommittee Policy	
1. General Procedures	12
2. Executive Committee Members	14
3. Subcommittee Chairs	14
B. Hospitals & Institutions Subcommittee Policy	
1. Definition and Purpose	15
2. H&I Subcommittee Functions	16
3. Structure of Elected Officers	17
4. Panel System Members	18
5. Spiritual Dedication	19
6. Subcommittee Meeting Format	19
C. Literature Subcommittee Policy	
1. Purpose	20
2. Functions	20
3. Trusted Servants Qualifications	20
4. Trusted Servant Responsibilities	20
5. Voting	21
6. Format	21
D. Phoneline / Public Information Subcommittee Policy	
1. Functions	21
2. Chairperson	22
3. Vice-Chairperson/Phone-line Coordinator	23
4. Secretary	23
5. Phone Carrier	23
6. Twelfth Step Volunteer	24
7. Meeting Format	24
E. Policy Subcommittee Policy	24
F. Basketball Shootout Subcommittee Policy	

Greater Waterbury Area Policy

Current as of June 2010 ASC

1. Format	25
2. Voting	25
3. Motions	25
4. Committee Members Qualifications and Responsibilities	26
5. General	28
VI. Roberts Rules of Order	
A. Relevant Excerpts	29
1. Proceedings in the absence of quorum	
2. Manner of enforcing quorum	
B. Description of Motions	29
1. Adjourn	
2. Amend (a pending motion)	
3. Amend Something Previously Adopted	
4. Appeal the Chair	
5. Commit or Refer to Committee	
6. Discharge a Committee	
7. Division of the Question	
8. Lay on the Table	
9. Limit or Extend Debate	
10. Main Motion	
11. Objection to Consideration of the Question	
12. Order of the Day, to call for	
13. Parliamentary Inquiry	
14. Point of Information	
15. Point of Ordering	
16. Postpone to a definite time (Definitely)	
17. Postpone Indefinitely	
18. Previous Question	
19. Question (Point) of Privilege, to Raise	
20. Recess	
21. Reconsider	
22. Suspend the Rules	
23. Take from the Table	
24. Voting, Motions about	
25. Withdraw/Modify a Motion, to Grant the Maker Permission	
C. Table of Formal Motions	36
References	37
Policy Changes	38

Greater Waterbury Area Policy

Current as of June 2010 ASC

This body shall be known as the

Greater Waterbury Area Service Committee of Narcotics Anonymous,
hereinafter referred to as GWANA.

I. Purpose

The Primary Purpose of GWANA is to carry the message of Narcotics Anonymous to the addict who still suffers. In accordance with our 12 Traditions, we also exist to further the unity of the Fellowship within our Area and other Areas; by maintaining communication between the Groups represented and NA as a whole.

To ensure that our Primary Purpose is carried out, GWANA shall have Subcommittees directly responsible to those they serve.

II. Function

- A. Promote unity between the groups we serve in our Area.
- B. To hold regularly scheduled GWANA Area Service Committee (ASC) Meetings.
- C. To establish and maintain accountability throughout GWANA, including general funds and all standing Subcommittees.
- D. To hold elections, as needed, for:
 1. All trusted servants of GWASC
 2. All Subcommittee Chairs of GWANA
- E. To maintain a Post Office Box.
- F. To maintain an Area checking account with two (2) out of three (3) signatures required to validate checks.
- G. To maintain a prudent reserve and to practice fund flow, by forwarding all monies above prudent reserve to the Connecticut Regional Service Committee each month.
- H. To maintain communication between the Connecticut Regional Service Committee and those we serve.
- I. To coordinate all GWANA Subcommittees and encourage support for them.
- J. To maintain an NA Literature stockpile where our member Groups may purchase their Literature.
- K. To hold regularly scheduled Hospitals & Institutions meetings to bring the message of recovery to addicts who cannot attend regularly scheduled meetings of NA.
- L. To inform the public of the existence and purpose of Narcotics Anonymous.
- M. To maintain a Phoneline where addicts seeking recovery may learn about Narcotics Anonymous and where our Groups meet.
- N. To hold an annual Family Campout, with the purposes of celebrating recovery and promoting unity in the Area.
- O. To create ad hoc committees to respond to needs as they arise; to serve as a platform for the initialization of work to be finalized at the ASC level.
- P. To sponsor one (1) service related Learning Day per year, with the primary purpose of carrying awareness of the service structure and Subcommittee functions.
- Q. To archive all Area and Subcommittee reports and records at the Area storage facility.

Greater Waterbury Area Policy

Current as of June 2010 ASC

III. Rules of Order

A. General

These policies define the guiding parliamentary and service documents, Group membership, and conduct of the ASC towards its member Groups.

1. Adopt currently approved Narcotics Anonymous Guide to Local Service (GTLS).
2. A Group must meet regularly for ninety (90) days before it is accepted into the Greater Waterbury Area.
 - a. Accepted pertains to voting privileges only.
 - b. All other participation is welcomed and encouraged.
3. If a Group is not represented for two (2) consecutive ASC meetings, that Group will be contacted by a member of the GWANA Executive Committee.
4. All Group donations will be made by check or money order.
 - a. All checks and money orders submitted to GWANA are to be made out to "GWSCNA". In the spot for *memo* a notation should be made concerning what the funds are for ("fund flow/donation", "literature", etc.).
5. This Area does not exclude specialty meetings that follow the Twelve Traditions of Narcotics Anonymous.
6. The order of descending parliamentary procedure for GWANA:
 - a. Policy, in accordance with the Twelve Traditions and Twelve Concepts of NA.
 - b. Current Fellowship approved Guide to Local Service (GTLS).
 - c. Roberts Rules of Order
7. All fliers generated from GWANA must have two (2) phone numbers for contact purposes.
8. GSR and ASC Motion sheets accepted.
9. GSR Report forms accepted.
10. A quorum is to be decided based on the number of active meetings with a GSR in attendance. A meeting becomes inactive when a meeting is not represented for three consecutive ASC meetings.

B. ASC Meeting Format

These policies define how GWANA will conduct ASC meetings.

1. Make the meeting location meet for one continuous year at one location.
 - a. GWANA will pay for rent to the facility to hold the ASC meeting.
 - b. GWANA will pay for the coffee supplies used to host the ASC meeting.
2. The ASC will meet the second Monday of the month.
3. ASC meets from 7:00 PM to 9:00 PM at the Thomaston Savings Bank in Watertown.
4. Discussion at any ASC meeting is open to all members of Narcotics Anonymous.
5. All hands are to be raised, on the floor of the ASC, in order to be recognized by the Chair.
6. Suggested ASC Format (sequence):
 - a. Begin the ASC meeting with a moment of silence followed by the serenity prayer.
 - b. ASC Chair calls on someone to read the Twelve Traditions of NA.
 - c. One of the Twelve Concepts of NA will be read in its entirety, corresponding with each month throughout the year.
 - d. ASC Chair welcomes all newcomers to this body and invites them to identify themselves and/or the Groups they represent.
 - e. Attendance and Agenda sheets are passed around the ASC floor/table.
 - f. Open Discussion to be held the first thirty (30) minutes of the ASC meeting, if warranted.
 - g. Executive Committee reports, ASC minutes, and Subcommittee reports are read.
 - i. After each report, the ASC Chair entertains a motion to accept and a second, followed

Greater Waterbury Area Policy

Current as of June 2010 ASC

by any discussion prior to a vote on that report.

- h. Elections
- i. Old Business
- j. All Agenda items listed, will be read aloud prior to break.
- k. Recess for fifteen (15) minutes. Chair restarts the meeting promptly.
 - i. At the start of the second half of the ASC meeting, the Chair will announce who will be picking up the mail at our P. O. Box and bringing it to the next ASC.
- l. New Business / Agenda
- m. Group reports are read.
 - i. After all GSRs or their Alternates in attendance have made their reports, the ASC Chair entertains a motion to accept and a second, followed by any discussion prior to a vote on Group reports.
- n. Close the meeting with a moment of silence followed by the unity version of the serenity prayer or the silent prayer of your choice.

C. Making and Voting on Motions

These policies define how questions are brought to the floor of the ASC, how the ASC body makes decisions and who may take part in these decisions.

- 1. The only people allowed to make or second a motion are:
 - a. GSR or Alternate in their absence
 - b. RCM or Alternate in their absence
 - c. Subcommittee Chairs or Vice-Chairs can make or second motions only pertaining to their subcommittee
- 2. Voting Privileges
 - a. Group Service Representatives are the only voting members, or their Group's Alternate GSR or Pro Tempore if the GSR is not present.
 - b. GWANA Executive Committee and Subcommittee Chairs may vote on the following issues:
 - i. Elections
 - ii. ASC Meeting Bids
 - iii. Trusted Servants Duties and Responsibilities
- 3. In order for a motion to carry, a simple majority is needed. In matters of policy, at least two thirds of Groups present are needed to carry the motion.
 - a. In matters other than Policy, abstentions do not count as a vote when determining if there is a simple majority.
- 4. A tie vote is a vote that fails by one half ballot or less. If a tie occurs:
 - a. In matters pending at the RSC: Send a motion to table for a month (for further Group conscience), otherwise abstain.
 - b. On other matters that have already obtained Group conscience: Table the motion back to the Groups.
 - c. Otherwise: A second discussion, two (2) pros and two (2) cons, will be held, and then a second vote will be taken. If a tie ensues, the motion fails.
- 5. Excessive abstention is more than one half of total votes. In that event:
 - a. In matters pending at the RSC: Send a motion to table for a month (for further Group conscience), otherwise abstain.
 - b. On other matters that have already obtained Group conscience: Table the motion back to the Groups.
 - c. Otherwise: A second discussion, two (2) pros and two (2) cons, will be held, then a second vote will be taken, which will stand.

Greater Waterbury Area Policy

Current as of June 2010 ASC

6. In the event that a motion from the RSC requires a vote prior to the next ASC meeting, it may be tabled to Groups and a call in vote may be taken. GSRs must complete the call in vote at least one week prior to the next RSC meeting.

D. Motion Handling Process

These policies define the process used in dealing with motions, the discussion concerning them, and whether a motion is in order or out of order.

1. All motions must be seconded before any discussion, and then the author of the motion should be given the floor to explain the intent of the motion.
2. Anyone has the right to voice his or her opinion once on each motion.
3. Motion to discuss needs to be seconded; no vote needs to be taken.
4. A "Motion to Table" requires a second and a vote. A tabled item will be placed on the next meeting's agenda.
5. A motion cannot be tabled more than once. This is at the discretion of the Chairperson.
6. If an issue falls under the responsibility of an existing Subcommittee, the issue can be committed to that Subcommittee by the ASC Chair.
7. All motions sent back from ASC to Groups shall be accompanied by a written intent.
8. Any motions requiring funding have method of funding included before being sent back to Groups.
9. All motions brought to the ASC floor that require funding have a dollar amount attached.
10. Once a motion is on the floor of the ASC, it must be disposed of by:
 - a. Bringing the question to a vote
 - b. Tabling to Groups for conscience
 - c. Referring to a Subcommittee
 - d. Granting the author permission to withdraw the motion, by vote
 - e. Declining the nomination
11. Once a motion is disposed of by bringing the question to a vote, it may not be brought to the floor again for three consecutive ASC meetings, except by a Group that voted on the prevailing side.
12. Before discussion starts on a motion put before the GWASC, the Secretary or alternate recites the motion slowly, repeating as often as necessary, until all GSR's have it transcribed.

