

**G
N
H
A
S
C**

**Greater New Haven
Area Service
Committee
(GNHASC)
Policy**



Table of Contents

I.	Purpose and Function	1
II.	Composition	1
	II.A. Membership in the GNHASC	1
	II.B. Geographic	1
	II.C. Organization	1
	II.D. Fellowship Participation	2
	II.E. General Provisions	2
	II.F. The GSR and GSR Alternate	2
III.	Rules of Order	2
	III.A. General	2
	III.B. Format	2
	III.C. Motions	2
	III.D. Conference Agenda Report (CAR)	3
IV.	Trusted Servants	3
	IV.A. General	3
	IV.B. Attendance Requirements	3
	IV.C. Executive Committee	3
	IV.D. Subcommittee Chairs	8
V.	Subcommittees	8
	V.A. General	8
	V.B. Activities Subcommittee	8
	V.C. Hospitals & Institutions Subcommittee	9
	V.D. Literature Subcommittee	14
	V.E. Policy Subcommittee – disbanded (4/11), created Policy Chair 4/2011 & Alt 6/2012)	14
	V.F. Mobile Meeting Subcommittee – disbanded and added to PR (3/6/2000, 3/2012)	14
	V.G. Public Relations Subcommittee	14
VI.	Subcommittee Policies	17
	VI.A. Activities Subcommittee Policy	17
	VI.B. Hospitals & Institutions Subcommittee Policy	21
	VI.C. Literature Subcommittee Policy	27
	VI.D. Policy Ad-Hoc Committee	27
	VI.E. Mobile Meeting Subcommittee Policy incorporated into PR Subcommittee (3/6/2000)	28
	VI.F. Public Relations Subcommittee	28
VII.	Financial Policy	30
	VI.A. Fiscal Year and Month	30
	VI.B. Budgets	30
	VI.C. Prudent Reserve	30
	VI.D. Financial Statements	30
	VI.E. Fund Flow	30
	VI.F. General	30
VIII.	Motion Descriptions from WSC (World Service Committee) Rules of Order	30
IV.	Table of Formal Motions	36

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

This body shall be known as the Greater New Haven Area Service Committee of Narcotics Anonymous, hereinafter referred to as the GNHASC.

I. Purpose and Function: The Greater New Haven Area Service Committee of Narcotics Anonymous (GNHASC) is made up of representatives from groups (GSRs) within the Greater New Haven Area. We meet monthly for the express purpose of serving the specific needs of the NA meetings that meet in our area. The most important service an Area Service Committee (ASC) provides is supporting its groups. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to the Area Service Committee for help. These situations are almost limitless in scope, and we have learned that we can get much accomplished when we work together.

Our ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. It may also hold workshops or seminars to train trusted servants. It can look for potential places to keep a stock of literature, which the groups can purchase. The point is that the ASC handles whatever functions are necessary and helpful to its groups.

In order to provide these services, our ASC needs the active participation of its GSRs. A group supports its Area Service Committee both emotionally and financially. It is a group's responsibility to offer this support. As an area grows, the financial needs of the committee also grow. In order to provide a full line of services, it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of responsibility falls on the members of the NA groups.

The active participation of each GSR is essential for a successful ASC. Each GSR must keep his/her own group informed and must represent that group's conscience in committee decisions. GSRs should evaluate each vote in terms of the needs of those they serve and the needs of NA as a whole in the area they serve. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with specific situations are services which require much more effort than a monthly meeting. *[AGTLS 2002]

*A Guide to Local Services 2002 Version

II. Composition:

II.A. Membership in the GNHASC

II.A.1. Any NA group is welcome to become a member of the GNHASC by sending a GSR to any regular GNHASC meeting. This right to membership is unconditional and shall not be questioned. (11/89)

II.B. Geographic

II.B.1. The service area of the GNHASC of NA shall include the towns of New Haven, West Haven, Orange, Milford, Woodbridge, Hamden, North Haven, North Branford, Branford, and Guilford. This is the geographic area in which we will provide outreach and service to groups and the community through our subcommittees. Any group in or out of the service area is free to affiliate with the GNHASC. (11/94)

II.C. Organization

The GNHASC is composed of a GSR and/or Alternate GSR from each affiliated group and the ASC trusted servants and subcommittee chairpersons, all of whom are elected by the GSRs.

II.D. Fellowship Participation

II.D.1. Any member of Narcotics Anonymous who wishes to attend the ASC shall be entitled to do so and participate in the proceedings of the ASC except motions. (5/91)

II.E. General Provisions

II.E.1. ASC meetings are non-smoking. (12/88)

II.E.2. Whenever a group which has chosen to affiliate with the GNHA has not been represented at the Area table for more than two (2) consecutive months, the Area Chair, or a trusted servant designated by the chair, shall visit that group to invite their renewed participation at the table. (1/93)

II.F. The GSR and GSR Alternate

II.F.1. GSRs may not hold a GSR or Alternate GSR position for another group. (6/86)

II.F.2. GSRs may vote at their first ASC meeting. (9/86)

II.F.3. So that groups may be adequately supported, each person shall have only one commitment at the GNHASC level. (4/87)

II.F.4. To have groups give group reports at the area table during Open Forum, not during roll call. (8/95 amended 9/06)

III. Rules of Order:

III.A. General

III.A.1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the ASC except where they are inconsistent with area policy or the Twelve Traditions of Narcotics Anonymous. (9/90)

III.A.2. The GNHASC adopts the portions of A Guide to Local Services that apply to Area Service Committees as part of area policy, except when they are inconsistent with area policy. (9/92)

III.B. Format

III.B.1. One opinion per person per issue at ASC meeting. (6/86)

III.B.2. The ASC meeting should start promptly at 7:00 PM (10/86) and end no later than 9:00 PM. (5/13)

III.B.3. The ASC meeting shall be the first Monday of each month. The ASC may reschedule meetings which coincide with holidays. If the first Monday falls on a holiday, the Chair and/or Vice-Chair shall arrange to have the ASC meeting moved to the second Monday at least two months prior to the holiday and announce it at least one month prior. (11/3/97)

III.B.4. The ASC meets at Grace & St. Peter's Church, 2927 Dixwell Avenue in Hamden, CT.

III.B.5. To set aside a portion of the Area meeting to discuss what can be done to better carry the message. (8/95)

III.C. Motions:

III.C.1. Making a Motion

III.C.1.a. GSRs must write all motions on motion sheets including the month, day and year, prior to presenting motions to the Area chairperson. (6/86 amended 6/07)

III.C.2. Voting on Motions

III.C.2.a. GSRs may vote at their first ASC meeting. (9/86)

III.C.2.b. Only GSRs, or their designated alternates, attending the Area Service Committee meeting may vote at the ASC meeting. (5/91)

III.C.3. Handling of Motions

III.C.3.a. Any motion can be referred to conscience of groups by 10% of those voting on the motion to refer. (9/90 amended 11/94)

III.C.3.b. For each motion on the ASC floor, an addict may speak only once for no more than three (3) minutes. (12/90)

- III.C.3.c. Motions referred to the areas from Region are to be considered immediately following the Regional Committee Member (RCM) report. (8/91)
- III.C.3.d. All motions, when received, will be sequentially numbered and will be taken up in order as 'New Business' unless the ASC directs otherwise. Any motions which have been submitted prior to the adjournment of the session will be considered 'Unfinished Business' at following sessions. 'Unfinished Business' is taken up in order of number within date unless the ASC directs otherwise. (8/91)

III.D. Conference Agenda Report (CAR)

- III.D.1. Every two (2) years, the ASC will purchase one (1) Conference Agenda Report and the secretary will be responsible for making and distributing copies. (4/12) The RCM will get the CAR from Region. (2/98)
- III.D.2. Voting at group meetings on the business of motions presented in the CAR will consist of one (1) addict, one (1) vote.

IV. Trusted Servants:

IV.A. General

- IV.A.1. In order to coordinate its services, the ASC elects its officers yearly. Leadership and ability to organize and give the committee direction and incentive must come from its officers. Upon election, the officers shall resign as GSRs. [AGTLS 2002]
- IV.A.2. Committee officers should be elected from members of Narcotics Anonymous who have prior service experience such as GSR, group secretary, group treasurer, and/or subcommittee member. Officers should have a working knowledge of the Twelve Concepts for NA Service. Any ASC member or officer may be removed during his/her term in office by a majority vote of the ASC. Also, all ASC members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms. [AGTLS 2002]
- IV.A.3. The suggested clean time requirements can be suspended only in the following manner:
 - IV.A.3.a. While nominations are open, a GSR offers a motion to suspend the clean time requirement and nominate a specific addict.
 - IV.A.3.b. If the motion is seconded, the addict is asked to qualify and then leave the room; the motion is then debated.
 - IV.A.3.c. To carry the motion, a two-thirds ($\frac{2}{3}$) vote of GSRs present is required. (3/90 amended 11/90 & 4/91)
- IV.A.4. All nominees and volunteers for trusted servant positions at the Area Service Committee shall leave the room before the election vote is taken. (10/91)

IV.B. Attendance Requirements

- IV.B.1. Any trusted servant or subcommittee chair who misses two (2) consecutive meetings or five (5) total meetings that are part of their commitment (responsibility), even though they sent a representative, should be asked to resign or else show just cause as to why they have failed to fulfill their commitment. (9/96 amended 9/99)
- IV.B.2. That all trusted servants stay for the entire meeting, or be considered absent. (12/95)

IV.C. Executive Committee

- IV.C.1. **General** – All Executive Committee members are to be elected by the GSRs only. The clean time requirements for all Executive Committee positions are mandatory, not suggested. (7/11)

IV.C.2. Chair

- IV.C.2.a.** The chairperson arranges an agenda for and presides over the monthly meetings. He/she is also responsible for correspondence, maintaining area files and archives. The chairperson should be one of the co-signers of the ASC's bank account. At committee meetings he/she can vote only in the case of a tie. A chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. [AGTLS 2002]
- IV.C.2.b.** Two (2) years continuous abstinence from all drugs shall be the mandatory clean time requirement for Area chairperson. (12/90 amended 1/12)
- IV.C.2.c.** Area chairperson is allowed to express personal opinions and participate in discussions. (6/86)
- IV.C.2.d.** Area chairperson will read all motions. (6/86)
- IV.C.2.e.** The chair will hold a key to the church. (7/92)

IV.C.3. Vice-Chair

- IV.C.3.a.** The vice-chairperson coordinates all subcommittee functions. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The vice-chairperson should be one of the co-signers of the ASC's bank account. [AGTLS 2002]
- IV.C.3.b.** One (1) year of continuous abstinence from all drugs shall be the mandatory clean time requirement for vice-chair. (12/90 amended 1/12)
- IV.C.3.c.** The vice-chair of area will attend some subcommittee meetings. (4/93)
- IV.C.3.d.** Vice-chairperson is considered a two (2) year commitment. One year of service as vice-chairperson and a willingness to serve subsequently as chairperson. This does not guarantee a second year of service.

