

POLICY GUIDE



S.F.C.A.S.C.N.A.

SOUTHERN FAIRFIELD COUNTY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

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SERVICE MEETING POLICY GUIDE



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S.F.C.A.S.C.N.A. POLICY

This body shall be known as the Southern Fairfield County Area Service Committee of Narcotics Anonymous, herein after referred to as the SFCASCNA or ASC.

PURPOSE AND FUNCTION

The primary purpose and function of the SFCASCNA is to carry the message of Narcotics Anonymous to the addict who still suffers and to further the unity of the fellowship within our areas and other groups by maintaining communications between the groups represented and Narcotics Anonymous as a whole, in accord with our Twelve Traditions.

To ensure that our primary purpose is carried out, the SFCASCNA shall have subcommittees directly responsible to those they serve.

OBJECTIVE

Policy has been established to guide SFCASCNA in conducting business and maintaining the committee's focus on NA's primary purpose. In keeping with the essence of the second tradition, "For our group purpose there is but one ultimate authority - a loving God as He expresses Himself in our group conscience" and the flavor of "Our leaders are but trusted servants, they do not govern," Policy is to be utilized to guide Area's work in emphasizing the "intent" of established Policy rather than the "letter" of established Policy.

RULES OF ORDER

1. Ways of Working

- Use the current Working Guide for NA Service Structure. (p #1)
- ASC meeting is open to all members of Narcotics Anonymous. (p #12)
- ASC meeting will be non-smoking with a smoking break. (p #4)

Location and Time

- Area Service Committee shall meet at a location as determined by the SFCANA . (p #85)
- The ASC meeting will meet the first Saturday of the month from 9:00 a.m. to 12:00 noon. (p #3, #60, #64)
- When SFCASCNA area meeting conflicts with Connecticut's Regional convention the meeting will be moved to the following Saturday. (p #60)

- In October of each year the Executive Committee shall look at the calendar for the following year and determine if there are any schedule conflicts caused by the convention, holidays, etc. The Executive Committee, having checked for availability with our meeting place, shall then make recommendations to the GSRs for any necessary changes to the schedule for the following year. This recommendation, and the GSR vote on the following year's schedule, shall take place in November, so that in December a complete list of the dates for SFCASCNA for the following year can be distributed to GSRs. (p #64)
- Meeting is always to start on time. (p #5)

General Meeting Guidelines

- First 15 minutes of ASC meeting to be spent reading and discussing one Concept followed with open forum. (p #6)
- Secretary is to hand out minutes of last month's meeting at the beginning of current month's meeting. (p #9)
- Monthly attendance sheet is to be included in minutes (including phone numbers). (p #10)
- Group reports will not be read in the minutes of ASC Meeting or in Treasurer's report. (p #11)
- All hands are to be raised in order to be recognized by the chair. When a person is done speaking, he/she will announce so by saying "I'M FINISHED" (p #14)
- All persons in attendance at ASC Meeting must clap for all group reports. (p #18)
- Limit comments to the point being discussed. (p #25)
- Before each item on the agenda is discussed the Chair will ask if the person who placed the item on the agenda is present. If that person is not present the item will be removed from the agenda without discussion, but may be put the agenda again the following month. (p #62)
- Area Chair has no opinion on motions or anything on Area floor. (p #13)
- Treasurer and Literature Chair not to except cash exceeding \$25.00. Donations and literature purchases exceeding \$25.00 must be made in the form of a check or money order. (p #69)

2. Guidelines for Motions

- GSRs are the only voting members or their alternate if GSR is not present. (p #15)
- All GSR's can vote as soon as they are appointed (p #16)
- Written motions are to be submitted to Chair prior to 11 AM (p #23)

- Motions can only be made by GSR's, Alternate GSR's, or by Subcommittee Chairs pertaining only to their committee. (p #24)
- Motion to table needs a second plus a vote. If tabled, this would automatically go on the next month's agenda. (p #26)
- In case of a tie, a second discussion, two (2) pros and two (2) cons will be held. Then a second vote will be taken. If tie ensues, the Chairperson will break the tie. (p #27)
- A GSR should vote as directed by their group, or as authorized by their group, but should also bear in mind that as trusted servants they should vote not solely in their group's interest but in the interest of NA as a whole. (p # 56)
- Before each motion is discussed, the Chair will ask if the person who made the motion is present. If that person is not present the motion will not be discussed, but may be made again the following month. (p #63)
- A motion that has passed or failed on the floor will be in effect for 3 months before bringing it back to the table for discussion. (p #88)

