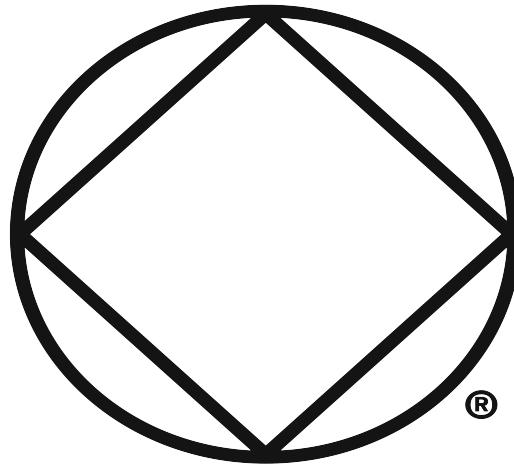


**N.A.S.C.N.A.**

**NIAGARA AREA SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS**



**Policies & Procedures**

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## ABBREVIATIONS

|                |  |
|----------------|--|
| <b>ALT</b>     | Alternate                                    |
| <b>ASC</b>     | Area Service Committee                       |
| <b>CANA</b>    | Canadian Assembly of NA                      |
| <b>CAR</b>     | Conference Agenda Report                     |
| <b>GSR</b>     | Group Service Representative                 |
| <b>H&amp;I</b> | Hospitals & Institutions                     |
| <b>HIPR</b>    | Hospitals, Institutions and Public Relations |
| <b>NA</b>      | Narcotics Anonymous                          |
| <b>NASC</b>    | Niagara Area Service Committee               |
| <b>NASCNA</b>  | Niagara Area Service Committee of NA         |
| <b>ORCNA</b>   | Ontario Regional Convention of NA            |
| <b>ORSC</b>    | Ontario Regional Service Committee           |
| <b>ORSCNA</b>  | Ontario Regional Service Committee of NA     |
| <b>P&amp;P</b> | Policies & Procedures                        |
| <b>PR</b>      | Public Relations                             |
| <b>RCM</b>     | Regional Committee Member                    |
| <b>RSC</b>     | Regional Service Committee                   |
| <b>WSC</b>     | World Service Conference                     |
| <b>WSO</b>     | World Service Office                         |

# **Niagara Area Service Committee of Narcotics Anonymous**

## **Policies & Procedures**

### **ARTICLE I: Name**

The name of this committee shall be the Niagara Area Service Committee of Narcotics Anonymous. (N.A.S.C.N.A.)

### **ARTICLE II: Service Area**

This committee shall serve the greater Niagara Area; this area shall include St. Catharines, Niagara Falls, Welland, Port Colborne, Fort Erie and surrounding towns in the vicinity.

### **ARTICLE III: ASC Members**

The members of this committee are: Group Service Representatives (GSRs) or their alternates/designated members in the absence of the GSR, Subcommittee Chairs, the Regional Committee Member (RCM) & Alternate, the Chairperson & Alternate, the Secretary & Alternate, the Treasurer & Alternate, the Literature Resource Person & Alternate, the Print/Copy and Web Tech & Alternate, and the Newsletter Person & Alternate. These members meet regularly to carry out the purpose and perform the functions of the Area Service Committee (ASC) as described in Article IV of these guidelines.

### **ARTICLE IV: Purpose and Function**

#### **Section 4.1: Purpose**

Operating in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service, the purpose of this committee shall be:

- a) to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups within the boundaries of the Niagara Area;
- b) to support these groups;
- c) to serve as a link between these groups and the Ontario Regional Service Committee of Narcotics Anonymous;
- d) and to foster unity.

#### **Section 4.2: Function**

The basic function of NASCNA in support of this purpose is to administer and coordinate business and activities common to the various groups comprising its membership, in accordance with the Twelve Traditions of Narcotics Anonymous & Twelve Concepts for NA Service. Specific functions include, but are not limited to:

- Publishing an area meeting list.
- Creating committees to respond to needs as they arise.
- Helping its member-groups deal with their basic situations and needs.
- Facilitating the communication of information to and from groups and other areas.
- Providing information and guidance to member-groups.
- Holding regular business meetings.
- Holding service workshops and learning days.
- Ensuring accountability of all ASC subcommittees to the ASC and in turn ensuring accountability of the ASC to the Fellowship as a whole.
- Being supportive of the ORSCNA, CANA, WSC, WSO, and other areas.

## **ARTICLE V: ASC References**

All NASC members shall familiarize themselves with the documents and suggestions listed in Appendix A of these guidelines.

## **ARTICLE VI: RSC Support**

This ASC is represented at and is a voting member of the Ontario Regional Service Committee (ORSC). It is our responsibility to financially support the ORSC and contribute to the growth and unity of NA throughout the Fellowship. It is important for us, as a link in the service structure of NA, to maintain communication with and be a source of cooperation between the NASC, other areas, and the ORSC. The NASCNA shall maintain regular communication with, and support the coordination of activities of mutual concern with other areas.