IV. Trusted Servants

A. General

These policies address the election, responsibilities and conduct of trusted servants.

1. All Executive Committee members and Subcommittee Chairs are to be elected at the ASC meeting.
2. Nominations for elections of Officers and Subcommittee Chairs must be seconded. Nominees must be present. An explanation of the office and it's commitment will be read from current GTLS and Policy in order to establish each position's responsibilities.
3. GWANA adopt and use *What is a Chairperson*² regarding Chair positions:
To "chair" means to "make easy". A subcommittee chair's job is to make it easier for the Group to do its work. By providing non-directive leadership, the chair helps the service committee arrive at the understandings and decisions that are its task. In a consensus service committee the chair's focus is on the service committee and it's work. The role is one of assistance and guidance, not of control.
4. All Trusted Servants of the ASC will give reports when the ASC meets.
5. Each Subcommittee Chair and Executive Officer of the GWASC is required to submit a written

Greater Waterbury Area Policy

Current as of June 2010 ASC

report, copies of which are to be presented to the Executive Committee members, each GSR and all other Subcommittee Chairs.

- a. The RCM-Alternate is not required to submit a monthly report unless the RCM did not attend the RSC or the RCM is absent from the ASC.
6. Resignation of ASC Officers and Subcommittee Chairs may be as follows:
 - a. In writing, to the ASC Chairperson, prior to the next ASC meeting
 - b. Relapse during term of office
 - c. Failure to perform duties and responsibilities or
 - d. Upon missing two (2) or more consecutive meetings, ASC Officer or Subcommittee Chair will be asked to step down from their position.
7. Trusted Servants of the ASC (Executive Committee members and Subcommittee Chairs) not attending the full ASC two (2) out of three (3) meetings, will be asked to step down, except:
 - a. Having obtained prior permission at the ASC
 - b. Extenuating circumstances as determined by the ASC
8. In any written reports of the ASC the last names of addicts will not be used. Only the first name and last initial will be written.
9. All funds generated by GWANA Subcommittees shall be turned over to the Area treasury within forty-eight (48) hours of the conclusion of the event.
 - a. A monthly written financial report for each event subcommittee shall include in the chairman report at the GWASC meeting
10. All GWA Literature Subcommittee WSO literature orders will be submitted to the Area Treasurer for approval of funds before being sent to the WSO.
11. To update the ASC prudent reserve yearly after budgets are approved, using the following calculation: Total all budgets, not including Campout and Basketball Shootout, and divide by six to arrive at prudent reserve figure.

B. Executive Committee

1. General
 - a. The Area P. O. Box key is to be held by an Area Executive Committee member only, except in extenuating circumstances.
 - b. Define the ASC Executive Committee as composed of the following ASC officers: Chair, Vice-Chair, Secretary, Treasurer, Regional Committee Member, RCM-Alternate.
 - c. To have B.O.D. seats not serve more than two consecutive terms: holding a B.O.D. seat at C.T.R.S.C.N.A. two three-year terms.
2. Qualifications for ASC Chairperson:
 - a. Willingness and desire to serve.
 - b. Active for at least one (1) year in the NA Service Structure.
 - c. Strongly suggested two (2) years abstinence from all drugs.
 - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
3. Responsibilities of an ASC Chairperson:
 - a. The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties.
4. Qualifications for ASC Vice-Chairperson:

Greater Waterbury Area Policy

Current as of June 2010 ASC

- a. Willingness and desire to serve.
 - b. Active for at least one (1) year in the NA Service Structure.
 - c. Strongly suggested two (2) years abstinence from all drugs.
 - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
5. Responsibilities of an ASC Vice-Chairperson:
- a. The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each committee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals.
 - b. The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.
6. Qualifications for ASC Secretary:
- a. Willingness and desire to serve.
 - b. Active for at least one (1) year in the NA Service Structure.
 - c. Strongly suggested two (2) years abstinence from all drugs.
 - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
7. Responsibilities of an ASC Secretary:
- a. Area secretaries handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of the area committee meetings and distribute those minutes to all participants within a reasonable period of time after each meeting.
In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they effect. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSR's and should periodically distribute updated versions to all area committee participants. Because most secretaries mail minutes to area committee members, they need to keep an updated list of participants' addresses. With their committees' permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.
 - b. The minutes of the previous ASC will be distributed prior to the opening of the following ASC meeting.
 - c. Secretary may open an account at a printer for copies.
 - d. Secretary will type and distribute copies of the minutes to the RCM or RCM–Alternate no later than one week prior to each RSC.
8. Qualifications for ASC Treasurer:
- a. Willingness and desire to serve.
 - b. Active for at least one (1) year in the NA Service Structure.
 - c. Strongly suggested two (2) years abstinence from all drugs.

Greater Waterbury Area Policy

Current as of June 2010 ASC

- d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
- e. Leadership ability.
- f. Ability to communicate.
- g. Ability to organize.

9. Responsibilities of an ASC Treasurer:

- a. The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at their substantial clean time. Experience in business, accounting, booking, or as a successful group treasurer is also very helpful.

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps records of all transactions, and reports on the financial condition of the area committee at each of its meetings.

Cash transactions can create a number of problems for ASC treasurers. Having large quantities of currency can make an area treasurer particularly vulnerable to robbery. Handling large undocumented sums of cash may also leave the treasurer open to unwarranted accusations of theft, or may even provide an unnecessary temptation. That's why we encourage groups to make their ASC contributions in the form of checks or money orders payable to the area service committee whenever possible. When treasurers receive cash contributions for their areas, they should always make out receipts to the contributors immediately, keeping copies for themselves with their official records.

Wide experience also strongly suggests that, to help prevent theft, area committees should only use two-signature checks to pay their bills. In order for a check to be valid, it should be signed by the treasurer and another ASC administrative officer.

These cautions are offered to protect the treasurer from the controversy as well as to protect area funds.

10. Qualifications for the Regional Committee Member (RCM):

- a. Willingness and desire to serve.
- b. Active for at least two (2) years in the NA Service Structure.
- c. Strongly suggested three (3) years abstinence from all drugs.
- d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
- e. Leadership ability.
- f. Ability to communicate.
- g. Ability to organize.

11. Responsibilities of the Regional Committee Member (RCM):

- a. Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year around as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in this guide.

RCM's keep their areas in touch with the larger world of NA by providing information on activities in the neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

Both the region and its areas depend on RCM's to be well-versed in NA service practices and

Greater Waterbury Area Policy

Current as of June 2010 ASC

principles. RCM's should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips.

RCM's should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCM's will be more effective contacts between their areas and the regional committee if they take the time to talk personally with other participants in there are committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

12. Qualifications for the RCM-Alternate:
 - a. Willingness and desire to serve.
 - b. Active for at least one (1) year in the NA Service Structure.
 - c. Strongly suggested two (2) years abstinence from all drugs.
 - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
13. Responsibilities of the RCM-Alternate:
 - a. Assist RCM with all activities described above.

C. Subcommittees

1. Qualifications for Subcommittee Chairperson:
 - a. Willingness and desire to serve.
 - b. Active for at least two (2) years in the NA Service Structure.
 - c. Strongly suggested two (2) years abstinence from all drugs.
 - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
 - e. Leadership ability.
 - f. Ability to communicate.
 - g. Ability to organize.
 - h. Recommended that no officer serve more than a Two (2) year term.
2. Responsibilities of Subcommittee Chairperson:
 - a. Attend all ASC meetings and all RSC Subcommittee meetings.
 - b. Makes and brings written report to ASC meeting.
 - c. Makes and Debates motions on ASC floor.
 - d. Subcommittee Chairs and Vice-Chairs can make or second motions only pertaining to their Subcommittee.
 - e. Holds regularly scheduled Subcommittee meetings.
 - f. Subcommittee Chairs are responsible for fund raising moneys generated by Subcommittee activities.
3. Suggested that each Subcommittee submit, in writing, any plans of their activities, for the approval of the ASC, as needed.
 - a. All GWANA Subcommittee and Area Functions are required to submit Income and Expense projections for approval at the GWASCNA prior to distribution of any tickets, fliers or registrations.
4. Suggested that all Subcommittees hold workshops to promote an awareness of how they function and serve within the Fellowship.
5. GWANA Family Campout Subcommittee

Greater Waterbury Area Policy

Current as of June 2010 ASC

- a. Separate checking account for Campout and cash will be accepted.
6. Hospitals & Institutions Subcommittee
7. Literature Subcommittee
 - a. Only checks or money orders are to be accepted for literature.
 - b. Set literature stockpile at \$4,500.00.
 - c. No Groups are allowed to pick up new Literature orders unless outstanding balances are paid. Exceptions for hardship only with ASC approval and \$15 limit.
 - d. All orders placed with the GWA Literature Subcommittee must be prepaid in full.
 - e. The GWA Literature Subcommittee shall have a representative of that committee available for at least 45 minutes after the regularly scheduled start time.
 - f. The GWA Literature Subcommittee will provide a credit receipt to Groups for literature items ordered and paid for which they did not receive.
 - g. The GWA Literature Subcommittee will receive payment from the ASC Treasurer for a WSO Literature order based on the amount submitted at the previous ASC.
 - h. The GWA Literature Subcommittee shall have a separate checking account. Signers of the account will be the ASC Treasurer, ASC Secretary, ASC Chair and GWA Literature Chair. The ASC Treasurer will be responsible for coordinating Literature deposits and payments as well as reporting account activity monthly to the GWASCNA.
 - i. ALC Chairperson and Treasurer to work together at least quarterly to make sure that the inventory on hand and the checkbook balance together equal the \$4500.00 total amount set as Literature value.
8. Public Information and Phonenumber Subcommittee
 - a. The GWA will reimburse other Areas for expenses of phone calls that other Areas incur from covering Phonenumber calls in GWA.
 - b. List Phonenumber in all Area phone books.
9. Policy Subcommittee
 - a. Standing Policy Subcommittee formed.
 - b. Involvement in the review and input of new literature out for Fellowship approval is made a sub-task of the Policy Subcommittee.
10. Basketball Shootout Subcommittee
 - a. Basketball Shootout Subcommittee welcomed at the ASC table.
11. All standing Subcommittees of GWANA will be held in a public place.