3. Votes Required to Change Policy

- In order to set Policy, there should be more than 50% of the average attendance of voting members of the last six (6) months in a simple majority vote. (p #29)
- In order to change Policy, there should be a 2/3 majority vote of the average attendance voting members of the last six (6) months. (p #30)

TRUSTED SERVANTS

1. General

- All Executive Committee members and subcommittee Chairs are to be elected by GSRs only, at this meeting. Executive Committee consists of the ASC Chairperson, Vice Chair, Secretary, Treasurer, Alternate Treasurer, RCM and Alternate RCM. (p #31)
- Nominations for elections of officers and subcommittee Chairs are to be seconded and the nominees must be present. In order to establish the responsibilities of each of the positions, an explanation of the office and its' commitments will be read from the current Working Guide to Service Structure, the subcommittee's policy or the Secretary's archives. (p #33)
- That the Chairperson should know what the past six (6) month average attendance is at the start of each meeting. (p #8)

- When an Area level position is open, nominations go out to the Fellowship for thirty (30) days after which a vote will be taken at ASC Meeting. (p #32)
- All subcommittee Chairs and Trusted Servants of ASC must be present throughout the entire ASC Meeting. (p #41)
- ASC shall create an Alternate-Treasurer position according to Service Structure. (p #49)
- If a member of Executive Committee or subcommittee does not attend ASC Meeting, a member of the Executive Committee prior to the next ASC Meeting must contact them. (p #38)

2. Executive Committee

- Executive Committee consists of the following positions:

Chairperson
 Vice Chair
 Secretary
 Treasurer
 Alternate Treasurer
 RCM
 Alternate RCM

- The clean time for all Executive Committee members, except for the Secretary, shall be 2 years. (Secretary clean time requirement is 1 year) Secretary now 2 years also (changed 9/2008) (p # 65)
- For Treasurer and Alternate Treasurer for Area to have at least 2 years clean with no financial stress or have a job. (p #61)
- Executive Committee members and Subcommittee Chairs may not serve as a GSR while serving on the Executive Committee or as a Subcommittee Chair. (p #68)
- Vice Chair acts as Chair in Chair's absence. (p #37)
- Increase SFCASCNA's prudent reserve from \$829.00 to \$1000.00 to eliminate bank fees. (p #59)
- Treasurer or Alternate Treasurer may be excused from the Area meeting by 11:15 a.m. in order to make bank deposits. (p #66)
- That five (5) Executive Committee members: Chairperson; Vice-Chair; Secretary; Treasurer; and Alt-Treasurer, will be the only signers on the ASC checking account, and two (2) signatures must be required on checks. (p #52)
- To have the Executive Committee audit Area Treasury account and all other subcommittee accounts on a quarterly basis. (p #55)
- To have RCM give written report to GSR's. (p #44)

- RCM will make ten (10) more copies, than average attendance, of fliers to hand out to GSRs. (p #45)
- To allocate the funds to purchase the Conference Agenda Report for Area annually. (p #51)
- If a group is not represented for two (2) consecutive meetings, that group will be contacted by the GSR Liaison or by a member of the Executive Committee (p #17)
- That we donate a starter kit to brand new meetings \$34.25, which includes one 1 text (\$10), 1 Group Booklet \$0.70, Treasurer's record pad \$1.00, Group readings \$2.50, 13 Area schedule \$1.30, 75 assorted IP's @ \$0.25 each \$18.75. (p #19)
- Two (2) starter kits shall be available at ASC for new groups. (p #20)
- Indigent groups to be given up to 20 schedules and up to 40 IPs for a total of \$12.00. (p #21)
- To create a C.A.R. learning day for Area. (p #57)
- To create a list with all Executive Committee Members and Sub Committee Chairperson's phone numbers to be made up and given to GSR. (p #58)
- If a member of the Executive Committee does not attend ASC Meeting, a member of the Executive Committee prior to the next ASC Meeting must contact them. (p #38)
- That the ASC hold a Learning Day each year (policy #7). Every year in March an ad-hoc committee will be formed to plan the Area Learning. Day (p #89)