## **ARTICLE VII: Service Meetings**

### **Section 7.1: Regular Meetings**

- a) The regular meetings of the committee shall be held on the second Saturday of each month unless otherwise ordered by the committee.
- b) The regular meetings in the months of January, March, May, and October shall be known as the election meetings and shall be for the purpose of electing officers as provided in Article X.
- c) The regular meeting in the month of September shall be known as the Annual Meeting of the NASCNA at which time the Chairperson gives an annual report of the activities undertaken by the NASCNA and its subcommittees. (See Chairperson's duties regarding annual report under Section 10.5a)

### **Section 7.2: Special Meetings**

Special meetings may be called by the Chairperson of the committee and shall be called upon by written request of any member of the committee. The purpose of the meeting shall be stated. No business other than that which is stated will be conducted. At least two weeks' notice prior to the special meeting shall be given.

### **Section 7.3: Place & Time**

- a) The NASCNA shall meet at a time specified by the committee.
- b) The NASCNA shall meet at a designated location decided by NASCNA. This may be changed by a simple majority vote revisited in October of each year.

## **ARTICLE VIII: Standing Subcommittees**

### **Section 8.1**

The ASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the Area Service Committee. At the inception of these standing subcommittees, a Chairperson will be appointed by the Chairperson of the NASC or elected by the voting members of the NASC. Subsequent officers (excluding Chairpersons) of each standing subcommittee will be elected by the subcommittee membership with nominations coming from, but not limited to, the subcommittee membership. The Chairperson of each standing subcommittee will continue to be elected by the voting members of the NASC, in order to best represent group conscience.

### **Section 8.2**

Subcommittees may include: public relations, hospitals & institutions, literature, activities, and any

other subcommittee deemed necessary to carry out the work of the ASC.

### **Section 8.3**

PR/phoneline/H&I shall be combined subcommittees until the area can support separate subcommittees. These subcommittees can only be separated by amending these guidelines. (For amendments to guidelines, see Article XIX)

### **Section 8.4**

The Chairpersons of these standing subcommittees shall have a minimum of one year clean, or any additional time deemed necessary by the NASC or the subcommittees.

### **Section 8.5**

All standing subcommittees of this ASC shall create and adopt guidelines which are consistent with *A Guide to Local Services in NA*, the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts for NA Service, and the best information available from NA World Services.

### **Section 8.6**

The guidelines of each standing subcommittee shall be subject to review and approval by that subcommittee, and ratified at a subsequent NASC meeting.

## **ARTICLE IX: Ad-hoc Committees**

The Chairperson of the ASC shall have the authority to appoint ad-hoc committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The Chairperson shall specifically designate the purpose and the duration of existence of any such ad-hoc committee at the time of the appointment. The Chairperson may designate the minimum number of members of any ad-hoc committee. All final selections may be overturned by a 2/3 majority of the quorum of the ASC.

## **ARTICLE X: Election Procedures**

### **Section 10.1: Election Schedule**

#### **January:**

Chairperson, Alternate Chairperson, Regional Committee Member (RCM), Alternate RCM, Treasurer, and Alternate Treasurer.

#### **March:**

Subcommittee Chairs (excluding Campout Chair), Literature Resource Person, and Alternate Literature Resource Person.

#### **May:**

Print/Copy and Web Tech, Alternate Print/Copy and Web Tech, Newsletter Person, and Alternate Newsletter Person.

#### **October:**

Secretary, Alternate Secretary, and Campout Chair.

### **Section 10.2: Nominations**

- a) Announcement as to when nominations will be heard shall be given at the NASC meeting prior to the hearing of nominations.
- b) The full titles of the positions shall be read aloud, not just the abbreviations.
- c) Nominees must be present, or have submitted a letter of intent accompanied by their service resume, when they are nominated, at which time they will be given an opportunity to share with



- the committee their qualifications, and to respond to any questions.
- d) In cases where there is only one nominee, proper voting procedures must still be followed. (No acclamations)
- e) Nominations for unfilled positions will be requested at each meeting.

**Section 10.3: Election Voting**

- a) Voting for election of NASC officers shall be conducted by secret ballot when there is more than one nominee.
- b) A simple majority shall be required to elect NASC officers.
- c) The balloting should be repeated for each position as many times as necessary to obtain a simple majority for a single candidate. In cases where there are more than two nominees, the nominee with the least amount of votes is removed from the next ballot.
- d) In a case where there is only one nominee, the results of the first vote will be binding.

**ARTICLE XI: ASC Positions**

**Section 11(a): ASC Admin Officers**

Area Chair & Alternate, Secretary & Alternate, Treasurer & Alternate, RCM & Alternate.

**Section 11(b): ASC Non-Admin Officers**

HIPR Chair, Activities Chair, Campout Chair, Literature Resource Person & Alternate, Print/Copy and Web Tech & Alternate, Newsletter Person & Alternate.

**Section 11.1: Qualifications**

All elected ASC positions are expected to:

- a) Attend all NASC meetings. If, at any time, they are unable to attend any of these meetings, they must notify the NASC Chairperson and ensure that their report is submitted in writing.
- b) Serve as an available resource to the NASC.
- c) Familiarize themselves with all documents useful to the operation of the NASC. (See Appendix A)
- d) Perform their duties as per Section 11.6 of Article XI. An ASC candidate member shall have willingness and commitment to service, the time and resources necessary to do the job, previously fulfilled service experience, and working knowledge of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
- e) For the benefit of the addict's recovery, the Area Service Committee suggests that no officer hold more than one position at a time.
- f) For the position of Treasurer, bookkeeping experience is preferred.
- g) Ensure continuity through mentorship for Alt. Positions.

**Section 11.2: Cleantime Requirements**

| Position         | Cleantime Requirement |
|------------------|-----------------------|
| Chairperson      | 2 years               |
| Alt. Chairperson | 2 years               |
| Secretary        | 1 year                |

|                                 |           |
|---------------------------------|-----------|
| Alt. Secretary                  | 9 months  |
| Treasurer                       | 2 years   |
| Alt. Treasurer                  | 2 years   |
| Regional Committee Member (RCM) | 2 years   |
| Alt. RCM                        | 1 year    |
| HIPR Chair                      | 2 years   |
| Activities Chair                | 2 years   |
| Literature Resource Person      | 2 years   |
| Alt. Literature Resource Person | 18 months |
| Newsletter Person               | 2 years   |
| Alt. Newsletter Person          | 1 year    |
| Campout Committee Chair         | 2 years   |
| Print/Copy and Web Tech         | 2 years   |
| Alt. Print/Copy and Web Tech    | 1 year    |

### **Section 11.3: Waiving Cleantime Requirements**

To elect a candidate who does not meet the cleantime requirement, 90% of those voting must be in favor. The candidate should also have sufficient service experience in Narcotics Anonymous.

### **Section 11.4: Terms of Office**

- a) With the exception of the RCM and Alt. RCM, trusted servants of the NASC shall be elected to serve for one (1) term of one (1) year, but may be re-elected for a second term.
- b) The RCM and Alt. RCM shall be elected to serve for one (1) term of two (2) years, but may be re-elected for a second term
- c) No ASC position may serve more than two (2) consecutive terms.
- d) Candidates elected to serve unexpired terms due to dismissal or resignation shall serve only to the time of the next regular election for that position. Terms filled under these conditions will not be counted in calculating the two (2) consecutive terms in office.

### **Section 11.5: Dismissal and Resignation**

#### **Dismissal:**

- Officers may be dismissed from their positions at any time for relapse, gross neglect of responsibilities, continuous absenteeism of two (2) consecutive NASC meetings (except for humanitarian/compassionate reasons), inability to perform responsibilities, or refusal to comply with this document and those listed in Appendix A.
- A written motion for dismissal, with due cause stated, must be entered, seconded and filed with the NASC. The person must be duly notified, and shall be afforded the opportunity to speak on their own behalf before any vote is taken, at or before the next NASCNA meeting.
- A two-thirds (2/3) majority of quorum of ASC will be required for dismissal. Voting for dismissal shall be conducted by secret ballot.

**Resignation:**

- Voluntary resignation should be submitted in writing to the NASC Chairperson.

**Section 11.6: Duties of Officers****a) It is the duty of the Chairperson of this committee:**

- To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- To announce in proper sequence the business that comes before the assembly or becomes in accordance with the prescribed order of business, agenda, and with existing orders of the day.
- To recognize members or observers who are entitled to the floor.
- To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
- To protect the assembly from obviously frivolous or dilatory debate motions by refusing to recognize them.
- To enforce the rules relating to debate and to order decorum within the assembly when appropriate.
- To expedite business in every way compatible with the rights of members and observers.
- To decide all questions of order, subject to appeal – unless, when in doubt, the Chairperson prefers to submit such a question to the assembly for a decision.
- To respond to inquiries of members, relating to parliamentary procedure or factual information bearing on the business of the assembly.
- To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the assembly.
- To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- To be a co-signer of the committee's bank account.
- To sign all certified copies of the Acts of the committee.
- To make a report of the year's work at the annual meeting.
- To appoint all ad-hoc committee chairpersons.
- To inspect the ASC Storage Locker at least twice per year.

**b) It is the duty of the Alternate Chairperson of this committee:**

- In the absence of the Chairperson, to serve as Chairperson.
- To manage the registration of members.
- To arrange the agenda for all NASC meetings.
- To conduct the general correspondence of the committee.
- To assume the position of interim Chairperson if for any reason he/she is unable to complete the term until the election of the new Chairperson.
- To attend the Ontario Regional Service Committee meeting in the absence of the RCM or

Alternate RCM.

To maintain the monthly Area Motion Logs.

**c) It is the duty of the Secretary of this committee:**

- In the absence of the Chairperson, the Alternate Chairperson, and the Regional Committee Member, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Tem.
- To keep a record of all the proceedings of the committee.
- To keep on file all committee reports.
- To maintain the committee's files and archives.
- To keep and update the committee's official membership list and to call the roll where it is required.
- To make the minutes and records available to NA members upon request and in the manner prescribed by the committee.
- To notify officers, committee members, and delegates of their election or appointment and to furnish them with whatever documents are required for the performance of their duties.
- To sign all certified copies of the Acts of the committee.
- To maintain record book(s) in which the guidelines, special rules of order, standing rules and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
- To notify the participants of each special meeting, utilizing such method of communication as is agreed by the committee.
- To type and mail the correspondence of the committee which is not a function of other officers.
- To prepare, prior to each meeting and in conjunction with the Alternate Chairperson, an order of business for the use of the presiding officer, showing their exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times for which they are set.
- To have available copies of the minutes to each officer and member no later than two (2) weeks following each meeting.
- To maintain a Policy & Procedure Amendment Appendix to be available for Article XIX of this document.

**d) It is the duty of the Alternate Secretary of this committee:**

- To aid and assist the Secretary in the completion of his/her duties.
- In the absence of the Secretary, to act as Secretary.

**e) It is the duty of the Treasurer of this committee:**

- To be the custodian of the committee's funds.
- To be a co-signer of the committee's bank account.
- To make a report of receipts and disbursements at each regular meeting.
- To make a full financial report at the annual meeting to be audited by an appointed committee.
- To disburse funds as necessary in accordance with committee decisions when funds are available.

- To follow and operate according to guidelines outlined in Article XVI.
  - To propose an annual budget for approval at the October NASC meeting.
- f) It is the duty of the Alternate Treasurer of this committee:**
- To aid and assist the Treasurer in the completion of his/her duties.
  - May be a co-signer of the committee's bank account.
- g) It is the duty of the Regional Committee Member of this committee:**
- In the absence of the Chairperson and Alternate Chairperson, to serve as Chairperson.
  - To represent the committee at each Ontario Regional Service Committee meeting.
  - To provide the Chairperson with additional agenda items, if appropriate, for the next regular meeting of the Ontario Regional Service Committee seven (7) days prior to that meeting.
  - To make a report to the assembly at the next regular ASC meeting, following the Ontario Regional Service Committee meeting, covering the business of that RSC meeting.
  - To attend all Area Service Committee meetings.
  - To plan and facilitate a Conference Agenda Report (CAR) workshop for interested members in the Niagara Area (See Article XVI for more information).
  - May be a co-signer of the committee's bank account.
- h) It is the duty of the Alternate Regional Committee Member of this committee:**
- In the absence of the Regional Committee Member, to serve as Regional Committee Member.
  - To attend each Ontario Regional Service Committee meeting.
  - To attend all Area Service Committee meetings.
- i) It is the duty of the Literature Resource Person of this committee:**
- To receive group orders, upon receipt of payment.
  - To tabulate Regional literature order.
  - To distribute literature upon receipt or at next ASC meeting.
  - To maintain a record of all transactions.
  - To maintain Area literature stock and submit a monthly report on such.
- j) It is the duty of the Alternate Literature Resource Person of this committee:**
- To aid and assist the Literature Resource Person in the completion of his/her duties.
  - In the absence of the Literature Resource Person, to act as Literature Resource Person.
- k) It is the duty of the Print/Copy and Web Tech of this committee:**
- To maintain and update the website as required and as directed by NASCNA.
  - To liaise with the Regional Web Servant as needed.
  - Access codes for the website are to be given to the NASCNA Secretary to place on file.
  - To maintain and report on email activity for the month and forward emails to the appropriate person for response.
  - To accept and fulfill all relevant print requests from designated persons, limited to GSRs, and all elected ASC positions.

- To be responsible for upkeep of printer and supplies.
- l) It is the duty of the Alternate Print/Copy and Web Tech of this committee:**
- To aid and assist the Print/Copy and Web Tech in the completion of his/her duties.
  - In the absence of the Print/Copt and Web Tech, to act as the Print/Copy and Web Tech.
- m) It is the duty of the Newsletter Person of this committee:**
- To be responsible for producing a recurring newsletter to be submitted to NASCNA for approval prior to publishing.
  - To submit the newsletter after approval to the Print/Copy and Web Tech.
- n) It is the duty of the Alternate Newsletter Person of this committee:**
- To aid and assist the Newsletter Person in the completion of his/her duties.
  - In the absence of the Newsletter Person, to act as the Newsletter Person.

### **Section 11.7: Duties of Standing Subcommittee Chairs**

- a) It is the duty of the HIPR Chair to:**
- Adhere to Article VIII of NASC P&P and to follow the Niagara Area HIPR P&P.
  - Attend all HIPR meetings and report back to NASC on the goings on.
- b) It is the duty of the Activities Chair to:**
- Adhere to Article VIII of NASC P&P and to follow the Niagara Area Activities P&P.
  - Attend all Activities meetings and report back to the NASC on the goings on.
- c) It is the duty of the Campout Chair to:**
- Adhere to Article VIII of the NASC P&P and to follow the Niagara Area Campout Committee P&P.
  - Attend all Campout committee meetings and report back to NASC on the goings on.

## **ARTICLE XII: Reporting Procedures**

### **Section 12.1**

All reports must:

- Be limited to 10 minutes for oral presentation.
- Be typed or legibly written, including the member's name and date of report.
- Be submitted to the ASC Secretary immediately following presentation for inclusion in the ASC archives.

### **Section 12.2: Secretary**

- Present the minutes of the last ASC meeting for approval at the next ASC meeting.
- Report on correspondence received and sent out.
- Present questions, requests or concerns, if any.

### **Section 12.3: Treasurer**

- Report on revenues and expenditures for previous period and a report of the balance on hand.

- Present questions, requests or concerns, if any.

#### **Section 12.4: Regional Committee Member (RCM)**

- Report on matters discussed at the Ontario Regional Service Committee, Area Workshops/learning days, communications with member-groups, other Areas, etc.
- Present questions, requests or concerns, if any.

#### **Section 12.5: Subcommittee Chairs**

- Report on projects, progress and problems.
- For those subcommittees which operate with funds, a financial account of monthly transactions must be presented to the NASC and then submitted to the NASC Treasurer.
- Present questions, requests or concerns, if any.

#### **Section 12.6: Group Service Representative (GSR)**

- Submit any changes for meeting list, or mailing address.
- Report on upcoming anniversaries, activities, progress and problems.
- Present questions, requests or concerns, if any.

#### **Section 12.7: Print/Copy and Web Tech, Newsletter Person**

- Report on projects, progress and problems.
- Present questions, requests or concerns, if any.

### **ARTICLE XIII: Voting and Non-Voting Participants**

#### **Section 13.1: Voting Participants**

- a) The voting participants of the NASC shall be the Group Service Representatives (GSRs) or their Alternates/designated members in their absence.
- b) Voting participants who miss two (2) consecutive NASC meetings will have their voting privileges suspended for the next NASC meeting they attend. Their voting privileges will be returned upon attending two (2) consecutive meetings. However, if a group is unable to send a representative, they can send a written report to the Secretary and retain their vote upon their return.
- c) GSRs of new groups will have to attend three (3) consecutive NASC meetings with voting privileges beginning at the third meeting and will then be put on the Area Meeting List.

#### **Section 13.2: Non-Voting Participants**

- a) A non-voting participant, having registered with the NASC Secretary and being recognized by the Chairperson, is then permitted to debate, question, enter or second motions and nominations, and present reports.
- b) A non-voting participant must adhere to the meeting format including those outlined in Article XX: Parliamentary Authority.
- c) Such participants shall NOT be allowed to cast a vote on any matter requiring a vote, nor will they be permitted to appeal the Chairperson's decisions.
- d) Any member of the Fellowship of Narcotics Anonymous, being recognized by the Chairperson, may address the committee.
- e) A non-voting participant may be a member of any meeting in the Area.

## **ARTICLE XIV: Quorum / Majority Requirements**

### **Section 14.1: Quorum**

Quorum shall be a minimum of four (4) voting members of NASCNA.

### **Section 14.2: Committee of the Whole**

If Quorum cannot be met thirty (30) minutes after the appointed opening time, the committee may meet but no old or new business may be addressed. Reports and announcements shall be read and submitted. This type of meeting shall be known as Committee of the Whole. All reports shall be deemed approved by the ASC when the minutes are accepted at a subsequent ASC meeting when Quorum is present. Reports made to the Committee of the Whole shall be thoroughly scrutinized by all voting members prior to any vote on acceptance of the minutes.

## **ARTICLE XV: Voting Procedures**

### **Section 15.1: Vote Calculations**

- a) For the purposes of NASC business, abstentions shall be removed from the total vote count.
- b) If more than 2/3 of the body abstains, then the motion will not be carried.
- c) If there is a tie vote, the motion shall be considered defeated.

### **Section 15.2: Secret Ballot**

Tellers: Two (2) non-voting members appointed by the Chairperson.

- a) Teller-initialed ballots will be distributed to and collected from all voting participants by the teller.
- b) Ballots indicating vote only shall be tallied by the tellers.
- c) Results of secret ballot votes shall NOT be published by numbers for the election of officers.
- d) The ASC Chairperson shall announce the results of the vote.
- e) Secret ballot voting shall be used for Elections and Dismissal of NASC officers.

### **Section 15.3: Voice Roll Call**

- a) All voting participants will be called in order and asked to verbally cast their vote.
- b) These votes will be recorded and published.
- c) Voice Roll Calls will be done when they are requested by voting or non-voting participants according to Robert's Rules of Order.

### **Section 15.4: Show of Hands**

Voting shall be conducted in this manner for routine business. The vote count will be recorded (for, against, abstain) and the motion declared carried or defeated.

## **ARTICLE XVI: CAR Workshop**

### **Section 16.1: General Information**

- a) The Conference Agenda Report (CAR) is a publication that consists of business and issues that will be considered during the biennial World Service Conference (WSC).
- b) Local CAR workshops are often held so that individual NA members can express their views on such issues.

### **Section 16.2: Planning and Implementation**

- a) The RCM is responsible for facilitating a CAR workshop in the Niagara Area prior to the biennial WSC.



- b) The CAR workshop may be held as a formal workshop, a special meeting, or in conjunction with an Area activity.
- c) The RCM may request assistance from an Area ad-hoc committee, the Activities Committee, the Regional Delegate, and/or any other helpful committee or NA member.
- d) Planning for the CAR workshop should start in November, with the actual workshop itself taking place in February after the Area meeting.
- e) Votes from individual members will be tallied and sent with the RCM to the ORSC prior to, or during, the April Regional meeting.

## **ARTICLE XVII: Funds**

### **Section 17.1: General**

- a) The NASCNA shall be self-supporting through contributions through its member-groups or individual members of NA, and from excess funds raised at NASC activities.
- b) All revenue accumulated from these sources will be maintained in a general fund bank account with separate bookkeeping of individual subcommittee funds.
- c) All funds are subject to disbursement by the NASC Treasurer for paying obligations.
- d) The NASC Treasurer shall deposit all revenues upon receipt. Groups are required to bring all funds to this body in the form of a cheque or money order or receipt of funds deposited in ASC account.
- e) All non-budgeted expenditures must be approved by a majority vote of the NASC.
- f) No reimbursement for expenditures shall be made without receipt or proof of payment.
- g) Normally, all expenditures shall be made with receipt or proof of payment.
- h) In an event that a cheque is made payable to one of the co-signers, the payee shall not be one of the authorized signatures. Another authorized signature will be required.
- i) All proceeds from the sale of literature, or funds otherwise raised through the efforts of subcommittees, shall be turned over to the NASC Treasurer.
- j) The fiscal year for the NASC shall be from the beginning of September to the end of August. This should allow for ample time for the Treasurer to finalize the yearly accounts before the annual audit.
- k) The NASCNA shall contribute financially to the ORSCNA in October, January, April, and July, if possible and practical.

### **Section 17.2: Financial Audits/Reviews**

- a) An annual audit shall be conducted each October by the Admin Officers of the NASC, under the direction of the NASC Treasurer.
- b) Guidelines for emergency audits called by NASC members:
  - o The nature of the concern must be specified.
  - o The degree of risk to Fellowship funds will be considered before the decision to audit is made.
  - o A committee conscience at a NASC meeting can call an audit regardless of the Administrative Officers' views.
  - o This review will exclude the NASC Treasurer and will be conducted as outlined in the Treasurer's Handbook and its successors.

### **Section 17.3: Prudent Reserve**

Revisit after subcommittees submit their yearly budgets.

#### **Section 17.4: Bank Accounts and Signing Authority**

- a) According to its purpose and function, the NASC shall maintain a General Chequing Account for the operation of its services.
- b) The signing authorities on this account shall be the Treasurer and Chairperson. The third and/or fourth signing authority may be one of the following officers, providing they meet the minimum 2 year cleantime requirement:
  1. Alternate Treasurer, Alternate Chairperson, RCM, or Alternate RCM.
  2. In the event that none of these positions are filled, the Secretary may be appointed as the third signing authority.
  3. Anyone appointed by the Chairperson and accepted by the NASC.

#### **ARTICLE XVIII: Storage Locker**

##### **Section 18.1: Rental Agreement and Access**

- a) The customer listed on the storage locker rental agreement shall be the NASC Chairperson.
- b) Authorized access persons may be any three of the following ASC members:
  - Secretary or Alt. Secretary
  - Alternate Chairperson
  - Literature Resource Person or Alt. Literature Resource Person
  - Campout Chair
  - Activities Chair
  - RCM or Alt. RCM
  - Treasurer or Alt. Treasurer
  - Anyone appointed by the Chairperson and accepted by the NASC.

##### **Section 18.2: Contents**

- a) The locker must be inspected at least twice per year for maintenance, cleaning, and organization. This is the responsibility of the ASC Chairperson.
- b) All receipts that are older than 5 years shall be destroyed.
- c) Duplicate documents shall be destroyed.
- d) No food or drink shall be kept in the storage locker.

#### **ARTICLE XIX: Travel Expenses**

##### **Section 19.1: RCM Travel to Meetings**

The RCM or Alternate RCM makes a request to NASCNA for reimbursement of travel expenses to Regional meetings. If NASCNA cannot pay for this, the request can be made to ORSCNA. In order for Region to fund RCM travel, a request must be made at the previous Regional meeting. The request must be made with a letter from the Area committee.

#### **ARTICLE XX: Order of Business**

- Moment of Silence followed by the Serenity Prayer
- Introductions, with service position if applicable
- Service Prayer
- Twelve Traditions
- Reading of one of the Twelve Concepts for NA Service

- Circulate roll call sheet, new business, etc.
- Secretary's Report (Approval of Minutes)
- Chairperson's Report
- Treasurer's Report
- Literature Report
- Print/Copy and Web Tech Report
- Newsletter Report
- Subcommittee Reports
- RCM Report
- GSR Reports
- Break
- Old Business
- Sharing Session/Open Discussion
- New Business
- Elections
- Close meeting

**NOTE:** Any ASC member leaving the ASC before its end should notify the Secretary upon leaving or, if possible, give warning of early departure before meeting begins.

#### **ARTICLE XXI: Amendment of Policies & Procedures**

These guidelines may be amended by a two-thirds (2/3) vote at the regular meetings in March and September, or at a special meeting by the committee, provided that the exact wording of the amendment has been submitted in writing and announced at a previous regular meeting. The guidelines shall be addressed annually to reflect the Secretary's Amendment Appendix.

#### **ARTICLE XXII: Parliamentary Authority (Making the meeting run smoothly)**

##### **Section 22.1: Robert's Rules of Order**

The rules contained in the WSC (May 19, 1990) adaptation of Robert's Rules of Order shall be utilized to expedite the business of the committee in cases to which they are applicable and where they are not inconsistent with the Twelve Traditions, these guidelines, and any special rules the committee may adopt or have adopted under Article IX (See Appendix B for WSC adaptation of Robert's Rules of Order).

##### **Section 22.2: Making Motions**

All motions shall be written and presented to the ASC Secretary when the motion is made. All motions will include a second, intent and financial impact.

## **THANK YOU FOR YOUR SERVICE**

## **APPENDIX A: NASC Document References**

**The following documents will help all those working in service understand the way spirituality and unity can be applied to expedite business.**

- 1) The Twelve Traditions of Narcotics Anonymous.
- 2) The Twelve Concepts of Narcotics Anonymous.
- 3) The Guide to Local Service.
- 4) The WSO Adaptations of Robert's Rules of Order.
- 5) The Guidelines and Policies of the NASCNA.
- 6) All current editions of NA handbooks (i.e. group booklet, treasurer's handbook, What is P.I.? etc.)

### **NOTES:**

All NASC members shall be provided with a copy of the Guidelines and Policies and WSO Adaptations of Robert's Rules of Order.

A copy of handbooks will be provided to those officers who require them. (i.e. GSR = Group Booklet, Treasurer = Treasurer's Handbook)

A few copies of The Guide to Local Service will be made available for use during NASC meetings.

Members may sign out a copy between meetings from the Secretary.

**All members involved in service are strongly recommended to be working a recovery program. Although service is part of a recovery program, it is not the sole component in the healing process that all recovering addicts must undergo. The NASC suggests that members have at least the following as part of their NA recovery program if they are to get involved in service:**

- 1) An NA sponsor
- 2) A working knowledge of the Twelve Steps and Twelve Traditions.
- 3) Regular attendance at NA meetings.
- 4) A home group.

## **APPENDIX B: WSO Parliamentary Authority of Order**

### **DECORUM STATEMENT**

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, and to get it done regardless of the degree of disagreement among the participants. By following these rules of order, we strive to be sure that we are making decisions on the basis of principle, rather than personality. In keeping with that spirit, we encourage all participants to become familiar with these rules of order, and to conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the chairperson's right to be in control of the *process* of this meeting, so that you can have maximum benefit of its content.

### **DEBATE, LIMITS**

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

### **MOTIONS**

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

### **MAIN MOTIONS**

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "*I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms*". The person making the motion then speaks briefly about why he feels the idea is important - this is called speaking to the *intent* of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for complicated or long motions. Every motion requires a *second* - the backing of another person who also wants the idea put into practice, or who simply wants to see further discussion of the idea take place. The chairperson will ask, after one person makes a motion, whether the motion has a second. The secondary simply raises his hand and, when recognized by the chair, says, "*I second that*". If nobody seconds a motion, the chair will say "*The motion dies for lack of a second*". This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*.

A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Concepts for N.A. Service or Twelve Traditions, or is inappropriate at the particular point in the meeting at which it is made. *Robert's Rules of Order* can be consulted for more specific examples of motions which are out of order at any given time. Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

## **PARLIAMENTARY MOTIONS**

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

### **1. Motion to AMEND.**

SIMPLE majority required. Motion is DEBATABLE. This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, she can say, "I *move to amend* the motion..." and suggest specific language changes in the motion. If an amendment has been moved and seconded, debate then turns to the merit of the amendment. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment passed). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

### **2. Motion to call the PREVIOUS QUESTION.**

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

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

### **3. Motion to TABLE.**

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

### **4. Motion to REMOVE FROM THE TABLE.**

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

## **5. Motion to REFER.**

SIMPLE majority required. Motion is NOT DEBATABLE. Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or, it can be sent to a special ad hoc committee. This can be done by a member saying, "*I move to refer the motion to the such-and-such subcommittee*". If the motion to refer passes, the committee moves on to its next item of business. The subcommittee to which the motion is assigned will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

## **6. Motions to RECONSIDER or RESCIND.**

TWO-THIRDS majority required. Motion is DEBATABLE. Sometimes a member feels that a motion the committee has passed will prove harmful. He can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind: The motion must have been passed in either the last months or the current meeting. The member making the motion must have information on the issue that was not available in the original debate on the motion. The member must have been with the winning side in the original vote. If any of these requirements are not met, the chairperson will declare the motion out of order. These limits are placed to protect the committee from having to reconsider again and again the motions it passes, while still allowing it to examine potentially harmful situations it has caused inadvertently.

## **7. Request to WITHDRAW A MOTION.**

UNANIMOUS CONSENT required. Motion is NOT DEBATABLE. Once a motion is made and the debate begins, the maker of the motion may move to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor, and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

## **8. Offering a SUBSTITUTE MOTION.**

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

## **9. Motion to ADJOURN.**

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

## **OTHER PROCEDURES**

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

**“Order of the day”** If a committee member feels that business is going too far astray from the original agenda, he can help get things back on track. He says, "*I call for the order of the day*". This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda”. This does not require a second and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

**“Point of order”** If a committee member feels that something that is happening is in violation of the rules of order, and if the chairperson does not appear likely to do anything about it, the member can raise a point of order. She need not raise her hand, but simply say out loud, *"Point of order"*. The chairperson then says, "What is your point of order?" The member then states how she feels the rules of order are being violated. If the chair agrees with her judgment, he says, "You're point is well taken", and the situation is cleared up. If he does not agree, he says, "Overruled". This decision, as all others, can be appealed.

**“Point of appeal”** Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, *"I appeal the decision of the chair"*. The chair then says, "On what grounds?" The member states his reasons. The chairperson then speaks briefly to the intent of his ruling. A vote is taken, requiring a two-thirds majority to overrule the decision of the chair.

**“Parliamentary inquiry”** If a committee member wants to do something but doesn't know how it fits in with the rules of order, all he has to do is ask. Without raising his hand, he simply says out loud, *"Point of parliamentary inquiry"*. The chairperson must immediately recognize him, so that he may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in his explanation.

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

## **VOTING PROCEDURES**

There are several ways that votes can be taken. Two of them are described here.

**Show of hands.** This is the most commonly used method. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favour, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

**Roll call vote.** Sometimes when a vote is taken on a controversial issue, or a very important one, members may call for a roll call vote. This request must be honored, whether or not it is made after a show-of-hands vote was already taken. The secretary calls out the group or position titles of all the voting members and asks for their voice vote, yes or no. Each person's vote is recorded in the minutes by position title or group.

## **COMMITTEES**

There are two kinds of subcommittees: standing subcommittees and ad-hoc committees.

**Standing subcommittees.** These are the regular subcommittees of the area, such as H&I and P.R. The basic descriptions of these, and how they relate to the committee as a whole, are detailed elsewhere under the descriptions of each level of service.



**Special ad-hoc committees.** Sometimes a question or special project needs to be referred to a subcommittee, but the question does not fit in with the focus of any existing subcommittee. In such cases, the motion can be made to refer to a special committee. These special committees are set up for specific purposes, and they have limited lives – when they have finished their jobs and have reported back, they are disbanded. A motion to refer to a special committee should specify what the committee’s purpose will be. The chair may then appoint an ad-hoc committee in its entirety, or he may appoint just the ad-hoc committee chairperson, who will put the committee together himself later.