D. Budgets

1. Annual Budgets for each trusted servant of the GWASC will be included in the GWA Treasurers report, as passed.
2. GWA Fiscal Year noted in Policy as ending on the day of the March ASC Meeting.
3. All GWASC Trusted Servants (Executive Committee and Subcommittee Chairs) are to present a budget at least ninety days prior to the end of the current fiscal year, for the upcoming fiscal year.
4. All subcommittee budgets shall include last years adopted budget and actual expenditures for this year, and next year's proposed spending.
5. All subcommittee budgets shall be brought back to the groups for approval.

Greater Waterbury Area Policy

Current as of June 2010 ASC

V. Subcommittee Policies

Working Policies of each individual Subcommittee.

A. GWANA Family Campout Subcommittee Policy

1. General Procedures

- a. We adopt the GTLS with amended suggested clean time requirements where noted.
- b. Roberts Rules of Order are to be used at the Chairperson's discretion.
- c. The Campout Subcommittee will be a Non-Smoking meeting. A fifteen (15) minute break after Reports are read will be taken as consensus and time allows.
- d. Voting Procedures and Privilege
 - i. Everyone who attends the first Campout Subcommittee meeting has the privilege to vote. All other people interested in attending the Subcommittee meeting after the first meeting must attend two (2) consecutive meetings to have a vote at the second meeting. If anyone misses two (2) consecutive, regularly scheduled meetings, they lose their voting privilege until they once again attend two (2) consecutive meetings, with voting privileges restored at the third meeting.
 - ii. The majority will be the deciding factor in all voting. A two-thirds (2/3) majority is needed to change or veto policy. Subcommittee chairs can vote, as well as the executive committee chairperson. A Subcommittee chair can send a representative who has not attended two (2) consecutive meetings, but that representative can only vote on matters concerning that Subcommittee.
 - iii. When there is a large abstention to a vote and no majority yes or no, there will be a discussion and a re-vote. (Three pros and three cons).
 - iv. Discussion concerning a motion on the floor is open to all members of NA, not just voting members.
 - v. Everyone in attendance has the right to voice their feelings and/or their opinions once but discussion can be limited, at the Chairperson's discretion, once all interested persons have had the opportunity to speak on the issue.
 - vi. In case of a tie vote, a second discussion will be held, two (2) pros and two (2) cons. Then a second vote taken. If the tie ensues, the motion fails.
- e. Checking Account Signatures
 - i. The three (3) designated signers are the Chair, Vice-Chair and Treasurer. Two out of three (3) signatures required to endorse checks, with one person signing on the memo line and one on the signature line.
- f. Subcommittee Budgets
 - i. All Subcommittee Chairs are to submit a budget for approval by the Campout Subcommittee. Budgets are to be submitted no later than two months after the first Campout meeting.
 - ii. The prudent reserve for the Campout Committee is set at \$2500.00
- g. Subcommittee Meeting Day and Time
 - i. Meetings will be held on the third Monday of the month, at the Thomaston Savings Bank in Harwinton at 7PM.
 - ii. One of the Campout executive committee Trusted Servants will arrange to pick up the key to the facility prior to the regularly scheduled meeting.
 - iii. The Subcommittee will schedule spot meetings at the regular meeting as necessary.
- h. Commit an Issue to a Subcommittee
 - i. If an issue falls under the responsibility of an existing Subcommittee and does not have anything to do with money or the Traditions, that issue will be tabled to that Subcommittee.

Greater Waterbury Area Policy

Current as of June 2010 ASC

- i. Subcommittee Chair Attendance
 - i. A Subcommittee Chair that misses two (2) consecutive, regularly scheduled meetings, even though they sent a representative, may be asked to resign or else show just cause as to why they have failed to fulfill their responsibilities.
- j. Making a Motion
 - i. Anyone attending the Campout Subcommittee meeting may make a motion, except when that motion might change, amends or influence an existing policy. A motion that pertains to policy must be made by a voting member of the Subcommittee.
- k. Planning the Campout in conjunction with any other recovery oriented fellowship
 - i. The Campout should not be planned in conjunction with or affiliate itself with any other recovery oriented fellowship or institution at the same site.
- l. Distribution of Minutes
 - i. In order to save postage fees, the Secretary will forgo mailing the minutes and instead they will be handed out at the next regularly scheduled meeting. If the secretary is able to access email, they will email the minutes to those who provide an email address.
- m. Free Packages
 - i. The issue of free and discounted packages will be dealt with by the executive committee on an individual basis, at the Campout site. Anyone asked to speak at Campout Fundraisers will not be required to pay the entrance fee to the fundraiser but may do so if they wish.
 - ii. Campout Subcommittee will consider requests for fee reductions by treatment facilities on an individual, case by case, annual basis.
- n. Handling of Funds
 - i. All moneys shall be exchanged in the presence of a member of the Campout Subcommittee with a minimum of one (1) year clean time.
- o. Inventory
 - i. All Subcommittee Chairs will submit an inventory and ledger by the second meeting of the Campout Subcommittee.
- p. Date of Campout
 - i. The GWANA Campout will be held on the first full weekend in June, provided accommodations are available.
- q. Disclaimers, Regulations and Restrictions (Re; Pets, Refunds)

In accordance with living life on life's terms within our society, the following items have been adopted as policy:

 - i. Pets are not allowed at the campout if the facility we are renting from prohibits them.
 - ii. No refunds will be given due to inclement weather. Suggested that the statements "Sorry – No Refunds" and "Pray for Sunshine – Always Be Prepared for Rain" be included on registrations and programs.
 - iii. The campout committee reserves the right to ask anyone to leave through actions or inactions, puts another at risk, i.e. violent, neglectful parents. Consensus of three committee members necessary on a case-by-case basis.
- r. Truck Rental
 - i. When necessary, rent a truck for the weekend of the Campout – Thursday through Sunday – to carry equipment and supplies.
- s. Logo
 - i. One annual, main, logo will suffice for all Subcommittee purposes.
- t. Menu
 - i. Adopt a Standardized Menu to facilitate ordering, quality and delivery of food. Allow for variations per Subcommittee vote.
- u. Program Format

Greater Waterbury Area Policy

Current as of June 2010 ASC

- i. Adopt a Program Format of at least two (2) personal recovery and two (2) family oriented recovery meetings to be held on Saturday (in addition to the Main meeting and the Sunday morning Spiritual meeting).
 - ii. Speakers for all events must have a clear message of recovery through N.A. They must have at least 5 years clean, must be in the process of working the steps, and have a sponsor in N.A.
 - v. Refer to bonfire/marathon meetings as Fireside Meetings on all Fliers and Registration forms and in announcements during the Campout.
 - i. Children under 18 restricted from bonfire unless attended by a parent or guardian. This does not apply to addicts seeking recovery under 18.
 - w. Elections
 - i. Campout Chairperson: At the July Campout Subcommittee meeting a Nominee for Campout Chair will be elected and brought to the next ASC.
 - ii. New Subcommittee Chairs: At the August Campout Subcommittee meeting elections for Subcommittee Chairs will be held.
 - x. Final or Summary Reports
 - i. In an effort to facilitate the transition of the next Campout's Trusted Servants, all outgoing Trusted Servants will submit a summary report preferably at the June Subcommittee meeting but no later than the second meeting after the Campout.
 - ii. Include information on what worked, what did not and any suggestions for improving the handling of the commitment.
- 2. Executive Committee Members – Qualifications and Responsibilities
 - a. Chairperson
Qualifications as outlined in GWA Policy IV. C. 1. Qualify and elected at the GWASC.
 - b. Vice-Chair
Same as above with the exception of one and a half (1 ½) years suggested clean time.
 - c. Secretary
(1) year suggested clean time. See V. A. I. 12 (Re: Minutes)
 - d. Treasurer
(2) years suggested clean time. See V. A. I. 5 (Re: Signatures) ensures that all income is deposited within 48 hours of receipt. Tracks all income and expenses and presents a report at each Campout Committee meeting. Provides a final Campout financial report for the GWASCNA by the July ASC.

3. Subcommittee Chairs – Qualifications and Responsibilities

All Campout Committee members will be available to plan, attend and serve at any Campout Funraisers.

- a. Registration Chair
One (1) year suggested clean time. Experience with Campout Subcommittee. Works closely with Campout Treasurer when dealing with funds. Compiles a list for mailings outside the Area (N A Service committees, prior registrants, etc.). Must form subcommittee to fulfill responsibilities.
- b. Program Chair
One (1) year suggested clean time. Prepares a budget for Campout committee approval. Responsibilities include scheduling people to share and chair at Friday night opening, Fireside, Saturday recovery topic, Saturday night main and Sunday morning Spiritual meetings. Forms a subcommittee to build stage, obtain PA system and wood for bonfire. Designs a program/schedule for C_O committee approval and proofreading; procures 450

Greater Waterbury Area Policy

Current as of June 2010 ASC

copies by Memorial Day. Orders and procures an Anniversary cake (full sheet) to be served after the close of the Saturday Main Speaker meeting at the Campout.

c. Fundraising Chair

One (1) year suggested clean time. Works closely with Executive Committee. Keeps a detailed budget and a detailed ledger of expenditures with receipts. Funnels all funds through the Subcommittee checking account within 48 hours of an event.

d. Merchandising Chair

One (1) year suggested clean time. Works closely with Executive Committee. Keeps a detailed budget and a detailed ledger of expenditures with receipts. Funnels all funds through the Subcommittee checking account within 48 hours of an event.

e. Food Chair

One (1) year suggested clean time. Experience in catering or related food services is helpful. Works closely with Executive Committee. Must form subcommittee to fulfill responsibilities. Directs ordering, preparation and serving of meals for campout, as well as campout fundraisers. Prepares budget and suggested amendments to standard menu for approval of the Campout Subcommittee. Has the time and resources to serve.

f. Food Vice Chair

One (1) year suggested clean time. Some experience in catering or related food services is helpful. Works closely with Executive Committee and Food Chair. Assists ordering, preparation and serving of meals for campout. Has the time and resources to serve.

g. Activities Chair

Six (6) months suggested clean time. Works closely with Executive Committee. Form subcommittee to fulfill responsibilities. Coordinates children's and adult activities. Compiles a budget for approval of the Campout Subcommittee containing a list of supplies needed for children's activities, games and prizes. Suggested to seek out the Bug-Man for volleyball subcommittee.

h. Electric Chair

Six (6) months suggested clean time. Experience in electrical applications and codes recommended. Works closely with Executive Committee. Compiles a budget and a list of supplies needed for Campout Subcommittee approval.

i. Clean-Up Chair

Six (6) months suggested clean time. Forms subcommittee to fulfill responsibilities. Responsible for major clean up at fund-raisers and at campout. Delegate's assignments and tasks to any committee members. Compiles list of needed supplies.

j. Hugs-Not-Thugs Chair

Six (6) months suggested clean time. Works closely with Executive Chair and Vice-Chair on all problems. Forms subcommittee to fulfill responsibilities. Organizes parking of vehicles and pitching of tents. Ensures adequate numbers of walkie-talkies are available and all are functioning. Suggested that areas for singles and families be established, as well as a motorcycle "corral".

k. Coffee Chair

Ninety (90) days suggested clean time. Compiles a budget and a list of supplies needed for Campout Subcommittee approval. Forms subcommittee to fulfill responsibilities. Ensures that coffee and tea is available during Campout and at Campout fundraisers. Ensures proper refrigeration and sanitation methods observed.