3. Subcommittees

- If an issue falls under the responsibility of an existing subcommittee, then the issue will be tabled to that subcommittee. (p #28)
- Resignation of ASC officers and subcommittee Chairs will come about as a result of one of the following:
 - (a) Relapse during term of office;
 - (b) Failure to perform duties and responsibilities; and
 - (c) In writing to the ASC Chair prior to the next meeting;
 - (d) Missing two (2) or more consecutive meetings. (p #34)
- Qualifications for subcommittee Chairs:
 - (a) Willingness and desire to serve;
 - (b) Working knowledge of N.A. 12 Steps and 12 Traditions;
 - (c) Abstinence from all drugs for two (2) years;
 - (d) Actively involved in N.A. Service for one (1) year;
 - (e) Ability for leadership; and
 - (f) Able to communicate and organize. (p #35 and #65)

- Responsibilities of subcommittee Chairs:
 - (a) Attends all ASC meetings and Region subcommittee meetings;
 - (b) Makes and debates motion on ASC floor;
 - (c) Holds regularly scheduled subcommittee meetings;
 - (d) Writes and brings written report and makes 10 more copies of that report, than previous six (6) average attendance of Area Meeting, to the ASC Meeting; and
 - (e) Vice Chair acts as Chair in absence of Chair. (p #37)
- Executive Committee members and Subcommittee Chairs may not serve as a GSR while serving on the Executive Committee or as a Subcommittee Chair. (p #68)
- Each subcommittee will submit in writing, any plans of their activities, for approval of the ASC as needed. If a plan requires funds equaling more than 25% of the ASC Prudent Reserve, the request for funding needs to be submitted two (2) months in advance of event. (p #36)
- If a Subcommittee Chair does not attend ASC Meeting, a member of the Executive Committee prior to the next ASC Meeting must contact them. (p #38)
- All subcommittees will hold at least one (1) Learning Day per year to promote awareness of how they function and serve within the fellowship. (p #39)
- That all subcommittees draw up a budget in writing to submit for approval to ASC and to also be available in the archives upon request. All budgets will include a breakdown of the prior year's budget for comparison. All budgets should be submitted in writing at the November ASC Meeting. (p #40)
- All subcommittee Chairs and Trusted Servants of ASC must be present throughout the entire ASC Meeting. (p #41)
- All Ad-Hoc and standing subcommittees of ASC shall have their meetings in a public meeting room, not in addict homes. Also to have fliers on where and when they will meet. (p #42)
- All standing subcommittees and Ad-Hoc committees include, with Area reports, a detailed financial statement of expenses and income. (p #43)
- The Hospitals & Institutions Subcommittee chairperson's term shall run concurrent with all other executive committee and subcommittee chair positions (i.e. from January 1st to December 31st) (p #67).
- The SFCA Activities Subcommittee Chair's term shall run concurrent with all other Executive Committee and Subcommittee Chair positions (i.e. from January 1st to December 31st). (p #71)

SOUTHERN FAIRFIELD COUNTY AREA

SERVICE MEETING POLICIES

1. Adopt currently approved guides: “A Guide to Local Services in Narcotics Anonymous” and “A Guide to World Services in Narcotics Anonymous”.
2. DELETED - Replaced by Policy #76
3. The ASC meeting will meet the first Saturday of the month from 9:00 a.m. to 12:00 noon.
4. Area Service Committee Meeting will be non-smoking with a smoking break (or two (2) breaks can be decided on). (Added 2/2/91)
5. Meeting is always to start on time.
6. First 15 minutes of ASC Meeting to be spent reading and discussing one Concept followed with open forum. (changed 8/3/07)
7. That the ASC hold a Learning Day each year. (Added 5/5/97)
8. That the Chairperson should know what the past six (6) month average attendance is at the start of each meeting. (Added 6/5/97)
9. Secretary is to hand out minutes of last month’s meeting at the beginning of current month’s meeting. (Changed 2/3/90)
10. Monthly attendance sheet is to be included in minutes (including phone numbers). (Added 7/13/91)
11. Group reports will not be read in the minutes of ASC Meeting or in Treasurer’s report.
12. Discussion at any ASC Meeting is open to all members of Narcotics Anonymous.
13. Area Chair has no opinion on motions or anything on Area floor.
14. All hands are to be raised in order to be recognized by the chair.
15. GSRs are the only voting members or their alternate if GSR is not present.
16. All GSR’s can vote as soon as they are appointed (9/2/00)
17. If a group is not represented for two (2) consecutive meetings, that group will be contacted by the GSR Liaison or by a member of the Executive Committee.
18. All persons in attendance at ASC Meeting must clap for all group reports. (6/97)

