



POLICY

TUNXIS VALLEY AREA SERVICE COMMITTEE

May 2023

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I. PURPOSE

This section defines our purpose of the reason we exist. Our purpose is based on both Narcotics Anonymous *5th Tradition*, which states that *“each group has but one primary purpose – to carry the message to the addict who still suffers,”* and the *12th Step*, which states *“we try to carry the message to the addict who still suffers.”* Everything we do in NA service must be shaped around the desire to successfully carry the message of recovery, which is *“that and addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live.”* (*5th Tradition*). The Tunxis Valley Area in the Connecticut Region of NA is the point of decision for our combined groups (*5th Concept*), and it is directly accountable to them in its actions as *“the final responsibility and authority for NA services rests with the individual NA Groups.”* (*2nd Concept*)

- A. The name of this assembly shall be called the Tunxis Valley Area Service Committee of Narcotics Anonymous (TVASC)
- B. The purpose of TVASC is to support the Tunxis Valley area groups in fulfilling their primary purpose, to carry the message to the addict who still suffers
- C. TVASC receives its direction from the NA groups of the Tunxis Valley Area
- D. TVASC shall be directly responsible to these groups in all its actions
- E. TVASC, its officers and subcommittees shall not make any action that conflicts with the Twelve Traditions, The Twelve Concepts, or The Twelve Steps of Narcotics Anonymous
- A. **TVASC shall comply in all its actions with the following documents; TVASC Policy shall not be in opposition with the first three:**
 - 1. *The Twelve Traditions*
 - 2. *The Twelve Concepts*
 - 3. *The Twelve Steps of Narcotics Anonymous*
 - 4. *TVASC Policy*
 - 5. *A Guide to Local Services*
- F. To ensure that our Primary Purpose is carried out, the TVASC shall have Subcommittees directly responsible to those they serve
- G. The service that the TVASC provides is the spiritual support and guidance to its groups and subcommittees in order to carry the message of recovery to addicts (*6th Concept*)
- H. Whenever a group has a specific situation or need that it has not been able to handle on its own, it can come to the Area Service Committee (ASC) for help
- I. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together as a fellowship

II. FUNCTION

- A. To create unity between groups we serve in our Area as well as the Region
- B. To hold regularly-scheduled TVASC meetings
- C. To establish and maintain accountability throughout the TVA, including general funds and all subcommittees
- D. To maintain a prudent reserve, and to practice fund flow by forwarding all monies, above prudent reserve, to Region each month
- E. To hold elections as needed for Executive Committee and all subcommittee chairs of the Tunxis Valley Area
- F. To maintain a post office box
- G. To maintain a non-interest-bearing area checking account with two (2) out of four (4) signatures needed to validate checks
- H. To create ad-hoc committees to respond to needs as they arise, to serve as a platform for initialization of work to be finalized at the TVASC level
- I. To sponsor two (2) service-related learning days a year; one with the primary purpose of carrying awareness of the service structure and Subcommittee functions; the second devoted to increasing awareness of the contents of the World Service Conference (WSC) Agenda Report (CAR)
- J. To encourage support and coordinate all TVA sub-committees
- K. To maintain effective communication between World Service Office (WSO), Connecticut Regional Service Committee (CTRSC), other Areas, Regions and those we serve

III. MEMBERSHIP

Although anyone can be a member of Narcotics Anonymous as long as they have *"a desire to stop using," (3rd tradition)*, the Area Service Committee is established by the groups as a means to express the groups' conscience on issues that affect other groups (*3rd tradition*), TVASC, and NA as a whole. Therefore, membership in the TVASC is limited to those TRUSTED SERVANTS ELECTED by the groups to represent them.

- A. Any Narcotics Anonymous member or interested person may attend the TVASC meeting
- B. TVASC members consists of the Group Service Representatives (GSR'S), Regional Committee Member (RCM), and Regional Committee Member Alternate (RCMA), TVASC officers and subcommittee chairs. TVACS officers include the Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Policy Chairperson, and Vice-Policy Chair.
- C. These officers shall perform their duties as described by the guidelines of this Policy and *A Guide to Local Services in NA*.

IV. GROUP MEMBERSHIP

- A. Any NA group that wants its name to be added to the TVASC roll call must attend at least two consecutive TVASC meetings, and make a motion to be added to TVASC.
- B. The group representative will give the RCM meeting information to be given to the Region to be put into the Region Schedule, On-line Schedule, and Phone line
- C. **TVASC will vote to provide a new group a start-up kit of \$50.00 which includes:**
 - 1. Readings
 - 2. Schedules
 - 3. Treasurers Work book
 - 4. Left over funds will be used for any NA approved literature or NA approved items their group conscious sees fit specific to their groups format
 - 5. Groups will be given an order form to fill out and will be ordered by the TVASC Treasurer
 - 6. This financial decision will not have to go OTF for further approval

V. RULES OF ORDER

A. General

- 1. TVASC policy shall be practiced in matters to further our primary purpose (*5th tradition*). The Guide to Local Service (GTLs shall then be adopted as a supplement on those matters not addressed in TVASC Policy)
- 2. Discussion of any TVASC meeting is open to all members of NA
- 3. **If a group is not represented GSR, Alt-GSR or a member chosen by the group to represent them for two (2) consecutive ASC meetings:**
 - a) The group will automatically lose their voting rights on the second consecutively missed meeting with no need to vote
 - b) The group will need to be present for two (2) consecutive business meetings in order to regain their voting privileges – the group will be able to vote on the 2nd Second consecutive meeting attended at TVASC.
 - c) GSR must be present for entire ASC meeting in order for attendance to count toward maintaining or achieving voting rights. However, if a GSR has to leave early, bring that to the Executive Committee prior to the start of the ASC meeting. The associated groups voting conscience shall be noted clearly on the group report.

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- d) It will be the responsibility of the Chair or Vice-Chair of TVASC to let that group know they have lost their voting privileges
 - e) The secretary will also put this notice in the minutes and keep track on the TVASC attendance sheet
4. Motions shall be handled as in the Guide to Local Service (GTLS), pages 107 through 110 (See appendix C)

