

# Greater Waterbury Area Policy

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*This body shall be known as the  
Greater Waterbury Area Service Committee of Narcotics Anonymous,  
hereinafter referred to as GWANA.*

## I. Purpose

**The primary purpose of GWANA is to carry the message of Narcotics Anonymous to the addict who still suffers. In accordance with our 12 Traditions, we also exist to further the unity of the Fellowship within our Area and other Areas; by maintaining communication between the Groups represented and NA as a whole. To ensure that our Primary Purpose is carried out, GWANA shall have Subcommittees directly responsible to those they serve.**

## II. Function

- A. To carry the message to the addict that still suffers.
- B. To hold regularly scheduled GWANA Area Service Committee (ASC) Meetings.
- C. To establish and maintain accountability throughout GWANA, including general funds and all Subcommittees.
- D. To hold elections, as needed, for:
  - 1. All trusted servants of GWANA ASC
  - 2. All Subcommittee Chairs of GWANA ASC
- E. To maintain a Post Office Box.
- F. To maintain an Area checking account.
- G. To maintain a prudent reserve and to practice fund flow, by forwarding all monies above prudent reserve to the Connecticut Regional Service Committee each month.
- H. To maintain communication between the Connecticut Regional Service Committee and those we serve.
- I. To coordinate all GWANA Subcommittees and encourage support for them.
- J. To maintain an NA Literature stockpile where our member Groups may purchase their Literature.
- K. To hold regularly scheduled Hospitals & Institutions meetings to bring the message of recovery to addicts who cannot attend regularly scheduled meetings of NA.
- L. To inform the public of the existence and purpose of Narcotics Anonymous.
- M. To maintain a phoneline where addicts seeking recovery may learn about Narcotics Anonymous and where our Groups meet.
- N. To hold an annual Family Campout, with the purposes of celebrating recovery, promoting unity in the Area, and to carry the message.
- O. To sponsor one service-related Learning Day per year, with the primary purpose of carrying awareness of the service structure and Subcommittee functions.
- P. To archive all Area and Subcommittee reports and records at the Area storage facility, keeping three years on hand for monthly ASC meeting.

## III. Rules of Order

### A. General

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

- 1. Adopt currently approved Narcotics Anonymous Guide to Local Service (GTLS).

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2. A group must meet regularly for ninety days before it is accepted into the Greater Waterbury Area.
  - a. Accepted pertains to voting privileges only; all other participation is welcomed and encouraged.
3. If a Group is not represented for three consecutive ASC meetings, that Group will be contacted by a member of the GWANA Executive Committee.
4. This Area does not exclude specialty meetings that follow the Twelve Traditions of Narcotics Anonymous.
5. The order of descending parliamentary procedure for GWANA:
  - a. This policy.
  - b. Current Fellowship approved Guide to Local Service (GTLS).
  - c. Roberts Rules of Order
6. All fliers generated from GWANA must have two phone numbers for contact purposes.

### B. ASC Meeting Format

These policies define how GWANA will conduct ASC meetings.

1. Make the meeting location meet for one continuous year at one location.
  - a. GWANA will pay for rent to the facility to hold the ASC meeting.
2. The ASC will meet the first Monday of the month at the Thomaston Savings Bank in Watertown.
3. Meeting Setup
  - a. The ASC Chair and Communications Facilitator are responsible for set up of the hybrid meeting 30 minutes before the start of the ASC meeting. This consists of the ASC laptop, video camera, Bluetooth speaker and microphone, and wireless printer. When possible, the ASC laptop will be linked to a large screen tv in the meeting place.
  - b. The Communications Facilitator will provide copies of any report to any addict in attendance who requests it.
  - c. The Communications Facilitator will be responsible for interacting with the virtual component of the meeting, including screen-sharing relevant reports and taking vote counts when needed.
  - d. The Communications Facilitator will print copies of any motions that require group input 15 minutes before the close of the meeting (at the end of New Business/Agenda). They will also post copies of all those motions on the Google Drive within 24 hours of the ASC meeting.
  - e. If the Communications Facilitator position is vacant or absent, the ASC Chair and Secretary shall share the responsibilities noted here, or a volunteer addict may fill in at the ASC's discretion.
4. Discussion at any ASC meeting is open to all members of Narcotics Anonymous.
5. All hands are to be raised, on the floor of the ASC, in order to be recognized by the Chair.
6. Only record voting numbers for Minutes, Treasurer report, Motions, and Policy changes.
7. Suggested ASC Format (sequence):
  - a. Begin the ASC meeting with a moment of silence followed by the serenity prayer.
  - b. ASC Chair calls on someone to read the Twelve Traditions of NA.

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- c. One of the Twelve Concepts of NA will be read in its entirety, corresponding with each month throughout the year.
- d. ASC Chair welcomes all newcomers to this body and invites them to identify themselves and/or the Groups they represent. If newcomers are present, then go around the room so everyone can introduce themselves.
- e. Roll call while passing around Attendance / Agenda sheets. After roll call ask for a raise of hands for voting GSR's.
- f. Open discussion held up to thirty minutes. Open discussion will be for group problems/strengths (including anniversary announcements), Area committee issues, and personal grievances. This is an informal time in which ideas can be freely shared. If warranted, issues may be added to the Agenda.
- g. Previous ASC minutes and Treasurer report presented for voting.
- h. After voting, Executive Committee Members' reports followed by Subcommittee Chairs' reports will be heard with an opportunity for questions after each. Issues needing further discussion will be added to the agenda.
- i. Elections
- j. Old Business
- k. All Agenda items listed, will be read aloud prior to break.
- l. 15 minute recess. Chairperson to promptly restart the meeting.
- m. At the start of the second half, the chair will ask who is available to pick up the mail and announce who will be getting the key for the next meeting.
- n. New Business / Agenda
- o. Group reports are read.
  1. All GSRs or their Alternates in attendance hand in their group reports.
- p. Close the meeting with a moment of silence followed by the unity version of the serenity prayer or a silent prayer of your choice.

### C. Making and Voting on Motions

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

1. Quorum set to one half the average GSR attendance at the past three ASC meetings plus one.
2. The only people allowed to make or second a motion are:
  - a. GSR (or Alternate in their absence), or a temporary elective.
  - b. RCM (or Alternate in their absence), Subcommittee Chairs or Vice-Chairs in their absence can make or second motions only pertaining to their subcommittee/position.
3. Voting Privileges
  - a. Group Service Representatives are the only voting members, or Alternate in their absence, or a temporary elective.
  - b. In the hybrid or virtual format The Treasurers report, unbudgeted expenses, policy changes or additions, and budgets require a precise vote count. On all other matters a motion is considered passed or defeated as soon as the outcome is readily apparent by the show of hands.
4. In order for a motion to carry, a simple majority is needed. In matters of Policy, at least two thirds of Groups present are needed to carry the motion.
  - a. In matters other than Policy, abstentions do not count as a vote when determining if there is a simple majority in total vote count.

