

# Policy Guide



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

Southern Fairfield County Area Service Committee of Narcotics Anonymous

Revised March 2019



Table of Contents

- 1. Objective ..... page 1
- 2. Purpose ..... page 1
- 3. ASC Function ..... page 2
- 4. Functional Policy ..... page 2
  - 4.a. General
  - 4.b. Learning Days ..... page 3
  - 4.c. Literature ..... page 3
  - 4.d. Financial ..... page 4  
(Fiscal Year, Prudent Reserve, Checking Accounts, Disbursements, Rent, Donations/Literature Purchases, Budgets, Serenity/Sound)
- 5. Rules of Order ..... page 5
  - 5.a. General
  - 5.b. Format
  - 5.c. Motions ..... page 6
- 6. Trusted Servants ..... page 7
  - 6.a. General
    - 6.a.x. Resignation or Removal of ASC Trusted Servants
  - 6.b. Administrative Committee ..... page 8
  - 6.c. Subcommittee Chair ..... page 9
  - 6.d. Resource Positions ..... page 10
- 7. Sample Rules of Order..... page 11

# S.F.C.A.S.C. Policy



\*\*\* This body shall be known as the Southern Fairfield County Area Service Committee of Narcotics Anonymous, hereinafter referred to as the SFCASC or ASC. \*\*\*

## 1. Objective

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

## 2. Purpose

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

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



Note: Dates in parentheses following a policy refer to the date the policy was recorded in the minutes.

### 3. ASC Function

- 3.a. To hold regularly scheduled ASC meetings.
- 3.b. To establish and maintain accountability throughout the ASC, including general funds and subcommittees.
- 3.c. To maintain a prudent reserve, and to practice fund flow by forwarding all moneys, above prudent reserve, to the Connecticut Regional Service Committee (CTRSC).
- 3.d. To hold elections as needed for the Administrative Committee, Subcommittee Chairs, and the Resource Positions of the ASC.
- 3.e. 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.
- 3.f. To maintain a non-interest bearing Area checking account.
- 3.g. To maintain an Area post office box.
- 3.h. To sponsor a service related learning day each fiscal year. (05/05/97)
- 3.i. To encourage support and coordinate all ASC Subcommittees.

### 4. Functional Policies

#### 4.a. General

- 4.a.i Day, Time, and Location for the ASC meeting is determined by the SFCASC body; GSRs, Administrative, Subcommittee and Resource Personnel.
- 4.a.ii The ASC will meet on the third (3<sup>rd</sup>) Wednesday of every month. (06-03-17)  
\* The ASC meeting may be cancelled/postponed (to a later date in the month, if resources are available) due to inclement weather or other unforeseen events. (03-20-19)
- 4.a.iii The ASC will meet at:  
Saugatuck Congregational Church, 245 Post Road East, Westport, CT.  
6:30pm to 9:00pm. (06-03-17)
- 4.a.iv The ASC meeting will be non-smoking.



4.a.v **For flyers to be distributed at the ASC, they must include the following information:**

- (a) One of the NA's registered trademarks. Some of the NA Fellowship's registered trademarks are: the name "Narcotics Anonymous," the stylized NA initials, the diamond in a circle, and the original NA group logo, all shown below:

**Narcotics Anonymous**



\*\*please refer to the FIPT bulletin #1 (Revised) for guidelines regarding internal use of NA's trademarks - <http://www.na.org/?ID=legal-bulletins-fipt>

- (b) A distribution date printed on the flyer (for non-event flyers)
- (c) Two contact names and phone numbers
- (d) Date, Time and Location of the event (for event flyers)
- (e) Name of the hosting group, area (or subcommittee), or region (or subcommittee)

4.b. **Learning Days**

- 4.b.i March of each year, a Learning Day Ad-Hoc will be formed to plan an Area service related learning day.

\* for Subcommittees see policy - 6.c.vi

4.c. **Literature**

- 4.c.i Indigent groups can obtain from Area (at no cost):
  - (1) Up to twenty (20) CT Region NA Meeting Schedules
  - (2) Up to forty (40) NA Information Pamphlets
- 4.c.ii The Area will donate to new meetings one (1) starter kit, to include:
  - (1) One (1) NA Basic Text
  - (2) One (1) Group Booklet
  - (3) One (1) NA Treasurer's Handbook
  - (4) One (1) set of NA Group Readings
  - (5) Thirteen (13) CT Region NA Meeting Schedules
  - (6) Seventy-Five (75) assorted NA Information Pamphlets
- 4.c.iii Two (2) Starter Kits shall be available from ASC Literature Resource

\* for Literature finances see policy - 4.d.iii (c)

\* for Subcommittees see policy - 6.c.viii



4.d. **Financial**

4.d.i **Fiscal Year**

- (a) The fiscal year for the ASC is January 1<sup>st</sup> to December 31<sup>st</sup>. (02-01-97)

4.d.ii **Prudent Reserve**

- (a) The ASC will maintain a Prudent Reserve of \$1,500.00

4.d.iii **Checking Account**

- (a) The ASC Chair, Vice Chair, Secretary, Treasurer & Alt. Treasurer, will be the only signers on the SFCA checking account.
- (b) Two (2) signatures are required to validate checks.
- (c) The SFCA checking account will maintain, and record as a separate line item, a restricted fund for the express purpose of literature purchases and deposits from literature sales.

4.d.iv **Disbursements**

- (a) Subcommittees requesting ASC funding equaling more than 25% of the ASC Prudent Reserve must submit a Request of Disbursement form for ASC approval two (2) months in advance of the activity or event.
- (b) The Treasurer will reimburse Administrative, Subcommittee, Resource or Ad-hoc committee for budgeted expenses , providing a valid receipt is provided. (03-20-19)
- (c) The Treasurer will reimburse ASC trusted servants for copies at \$ .11 per copy, up to \$25.00 without a store receipt providing:
  - (1) It is a reimbursable expense
  - (2) A legible, hand written receipt is submitted(05-02-15)

4.d.v **Rent**

- (a) Rent should be paid three (3) months in advance (07-07-07)

4.d.vi **Donations / Literature Purchases**

- (a) Area donations and/or Literature purchases in excess of \$25.00 must be made in the form of Check or Money order. (07-04-15)
- (b) Outside contributions/donations that can be, will be returned. Those that cannot will be anonymously forwarded to the NA World Service Office (WSO).

4.d.vii **Budgets**

- (a) Budgets for the upcoming fiscal year are to be submitted by October.
- (b) Proposed budgets will go out to the fellowship for thirty (30) days and will be up for funding consideration at the November ASC meeting.

4.d.viii **Serenity on the Sound**

- (a) The Activities Subcommittee shall be seeded \$600.00 for the advance preparations of the Serenity on the Sound Area picnic.



**5. Rules of Order**

**5.a. General**

- 5.a.i The ASC shall adopt, as relevant, those portions of the NA Guide to Local Services that apply to Area Service Committee. (03-20-19)
- 5.a.ii The ASC meeting is open to all members of Narcotics Anonymous.
- 5.a.iii The ASC uses Robert’s Rules of Order for procedural rulings except where they may be inconsistent with ASC policy, NA Guide to Local Services, the Twelve Traditions of NA, or the Twelve Concepts for NA Service.

**5.b. Format**

**5.b.i Order of Business**

- Call to Order
- Open with the Serenity Prayer
- Reading of the Twelve Concepts for NA - Discussion
- Recognition of New Groups, GSRs & Visitors
- Roll Call
- Open Forum
- Approval of minutes from previous meeting - (additions and corrections are made)
- Reports - Administrative Committee Reports - Subcommittee Reports - Resource
- Position Reports - Ad Hoc Committee Reports - Group Reports
- Break
- Old Business
- Elections
- New Business
- Adjournment

- 5.b.ii All hands are to be raised in order to be recognized by the ASC Chair. When a person is done speaking, he/she will announce so by saying “I’m finished “.
- 5.b.iii Discussion is open to all members of NA.
- 5.b.iv Comments are limited to the point being discussed.
- 5.b.v Persons placing items on the ASC Agenda sheet must be in attendance when item is called for discussion by the Chair. If that person is not in attendance, the item is removed from the Agenda (without discussion). The item/s can be placed again on the following month’s ASC Agenda sheet.
- 5.b.vi All persons in attendance at the ASC meeting must clap for all group reports.



5.c. **Motions**

5.c.i **The Making of Motions**

- (a) The only persons allowed to make or second a motion are GSRs, or their alternate in their absence.
- (b) Subcommittee Chairs can make motions pertaining only to their committee.
- (c) Motions need to be seconded before any discussion takes place; no vote needed.
- (d) All main motions must be submitted to the ASC Chair, in writing (on adopted motion sheets), at least one (1) hour prior to the close of the ASC meeting.
- (e) Motion to table - needs a second, plus a vote. If tabled, the motion will be placed on the following month's ASC meeting agenda.

5.c.ii **Voting on Motions**

- (a) The only persons allowed to vote on motions are GSRs, or their alternate in their absence.
- (b) In case of a tie, a second discussion, two pros and two cons, will be taken. If a tie ensues again, the Chair may then break the tie.
- (c) No NA member with the authority to vote at the ASC meeting, be allowed to vote, or make motions, at any ASC meetings while on Drug Replacement Therapy as outlined in World Service Board (WSB) bulletin #29.
- (d) In order to *Set Policy*, there should be more than 50% of the average attendance of voting members for the last six (6) months, in a simple majority vote.
- (e) In order to *Change Policy*, there should be a 2/3 majority vote of the average attendance of voting members for the last six (6) months.

5.c.iii **Handling of Motions**

- (a) If a motion falls under the responsibility of an existing subcommittee or resource position, the motion will be referred to that subcommittee or resource position.
- (b) Motions previously decided (voted on), cannot be brought back to the table for discussion or reconsideration for ninety (90) days. (06-01-13)





## 6. Trusted Servants

### 6.a. General

#### 6.a.i The Administrative Committee shall consist of:

- (a) Chairperson
- (b) Vice Chair
- (c) Secretary
- (d) Treasurer
- (e) Alternate Treasurer
- (f) Regional Committee Member (RCM)
- (g) Alternate RCM

#### 6.a.ii Subcommittee Chairs are:

- (a) Hospitals & Institution (H&I) Chair
- (b) Public Relations (PR) Chair
- (c) Activities Chair

#### 6.a.iii Resource Positions are:

- (a) Literature
- (b) GSR Liaison
- (c) Web Servant
- (d) Policy Coordinator

6.a.iv All Trusted Servants of the ASC are required to be present throughout the ASC meeting. (03-20-19)

6.a.v All ASC Trusted Servant positions are elected by GSRs only; and only at the ASC meeting. (03-20-19)

6.a.vi When an ASC position becomes vacant or "Open", the ASC position goes out to the fellowship for thirty (30) days. (03-20-19)

6.a.vii Administrative Committee members and Subcommittee Chairs may not serve as GSR during their term of office. (06-02-07)

6.a.viii All ASC positions term of office, will run from January 1<sup>st</sup> thru December 31<sup>st</sup>.

6.a.ix Elections for all Administrative Committee members and Subcommittee Chairs will take place at the December ASC meeting.

6.a.x All ASC Trusted Servants use the CTNA.org email address associated to their elected ASC position. (03-20-19)

#### 6.a.xi Resignation or Removal of ASC Trusted Servants:

- (a) In writing prior to the next ASC meeting
- (b) Verbally at the ASC meeting
- (c) Relapse during term of office
- (d) Absence from two (2) or more consecutive ASC meetings without prior notification
- (e) Misconduct, misappropriation of funds, or failure to perform the duties and responsibilities of the held position



**6.b. Administrative Committee**

**6.b.i For all Administrative Committee members:**

- (a) Clean time requirement is two (2) years (04-05-08)
- (b) Length of commitment is one (1) year
- (c) Willingness and desire to serve
- (d) Working knowledge of the Twelve Steps and Twelve Traditions of NA

**6.b.ii Chairperson**

- (a) Responsible for conducting the ASC meeting following the adopted ASC meeting format.
- (b) Willingness to facilitate the ASC meeting without interjecting or being influenced by personal opinion.
- (c) Makes and distributes a monthly report pertaining to the position

**6.b.iii Vice Chair**

- (a) Coordinates with each subcommittee chairperson to stay informed of their projects and problems.
- (b) Attends subcommittee meetings.
- (c) Assists the ASC Chair in conducting ASC meeting.
- (d) In the absence of the ASC Chair, the Vice Chair will serve as ASC Chair
- (e) Makes and distributes a monthly report pertaining to the position

**6.b.iv Secretary**

- (a) Takes clear and accurate minutes of the ASC meeting
- (b) Maintains the ASC Attendance/Contact information (Calculates Quorum)
- (c) Distributes the minutes (including the attendance/contact sheet) from the prior month's ASC meeting at the beginning of current months ASC meeting

**6.b.v Treasurer**

- (a) Ability to handle personal finances
- (b) Ability to handle the fiduciary responsibilities of the position
  - (1) Collect and record all monthly Group Donations
  - (2) Pays the rent for the ASC meeting facility
  - (3) Maintains the SFCASC checking account  
(see also ASC Policy 4.d – Financial)
- (c) Keeps clear and accurate record of all ASC financial transactions
- (d) Supplies the approved Area budget template to all Administrative and Subcommittee Chairs at the September ASC meeting.
- (e) Makes and distributes monthly report on the financial status of the ASC

**6.b.vi Alternate Treasurer**

- (a) Meets the same requirements as Treasurer
- (b) Assumes the Treasurer position following the current Treasurer's term of office



- 6.b.vii **Regional Committee Member (RCM)**
  - (a) Attends all CT Regional Service Committee meetings
  - (b) Makes and distributes monthly reports on relevant and important issues being discussed at the CT RSC meeting; including:
    - (1) Regional motions (including Maker and Intent)
    - (2) Activities in neighboring Areas (NA Activity Flyers)
    - (3) Functions being sponsored by the CT RSC
- 6.b.viii **Alternate RCM**
  - (a) Meets the same requirements as RCM
  - (b) In the absence of the RCM, the RCM (Alt.) will serve as RCM.
  - (c) A GSR may hold the position of Alt. RCM retaining their GSR position/privileges at the ASC meeting. (04-03-10)
- 6.c. **Subcommittees**
  - 6.c.i **For all Subcommittee Chairs**
    - (a) Willingness and desire to serve
    - (b) Working knowledge of the Twelve Steps, Traditions and Concepts of NA
    - (c) Actively involved in NA service for one (1) year
    - (d) Attends the monthly ASC meetings
    - (e) Makes and distributes (at least 15 copies) a monthly report\* to the ASC.  
\*see policy - 6.c.v
    - (f) Facilitates monthly Subcommittee meeting
  - 6.c.ii **Hospitals & Institutions (H&I)**
    - (a) Clean time requirement is two (2) years
    - (b) Attends the monthly CT Regional H&I Subcommittee meeting
  - 6.c.iii **Public Relations (PR)**
    - (a) Clean time requirement is two (2) years
    - (b) Attends the monthly CT Regional PR Subcommittee meeting
  - 6.c.iv **Activities**
    - (a) Clean time requirement is three (3) years
    - (b) The Activities Subcommittee shall oversee the Serenity on the Sound\* picnic.  
\*see policy – 4.d.viii
  - 6.c.v All standing Subcommittees and Ad-Hoc committees include with their Area report, a detailed financial statement of expenses and income. (10-05-99)
  - 6.c.vi All Subcommittees will hold at least one (1) Learning Day per year to promote how they function and serve within the fellowship.
  - 6.c.vii All Subcommittee and Ad-Hoc meetings of the SFCASC must be held in public meeting rooms.
  - 6.c.viii Literature for all Subcommittees is purchased through the ASC Literature Resource



6.d. **Resource Positions**

6.d.i **For all Resource Positions:**

- (a) Willingness and desire to serve
- (b) Working knowledge of the Twelve Steps and Twelve Traditions of NA
- (c) Attends all ASC meetings
- (d) Makes and distributes (at least 15 copies) a monthly report to the ASC.

6.d.ii **Literature**

- (a) Two (2) year clean time
- (b) Length of commitment is one (1) year
- (c) Maintains an inventory based on the needs of the area groups.
- (d) Tracks inventory and provides a written inventory as part of the ASC quarterly audits.

6.d.iii **GSR Liaison**

- (a) Two (2) year clean time
- (b) Length of commitment is one (1) year
- (c) Served as GSR for one (1) year
- (d) Makes and debates motions on the ASC floor
- (e) Ensures new GSRs receive a GSR Orientation Packet
- (f) Formally orientates new GSRs to the GSR position
- (g) Attends NA group meetings within SFCA that lack representation at the ASC
- (h) Contacts the groups that have not been attendance for two (2) consecutive ASC meetings.

6.d.iv **Web Servant**

- (a) One (1) year clean time
- (b) Length of commitment is one (1) year
- (c) Suggested six (6) month prior experience at the ASC
- (d) Basic knowledge of computer file types, emailing and emailing file attachments.
- (e) Attends one (1) Regional Service Committee (RSC) meeting to meet with the Regional Web Servant.
- (f) Sends Area Information, ASC Reports, ASC meeting minutes, monthly to the Regional Web Servant for posting on the SFCA web page.

6.d.v **Policy Coordinator**

- (a) Two (2) year clean time
- (b) Length of commitment is one (1) year
- (c) Insures all policies set forth by the SFCASC body are upheld.
- (d) Proposes and Submits ASC Policy additions, omissions, and amendments to the ASC. (03-20-19)
- (e) Updates the SFCASC Policy Guide ONLY when the voting members (GSRs) have voted\* to add, omit, or amend SFCASC Policy.

\*\* see policy – 5.c.ii (d) & 5.c.ii (e)



## --- SAMPLE RULES OF ORDER ---

### **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 by (this committee, one of its subcommittees or a particular group or individual) under these terms." The person making the motion speaks briefly as to the intent of the motion. Because the secretary must record all motions, the motions must be submitted at this time in writing.*

Every motion requires a second. The Chairperson will ask if there is a second. He person seconding simply raises his/her hand and when recognized by the chair says "I second that motion". If nobody seconds the motion the chairperson will state the motion dies for lack of second. This means the idea will not be discussed any further because there is not enough interest in it. The committee the moves on to other business.

Once a motion was made, the chair may rule it *out of order*. A motion may be ruled out of order for any number of reasons: the motion goes against the committees standing policy, clearly contradicts one of the *Twelve Concepts for NA service or the Twelve Traditions*, 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 that are out of order at any given time. Any member of the committee who wishes to challenge the ruling made by the chair 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" that are made during the debate on a Main Motion, which affects in some way the Main Motion. There are many more of these than space and practicality permits us to include here, but a few that seem to be practical are discussed here.

### **DEBATE LIMITS**

Debate is a formal exchange of views on an idea. Debate is usually limited to two cons and two pros.

Speakers are usually limited to two to three minutes in which to speak their minds.



**MOTION TO AMEND**

**\* SIMPLE MAJORITY REQUIRED**

**\* IS DEBATEABLE**

This is perhaps the most commonly used parliamentary motion. During debate on a motion. If a member feels the motion would benefit from a change in its language, she/he can say “I move to amend the motion” .....and suggest specific languages changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. 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 carried). When the 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.

**OFFERING A SUBSTITUTE MOTION**

**\* SIMPLE MAJORITY REQUIRED**

**\* IS DEBATEABLE**

A substitute motion is almost the same as an amendment to the 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.

**MOTION TO TABLE**

**\* SIMPLE MAJORITY REQUIRED**

**\* IS NOT DEBATEABLE**

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 onto its next item of business. The tabled motion will be included in the committee agenda on the date or time specified

**MOTION TO REFER**

**\* SIMPLE MAJORITY REQUIRED**

**\* IS NOT DEBATEABLE**

Sometimes the committee does not have enough information to make a decision on motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or it can be sent to a special \*ad-hoc committee\*. This can be done by a member saying, “I move to refer the motion to such-and-such committee.” If the motion to refer passes, the body moves on to the next item of business. The subcommittee will report back on what it has come up with at the next meeting if the full committee.



## **MOTION TO RECONSIDER OR RESCIND**

**\* TWO- THIRDS MAJORITY REQUIRED**

**\* IS DEBATABLE**

Sometimes a member feels that a motion the committee has passed will prove harmful. He/she can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions of motions to reconsider or rescind. The motion or motions must have passed in either the last months 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 on the winning side in the original vote. These limits are placed to protect the committee from having to reconsider again and again the motion it passes. While allowing it to examine potentially harmful situations it has created inadvertently.

## **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 stops right now and that we vote immediately". This is one of many that can be used to prevent lengthy debate once an issue is clearly understood. This motion is in order after any speaker has 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 2/3 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 not squelch debate before an issue has been thoroughly aired. Be sure to vote no to this motion if you are still confused about an issue, or if you 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 notion makes it unnecessary for the chair to be heavy handed in stopping questions, because he/she knows it will stop it soon enough.

## **MOTION TO ADJOURN**

**\* TWO THIRDS 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 two-thirds 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.

## **ORDERS OF THE DAY**

If a committee member feels that the meeting has gone too far astray from the original agenda, he/she can help things back on track. He/she say, "I call for the order of the day." This means "I move that the chair brings us back on track and conducts the meeting according to procedure, adhering to the agenda." This does not require a second, and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

## **POINT OF ORDER**

If a committee member feels that something that is happening is in violation of the rules of order, and if the chair does not appear likely to do anything about it, the member can raise a point of order. He/she need not raise his/ hand, but simply says out loud "Point of order". Then chair then says, "what is your point of order?" The member then states how she/he feels that the rules of order are being violated. If the chair agrees with his/her judgment, he/she says, "Your point is well taken, and the situation is cleared up. I he/she does not agree; He/she says, "Overruled" This decision, as all other can be appealed.

## **POINT OF APPEAL**

Anytime 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". The chair then says, "On what grounds?" The member states her/his reasons. The chair then speaks briefly to the intent of his/her ruling. A vote is taken requiring a two-thirds majority to overrule the decision of the chair.

## **PARLIAMENTARY INQUIRY**

If a committee member wants to do something but doesn't know how it fits with the rules of order, all he/she has to do is ask. Without raising his/her hand, he/she simply says out loud "Point of parliamentary inquiry. The chair must immediately recognize the member, so that they may ask how to do such-and-such. The chair will refer the question to the policy chair for an answer. Possibly referring to a specific passage in this document in his explanation.

## **POINT OF PERSONAL PRIVILEGE**

If the smoke is getting to heavy for you, the air conditioner or heater is on to high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, "Point of personal privilege." The chair must recognize you immediately. State situation, and ask that it be corrected. The chair may request that whatever need to be done and is reasonable, be done to help make you comfortable.