IV.C.4. Secretary

- IV.C.4.a.** The secretary keeps accurate minutes of each ASC business meeting, types, and distributes copies of the minutes to each GSR no later than one (1) week following the ASC meeting. These minutes should be verified by the chairperson before copies are made. All minutes, motions, etc. are to include the month, day and year. [AGTLS 2002] (6/07)
- IV.C.4.b.** The secretary shall immediately supply the subcommittee chairperson with a copy of any motions referred to that subcommittee. (10/89)
- IV.C.4.c.** One (1) year of continuous abstinence from all drugs shall be the mandatory clean time requirement for area secretary. (12/90 amended 1/12)
- IV.C.4.d.** That packets of reports for the last three (3) months on file for new Group Service Representatives (GSRs) who may not have any information on the issues being currently handled. (1/91)
- IV.C.4.e.** That a written agenda be given to GSRs and GSR alternates so they can get an understanding of the ASC proceedings. (6/05)
- IV.C.4.f.** The area secretary may draw advance funds to cover postage and supplies. (1/95)

- IV.C.4.g. The secretary report shall be motioned, seconded and voted on at each ASC meeting.
- IV.C.4.h. Shall be responsible for making and distributing copies of the CAR Report every two (2) years. (4/12)
- IV.C.5. Alternate Secretary (3/05)**
 - IV.C.5.a. In the absence of the secretary or request/absence of the vice-chair of area, the alternate secretary shall keep accurate minutes of the ASC business meeting. Shall type and distribute copies of the minutes to each GSR, no later than one (1) week following the ASC meeting. Shall learn from and assist the secretary.
 - IV.C.5.b. All minutes, motions, etc. shall include the month, day, and year. (6/07)
 - IV.C.5.c. One (1) year of continuous abstinence from all drugs shall be the mandatory clean time requirement of the alternate secretary. (1/12)
 - IV.C.5.d. Shall be considered a two (2) year commitment. One (1) year as alternate secretary and a willingness to serve as secretary. The second year is neither a requirement nor shall it guarantee a second year of service.
- IV.C.6. Treasurer**
 - IV.C.6.a. The treasurer shall be one of the co-signers of the ASC's bank account. [AGTLS 2002]
 - IV.C.6.b. Two (2) years continuous abstinence from all drugs shall be the mandatory clean time requirement for Area treasurer. (12/90)
 - IV.C.6.c. That all account statements are sent to the ASC P.O. Box and not the treasurer's home address. (9/02)
 - IV.C.6.d. To have the treasurer balance the bank account monthly. (12/3/07)
 - IV.C.6.e. The treasurer will hold a second key to the church. (6/08)
- IV.C.7. Vice Treasurer**
 - IV.C.7.a. The vice treasurer shall learn from and assist the treasurer. The vice treasurer shall be one of the co-signers of the ASC's bank account. In addition, the vice treasurer will perform the duties of the treasurer in his/her absence.
 - IV.C.7.b. Two (2) years continuous abstinence from all drugs shall be the mandatory clean time requirement for area vice treasurer. (12/90)
 - IV.C.7.c. Vice treasurer is considered a two (2) year commitment. One (1) year of service as vice treasurer and a willingness to serve subsequently as treasurer. This does not guarantee a second year of service. (9/95)
- IV.C.8. Regional Committee Member (RCM)**
 - IV.C.8.a. The Regional Committee Member is to the ASC what a GSR is to a group. As the representative of the area, the RCM speaks for members and groups within the Area Service Committee. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the area and the rest of NA, particularly with neighboring RSCs. They represent the group conscience of an ASC at a regional level. An RCM attends all Regional Service Committee meetings and takes part in any decisions that

affect the region, speaking as the voice of the ASC's group conscience. An RCM must be able to work for the common good, placing principles before personalities at all times. [AGTLS 2002]

- IV.C.8.b.** RCM has the power to vote on any single expenditure or annual budget at the RSC meeting up to and including \$500.00. If any single expenditure or annual budget over \$500.00 is to be voted on at the RSC, the RCM must move that the item be referred to the conscience of the areas, even if a motion to refer to the conscience of the areas would be ruled out of order due to time constraints or any other reason. (7/97)
- IV.C.8.c.** When the majority of groups abstain, the area conscience is to abstain at Region. (5/90)
- IV.C.8.d.** The RCM and/or Alternate, being trusted servants, are allowed to vote on money issues if their motion to table back to areas fails or does not get seconded. (9/90)
- IV.C.8.e.** Three (3) years continuous abstinence from all drugs shall be the mandatory clean time requirement for RCM. (12/90)
- IV.C.8.f.** The RCM shall supply a written report to all GSRs and ASC trusted servants at the ASC meeting. (9/96)
- IV.C.8.g.** The RCM will arrange a place to host the RSCNA for three (3) consecutive months when RSC rotation comes around. The order of rotation for RSC meeting place will be Greater Waterbury, Greater New Haven, Greater Hartford, Greater Danbury, Southern Fairfield County, United Shoreline, Mid-State Unity, Central Connecticut, and Tunxis Valley.

IV.C.9. RCM Alternate

- IV.C.9.a.** The RCM Alternate attends all ASC and RSC meetings, becoming familiar with the job of RCM, and fills in for the RCM if he/she is absent. [AGTLS 2002]
- IV.C.9.b.** Two (2) years continuous abstinence from all drugs shall be the mandatory clean time requirement for the RCM Alternate. (12/90)
- IV.C.9.c.** RCM Alternate is considered a two (2) year commitment. One (1) year of service as alternate and a willingness to serve subsequently as RCM. This does not guarantee a second year of service. (9/95)

IV.C.10. Policy Chair (4/11)

Qualifications:

- IV.C.10.a.** Two (2) years mandatory clean time required with one (1) year of previous Area service; one (1) year commitment, limited to two (2) consecutive terms.
- IV.C.10.b.** Working knowledge of the 12 Steps, Traditions and Concepts of Narcotics Anonymous.
- IV.C.10.c.** The willingness and desire to serve the GNHA.
- IV.C.10.d.** Possess leadership abilities as well as the ability to organize and communicate effectively.
- IV.C.10.e.** The policy chair is a member of the GNHASC Executive Committee.

Responsibilities:

- IV.C.10.f.** Will attend all GNHASC monthly meetings with the primary purpose of supporting the GSRs and Subcommittee representatives as well as the Executive Committee, and acting as a resource when questions are discussed pertaining to this Area's current policy.
- IV.C.10.g.** The policy chair will provide a copy of GNHA policy to each new GSR at monthly meetings.
- IV.C.10.h.** The policy chair can decide to establish an Ad Hoc committee whenever he/she feels it is necessary to keep the Area policy updated on a yearly basis (see VI.C. Policy Ad-Hoc Committee).

IV.C.11. Alternate Policy Chair (6/12)

The alternate position is established with the hope of assisting the transition to the policy chair position after one (1) year, in an informed and consistent manner.

Qualifications:

- IV.C.11.a.** Two (2) years mandatory clean time required with one (1) year of previous Area service.
- IV.C.11.b.** This is a one (1) year commitment with hopes that this individual would step-down into the policy chair position when that becomes available and the GNHASC approves by vote.

Responsibilities:

- IV.C.11.c.** The willingness and desire to serve the GNHA.
- IV.C.11.d.** Will attend all GNHASC monthly meetings.
- IV.C.11.e.** Will assist the policy chair at these meetings and will assume the responsibilities of the policy chair if he/she is not present.
- IV.C.11.f.** Will be a member of any policy ad-hoc committee.

IV.C.12. Webservant (11/12)

Qualifications:

- IV.C.12.a.** Minimum 18-months mandatory clean time requirement.
- IV.C.12.b.** Minimum six (6) months experience at GNHASC meetings.
- IV.C.12.c.** Reliable internet service.
- IV.C.12.d.** Familiarity with email, HTML, XHTML, and ability to create and modify PDF documents or other technologies as required by the regional website.
- IV.C.12.e.** Some familiarity with managing websites in case GNHASC should desire a full website in the future. New website was created <http://gnhana.info> and is hosted by ovh.com at a cost of \$2.99 per month, due monthly. (8/3/15)

Responsibilities:

- IV.C.12.f.** Attend GNHASC monthly meetings.
- IV.C.12.g.** Give a monthly activity report to GNHASC.
- IV.C.12.h.** Regularly check and maintain the area email box at gnha@ctna.org and pass email correspondence to the appropriate committees or persons.