B. Hospitals & Institutions Subcommittee Policy

1. Definition and Purpose

- a. The GWANA H&I Subcommittee is a group of men and women from the Fellowship of

Greater Waterbury Area Policy

Current as of June 2010 ASC

Narcotics Anonymous who believe:

NO ADDICT SEEKING RECOVERY NEED EVER DIE WITHOUT
HAVING HAD THE CHANCE AT A BETTER WAY OF LIFE.

- b. Through the help of our Higher Power, and our willingness to serve, may we better carry the message of recovery to the addict who still suffers in hospitals and institutions.
2. Functions of the H&I Subcommittee
- a. Through the support of the H&I Subcommittee members, when an addict who is housed in a hospital or institution reaches out for recovery, Narcotics Anonymous will be there.
 - b. When a presentation is not possible, this committee may use other methods of carrying the message of Narcotics Anonymous, such as distributing Literature and meeting schedules to make recovery more available to the addicts housed in these facilities.
 - c. In the spirit of cooperation with the institutions that we serve, and their governing bodies, we comply with the rules of each institution.
 - d. All H&I presentations are considered closed, that is, open only to Panel Coordinators, Panel Leaders, Panel Members, Panel Observers, Presentation Speakers, and residents within the facility with staff allowed to observe only.
 - e. H&I Subcommittee members, Panel Observers, and addicts who have been orientated at the H&I Subcommittee may attend H&I facility presentations only with the approval of the Panel Coordinator.
 - f. This Subcommittee will create trusted servant positions as needed.
 - g. Regularly scheduled H&I Subcommittee meetings will be held on the first Thursday of every month **at the Watertown Branch of the Thomaston Savings Bank on 565 Main Street in Watertown at 7:30pm**. We, as a Subcommittee of the GWASC, shall maintain active liaison in the spirit of cooperation with the ASC. We will report in writing, to the regularly scheduled GWASC and keep in contact with the Connecticut Regional H&I Subcommittee. We will have lines of communication open to all members of GWANA and the Fellowship of Narcotics Anonymous.
 - h. The Secretary of this Subcommittee maintains a list of all facilities serviced and known facilities not serviced by the GWANA H&I Subcommittee.
 - i. This Subcommittee will provide Panel Coordinators with NA Literature, meeting schedules and all rules and regulations of the facility of their involvement.
 - j. Voting members (active) at the H&I Subcommittee consists of Elected Officers as well as Panel System Members that have already attended three (3) consecutive subcommittee meetings.
 - k. Any Elected Officer or Panel Coordinator missing two (2) consecutive meetings will be notified before the next H&I Subcommittee meeting by the executive committee. Failure to attend the third Subcommittee meeting without notification and acceptable exception will result in forfeiture of that position.
 - l. Any voting member who is not an Elected Officer or Panel Coordinator that misses two (2) consecutive meetings loses their privilege to vote.
 - m. Inactive members must come back to H&I Subcommittee meeting to re-qualify and to get reassigned.
 - n. Any member of GWANA H&I coming back from relapse must re-do entire orientation process.
 - o. Motions before the Subcommittee will be adopted by majority vote, with the exception of matters of policy, which require two-thirds majority for adoption.
 - p. Motions can be made or seconded by voting members only.
 - q. This Subcommittee will follow the suggested Agenda in the H&I Handbook (with modifications), as their meeting format.
 - r. New facility process:
 - i. Contact between the facility and GWANA H&I or GWANA PR.

Greater Waterbury Area Policy

Current as of June 2010 ASC

- ii. Contact between GWANA H&I and GWANA PR to conduct a presentation together.
 - iii. Contact facility to discuss possible days and times available for a panel.
 - iv. Discussion at the H&I Subcommittee to establish day and time available from facility for panel, possible format of panel meeting, if there's enough H&I members to start a facility at that time, and creation of a panel if deemed approved.
 - v. Contact facility for start date.
3. Structure of Elected Officers
- a. CHAIRPERSON: qualifications as outlined in GWA Policy IV. C. 1. Qualify and elected at the GWASC. One-year commitment. Requirements and responsibilities of the Chairperson are:
 - i. One (1) year active participation in H&I service.
 - ii. A working knowledge of the 12 Steps and 12 Traditions and 12 Concepts of N.A.
 - iii. Time and resources necessary for the commitment.
 - iv. Maintains order in business meetings. Keeps discussion brief and on the topic.
 - v. Ensures that the Twelve Traditions and Twelve Concepts of N.A. are upheld.
 - vi. Drafts correspondence to institutions served by the Subcommittee.
 - vii. Maintains a line of communication between GWANA Service Committee, Regional H&I and the Area H&I Subcommittee, including giving written monthly reports to the above committees.
 - viii. The Chairperson has no vote at this Subcommittee meeting, except in the case of a tie.
 - b. VICE-CHAIRPERSON: To be elected by the H & I Subcommittee. One-year commitment. Requirements and responsibilities of the Vice-Chairperson are:
 - i. Eighteen (18) months continuous abstinence from all drugs.
 - ii. One (1) year active participation in H&I service.
 - iii. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
 - iv. In the absence of the Chairperson, the Vice-Chair shall perform the Chair's duties.
 - v. Order & Distributes Literature to Panel Coordinators.
 - vi. Must attend all GWANA H&I Subcommittee meetings. It is suggested that the Vice-Chair attend GWASC meetings and Connecticut Regional H&I meetings.
 - vii. Helps Coordinate any new panels.
 - c. SECRETARY: To be elected by the H&I Subcommittee. One-year commitment. Requirements and responsibilities of the Secretary are:
 - i. One (1) year continuous abstinence from all drugs.
 - ii. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
 - iii. Must attend all GWANA H&I Subcommittee meetings.
 - iv. Keeps an updated list of people cleared to go into DOC institutions.
 - v. Maintains an updated sharing list of people cleared to go into DOC institutions.
 - vi. Keeps an updated list of all facilities serviced by the GWA H&I Subcommittee.
 - vii. Takes accurate minutes at all GWA H&I Subcommittee meetings, makes copies and distributes to Subcommittee members.
 - viii. Responsible for maintaining records and bringing them to each meeting.
 - ix. Responsible for handing over records to the ASC Secretary to be archived. Records are to be archived after two (2) years at the end of the fiscal year.
 - x. Responsible for keeping Orientation Packets, Subcommittee policies, and "Facility with Contact Lists" up to date and provide new copies to the Orientation Chair when needed.
 - d. Orientation Chair: To be elected by the H&I Subcommittee. 6-month commitment. Requirements and responsibilities of the Orientation Chairperson are:
 - i. One (1) year continuous abstinence from all drugs.
 - ii. One (1) year active participation in H&I service.
 - iii. Willingness to serve.

Greater Waterbury Area Policy

Current as of June 2010 ASC

- iv. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA, GWANA H&I policies and the Do's and Don'ts of H&I service.
 - v. Must attend all GWANA H&I Subcommittee meetings.
 - vi. Responsible for providing copies of Orientation Packets, Subcommittee policies, and "Facility with Contact Lists" for new or current members of GWA H&I. Must also let the Secretary know when more copies of each are needed.
 - vii. Remain after GWANA H&I Subcommittee meetings to facilitate orientation packets to new members.
 - viii. Recommend members become familiar with the Narcotics Anonymous Hospitals & Institutions Handbook.
4. Panel System Member
- a. PANEL COORDINATOR: Must qualify and be elected by the H&I Subcommittee. One (1) year commitment. Requirements and responsibilities of a Panel Coordinator are:
 - i. One (1) year continuous abstinence from all drugs, (FOR JAILS: One (1) year minimum abstinence from all drugs, One (1) year release from D.O.C. system, including probation or parole. Subject to D.O.C. approval.)
 - ii. Nine (9) months active participation in H&I service within the last two (2) years.
 - iii. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
 - iv. Panel Coordinators should have a positive, hopeful attitude about recovery and a willingness to serve.
 - v. It is the Panel Coordinator's responsibility to see that the presentations are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. This person acts as the liaison between the H&I Subcommittee and a given facility.
 - vi. Oversees the H&I approach to that facility by:
 - a) Attending the presentations.
 - b) Selecting qualified N.A. members to share their experience, strength, and hope at each presentation as described under the speaker qualifications (D.5). Makes H&I orientation packets available.
 - c) Keeps track of Literature made available inside the facility and makes the Vice Chair aware when literature is needed.
 - d) Generally ensures that the presentation is alive and well at all times.
 - vii. Attends all Area H&I Subcommittee meetings.
 - viii. Start up at new facility requires a one year commitment.
 - ix. Two consecutive no call and no shows, panel coordinators need to reach out to person to find out if they are planning on following through with their commitment.
 - x. At the end of your commitment, you must come back to the H&I subcommittee and re-qualify to serve H&I, the month after your commitment is finished.
 - b. PANEL LEADER: Must qualify and be elected by the H&I Subcommittee. Six (6) month commitment. Requirements and responsibilities of a Panel Leader are:
 - i. Six (6) months continuous abstinence from all drugs. One (1) year for jails.
 - ii. Three (3) months active participation in H&I service.
 - iii. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
 - iv. Panel Leaders should have a positive, hopeful attitude about recovery and a willingness to serve.
 - v. Chairs the presentation in the hospital or institution each week.
 - vi. Starts and ends the presentation on time.
 - vii. Conducts the H&I presentation according to the chosen format.
 - viii. Suggested to attend the Area H&I Subcommittee meetings.
 - ix. Actively works with the Panel Coordinator in selecting Panel Members and Presentation

Greater Waterbury Area Policy

Current as of June 2010 ASC

Speakers.