B. Format

1. Reading of a Concept and Open Forum to be held for the first thirty (30) minutes of each Area meeting. No motions are to be made during Open Forum
2. Elections before Open Forum/Agenda if needed
3. All hands are to be raised on the floor of the Area Service meeting, to be recognized by the Chair, including Open Forum/Agenda
4. The TVASC Chairperson may ask any disruptive person to leave the TVASC meeting after two (2) warnings
5. TVASC will meet the 1st Sunday of every month
6. TVASC meetings are planned for 1 p.m. and will start at 1 p.m., unless the Area conscience decides otherwise by two-thirds (2/3) vote
7. Acknowledge any new TVASC members or visitors
8. The Secretary shall read only new business and old business when reviewing previous month's meeting minutes as part of the Secretary's report.
9. Roll call of all trusted servants and attendance shall be documented of all members before Open Forum of each TVASC meeting
10. Executive Committee and Subcommittee reports
11. Old and new business
12. A second attendance will be taken for (GSR's) halfway through the TVASC meeting.
13. **A quorum shall be defined as: fifty-one percent (51%) of groups with voting rights. Groups or members without voting rights will not affect a quorum.**
14. When an initial quorum is met at the beginning of the meeting, fifty-one percent (51%) or more, then no matter what remaining GSR's are present for any motion made thereafter, **a majority vote will be represented of those groups remaining.**

c. Motions

1. All motions will be written and submitted to the TVASC chair on the TVASC motion form.
2. Group Service Representatives (GSR's) are (in general) the only voting members for the majority of TVASC business, exceptions include:
 - a) their alternate or a temporary representative elected by the group, if the GSR or Alt-GSR, is not present
 - b) TVASC Chair subcommittee may vote on issues involving their subcommittee financial matters and elections
 - c) GSR's, Alt-GSR's or a representative of the group, and subcommittee chairs may vote during elections, but non-TVASC members may not vote
 - d) Motions concerning TVASC meeting incidentals (e.g. temporary change in time, place, and refreshments) are not policy. All present may vote, but only if the privilege to vote is first approved by the GSR's.
3. **The only members allowed to make or second a motion are the following:**
 - a) GSR, Alt-GSR in their absence or a representative designated by the individual groups' conscience.
 - b) RCM or Alt-RCM, (ASR/Alt-ASR) in their absence
 - c) RCM and subcommittee chairs can make motions pertaining only to the committee they serve on as a Trusted Servant
 - d) The TVASC Treasurer may make motions concerning budgets and Prudent Reserve
 - e) Policy Chair may make motions to clarify policy or to form an ad-hoc committee to evaluate policy but may not introduce new policy
 - f) Nominations for candidates for Trusted Servant positions may be made by any NA member present
4. Unless otherwise specified in TVASC policy, a motion requires a simple majority vote for it to carry fifty-one percent (**51%**) of voting attendees. Abstention is not a vote
5. Anything that needs a two-third (**2/3**) majority vote, including policy changes, is based on 2/3 of ***voting groups present*** abstention is not a vote.
6. **The procedures for taking an Area conscience on the Conference Agenda Report CAR):**

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- a) The area will purchase a copy of the WSC CAR for all Trusted Servants and each Group through their GSR if they choose to participate in the CAR.
 - b) This will be the responsibility of the Vice-Chair of TVASC and the Treasurer
 - c) A vote of CAR participants will take place at the September ASC of the conference year and will be purchased accordingly as soon as possible
 - d) The Area will hold a CAR Learning Session in March following the ASC meeting, at which time the Area Subcommittees will be asked to bring recommendations on motions in the CAR from their corresponding WSC or CTRSC committees
 - e) This will be the responsibility of the TVASC Executive Committee
 - f) **Voting on the WSC CAR shall take place two ways:**
 - (1) At the Area CAR Learning Session where amendments and substitute motions shall be in order. Voting will be one (1) addict; one (1) vote or
 - (2) At the group level where voting will be one (1) addict, one (1) vote. The Groups shall then tally votes, which will be given to the RCM to add to the votes from the CAR Learning Day (March). Then the votes will be taken to the Special RSC by RCM to be collected by the Regional Delegates and taken to the WSC
7. In matters not affecting policy, an abstention is not a vote – excessive abstention is more than half of the voting members in attendance – in the event of excessive abstention:
- a) On matters that have already obtained Group conscience, table the motion back to the Groups for (30) days.
 - b) Otherwise, a second discussion, two (2) pro's and two (2) con's, will be held, then a second vote will be taken, which shall stand

D. Handling of Motions

- 1. All motions will be handled as directed in the current GTLS pages 107 through 114. Refer to appendix-C.
- 2. In the case of a motion having financial impact on the fellowship, the motion shall include an itemized estimate of expenses
- 3. Once a motion has been voted upon with a clear conscious of the TVASC that motion may not be brought back for review for ninety (90) days.

VI. TRUSTED SERVANTS

"Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants" (4th Concept).

A. General:

1. All reports given by the Executive Committee and Subcommittee Chairs deal only in fact; no personal opinions shall be given in reports that have to be voted on.
 - All Executive Committee members and Subcommittee Chairs must submit their monthly report to the TVASC secretary by 7pm the day before the TVASC meeting.
2. Any and all trusted servants of the TVASC attending a function at the expense or the TVASC must stay until the function has ended.
 - a) If for any reason the Trusted Servant is unable to attend the entire function, he/she must inform TVASC.
 - b) Upon return from the function the Trusted Servant must give a report to the TVASC.
3. TVASC Trusted Servants (Executive Committee, subcommittee Chairs, RCM and Alt. RCM) may be elected to hold one (1) position, with the exception of an Ad-Hoc Chair.

B. Elections:

1. All Executive Committee members, subcommittee chairs, RCM and Alt. RCM are to be elected by the GSR's, GSR-Alt, or representative of group, and subcommittee chairpersons at the TVASC meeting, after the position has gone out to the Fellowship.
2. **The Executive Committee positions go out to the fellowship in March for 60 days, elections will be held in May and positions are effective at the June TVASC meeting.**
 - a) The term of commitment for all Executive Committee members and subcommittee Chairs is one (1) year in length
 - b) Nominations for Executive Committee Officers and Subcommittee Chairs must be seconded
 - c) Nominees must be present in order to establish each commitment's responsibilities.
 - d) Volunteers will then be taken
 - e) If no nominee receives a majority vote, that is over fifty percent (50%) of the votes cast:
 - (1) Another vote shall be taken between the two nominees who receive the most votes.

- (2) At the subsequent vote, the nominee with the larger amount of votes cast will be elected to serve in the position
- f) When only one person is nominated for a position, a vote shall be taken on whether to elect the nominee today or to table the election until the next regular TVASC meeting to allow other nominees and GSR's to consider running for the position

c. Special Elections

1. If a position becomes vacant between regular elections:

- a) The Vice-Chairperson will prepare and distribute fliers to GSR's announcing a special election so that it can be held at the next TVASC meeting
- b) A special election shall be held at the next TVASC meeting to fill the vacancy
- c) The person elected will hold the position until the next regular election

d. Resignation and Removal

of ASC officers and Subcommittee Chairs may be as follows:

a) Voluntary

- (1) In writing prior to the next ASC meeting
- (2) Relapse during the time of office

b) Impeachment:

- (1) Failure to perform duties and responsibilities without just cause
- (2) Relapse during the time of office
- (3) Upon missing two or more consecutive meetings, ASC Officers or Subcommittee Chairs may be asked to step down from their position at the next meeting by the GSR's
- (4) In the interim, they will be contacted by the Executive Committee
- (5) A group conscience of a two-thirds (2/3) vote of GSR's in favor must be established due to the severity of act being voted upon

- c) Removal: The TVASC Chairperson may ask any disruptive person to leave the TVASC meeting after two warnings

E. Executive Committee

“Leadership is very important to the welfare of our fellowship” (4th Concept)

1. CHAIR PERSON

a) Qualifications:

- (1) Three (3) years continuous abstinence of mind and mood altering substances
- (2) A working knowledge of the condensed version of Roberts Rule of order in *A Guide To Local Service* literature (Appendix C)
- (3) Willingness and desire to serve
- (4) Service experience
- (5) Active for at least one year in the NA service structure
- (6) A good working knowledge of the *12-Steps, the 12-Traditions of NA, and the 12-Concepts of NA*
- (7) Leadership ability
- (8) Ability to organize
- (9) Ability to communicate
- (10) It is recommended that no officer serve more than two years

b) Responsibilities:

- (1) Conducting the TVASC committee meetings and various administrative duties
- (2) Chairperson shall advise the Area Trusted Servants of any requirements that need to be addressed within the next upcoming month.
- (3) To be a signer on the TVASC checking account
- (4) Maintain Area archives
- (5) To cast his/her vote in the event of a tie at TVASC meetings
- (6) Prepare and submit to Area the Executive Committee’s annual budget

2. VICE - CHAIR

a) *Qualifications:*

- (1) Two (2) years continuous abstinence of mind and mood altering substances
- (2) Willingness and desire to serve
- (3) Service experience
- (4) Active for at least one year in the NA service structure
- (5) A good working knowledge of the *12-Steps, the 12-Traditions of NA, and the 12-Concepts of NA*
- (6) Leadership ability
- (7) Ability to organize
- (8) Ability to communicate
- (9) It is recommended that no officer serve more than two years

b) *Responsibilities:*

- (1) Primary responsibility to coordinate the TVASC subcommittees, attending subcommittee meetings whenever possible.
- (2) The ASC Vice-Chair will maintain and update a listing of all regional and area subcommittees meetings, to be distributed to all members of the ASC as part of a written report on Vice-Chair activities for the month.
- (3) Acts as Chairperson in the absence of Chair or Vice-Chair of a Subcommittee and facilitates the committee's function and purpose.
- (4) To be a signer on the TVASC checking account

3. SECRETARY

a) *Qualifications:*

- (1) Two (2) years continuous abstinence of mind and mood altering substances

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- (2) Willingness and desire to serve
- (3) Service experience
- (4) Active for at least one year in the NA service structure
- (5) A good working knowledge of the *12-Steps, the 12-Traditions of NA, and the 12-Concepts of NA*
- (6) Leadership ability
- (7) Ability to organize
- (8) Ability to communicate
- (9) It is recommended that no officer serve more than two years

b) Responsibilities:

- (1) Record accurate TVASC minutes, prepare them, e-mail and/or mail them to all attendees who fill out a mailing envelope, within ten (10), days of the ASC meeting
- (2) Maintain attendance rosters for the reference purposes and archives (not to be sent in minutes)
- (3) Maintain contact information of TVASC members in order to distribute minutes and any other information needed
- (4) Gather all reports (via email) the night before Area meets.

4. **TREASURER**

*"The Area Treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it is especially important that Area committees select their treasurers with care. **If the committee selects someone who is not capable of handling the job, then the TVASC committee is at least partly responsible if money is stolen, Area expenses are not paid, or funds are not properly accounted for.** It is recommended that TVASC elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful" (p. 50 A Guide To Local Services in NA).*

a) **Qualifications:**

- (1) Three (3) years continuous abstinence of mind and mood altering substances
- (2) Willingness and desire to serve
- (3) Service experience
- (4) Active for at least one year in the NA service structure
- (5) A good working knowledge of the *12-Steps, the 12-Traditions of NA, and the 12-Concepts of NA*
- (6) Leadership ability
- (7) Ability to organize
- (8) Ability to communicate
- (9) It is recommended that no officer serve more than two years

b) **Responsibilities:**

- (1) Maintain an Area checking account and prepare a monthly financial statement report (copies – for Executive Committee, GSR's, and Subcommittees) at the ASC
- (2) Execute financial responsibilities for the Area
- (3) Receives fund flow from the groups
- (4) To be a signer for the TVASC account
- (5) The TVASC Treasurer may make motions concerning budgets and Prudent Reserve
- (6) Any criminal activity with Area funds could result in criminal prosecution

5. **ALTERNATE TREASURER**

a) **Qualifications:**

- (1) Two (2) years continuous abstinence of mind and mood altering substances

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- (2) Willingness and desire to serve
- (3) Service experience
- (4) Active for at least one year in the NA service structure
- (5) A good working knowledge of the *12-Steps, the 12-Traditions of NA, and the 12-Concepts of NA*
- (6) Leadership ability
- (7) Ability to organize
- (8) Ability to communicate
- (9) It is recommended that no officer serve more than two years

b) Responsibilities:

- (1) The Alternate Treasurer shall meet the qualifications for Treasurer and in addition be available for the Treasurer position the following year.
- (2) In the absence of the Treasurer, execute financial responsibilities for the Area
- (3) To be a signer for the TVASC account
- (4) Any criminal activity with Area funds could result in criminal prosecution

6. POLICY CHAIR

a) Qualifications:

- (1) Two (2) years continuous abstinence of mind and mood altering substances
- (2) Willingness and desire to serve
- (3) Service experience
- (4) Active for at least one year in the NA service structure
- (5) A good working knowledge of the *12-Steps, the 12-Traditions of NA, and the 12-Concepts of NA*
- (6) Leadership ability
- (7) Ability to organize

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- (8) Ability to communicate
- (9) Previous Area service
- (10) A working knowledge of the condensed version of Roberts Rule of order in *A Guide to Local Service* literature
- (11) It is recommended that no officer serve more than two years

b) Responsibilities:

- (1) Clarify TVASC policy during the TVASC meeting if requested/needed
Feel comfortable to assert self during the TVASC meeting when policy is in question
- (2) Keep documentation of new changes to policy
- (3) **Update policy yearly (at the end of his/her term):**
 - (a) including an update on the Regional website
 - (b) Announce to GSR's when TVASC policy is available to download from the Regional website
 - (c) distribute to the executive committee and subcommittees
- (4) Acts as Chairperson in the absence of the Chair and Vice-Chair
- (5) Shall read the qualifications for the Area Trusted servant positions prior to accepting nominations or volunteers for that position
- (6) Meet one-half (1/2) hour before area to:
 - (a) Assist TVASC members with the making of motions
 - (b) Be available to clarify policy
- (7) Consistently review policy to make sure it is up to date

7. VICE POLICY CHAIR

a) *Qualifications:*

- (1) Two (2) years continuous abstinence of mind and mood altering substances
- (2) Willingness and desire to serve
- (3) Active for at least one year in the NA service structure
- (4) A good working knowledge of the *12-Steps, the 12-Traditions of NA, and the 12-Concepts of NA*
- (5) Leadership ability
- (6) Ability to organize

- (7) Ability to communicate
- (8) It is recommended that no officer serve more than two years
- (9) Previous Area service
- (10) A working knowledge of the condensed version of Roberts Rule of order in *A Guide To Local Service* literature

b) Responsibilities:

- (1) meet the qualifications for Policy Chair and in addition be available for the Policy Chair the following year
- (2) In the absence of Policy Chair, step up to perform Policy Chair duties to the best of their ability

8. LITERATURE CHAIR

a) Qualifications:

- (1) Two (2) years continuous abstinence of mind and mood altering substances
- (2) Willingness and desire to serve
- (3) 1 Year Service experience at the area level.
- (4) Mathematical/financial skills, and attention to detail
- (5) Ability to organize & communicate

b) Responsibilities:

- (1) **Meet with CCA literature chair, outside of an ASC meeting
- (2) Process literature orders from individual groups at TVASC.
- (3) Combine all orders into one order at TVASC.
- (4) Submit single order to CCA.
- (5) Pick up literature order from CCA & bring to TVASC.

Other Trusted Servants:

9. Group Service Representative (GSR)

a) Qualifications:

- (1) The individual groups will dictate the qualifications of a GSR to be of service to their groups (*Tradition Four – Each group should be autonomous except in matters affecting other groups or NA as a whole*)
- (2) The issue of “. . . affecting other groups and NA as a whole:” A GSR may only represent one group in the TVASC Area (*“One addict one vote”*)
- (3) No GSR may serve on the Executive Committee of TVASC
- (4) No GSR may serve as a Subcommittee Chair or a representative of a Subcommittee to the TVASC
- (5) A GSR may choose to step down from their GSR position to serve at the Area level

b) Responsibilities:

- (1) Attending TVASC monthly meetings, including staying until the meeting concludes in order that TVASC may complete business
- (2) To take notes and report any pertinent information to the individual group that they represent
- (3) Represent and vote their individual group consciousness at TVASC meetings

10. Regional Committee Member (RCM)

a) Qualifications:

- (1) Three (3) years continuous abstinence of mind and mood altering substances
- (2) Willingness and desire to serve

- (3) Service experience
- (4) Active for at least one year in the NA service structure
- (5) A good working knowledge of the *12-Steps, the 12-Traditions of NA, and the 12-Concepts of NA*
- (6) Leadership ability
- (7) Ability to organize
- (8) Ability to communicate
- (9) It is recommended that no officer serve more than two years
- (10) **Prepare and submit to Area an Annual budget for RCM and Alt. RCM**

b) Responsibilities:

- (1) **Attend CTRSC and bring a written report to the TVASC, all motions with a written intent**
- (2) RCM attend the Regional CAR learning day and the Regional assembly
- (3) Acts as Chairperson in the absence of the Chair, Vice-Chair, and Policy Chair

11. **RCM – Alternate**

a) Qualifications:

- (1) Two (2) years continuous abstinence of mind and mood altering substances
- (2) Willingness and desire to serve
- (3) Service experience
- (4) Active for at least one year in the NA service structure
- (5) A good working knowledge of the *12-Steps, the 12-Traditions of NA, and the 12-Concepts of NA*

- (6) Leadership ability
- (7) Ability to organize
- (8) Ability to communicate
- (9) It is recommended that no officer serve more than two years

b) Responsibilities:

- (1) **Attend the CTRSC with RCM and in their absence fulfill the position and requirements**
- (2) Alt. RCM attend the Regional CAR Learning day and the Regional assembly

F. **Subcommittees** - "The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it (*3rd Concept*).

- 1. All permanent subcommittee meetings (Hospital and Institutions, Activities, and Public Relations,) shall meet each month with the time and place to be scheduled by the individual subcommittee
- 2. **Subcommittee Chairperson & Vice Chairperson**

a) Qualifications:

- (1) Three (3) years continuous abstinence of mind and mood altering substances
- (2) Willingness and desire to serve
- (3) Service experience
- (4) Active for at least one year in the NA service structure
- (5) A good working knowledge of the *12-Steps, the 12-Traditions of NA, and the 12-Concepts of NA*
- (6) Leadership ability
- (7) Ability to organize
- (8) Ability to communicate
- (9) It is recommended that no officer serve more than two years
- (10) Prepare and submit to Area the Executive Committee's annual budget

b) Responsibilities:

- (1) Attends all ASC meetings

- (2) Holds regularly schedule Subcommittee meetings
- (3) Makes and brings written reports to the ASC meeting for the Secretary, the Vice-Chair, the RCM and all groups attending
- (4) The Vice-Chair of a Subcommittee acts for the Chair in the absence or vacancy of the Chair
- (5) Suggested that each Subcommittee submit in writing any plans of their activities, for approval of the ASC
- (6) Subcommittees will also submit policies or changes in policy within ninety (90) days of implementation
- (7) **Subcommittees may have additional qualifications or responsibilities for members or chair/vice-chair but the above are the minimum requirements and responsibilities voted upon by the TVASC**

G. Ad Hoc, if applicable - *"NA as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve" (9th Tradition).*

1. Shall be empowered with a specific task by a vote at TVASC meeting
2. Shall submit comprehensive verbal report at all regular TVASC meetings
3. Shall submit a written copy of this report as well as subcommittee minutes to the TVASC Secretary at each regular TVASC meeting
4. Shall be disbanded once the specific task is completed
5. Shall be disbanded if a majority vote of fifty-one percent (51%) decides the Ad Hoc committee is no longer needed or serving the intended function

VII. FINANCIAL

"NA funds are to be used to further our primary purpose, and be managed responsibility" (11th Concept).

A. Motions:

1. **Any motion over \$100.00 shall automatically be tabled for 30 days**
2. GSR's will bring all motions over \$100.00 back to their groups for consideration in order to reflect a clear conscience of the TVASC
3. Any motion under \$100.00:

- a) May be voted upon when the motion is made by a GSR or Subcommittee at the TVASC or;
- b) That motion can be tabled back to the groups by a GSR for consideration which would supersede the above vote in Section 7, subsection A, number 3, letter a

B. Budgets:

In day to day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned to them. This is not a blank check issued to the service structure; the groups still bear final authority. (3rd Concept)

1. **Each Area standing Subcommittee and each Area trusted servant shall prepare an annual budget** stating in detail all proposed income and expenditures arising from or related to the function of the committee or Trusted Servant. Proposed expenditures should be divided into three (3) sections:
 - a) First, each budget should include the previous year's approved budget amounts
 - b) Second, budgets shall also include a listing of the previous year's actual expenditures for comparison.
 - c) Third stating those expenditures proposed at the discretion of the committee or Trusted Servant
 - d) **These budgets should be submitted to the TVASC by the April meeting:**
 - (1) **The budgets will then go OTF for one (1) month for review/approval**
 - (2) **budgets will then be voted upon at the May TVASC meeting**
 - (3) **Budgets will be effective starting the first TVASC meeting in June**
2. If a Regional trusted servant is budgeted to attend an event and that event should be cancelled, the funds allocated for attendance of this servant shall be eliminated from this budget and prudent reserve adjusted accordingly

C. Prudent Reserve

1. The Treasurer shall calculate the prudent reserve as twenty five percent (25%) of the total amount of all annual budgeted expenditures.
2. In cases where a Subcommittee's or Trusted Servant's budget has not been approved, the Treasurer, in calculating the prudent reserve, shall use either the proposed budget amount or the prior year's actual expenditures, whichever is smaller.
3. As budgets are approved or modified by the TVASC, the Treasurer shall adjust the prudent reserve.

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4. Any request for disbursement of funds totaling more than \$450 must be made 60 days in advance of their need, by a single subcommittee.

D. Special Reserves

1. Special Reserves may be established only by the TVASC after 2/3 majority vote of *voting groups present* abstention if not a vote.

E. Disbursements

1. The Treasurer shall make disbursements for specific line items of approved budgets as the need arises,
2. But no monies will be disbursed without a written receipt or signed advance
3. Except in payment of verified invoices, account statements and the like
4. Treasurer shall ensure payment of Public Relations phone bill automatically
5. The Treasurer shall also make disbursements at the specific direction of the ASC
6. Fund flow by forwarding all monies, above prudent reserve to Region each month.
7. **TVASC has the right to withhold funds if not accounted for in budgets**

F. Financial Emergencies

1. If a requested payment would reduce the balance or Area funds below twenty percent (20%) of the prudent reserve, the Treasurer shall inform all Area Subcommittees and Trusted Servants that a financial emergency exists.
2. The financial emergency will continue until the balance or Area funds reported to and ASC meeting rises to sixty percent (60%) of the prudent reserve
3. During a financial emergency, no Subcommittee or Trusted Servant shall expend any funds or enter into any agreement requiring the expenditure of funds without the specific approval of the TVASC
4. In the case an audit is deemed necessary by the TVASC, the suggested practice from a "Guide to Local Services In NA" will be followed

G. Financial Statements

1. The Treasurer shall prepare a monthly financial statement, in writing, showing all receipts and expenditures for the fiscal month and the fiscal year to date
2. The statement shall break down expenditures by budget line item and provide totals for each Subcommittee and Trusted Servant

3. Current approved annual budget amounts should also be shown
4. If no budget has been approved, the amount included in the prudent reserve calculation shall be stated

H. Financial Transactions

1. All transactions of the TVASC shall be in the form of check or money order
2. To help maintain financial accountability as well as allowing business to continue more efficiently; when a member request financial reimbursement the subsequent shall be submitted to the Treasurer: **the receipt, committee's/service board, the line item from the budget it to be deducted from, and the person's name check is to be written to.**
3. To help maintain financial accountability to the TVASC; **the Treasurer may bring to the ASC any expenditures or request for reimbursement he/she feels is unclear or questionable, allowing for discussion and possibly a further vote of TVASC**

VIII. COMMUNICATIONS

"Our service structure depends on the integrity and effectiveness of our communication"
(8th Concept)

- A. All elements of the Regional Service Structure should communicate freely and openly
- B. Each communication, regardless of its means (for example, letters, phone calls, electronic media, must contain a clear statement of its source
- C. If a communication is from a board or committee, it must reflect the clear conscience of the board or committee (6th and 8th Concept)
- D. For this purpose a **"clear conscience" is defined as approval of at least a majority of the voting members present at a regular meeting**
- E. The groups and fellowship, through the TVASC, should be kept fully informed
- F. **Group flyers must have two contacts and the NA symbol with the registered trademark™, and adhere to regional policy section 111.b.s.v.**

IX. **APPENDIX (A)** – TVASC Meeting Format (*Chairperson's Reading*)

Welcome to the Tunxis Valley Area of Narcotics Anonymous. My Name is _____ and I am and addict.

Let's start the meeting with a moment of silence to get in touch with how we can best serve the addict who still suffers, followed by the "Serenity Prayer."

I've asked _____ to read the "Service Prayer" (page XXVI – Basic Text 6th edition.)

I've asked _____ to read the 12 Traditions, thank you for reading

I've asked _____ to read the 12 Concepts, thank you for reading

We read the Concept corresponding to the month this Area meets. We are on Concept number _____. We will go around the room reading until completed and open the floor for discussion regarding the Concept just read up to 30 minutes

(If no comments chair can ask TVASC to move on)

Can we please return Concept Books up to the front table

The attendance sheet and agenda is now being passed around

Please raise your hand to be recognized by the chair before speaking

The Chairperson may ask any disruptive person to leave the TVASC meeting after two (2) warnings

Are there any new GSR's or Alt-GSR's here today? Welcome! If you have any questions or concerns please let us know and we'll be happy to help you out.

While I am taking attendance – please share any group concerns, changes, announcements, events or positions out to the fellowship, when your group is called.

Elections – **If needed**

We will now receive Executive Committee Reports:

- A. Chair – **any questions / entertain a motion to accept/vote**
- B. Vice-Chair – **any questions / entertain a motion to accept/vote**
- C. Secretary – **(read only new business and old business when giving report to area - Section V, subsection B, number 8 in policy)**
any questions / entertain a motion to accept/vote
- D. Treasurer – any questions / entertain a motion to accept/vote

- E. Alt- Treasurer – any questions
- F. Policy – any questions
- G. RCM – any questions / entertain a motion to accept/vote
- H. Literature – any questions
- I. Sub-committee Reports
 - 1. H & I – any questions
 - 2. P.R. – any questions
 - 3. Activities – any questions

We will now entertain Open Forum and Agenda

Old Business

New Business

Schedule next TVASC meeting date

If there is no further business – entertain a motion to close

Let us have a moment of silence in the hope that our work here today truly served the sick and suffering addict

We will now close with the “We” version of the “Serenity Prayer.”

X. **APPENDIX (B)** – Glossary

Many of the following definitions are taken directly or adapted from A Guide to Local Service.

Ad Hoc: A subcommittee formed for a specific purpose or to perform a specific task that is dissolved when its responsibilities are met.

ASC (Area Service Committee): A committee created to provide common services for NA groups in a specific locale. It is composed of GSR's, ASC officers and subcommittee chairpersons and is usually part of a region, to which it sends ASR's or RCM's.

BOD (Board of Directors): The organized body of administrators that oversees the CSO.

CAR (Conference Agenda Report): A publication produced by NAWS in preparation for WCS. It includes the agenda for upcoming WSC as well as approval materials to be voted on at WSC.

Closed Meetings: NA recovery meetings that are closed to non-addicts.

CTRSC (Connecticut Regional Service Committee): A body specific to the state of Connecticut that draws together the combined service experience or a number of adjoining areas, specifically: Central Connecticut Area, Greater Danbury Area, Greater Hartford Area, Greater New Haven Area, Greater Waterbury Area, Mid State Unity Area, Southern Fairfield County Area, Tunxis Valley Area, and United Shoreline Area. Composed of ASR's (RCM's), the regional delegates and others as needed.

GLS or GTLS (A Guide to Local Service): A publication to be used as a resource for setting up and maintaining NA services on local and regional levels.

GSR (Group Service Representative): Elected by the group to participate in the group's behalf in the ASC and the regional assembly.

GSRA (Group Service Representative Alternate): Elected by a group to learn the GSR position under the tutelage of the GSR and to undertake responsibilities of the GSR in his/her absence.

H&I (Hospitals and Institutions): A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

Home Group: The group an NA member calls "home." Home group membership calls for regular attendance at its recovery meeting, financial and voluntary service support and participation in conscience-building and decision-making processes.

Literature Stockpile: A field of service usually covered by one ASC subcommittee devoted to maintaining a stockpile of NA approved literature for the purpose of sale.

NA (Narcotics Anonymous): A non-profit fellowship of society of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other stay clean.”

NAWS (Narcotics Anonymous World Services): Refers to Narcotics Anonymous services which are provided at the world level for the benefit of all addicts.

World Services, Inc.: The legal name for the World Board. (See World Board description).

Open Meetings: NA recovery meetings that allow attendance of non-addicts.

OTF: (Out To Fellowship): When a body of NA needs to make a collective decision, it will notify each member/group by announcements, fliers, etc., in order allow their voice to be heard.

P&A (Policy and Administration): A field of service usually covered by one ASC subcommittee devoted to maintaining the policies and procedures that are adopted as a service body’s guidelines in conducting business.

PR (Public Relations): A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous.

Policy Packet: A publication containing a written definite course of action for the sake of expediency. Decisions made concerning various responsibilities and fields of service.

Quorum: The number of voting members of the TVASC needed to be present to conduct business, usually a majority.

Regional Assembly: A gathering of GSR’s and RCM’s, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the WSC meeting.

RCM (Regional Committee Member): Elected by an ACS to participate on the Area’s behalf of the regional service committee.

RCMA (Regional Committee Member Alternate): Elected by ACS to learn the RCM position under the tutelage of the RCM and to undertake responsibilities of the RCM in his/her absence.

RD (Regional Delegate): A World Service Conference participant elected by a region’s RCMs.

Robert’s Rules of Order: A system for conducting business that attempts to get the maximum amount of business done in a minimum amount of time.

RSC (Regional Service Committee): A body that draws together the combined service experience of a number of adjoining Areas for those Areas’ mutual support. Composed of RCMs (ASRs), the regional delegate and alternate delegate, and others as needed.

Trusted Servant: An NA euphemism of “leader,” “official,” or “officer.” Derived from NA’s Second Tradition, in which NA leaders are characterized as “trusted servants” as opposed to governors.

Twelve Concepts for NA Service: One of the three of basic NA principles, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

The Twelve Steps: One of three bodies of basic NA principles, the Steps describe NA’s regiment leading to personal recovery and a spiritual awakening.

The Twelve Traditions: One of three bodies of basic NA principles, the Traditions provide guidance for the behavior of NA groups, helping groups maintain their independence while nurturing their unity.

TVA (Tunxis Valley Area): A designated Area of NA including the cities/towns of: Canton, Simsbury, Avon, Burlington, Farmington, Bristol, Plainville, New Britain, Berlin, Southington, Wolcott, Cheshire; as well as parts of Newington and Wethersfield (refer to map below).

TVAH&IC (Tunxis Valley Area Hospital and Institution Committee): See H&I

TVASC (Tunxis Valley Area Service Committee): The name of this assembly created to provide common services for NA groups for the TVA of Connecticut.

World Board: The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction, and it oversees the activities of NA World Services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which includes: literature, logos, trademarks and copyrights) in accordance with the will of the WSC.

WSC (World Service Conference): A deliberative body composed of regional delegates and world-level trusted servants; the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.

WSO (World Service Office): The World Service Board Headquarters in Los Angeles and branch facilities in Canada and Europe.

XI. **APPENDIX (C) – Sample Rules of Order** (according to “A Guide To Local Services In NA”)**SAMPLE RULES OF ORDER**

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

DECORUM STATEMENT

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

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

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

DEBATE, LIMITS

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

MOTIONS

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

MAIN MOTIONS

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

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

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

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

PARLIAMENTARY MOTIONS

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

1. Motion to AMEND.

SIMPLE majority required.

Is DEBATABLE.

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

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

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

2. Motion to call the PREVIOUS QUESTION.

TWO-THIRDS majority required.

Is NOT DEBATABLE.

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

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

3. Motion to TABLE.

SIMPLE majority required.

Is NOT DEBATABLE.

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

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

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

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

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

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

6. Motions to RECONSIDER or RESCIND.**MAJORITY required varies.****Is DEBATABLE.**

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

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

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

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

The motion to reconsider requires a simple majority.

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

7. Request to WITHDRAW A MOTION.
UNANIMOUS CONSENT required.
Is NOT DEBATABLE.

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

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

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

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

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

OTHER PROCEDURES

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

Order of the day

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

Point of information

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

Point of order

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

Point of appeal

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

Parliamentary inquiry

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

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "*Point of personal privilege;*" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request

generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

VOTING PROCEDURES

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

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

TVASC

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

XII. APPENDIX (D) – Subcommittees

A. ACTIVITIES

SUBCOMMITTEE POLICY

1. Purpose
 - a) Activities is a self-supporting committee responsible for organizing events for the purpose of fun and fellowship
 - b) A secondary purpose is to assist in TVASC approved fundraisers
2. The Activities subcommittee needs to present scheduled events to the TVASC body before announcement to the fellowship
3. Before Any activities by the TVASC Activities subcommittee are held, the group where the function is being held is to be contacted, in the spirit of cooperation and unity
4. The Activities subcommittee is allowed to make a profit based on donations, not charged admissions, to allow the TVASC Activities subcommittee to control its own cash reserves with the following guidelines:
 - a) That the funds be held in a checking account
 - b) That the account require two (2) signers out of three (3) signatories
 - (1) Chairperson, Treasurer, and TVASC Treasurer – each having at least two years clean time
 - c) That all monies be deposited within Seventy-Two (72) hours into said account
 - d) That a list of all expenditures and deposits be submitted with each Activities subcommittee report
 - e) The treasurer will be elected at the TVASC
5. Activities subcommittee prudent reserve will be \$900.00
6. Prudent reserve notwithstanding, the subcommittee may hold on to and reserve funds raised through advance ticket sales or dedicated fundraisers of a specific activity, and expend those funds as needed for that activity:
 - a) Provided that all such funds in excess of prudent reserve shall be fund flowed to the TVASC not more than thirty (30) days subsequent to that activity
 - b) The subcommittee may request that the TVASC set aside a specific portion of the profit from a recurring activity as seed money for the following year's event
7. Any activity or function put on by the subcommittee which will require an outlay of \$1000.00 or more shall first be presented to the TVASC with a line item budget of expenditures and projected income for approval by the TVASC
8. Any activity or function planned/sponsored by the Activities subcommittee shall be clearly designated as being sponsored by the TVASC of NA only, in all announcements, flyers, or brochures, as well as on any merchandise associated with that activity

- 9. The Activities subcommittee is responsible to sponsor two (2) learning days per
- 10. The Activities subcommittee is responsible to sponsor a New Year's Eve dance every year

11. Requirements of Activities subcommittee trusted servants:

- a) Chairperson:
 - (1) Minimum three (3) years clean time
 - (2) One (1) year of service on the Activities subcommittee
 - (3) One (1) year active in the NA service structure
- b) Vice Chair:
 - (1) Minimum two (2) years clean time
 - (2) One (1) year active in the NA service structure
- c) Treasurer:
 - (1) Minimum Three (3) years clean time
 - (2) One (1) year active in the NA service structure
- d) Alternate Treasurer:
 - (1) Minimum three (3) years clean time
 - (2) One (1) year active in the NA service structure
- e) Secretary:
 - (1) Minimum One (1) year clean time

B. Tunxis Valley Area Public Relations Subcommittee Policy

1. Primary Purpose:

a) To Serve as a link between NA and the Public:

- (1)** To inform the public with special emphasis on the addict who still suffers, about the existence, location and the purpose of NA
- (2)** It is the PR subcommittee's responsibility to establish contact with all organizations, agencies, educational institutions, business groups, or individuals, who through their contact with active drug users and the general public, can create an awareness of the NA program
- (3)** The task is accomplished through the following service: mailings bulletins, public service announcements (PSA's), presentations and the media
- (4)** The PR subcommittee will also make every effort to work with all other subcommittees of TVASC whenever the need arises.
- (5)** The Public Relations Subcommittee acts under the direction of the TVASC of NA, the guidelines of NA's Twelve (12) Traditions and Twelve (12) Concepts of NA

b) Objectives:

- (1)** Maintain the TVSC section of the phone-line
 - (a)** To give meeting times and places with brief descriptions
 - (b)** To have one on one conversations with a suffering addict via the phone
 - (c)** To Set up Twelve (12) Step calls with suffering addicts
 - (d)** To make referrals without endorsement (i.e. community services, 211, 911, and other helplines
- (2)** Any concerned member of NA may serve on this committee
- (3)** Every member present at the subcommittee meeting has an equal right to input of information on decisions made by this **committee**
 - (a)** To vote, a member must attend tow (2) consecutive meetings
 - (b)** That a member shall have a vote as his/her second meeting
 - (c)** A member loses their vote if they miss two (2) consecutive meetings
- (4)** New member orientation will be held immediately following the regularly scheduled PR committee meeting, if necessary

c) Trusted Servant qualifications and duties:

(1) Chairperson:

- (a)** Two (2) years continuous abstinence of mind and mood altering substances
- (b)** Willingness and desire to serve
- (c)** One (1) year experience with PR

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- (d) A good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous
- (e) The ability to organize
- (f) The ability to communicate
- (g) It is recommended that no servant serve more than two (2) years
- (h) Is responsible for attending TVASC meeting and provide a written report
- (i) It is responsible for holding regular monthly subcommittee meetings
- (j) To act as coordinator of all PR projects
- (k) To vote in the case of a tie

(2) Vice Chair:

- (a) One (1) year continuous abstinence from mind and mood altering substances
- (b) Willingness and desire to serve
- (c) Active for at least one year in the NA service structure
- (d) A good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous
- (e) The ability to organize
- (f) The ability to communicate
- (g) It is recommended that no servant serve more than two (2) years
- (h) Is responsible for attending monthly Regional PR meetings in the chairperson's absence
- (i) Acts as chairperson in the absence or vacancy of the chairperson

(3) Secretary:

- (a) One (1) year continuous absence of mind and mood altering substances, with 6 month service structure experience.
- (b) Willingness and desire to serve
- (c) A good working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Narcotics Anonymous
- (d) The ability to organize
- (e) The ability to communicate
- (f) It is recommended that no servant serve more than two (2) years
- (g) Record subcommittee minutes, prepare them, and make them available to the Chairperson prior to the TVASC monthly meeting

(4) PR Orientation Coordinator

- (a) Six (6) months continuous abstinence from mind and mood altering substances
- (b) Six (6) months prior service on the Public Relations Subcommittee
- (c) Willingness and desire to serve
- (d) A good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous
- (e) The ability to organize
- (f) The Ability to communicate
- (g) Is recommended that no officer serve more than two years

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- (h) Be available at subcommittee meetings to orient new PR volunteers
- (5) Presentation Speaker**
 - (a) Six (6) months continuous absence of mind and mood altering substances
 - (b) The willingness and desire to serve
 - (c) A good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous
 - (d) The ability to organize
 - (e) The Ability to communicate
 - (f) Have previously been oriented to Public Relations Subcommittee
- (6) Phone-Line Volunteers and 12 Step Volunteers**
 - (a) This commitment requires all volunteers to be oriented to the Public Relations Subcommittee
 - (b) Carrying the phone:
 - (i) One (1) year continuous abstinence from mind and mood altering substances
 - (ii) Must report phone line activity to the Chairperson before Regional Public Relations Subcommittee meeting monthly
 - (c) Phone-Line Volunteers
 - (i) Six (6) months of continuous absence of mind and mood and mind altering substances
 - (ii) Carry the message of NA to the addict that still suffers
 - (d) 12 Step Volunteer: One year continuous abstinence from mind and mood altering substances
- (7) Committee Members**
 - (a) The only requirement is one day clean and the willingness and desire to serve
- d) Meeting Format:
 - (1)** Open meeting with a moment of silence followed by the “Serenity Prayer”
 - (2)** Read the 12 Traditions and 12 Concepts of NA
 - (3)** Identify any newcomer(s) that may need to qualify to be oriented
 - (4)** Elections
 - (5)** Chairpersons / Vice-Chairpersons Reports – including a review regional PI/PL meeting
 - (6)** Secretary Report – read previous month’s minutes
 - (7)** Old Business
 - (8)** New Business
 - (9)** Schedule next meeting
 - (10)** Close meeting with a moment of silence and the unity version of “The Serenity Prayer”
- e) Accountability:

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- (1)** A simple majority is required to elect Trusted Servants
 - (2)** A Trusted Servant may be removed from their position for one or more of the following reasons:
 - (a)** Loss of clean time
 - (b)** Non-fulfillment of duties
 - (c)** Non-attendance without prior notification at two (2) meetings
 - (d)** No member shall hold more than one trusted servant position at one time within this committee
- f) Funds:
 - (1)** A yearly itemized budget is prepared and approved first by this committee, then
 - (2)** Submitted yearly at the may TVASC meeting to be sent out to the fellowship for final approval
- g) Spiritual Guidance:
 - (1)** This subcommittee shall not make any motion nor take any action that conflicts with the spiritual principles of the 12 Steps, 12 Traditions, and 12 Concepts of NA
- h) Revision and Amendment To This Policy:
 - (a)** Any voting member may propose a revision and/or amendment to this policy at a regular meeting of the TVAPR subcommittee.
 - (b)** The proposal must be seconded
 - (c)** A simple majority of voting members present is necessary to draft the proposed revision and/or amendment to this policy
 - (d)** The draft must then go to the next TVASC meeting for distribution to the fellowship for review and approval in accordance with TVASC policy

c. **Tunxis Valley Area Hospitals and Institutions (H&I)** **Subcommittee Policy**

- 1) TVA H&I subcommittee uses the following resources may use guidance:
 - a. Hospital and Institutions Handbook from W.S.C. H&I Committee as a reference
 - b. Guidelines set by regional Hospitals and Institutions Committee
 - c. *A Guide to Local Services* booklet
- 2) The voting policy is that you must attend two (2) consecutive H&I Subcommittee meetings to vote.
- 3) If you miss two (2) consecutive H&I commitments with a “no call, no shows,” you are off the panel for six (6) months
- 4) For the questions: Are you clean and have complete abstinence from all mind- and mood-altering drugs, including those used in drug replacement therapies and medical marijuana?

a) **Executive Committee of Area H&I Chairperson**

(1) Requirements:

- (a) Minimum two (2) years clean
- (b) One year commitment
- (c) Working knowledge of the 12 Steps and 12 Traditions
- (d) Follow TVASC policy for subcommittee chairs

(2) Responsibilities:

- (a) Coordinates all N.A. activities related to H&I
- (b) Presides at all regular, special and general subcommittee meetings
- (c) Handles all public relations contacts involving policy matters and/or interpretations at the public level that pertain to H&I and NA, which involves all policy matters
- (d) Makes regular reports to the H&I subcommittee on the status of all current and completed projects

- (e) May at times visit any meeting/presentation at any facility for a purpose beneficial to H&I including offering assistance to panel participants
- (f) shall represent Narcotics Anonymous H&I at regular meetings of the TVASC
- (g) Shall attend the regional H&I subcommittee meetings
- (h) Shall act a Literature coordinator for the H&I committee

b) Vice-Chair

(1) Requirements:

- (a) One (1) year clean
- (b) Suggested one (1) year experience on an H&I Panel
- (c) One (1) year commitment
- (d) Working knowledge of the 12 Steps and 12 Traditions
- (e) In absence of the chairperson, in the event of inability of the chairperson to perform, or upon the resignation of the chairperson; assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position

(2) Responsibilities:

- (a) Works closely with the chairperson
- (b) May at anytime visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panels
- (c) Attends the regular meeting of H&I subcommittee
- (d) Works with the panel leaders to assure that volunteers are placed as panel members

c) Orientation Chairperson

(1) Requirements:

- (a) Two (2) years clean time

- (b) One (1) year commitment
- (c) Nine months previous experience
- (d) Must attend subcommittee meetings
- (e) Must have an NA sponsor
- (f) Must speak the NA language
- (g) Knowledge of the 12 Steps and 12 Traditions
- (h) Attend NA meetings on a regular basis

(2) Responsibilities:

- (a) Keeps notation cards of every person orientated, the date oriented, clean date and Addicts number they can be reached at

d) Secretary

(1) Requirements:

- (a) One (1) year clean time
- (b) One (1) year commitment
- (c) Shall attend the regular meetings of H&I Sub committee

(2) Responsibilities:

- (a) Keep complete records in the form of minutes of every regular, special, and general subcommittee meeting
- (b) Keep a complete and updated panel member list with the names, addresses, recovery dates, and phone numbers of all current H&I members
- (c) Keep a continuing roster of monthly attendance at the business meeting
- (d) Sends notices or makes telephone calls for special meetings
- (e) Maintains all necessary stationary supplies and prepares correspondence as needed

e) Reasons for removal from the Executive Committee

- (1)** Relapse
- (2)** Failure to perform duties as outlined in the H&I Policy

- (3) Failure to attend two (2) consecutive meetings or (3) three total during the course of their service commitment

f) Position of Panel leader

(1) Requirements:

- (a) One (1) year clean time
- (b) One (1) year commitment
- (c) Working knowledge of the 12 Steps and 12 Traditions
- (d) Must attend H&I subcommittee meeting with a verbal report
- (e) Suggested six (6) months previous panel experience

(2) Responsibilities:

- (a) Maintain a direct link between institution and Area H&I subcommittee
- (b) Make sure panel members and speakers are spreading a message of recovery through NA
- (c) Pick up and distribute literature from Area H&I committee to institution
- (d) Relay any problems to H&I committee

(3) Reasons for removal from Panel Leader Position:

- (a) Relapse
- (b) Failure to attend two (2) consecutive subcommittee meetings or three (3) total during course of service
- (c) Failure to maintain on-going recovery in NA

g) Positions of Panel Member

(1) Requirements:

- (a) Six (6) months clean time
- (b) Nine (9) months clean time to chair a meeting/presentation
- (c) initially must attend three meetings/presentations with an experienced panel member before chairing a meeting
- (d) One (1) year commitment

- (e) Working knowledge of the 12 Steps and 12 Traditions
- (f) Willingness to share experience, strength, and hope
- (g) Ability to Chair an H&I meeting/presentation

(2) Responsibilities:

- (a) Work with panel leader and other panel members as to format
- (b) Must attend meeting/presentation on a regular basis as determined by the entire panel
- (c) Ensure that meeting/presentation is being run as NA
- (d) If unable to attend, work with other panel members, panel leader, and the rest of the H&I committee to ensure the meeting takes place

(3) Reasons for removal:

- (a) Relapse
- (b) Two (2) consecutive no shows/no call
- (c) Failure to carry a message of NA recovery
- (d) Failure to meet commitment
- (e) Failure to maintain on-going recovery in NA
- (f) Failure to inform panel leader in the event they cannot meet commitment

2. No H&I Panel leader will purchase literature other than what is received at the committee meeting
3. Other than speakers, all persons interested in attending an H&I presentation must have attend the H&I orientation
4. Chairperson, Vice Chair, and Orientation Chair collectively may meet together to orientate an addict that cannot get to a subcommittee meeting.
5. All Area H&I meetings are considered closed, that is, open only to panel members, speakers, and addicts within the institution
6. H&I committee members, or people who have attended the Area H&I orientation, may attend meetings/presentations will not be started until all present panels are there and there is enough support to start the meeting/presentation
7. A list will be maintained, by the H& I Secretary, of institutions wishing H&I support, and that list will be prioritized according to need
8. Each panel cannot hold more than 6 panel members.
9. Revision and amendment to this policy

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- a) Any voting member may propose a revision and/or amendment to this policy a regular meeting of the TVAH&IC.
- b) The proposal must be seconded
- c) A simple majority of voting members present is necessary to draft the proposed revision and/or amendment to this policy
- d) The draft must then go to the next Area Service Committee (TVASC) meeting for the approval of TVASC Policy

TVASC

XIII. Appendix (E)

TVASC Service Commitment Questions

- A. TVASC Chair or Vice Chair will read qualifications and responsibilities that are out to the fellowship**
- B. Then will ask three (3) of the first seven (7) questions for each candidate (all Trusted Servants):**
 - 1. What other service commitments had you had in the past?
 - 2. Have you had a commitment in the past that you have not fulfilled? If YES . . . Why?
 - 3. Do you have an NA Sponsor?
 - 4. Do you have a Home Group
 - 5. How many meetings do you attend each week?
 - 6. Do you have the time that is asked of you to put into this commitment?
 - 7. What does the word "commitment" mean to you?
- C. If the person will handle money; questions eight (8) through eleven (11) will be asked as well (NA Trusted Servants handling NA funds):**
 - 8. Have you ever taken any money that has not belonged to you? If you did, was it paid back?
 - 9. Do you know how to balance a checkbook?
 - 10. Are you having financial unmanageability in your life?
 - 11. Are you aware that theft of NA funds may lead to legal action taken against you?
- D. For all subcommittee positions; questions twelve (12) and (13) as well (Trusted servants in subcommittees):**
 - 12. Do you have any experience in planning, organizing and coordinating events?
 - 13. Can you work with a budget?