- IV.C.12.i.** On a monthly basis, electronically notify RSC Webservant of GNHNA webpage updates, including ASC minutes, subcommittee reports and emergency notices as directed by GNHNASC.
- IV.C.12.j.** On a monthly basis, electronically notify RSC Webservant of GNHNA events and flyers to be put on the RSC events calendar.
- IV.C.12.k.** May need to convert flyers, documents, and minutes for our webpage to PDF or add required contact numbers or logos as dictated by policy.
- IV.C.12.l.** Acquire and maintain a flash drive for backup of everything submitted to the website. Flash drive will also be used to back-up a GNHASC website if one should be authorized in the future. Website authorized. (8/3/15)

IV.D. Subcommittee Chairs

- IV.D.1.a.** The mandatory clean time requirement for Subcommittee Chairpersons is two (2) years. Any subcommittee can establish a more stringent requirement if necessary. (10/89)
- IV.D.1.b.** That any addict serving as an appropriate replacement for a subcommittee chair is given the group conscience of that subcommittee to be the replacement. (9/92)

V. Subcommittees:

V.A. General

- V.A.1.** Subcommittee meetings shall be held at neutral, rent paying facilities, not at members' houses. (10/87)
- V.A.2.** All subcommittees shall supply a written report, with the month, day, year, as well as facility address, to all GSRs and ASC trusted servants at the ASC meeting. (8/86 amended 6/07)
- V.A.3.** All policy changes, including subcommittee policy changes, are brought before the Executive committee, for review and recommendation before implementing that policy. (9/99 amended 2/3/97)

V.B. Activities Subcommittee

- V.B.1.** A self-supporting committee responsible for organizing events for the purpose of fun and fellowship. A second purpose is to assist in ASC approved fundraisers. (8/85)
- V.B.2.** Activities Subcommittee needs to present scheduled events to ASC before announcement to the fellow ship. (3/90)
- V.B.3.** Before any activities by the area Activities Subcommittee are held, that the secretary of the group where the function is being held be contacted, in spirit of cooperation and unity. (3/90)
- V.B.4.** The Activities Subcommittee is allowed to make a profit based on donations, not on charged admissions. (7/92)
- V.B.5.** To allow the Greater New Haven Area Activities Subcommittee to control its own cash reserves with the following guidelines:
 - V.B.5.a.** That the funds be held in a checking account.

- V.B.5.b.** That the account requires two signers out of three signatories (chairperson, treasurer, and area treasurer) and that they have at least two (2) years clean time.
 - V.B.5.c.** That all moneys be deposited within 72 hours into said account.
 - V.B.5.d.** That a list of all expenditures and deposits be submitted with each monthly Activities Subcommittee report.
 - V.B.5.e.** The treasurer will be elected at the ASC. (4/93)
 - V.B.6.** Activities Subcommittee prudent reserve is \$2,999.99. (5/93 amended 10/05)
 - V.B.7.** Prudent reserve notwithstanding, the subcommittee may hold on to and reserve funds raised through advance ticket sales or dedicated fundraisers for a specific activity, and expend those funds as needed for that activity, provided that all such funds in excess of prudent reserve shall be fund flowed to the ASC not more than thirty (30) days subsequent to that activity. The subcommittee may request that the ASC set aside a specific portion of the profit from a recurring activity as seed money for the following year's event. (4/94)
 - V.B.8.** Any activity or function put on by the subcommittee, which will require the outlay of \$1,000.00 or more, shall first be presented to the ASC with a line item budget of expenditures and projected income for approval by the Area table. (4/94)
 - V.B.9.** Any activity or function put on by the Activities Subcommittee shall be clearly designated as being sponsored by the Greater New Haven Area Activities Subcommittee only, in all announcements, fliers or brochures, as well as on any merchandise associated with that activity. (4/94 amended 6/07)
 - V.B.10.** All voting members of the Activity Subcommittee will not pay to attend a GNH Activities event. (9/07)
- V.C. Hospitals & Institutions Subcommittee (H&I)**
- V.C.1. Introduction**
 - V.C.1.a.** The policy of the GNHASC of H&I is for working with addicts inside institutions. It utilizes the shared experiences of addicts recovering in Narcotics Anonymous, many of whom were institutionalized at one time. In sharing our experiences, we hope to aid other addicts by carrying a message of recovery to those who may not be able to attend regular NA meetings. We have found that working with others in an institutional setting can be extremely beneficial to our personal recovery.
 - V.C.1.b.** Experience has taught us that we become effective in H&I when we are applying the Twelve Steps and Twelve Traditions in our lives. Our hope is that the policy will assist others in their endeavors with employing these twelve suggestions that have proven helpful to us.
 - V.C.2. Twelve Suggestions**
 - V.C.2.a.** Familiarize yourself with the H&I guidelines of the world service conference. These are available from the world service offices: 16155 Wyandotte Street, Van Nuys, CA 91406.
 - V.C.2.b.** Work with members of the same sex.

- V.C.2.c.** Be careful you do not interfere with the institution's rules and/or therapy. Do not deal with the recovery of the institution, deal with the recovery of the addict.
- V.C.2.d.** Do not set yourself up. Use your discretion when asked a favor, keeping in mind the rules of the institution and H&I policy.
- V.C.2.e.** Limit your sharing to your experience, strength and hope as a recovering member of Narcotics Anonymous.
- V.C.2.f.** Remember you cannot give away what you do not have. We make poor examples if we fail to put our own recovery first.
- V.C.2.g.** Work with your local Area or Regional H&I Committee.
- V.C.2.h.** You may be the only example of recovery they see, so conduct yourself accordingly.
- V.C.2.i.** We are not counselors, probation officers or social workers. We should confine our sharing to recovery from addiction.
- V.C.2.j.** Keep your commitment. It is important for newcomers to see familiar faces who are consistent in their attendance.
- V.C.2.k.** We try to accept the addict without conditions and carry the message without expectations.
- V.C.2.l.** Encourage new members to get involved with H&I work.

V.C.3. Requirements for Participation in H&I

- V.C.3.a.** All you need is one day clean time to attend an H&I subcommittee meeting however, there are clean time requirements for obtaining certain commitments within the H&I subcommittee. No addict shall be dissuaded from observing and learning at the subcommittee level.
- V.C.3.b.** Clean time definition; for purposes of qualification for trusted servant committees, clean time means continuous, total abstinence from all addictive substances (as generally understood by the fellowship) including drugs used for drug replacement therapy. Appropriate use of addictive substances for other medical purposes need not be considered in calculating clean time.
- V.C.3.c.** Clean time requirement for chairing or sharing at any H&I facility presentation is one year.
- V.C.3.d.** Clean time requirement for observing any H&I facility presentation is six months.
- V.C.3.e.** Any trusted servant who no longer meets the clean time requirement shall be told to step down and be replaced immediately.
- V.C.3.f.** Any trusted servant who has used an addictive substance for an appropriate purpose, on a given day, shall refrain from serving on that day.
- V.C.3.g.** Psychotropic drugs may or may not be a mood or mind altering substance that H&I is concerned with. However, even though we know we are not doctors, this issue should be addressed as the problem arises, either at the presentation or at the subcommittee meeting.

- V.C.3.h.** Any member's behavior that might be considered under the influence of a controlled substance (i.e. nodding or falling asleep...etc.) will not be tolerated.
- V.C.3.i.** You must carry a strong NA message of recovery from addiction.
- V.C.3.j.** You must carry the message in a responsible way.
- V.C.3.k.** You must comply with all of the H&I subcommittee policies and each facility's individual requirements.
- V.C.3.l.** Whether subtle or blatant, all forms of prejudice harm our unity and prevent us from fulfilling our primary purpose and they will not be tolerated.
- V.C.3.m.** The area H&I subcommittee will adhere to the guidelines suggested in the Narcotics Anonymous World Services (NAWS) H&I Handbook, A Guide To Local Services, Regional H&I policies and ASC policies.
- V.C.3.n.** Voting members of the H&I subcommittee are only those who have attended two consecutive subcommittee meetings. Missing two consecutive subcommittee meetings would render that member's vote invalid.
- V.C.3.o.** Except for speakers, all persons interested in attending H&I facility presentations must have attended an H&I orientation prior to attending the presentation.
- V.C.3.p.** Any previous member of H&I who has not attended the GNHASC of H&I subcommittee meeting for a period of one year or more needs to attend orientation.
- V.C.3.q.** All H&I presentations are considered closed. They are open only to panel leaders and members, panel observers, speakers and the residents within the facility.
- V.C.3.r.** No one may enter an H&I facility presentation without prior approval of the Panel Coordinator of that facility.
- V.C.3.s.** Being on time is one of the ways we show our recovery. No member should enter any H&I presentation, at any facility, more than ten minutes late.
- V.C.3.t.** If you cannot fulfill your commitment on any given day, you need to contact the Panel Coordinator ASAP in order for the position to be filled. If you fail twice in this regard, you will need to be reinstated with a majority voted by the subcommittee.
- V.C.3.u.** It is the Panel Coordinator's responsibility to provide any information about the facility (i.e. meeting time, location, facility contact info...etc.) to the panel leader(s) facilitating the H&I presentation.
- V.C.3.v.** Panel Members are allowed to change the format of a presentation from a speaker meeting to a topic discussion meeting if a speaker cannot be found or does not show up for a presentation, with prior approval from the panel coordinator.
- V.C.3.w.** Any service member that misses two consecutive subcommittee meetings will be considered to have stepped up from their commitment and will need to be voted in again at the next subcommittee meeting they attend.