- x. If no Panel Coordinator is on the panel, the Panel Leader takes on those responsibilities with the help of the Chairperson when needed.
 - xi. At the end of your commitment, you must come back to the H&I subcommittee and re-qualify to serve H&I, the month after your commitment is finished.
 - c. PANEL MEMBER: Must qualify and be elected by the H&I Subcommittee. Three (3) month commitment. Requirements and responsibilities of a Panel Member are:
 - i. Six (6) months continuous abstinence from all drugs. One (1) year for jails.
 - ii. Must have observed four (4) H&I presentations before becoming Panel Member.
 - iii. Knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
 - iv. Panel Members should have a positive, hopeful attitude about recovery and a willingness to serve.
 - v. Panel Members can be chosen either by the Panel Coordinator or the Panel Leader.
 - vi. **Panel Members must come back to the H&I subcommittee if they are planning on becoming a member at another facility.**
 - vii. At the end of your commitment, you must come back to the H&I subcommittee and re-qualify to serve H&I, the month after your commitment is finished.
 - d. PANEL OBSERVER: Must qualify and be elected by the H&I Subcommittee. Requirements and responsibilities of a Panel Observer are:
 - i. A minimum of 90 days continuous abstinence from all drugs. One (1) year for jails.
 - ii. Knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
 - iii. Panel Observers should have a positive, hopeful attitude about recovery and a willingness to serve.
 - iv. Panel Observers must be approved by the Panel Coordinator or the Panel Leader prior to showing up at a facility.
 - v. Panel Observers sit on the panel as observers only.
 - vi. Panel Observers must be qualified by the H&I subcommittee.
 - e. PRESENTATION SPEAKERS:
 - i. Six (6) months continuous abstinence from all drugs. One (1) year for jails.
 - ii. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
 - iii. Speakers should have a positive, hopeful attitude about recovery and a willingness to serve.
 - iv. Speakers can be chosen by the Panel Coordinator or the Panel Leader.
 - v. Speakers must have a clear, concise NA message of recovery from the disease of addiction, and a willingness to carry the message in a responsible way. Either the Panel Coordinator or
 - vi. Panel Leader must have heard the speaker share prior to speaking at an H&I presentation.
5. Spiritual Dedication
- a. These are guidelines; we leave the finale decision to our Higher Power, who is a loving God, as we understand him.
 - b. Our reliance on that Higher Power is demonstrated by our willingness to carry out the direction expressed by our group conscience, believing that all will be well.
 - c. Remember... We Can't Do It Alone, we need your help. My Gratitude speaks when I care and when I share with others the NA way.
6. Subcommittee Meeting Format
- a. Moment of silence for the still suffering addict
 - b. Open with the Serenity Prayer
 - c. Read Traditions
 - d. Read Concept for corresponding month
 - e. Welcome Newcomers to the H&I meeting and introduce the rest of the room

Greater Waterbury Area Policy

Current as of June 2010 ASC

- f. Take attendance of facilities and voting members
- g. Read one "Do" and one "Don't"
- h. Read last month's minutes and approve them
- i. Chair report
- j. Vice-Chair report
- k. H&I facilities reports
- l. Old business
- m. Elections: Officers / Panel System Members
- n. New business (agenda items)
- o. Announce next month's meeting
- p. Close the meeting with Serenity Prayer

C. Literature Subcommittee Policy

1. Purpose

The primary purpose of the GWALC is to carry the message of Narcotics Anonymous in written form by supplying GWA Groups, subcommittees, and meetings with WSO / Fellowship approved literature and supplies.

2. Function

- a. Meeting monthly, first Thursday, 6:00 PM at Thomaston Savings Bank located at 985 Watertown Ave., Waterbury in accordance with established meeting format.
- b. Take orders from groups at ALC and ASC meetings.
- c. Distribute literature at the ALC and ASC.
- d. Promote newly available literature items from WSO.
- e. Provide WSO and Survey data and other suggestions for literature.
- f. Create ALC Trusted Servants commitments as needed.
- g. Ordering literature:
 - i. Orders are to be submitted at the ALC only.
 - ii. All orders must be pre-paid by check or money order, made out to GWSCNA Literature.
 - iii. Orders must be on standard ALC order forms.
 - iv. Mailing orders to the GWASC P.O. Box should be done as the last resort.
- h. Picking up literature orders:
 - i. Orders may only be picked up at the ALC or after business has concluded at the ASC.

3. Trusted Servants Qualifications

- a. Chairperson – qualifications as outlined in GWA Policy IV.C.1. Qualify and elected at the GWASC.
- b. Vice Chair -
 - i. Willingness and desire to serve.
 - ii. One (1) year suggested Clean Time.
 - iii. One (1) year commitment.
- c. Secretary -
 - i. Willingness and desire to serve.
 - ii. Six (6) months suggested clean time.
 - iii. One (1) year commitment.

4. Trusted Servants Responsibilities

- a. Please advise another ALC trusted servant if any ALC Trusted Servants are going to be late or absent.
- b. Chairperson – qualifications as outlined in GWA Policy IV.C.2.

Greater Waterbury Area Policy

Current as of June 2010 ASC

- c. Vice Chair -
 - i. Act as ALC Chair in the absence of the Chair.
 - ii. Attend ALC and ASC Meetings.
 - iii. Chair's Ad Hoc meetings.
 - iv. Performs Quarterly Inventory with Chair.
 - v. Distributes orders after business has concluded at the ASC.
 - vi. Distributes orders at ALC.
 - d. Secretary -
 - i. Attend ALC meetings.
 - ii. Record ALC meeting Minutes.
 - iii. Sends copy of ALC minutes to the Chair at least one (1) week prior to the GWA ASC.
 - iv. Distributes ALC minutes to the ALC attendees.
 - v. Assist ALC Chair and Vice Chair as needed.
 - e. Group Literature Representative -
 - i. Maintain sufficient literature for Group's needs. Re-order as necessary per Group's direction.
 - ii. Attend ALC meetings regularly.
5. Voting
- a. All Literature Representatives, Executive Committee members, including the Chair, have voting rights.
 - b. Other ALC members have a vote upon attending two (2) consecutive meetings. If anyone misses two (2) consecutive, regularly scheduled meetings, they lose their voting privilege until they once again attend two (2) consecutive meetings, with voting privileges restored at the third meeting.
6. LITERATURE MEETING FORMAT -
- a. GREETINGS: Open with moment of silence and the Serenity Prayer
 - b. WELCOME: Ask for newcomers and welcome them
 - c. READINGS:
 - i. Twelve Traditions (short form, inside back cover of concepts)
 - ii. Dedication Prayer
 - iii. Concept (January = 1, February = 2, etc. each reading a paragraph)
 - d. PASS SIGN-IN SHEET / AGENDA SHEET
 - e. REPORTS:
 - i. Minutes from previous month
 - ii. Chair report
 - iii. Vice Chair report
 - f. ELECTIONS WHEN APPLICABLE
 - g. OLD BUSINESS
 - h. NEW BUSINESS / AGENDA
 - i. APPROVAL LITERATURE ASSIGNMENTS (when applicable, if time allows)
 - j. CLOSING: Just for Today, Serenity Prayer
 - k. TAKE AND FILL ORDERS

D. Phonline and Public Information Subcommittee Policy

- 1. FUNCTIONS OF THE PIPL SUBCOMMITTEE
 - a. Meeting List(s)
 - To make sure the meeting list for the GWA is correct on the phone line.
 - b. Posters
 - Through notices we will inform the public about how and where to contact us. By organizing

Greater Waterbury Area Policy

Current as of June 2010 ASC

- poster drives and to put up approved posters in chosen locations per PI/PL guidelines.
- c. Introductory Mailings

We will introduce the program to professionals in health organizations and social services and to others who deal with addicts, by mailing them information about our fellowship.

Contents of Mail Outs:

 - IP1 Who, What, How, and Why
 - IP7 Am I an Addict?
 - IP22 Welcome to NA
 - IP Information on NA

Cover letter per public relations guidelines

Schedules – If more are requested, letter is sent directing bulk purchases from the CT RSC Schedule Committee.
 - d. Presentations

We may receive requests to give a presentation about Narcotics Anonymous to professionals at an institute or to an organization at a conference. We may also receive an invitation to set up booths or tables at a public event (health fair) to provide some basic information about NA.

All presentations must be done by PI/PL members after orientation per guidelines in the NA Public Relations Handbook.

Orientated members must attend one presentation as an observer before speaking.

GWA Public Presentation Information Packets Include:

 - NA White Book
 - Up to Date Schedules
 - IP1 Who, What, How and Why
 - IP2 The Group
 - IP7 Am I an Addict?
 - IP8 Just For Today
 - IP9 Living The Program
 - IP11 Sponsorship
 - IP12 Triangle of Self-Obsession
 - IP13 By Young Addicts, For Young Addicts
 - IP14 One Addicts Experience...
 - IP16 For The Newcomer
 - IP19 Self-Acceptance
 - IP22 Welcome to NA
 - IP Information on NA
 - e. Public Service announcements (PSA's)

PSA's are notices that reach the public by way of press, radio, and television. Include phone line number in PSA.
 - f. Phone Lines

The CT Regional phone line serves as a contact for addicts seeking recovery and for receiving inquires about our fellowship from the public.
 - g. Learning Days and Flyers

The PI/PL subcommittee is responsible for informing the fellowship at large about the committee's function in service. PI/PL Learning Day Agenda, per guidelines in the NA Public Relations Handbook.
2. Chairperson
 - Qualifications
 - a. as outlined in GWA Policy IV.C.1. Qualify and elected at the GWASC, Active on PI/PL

Greater Waterbury Area Policy

Current as of June 2010 ASC

- subcommittee for 1 year.
 - b. Willingness and desire to serve, service experience and for at least one year in the NA service structure.
 - c. A good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
 - d. The ability to lead, organize, and communicate.
 - e. Active for at least 2 years in the NA Service Structure.
- Responsibilities
- a. One year commitment. Suggested not to exceed two years.
 - b. Chairs monthly PI/PL subcommittee meeting.
 - c. Attends all GWANA Area Service meetings, as well as the Regional PI/PL meeting.
 - d. Submit a PI/PL budget, in December of each year to the GWANA Area meeting.
 - e. Ensures that yearly PI/PL Learning Day occur.
 - f. The Chair may be asked to step down after missing two consecutive meetings.
 - g. Maintains literature inventory.
3. Vice-Chairperson / Phone-line Coordinator
- Qualifications
- a. 18 months continuous clean time.
 - b. Active on PI/PL subcommittee for six months.
 - c. Willingness and desire to serve, service experience and active for at least 6 months in the NA service structure.
 - d. A good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
 - e. Time and resources to fulfill the commitment.
 - f. The ability to communicate effectively.
- Responsibility
- a. One year commitment
 - b. Will act as Chair in the absence of the Chairperson.
 - c. Should attend the GWANA Area Service meetings, as well as the Regional PI/PL meeting in order to become familiar with the duties of the Chairperson.
 - d. Assist Chair with ensuring that yearly PI/PL Learning Days occur.
 - e. The Vice Chair may be asked to step down after missing two consecutive meetings.
 - f. Coordinates and assists with Phone Line operations.
 - g. Ensures the phone line is updated with any changes that are submitted at Area.
4. Secretary
- Qualifications
- a. Six months continuous clean time.
 - b. Willingness and desire to serve.
 - c. Time and resources to fulfill the commitment.
 - d. The ability to communicate effectively.
- Responsibilities
- a. One year commitment
 - b. Records minutes from monthly PI/PL subcommittee meeting.
 - c. Provides the Chair with a written report of the minutes before the Area meeting.
 - d. Brings copies of the minutes to the PI/PL meeting.
 - e. The Secretary may be asked to step down after missing two consecutive meetings.
5. Phone Carrier
- Qualifications
- a. One year continuous clean time.

Greater Waterbury Area Policy

Current as of June 2010 ASC

- b. Active on PI/PL subcommittee for three months.
- c. Time and resources to fulfill the commitment.
- d. The ability to communicate effectively.