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5. A tie vote is a vote that fails by one half ballot or less. If a tie occurs:
  - a. In matters pending at the RSC: Send a motion to postpone for a month (for further Group conscience), otherwise abstain.
  - b. On other matters that have already obtained Group conscience: Discussion will occur for the GSR's understanding of the matter before we Postpone the motion back to the Groups.
  - c. Otherwise: A second discussion, two pros and two cons, will be held, and then a second vote will be taken. If a tie ensues, the motion fails.
6. Excessive abstention is more than one half of total votes. In that event:
  - a. In matters pending at the RSC: Send a motion to postpone for a month (for further Group conscience), otherwise abstain.
  - b. On other matters that have already obtained Group conscience: Discussion will occur for the GSR's understanding of the matter before we Postpone the motion back to the Groups.
  - c. Otherwise: A second discussion, two pros and two cons, will be held, and then a second vote will be taken. If a tie ensues, the motion fails.
7. In the event that a motion from the RSC requires a vote prior to the next ASC meeting, it may be postponed to Groups and an email vote may be taken. GSRs must complete the email vote at least two days prior to the next RSC meeting.

### D. Motion Handling Process

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

1. All motions must be seconded before any discussion, and the author of the motion should be given the floor to explain the intent of the motion.
2. Anyone has the right to voice his or her opinion once each motion.
3. A "Motion to postpone" requires a second. A postponed item will be placed on the next meeting's agenda in old business.
4. A second (or further) motion to postpone, requires a second and a vote.
5. If an issue falls under the responsibility of an existing Subcommittee or resource position, the issue can be committed to that Subcommittee or resource position by the ASC Chair.
6. All motions sent back from ASC to Groups shall be accompanied by a written intent.
7. Any motions requiring funding have method of funding included before being sent back to Groups.
8. All motions brought to the ASC floor that require funding must have a dollar amount attached.
9. Once a motion is on the floor of the ASC, it must be disposed of by:
  - a. Bringing the question to a vote
  - b. Postpone to Groups for conscience
  - c. Referring to a Subcommittee or resource position
  - d. Granting the author permission to withdraw the motion, by vote
  - e. Declining the nomination
10. Once a motion is disposed of by bringing the question to a vote, it may not be brought to the floor again for three consecutive ASC meetings, except by a Group that voted on the prevailing side. (see: Motion to reconsider)

## IV. Trusted Servants

### A. General

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

1. All Executive Committee members and Subcommittee Chairs are to be elected at the ASC meeting.

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2. All positions are one year terms. (excluding B.O.D. position)
3. Recommended that all Executive Committee members and Subcommittee Chairs not serve more than two consecutive terms.
4. Nominations for elections of Officers and Subcommittee Chairs must be seconded. Nominees must be present. An explanation of the office and its commitment will be read from current GTLS and Policy in order to establish each position's responsibilities.
5. GWANA adopt and use *What is a Chairperson*<sup>2</sup> regarding Chair positions:  
To "chair" means to "make easy". A subcommittee chair's job is to make it easier for the Group to do its work. By providing non-directive leadership, the chair helps the service committee arrive at the understandings and decisions that are its task. In a consensus service committee the chair's focus is on the service committee and its work. The role is one of assistance and guidance, not of control.
6. A vote of confidence for the GWA B.O.D. seat may be had at the area table for recommendation, but the final vote happens at the RSC.
7. All Trusted Servants of the ASC will give reports when the ASC meets.
8. Each Subcommittee Chair and Executive Officer of the GWASC is required to submit a written report, copies of which are to be presented to the Executive Committee members, each GSR and all other Subcommittee Chairs.
  - a. The RCM-Alternate is not required to submit a monthly report unless the RCM did not attend the RSC or the RCM is absent from the ASC.
9. Resignation of ASC Officers and Subcommittee Chairs may be as follows:
  - a. In writing, to the ASC Chairperson, prior to the next ASC meeting
  - b. Relapse during term of office
  - c. Failure to perform duties and responsibilities
  - d. Upon missing two or more consecutive meetings, ASC Officer or Subcommittee Chair will be asked to step down from their position.
10. Trusted Servants of the ASC (Executive Committee members and Subcommittee Chairs) not attending the full ASC two out of three meetings, will be asked to step down, except:
  - a. Having obtained prior permission at the ASC
  - b. Extenuating circumstances as determined by the ASC
11. In any written reports of the ASC the last names of addicts will not be used. Only the first name and last initial will be written.

### B. Executive Committee

#### 1. General

- a. The Area P. O. Box key is to be held by an Area Executive Committee member only, except in extenuating circumstances.
- b. Define the ASC Executive Committee as composed of the following ASC officers: Chair, Vice-Chair, Secretary, Treasurer, Regional Committee Member, RCM-Alternate.
- c. To have B.O.D. seats not serve more than two consecutive terms: holding a B.O.D. seat at C.T.R.S.C.N.A. two three-year terms.

#### 2. Qualifications for ASC Chairperson:

- a. Willingness and desire to serve.
- b. Active for at least one year in the NA Service Structure.
- c. Strongly suggested two years abstinence from all drugs.
- d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
- e. Leadership ability.
- f. Ability to communicate.<sup>8</sup>



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- g. Ability to organize.
- 3. Responsibilities of an ASC Chairperson:
  - a. The Area Committee Chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties.
  - b. Opens the meeting facility 30 minutes ahead of time and assists with setting up for the hybrid portion of the meeting.
- 4. Qualifications for ASC Vice-Chairperson:
  - a. Willingness and desire to serve.
  - b. Active for at least one year in the NA Service Structure.
  - c. Strongly suggested two years abstinence from all drugs.
  - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
  - e. Leadership ability.
  - f. Ability to communicate.
  - g. Ability to organize.
- 5. Responsibilities of an ASC Vice-Chairperson:
  - a. The primary responsibility of the Area Vice Chairperson is to keep in regular contact with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible or necessary.
  - b. In the absence of a subcommittee chair and vice chair, the Area vice chairperson shall be responsible for the fulfilling the responsibilities of the subcommittee chair. (see notes under subcommittee chair)
  - c. The vice chairperson is also responsible to assist the chairperson in conducting are committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.
- 6. Qualifications for ASC Secretary:
  - a. Willingness and desire to serve.
  - b. Active for at least one year in the NA Service Structure.
  - c. Strongly suggested two years abstinence from all drugs.
  - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
  - e. Leadership ability.
  - f. Ability to communicate.
  - g. Ability to organize.
  - h. Ability to record accurate minutes.
- 7. Responsibilities of an ASC Secretary:
  - a. Records accurate minutes of the monthly ASC meeting.
  - b. Makes previous month's minutes available online within 10 days after the date of the meeting.
  - c. Maintains a current and accurate contact list.
  - d. To make available the last three years of archives, documents, and the printer with a stock of paper and ink.
  - e. Is responsible for maintaining the google drive and changing permissions in monthly folders to read only 24-48 hrs after each meeting.
- 8. Qualifications for ASC Treasurer:
  - a. Willingness and desire to serve.
  - b. Active for at least one year in the NA Service Structure.
  - c. Strongly suggested two years abstinence from all drugs.
  - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.

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- e. Leadership ability.
  - f. Ability to communicate.
  - g. Ability to organize.
  - h. Ability to maintain accurate financial records.
  - i. Financially responsible.
9. Responsibilities of an ASC Treasurer:
- a. Administrates both the general ASC bank account and the GWA Literature bank account.
  - b. Collects and deposit fund flow contributions, literature payments, and any other funds generated by subcommittees.
  - c. Distributes funds at the direction of the ASC; either budgeted expenditures or through motions voted on by groups. (rent or donations on behalf of rent for ASC and subcommittees, monthly storage fees, reimbursements, fund flow, works with Literature Chair for NAWS literature orders, etc.)
  - d. Keeps careful records of all transactions.
  - e. Gives a monthly report at each area meeting which shall include year-to-date budgetary expenditures, current budgets, up-to-date prudent reserve amount, Literature stockpile total, lists of individual deposits for both bank accounts, and both bank account balances.
  - f. Work together with the Literature Chair at least twice yearly to make sure that the inventory on hand and the checkbook balance together equal the previously set stockpile amount total.
10. Qualifications for the Regional Committee Member (RCM):
- a. Willingness and desire to serve.
  - b. Active for at least two years in the NA Service Structure.
  - c. Strongly suggested three years abstinence from all drugs.
  - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
  - e. Leadership ability.
  - f. Ability to communicate.
  - g. Ability to organize.
11. Responsibilities of the Regional Committee Member (RCM):
- a. Act as liaison between ASC and RSC, attends RSC on a monthly basis.
  - b. Works with ASC Treasurer to provide fund flow to RSC.
  - c. Works with ASC Treasurer to purchase schedules when directed and informs the ASC of printing dates.
  - e. Become familiar with this area's policy to have clear direction of our group's conscious.
  - f. Informs the groups when the CAR is expected to be released and attend at least one CAR workshop whenever possible. Make themselves available to this area's groups to explain the CAR to the best of their ability.
12. Qualifications for the RCM-Alternate:
- a. Willingness and desire to serve.
  - b. Active for at least one year in the NA Service Structure.
  - c. Strongly suggested two years abstinence from all drugs.
  - d. A good working knowledge of the Twelve Steps, Traditions, and Concepts of NA.
  - e. Leadership ability.
  - f. Ability to communicate.
  - g. Ability to organize.
13. Responsibilities of the RCM-Alternate:
- a. Assist RCM with all activities described above.

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b. When the term of the RCM is fulfilled, the RCM-Alternate shall be automatically nominated for the position of RCM after the position has been out to the fellowship for 30 days.

### C. Subcommittees

#### 1. Qualifications of Subcommittee Chairperson:

- a. Willingness and desire to serve.
- b. Active for at least two years in the NA Service Structure.
- c. Strongly suggested two years abstinence from all drugs.
- d. It is recommended that anyone considering a subcommittee Chair position should have prior experience with the related subcommittee.
- e. Leadership ability.
- f. Ability to communicate.
- g. Ability to organize.
- h. Recommended that no officer serve more than two, one year terms.

#### 2. Responsibilities of Subcommittee Chairperson:

- a. Attend all ASC meetings and all relevant RSC subcommittee meetings. (where applicable)
- b. Makes and brings written report to ASC meeting.
- c. Subcommittee Chairs and Vice-Chairs can make or second motions only pertaining to their Subcommittee.
- d. Holds regularly scheduled Subcommittee meetings.
- e. Subcommittee Chairs are responsible for fund raising moneys generated by Subcommittee activities.

3. All standing Subcommittees of GWANA will be held in a public place.

4. Suggested that each subcommittee includes in monthly report any plans for their activities to keep the ASC informed and gather input as needed.

5. Suggested that all Subcommittees hold workshops to promote an awareness of how they function and serve within the Fellowship.

#### 6. Literature Subcommittee

- a. The GWA Literature Subcommittee shall have a representative of that committee available for at least 45 minutes after the regularly scheduled start time.

#### 7. Public Information and phonline Subcommittee

a. The GWA will reimburse other Areas for expenses of phone calls that other Areas incur from covering phonline calls in GWA.

## V. Financial

### A. General

1. Annual Budgets, as passed, for each trusted servant and subcommittee of the GWASC will be included in the GWA Treasurers report.

2. GWA Fiscal Year ends on the day of the March ASC Meeting.

3. All GWASC Trusted Servants (Executive Committee and Subcommittee Chairs) are to present a budget at least ninety days prior to the end of the current fiscal year, for the upcoming fiscal year.

4. All budgets shall include last year's adopted budget and actual expenditures for this year, and next year's proposed spending.

5. All budgets shall be brought back to the groups for approval.

6. In the event of a failed budget, last year's budget amounts will be adapted if the start of a new fiscal year happens before a new budget is passed to calculate prudent reserve.

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- a. A new budget will be submitted continually (each month) until the groups of the area pass it.
7. All funds generated by GWANA Subcommittees shall be turned over to the Area treasury within forty-eight hours of the conclusion of the event.
  - a. A monthly written financial report for each event subcommittee shall be included in the chairperson's report at the GWASC meeting
8. All GWA Literature Subcommittee NAWS literature orders will be submitted to the Area Treasurer for approval of funds before being sent to the NAWS.
9. To update the ASC prudent reserve yearly after budgets are approved, using the following calculation: Total all budgets, not including Campout and Events, and divide by six to arrive at prudent reserve figure.
10. All checks and money orders submitted to GWANA are to be made out to "GWSCNA". Checks and money orders submitted to GWANA should state the group name and a date.
11. GWANA Family Campout Subcommittee
  - a. Separate checking account for Campout which the Campout subcommittee is responsible for, and cash will be accepted.
12. Literature Subcommittee
  - a. Only checks or money orders are to be accepted for literature.
  - b. Will make a motion to re-figure literature stockpile amount, (bank account balance plus physical literature on hand), as needed when price changes from NAWS occur and ASC Treasurer is to keep a record of this amount.
  - c. No Groups are allowed to pick up new Literature orders unless outstanding balances are paid. Exceptions for hardship only with ASC approval and \$25.00 limit.
  - d. All orders placed with the GWA Literature Subcommittee must be prepaid in full.
  - e. The GWA Literature Subcommittee will provide a credit receipt to Groups for literature items ordered and paid for which they did not receive.
  - f. The GWA Literature Subcommittee will receive payment from the ASC Treasurer for a WSO Literature order based on the amount submitted at the ASC.
  - g. The GWA Literature Subcommittee shall have a separate checking account. Signers of the account will be the ASC Treasurer, ASC Vice Chair, ASC Chair and GWA Literature Chair. The ASC Treasurer will be responsible for coordinating and recording Literature deposits and payments as well as reporting account activity monthly to the GWASCNA.
  - h. Schedules will be provided to all GWANA groups at no cost. The Literature Subcommittee Chairperson and ASC Treasurer will determine how to best distribute schedules, to be approved by ASC groups (or GSRs)

## A. Subcommittee Policies

Working Policies of each individual Subcommittee.

### A. GWANA Family Campout Subcommittee Policy

1. General Procedures
  - a. We adopt the GTLS with amended suggested clean time requirements where noted.
  - b. Roberts Rules of Order are to be used at the Chairperson's discretion.

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- c. Voting Procedures and Privilege
  - i. Everyone who attends the first Campout Subcommittee meeting has the privilege to vote. All other people interested in attending the Subcommittee meeting after the first meeting must attend two (2) consecutive meetings to have a vote at the second meeting. If anyone, without a Campout Commitment, misses two (2) consecutive, regularly scheduled meetings, they lose their voting privilege until they once again attend two (2) consecutive meetings, with voting privileges restored at the third meeting.
  - ii. The majority will be the deciding factor in all voting. A two-thirds (2/3) majority is needed to change or veto policy. Subcommittee chairs can vote, as well as the executive committee chairperson. A Subcommittee chair can send a representative who has not attended two (2) consecutive meetings, but that representative can only vote on matters concerning that Subcommittee.
  - iii. When there is a large abstention to a vote and no majority yes or no, there will be a discussion and a re-vote. (Three pros and three cons).
  - iv. Discussion concerning a motion on the floor is open to all members of NA, not just voting members.
  - v. Everyone in attendance has the right to voice their feelings and/or their opinions once but discussion can be limited, at the Chairperson's discretion, once all interested persons have had the opportunity to speak on the issue.
  - vi. In case of a tie vote, a second discussion will be held, two (2) pros and two (2) cons. Then a second vote taken. If the tie ensues, the motion fails.
- d. Checking Account Signatures
  - i. The three (3) designated signers are the Chair, Vice-Chair and Treasurer. One designated signer may write and sign a check but is required to advise the other two designated signers.
- e. Subcommittee Budgets
  - i. All Subcommittee Chairs are to submit a budget for approval by the Campout Subcommittee. Budgets are to be submitted no later than two months after the first Campout meeting for submitting to the ASC for approval ii. The prudent reserve for the Campout Committee is set at \$3500.00
- f. Subcommittee Meeting Day and Time
  - i. Meetings will be held on the third Monday of the month, at 7PM either by Zoom or in person as decided by the Campout Committee
  - ii. The Subcommittee will schedule spot meetings at the regular meeting as necessary.
- g. Commit an Issue to a Subcommittee
  - i. If an issue falls under the responsibility of an existing Subcommittee and does not have anything to do with money or the Traditions, that issue will be tabled to that Subcommittee.
- h. Subcommittee Chair Attendance
  - i. A Subcommittee Chair that misses two (2) consecutive, regularly scheduled meetings, even though they sent a representative, may be asked to resign or else show just cause as to why they have failed to fulfill their responsibilities. Subcommittee Chairs are expected to attend all events, arrive early, and assist with cleanup at the end.
- i. Making a Motion
  - i. Anyone attending the Campout Subcommittee meeting may make a motion, except when that motion might change, amend or influence an existing policy. A motion that pertains to policy must be made by a voting member of the Subcommittee.

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- j. Planning the Campout in conjunction with any other recovery-oriented fellowship
  - i. The Campout should not be planned in conjunction with or affiliate itself with any other recovery-oriented fellowship or institution at the same site.
- k. Distribution of Minutes
  - i. The Secretary will email the minutes to the members before the next subcommittee meeting.
- l. Free Packages
  - i. The issue of free and discounted packages will be dealt with by the registration chair and/or executive committee on an individual basis, at the Campout site.
  - ii. Anyone attending campout events are required to pay the entrance fee.
  - iii. Campout Subcommittee will consider requests for fee reductions by treatment facilities on an individual, case by case, annual basis.
- m. Handling of Funds
  - i. All funds shall be exchanged in the presence of a member of the Campout Subcommittee with a minimum of one (1) year clean time.
  - ii. .
- n. Date of Campout
  - i. The GWANA Campout will be held in June, when accommodations are available.
- o. Disclaimers, Regulations and Restrictions (Re; Pets, Refunds)

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

  - i. Pets are allowed at the campout unless the facility we are renting from prohibits them.
  - ii. No refunds will be given due to inclement weather. Suggested that the statements "Sorry – No Refunds" and "Pray for Sunshine – Always Be Prepared for Rain" be included on registrations and programs.
  - iii. The campout committee reserves the right to ask anyone to leave who through actions or inactions, puts another at risk, i.e. violent, neglectful parents. Consensus of three committee members necessary on a case-by-case basis.
- p. Truck Rental
  - i. When necessary, rent a truck for the weekend of the Campout – Thursday through Sunday – to carry equipment and supplies.
- q. Logo
  - i. One annual, main, logo will suffice for all Subcommittee purposes. The logo will be chosen by the committee members no later than the November meeting.
- r. Menu
- s. Program Format
  - i. Adopt a Program Format to include at least two meetings with the topics of personal recovery and family oriented recovery meetings to be held on Saturday (in addition to the Friday and Saturday night Main meetings and the Sunday morning Spiritual meeting). ii. Speakers for all events must have a clear message of recovery through N.A. and must use NA language. They must have at least 5 years clean, must be in the process of working the steps, and have a sponsor in N.A.
- v. Refer to bonfire/marathon meetings as Fireside Meetings on all Fliers and Registration forms and in announcements during the Campout.

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

- i. Children under 18 restricted from Fireside Meetings unless attended by a parent or guardian. This should also be included on Fliers and Registration Forms. This does not apply to addicts seeking recovery under 18.
- w. Elections
  - i. Campout Chairperson: At the August Campout Subcommittee meeting a Nominee for Campout Chair will be elected and brought to the next ASC.
  - ii. New Subcommittee Chairs: At the August Campout Subcommittee meeting elections for Subcommittee Chairs will be held.

### Storage Key

Keyholder(s) will be 1) an executive committee member and 2) Food Chair.

- x. Final or Summary Reports
  - i. In an effort to facilitate the transition to the next Campout's Trusted Servants, all outgoing Trusted Servants will submit a summary report preferably at the July Subcommittee meeting but no later than the second meeting after the Campout.
  - ii. Include information on what worked, what did not and any suggestions for improving the handling of the commitment.
  - iii. Written reports should be provided with specific information included such as the number of addicts and children who attended, number of pre-registrations, merchandise bought, sold and left over, activities equipment remaining, where things were bought and how much they cost.
  - iv. The Treasurer shall provide a detailed financial report that includes total cost of campout and total monies taken in, total spent by each subcommittee, and any other information that will help the next committee.

## 2. Executive Committee Members – Qualifications and Responsibilities

### a. Chairperson

Qualifications as outlined in GWA Policy IV. C. 1. Qualify and elected at the GWASC.

### b. Vice-Chair

Same as above with the exception of one and a half (1 ½) years suggested clean time.

### c. Secretary

(1) year suggested clean time. See V. A. I. 12 (Re: Minutes)

### d. Treasurer

(2) years suggested clean time. See V. A. I. 5 (Re: Signatures) ensures that all income is deposited within 48 hours of receipt. Tracks all income and expenses and presents a report at each Campout Committee meeting. Provides a final Campout financial report for the GWASCNA by the August ASC. Establishes the ability to accept electronic forms of payment and makes sure all methods are in the campout's name and not personal accounts.

## 3. Subcommittee Chairs – Qualifications and Responsibilities

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

### a. Registration Chair

One (1) year suggested clean time. Experience with Campout Subcommittee. Works closely with Campout Treasurer when dealing with funds. Compiles a list for emails. (N A Service committees, prior registrants, etc.). Must form subcommittee to fulfill responsibilities, including collecting and totaling the amount of clean time and miles traveled by campout

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

attendees, purchasing items for registration packets Coordinates with ASC to get mail from the Area PO box addressed to the campout committee. Has the time and resources to serve.

b. Program Chair

One (1) year suggested clean time. Prepares a budget for Campout committee approval. Responsibilities include scheduling people to share and chair at Friday night opening, Fireside, Saturday recovery topic, Saturday night main and Sunday morning Spiritual meetings. Responsible for obtaining wood, fire permit, as well setting up the fire for the Fireside Meetings. Designs a program/schedule for C\_O committee approval and proofreading; procures copies. Coordinates with Area Literature to secure books for newcomers as well as key tags for the Saturday night main meeting. Must have a copy of NA readings available for all meetings as well as format for all meetings. Orders and procures an Anniversary cake (full sheet) to be served after the close of the Saturday Main Speaker meeting at the Campout. Secure speakers for all Fundraising events. Has the time and resources to serve.

c. Fundraising Chair

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

Responsibilities include planning at least 3 fundraisers and securing the venue for each, as well as printing tickets, and promoting them on CTNA as well as any other relevant sites. Bring NA readings for the meetings at the fundraisers. Coordinates with Food Chair and Activities Chair for events. Has the time and resources to serve.

d. Merchandising Chair

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

Get quotes for merchandise, have logo and monkey put on shirts, sell merchandise at the Campout and Fundraisers.

Coordinates with Campout Subcommittee to choose sizes, colors and specific items to purchase. Orders different colored T-shirts for Hugs Not Thugs subcommittee members. Has the time and resources to serve.

e. Food Chair

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

f. Food Vice Chair

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

g. Activities Chair



# Greater Waterbury Area Policy

## Current as of December 2024 ASC

One year suggested clean time. Works closely with Executive Committee. Form subcommittee to fulfill responsibilities. Coordinates children and adult activities. Compiles a budget for approval of the Campout Subcommittee containing a list of supplies needed for activities, games and prizes. Has the time and resources to serve.

Electric Chair

Six (6) months suggested clean time. Works closely with the Executive Committee. Compiles a budget and a list of supplies needed for Campout Subcommittee approval. Responsible for setting up lighting to guide participants to Fireside Meetings. Has the time and resources to serve.

### h. Clean-Up Chair

Six (6) months suggested clean time. Forms subcommittee to fulfill responsibilities. Responsible for major clean up at fund-raisers and at campout. Delegates assignments and tasks to any committee member. Compiles a budget for subcommittee approval and a list of needed supplies. Has the time and resources to serve.

### i. Hugs-Not-Thugs Chair

Six (6) months suggested clean time. Works closely with the Executive Chair and Vice Chair on all problems. Forms subcommittee to fulfill responsibilities. Organizes parking of vehicles and pitching of tents. Ensures adequate numbers of walkie-talkies are available and all are functioning. Responsible for arriving early at campout to ensure nobody enters until proper event arrival time. Patrols campground to ensure compliance with fire safety rules. Has the time and resources to serve.

### j. Coffee Chair

Ninety (90) days suggested clean time. Compiles a list of supplies needed for Campout Subcommittee approval. Forms subcommittee to fulfill responsibilities. Ensures that coffee and tea is available during Campout and at Campout fundraisers Has the time and resources to serve.

## B. Hospitals & Institutions Subcommittee Policy

### 1. Definition and Purpose

- a. The GWANA H&I Subcommittee is a group of men and women from the Fellowship of Narcotics Anonymous who believe:

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

- b. Through the help of our Higher Power, and our willingness to serve, may we better carry the message of recovery to the addict who still suffers in hospitals and institutions.

### 2. Functions of the H&I Subcommittee

- a. Through the support of the H&I Subcommittee members, when an addict who is housed in a hospital or institution reaches out for recovery, Narcotics Anonymous will be there.
- b. When a presentation is not possible, this committee may use other methods of carrying the message of Narcotics Anonymous, such as distributing Literature and meeting schedules to make recovery more available to the addicts housed in these facilities.
- c. In the spirit of cooperation with the institutions that we serve, and their governing bodies, we comply with the rules of each institution.

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

- d. All H&I presentations are considered closed, that is, open only to Panel Coordinators, Panel Leaders, Panel Members, Panel Observers, Presentation Speakers, and residents within the facility with staff allowed to observe only.
  - e. H&I Subcommittee members, Panel Observers, and addicts who have been orientated at the H&I Subcommittee may attend H&I facility presentations only with the approval of the Panel Coordinator.
  - f. This Subcommittee will create trusted servant positions as needed.
  - g. Regularly scheduled H&I Subcommittee meetings will be held on the first Thursday of every month **at the Watertown Branch of the Thomaston Savings Bank on 565 Main Street in Watertown at 7:30pm**. We, as a Subcommittee of the GWASC, shall maintain active liaison in the spirit of cooperation with the ASC. We will report in writing, to the regularly scheduled GWASC and keep in contact with the Connecticut Regional H&I Subcommittee. We will have lines of communication open to all members of GWANA and the Fellowship of Narcotics Anonymous.
  - h. The Secretary of this Subcommittee maintains a list of all facilities serviced and known facilities not serviced by the GWANA H&I Subcommittee.
  - i. This Subcommittee will provide Panel Coordinators with NA Literature, meeting schedules and all rules and regulations of the facility of their involvement.
  - j. Voting members (active) at the H&I Subcommittee consists of Elected Officers as well as Panel System Members that have already attended three (3) consecutive subcommittee meetings.
  - k. Any Elected Officer or Panel Coordinator missing two (2) consecutive meetings will be notified before the next H&I Subcommittee meeting by the executive committee. Failure to attend the third Subcommittee meeting without notification and acceptable exception will result in forfeiture of that position.
  - l. Any voting member who is not an Elected Officer or Panel Coordinator that misses two (2) consecutive meetings loses their privilege to vote.
  - m. Inactive members must come back to H&I Subcommittee meeting to re-qualify and to get reassigned.
  - n. Any member of GWANA H&I coming back from relapse must re-do entire orientation process.
  - o. Motions before the Subcommittee will be adopted by majority vote, with the exception of matters of policy, which require two-thirds majority for adoption.
  - p. Motions can be made or seconded by voting members only.
  - q. This Subcommittee will follow the suggested Agenda in the H&I Handbook (with modifications), as their meeting format.
  - r. New facility process:
    - i. Contact between the facility and GWANA H&I or GWANA PR.
    - ii. Contact between GWANA H&I and GWANA PR to conduct a presentation together. iii. Contact facility to discuss possible days and times available for a panel.
    - iv. Discussion at the H&I Subcommittee to establish day and time available from facility for panel, possible format of panel meeting, if there's enough H&I members to start a facility at that time, and creation of a panel if deemed approved.
    - v. Contact facility for start date.
3. Structure of Elected Officers
- a. CHAIRPERSON: qualifications as outlined in GWA Policy IV. C. 1. Qualify and elected at the GWASC. One-year commitment. Requirements and responsibilities of the Chairperson are:
    - i. One (1) year active participation in H&I service.
    - ii. A working knowledge of the 12 Steps and 12 Traditions and 12 Concepts of N.A.

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

- iii. Time and resources necessary for the commitment. iv. Maintains order in business meetings. Keeps discussion brief and on the topic. v. Ensures that the Twelve Traditions and Twelve Concepts of N.A. are upheld.
- vi. Drafts correspondence to institutions served by the Subcommittee. vii. Maintains a line of communication between GWANA Service Committee, Regional H&I and the Area H&I Subcommittee, including giving written monthly reports to the above committees.
- viii. The Chairperson has no vote at this Subcommittee meeting, except in the case of a tie.
- b. VICE-CHAIRPERSON: To be elected by the H & I Subcommittee. One-year commitment. Requirements and responsibilities of the Vice-Chairperson are:
  - i. Eighteen (18) months continuous abstinence from all drugs.
  - ii. One (1) year active participation in H&I service. iii. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A. iv. In the absence of the Chairperson, the Vice-Chair shall perform the Chair's duties. v. Order & Distributes Literature to Panel Coordinators.
  - vi. Must attend all GWANA H&I Subcommittee meetings. It is suggested that the Vice Chair attend GWASC meetings and Connecticut Regional H&I meetings.
  - vii. Helps Coordinate any new panels.
- c. SECRETARY: To be elected by the H&I Subcommittee. One-year commitment. Requirements and responsibilities of the Secretary are:
  - i. One (1) year continuous abstinence from all drugs.
  - ii. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A. iii. Must attend all GWANA H&I Subcommittee meetings. iv. Keeps an updated list of people cleared to go into DOC institutions.
  - v. Maintains an updated sharing list of people cleared to go into DOC institutions.
  - vi. Keeps an updated list of all facilities serviced by the GWA H&I Subcommittee.
  - vii. Takes accurate minutes at all GWA H&I Subcommittee meetings, makes copies and distributes to Subcommittee members.
  - viii. Responsible for maintaining records and bringing them to each meeting. ix. Responsible for handing over records to the ASC Secretary to be archived. Records are to be archived after two (2) years at the end of the fiscal year.
  - x. Responsible for keeping Orientation Packets, Subcommittee policies, and “Facility with Contact Lists” up to date and provide new copies to the Orientation Chair when needed.
- d. Orientation Chair: To be elected by the H&I Subcommittee. 6-month commitment. Requirements and responsibilities of the Orientation Chairperson are:
  - i. One (1) year continuous abstinence from all drugs. ii. One (1) year active participation in H&I service. iii. Willingness to serve.
  - iv. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of NA, GWANA H&I policies and the Do's and Don'ts of H&I service.
  - v. Must attend all GWANA H&I Subcommittee meetings. vi. Responsible for providing copies of Orientation Packets, Subcommittee policies, and “Facility with Contact Lists” for new or current members of GWA H&I. Must also let the Secretary know when more copies of each are needed. vii. Remain after GWANA H&I Subcommittee meetings to facilitate orientation packets to new members. viii. Recommend members become familiar with the Narcotics Anonymous Hospitals & Institutions Handbook.

#### 4. Panel System Member

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

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

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

- vi. **Panel Members must come back to the H&I subcommittee if they are planning on becoming a member at another facility.**
  - vii. At the end of your commitment, you must come back to the H&I subcommittee and requalify to serve H&I, the month after your commitment is finished.
  - d. PANEL OBSERVER: Must qualify and be elected by the H&I Subcommittee. Requirements and responsibilities of a Panel Observer are:
    - i. A minimum of 90 days continuous abstinence from all drugs. One (1) year for jails.
    - ii. Knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A. iii. Panel Observers should have a positive, hopeful attitude about recovery and a willingness to serve.
    - iv. Panel Observers must be approved by the Panel Coordinator or the Panel Leader prior to showing up at a facility.
    - v. Panel Observers sit on the panel as observers only.
    - vi. Panel Observers must be qualified by the H&I subcommittee.
  - e. PRESENTATION SPEAKERS:
    - i. Six (6) months continuous abstinence from all drugs. One (1) year for jails. ii. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A. iii. Speakers should have a positive, hopeful attitude about recovery and a willingness to serve. iv. Speakers can be chosen by the Panel Coordinator or the Panel Leader.
    - v. Speakers must have a clear, concise NA message of recovery from the disease of addiction, and a willingness to carry the message in a responsible way. Either the Panel Coordinator or
    - vi. Panel Leader must have heard the speaker share prior to speaking at an H&I presentation.
5. Spiritual Dedication
- a. These are guidelines; we leave the finale decision to our Higher Power, who is a loving God, as we understand him.
  - b. Our reliance on that Higher Power is demonstrated by our willingness to carry out the direction expressed by our group conscience, believing that all will be well.
  - c. Remember... We Can't Do It Alone, we need your help. My Gratitude speaks when I care and when I share with others the NA way.
6. Subcommittee Meeting Format
- a. Moment of silence for the still suffering addict
  - b. Open with the Serenity Prayer
  - c. Read Traditions
  - d. Read Concept for corresponding month
  - e. Welcome Newcomers to the H&I meeting and introduce the rest of the room
  - f. Take attendance of facilities and voting members
  - g. Read one "Do" and one "Don't"
  - h. Read last month's minutes and approve them
  - i. Chair report
  - j. Vice-Chair report
  - k. H&I facilities reports
  - l. Old business
  - m. Elections: Officers / Panel System Members
  - n. New business (agenda items)
  - o. Announce next month's meeting
  - p. Close the meeting with Serenity Prayer

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

### C. Literature Subcommittee Policy

#### 1. Purpose

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

#### 2. Function

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

#### 3. Trusted Servants Qualifications

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

#### 4. Trusted Servants Responsibilities

- a. Please advise another ALC trusted servant if any ALC Trusted Servants are going to be late or absent.
- b. Chairperson – qualifications as outlined in GWA Policy IV.C.2.
- c. Vice Chair -
  - i. Act as ALC Chair in the absence of the Chair.
  - ii. Attend ALC and ASC Meetings. iii. Chair's Ad Hoc meetings. iv. Performs Quarterly Inventory with Chair.
  - v. Distributes orders after business has concluded at the ASC.
  - vi. Distributes orders at ALC.
- d. Secretary -
  - i. Attend ALC meetings.

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

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

### D. Public Relations Subcommittee Policy {7/27/22}

#### 1. FUNCTIONS OF THE PUBLIC RELATIONS SUBCOMMITTEE

##### b. Poster Drives:

We will organize regularly scheduled poster drive events to put up approved posters in chosen locations per PR guidelines to inform the public how and where to contact us.

##### c. Introductory Mailings

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

##### Contents of Mail Outs:

IP #1 Who, What, How, and Why

IP #7 Am I an Addict?

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

IP #22 Welcome to NA

IP #29 An Introduction to NA Meetings

IP Information on NA

Cover letter per public relations guidelines

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

### d. Presentations

We may receive requests to give a presentation about Narcotics Anonymous to professionals at an institute or to an organization at a conference. We may also receive an invitation to set up booths or tables at a public event (health fair) to provide some basic information about NA. All presentations must be done by PR members after orientation per guidelines in the NA Public Relations Handbook.

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

GWA Public Presentation Information Packets Include:

NA White Book	IP #13 By Young Addicts, For Young Addicts
Up to Date Schedules	IP #14 One Addicts Experience...
IP #1 Who, What, How and Why	IP #16 For The Newcomer
IP #2 The Group	IP #19 Self-Acceptance
IP #7 Am I an Addict?	IP #22 Welcome to NA
IP #8 Just For Today	IP Information on NA
IP #9 Living The Program	IP #27 For Parents and Guardians of Young People in NA
IP #11 Sponsorship	IP #29 An Introduction to NA Meetings
IP #12 Triangle of Self-Obsession	IP NA and Persons Receiving Medication Assisted Treatment

### e. Public Service announcements (PSA's)

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

### f. Phone Lines

The CT Regional phone line serves as a contact for addicts seeking recovery and for receiving inquiries about our fellowship from the public.

### g. Learning Days and Flyers

The PR subcommittee is responsible for informing the fellowship at large about the committee's function in service. PR Learning Day Agenda, per guidelines in the NA Public Relations Handbook.



# Greater Waterbury Area Policy

## Current as of December 2024 ASC

### 2. Chairperson

#### Qualifications

- a. as outlined in GWA Policy IV.C.1. Qualify and elected at the GWASC, Active on PR subcommittee for 1 year.
- b. Willingness and desire to serve, service experience and for at least one year in the NA service structure.
- c. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- d. The ability to lead, organize, and communicate.
- e. Active for at least 2 years in the NA Service Structure.

#### Responsibilities

- a. One year commitment. Suggested not to exceed two terms.
- b. Chairs monthly PR subcommittee meeting.
- c. Attends all GWANA Area Service meetings, as well as the Regional PR meeting.
- d. Submit a PR budget, in December of each year to the GWANA Area meeting.
- e. Ensures that yearly PR Learning Day occurs.
- f. The Chair may be asked to step down after missing two consecutive meetings.

### 3. Vice-Chairperson

#### Qualifications

- a. 18 months continuous clean time.
- b. Active on PR subcommittee for six months.
- c. Willingness and desire to serve, service experience and active for at least 6 months in the NA service structure.
- d. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- e. Time and resources to fulfill the commitment.
- f. The ability to communicate effectively.

#### Responsibility

- a. One year commitment
- b. Will act as Chair in the absence of the Chairperson.
- c. Should attend the GWANA Area Service meetings, as well as the Regional PR meeting in order to become familiar with the duties of the Chairperson.
- d. Assist Chair with ensuring that yearly PR Learning Day occurs.

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

- e. The Vice Chair may be asked to step down after missing two consecutive meetings.
- f. Coordinates and assists with Phone Line operations.
- g. Ensures the phone line is updated with any changes that are submitted at Area.
- h. Maintains literature inventory

### 4. Secretary

#### Qualifications

- a. Six months continuous clean time.
- b. Willingness and desire to serve.
- c. Time and resources to fulfill the commitment.
- d. The ability to communicate effectively.

#### Responsibilities

- a. One year commitment
- b. Records minutes from monthly PR subcommittee meeting.
- c. Provides the Chair with a written report of the minutes before the Area meeting.
- d. Brings copies of the minutes to the PR meeting.
- e. The Secretary may be asked to step down after missing two consecutive meetings.

### 5. Phone line Coordinator

#### Qualifications

- a. One year continuous clean time.
- b. Active on PR subcommittee for three months.
- c. Time and resources to fulfill the commitment.
- d. The ability to communicate effectively.

#### Responsibilities

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

### 6. Twelfth Step Volunteer

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

### Qualifications

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

### Responsibilities

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

### 7. Meeting Format

- a. GWA PR is to meet the 4<sup>th</sup> Thursday of the month at All Saints Episcopal Church at 262 Main St in Oakville, CT from 7:00-8:30pm.
- b. Read and discuss the Tradition and the Concept of the month.
- c. Read an excerpt from the PR Handbook
- d. A member will have a vote at their 3rd consecutive meeting. Voting privileges are lost after missing two consecutive meetings.
- e. Follow Roberts Rules of Order

### E. Policy Subcommittee Policy

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

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

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

### F. Greater Waterbury Area Events Subcommittee Policy

The Events Subcommittee is a subcommittee of the Greater Waterbury Area of Narcotics Anonymous. The primary purpose of the Events Subcommittee is to plan and manage events for the Greater Waterbury Area of Narcotics Anonymous. These events will be held within the general geographical area of GWANA to promote fellowship and fun for the benefit of addicts seeking recovery.

The Events Subcommittee Meeting will be held the 4<sup>th</sup> Monday of every month at 7:00pm to 9:00pm on Zoom ID: 714 546 1639 Password: events

#### **Meeting Format**

Open meeting with Serenity Prayer

Read 12 Traditions

Read Concept of the month

Take attendance

Read minutes from last meeting (a motion to accept minutes need to be made and seconded, and then discussion is held if any to make corrections)

Executive Board Reports (Chair, Vice Chair, Treasurer, Alt. Treasurer)

Open Forum

Elections (if necessary)

Old business

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

New business

Close meeting with the unity version of Serenity Prayer

### **Making of Motions**

All motions clearly verbalized and seconded. Motions to be written exactly as said in secretary minutes.

Anyone attending the Events Subcommittee meeting may make a motion.

All motions must be seconded before any discussion and the maker of the motion should be given the floor to explain the intent of the motion.

Discussion concerning a motion on the floor is open to all members of NA. Everyone in attendance has the right to voice their feelings and/or opinion once, however discussion can be limited to the chairperson's discretion, once all interested persons have had the opportunity to speak on the issue. Motion to table does not need a second or a vote, an explanation would be needed. If tabled, this would automatically go on the next meeting agenda.

Once a motion is on the floor it must be disposed of by the maker.

In case of a tie vote, a second discussion will be held, 2 pros and 2 cons, then a second vote is to be taken if there is another tie, the chairperson will break the tie.

### **Trusted Servants**

Chairperson

Vice Chair

Treasurer

Alt. Treasurer

Secretary

The Trusted Servants carry out the conscience of the overall Events Subcommittee.

All Trusted Servants shall serve for a one-year term.

### **Elections**

Elections of trusted servants are held at regularly scheduled Events Subcommittee. All addicts in attendance may vote. The Chairperson votes in the event of a tie.

### **Qualifications and Responsibilities**

#### **Chairperson**

A subcommittee chair's job is to make it easier for the group to do its primary purpose by providing non-directive leadership. The chair helps the Events Subcommittee arrive at the understanding and decisions that are at task. The role of the Chair is to assist and guide not to control.

Have 2 years clean

Be a current, active member of the Events Subcommittee

Has a working knowledge of the 12 Traditions, 12 Concepts, and Roberts Rules

Live within the State of CT

Demonstrate stability in local community and have administrative abilities

Some understanding of budget and contracts

Leadership abilities

Willingness and desire to serve

Attend GWANA Area monthly meeting and submit Events Subcommittee report

Maintain order in monthly meeting, keeps discussion brief and on topic

#### **Vice Chair**

Have 1 year clean

Act as Chairperson if Chair is unavailable

Has a working knowledge of the 12 Traditions, 12 Concepts, and Robert Rules

Demonstrates stability in local community and has administrative abilities

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

Some understanding of budgets and contracts

Leadership abilities

Willingness and desire to serve

### **Secretary**

Have 1 year clean

Six-month prior experience within the NA structure within the previous year

Has a working knowledge of the 12 Traditions, 12 Concepts, and Robert Rules

Willingness and desire to serve

Service experience and good typing skills to ensure accurate minutes are distributed to the Events Subcommittee members.

Keep minutes during monthly meetings

Maintain a list of names, phone numbers, and email addresses of all committee members

Prepare all flyers with the NA logo on it, and two contact numbers for upcoming events

Make sure the committee has insurance certificate at all events

### **Treasurer**

Have 2 years clean

Be a current active member of the Events Subcommittee

Have a working knowledge of the 12 Traditions, 12 Concepts, and Robert Rules

Demonstrates stability in local community, accounting skills, service experience

Maintain current bank account of the Events Subcommittee

Responsible for all monies, including revenues for fundraiser, merchandise, and pay all bills in a timely manner

Some understanding of budgets

Keep committee up to date on cash supply, income flow and expenditures on a monthly basis

Work closely with Alt. Treasurer

Willingness and desire to serve.

### **Alternate Treasurer**

Have 2 years clean

Act as Treasurer if Treasurer is unavailable

One-year prior experience on the Event Committee

Has a working knowledge of the 12 Traditions, 12 Concepts, and Robert Rules

Demonstrates stability in local community and has administrative abilities

Some understanding of budgets

Willingness and desire to serve

Maintains current bank account of the Events Subcommittee

Responsible for all monies, including revenues for fundraiser, merchandise and pay all bills in a timely manner if the treasurer is unable to do so

Keep committee up to date on cash supply, income flow and expenditures on a monthly basis

Work closely with Treasurer

### **Misappropriation of Funds**

The following outlined is the procedure for handling the misappropriation of funds by a Trusted Servant.

While the debt is outstanding, the Trusted Servant will not be allowed to serve on the Events Subcommittee.

The GWANA will be notified of the matter (including the Trusted Servant's name) by the Events Subcommittee Chairperson or Treasurer.

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

The Trusted Servant shall be responsible for all fees incurred in collection of the misappropriated funds.

A registered letter, return receipt requested, will be sent to the Trusted Servant by the Treasurer explaining the collection process.

Ninety (90) days will be given from receipt of the letter to either make full restitution or to make an acceptable arrangement of restitution. All restitution arrangements will be in writing and become valid once the first payment is received.

The Treasurer will monitor all ongoing restitution agreements

If after ninety (90) days the Trusted Servant has not responded, or ninety (90) days have passed since receipt of the last payment on an unfulfilled arrangement, the GWANA may elect to use all legal remedies available.

### **Removal of a Trusted Servant**

Trusted Servants who miss 3 consecutive Event Subcommittee meetings, without prior notice, should be asked to resign or else show just cause as to why they have failed to fulfill their responsibilities.

### **Events Subcommittee Funds**

The Events Subcommittee will manage funds for each event responsibly. The Events Subcommittee will maintain a separate checking account to handle the financial needs of the committee. \*This account has been opened with The Events Subcommittee EIN number at Thomaston Savings Bank\* Each check will require (2) signatures by the following trusted servants: Subcommittee Treasurer, Subcommittee Alt. Treasurer, Subcommittee Chair, Subcommittee Vice Chair {Required clean time to be on account (2) years}. Cash can be accepted at events, unless otherwise stated on an event flyer. Two approved trusted servants need to be counting money during events where cash is being accepted. All proceeds from events will be deposited in the Events Subcommittee bank account within 48 (forty-eight) hours of the event. Any funds in excess of the Events Subcommittee prudent reserve (\$500.00) will be submitted to GWSCNA after the next regularly scheduled Events Subcommittee monthly meeting. A full financial report of that month's transactions will accompany the Chairperson's monthly report to the area.

### **Budget**

The Events Subcommittee with the help of Treasurer and Alt. Treasurer will prepare an annual budget for each Fiscal Year. This budget will state, in detail, all expenditures arising from or related to the function of the committee. Each budget should include the previous year's approved budget amount. Budget's also need to include the previous year's actual expenditures for comparison. This budget shall be presented to the ASC each year in January.

### **Reimbursements**

The Treasurer and Alt. Treasurer will make reimbursements for event specific expenditures. There may be instances where committee members pay expenses up front, a receipt with date, store, and amount need to be given to Treasurer/ Alt. Treasurer. If these reimbursement requests are approved, the Treasurer/ Alt Treasurer will reimburse the event member via check. There will be no cash reimbursements. Receipts should have only items related to the Events Subcommittee and its events on it. There can be no personal items, or items for other NA functions. The Events Subcommittee needs to approve such expenses by members prior to the member purchasing it.

## G. **GWANA Communications Facilitator**

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### **Position Responsibilities:**

1. Holds the key to the facility and opens the door for area meetings every 1<sup>st</sup> Monday of the month.
2. Sets up the room with other trusted servants present
3. Sets up the zoom meeting for area meetings
4. Holds all equipment for GWASC
5. Shares screen for Zoom meeting
6. Works with other web servers in area



# Greater Waterbury Area Policy

## Current as of December 2024 ASC

### Addendum Robert's Rules of Order

#### A. Relevant Excerpts

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

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

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

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

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

##### **2. Manner of enforcing quorum requirement. §39 p343**

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

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

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### B. Description of Motions

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

**o. Adjourn** Means to close the session immediately.

**p. Amend (a pending motion):**

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

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

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

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

**c. Amend Something Previously Adopted:**

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

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

Amend the By- laws (for WSC, Amend the TWGSS, etc.) is a form of the motion Amend Something Previously Adopted. Generally the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then the Amend the

# Greater Waterbury Area Policy

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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.

### **d Appeal the Chair:**

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

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

### **f. Discharge a Committee:**

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

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

### **g. Division of the Question:**

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

### **h. Lay on the Table:**

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

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

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

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

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

### i. **Limit or Extend Debate:**

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

### j. **Main Motion:**

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

### k. **Objection to Consideration of the Question:**

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

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

### l. **Order of the Day, to Call for:**

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

### m. **Parliamentary Inquiry:**

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

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

### **Information:**

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

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

### **o. Point of Order:**

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

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

### **Postpone to a Definite Time (Definitely):**

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

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

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

### **q. Postpone Indefinitely:**

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

### r. Previous Question :

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

### d. Question (Point) of Privilege to Raise:

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

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

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

### t. Recess:

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

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

### u. Reconsider:

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

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

### v. **Suspend the Rules:**

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

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

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

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

### x. **Voting, motions about:**

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

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

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

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

Table of Formal Motions.

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## Current as of December 2024 ASC

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

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



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

### References:

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

**Policy updates since December 2024**

# Greater Waterbury Area Policy

## Current as of December 2024 ASC

11/02/2017

H&I Subcommittee

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

# Greater Waterbury Area Policy

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V.B.3.d.vi. - Responsible for providing copies of Orientation Packets, Subcommittee policies, and “Facility with Contact Lists” for new or current members of GWA H&I. Must also let the

Secretary know when more copies of each are needed.

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

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

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

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

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

V.B.4.b.x. - If no Panel Coordinator is on the panel, the Panel Leader takes on those responsibilities with the help of the Chairperson when needed. V.B.4.d.i. - A minimum of 90 days continuous abstinence from all drugs. One (1) year for jails.

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

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

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

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

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

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

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

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

V.B.6.i. - Chair report

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

# **Greater Waterbury Area Policy**

## **Current as of December 2024 ASC**

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

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

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

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

03/02/2017 Literature Subcommittee

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

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

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

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

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

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

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

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

09/13/2013 H&I Subcommittee

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

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

05/02/2011 H&I Subcommittee

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

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

12/13/2010 H&I Subcommittee

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