- V.C.3.x.** Do not give out personal information (i.e. phone number, last name...etc.) to any client while inside any H&I facility presentation.
- V.C.3.y.** Policy changes (amendments) require a 2/3 majority vote and will remain in effect for a minimum of 90 days.
- V.C.3.z.** All motions passed at area H&I subcommittee meetings become policy and will remain in effect for a minimum of 6 months.
- V.C.3.aa.** A new H&I presentation will not be started until all present panels are full and there is adequate support to start the new presentation.
- V.C.3.bb.** For an H&I meeting to be started at a new facility, the present H&I chair must work with the GNHASC of Public Relations to bring an NA presentation into the facility prior to starting the meeting.
- V.C.3.cc.** H&I has adopted Robert's Rules Of Order to effectively address our monthly business.
- V.C.3.dd.** The area's H&I chair or vice chair must attend the Regional H&I subcommittee meeting every month.
- V.C.3.ee.** The GNHASC of H&I adopts the following I.P.s as literature provided for facility presentations. Numbers 1,6,7,8,11,12,13,16,17,19,22,23 and the CT Region of Narcotics Anonymous meeting schedule.
- V.C.3.ff.** This subcommittee will hold monthly orientations for trusted servants regarding the Do's and Don'ts of H&I work.
- V.C.3.gg.** Anyone wanting to hold a commitment on the H&I subcommittee will be asked a number of questions from the subcommittee questionnaire.
- V.C.3.hh.** Addicts who carry the message of recovery into institutions need to be aware of the various rules and regulations at the institution in which he or she serves.
- V.C.3.ii.** The service we provide is only with the cooperation of the institution, always keep in mind our Twelve Traditions while doing service work.
- V.C.4. Do's and Don'ts for H&I Participation**
 - Do's**
 - V.C.4.a.** **Do** remember that this is a "we" program. No addict should feel that he or she is being preached to.
 - V.C.4.b.** **Do** emphasize that NA recovery is available to all addicts, regardless of drug(s) used.
 - V.C.4.c.** **Do** tell them there is fun in recovery. i.e. social events, fellowship..etc.
 - V.C.4.d.** **Do** acknowledge and validate their feelings and emotions.
 - V.C.4.e.** **Do** make directories of outside meetings available to residents.
 - V.C.4.f.** **Do** emphasize the importance of getting to an NA meeting the first day out of the treatment facility.
 - V.C.4.g.** **Do** emphasize the importance of a sponsor, regular NA meeting attendance and group commitments after leaving the treatment facility.
 - V.C.4.h.** **Do** clarify the rules and policies of H&I and the facility to anyone you bring into the presentation.

- V.C.4.i.** Do start and end on time.
- V.C.4.j.** Do briefly explain what NA is.
- V.C.4.k.** Do make it clear that NA is separate and distinct from the facility as well as other fellowships.
- V.C.4.l.** Do try to get residents involved, especially those in long term facilities.
- V.C.4.m.** Do obey all dress codes. Exercise common sense and dress appropriately.
- V.C.4.n.** Do keep staff aware of your whereabouts at all times.
- V.C.4.o.** Do ensure that all NA literature you bring into the facility is stamped with the local helpline number.
- V.C.4.p.** Do screen all Panel members carefully, especially regarding the clean time and/or other requirements.
- V.C.4.q.** Do adhere to clean time requirements of the facility and H&I subcommittee.
- V.C.4.r.** Do ensure that a clear, strong NA message of recovery is carried by all individuals elected or invited to share in the facility.
- V.C.4.s.** Do always obtain yellow card clearance for all members and speakers attending a correctional facility.
- V.C.4.t.** DO always clear a member who is on parole/probation with the facility and the parole/probation officer.

Don'ts

- V.C.4.u.** Don't glorify your past.
- V.C.4.v.** Don't compare your bottom to theirs.
- V.C.4.w.** Don't use profanity.
- V.C.4.x.** Don't break another person's anonymity or tell his or her story.
- V.C.4.y.** Don't debate any issues involving facility's rules or regulations.
- V.C.4.z.** Don't get involved in discussions on outside issues, remember why we are there.
- V.C.4.aa.** Don't while sharing put too much emphasis on what it was like. They already know.
- V.C.4.bb.** Don't debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- V.C.4.cc.** Don't discuss conditions within the facility, or opinions about staff members.
- V.C.4.dd.** Don't carry excessive cash or wear expensive or flashy jewelry.
- V.C.4.ee.** Don't show favoritism to any resident.
- V.C.4.ff.** Don't bring in any food or beverages.
- V.C.4.gg.** Don't take messages in or out of the facility.
- V.C.4.hh.** Don't give out personal information (i.e. phone number, last name, etc.) inside the presentation.
- V.C.4.ii.** Don't carry in contraband items such as cigarettes or weapons.
- V.C.4.jj.** Don't bring in anyone who is not approved to be there.
- V.C.4.kk.** Don't ask what type of crime an inmate has been convicted of or discuss guilt or innocence.

V.C.4.II. Don't allow a member that has outstanding warrants to participate in a facility presentation.

V.D. Literature Subcommittee:

- V.D.1.** If needed, the Area will print schedules every three (3) months, and groups will not be charged for schedules. (11/86)
- V.D.2.** Area Literature Chairperson shall not accept personal checks. (5/87)
- V.D.3.** The GNHASC encourages the formation of new groups. Group starter kits are available from the Literature subcommittee chairperson to any individual who requests one. (8/89)
- V.D.4.** If group is in dire financial need of literature, a trusted servant is to come to the ASC meeting and propose to the ASC what they need. The ASC is then to discuss and vote on what that group should receive. (5/90)
- V.D.5.** Area shall purchase a sufficient number of Conference Agenda Reports (CARs) to supply all groups, subcommittees, and Area trusted servants. (2/91)
- V.D.6.** To keep in reserve 500 schedules. (12/95)

V.E. Policy Subcommittee: disbanded (2/97); added to the duties of the Area Executive Committee. Policy Chair position was created (4/2011) and Alternate Policy Chair position was created (6/2012); both are members of the Executive Committee – See Trusted Servants

V.F. Mobile Meeting Subcommittee: disbanded (3/6/2000); picked up by the PR (then PI/PL) Subcommittee. (3/6/2000 amended 3/2012)

V.G. Public Relations Subcommittee:

- V.G.1.** Public Information & Phonenumber (PI/PL) Subcommittee changed its name to Public Relations (PR). (3/2012)
- V.G.2.** Beeper Keeper disbanded along with all associated beeper activities. (3/2009)
- V.G.3.** Public Relations should supply ten (10) free schedules to any organization requesting information. Additional schedules should be sold at cost. (10/87)
- V.G.4. Purpose:**
 - V.G.4.a.** The primary purpose of the PR Subcommittee is to serve as a link between NA and the public.
 - V.G.4.b.** We inform the public with special emphasis on the addict who still suffers, about the existence, location and purpose of NA.
 - V.G.4.c.** It is our responsibility to establish contact with all organizations, agencies, educational institutions, businesses, groups, or individuals who, through their contact with active drug users and the general public, can help to create awareness of the NA program.
 - V.G.4.d.** This task is accomplished through the following services: mailings, bulletins, public service announcements (PSAs), presentations, and the media.
 - V.G.4.e.** The Public Relations subcommittee will also make every effort to work with all other subcommittees of the GNHASC whenever the need arises.
 - V.G.4.f.** We act under the direction of the GNHASC of NA and with the guidelines of our Twelve Traditions and Twelve Concepts. (amended 9/2015)
 - V.G.4.g.** For the Phonenumber, our first objective is to establish a phonenumber.

- V.G.4.h.** We give meeting times and locations with brief directions.
- V.G.4.i.** We have one-on-one phone conversations with suffering addicts who have called the 800#.
- V.G.4.j.** Set up in-person twelve-step calls with suffering addict.
- V.G.4.k.** Make referrals without endorsement (i.e. our call systems, community services, 911, 211, etc.). (amended 9/2015)
- V.G.5. Composition of Subcommittee:**
 - V.G.5.a.** Any concerned member of NA may serve on this committee. Every member present at a subcommittee meeting has an equal right to input of information on decisions made by the subcommittee.
 - V.G.5.a.i.** To have a vote, a member must attend two consecutive meetings.
 - V.G.5.a.ii.** That member will have a vote at his/her second consecutive meeting.
 - V.G.5.a.iii.** A member loses their vote if they miss two consecutive meetings.
 - V.G.5.b.** The committee shall consist of chair, vice-chair, secretary, regional rep., group rep, assistant group rep., educational speakers, phonenumber and twelve-step volunteers, and other interested members of NA. (amended 9/2015)
- V.G.6. Duties:**
 - V.G.6.a. Chair**
 - V.G.6.a.i.** To prepare an agenda for and preside over subcommittee meetings.
 - V.G.6.a.ii.** To make monthly reports to ASC on plans, progress on projects, expenditures, and **any** other services handled by the subcommittee.
 - V.G.6.a.iii.** To initiate and maintain contact with other PR subcommittees at Area, Regional and World levels. To attend workshops whenever possible.
 - V.G.6.a.iv.** To act as a coordinator of all PR projects.
 - V.G.6.a.v.** To vote only in case of a tie.
 - V.G.6.a.vi.** To pay rent annually as determined by the subcommittee.
 - V.G.6.b. Vice-Chair**
 - V.G.6.b.i.** To act as coordinator of the phonenumber, organizing orientations, maintaining an active list of volunteers, and regular contact with the phone service.
 - V.G.6.b.ii.** To assist the chair with progress and growth of the subcommittee.
 - V.G.6.b.iii.** To fill in for the chair in the event of his/her absence at regular scheduled subcommittee meetings and at ASC.
 - V.G.6.b.iv.** In the event the chair is unable to complete his/her term the vice chair, upon approval of the ASC, assumes that position for the remainder of that term.

- V.G.6.b.v.** Upon completion of his/her term, if willing and approved by GNHASCNA, succeed to position of the PR chair for the following year.
- V.G.6.c. Secretary**
 - V.G.6.c.i.** To take minutes of subcommittee meeting and provide copies for members and ASC.
 - V.G.6.c.ii.** To maintain a record of all subcommittee minutes, correspondence, and related materials concerning PR work. This shall be kept as the PR archives and passed on to succeeding secretaries.
- V.G.6.d. Regional Rep**
 - V.G.6.d.i.** To attend meetings of the Regional PR subcommittees.
 - V.G.6.d.ii.** To report the issues and concerns of this subcommittee to the Regional subcommittee and vice/versa.
 - V.G.6.d.iii.** To present to the Public Relations subcommittee what transpired at Regional meeting.
- V.G.6.e. Group Rep**
 - V.G.6.e.i.** To inform group of PR work in progress.
 - V.G.6.e.ii.** To announce time and place of subcommittee meeting.
 - V.G.6.e.iii.** To get support of twelve step volunteers and service on the phonline.
 - V.G.6.e.iv.** To generate support and give orientations to those members interested in the speaker program.
 - V.G.6.e.v.** To represent PR at monthly area meeting if the regional rep is unable to do so.
- V.G.6.f. Assistant Group Rep**
 - V.G.6.f.i.** To inform group of PR work in progress
 - V.G.6.f.ii.** To announce time and place of subcommittee meeting.
- V.G.6.g. Educational Speaker**
 - V.G.6.g.i.** To represent this subcommittee and NA as a whole.
 - V.G.6.g.ii.** To share his or her experience, strength and hope.
 - V.G.6.g.iii.** Meet the PR qualifications.
- V.G.6.h. Phonline Volunteer**
 - V.G.6.h.i.** An NA member whose primary objective is to direct the potential newcomer to an NA meeting.
 - V.G.6.h.ii.** Direct questions about our fellowship to the appropriate subcommittee.
 - V.G.6.h.iii.** Talks at length to the caller about recovery in Narcotics Anonymous.
 - V.G.6.h.iv.** If the caller is willing, refers the call to a twelve-step volunteer.
- V.G.6.i. Twelve Step Volunteer**

- V.G.6.i.i.** An NA member who after receiving some general information from the phonenumber volunteer calls the addict as soon as possible.
- V.G.6.i.ii.** Spends time talking to the caller about recovery in NA.
- V.G.6.i.iii.** If the caller is willing, offers to meet him/her at a meeting or arranges to have him/her picked up and given a ride to a meeting.

V.G.7. Mobile Meeting

- V.G.7.a.** It's required that subcommittee members and group members attend a 12-step orientation.
- V.G.7.b.** The number of addicts attending with less than one (1) year clean can be no more than the number of addicts with more than one (1) year clean. Everyone attending a meeting in someone else's home must have a minimum of nine (9) months clean.
- V.G.7.c.** That the number of addicts going be no less than four (4). Maximum number and type of meeting is left to the person requesting the meeting.
- V.G.7.d.** Group meets at a neutral location and goes and leaves from the meeting site together.
- V.G.7.e.** Upon arrival at meeting site, a group conscience is held to assess the situation.
- V.G.7.f.** That a sign-up sheet be given to each GSR at Area to be brought back to groups each month and returned to this subcommittee at the following ASC meeting.
- V.G.7.g.** Reasons for bringing a meeting to an addict:
 - V.G.7.g.i.** Illness
 - V.G.7.g.ii.** Disability
- V.G.7.h.** Subcommittee meets the first Sunday of the month at 12:15pm included in the PR subcommittee agenda format. (3/6/2000 amended 9/8/2014)
- V.G.7.i.** If the addict is capable of going to a regular NA meeting, the subcommittee members will volunteer to take him/her to nearest meeting. If the addict refuses, the members will leave.
- V.G.7.j.** In cases of hospitalization, where facility only allows two (2) visitors, members may still respond to the call.
- V.G.7.k.** When the group reaches the meeting site, the chairperson will call a trusted servant to let him/her know what their decision is on staying or leaving.

VI. Subcommittee Policy:

VI.A. Activities Subcommittee Policy:

VI.A.1. Position in the GNHASC

- VI.A.1.a.** The name of this subcommittee shall be the Greater New Haven Area Activities Subcommittee. The GNHA Activities Subcommittee is formed by and responsible to the GNHASC for the fellowship of Narcotics Anonymous and is a standing subcommittee of the GNHASC.

VI.A.2. Purpose:

- VI.A.2.a.** To provide fun and unity in recovery throughout the fellowship of Narcotics Anonymous with activities in the Greater New Haven Area.
- VI.A.2.b.** To provide the fellowship of Narcotics Anonymous with the celebrations of recovery in the GNHA.
- VI.A.2.c.** To coordinate the timing of activities within the GNHA, so as to minimize their overlapping.
- VI.A.3. Spiritual Guidance:**
 - VI.A.3.a.** The GNHA Activities Subcommittee shall not make any motion or take any action which conflicts with the Twelve Traditions of Narcotics Anonymous.
 - VI.A.3.b.** The GNHA Activities Subcommittee shall comply in all its actions with the following documents in succession:
 - VI.A.3.b.i.** The Twelve Traditions of Narcotics Anonymous.
 - VI.A.3.b.ii.** The current publication of these guidelines.
 - VI.A.3.b.iii.** A Guide To Local Services and its successors.
 - VI.A.3.b.iv.** Current publications of all pertinent NA handbooks.
 - VI.A.3.b.v.** Current edition of Robert’s Rules of Order, Newly Revised.
 - VI.A.3.b.vi.** The approved motions of the GNHASC.
- VI.A.4. Duties:**
 - VI.A.4.a.** To follow the directions of the GNHASC.
 - VI.A.4.b.** To coordinate the timing of Area and Regional activities, to minimize timing conflicts and overlapping of events.
- VI.A.5. Members:**
 - VI.A.5.a.** General membership in the GNHA Activities Subcommittee shall be open to all individuals who share the slated purpose of the subcommittee.
 - VI.A.5.b.** Voting membership in the GNHA Activities Subcommittee shall be open only to those designated in Article 9 of these guidelines.
- VI.A.6. Officers:**
 - VI.A.6.a.** The officers of the GNHA Activities Subcommittee shall be a chairperson, a vice chairperson, treasurer and a secretary. These officers shall perform the duties as prescribed by the Area policies, position descriptions, these guidelines, A Guide to Local Services and its successors, the parliamentary authority adopted by the GNHASC and any other duties assigned by the GNHA activities subcommittee or the GNHASC.
- VI.A.7. Trusted Servants:**
 - VI.A.7.a. Chairperson:** mandatory two (2) years clean time, a suggested three months prior involvement in GNHA Activities Subcommittee. (9/2015)
 - VI.A.7.a.i.** A one (1) year term of office.
 - VI.A.7.a.ii.** Be able to run the monthly business meeting, using the approved monthly agenda, as well as any other items on the agenda; to lead to discussion and voting on orders of business.
 - VI.A.7.a.iii.** Carry out policies and motions for the subcommittee.
 - VI.A.7.a.iv.** Attend all GNHASC meetings.

- VI.A.7.a.v.** Arrange for the Vice Chairperson attendance at any of the meetings mentioned above, if unable to attend.
- VI.A.7.a.vi.** Submit written reports of business meetings, with Treasurer's Report, and necessary event flyers to monthly GNHASC meeting, and on to Region.
- VI.A.7.a.vii.** Set yearly schedule of events and make proper arrangements; secure necessary dates and locations, as directed by subcommittee.
- VI.A.7.a.viii.** Make sure all items necessary for events are at the events.
- VI.A.7.a.ix.** Delegate assignments for proper assistance in coordinating events.
- VI.A.7.a.x.** Oversee all events, or have appropriate members do so, to have them run smoothly.
- VI.A.7.b. Vice Chairperson:** mandatory one (1) year clean time, a suggested 3 months prior involvement with the GNHA Activities sub-committee. (9/2015)
 - VI.A.7.b.i.** One (1) year term of office.
 - VI.A.7.b.ii.** Assume the responsibilities of the Chairperson in the event of his or her absence.
 - VI.A.7.b.iii.** Assist Chairperson in putting on events.
 - VI.A.7.b.iv.** Become familiar with the duties and responsibilities of the Chairperson.
 - VI.A.7.b.v.** Fill the time-slots for the three Marathon Meetings.
- VI.A.7.c. Treasurer:** mandatory two (2) year clean time, a suggested three (3) months prior involvement with the GNHA Activities Subcommittee.
 - VI.A.7.c.i.** A one (1) year term of office.
 - VI.A.7.c.ii.** Help Chairperson procure items for events, as necessary.
 - VI.A.7.c.iii.** Pay all bills for said items when presented with a receipt.
 - VI.A.7.c.iv.** Collect/deposit all monies within 72 hours of the event into subcommittee bank account.
 - VI.A.7.c.v.** Balance subcommittee bank account monthly.
 - VI.A.7.c.vi.** Give complete report at monthly business meeting.
 - VI.A.7.c.vii.** Submit written report for GNHASC meeting.
 - VI.A.7.c.viii.** Fund flow all monies over and above \$2999.99 (10/05) to GNHASC after sub-committee needs are fulfilled.
- VI.A.7.d. Secretary:** suggested one (1) year clean time.
 - VI.A.7.d.i.** A one (1) year term of office.
 - VI.A.7.d.ii.** Record the minutes of the business meeting and have written minutes ready for GNHASC, in appropriate amounts.
 - VI.A.7.d.iii.** Have upcoming event flyers for GNHASC and Region, in appropriate amounts.
 - VI.A.7.d.iv.** Make contacts with facilities to arrange event times, if requested by the Chairperson.

VI.A.8. Meetings:

VI.A.8.a. The GNHA activities subcommittee shall meet once a month, as designated by the GNHA activities subcommittee. The date, time and location shall be decided at the previous meeting.

VI.A.8.b. Special meetings may be called by the chairperson in response to the request of members, at the discretion of the chairperson. The purpose, place and time of that meeting shall be announced at least seven (7) days in advance, or as soon as necessary.

VI.A.9. Voting:

VI.A.9.a. Voting on all GNHA activities subcommittee motions and elections will be done on a one person, one vote system.

VI.A.9.b. The voting members shall be any interested member who has attended at least two (2) consecutive meetings.

VI.A.9.c. Any member may make a motion or participate in discussion. A voting member must second motions.

VI.A.9.d. Motions may be amended by any member or withdrawn by the maker at any time PRIOR TO VOTING. An amended motion must be re-seconded and friendly to the same motion.

VI.A.9.e. In case of a tie vote on any motion or election, the chairperson may cast a vote to decide the issue. In case of the chairperson's absence, the vice chairperson may cast a vote. Tie vote privileges do not apply in actions requiring two-thirds majority.

VI.A.10. Elections Other Than Chairperson or Treasurer:

VI.A.10.a. Any member is eligible for nomination to an officer position provided they:

VI.A.10.a.i. Have at least 3 months or current involvement with either Area or Regional level activities.

VI.A.10.a.ii. Any nominee for chairperson, vice chairperson, or secretary should have at least one (1) year clean.

VI.A.10.a.iii. Any nominee for treasurer should have at least two (2) years clean.

VI.A.10.b. Any member may nominate a qualified individual for a GNHA activities position.

VI.A.10.c. A simple majority is required to elect these officers.

VI.A.10.d. An officer shall be removed from his/her position for loss of abstinence and may be removed for non-compliance after due written notification. A two-thirds vote of the quorum is required for the removal. Non-compliance includes, but is not limited to:

VI.A.10.d.i. Non-fulfillment of the duties of their positions.

VI.A.10.d.ii. Non-attendance of two consecutive regular business meetings without prior notification to the chairperson.

VI.A.10.d.iii. Non-attendance of two consecutive regular business meetings.

VI.A.10.e. A six (6) month moratorium will be required for any officer resigning or removed from his/her position prior to completion of his/her term. The exception is when the resignation is to fill a newly elected position.

VI.A.10.f. The officers shall be elected one (1) month prior to the completion of the previous officer's term. The term of service is one (1) year or until their successors are elected. Their term of office will begin upon the completion of the previous officer's term.

VI.A.10.g. No GNHA activities subcommittee officer shall be eligible to serve more than two (2) CONSECUTIVE terms in the same position.

VI.A.10.h. In case of mid-term resignation or removal of an officer, the chairperson shall appoint an interim at the time of removal or resignation, with the elections to fill the interim position at the next business meeting.

VI.A.11. Amendment to Guidelines:

VI.A.11.a. Any voting member may propose an amendment to these guidelines at a regular GNHA Activities Subcommittee business meeting. The proposal must be seconded and submitted in writing, then referred to the GNHA Activities Subcommittee ad-hoc subcommittee for approval.

VI.A.12. Miscellaneous:

VI.A.12.a. With the exception of the chairperson, vice chairperson, treasurer, and the secretary, this group has additional policies addressing group member job responsibilities as formatted (as delegated).

VI.A.12.b. This subcommittee has a policy format for recording receipt and disbursement of funds, income from functions, and prudent reserve.

VI.A.12.c. Any persons selling tickets for a function, prior to that function, will be responsible for the loss, or loss due to damage, for the face value of those tickets.

VI.A.12.d. At all times there must be at least one person, preferably two, with a minimum of one (1) year clean, when handling any monies i.e. sale of soda, raffle tickets, and door admissions. This policy stands for any activity that involves funds which were not already included.

VI.A.12.e. Every GNHA Activities Subcommittee member pays for an event put on by this subcommittee unless he/she attended the prior two (2) business meetings.
(9/10/07 amended 9/2015)

VI.B. Hospitals and Institutions Subcommittee Policy: (adopted 9/2014)

Requirements and Responsibilities of H&I Trusted Servants

VI.B.1. Service Board:

VI.B.1.a. A Service Board consists of a Chairperson, Vice-Chairperson, Secretary, Literature Coordinator, and Orientation Chair. All members of the service board must be elected by a majority vote of the subcommittee at large. The Chairperson after elected must then be approved by the Greater New Haven

Area Service Committee with a majority vote from this area's Group Service Representatives

- VI.B.1.b.** An officer's term of office is one year, beginning in December with a subcommittee vote in November to allow for an educational transitioning period. If re-elected no officer can serve more than two consecutive terms in any one position.
- VI.B.1.c.** If the Chairperson resigns, the Vice-chairperson will automatically assume the position of the Chairperson. If the Vice-Chairperson cannot take the position a special election will be held to fulfill the commitment for the duration of the term.
- VI.B.1.d.** In case any other member of the service board resigns, the position will be held in abeyance for a period of one month or until a willing member is found to serve for the duration of the commitment.
- VI.B.1.e.** Eligible voters include all H&I subcommittee members who attend two consecutive H&I subcommittee meetings or who have not missed two consecutive subcommittee meetings to render their vote invalid.
- VI.B.1.f. Chairperson: Responsibilities and Requirements**
 - VI.B.1.f.i.** Mandatory two year clean time requirement.
 - VI.B.1.f.ii.** One year experience in H&I service work as a Panel Coordinator or Panel Leader.
 - VI.B.1.f.iii.** Working knowledge of the 12 Steps and 12 Traditions of NA.
 - VI.B.1.f.iv.** Follows ASC Policy for area chairs.
 - VI.B.1.f.v.** Carries a strong NA message of recovery.
 - VI.B.1.f.vi.** Ability to chair a meeting by maintaining an atmosphere of recovery and keeping meeting focused on business matters at hand.
 - VI.B.1.f.vii.** Attends all area H&I meetings.
 - VI.B.1.f.viii.** Attends all GNHASC and Regional H&I meetings.
 - VI.B.1.f.ix.** Arrange for Vice Chairperson to attend any meeting that the chair is unable to attend.
 - VI.B.1.f.x.** Submit monthly H&I report to ASC and Regional H&I meetings.
 - VI.B.1.f.xi.** Carry out all policies and motions of the H&I subcommittee.
 - VI.B.1.f.xii.** Maintain communications with all facilities served by the area H&I subcommittee.
 - VI.B.1.f.xiii.** Submit annual H&I subcommittee itemized budget to ASC.
 - VI.B.1.f.xiv.** Submit monthly expenditure statements, including literature and copying expenses to ASC treasurer for reimbursement.
 - VI.B.1.f.xv.** Work with H&I secretary to keep H&I policy updated.
 - VI.B.1.f.xvi.** Help organize and participate in area learning days.
 - VI.B.1.f.xvii.** Help coordinate new meetings.

VI.B.1.f.xviii. Work with the newly voted in Chairperson for one month to help them gain a better working knowledge to fulfill the commitment.

VI.B.1.g. Vice Chairperson: Responsibilities and Requirements

VI.B.1.g.i. Mandatory two year clean time requirement.

VI.B.1.g.ii. Six months experience in institutional work as Panel Coordinator or Panel Leader.

VI.B.1.g.iii. Working knowledge of the 12 Steps and 12 Traditions.

VI.B.1.g.iv. Carry a strong NA message of recovery.

VI.B.1.g.v. Attend all area H&I subcommittee meetings, as well as ASC and Regional H&I meetings when possible.

VI.B.1.g.vi. Become familiar with duties of Chairperson.

VI.B.1.g.vii. Assume the responsibilities of the Chairperson in the event of his/her absence.

VI.B.1.g.viii. Help coordinate new H&I meetings.

VI.B.1.g.ix. Help organize and participate in area learning days.

VI.B.1.g.x. Work with Chairperson to insure smooth operation of H&I subcommittee meetings.

VI.B.1.g.xi. Assume position of Chairperson (pending ASC approval) when current Chairperson's term has expired.

VI.B.1.g.xii. Work with newly voted in Vice Chairperson for one month to help them gain a better working knowledge to fulfill the commitment.

VI.B.1.h. Secretary: Responsibilities and Requirements

VI.B.1.h.i. One year clean time requirement.

VI.B.1.h.ii. Three months experience in institutional service work.

VI.B.1.h.iii. Working knowledge of the 12 Steps and 12 Traditions.

VI.B.1.h.iv. Carry a strong NA message of recovery.

VI.B.1.h.v. Attend all H&I subcommittee meetings.

VI.B.1.h.vi. Record accurate, complete and legible minutes of all H&I subcommittee meetings.

VI.B.1.h.vii. Type (if possible), copy and distribute (or give to the Chairperson to distribute) said minutes at all ASC and H&I subcommittee meetings.

VI.B.1.h.viii. Maintain a list of NA members including telephone numbers who are willing to speak at H&I presentations.

VI.B.1.h.ix. Keep a file of all correspondence to and from area H&I subcommittee.

VI.B.1.h.x. Responsible for safekeeping of area H&I archives. (Minutes and correspondence...etc.)

VI.B.1.h.xi. Work with Chairperson to keep area H&I policy manual updated.

VI.B.1.h.xii. Maintain a list of H&I meetings in the GNHA. This list will include day and time of meeting, location and contact person at the facility.

VI.B.1.h.xiii. Keep all area rules and regulations.

VI.B.1.h.xiv. Work with newly voted in Secretary for one month to help them gain a better working knowledge to fulfill the commitment.

VI.B.1.i. Literature Coordinator: Responsibilities and Requirements

VI.B.1.i.i. Mandatory one year clean time requirement.

VI.B.1.i.ii. Three months experience in institutional service work.

VI.B.1.i.iii. Working knowledge of the 12 Steps and 12 Traditions.

VI.B.1.i.iv. Carry a strong NA message of recovery.

VI.B.1.i.v. Attend all area H&I subcommittee meetings.

VI.B.1.i.vi. Maintain an adequate inventory of NA literature at all facilities served by area H&I subcommittee.

VI.B.1.i.vii. Stamp and distribute literature to trusted servants.

VI.B.1.i.viii. Keep an inventory of all H&I NA literature.

VI.B.1.i.ix. Work with Chairperson to develop an annual budget for literature expenses.

VI.B.1.i.x. Submit monthly expenditure report including receipts to the H&I chairperson at the monthly subcommittee meeting.

VI.B.1.i.xi. Submit a financial statement at the end of the year based on monthly reports.

VI.B.1.i.xii. Retrieve all unused literature from all trusted servants that are no longer fulfilling a commitment.

VI.B.1.i.xiii. Work with newly voted in Lit Coordinator after elections to help them gain a better working knowledge to fulfill the commitment.

VI.B.1.j. Orientation Chair: Responsibilities and Requirements

VI.B.1.j.i. Mandatory one year clean time requirement.

VI.B.1.j.ii. Minimum of six months experience in institutional service work.

VI.B.1.j.iii. Working knowledge of the 12 Steps and 12 Traditions.

VI.B.1.j.iv. Carry a strong NA message of recovery.

VI.B.1.j.v. Attend all area H&I subcommittee meetings.

VI.B.1.j.vi. Maintain a supply of at least 5 orientation packets.

VI.B.1.j.vii. Arrive at subcommittee meetings by 4:25 p.m. to greet new orientees.

VI.B.1.j.viii. Go through the orientation packet thoroughly with all new orientees and answer any and all questions they may have.

VI.B.1.j.ix. Give a report to the subcommittee at each meeting describing any and all problems, questions or comments that may need to be discussed.

VI.B.1.j.x. Provide receipts to Chairperson for any copies of orientation packets for reimbursement.

VI.B.1.j.xi. Work with newly voted in orientation chair for one month to help them gain a better working knowledge to fulfill the commitment.

VI.B.2. Panel System

VI.B.2.a. Panel Coordinator: Responsibilities and Requirements

VI.B.2.a.i. Mandatory one year clean time requirement.

VI.B.2.a.ii. Six month commitment.

VI.B.2.a.iii. Must be voted in by the H&I subcommittee and must be a current voting member of said committee.

VI.B.2.a.iv. Six months minimum experience in H&I service work. With at least 3 months experience as a Panel Leader.

VI.B.2.a.v. Working knowledge of the 12 Steps and 12 Traditions.

VI.B.2.a.vi. Carry a strong NA message of recovery.

VI.B.2.a.vii. Must have served at the facility as a trusted servant of H&I prior to taking the commitment.

VI.B.2.a.viii. Commitment corresponds only to the facility in which the trusted service member is voted into.

VI.B.2.a.ix. Must attend all H&I subcommittee meetings.

VI.B.2.a.x. Serve as contact between the facility and the H&I subcommittee by maintaining an open flow of communication and promptly reporting any new developments and/or concerns to the H&I Chairperson and subcommittee.

VI.B.2.a.xi. Work with Panel Leaders to ensure that all facility presentations are being held and are following the policies and guidelines of H&I and the facility.

VI.B.2.a.xii. In the event that no Panel Leader can be found to facilitate the H&I presentation it is the responsibility of the Panel Coordinator to fulfill the commitment.

VI.B.2.a.xiii. Approve anyone (including speakers and panel observers) brought into the facility by Panel Leaders prior to their entry.

VI.B.2.a.xiv. Maintain an adequate supply of NA literature for the panel leader(s) providing the H&I presentation in the facility.

VI.B.2.a.xv. Must submit a monthly report to the H&I subcommittee including the contact information of all Panel Leaders, panel observers and speakers that attended the presentations in said month.

VI.B.2.a.xvi. Commitment coincides with voting member status. If Panel Coordinator misses two consecutive subcommittee meetings they shall be told to step down from the commitment and need to be reelected.

VI.B.2.b. Panel Leader: Responsibilities and Requirements

VI.B.2.b.i. One year mandatory clean time requirement.

VI.B.2.b.ii. Three months experience in H&I service work.

VI.B.2.b.iii. Working knowledge of the 12 Steps and 12 Traditions.

- VI.B.2.b.iv.** Carry a strong NA message of recovery.
- VI.B.2.b.v.** Must have attended an H&I presentation as a Panel Observer or speaker.
- VI.B.2.b.vi.** Must be voted in by the GNHA H&I subcommittee.
- VI.B.2.b.vii.** Must follow the guidelines and policies of H&I and each facility individually.
- VI.B.2.b.viii.** Report to Panel Coordinator all panel activities and any problems with the presentation.
- VI.B.2.b.ix.** Ensure that presentation is starting and ending on time.
- VI.B.2.b.x.** Ensure that all panel members meet the clean time requirement and are sharing a clear NA message of recovery.
- VI.B.2.b.xi.** Maintain an adequate supply of NA literature for the H&I presentation.
- VI.B.2.b.xii.** Ensure all panel members including speakers are aware of the rules, regulations, policies and guidelines of H&I and the facility.
- VI.B.2.b.xiii.** Prior to the presentation submit names of all panel members being brought into the facility for approval of the Panel Coordinator.
- VI.B.2.b.xiv.** If unable to attend a facility presentation, inform the Panel Coordinator as far in advance as possible.
- VI.B.2.b.xv.** If a panel member or speaker appears overly fatigued or under the influence and unable to carry a strong NA message of recovery it is the responsibility of the Panel Leader to ask that member in question not to attend the presentation and report the situation to the Panel Coordinator.
- VI.B.2.b.xvi.** Panel Leader is a trusted service commitment allowing each individual to facilitate H&I presentations at multiple facilities with prior approval of each individual facility's Panel Coordinator.
- VI.B.2.b.xvii.** Panel Leader commitment coincides with voting member status. If a Panel Leader misses two or more consecutive subcommittee business meetings they will be told to step down from their commitment and need to be reelected.

VI.B.2.c. Panel Observer: Responsibilities and Requirements

- VI.B.2.c.i.** Six month mandatory clean time requirement.
- VI.B.2.c.ii.** Attend all subcommittee meetings.
- VI.B.2.c.iii.** Must have attended the H&I subcommittee orientation.
- VI.B.2.c.iv.** Must be voted in by the H&I subcommittee.
- VI.B.2.c.v.** Must not reside in a facility for a period of three months to return to said facility as a Panel member of H&I.
- VI.B.2.c.vi.** Be familiar with H&I rules and regulations as well as H&I policies and guidelines.

VI.B.2.c.vii. If unable to attend presentation the Panel Observer must contact Panel Coordinator or Panel Leader prior to the presentation.

VI.B.2.c.viii. Panel Observer attends H&I presentations to support the other panel members and to silently observe the presentation to get a better working knowledge of H&I.

VI.B.2.c.ix. A Panel Observer is a trusted service commitment allowing each individual to observe H&I presentations at multiple facilities with the prior approval of the Panel Coordinator.

VI.B.2.c.x. After being voted in as a Panel Observer if said individual misses two or more consecutive subcommittee business meetings, they will be told to step down from their commitment and need to be reelected.

VI.B.2.d. Speaker: Responsibilities and Requirements

VI.B.2.d.i. One year mandatory clean time requirement.

VI.B.2.d.ii. Working knowledge of the 12 Steps and 12 Traditions.

VI.B.2.d.iii. Cannot be on any pain management or drug replacement therapy program.

VI.B.2.d.iv. Carry a strong NA message of recovery.

VI.B.2.d.v. Must be informed on and adhere to all do's and don'ts as well as specific rules and regulations of each individual facility.

VI.C. Literature Subcommittee Policy:

VI.C.1. To hold monthly meetings on the Sunday prior to Area.

VI.C.2. To pick up literature orders and other GNHASC mail from Area P.O. Box on the Saturday prior to Area.

VI.C.3. To process and fill all literature orders at the monthly literature subcommittee meeting.

VI.C.4. To keep an inventory of all GNHASC literature, keytags, pamphlets, etc. and to keep an adequate supply on hand.

VI.C.5. To keep an adequate supply of group schedules on hand to be brought to Area for GSRs to pick up for groups.

VI.C.6. To notify groups of price changes and new products available from World NA Services in California.

VI.C.7. To attend Area each month with literature orders to be picked up by GSRs.

VI.C.8. Chairperson must have a minimum of two (2) years mandatory clean time and some experience at Area. (1/12 amended 9/2015)

VI.C.9. Secretary should keep accurate minutes of each month's literature subcommittee meeting.

VI.C.10. To submit an annual budget to Area at end of year.

VI.C.11. Group starter kits available to new groups.

VI.D. Policy Ad-Hoc Committee: (7/7/97 amended 4/11)

VI.D.1. The policy chair can decide to establish an Ad Hoc committee whenever he/she feels it is necessary to keep the Area policy updated on a yearly basis. Such need shall be constituted by, but not exclusive of, any of the following:

- VI.D.1.a.** Any inconsistencies or ambiguities in existing policy.
- VI.D.1.b.** Review and input of any motions made at the GNHASC meeting that would change or add to existing policy.
- VI.D.1.c.** Generation of new policy upon the specific direction of the GNHASC.
- VI.D.1.d.** Review of GNHASC minutes for the purpose of updating GHASC policy on an annual basis. Incorporating passed motions that will change/add to policy within 30 days of motion being passed. (06/07)
- VI.D.1.e.** Review and input of any service related materials not exclusively related to any current subcommittee.

VI.D.2. All policy changes including subcommittee policy changes be brought to the executive committee for review and recommendation before implementation of that policy. (11/99)

VI.E. Mobile Meeting Subcommittee Policy has been incorporated into the PR Subcommittee
(3/6/2000)

VI.F. Public Relations Subcommittee Policy:

VI.F.1. Member:

- VI.F.1.a.** Any and all members of NA with the desire to serve are welcome.
- VI.F.1.b.** To provide assistance to the subcommittee as necessary.
- VI.F.1.c.** Suggested 1 day clean.
- VI.F.1.d.** Willingness to serve subcommittee.

VI.F.2. Qualifications:

VI.F.2.a. Chair

- VI.F.2.a.i.** Mandatory two (2) years clean from all drugs as described in our literature. (amended 9/2015)
- VI.F.2.a.ii.** Willingness to give the time and resources necessary to do duties.
- VI.F.2.a.iii.** Six (6) months or more previous service with PR. (amended 9/2015)
- VI.F.2.a.iv.** Working knowledge of the 12 Steps and 12 Traditions.
- VI.F.2.a.v.** Ability to organize and give the subcommittee direction and incentive.
- VI.F.2.a.vi.** Elected by majority vote of subcommittee and ASC. (amended 9/2015)

VI.F.2.b. Vice Chair:

- VI.F.2.b.i.** One (1) year complete continuous abstinence from all drugs.
- VI.F.2.b.ii.** Working knowledge of 12 Steps and 12 Traditions
- VI.F.2.b.iii.** Ability to coordinate all phonline activities.
- VI.F.2.b.iv.** Willingness to serve and give personal time.
- VI.F.2.b.v.** Elected by majority vote of subcommittee.

VI.F.2.c. Secretary:

- VI.F.2.c.i.** Suggested one (1) year clean time.
- VI.F.2.c.ii.** Ability to take minutes of meeting.
- VI.F.2.c.iii.** Desire and willingness to serve.

- VI.F.2.c.iv. Elected by majority vote of subcommittee.
- VI.F.2.d. Regional Rep:**
 - VI.F.2.d.i. Suggested one (1) year clean time.
 - VI.F.2.d.ii. Desire to serve and willingness to give time and resource necessary to do duties.
 - VI.F.2.d.iii. Elected by majority vote of subcommittee.
- VI.F.2.e. Group Rep:**
 - VI.F.2.e.i. Suggested one (1) year clean time.
 - VI.F.2.e.ii. Willingness to serve subcommittee and ability to carry out duties as outlined in article V. section V.G.6.e.
 - VI.F.2.e.iii. Elected by majority vote of subcommittee.
- VI.F.2.f. Assistant Group Rep:**
 - VI.F.2.f.i. Suggested clean time of six (6) months.
 - VI.F.2.f.ii. Willingness to serve.
 - VI.F.2.f.iii. Elected by majority vote of subcommittee.
- VI.F.2.g. Educational Speaker:**
 - VI.F.2.g.i. One (1) year clean time (also regarding methadone and other drug replacement programs).
 - VI.F.2.g.ii. Have a sponsor.
 - VI.F.2.g.iii. Working knowledge of the Twelve Steps and Twelve Traditions.
 - VI.F.2.g.iv. Use the language of Narcotics Anonymous.
 - VI.F.2.g.v. Be approved by Group Rep. or at the PR subcommittee meeting.
 - VI.F.2.g.vi. Should attend one presentation to observe before actively speaking.
 - VI.F.2.g.vii. Given an orientation on public speaking (NA Guide to Public Information; replaced in 2010 with Public Relations Handbook, "PR Basics"). (amended 9/2015)
- VI.F.2.h. Phonenumber Volunteer:**
 - VI.F.2.h.i. Mandatory one (1) year clean time (also regarding methadone and other drug replacement programs). (amended 9/2015)
 - VI.F.2.h.ii. Have been given a phonenumber orientation (NA Guide to Phonenumber Service)
 - VI.F.2.h.iii. Knowledge of the Twelve Steps and Twelve Traditions
 - VI.F.2.h.iv. Willingness to serve.
 - VI.F.2.h.v. Willingness to give of personal time.
- VI.F.2.i. Twelve Step Volunteer:**
 - VI.F.2.i.i. Mandatory one (1) year clean time (also regarding methadone and other drug replacement programs). (amended 9/2015)
 - VI.F.2.i.ii. Have been given a Twelve Step orientation (NA Guide to Phonenumber Service).
 - VI.F.2.i.iii. Knowledge of the Twelve Steps and Twelve Traditions.
 - VI.F.2.i.iv. Willingness to serve.

VI.F.2.i.v. Willingness to give of personal time.

VII. Financial Policy:

VII.A. Fiscal Year and Month:

VII.A.1. The GNHASC shall keep its accounts on the basis of a fiscal year beginning on the day of the ASC meeting in January and ending on the day prior to the ASC meeting in January the following year. Similarly, each fiscal month shall begin on the day the ASC meets and end on the day prior to the day the ASC meets the following month. (7/96)

VII.B. Budgets:

VII.B.1. All budgets submitted to the ASC for consideration shall be itemized so as to separate categories of expense and income. (9/92)

VII.C. Prudent Reserve:

VII.C.1. The ASC treasurer shall keep a total of \$1,000.00 in its reserve.

VII.D. Financial Statements:

VII.D.1. The treasurer shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of the calendar year. [AGTLS 2002]

VII.E. Fund Flow:

VII.E.1. Add the groups fund flow to Area, the groups' purchase of the literature, subtract ASC expenditures as well as any reimbursements to be made. What is left with the exception of 'prudent reserve,' will then be fund flowed to Region.

VII.F. General

VII.F.1. The Area Treasurer shall not accept personal checks. (5/87)

VII.F.2. Money is to stay in GNHANA until all needs are met in full. (03/88)

VII.F.3. That three (3) bids be obtained for contracts over \$300 and be submitted to the ASC with a recommendation for approval. (9/90)

VII.F.4. The ASC treasurer will be allowed to accept checks or money orders only. (7/96)

VII.F.5. All moneys taken in at the ASC meeting be deposited within 48 hours. (7/96)

VII.F.6. The treasurer's report be motioned, seconded and voted on at each ASC meeting. (7/99)

VII.F.7. All treasurers' reports, in reference to group donations, are listed in alphabetical order. (9/99)

VII.F.8. The ASC treasurer will instruct the bank to send account statements to Area PO Box. (9/02)

VIII. Motion Descriptions from WSC (World Service Committee) Rules of Order

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

VIII.A. Adjourn: means to close the session immediately.

VIII.B. 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 second amendment because it applies to the amendment and not the main question. The secondary amendment is

disposed of 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 the 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 substitute, a form of the motion amend, proposes that a substitute 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 substitutes, and both may be perfected by secondary amendment, but any amendments to the originally 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.

VIII.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 no time limit on when this motion can be made.

Rescind, Repeal, Annul, a form of the motion to Amend 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 no time limit on when this motion can be made.

Amend the Bylaws (for WSC, Amend the Guide to Local (World) Services, 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.

VIII.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.

VIII.E. Commit or Refer to Committee: means to send the pending question or other issues 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.

VIII.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.

VIII.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.

VIII.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 the matter aside until an emergency situation is taken care of, then the proper motions/actions are:

- 1) Postpone Definitely;
- 2) Postpone Indefinitely;
- 3) Objection to Consideration; or
- 4) Vote against the motion.

The motion Lay on the Table 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 substitute, the tabled motion would first need to be taken from the table and disposed of.

VIII.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.

VIII.J. Main Motion: the introduction of new business or in some cases the reconsideration or amendment of previously adopted business.

VIII.K. Objection to Consideration of the Question: means the mover believes that the issue is so sensitive it should not even come before the 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 ending 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.

VIII.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.

VIII.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.

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.

VIII.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. A Point of Information is not properly used to create a discussion between two members.

If the Point of Information is a question to a member who is speaking, the Chair will ask the member who correctly 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.

VIII.O. Point of Order: means a member believes the rules of the assembly are being violated and is asking for 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 that another member has stated, but a way to keep the assembly working on 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.

VIII.P. Postpone to a Definite Time (Definitely): means to put off action on a pending motion until a definite day, meeting, 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.

VIII.Q. Postpone Indefinitely: means 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.

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

VIII.S. 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 as a request, it is handled as such; if phrased as a main motion, the Question then requires a second, is debatable, amendable, etc., and is handled by the assembly.

If there is no urgency, a Question of Privilege can be brought to the assembly as a regular motion and handled in the normal course of business.

VIII.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.

VIII.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 as 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.

If the Reconsider 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 Reconsider is adopted the next day, a members rights to debate the original motion begin over again.

VIII.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 or to consider one before the time to which it was postponed.

VIII.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, 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 on another day, debate rights start over again.

VIII.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.

VIII.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.

IX. Table of Formal Motions: The following chart contains thirty of the more relevant formal motions contained in Roberts Rules of Order, Newly Revised, 1990 edition. While the RSC 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.

Motion	Type	In order when another has the floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
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 (includes Rescind)	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 is always the Chair.	No	Majority in negative to reverse the Chair	Yes
Commit or Refer to 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	Yes	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) only
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	Is not voted on	No
Point of Order	I	Yes	No	No (unless Chair submits question to the 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

Motion	Type	In order when another has the floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
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
Questions of Privilege (when Main 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 interrupt (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 question is pending	I	No	Yes	No	Yes	Majority except 2/3 to close polls	To close polls no; to reopen polls negative vote only; all others yes
If moved while not 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