Responsibilities

- a. One year commitment.
- b. Must be orientated by the PI/PL Subcommittee, per guidelines in the NA Public Relations Handbook.
- c. Answer calls made to the phone-line.
- d. Coordinates, Twelfth step calls.
- e. Keeps a record of calls and reports to the PI/PL Subcommittee at the monthly Area meeting.

6. Twelfth Step Volunteer

Qualifications

- a. One year continuous clean time.
- b. Must be orientated by the PI/PL Subcommittee, per guidelines in the NA Public Relations Handbook.
- c. Willingness and desire to serve.
- d. The ability to communicate effectively.

Responsibilities

- a. Picks up addicts that have called the phone-line and takes them to a meeting.

7. Meeting Format

- a. GWA PI/PL is to meet the 3rd Wednesday of the month at the Thomaston Savings Bank in Watertown at 7:30pm.
- b. Read and discuss the Tradition and the Concept of the month.
- c. A member will have a vote at their 3rd consecutive meeting. Voting privileges are lost after missing two consecutive meetings.
- d. Follow Roberts Rules of Order.

E. Policy Subcommittee Policy

- 1. The GWANA Policy Subcommittee meets on the Third Thursday of the month, every three months, or at the direction of the ASC.
- 2. GWANA Policy Subcommittee meets at St. Micheal's Church, 25 South Street in Litchfield from 7:00 p.m. until 9:00 p.m.
- 3. All in attendance at the first two (2) meetings have a vote. After that a vote is obtained at the second consecutive meeting attended.
- 4. Voting privileges are lost after missing two (2) consecutive meetings. An Individual must then re-qualify as a new member.
- 5. The Chair has no vote.
- 6. In case of a tie, a second discussion will be held and a second vote taken. If a tie ensues, the chair will then break the tie.
- 7. The Vice-Chair chairs all AD Hoc Committees. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
- 8. It is suggested that the Vice-Chair have:
 - a. A minimum of one (1) year continuous abstinence from all drugs.
 - b. Experience in the service structure.
 - c. Primary recovery in Narcotics Anonymous.
 - d. Willingness to give the time and resources necessary to the commitment.
- 9. The secretary keeps accurate minutes of each Subcommittee meeting, types and provides copies

Greater Waterbury Area Policy

Current as of June 2010 ASC

- to the committee members at the next APC and to the Chair before the next ASC.
10. It is suggested that the Secretary have:
 - a. A minimum of one (1) year continuous abstinence from all drugs.
 - b. Service experience.
 - c. Primary recovery in Narcotics Anonymous.
 - d. Willingness to give the time and resources necessary to the commitment.
 11. Suggested Subcommittee Format:
 - a. Open with a moment of silence to get in touch with why we are here, followed by the Unity version of the Serenity Prayer.
 - b. Welcome newcomers.
 - c. Ask a recovering addict to read the Twelve Traditions.
 - d. Read the appropriate Tradition from the *Basic Text* (Sequential from previous meeting.)
 - e. Read the appropriate Concept from the *12 Concepts of NA Service* (Sequential from previous meeting).
 - f. Secretary reads previous minutes.
 - g. Trusted Servant reports and old business.
 - h. Elections.
 - i. New business and agenda.
 12. Appropriate agenda items for GWANA Policy Subcommittee meeting and order of precedence:
 - a. Motions referred to the Policy Subcommittee by the ASC.
 - b. Generation of new policy at the specific direction of the ASC.
 - c. Discussion of budgetary items and workshops.
 - d. Review of GWANA ASC minutes to update GWANA Policy on a semiannual basis.
 - e. Review and input of service related materials not exclusively related to any other Subcommittee of GWANA.
 - f. Internal business of the Policy Subcommittee. (i.e. reports, elections, etc.)

F. Basketball Shootout Subcommittee Policy

1. Committee Meeting Format:
 - a. Open with a moment of silence to get in touch with why we are here followed by the Unity version of the Serenity Prayer.
 - b. Read traditions.
 - c. Take attendance.
 - d. Read and approve minutes from previous meeting.
 - e. Trusted Servants reports read and approved.
 - f. Old business.
 - g. Elections (if necessary).
 - h. New business (agenda items).
 - i. Schedule next committee meeting date.
 - j. Closing prayer.
2. Voting Privileges and Procedures:
 - a. All in attendance at the first two (2) meetings have a vote. After that, a vote is obtained at the second consecutive meeting attended.
 - b. If anyone misses two (2) consecutive regularly scheduled meetings, they lose their voting privileges until they once again attend two (2) consecutive meetings, with voting privileges restored at the second consecutive meeting.
3. Motions:
 - a. Anyone attending the Shoot-out committee meeting may make a motion, except when that motion might change, amend, or influence an existing policy. A motion pertaining to policy

Greater Waterbury Area Policy

Current as of June 2010 ASC

- must be made by a voting member of the committee.
- b. All motions must be seconded before any discussion, and then the maker of the motion should be given the floor to explain the intent of the motion.
 - c. Discussion concerning a motion on the floor is open to all members of NA, not just voting members. Everyone in attendance has the right to voice their feelings and/or opinions once but discussion can be limited, at the Chairpersons discretion, once all interested persons have had the opportunity to speak on the issue.
 - d. Motion to table does not need a second or a vote, an explanation would be needed. If tabled, this would automatically go on next meeting's agenda.
 - e. Once a motion is on the floor, it must be disposed by:
 - i. Bringing the motion to a vote.
 - ii. Tabling the motion.
 - iii. Granting the maker of the motion permission to withdraw the motion, by vote.
 - f. In case of a tie vote, a second discussion will be held, two (2) pros and two (2) cons. Then a second vote is taken. If a tie ensues, the motion fails.

Committee Chair Attendance:

A committee chair that misses to (2) consecutive, regularly scheduled meeting should be asked to resign or else show just cause as to why they have failed to fulfill their responsibilities.

4. Committee Members – Qualifications and Responsibilities:

- a. Chairperson:
 - i. Two (2) years continuous abstinence from all drugs.
 - ii. One (1) year active participation in the NA service structure within the last two (2) years.
 - iii. A working knowledge of the 12 Steps and Traditions&, of NA.
 - iv. Time and resources necessary for the commitment.
 - v. Responsible for keeping track of what each commitment is doing.
 - vi. Overseeing that things are going as planned.
 - vii. Responsible to the secretary for all committee reports.
 - viii. Maintains order in business meetings, keeps discussion brief and on topic.
- b. Vice-chair 2 years? Who will be responsible in the absence of the chair?
- c. Secretary: 2 years
 - i. One (1) year continuous abstinence from all drugs.
 - ii. Active for at least six (6) months in the NA service structure within the last year.
 - iii. A working knowledge of the 12 Steps and 12 Traditions of NA.
 - iv. Time and resources necessary for the commitment.
 - v. Ability to communicate and organize.
 - vi. Responsible for all recordings and reporting of all information.
 - vii. Responsible to all committees to help out in any way needed.
 - viii. Will give reports to area service and any mailings or flyers.
 - ix. Responsible for all printing orders.
- d. Treasurer: 5 yrs.
 - i. Two (2) years continuous abstinence from all drugs.
 - ii. One (1) year active “participation in the NA service structure within the last 2 two (2) years.
 - iii. A working knowledge of the 12 Steps and 12 Traditions of NA.
 - iv. Have previous experience with a treasurer position.
 - v. Responsible for all finances of the shoot-out.
 - vi. Responsible for keeping an orderly and accurate account of all debts collected and paid with receipts.

Greater Waterbury Area Policy

Current as of June 2010 ASC

- vii. Responsible for keeping the checkbook correctly balanced.
- viii. Time and resources necessary for the commitment.
- e. Registration Chair:
 - i. One (1) year suggested clean time.
 - ii. Previous experience with the shoot-out committee.
 - iii. Time and resources necessary for the commitment.
 - iv. Works closely with treasurer when dealing with funds.
 - v. Compiles a list for mailings outside the area (NA service committees, prior registrants, etc.)
 - vi. Responsible for coordinating all registrations.
- f. Entertainment Chair (Fundraising): 2 years
 - i. One (1) year suggested clean time.
 - ii. Works closely with Executive committee, especially treasurer.
 - iii. Experience in fundraising or related service.
 - iv. Time and resources necessary for the commitment.
 - v. Responsible for keeping a detailed budget and detailed account of expenditures with receipts.
 - vi. Responsible for any and all fundraising for the shoot-out.
 - vii. Responsible for forming your own subcommittee.
- g. Food Chair: 2 years
 - i. One (1) year suggested clean time.
 - ii. Works closely with Executive committee.
 - iii. Responsible for submitting budget to committee.
 - iv. Time and resources necessary for the commitment.
 - v. Responsible for purchasing food items to be sold.
 - vi. Responsible for keeping a detailed budget and detailed account of all expenditures with receipts.
 - vii. Responsible for supplying coffee.
 - viii. Responsible for keeping kitchen area clean and collecting any and all food items left in common places.
 - ix. Responsible for keeping accurate and detailed account of all money collected.
 - x. Responsible for forming your own subcommittee.
- h. Program Chair:
 - i. Six (6) months suggested clean time.
 - ii. Time and resources necessary for the commitment.
 - iii. Responsible for all marathon meetings and coordinating of all meetings.
 - iv. Responsible for making a program containing all meeting times and topics.
 - v. Responsible for finding appropriate chairpersons for all meetings and having backup chairpersons in case of emergencies.
- i. Hospitality Chair:
 - i. Six (6) months suggested clean time.
 - ii. Time and resources necessary for the commitment.
 - iii. Responsible for any hotel reservations for visiting teams and directions for teams to arrive safely and on time.
 - iv. Works closely with the registration chair.
 - v. Responsible for meeting with all teams when they arrive in town.
 - vi. Responsible for making people feel welcome at the shoot-out.
- j. Coach:
 - i. One (1) year suggested clean time.
 - ii. Time and resources necessary for the commitment.

Greater Waterbury Area Policy

Current as of June 2010 ASC

- iii. Responsible for scheduling of all games.
 - iv. Responsible for organizing the NA team and keeping order among his team members.
 - v. Responsible for making sure each team player is a member of NA.
 - vi. Must possess leadership ability.
 - vii. Works closely with the registration chair for scheduling of teams.
 - viii. Experience with playing basketball and how to organize a team.
5. GENERAL
- a. The registration fee for the shoot-out be \$15.00 (Fifteen) dollars per man.
 - b. All players have 60 days clean prior to playing in the tournament.
 - c. The Waterbury area only hosts one team.
 - d. Each team that registers needs to be recognized by their area (NA).
 - e. All teams playing in the shoot-out register four weeks prior to the tournament.

Greater Waterbury Area Policy

Current as of June 2010 ASC

Addendum Robert's Rules of Order

A. Relevant Excerpts

Roberts Rules of Order- Newly Revised 1990 Edition. Contains approximately 700 pages of guidance in parliamentary procedure. The following are some significant sections that apply to situations, which have arisen at the ASC.