19. *That we donate a starter kit to brand new meetings which includes 1 Basic Text, 1 Group Booklet, 1 Treasurer's record pad, 1 set of Group Readings, 13 Area schedules, 75 assorted IPs.* (Amended 7/14/15, to remove prices)
20. Two (2) starter kits shall be available at ASC for new groups.
21. Indigent groups to be given up to 20 schedules and up to 40 IPs for a total of \$12.00. (Prices updated 7/9/05)
22. All motions must be seconded before any discussion; no vote needs to be taken.
23. Written motions are to be submitted to Chair prior to 11 AM (Changed 5/6/95)
24. Motions can only be made by GSRs or Alternate GSR (or by Committee Chairs pertaining only to their committee).
25. Limit comments to the point being discussed.
26. Motion to table needs a second plus a vote. If tabled, this would automatically go on the next month's agenda.
27. In case of a tie, a second discussion, two (2) pros and two (2) cons will be held. Then a second vote will be taken. If tie ensues, the Chairperson will break the tie.
28. If an issue falls under the responsibility of an existing subcommittee, then the issue will be tabled to that subcommittee.
29. In order to set Policy, there should be more than 50% of the average attendance of voting members of the last six (6) months in a simple majority vote.
30. In order to change Policy, there should be a 2/3 majority vote of the average attendance-voting members of the last six (6) months.
31. All Executive Committee members and subcommittee Chairs are to be elected by GSRs only, at this meeting. Executive Committee consists of the ASC Chairperson, Vice Chair, Secretary, Treasurer, Alternate Treasurer, RCM and Alternate RCM. (Changed 1/11/97)
32. When an Area level position is open, nominations go out to the Fellowship for thirty (30) days after which a vote will be taken at ASC Meeting. (Changed 4/7/90.)
33. Nominations for elections of officers and subcommittee Chairs are to be seconded and the nominees must be present. In order to establish the responsibilities of each of the positions, an explanation of the office and its' commitments will be read.
34. Resignation of ASC officers and subcommittee Chairs will come about as a result of one of the following (Changed 6/7/97):
 - (a) Relapse during term of office;

- (b) Failure to perform duties and responsibilities; and
 - (c) In writing to the ASC Chair prior to the next meeting;
 - (d) Missing two (2) or more consecutive meetings without prior notification to an Executive Committee member, and submitting a written report prior to each absence. (amended 7/11/2015)
35. Qualifications for subcommittee Chairs:
- (a) Willingness and desire to serve;
 - (b) Working knowledge of N.A. 12 Steps and 12 Traditions;
 - (c) Abstinence from all drugs for one (1) year;
 - (d) Actively involved in N.A. Service for one (1) year;
 - (e) Ability for leadership; and
 - (f) Able to communicate and organize.
36. Each subcommittee will submit in writing, any plans of their activities, for approval of the ASC as needed. If a plan requires funds equaling more than 25% of the ASC Prudent Reserve, the request for funding needs to be submitted two (2) months in advance of event. (Changed 6/7/97)
37. Responsibilities of subcommittee Chairs:
- (a) Attends all ASC meetings and Region subcommittee meetings;
 - (b) Makes and debates motion on ASC floor;
 - (c) Holds regularly scheduled subcommittee meetings;
 - (d) Writes and brings written report and makes 10 more copies of that report, than previous six (6) average attendance of Area Meeting, to the ASC Meeting; and
 - (e) Vice Chair acts as Chair in absence of Chair.
38. If a member of Executive Committee or subcommittee does not attend ASC Meeting, a member of the Executive Committee prior to the next ASC Meeting must contact them. (Added 6/7/97)
39. All subcommittees will hold at least one (1) Learning Day per year to promote an awareness of how they function and serve within the fellowship.
40. That all subcommittees draw up a budget in writing to submit for approval to ASC and to also be available in the archives upon request. All budgets will include a breakdown of the prior year's budget for comparison. All budgets should be submitted in writing at the November ASC Meeting. (Changed 2/1/97) Budgets will be voted on in December and will take effect on January 1st of the following year.
41. All subcommittee Chairs and Trusted Servants of ASC must be present throughout the entire ASC Meeting.
42. All Ad-Hoc and standing subcommittees of ASC shall have their meetings in a public meeting room, not in addict homes. Also to have fliers on where and when they will meet. (Added 11/2/91)