1. Proceedings in the absence of a quorum. §39 p341

In the absence of a quorum, any business transacted is null, and void. But if a quorum fails to appear at a regular or properly called meeting, the inability to transact business does not detract from the fact that the society's rules requiring the meeting to be held were complied with and the meeting was convened - even though it had to adjourn immediately.

The only action that can legally be taken in the absence of a quorum is to fix the time to which to adjourn, recess, or take measures to obtain a quorum...

The prohibition against transacting business in the absence of quorum cannot be waived even by unanimous consent. Where an important opportunity would be lost unless acted upon immediately, the members present can, at their own risk, act in the emergency, with the hope that their action will be ratified by a later meeting at which a quorum is present.

2. Manner of enforcing quorum requirement. §39 p343

Before the presiding officer calls a meeting to order, it is his duty to determine that a quorum is present. (GWANA III.A.4. Quorum will be established at the end of Open Forum.) If a quorum is not present, the chair waits until there is one, or until there appears to be no prospect that a quorum will assemble. If a quorum cannot be obtained, the chair calls the meeting to order, announces the absence of a quorum. and entertains a motion to adjourn or one of the other motions allowed, as described above.

When the chair has called a meeting to order after finding that a quorum is present, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present. If the chair notices the absence of a quorum, it is his duty to declare the fact, at least before taking any vote or stating the question on any new motion. ... Any member noticing the apparent absence of a quorum can make a point of order to that effect at any time so long as he does not interrupt a person who is speaking. Debate on a question already pending can be allowed to continue at length after a quorum is no longer present, however, until a member raises the point. Because of the difficulty likely to be encountered in determining exactly how long the meeting has been without quorum in such cases, a point of order relating to the absence of a quorum is generally not permitted to affect prior action; but upon clear and convincing proof, such a point of order can be given effect retrospectively by a ruling of the presiding officer, subject to appeal.

B. Description of Motions

The following descriptions are adapted directly from the 1989 WSC Rules of Order and may assist in conducting business on the ASC floor.

Greater Waterbury Area Policy

Current as of June 2010 ASC

o. Adjourn Means to close the session immediately.

p. Amend (a pending motion):

Means to modify the wording of a pending motion and is considered a primary amendment - that is it applies directly to the main question. The amendment is voted on by itself and before the pending motion. If the amendment is adopted the main motion is pending in the amended form; if the amendment is not adopted, the main motion is pending in its original form.

An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The Secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form. If the secondary amendment is not adopted, the primary amendment is pending in its original form.

A pending motion may be, amended many times before final disposition, however, no more than one primary and one secondary amendment can be pending at any one time. A member's vote on an amendment does not obligate him to vote in a particular way on the main Motion. Because primary amendments, secondary amendment, and pending motions are voted on separately, it allows each member the freedom to be in opposition to the amendment(s) but in favor of the motion, or vice versa.

The motion to Substitute, a form of the motion Amend, proposes that a substitution shall come before the assembly in place of the pending resolution. During the consideration of the motion to Substitute, debate can go into the merits of the pending resolution and the proposed substitute, and both may be perfected by secondary amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to Substitute is voted on. If carried, the substitution comes to the assembly for vote.

c. Amend Something Previously Adopted:

Means to change a part of a motion already adopted. Any member regardless of how they voted on the -original question can move this motion. There is also no time limit on when this motion can be made.

Rescind. Repeal, Annul.. a form of the motion to Something Previously Adopted means to cancel out totally a motion already adopted. Any member, regardless of how they voted on the original question, can move this motion. There is also no time limit on when this motion can be made.

Amend the By- laws (for WSC, Amend the TWGSS, etc.) is a form of the motion Amend Something Previously Adopted. Generally the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then the Amend the Bylaws is in order as a motion. It is suggested that notice be given to the membership regarding an upcoming motion to Amend the Bylaws to give the membership adequate time to review.

Greater Waterbury Area Policy

Current as of June 2010 ASC

d Appeal the Chair:

Means the ruling is taken from the Chair and decided by the assembly. By electing a Chair, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the Chair unless they appeal the decision.

e Commit or Refer to Committee:

Means to send the pending question or other issue's to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. The motion should specify which committee. If a special or ad hoc committee is needed, the committee can be formed in the same or amending motion.

f. Discharge a Committee:

Means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges it. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.

If the matter was originally given to the committee with the subsidiary motion of Commit attached to a pending motion, then the question comes immediately before the assembly. On the other hand, if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.

g. Division of the Question:

Means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

h. Lay on the Table:

Means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that session. However, the matter may be introduced at another session as a new motion.

If the mover's intent is anything other than temporarily laying a matter aside until an emergency situation is taken care of, then the proper motions/actions are: Postpone Definitely, Postpone Indefinitely, Objection to Consideration, or vote against the motion. The motion Lay on the Table

Greater Waterbury Area Policy

Current as of June 2010 ASC

should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chair to ask for the reason of Laying on the Table.

Since a motion that has been laid on the table is still within the control of the assembly, no other motion on the same subject that would substantially conflict or present the same question would then be in order. To consider a conflicting motion or a substitute, the tabled motion would first need to be taken from the table and disposed of.

i. Limit or Extend Debate:

Means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of motions. This motion cannot impose an immediate closing of debate; the appropriate motion then would be Previous Question.

j. Main Motion:

The introduction of new business, or in some cases the reconsideration or amendment of previously adopted business.

k. Objection to Consideration of the Question:

Means the mover believes that the issue is so sensitive it should not even come before assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chair is phrased so members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion.

If the objection is sustained, the main motion cannot be reviewed during the same session except by unanimous consent or by reconsideration of the vote on the objection; however, the same motion **can be** introduced at any succeeding session.

l. Order of the Day, to Call for:

Means any member can require the assembly to conform to its own agenda, unless the assembly then suspends the Rules or Changes the Order of the Day.

m. Parliamentary Inquiry:

Is a question to the Chair to obtain information on a matter of parliamentary procedure or the Guidelines of the assembly bearing on the business being considered. It is the duty of the Chair to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chair is not obligated to answer hypothetical questions.

Greater Waterbury Area Policy

Current as of June 2010 ASC

The Chair's reply is not subject to Appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and if ruled out of order, to appeal such a ruling.

n. Point of Information:

Is a request directed to the Chair, or through the Chair to another member, for information relevant to the Business being considered but is not a matter related to parliamentary procedure and requires no vote.

If the point of information is a question to a member who is speaking, the chair will ask the member who currently has the floor if he will yield to a Point of Information; the member has the right not to yield, since the time consumed for the Point of Information will be taken out of the speaker's allowed time. If the member does not yield, the member raising the point is required to raise the issue in the form of a question to the chairperson, but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

o. Point of Order:

Means a member believes the rules of the assembly are being violated and is asking recognition from the chair to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of order is not a method or procedure to dispute the accuracy of something of something another member has stated, but a way to keep the assembly working in the business that it is supposed to be working on and in accordance with its guidelines and other rules of order

This point needs to be made immediately at the time the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a Parliamentary Inquiry. Also, it is undesirable to raise Points of Order on minor irregularities, if it is clear that no one's rights are being infringed on.

ii. Postpone to a Definite Time (Definitely):

Means to put off action on a pending motion until a definite day, meeting or hour or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present session.

When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.

When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begin over again as if it had never been updated.

Greater Waterbury Area Policy

Current as of June 2010 ASC

q. Postpone Indefinitely:

Means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without undesirable consequences.

r. Previous Question:

Means to immediately close debate and the making of any subsidiary motions. except Lay on the Table, of a pending motion. If Previous Question is not adopted, debate continues. If adopted, the pending motion immediately goes to vote.

d. Question (Point) of Privilege to Raise:

Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

The Chair rules (subject to Appeal) only on whether this matter should interrupt pending business. If the Chair rules yes, then the Question is handled depending on its original form. If originally phrased like a main motion, the request is handled as such: if phrased like a main motion, the Question then requires a second, is debatable. amendable. etc. and is handled by the Assembly.

If there is not urgency, a Question of Privilege can be brought to the assembly as a regular motion and handled in the normal course of business.

t. Recess:

Means a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted.

If a recess is provided for in the agenda, the Chair simply declares the assembly in recess. If the Chair does not announce a pre-scheduled recess at the scheduled time, a member can call for the Order of the Day. If the assembly wishes to postpone a pre-scheduled recess, it can move to suspend the Rules.

u. Reconsider:

Enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved either on the same or next day of the original vote. If the Reconsider is adopted, the motion is brought before the assembly in the exact form before the original vote was taken and is handled as if it had never been voted on, that is it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

Greater Waterbury Area Policy

Current as of June 2010 ASC

If the Reconsider motion is debatable, a member has the right to debate the Reconsider motion regardless whether his rights to debate were exhausted on the original motion. If the Reconsider is adopted the same day as the original vote, a member whose rights to debate the original motion were exhausted are still exhausted, if the Reconsider is adopted the next day, a member's rights to debate the original motion begin over again.

v. **Suspend the Rules:**

Enables the assembly to do something without violating one or more of its own regular rules, for instance. to bring a matter up at a different time than originally scheduled. The Chair cannot move this, but can entertain another member to.

To change the Order of the Day is an application of Suspend the Rules, and means to take a question out of its proper order of to consider one before the time to which it was postponed.

w. **Take from the Table:**

Enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not Taken from the Table within the same session as the motion to Lay on the Table, then the matter dies, although the matter can be reintroduced later as a new question.

If the motion to Take from the Table is adopted, the original motion becomes pending in its exact form, including all adhering motions, as when it was laid down. If a matter is Taken from the Table the same day as laid down, members who had exhausted their right to debate cannot speak again; if Taken from the Table on another day, debate rights start over again.

x. **Voting, motions about:**

Enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

y. **Withdraw/Modify a Motion, to Grant the Maker Permission:**

Means the assembly gives permission to the maker to alter or withdraw his motion. This permission is only required after the motion has been stated by the Chair. After the Chair states the question, the motion becomes a pending motion and the property of the assembly, which has to dispose of it in some way. A pending motion can be amended only by vote or unanimous consent even if the maker of the motion accepts the amendment.

Before the Chair states a question, the maker has the right to modify or withdraw it. If the maker of a motion modifies it before it is stated, the seconder has the right to withdraw his second; if a modification is accepted by the maker as suggested by another member, either before or after the motion has been seconded, the suggester has in effect seconded the modified motion, so no other second is necessary

Greater Waterbury Area Policy

Current as of June 2010 ASC

Table of Formal Motions.

The following chart Contains thirty of the more relevant formal motions contained in Robert's Rules of Order- Newly Revised 1990 Edition. While the ASC does not require this level of formality, each of these forms is proper and could be used when in order. The column labeled 'Type' refers to the general class of motion. M= Main Motion. S= Subsidiary Motion. P= Privileged Motion. I= Incidental Motion. B= Motions that bring a question again before the assembly.