43. All standing subcommittees and Ad-Hoc committees include, with Area reports, a detailed financial statement of expenses and income. (Added 10/5/91)
44. To have RCM give written report to GSRs. (Added 4/6/91)
45. RCM will make ten (10) more copies, than average attendance, of fliers to hand out to GSRs. (Changed 4/4/92)
46. DELETED - Replaced by Policy #74
47. The Serenity on the Sound Subcommittee shall be seeded \$600 to fund the event.
Intent: to ensure that the subcommittee has enough money up front to fund deposits & purchases. (Changed 4/2/05)
48. Create a Policy Committee.
49. ASC shall create an Alternate-Treasurer position according to Service Structure.
50. The fiscal year for the ASC is January 1st to December 31st. (Added 2/1/97)
51. To allocate the funds to purchase the Conference Agenda Report for Area annually. (Added 3/14/92)
52. That five (5) Executive Committee members: Chairperson; Vice-Chair; Secretary; Treasurer; and Alt-Treasurer, will be the only signers on the ASC checking account, and two (2) signatures must be required on checks. (Changed 1/07)
53. DELETED - Replaced by policy #59.
54. To return all anonymous donations from outside sources that can be returned; those that cannot will be forwarded anonymously to WSO.
55. To have the Executive Committee audit Area Treasury account and all other subcommittee accounts on a quarterly basis. (Added 11/96)
56. A GSR should vote as directed by their group, or as authorized by their group, but should also bear in mind that as trusted servants they should vote not solely in their group's interest but in the interest of NA as a whole. (Changed 5/1/04)
57. To create a C.A.R. learning day for Area (added 4/99)
58. To create a list with all Executive Committee Members and Sub Committee Chairperson's phone numbers to be made up and given to GSR. (added 7/3/99)
59. Increase SFCASCNA's prudent reserve from \$829.00 to \$1000.00 to eliminate bank fees. (added 3/02)

60. When SFCASCNA area meeting conflicts with Connecticut's Regional convention the meeting will be moved to the following Saturday. (added 12/6/02)
61. Treasurer and Alternate Treasurer for Area must have at least 2 years clean time with no financial stress or have a job. (2/1/03).
62. Before each item on the agenda is discussed the Chair will ask if the person who placed the item on the agenda is present. If that person is not present the item will be removed from the agenda without discussion, but may be put the agenda again the following month. (Added 5/1/04).
63. Before each motion is discussed the Chair will ask if the person who made the motion is present. If that person is not present the motion will not be discussed, but may be made again the following month. (Added 5/1/04).
64. In October of each year the Executive Committee shall look at the calendar for the following year and determine if there are any schedule conflicts caused by the convention, holidays, etc. The Executive Committee, having checked for availability with our meeting place, shall then make recommendations to the GSRs for any necessary changes to the schedule for the following year. This recommendation, and the GSR vote on the following year's schedule, shall take place in November, so that in December a complete list of the dates for SFCASCNA for the following year can be distributed to GSRs. (added 11/6/04)
65. The clean time for all Executive Committee members, except for the Secretary, and for all Subcommittee Chairs shall be changed 2 years. (added 11/6/04) (Clean time requirement for Secretary is 1 year). Secretary now 2 years (changed 9/2008).
66. Treasurer or Alternate Treasurer may be excused from the Area meeting by 11:15 a.m. in order to make bank deposits. (added 11/6/04)
67. The Hospitals & Institutions Subcommittee Chair's term shall run concurrent with all other executive committee and subcommittee chair positions (i.e. from January 1st to December 31st). (Added 4/2/05)
68. Executive Committee members and Subcommittee Chairs may not serve as a GSR while serving on the Executive Committee or as a Subcommittee Chair. (Added 9/10/05, changed 6/2/07)
69. Area donations and or Literature purchased exceeding \$15.00 must be made in the form of a check or money order. (Added 6/6/06)
70. Intentionally Omitted?
71. The SFCA Activities Subcommittee Chair's term shall run concurrent with all other Executive Committee and Subcommittee Chair positions (i.e. from January 1st to December 31st). (Added 12/2/06)
72. SFCA will cover the cost food and the meeting facility (up to \$100.00) when sponsoring the CT Regional meeting. (Added 01/12/07)

73. SFCANA Activities Subcommittee shall oversee the Serenity On The Sound picnic (Added 2/7/07)
74. SFCANA will adopt the sample Rules of Order as written in the Guide to Local Service (Added 5/5/07)
75. SFCANA Policy Subcommittee will revise the Policy Guide to reflect current practices (Added 5/5/07)
76. DELETED- Replaced by Policy #85 (added 5/1/10, Replaces Policy #76)
77. Term of office for Executive Committee members and Subcommittee Chairs shall be 1 year from January 1st through December 31st.
78. All literature for all subcommittees is to be purchased through the SFCANA Literature Subcommittee.
79. Rent should be paid for 3 months in advance. (Added 7/7/07)
80. Elections of all Executive Committee members and Subcommittee Chairs shall take place during the December SFCANA meeting.
81. All Executive Committee members and Subcommittee Chairs should be provided with the following materials: A Guide to World Services; Treasurer's Handbook; Institutional Group Guide; and a copy of the Connecticut Regional Service Committee Policy.
82. Add to the SFCANA a policy for cancellation and rescheduling the AREA meeting. (Added 2/6/10)
83. SFCANA will form an Ad Hoc committee to explore creating SFCANA website. (Added 4/3/10)
84. A GSR may hold the position of Alt. RCM without losing his voting privilege at Area. (Added 4/3/2010)
85. Area Service Committee shall meet at a location as determined by the SFCANA. (Added 5/1/2010)
86. All executive and subcommittee budgets will be due in October of each year. All proposed budgets presented will go out to the fellowship for one month and will be up for funding consideration at the next Area meeting in November. All approved budgets will become effective in January of the following year. The Area Treasurer will be responsible for supplying the approved Area budget template to all executive and subcommittee chairs every September. (Added 12/4/2010)
87. All sub-committees submitting budget for approval to SFCANA will contain the following elements: all budgets will contain the approved budget from previous year; year to date expenditures and projection for the following year. (Added 12/4/2010)

88. To allow a motion that has passed or failed on the floor to be in effect for 3 months before bringing it back to the table for discussion. (Added 6/1/2013)
89. Every year in March an ad-hoc committee will be formed to plan the Area Learning Day. (Added 11/5/2013)
90. All Subcommittee budgets and the Area budget must be submitted by the ASC meeting. (Added 8/2/14)
91. Web Servant will be a Resource Position. Web Servant should have basic knowledge of computer file types and how to email these files to the Regional Web Servant. Suggested 1 year clean time and 6 months experience prior involvement in Area. Web Servant will make a monthly report to area, send information to Regional Web Servant as attachments to email, and attend one regional service meeting to meet Regional Web Servant. Follow practice of SFCANA policy. (added 12/6/14)
92. Resignation of ASC officers and subcommittee chairs may come about as a result of missing two (2) or more consecutive meetings. (added 7/11/2015)
93. Increase SFCNA area prudent reserve to \$1500. (added 3/7/2015)
94. The Treasurer will reimburse ASC trusted servants for copies up to \$25 without a store receipt if (a) it is a reimbursable expense and (b) there is a legible, handwritten receipt. The Executive Committee can set, review, and change the amount per page (for copies) at its discretion. (added 5/2/2015)
95. The Literature subcommittee has a budget of \$500. (added 9/12/2015)
96. GSR Liaison position (Added 10/3/2015)

Qualifications: a) Willingness to serve; b) Working knowledge of NA 12 Steps and Traditions; c) Abstinence from all drugs for two or more years; d) Served as GSR for one year; e) Ability to lead, communicate and organize.