	Type	In order when another has the floor?	2 nd Req?	Debatable?	Amendable?	Vote Required for Adoption?	Can be re-considered?
Adjourn	P	No	Yes	No	No	Majority	No
Amend a pending motion	S	No	Yes	If motion to be amended is debatable.	Yes	Majority	Yes (Vote is on amendment only)
Amend something previously adopted	B	No	Yes	Yes	Yes	2/3	Negative vote only
Appeal the chair (Must be made immediately following decision)	I	Yes, at time of appealed ruling	Yes	1 Pro, 1 Con... Con always the Chair	No	Majority in negative to reverse the chair.	Yes
Commit or refer to a committee							
Of a pending question	S	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work
A matter not pending	M	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work
Discharge a committee	B	No	Yes	Yes, and can go into question in hands of committee.	Yes	2/3	Negative vote only.
Division of question	I	No	Yes	No	Yes	Majority	No
Lay on the table (applies to entire motion pending)	S	No	Yes	No	No	2/3	No
Limit or extend debate							
On pending question	S	No	Yes	No	No	Majority	Yes, but if vote was yes, only unexecuted part of order
For duration of meeting	M	No	Yes	Yes	No	Majority	Yes
Main Motion	M	No	Yes	Yes	No	Majority	Yes
Objection to consideration of the question (must be made prior to consideration)	I	Yes, until consideration has begun	No	No	No	2/3 against consideration sustains objection	Negative vote (sustaining objection) on 1
Order of the day to call for	P	Yes	No	No	No	Must be enforced on demand of a member unless set aside by 2/3	No
Parliamentary Inquiry	I	Yes	No	No	No	Not voted on. Chair responds	N/A
Point of information	I	Yes	No	No	No	Not voted on	No

Greater Waterbury Area Policy

Current as of June 2010 ASC

	Type	In order when another has the floor?	2 nd Req?	Debatable?	Amendable?	Vote Required for Adoption?	Can be re-considered?
Point of Order	I	Yes	No	No (unless Chair submits question to assembly, then Yes)	No	Chair rules (unless submitted to assembly, then majority)	No
Postpone to Definite time (applies to entire motion pending)	S	No	Yes	Yes	No	Majority	Yes
Postpone indefinitely	S	No	Yes	Yes, debate can go into main question	No	Majority	Affirmative vote only
Previous Question	S	No	Yes	No	No	2/3	Yes, but if vote was yes, only before vote has been taken under it.
Question of Privilege (When motion is not in order)	P	Yes, but should not interrupt a person speaking unless unavoidable	No	No	No	Chair only rules on whether Question should be interpreted (subject to appeal)	No
Question of Privilege (when main Motion is in order)	M	No	Yes	Yes	Yes	Majority	Yes
Recess							
If moved while question is pending	P	No	Yes	No	Yes as to time	Majority	No
If moved while no question is pending	M	No	Yes	Yes	Yes	Majority	No
Reconsider	B	Yes, but only before person has begun to speak.	Yes	If motion to be reconsidered is debatable	No	2/3	No
Suspend the rules	I	No	Yes	No	No	2/3	No
Take from the table	B	No	Yes	No	No	Majority	No
Voting, motions about							
If moved while motion is pending	I	No	Yes	No	Yes	Majority, except 2/3 to close poll	To close polls no, To reopen polls negative vote only; all others yes.
If moved while no question is pending	M	No	Yes	Yes	Yes	Majority	Yes
Withdraw, modify motion, to grant maker permission to, after stated by chair	I	Yes, if requires immediate attention	Yes if made by maker, no if made by another	No	No	Majority	As to withdrawal, negative vote only, as to modification, Yes

References:

1. *Roberts Rules of Order, Newly Revised 1990 Edition*
2. *Building United Judgment: A Handbook for Consensus Decision Making* | The Center for Conflict Resolution, Madison WI

Policy updates since June 2010

Greater Waterbury Area Policy

Current as of June 2010 ASC

11/02/2017

H&I Subcommittee

- V.B.2.d. - All H&I presentations are considered closed, that is, open only to Panel Coordinators, Panel Leaders, Panel Members, Panel Observers, Presentation Speakers, and residents within the facility with staff allowed to observe only.
- V.B.2.e. - H&I Subcommittee members, Panel Observers, and addicts who have been orientated at the H&I Subcommittee may attend H&I facility presentations only with the approval of the Panel Coordinator.
- V.B.2.j. - Voting members (active) at the H&I Subcommittee consists of Elected Officers as well as Panel System Members that have already attended three (3) consecutive subcommittee meetings.
- V.B.2.k. - Any Elected Officer or Panel Coordinator missing two (2) consecutive meetings will be notified before the next H&I Subcommittee meeting by the executive committee. Failure to attend the third Subcommittee meeting without notification and acceptable exception will result in forfeiture of that position.
- V.B.2.l. - Any voting member who is not an Elected Officer or Panel Coordinator that misses two (2) consecutive meetings loses their privilege to vote.
- V.B.2.m. - Inactive members must come back to H&I Subcommittee meeting to re-qualify and to get reassigned.
- V.B.2.n. - Any member of GWANA H&I coming back from relapse must re-do entire orientation process.
- V.B.2.q. - This Subcommittee will follow the suggested Agenda in the H&I Handbook (with modifications), as their meeting format.
- V.B.2.r. - New facility process:
 - V.B.2.r.i. - Contact between the facility and GWANA H&I or GWANA PR.
 - V.B.2.r.ii. - Contact between GWANA H&I and GWANA PR to conduct a presentation together.
 - V.B.2.r.iii. - Contact facility to discuss possible days and times available for a panel.
 - V.B.2.r.iv. - Discussion at the H&I Subcommittee to establish day and time available from facility for panel, possible format of panel meeting, if there's enough H&I members to start a facility at that time, and creation of a panel if deemed approved.
 - V.B.2.r.v. - Contact facility for start date.
- V.B.3.c.iii. - Must attend all GWANA H&I Subcommittee meetings.
- V.B.3.c.iv. - Keeps an updated list of people cleared to go into DOC institutions.
- V.B.3.c.v. - Maintains an updated sharing list of people cleared to go into DOC institutions.
- V.B.3.c.viii. - Responsible for maintaining records and bringing them to each meeting.
- V.B.3.c.ix. - Responsible for handing over records to the ASC Secretary to be archived. Records are to be archived after two (2) years at the end of the fiscal year.
- V.B.3.c.x. - Responsible for keeping Orientation Packets, Subcommittee policies, and "Facility with Contact Lists" up to date and provide new copies to the Orientation Chair when needed.
- V.B.3.d. - Orientation Chair: To be elected by the H&I Subcommittee. 6-month commitment. Requirements and responsibilities of the Orientation Chairperson are:
 - V.B.3.d.i. - One (1) year continuous abstinence from all drugs.
 - V.B.3.d.ii. - One (1) year active participation in H&I service.
 - V.B.3.d.iii. - Willingness to serve.
 - V.B.3.d.iv. - A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA, GWANA H&I policies and the Do's and Don'ts of H&I service.
 - V.B.3.d.v. - Must attend all GWANA H&I Subcommittee meetings.
 - V.B.3.d.vi. - Responsible for providing copies of Orientation Packets, Subcommittee policies, and "Facility with Contact Lists" for new or current members of GWA H&I. Must also let the

Greater Waterbury Area Policy

Current as of June 2010 ASC

Secretary know when more copies of each are needed.

V.B.3.d.vii. - Remain after GWANA H&I Subcommittee meetings to facilitate orientation packets to new members.

V.B.3.d.viii. - Recommend members become familiar with the Narcotics Anonymous Hospitals & Institutions Handbook.

V.B.4.a.iv. - Panel Coordinators should have a positive, hopeful attitude about recovery and a willingness to serve.

V.B.4.a.vi.c) - Keeps track of Literature made available inside the facility and makes the Vice Chair aware when literature is needed.

V.B.4.b.iv. - Panel Leaders should have a positive, hopeful attitude about recovery and a willingness to serve.

V.B.4.b.x. - If no Panel Coordinator is on the panel, the Panel Leader takes on those responsibilities with the help of the Chairperson when needed.

V.B.4.d.i. - A minimum of 90 days continuous abstinence from all drugs. One (1) year for jails.

V.B.4.d.iv. - Panel Observers must be approved by the Panel Coordinator or the Panel Leader prior to showing up at a facility.

V.B.4.e.v. - Speakers must have a clear, concise NA message of recovery from the disease of addiction, and a willingness to carry the message in a responsible way. Either the Panel Coordinator or Panel Leader must have heard the speaker share prior to speaking at an H&I presentation.

V.B.6.b. - Open with the Serenity Prayer

V.B.6.d. - Read Concept for corresponding month

V.B.6.e. - Welcome Newcomers to the H&I meeting and introduce the rest of the room

V.B.6.f. - Take attendance of facilities and voting members

V.B.6.g. - Read one "Do" and one "Don't"

V.B.6.h. - Read last month's minutes and approve them

V.B.6.i. - Chair report

V.B.6.j. - Vice Chair report

V.B.6.k. - H&I facilities reports

V.B.6.m. - Elections: Officers / Panel System Members

V.B.6.o. - Announce next month's meeting

V.B.6.p. - Close the meeting with Serenity Prayer

03/02/2017 Literature Subcommittee

V.C.2.a. - Meeting monthly, first Thursday, 6:00 PM at Thomaston Savings Bank located at 985 Watertown Ave., Waterbury in accordance with established meeting format. 6-0-1

V.C.2.h.i. - Orders may only be picked up at the ALC or after business has concluded at the ASC. 6-0-1

V.C.4.c.v. - Distributes orders after business has concluded at the ASC. 6-0-1

V.C.3.b.ii. - One (1) year suggested Clean Time. 6-0-1

V.C.3.d. - Web Servant – Remove entire section from Literature policy. 7-0-1

V.C.4.f. - GWANA Web Servant – Remove entire section from Literature policy. 7-0-1

V.C.4.c.ii. - Attend ALC and ASC Meetings. 7-0-1

V.C.2.b. - Take orders from groups at ALC and ASC meetings. 7-0-1

09/13/2013 H&I Subcommittee

V.B.4.a.ix.; V.B.4.b.x.; V.B.4.c.vii. - Panel Coordinators, Leaders, and Members: At the end of your commitment, you must come back to the H&I subcommittee and re-qualify to serve H&I, the month after your commitment is finished.

V.B.4.a.viii. - Two consecutive no call and no shows, panel coordinators need to reach out to person to find out if they are planning on following through with their commitment.

05/02/2011 H&I Subcommittee

Greater Waterbury Area Policy

Current as of June 2010 ASC

V.B.3.b.v. - Order & Distribute Literature to Panel Coordinators.

V.B.4.a.ii. - Nine (9) months active participation in H&I service within the last two (2) years.

12/13/2010 H&I Subcommittee

IV.A.11. - Motion #1: To update the ASC prudent reserve yearly after budgets are approved, using the following calculation: Total all budgets, not including Campout and Basketball Shootout, and divide by six to arrive at prudent reserve figure. Approved, 19-1-0.