Responsibilities: a) Attends all ASC meetings; b) Makes and debates motions on the ASC floor; c) Formally orientates new GSRs to the GSR position; d) Ensures all new GSRs receive orientation packet; e) Attends NA meetings within SFCANA, especially attending those groups that lack representation at ASC in order to encourage and bring increased representation to the Area level; f) Writes and brings written report and makes 10 more copies of that report, than the previous six (6) average attendance of the Area meeting to the ASC meeting. Reports the number of groups that have an active GSR.

Resignation: Although an active GSR may serve as the GSR Liaison, resignation of the position by any elected representative will come about as a result of one of the following:

- a) Relapse during term of office
- b) Failure to perform duties and responsibilities
- c) In writing to the ASC chair
- d) Missing two (2) or more consecutive meetings with out a report and/or advanced notice to the ASC of said absence

#97 The SFCASC create, through our Web Servant / Site, email boxes for each subcommittee chair and executive committee member. The email box can then be forwarded to the member's personal email box (Added 2/2/2016).

GROUP SERVICE REPRESENTATIVES (GSRs)

GSRs take part on their groups' behalf in the area committee conveying a sense of their groups' wishes to the ASC and bringing back information on what's happening at Area, Region or World levels of NA. GSRs are delegated the authority to serve in their own right as ASC participants, exercising their own conscience and best judgment in the best interests of NA as a whole. Qualifications and terms of service for GSRs are determined by the groups, which elect them.

ADMINISTRATIVE OFFICERS

Chairperson, a vice chairperson, treasurer and alternate treasurer, a secretary, and regional committee members (RCM). These individuals are responsible for administering the general affairs of the entire area committee.

- **Chairperson**

The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and other various administrative duties

- **Vice chairperson**

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 subcommittee to stay informed of their projects and problems, and attends subcommittee meetings.

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 to prepare their annual reports and budget proposals.

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.

- **Secretary**

Their responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting.

The secretary 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 affect. The Secretary should have copies of the most

recent printing of the log of policy actions available for new GSRs and they need to keep an updated list of participants' addresses.

- **Treasurer**

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 careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings.

- **Regional committee members (RCMs)**

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

Regional committee members serve two-year terms.

ELECTIONS AND ROTATION

Administrative officers and subcommittee chairpersons serve no more than one term in the same position and, with the exception of RCMs, usually serve one two-year term.

On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert's Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative.

DECORUM STATEMENT

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

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

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

DEBATE, LIMITS

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

MOTIONS

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

MAIN MOTIONS

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

Every motion requires a *second*—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take

place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

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

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

PARLIAMENTARY MOTIONS

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

1. Motion to AMEND.

SIMPLE majority required.

Is **DEBATABLE**.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "*I move to amend the motion...*" and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment

is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

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

2. Motion to call the PREVIOUS QUESTION.

TWO-THIRDS majority required.

Is NOT DEBATABLE.

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

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

3. Motion to TABLE.

SIMPLE majority required.

Is NOT DEBATABLE.

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

4. Motion to REMOVE FROM THE TABLE. SIMPLE

majority required.

Is NOT DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had been tabled becomes the main

motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER.

SIMPLE majority required.

Is DEBATABLE.

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

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

6. Motions to RECONSIDER or RESCIND.

MAJORITY required varies.

Is DEBATABLE.

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

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

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

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

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

7. Request to WITHDRAW A MOTION.

UNANIMOUS CONSENT required.

Is NOT DEBATABLE.

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

8. Offering a SUBSTITUTE MOTION.
SIMPLE majority required.
Is DEBATABLE.

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

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

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

OTHER PROCEDURES

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

Order of the day

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

Point of information

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

Point of order

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

Point of appeal

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

Parliamentary inquiry

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

Point of personal privilege

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

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see *Robert's Rules of Order—Newly Revised*.

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT
Adjourn	To end the committee meeting.	No
Amend	To change part of the language in a main motion.	No
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes
Main motion	An idea a committee member wants the committee to put into practice.	No
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes
Previous question	To stop debate and vote right now on whatever motion is at hand.	No
Privilege, personal	To make a personal request of the chair or the committee.	If urgent
Reconsider	To reopen for debate a motion previously passed.	No
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No
Rescind, repeal	To void the effect of a motion previously passed.	No

Table	To put off further consideration of a motion until a later date and time.	No
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes