

AREA SERVICE GUIDELINES -- OCTOBER 2005

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AREA SERVICE GUIDLEINES
OCTOBER 2005

INTRODUCTION TO LAASC GUIDELINES

"A Guide to Local Services in Narcotics", referred to also as the Guide, is the policy manual for the Lake Agassiz Area Service Committee of Narcotics Anonymous. Additional policies are found in other Conference Approved Literature. This document includes only policies inadequately covered in the Guide and other Conference Approved Literature or not at all. Quotations from the guide are included to help introduce NA members to the Guide and other NA approved literature. Quotations from the literature are in bold print.

NAME

This body is known as the Lake Agassiz Area Service Committee of Narcotics Anonymous or the LAASC.

FORMAT FOR MONTHLY SERVICE MEETING

See Attachment 1 for the full text of the format.

This format will be used for the monthly service meeting. Other committees of the LAASC will adapt this process to meet their needs, but will use a similar approach to extend the serenity of recovery meetings to all our service meetings. All proposed changes to this format are considered Guideline changes and must be published in the monthly minutes one time and complete the Sharing Session process.

MOTION LOG

- A. The Motion Log will be published, and updated each month, with the monthly Minutes and the updated version will be included in the Minutes. Every six months, or sooner if needed, unnecessary motions will be removed from the log.
- B. It will be the responsibility of the Secretary to copy the motions from the Minutes to the Motion Log.
- C. The Log will only include Motions passed,
- D. The format of the Log will be as follows:
- E. For example, a motion passed in May of 2005 to forbid the sky from falling on the earth, just for today. In the log it would be recorded as follows:
0505 Motion: To forbid the sky from falling on the earth, just for today.
- F. The Motion Log will include motions beginning with the May 2005 Minutes. Prior to that time few sets of minutes are in the archives.

FORMAT FOR PUBLICATION OF MINUTES

This section will be completed in the next few months and added when approved.

FORMAT FOR TREASURER DUTIES

This section will be completed in the next few months and added when approved.

STEPS, TRADITIONS, CONCEPTS

"We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups." This statement is found in the opening paragraphs of the chapter titled "Twelve Concepts of Narcotics Anonymous" in the Guide."

PURPOSES

A. The LAASC is an Area Service Committee as described in “A Guide to Local Services in Narcotics” in the Chapter titled “The Area Service Committee”. The spiritual principles relating most directly to the responsibilities of an Area Service Committee are found in the readings for Concepts 1-3 in the Guide.

B. **"Area committees exist primarily to help make NA groups more effective in carrying the recovery message to the still-suffering addict. Area committee services either:**

- **attract addicts to meetings,**
- **provide materials for use in meetings,**
- **conduct activities designed to strengthen meetings, or**
- **perform the administrative functions necessary to do these things.**

When caught in a conflict for which there seems to be no resolution, an area committee can stop, call for a moment of silence, and ask itself, “What does this discussion have to do with carrying the message?” (Area Committee Policies and Guidelines, the Guide)

C. The Guide and the 12 Concepts have not been part of the activities of most NA Groups in our area. This LAASC exists in part to help our groups do together what only a few have been able to do on their own. We will help our member groups gain an understanding of the 12 Concepts. That commitment is based on statements in the Guide, including the one that follows.

"The first and most important responsibility of any NA group—its “primary purpose,” according to the Fifth Tradition—is “to carry the message to the addict who still suffers.” And the single most important thing a group can do to fulfill that primary purpose is to conduct meetings that provide a welcoming atmosphere in which NA recovery can be effectively shared between addicts. Groups conduct the details of their meetings in very different ways, but all of them seek the same end: to make recovery from addiction available to any addict in the community who seeks it.

As the foundation of the worldwide NA service structure, groups have another responsibility: to help their members develop an understanding of the Twelve Traditions and the Twelve Concepts for NA Service. By doing so, groups take part in the continuing evolution of the Fellowship of Narcotics Anonymous as well as providing for themselves an understanding of how the highest ideals of our fellowship can be applied in their activities.” (The responsibilities of an NA Group, in the Guide)

TWELVE CONCEPTS FOR NA SERVICE

“The Twelve Concepts for NA Service described here (the Guide) are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the bases for these concepts, which are tailored to the specific needs of our fellowship’s service structure. The concepts encourage our groups to more readily achieve our traditions’ ideals, and our service structure to function effectively and responsibly.” (Twelve Concepts for NA Service, The Guide)

“A GUIDE TO LOCAL SERVICES IN NARCOTICS ANONYMOUS”

In 1991 NA groups around the world summarized what was working in our attempts to provide NA services, and what was not working, in the booklet titled “Twelve Concepts for NA Service”. That booklet was expanded, in 1997, to include policies in all areas of NA service at the group/area/regional levels and is titled “A Guide to Local Services in Narcotics Anonymous.” It contains a summary of the experience, strength and hope of NA service bodies since the beginning of NA in 1953.

WORLD SERVICE CONFERENCE-1997

In the Introduction to the Guide is the following statement that was approved, unanimously, by all the delegates to the 1997 World Service Conference. It describes how all members of NA are

asked to use this document. **“A Guide to Local Services in Narcotics Anonymous is intended to serve as a resource to those in every country who have committed themselves to providing the services necessary to carry our message to the still-suffering addict. Portions of it may prove to be inappropriate for your use either because of geography, national or provincial law, cultural differences, or the developmental state of your NA community. If this is the case, your NA community should feel free to adapt the Guide to meet your own needs, provided that those adaptations are consistent with NA’s Twelve Steps, Twelve Traditions, and Twelve Concepts for Service. For further information concerning local adaptation of material from A Guide to Local Services in Narcotics Anonymous, contact NA’s World Service Office.”**

BACKGROUND MOTIONS

The policies of the LAASC have evolved over the years. Through a series of motions passed, beginning in 2003, this body began the process of implementing the policies of NA worldwide as described in the Guide for the first time. Those motions are as follows:

- A. “To fully implement “A Guide to Local Services” in the ASC by-laws so that the ASC will use it for guidelines to service.” (2003)
- B. “Create Ad Hoc Committee to revise by-laws according to the “Guide to Local Services in Narcotics Anonymous” The intent of that motion was to “Create a current and complete LAASC by laws complying with the Guide to Local Services in Narcotics Anonymous.” (2003)
- C. “Each group receive a complete copy of LAASC policy log and motions and voting records.” The intent of that motion was to “Clarify which copy of by laws is actually in effect.”(2003)
- D. “To approve 2001 bylaws as stated, until the ad hoc by law committee has the new updates ready for our approval.” The intent of that motion was to “Have consistency with our bylaws and less confusion about which bylaws to use in our business.”(2004)
- E. “To adopt the abbreviated version of Robert’s Rules of Order from The Guide to Local Services in Narcotics Anonymous instead of the full Roberts Rules of Order.”The intent was to “Cut down on disruptions.”(2004)
- F. I propose that instead of having a committee write by-laws based on the “Guide to Local Services”, that we dedicate an hour of time each ASC to acquainting each member equally with the document. I believe that by-laws will, after that process be largely unnecessary and will only cover items specific to this area.” The intent of this motion was to “Take the next step in the ongoing effort to bring all the activities of the LAASC in line with the wishes of the world wide conscience of Narcotics Anonymous groups, areas, regions and the World Service Conference as spelled out in “The Guide to Local Services in Narcotics Anonymous.” (2004)
- G. “... recommends that at each monthly meeting the body bring unity to the process by (A) Having on hand the “Service Packet” described on page 48 of the “Guide to Local Services” quoted as follows: “Group Service Representatives (GSR’s) link their groups to the rest of Narcotics Anonymous. Most Groups elect an alternate GSR who can fill in for the group representative when needed. GSR’s serve a dual role. As our fellowship’s Second Concept for Service indicates, GSR’s take part on their group’s behalf in the area committee and the regional assembly conveying a sense of their groups wishes to the service structure and bringing back information on what’s happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSR’s are delegated the authority to serve in the best interests of NA as a whole. For more information on the GSR’s job, see both the Twelve Concepts for NA Service and the chapter on the group appearing earlier in this guide. Basic equipment for group service representatives usually include copies of A Guide to Local Services in Narcotics Anonymous, area guidelines (if the area has them), and the log of area policy actions (available from the area secretary). Qualifications and terms of service for GSR’s are determined by the groups which elect them.” (2004)
- H. “...Frank H. to prepare 48 informational packets for each of the meetings listed on our current meeting list and one packet for the LAASC Chairperson, Vice Chairperson, Secretary, treasurer, Hospitals & Institutions Chairperson, Public Information Chairperson, and the Activities Chairperson. The total of packets will be 55.” (2005)

BOUNDARIES

The LAASC will serve all NA Groups and Meetings listed on our area meeting list unless a group/informs the LAAASC that it belongs to another area. Non-member groups can still list their meetings/groups on the LAASC meeting list. All member meetings will be served by the committee whether they attend the monthly meetings or not, and whether or not they make financial donations to the committee. This policy is described in the closing paragraph in the chapter on The Area Service Committee, in the section on “Participation”, of the Guide.

REGIONAL AFFILIATION

This committee chooses to be a voting member of the Upper Midwest Regional Service Conference. The description of a Regional Service Conference is described in the chapter “The Regional Service Committee”. We will be represented there by our RCM or Regional Conference Member as described in the Guide and this document.

LAASC COMPOSITION

The area committee is composed of Group Service Representatives of each member group, if they choose to attend, all elected trusted servants as described in the chapter on the Area Service Committee and any NA member who wishes to participate.

VOTING MEMBERS

The NA Group is the “**foundation of the NA service structure**” (The NA Group, the Guide). The Group Service Representatives created this body, are the only voting members, and also serve once a year as direct representatives of the group at the Group Service Representatives Assembly or the Regional Assembly as described in the Guide. (See also Area Service Committee, Group Service Representatives, in the Guide).

GROUP CONSCIENCE DEVELOPMENT

“The expression of the individual conscience to the group is the foundation of group conscience. Without it, we block the guidance of a loving God, our ultimate authority. When a position supported by many of us is challenged by a few of us, our service boards and committees should always treat such input with great respect and careful consideration. The information and insights offered by the few may save us from dangerous mistakes; they may even lead us to new, previously undreamt-of horizons of service where we might fulfill our fellowship’s primary purpose more effectively than ever. For the sake of our fellowship, and for the sake of our members yet to come, our groups, service boards, and committees must always carefully consider all viewpoints in their decision making processes.” (Ninth Concept, the Guide)

VOTING

1. The goal in all discussions is to arrive at unanimity. That means that all questions have been satisfactorily answered, that all are in agreement, and group conscience has been allowed to develop. It also might mean that the motion has been changed to fit the developing group conscience. As soon as all GSR's are in agreement, for or against, unanimity has been reached. Concepts 8 & 9 describe the process in detail.
2. In matters where unanimity or group conscience cannot be reached, 2/3 of all GSR's present must vote in favor of it to pass.
3. If the maker of the motion, or anyone else present, does not feel enough time was given to the group conscience process, he/she can resubmit the motion in the future.
4. In matters where a tie vote occurs, the matter is returned to the next monthly meeting and given priority for discussion during the Sharing Session. A tie vote indicates that group

conscience has not been appropriately developed. A matter passed, by the Chair voting to break the tie would be ineffective because at least half of the voting members are in disagreement and that is not good for NA Unity.

4. The Chair cannot break a tie by voting. The Chair is not a GSR and does not have a vote in any matter. The Chair is only there to help the GSR's in their group conscience development.

5. It is imperative that we agree on all important decisions for harmony to exist between the member groups in our area.

ELECTED TRUSTED SERVANTS

A. The Chairperson, Vice Chairperson, Secretary, Treasurer, Subcommittee Chairpersons and Ad Hoc Committee Chairpersons are elected by the GSR'S and serve the Member NA Groups in the Area. The Regional Conference Member represents the area at the Regional Service Conference.

B. These trusted servants participate, also, in all decision making processes. However, they do not participate in the final voting procedure. **“Their ongoing growth and experience in carrying out their duties is an invaluable resource to the area as it develops and expresses its group conscience. We ought never allow a base of valuable experience to be created without utilizing it to the fullest.”** (The Area Service Committee, Area Committee Participants, the Guide)

C. Elected Trusted Servants are expected to attend all monthly meetings and must be present for the entire meeting except the final votes.

NA MEMBERS

Any member of NA present at the monthly meeting of the LAASC, or any meeting of its committees, can participate fully in all decision making processes. NA members who are not GSR's do not vote at the monthly meeting of the LAASC where only GSR's vote.

CONFLICT OF OFFICE

A. The Chairperson and Vice Chairperson cannot also serve as GSR, not even temporarily.

B. Also a person elected to be a trusted servant position at the area level cannot also hold an elected position at the Regional Service Conference.

C. If a person is holding an area office and gets elected to a regional position, he/she will must agree to resign from the regional position immediately, or resign from the area position.

D. Since the GSR's represent NA groups and are not elected or terminated by the ASC, a GSR can choose, if they wish, to serve as GSR and hold an elected position at the Region. The LAASC has no say in the matter. It is an outside issue.

NA MEMBERS, COMMITTEES AND VOTING RIGHTS

A. At the monthly ASC meeting only GSR's can vote.

B. At Committee meetings any NA member in attendance can vote on all matters.

C. The Chairperson of the ASC cannot vote at its monthly meeting.

D. The Chairperson of a committee cannot vote on matters that come before the Committee.

COMMUNICATION

“Our service structure depends on the integrity and effectiveness of our communications. (Concept 8)”. The primary method of communication between the LAASC and the groups it serves is the Monthly Minutes. The committee will also maintain a website (or share in the maintenance of a website) post office box, mailing address, and a phone line to facilitate communication with the NA community locally and worldwide.

FINANCIAL

The committee will open, maintain, and control a checking account for the general expenses of the LAASC and its subcommittees. A second account will be for the use of the Activities Subcommittee. Additional accounts can be authorized by the motion process. Concept 11 from the Guide and other sections on financial guidelines will apply. Also see the section of financial guidelines in these policies.

MONTHLY MEETING OF THE LAASC

The committee will hold a monthly meeting, and sharing session, on the third Saturday of each month. Throughout the guide are found policies that relate to this meeting. See the Index for specific topics. A summary is found in the sections titled "The Monthly Meeting" "The Sharing Session", and "Participation".

SPECIAL MEETINGS

The Chairperson or Vice Chairperson may call a special business meeting by contacting every member group on the meetings list by phone, e-mail, posting on the regional website, and/or traditional mail. Every member group must receive the notice at least one week before the meeting is scheduled.

SUBCOMMITTEE AND OTHER AREA MEETINGS

All meetings of any part of the area service committee will be held following the same principles mentioned in the sections mentioned for the monthly meeting of the entire committee.

PRACTICING THESE PRINCIPLES IN ALL OUR AFFAIRS

On page 122 of our "Step Working Guide" we are urged to practice all these principles in all our affairs, including service meetings. **"This step calls upon us to practice principles in all our affairs. Many of us would like to separate our careers, our romantic relationships, or another area of our lives from this requirement because we're not sure we can get what we want if we have to practice spiritual principles. For instance, it may very well lead to apparent success and financial reward if we compromise our principles at work. We may be asked to meet a production deadline that results in profits for the company but produces an inferior product that could compromise the safety of the people who purchase it. So what do we do? We practice the spiritual principles of our recovery. There are probably many different choices about the specific action to take in response to our principles; the important thing is that we respond to our principles. What about NA service? Strangely enough, some of us reserve NA service as the one place where we forget our principles. We cease giving people the benefit of the doubt in a service setting. We openly accuse others of hatching plots, and we say cruel things because we're not practicing the principle of kindness. We set up impossible processes for those we elect to do a job because we're not practicing the principle of trust. We become self-righteous, belligerent, and sarcastic. It's ironic that we seem to want to attack those whom we trust with our very lives in recovery meetings. We need to remember to practice spiritual principles in any meeting, whether service or recovery Service gives us many opportunities to practice spiritual principles."**

MONTHLY MEETING LOCATION

The location and time of each monthly meeting of the committee must be published two months in advance in the area minutes. Any change in the location must be prominently displayed two months in advance, as well, in the minutes and every member group must receive a copy of the minutes.

SUBCOMMITTEE AND OTHER LAASC SPONSORED SERVICE MEETINGS

The location and time of all other service meetings sponsored by the LAASC must also be given in the monthly minutes each month for the coming month.

PUBLICATION OF THE MONTHLY MINUTES

Each month the Secretary will prepare and send a copy of the monthly minutes to every member meeting/group no later than two weeks after the meeting. The Secretary will provide the Chairperson a list of all member groups and indicate which have been sent minutes. If there is any doubt that a group has received the minutes, the Chairperson and Secretary will take whatever reasonable steps they feel are appropriate to deliver the minutes. The LAASC will reimburse any costs incurred.

METHODS OF PUBLICATION

The Secretary will take steps to find out how each member wishes to receive a copy of the monthly minutes. Each group will be given the choice of traditional mail, e-mail, or downloading from the website used by the area. The minutes will be sent free to all member groups and elected trusted servants and the World Service Office. From time to time the LAASC if it wishes, can determine a price charged to all other NA Members wishing to receive the minutes.

CANCELLATION OF MONTHLY MEETING

It is the responsibility of the Chairperson to determine whether weather conditions, or other special circumstances exist to cause the monthly meeting to be cancelled. The Chairperson will consult with other elected members as well as others as he/she determines is needed. The final decision is made by the Chairperson.

- A. If weather conditions are such that no travel is advised in any area where member meetings are located, the Chairperson will notify all groups by phone or e-mail no later than 8 a.m. on the morning of the day the meeting is to be held.
- B. The members in the affected area, however, can tell the Chairperson to go ahead with the meeting without them.
- C. Also, if the minutes have not gone out to all the members at least two weeks before the monthly meeting, the meeting will be cancelled. The Chairperson can ask elected trusted servants to gather to do housekeeping business already approved. All those actions will be reported to the groups as mentioned earlier. The Chairperson is responsible for getting this information to all groups at least two weeks before the time of the ASC.
- D. If the minutes do not go out at all, the meeting must be cancelled as well and all groups notified at least 24 hours before the ASC. Again, elected trusted servants can gather and do approved business which is reported to the groups as described earlier. That work can also be done by phone or internet if some cannot get to the meeting place.
- E. It is the responsibility of the Chairperson to determine if a conflict occurs. The Chairperson will cancel the monthly meeting and notify all member groups and elected trusted servants at least 24 hours before the start of the ASC. An earlier announcement should be made, if possible, as soon as the conflict is realized.

MOTIONS

Besides the list below, the only types of motions allowed at the monthly meetings are those described in the Short Form of Robert's Rules in the back of the Guide.

- A. The Guide emphasizes the need to bring all ideas and voices into the dialogue at our service committees. At the monthly meeting any NA member present can make a motion.
- B. On all motions a second is required. That second can be made by any NA member and that includes GSR.s and elected Committee Members. If the Chair provides the second, she/he

must step aside, allow the Vice Chair or other in succession to take over, before discussion on the matter begins and during the vote on that issue.

C. All motions must be placed in writing by the author and submitted to the Secretary. The goal in all matters is unanimity, meaning a group conscience has been allowed to develop.

D. Once a motion has been made, and a copy given to the Secretary, the motion belongs to the Committee and not the maker. A 2/3 vote of the Committee is needed to remove or change the motion.

E. Every motion must be placed in the Sharing Session for discussion.

F. A 2/3 majority is sufficient to pass all motions.

G. Motions to change these guidelines require a 2/3 majority.

H. Motions to change these guidelines must be published in the minutes for one month before a vote is taken.

I. A vote that results in a tie is immediately placed for further discussion in the sharing session of the next ASC. The Chairperson cannot break a tie. A tie shows that group conscience has not been reached to any significant degree.

AUTONOMY AND ANONYMITY AND LAASC PARTICIPANTS

A. NA literature gives autonomy only to individual local NA Groups. Personal anonymity that is promised each NA Member at an NA meeting only covers what is said in meetings.

B. Recovery meetings and Service meetings are completely different in purpose and policy. The Steering Committee of an NA Group is responsible and totally accountable to the Group it serves. Nothing that happens there can be kept from the Group. Each of the 12 concepts emphasizes the need for total openness on all service matters.

C. We must be fully accountable for all we say and do as representatives of the groups we serve. All matters discussed must be reported completely and concisely in the Minutes.

D. The same policy is in effect with all committees. Nowhere in NA service literature is a service body given autonomy and all its affairs must be reported completely and concisely to the groups they serve.

E. There is no anonymity at a service meeting except for the last names of NA members present or named in reports. (Concepts 8, 9, 10, 11)

ELECTED TRUSTED SERVANTS

NA members can be elected to the positions of Chairperson, Vice Chairperson, Secretary, Treasurer, 2 Regional Conference Members and Parliamentarian and Scribe.

TERMS OF OFFICE

A. The Chairperson, Vice-Chairperson, Secretary, Treasurer, Scribe, Parliamentarian and Sub-committee Chairpersons will each serve a 13 month term. This will allow a new person to have one month to be with the previous trusted servant.

B. A maximum of 5 additional months can be served before the full term or after. None can serve for more than 18 months. If no one comes forward to serve, another person can be temporarily elected to fill the additional 6 months or the position is left vacant.

C. The two RCM's are each elected to a two year term. An RCM cannot serve more than one full term plus 6 months.

MONTHLY MEETING ATTENDANCE

All elected trusted servants must attend all monthly service meetings and must stay for the entire meeting except in exceptional circumstances. Those circumstances will be determined by the trusted servant.

REMOVAL OF ELECTED TRUSTED SERVANTS

Causes for removal of an officer or subcommittee chairperson must include absence from two consecutive business meetings or open forums or failure to fulfill the requirements or duties of office. No officer can be removed for reasons other than cause. Removal can only be for duties spelled out in these guidelines. And there must be a record in the minutes that the trusted servant was aware of those duties at the time of election. An elected trusted servant can also be removed if she/he shows a pattern of not supporting the use of the Guide and/or these guidelines. Any NA member present can sponsor such a motion, a second is required by a GSR and get a 2/3 majority. The reasons must be in writing and must include specific incidents on specific dates. No general accusations are allowed.

LINE OF SUCCESSION

- A. The line of succession for holding the Chair position in matters for which the Chairperson must step aside, and/or in the absence or unwillingness of the next in line to take the position, is as follows: Chairperson, Vice Chairperson, Treasurer, Hospitals and Institutions Chairperson, Public Information Chairperson and beyond that a motion must be made to put an NA member present and willing in charge. The Parliamentarian, Secretary, and Scribe cannot take over the Chair position for any reason.
- B. For the position of Vice Chairperson, the line of succession is the same.

ELIGIBILITY STANDARDS FOR ALL ELECTED TRUSTED SERVANTS

All candidates must meet the standards described here and in the job descriptions below, and questions in these areas are appropriate and must respond to each of these areas as best they can. Anyone present can ask questions based on the Guide that are not included in the Job Descriptions or mentioned below. The only tasks for which the person elected will be responsible are those listed in these guidelines.

- A. The trusted servants we elect are responsible for administering the general affairs of the entire area committee. Because of that, it's important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service. Our trusted servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern. The specific amount of clean time needed for each office will vary depending on the needs of the community, the willingness and ability to serve, and the circumstances of each election.
- B. The Guide is clearly in favor of getting as many new persons involved to make available to NA the widest possible array of voices and ideas.
- C. The Concepts encourage the committee to make every effort to widen the opportunities for service because that is how the fellowship evolves.
- D. Attracting the widest diversity of trusted servants expands the opportunities for personal recovery in our recovery meetings and participation in the service structure in general. (See Concepts 4, 6 & 7 and Administrative Officers in the ASC section.)
- E. The nominee must be present at the time of nomination and election, express a willingness and desire to serve, and have the personal time and ability to serve.
- F. The 4th Concept describes in detail what type of qualities and questions are recommended.
- G. Questions concerning the NA member's relationship with a sponsor and questions about the quality of their personal recovery are inappropriate. Neither the Guide nor other conference approved literature supports questions of this type.
- H. The person can be asked to tell the Committee, in their own words, about their commitment to use of the Steps, Traditions, and Concepts in their service duties. No follow up questions on this matter are allowed to protect the anonymity of the NA member.

- I. The person must be willing to learn about our area policies, follow them, and must promise to do their part to promote the use of the Steps, Traditions and Concepts in the community they serve.
- J. The person must be informed and accept that failure to respect and follow the Area Guidelines can be grounds for dismissal.
- K. The elected trusted servants are responsible for administering the general affairs of the entire area committee. Because of that, it's important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service. Our trusted servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern. The specific amount of clean time required for each office will vary from area to area according to how long the local NA community has been in existence.

DISQUALIFICATION OF CANDIDATE

- A. To be considered for election, the NA Member must show the Committee that he/she is committed to following the Guide, these guidelines, and is knowledgeable about the Steps, Traditions and Concepts.
- B. If the NA member expresses less than open support for the use of the Guide and these guidelines, she/he can be disqualified. Someone can be disqualified by a motion by any NA Member present, no second is required. No discussion is allowed. A 2/3 vote of the GSR's disqualifies that person for the current position.
- C. The same motion for disqualification can be made if a member believes the member has shown a pattern of refusing to support the use of the Guide and these guidelines in the past. Again no discussion is allowed. An up or down vote follows immediately.

CHAIRPERSON

The Chairperson has the following responsibilities.

- A. Follow the service meeting format for the monthly meeting that is included in these guidelines.
- B. Presiding over the monthly business meetings
- C. Be a co-signer on all LAASC checking accounts —
- D. Be a resource and assisting all other executive committee members in carrying out their responsibilities to the area, when such help is requested and personal time and energy allows.
- E. Initiating any necessary correspondence
- F. Maintaining a positive working relationship with all committee participants.
- I. If the Chairperson has an opinion on any subject under discussion, he/she must immediately announce that they have an opinion without expressing it, step down from the Chairperson position and give the Vice Chair or other officer time to take charge of the meeting. The Scribe puts the Chairperson's name next on the list to speak. The Chairperson does not return to the position until the subject matter is completely resolved.
- J. The Chairperson also must step aside immediately without comment any time a participant challenges a decision of the Chair or makes a motion challenging the decision of the Chair. She/he will not resume the Chair until the subject matter is completely resolved. Again the Chairperson must simply put their name next on the list kept by the scribe.
- L. Must take the time to know these guidelines thoroughly as well as how to find information in the guide as needed.
- M. Will maintain an inventory of LAASC business meeting supplies.
- N. Has the responsibility to know these guidelines and to help members of the body use these guidelines to get accomplished what they want (e.g. How to change a motion).
- O. Has the responsibility to ask a Member to leave the meeting if the Chair believes that abusive behavior has occurred. This includes the threat of abusive behavior. The person is simply asked to leave the ASC and to return when the person can show that they can control their

emotions, thoughts, and feelings. After the person is told to leave, the person must leave the building. A member can create a motion to override the decision if he/she wants. The body must immediately deal with that motion before normal business can continue.

P. Any NA member present who informs the Chairperson, in whatever way is safest for all involved, that abusive behavior has occurred the same process must be followed. The Chair must turn the Chair over to next in line and ask each of the parties involved to leave the room and describe their side of the story. The Chair must announce to the body what seems to be the situation and what the decision is. Anyone can move to override the decision. The same procedure is followed as above.

Q. If any NA member feels they have been mistreated or harmed by the actions of the Chair or anyone else at the ASC, the Chair will place a 10th Concept Grievance on the Sharing Session and all parties will be able to tell their story and the body will make appropriate amends if determined necessary. The 10th Concept will be followed.

R. If a grievance against the Chair is made, the Vice Chair or other person in succession will fill in for the Chair. Under no circumstances will the Chair remain in that position during the hearing of any complaint about their behavior.

S. Finally, the Chair will review the Guide and other approved literature to better understand how to do their duties better.

VICE-CHAIRPERSON

The Vice Chairperson is a position in itself and not a training position for Chairperson. The elections of Chair and Vice Chair are staggered to provide continuity for the committee. For rotation purposes the Vice Chair cannot run for Chair until two years after the end of the Vice Chair term.

The Vice-chairperson duties shall include:

- A. Keep a list of all topics to be discussed during the Sharing Session.
- B. Presiding over the Sharing Session using the policies spelled out in the section on The Sharing Session in the Guide.
- C. Assisting the chairperson as requested and as time and energy allow.
- D. Performing the chairperson's duties in the absence of the chairperson.
- E. Responsible for preparing a list of all topics to be discussed in Sharing Session.
- F. Responsible for leading the Sharing Session following the Service Meeting Format below.
- G. Staying informed of all subcommittees activities and being available to assist as time and energy allow.
- H. Maintaining copies off all LAASC subcommittee chairpersons' responsibilities, goals, and objectives for easy reference.
- I. Maintaining an index of motions made at LAASC business meetings.
- J. Maintaining and updating LAASC bylaws
- K. All Area archives are maintained by the vice-chairperson
- L. Facilitating the semi-annual audit of LAASC treasury.
- M. Maintaining a positive working relationship with all participants.

SCRIBE

A. The Scribe sits next to the Chairperson or whoever is in charge of that portion of the meeting.

B. The single duty of the Scribe, at each monthly meeting, is put the name of each person on a list that raises their hand for any reason. The Chairperson must call on each person in the order in which they are recorded.

C. After recording a person's name, the Scribe motions to the person to put their hand down.

D. The only exceptions are persons wishing to make one of the special motions in the Short Form of Robert's Rules in the Guide. To make such a motion the member must verbally state the

motion he/she wishes to make in addition to raising a hand. The Chairperson must give that motion preference.

E. The same policy is followed during the Sharing Session.

F. In the absence of the Scribe, a volunteer is nominated by an NA member, a second is needed. If the nominee accepts, a simple up or down vote is needed with 2/3 majority to pass.

PARLIAMENTARIAN

A. The only responsibility of the Parliamentarian is to follow the proceedings and make sure that the policies in the Guide, other Conference Approved Literature, and this set of policies is being followed.

B. The Parliamentarian does not participate in discussions other than to state what the existing policies of the body on a matter are.

C. The person in charge must always recognize the Parliamentarian, immediately when he/she raises their hand.

D. If a matter comes up that is not covered, the Parliamentarian can be asked to offer an opinion on the best way to proceed.

SECRETARY

The following duties apply.

A. Keeping an updated mailing list of participants of the LAASC

C. Distributing the minutes of each LAASC business meeting to all participants no later than 2 weeks after the meeting as described in the sections on Quorum.

D. Create report for the chairperson concerning which groups received Minutes as described earlier in the sections concerning Quorum.

E. Assisting vice-chairperson in maintaining and updating LAASC index of motions and LAASC guidelines.

TREASURER

The duties of the treasurer shall be:

A. Acting as custodian of LAASC bank accounts

B. Presenting a written financial report at each LAASC meeting

C. Opening and closing LAASC checking accounts as directed by the LAASC

D. Making ledgers, journals, and other records available for audit on a semi-annual basis

E. Being a co-signer on all LAASC checking accounts but not on every check.

F. Refer to the financial policy section of this document for more policies.

REGIONAL COMMITTEE MEMBER 1(RCM)

The following duties apply.

A. Coordinating the Outreach program within LAASC

B. To acquire necessary literature and meet a request for literature; group starter kit to fulfill outreach.

C. Area will reimburse group literature donations.

D. Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year 'round as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in this guide.

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts,

the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips. RCM5 should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address. Regional committee members serve two-year terms. Most areas have two RCMs serving at any one time, one elected in odd-numbered years and the other in even years. This helps regional committees maintain a balance between experienced members and those just learning the ropes. It also ensures that a regional committee serving only three or four areas will have enough members to be able to do its work.

REGIONAL COMMITTEE MEMBER 2(ALT-RCM)

The duties of the Alternate are to assist the RCM 1 with their duties and be prepared to take over the position if elected to do so.

SUBCOMMITTEES

In addition to the policies in the Guide, the following guidelines apply.

- A. Proposed subcommittees shall function as Ad Hoc committees until they are established within these bylaws
- B. Guidelines for LAASC subcommittees shall include Name, Purpose and Need, Functions, Voting procedures and detailed records of activities to help those that follow to know what has occurred.
- C. The Meeting time and place will be published in each monthly set of Minutes.
- D. The LAASC shall approve and implement a subcommittee only after an Ad Hoc subcommittee presents its proposed guidelines, goals and needs to a regular LAASC business meeting.
- E. Each subcommittee shall submit goals and needs when anew subcommittee chairperson is elected.
- F. Subcommittee chairpersons shall provide the LAASC with an annual budget for the next fiscal year and updated goals at the September ASC meeting., and shall provide an itemized budget of any fundraiser/function in monthly reports to the ASC.
- F. No person may hold more then one elected position in a subcommittee at a time
- G. Standing subcommittees in the LAASC include Activities, Hospitals and Institutions (H&I), Literature and Public Information(PI).
- H. If a Committee Chair is unable to recruit at least two NA members to help with the work of the committee, all work of the committee will cease until at least two members join the committee. It is the policy of this ASC that a Committee on one is not a committee and tends to lead to burn-out and resentments.

ACTIVITIES SUBCOMMITTEE

- A. LAASC will have an Activities sub-committee that is responsible for planning and facilitating local area fellowship and fundraising events.
- B. The LAASC Activities Committee will have a chairperson elected by the groups of the LAASC. The LAASC Activities Committee chairperson will hold their perspective office for one year. Elections will be held in October and the Activities Committee chairperson will hold office from November 1St to October 31st
- C. The LAASC Activities Committee will adhere to all guidelines aforementioned in the LAASC guidelines.
- D. The LAASC Activities Committee budget guidelines are as follows.

- E. LAASC Activities Committee will be issued a checking account at the beginning of the incoming Chairpersons term, (November) with a budget of \$350.00 that will be rolled over throughout the year to fund all area activity events
- F. The LAASC Activities committee chairperson will be responsible to appoint a treasurer to take care of the Activities committee account, prepare audits, collect receipts keep track of funds, balance the account, make deposits and to share duties as signor on the activities account along with any other duties that are deemed necessary by the activities committee.
- G. It is require that there always be 2 signors on the area accounts at all times with 2 signatures required on all checks.
- H. The account signors must never be a couple, relatives or have a relationship that could possibly put area funds at risk.
- I. The Activities Committee Chairperson, Treasurer, ASC treasurer, and ASC Chairperson or Vice Chairperson will carry out a quarterly audit of the Activities Committee account.
- J. Activities Committee treasurer may keep a petty cash fund with a maximum amount of \$50.00 for use by the Activities Committee.
- K. Receipts for all purchases must be kept and presented to the ASC treasurer for accountability of all area activities funds.
- L. The final yearly audit for the activities account will be completed before November 1 but after the fall banquet, and but the \$350.00 budget will be turned over to the ASC for its disbursement.
- M. The responsibility for spending decisions will be given to the activities committee providing that all funds are spent to facilitate area activities and to further our primary purpose.
- N. An audit will be prepared for each event facilitated by the Activities committee along with a summary of everythjng pertaining to the preparation, planning and facilitation of each event. The findings of the audit will be reported to the ASC at its next monthly meeting.
- O. The Activities committee Chairperson will be responsible for appointing a Secretary to keep thorough records of all event planning, contacts, purchases and activities committee meetings minutes.
- P. The Activities chair person is allowed to appoint people to serve as trusted servants on the committee, and is allowed to appoint members to serve in an ad-hoc committee basis when deemed necessary by the committee to carry out the needs of the Activities committee.
- Q. The Activities Committee Chairperson, being an elected servant of the LAASC, will be held responsible and accountable to the area and the LAASC groups in all matters regarding the Activities Committee.
- R. The Activities committee will be responsible to prepare and present a monthly report to the ASC that will include an accurate accounting of the activities committee monetary account and summary of events transpiring at the Activities committee meetings.

ELECTIONS

- A. Nominations must be opened two months before the position is actually up and the opening will be published for two months in the minutes.
- B. In the event of a vacated office, nominations must be open at least one month prior to the election, and published in the minutes. The elected person will complete the term, if six months or less is remaining, and one full term beyond that if elected. The total service cannot be more than 18 months.
- C. Each person shall hold only one voting position on the LAASC at a time.
- D. A person is not eligible for election to a position at the LAASC if already holding an elected position at the Regional Conference.
- E. A person holding a position at the LAASC who is elected to a regional position is automatically terminated, at the next ASC meeting. The Chair will announce the position open and after a monthly publication in the Minutes an election can be held.

ELECTION SCHEDULE

Whenever possible the Committee will do its best to have elections staggered to increase the stability of the body.

A.	Treasurer	January
B.	Public Information Chair	February
C.	Secretary	March
D.	RCM 1	April of even numbered year
E.	RCM 2	April of odd numbered year
E.	Literature	May
F.	Vice Chair	June
G.	Hospitals and Institutions Chair	July
H.	Scribe	August
I.	Parliamentarian	November
H.	Activities Chair	October
I.	Chair	December

SUBCOMMITTEES

In addition to the policies in the Guide, the following guidelines apply.

- A. Proposed subcommittees shall function as Ad Hoc committees until they are established within these bylaws
- B. Guidelines for LAASC subcommittees shall include Name, Purpose and Need, Functions, Voting procedures and detailed records of activities to help those that follow to know what has occurred.
- C. The Meeting time and place will be published in each monthly set of Minutes.
- D. The LAASC shall approve and implement a subcommittee only after an Ad Hoc subcommittee presents its proposed guidelines, goals and needs to a regular LAASC business meeting.
- E. Each subcommittee shall submit goals and needs when anew subcommittee chairperson is elected.
- F. Subcommittee chairpersons shall provide the LAASC with an annual budget for the next fiscal year and updated goals at the September ASC meeting., and shall provide an itemized budget of any fundraiser/function.
- F. No person may hold more then one elected position in a subcommittee at a time
- G. Standing subcommittees in the LAASC include Activities, Hospitals and Institutions (H&I), Literature and Public Information(PI).
- H. If a Committee Chair is unable to recruit at least one NA members to help with the work of the committee, all work of the committee will cease until at least two members join the committee. It is the policy of this ASC that a Committee on one is not a committee and tends to lead to burn-out and resentments.

FINANCIAL GUIDELINES

- A. All committees, i.e. Officers, Subcommittee chairpersons, and others entrusted with the ASC monies,will follow the same annual and monthly procedures. These committees will typically be the Executive, PI subcommittee, H&I subcommittee, RCM team, and Activities subcommittee. The procedures will be provided by the Treasurer.
- B. All committees will use the same bookkeeping system that is provided, with training on its use, by the ASC treasurer.
- C. All forms, receipts, deposit slips, and supplies needed will be provided by the ASC treasurer and paid for from an Executive committee account, and the Executive committee budget shall cover such miscellaneous expenses.
- D. The ASC monthly treasurer's ledger shall have column headings Checkbook transactions, Executive,RCM,H&I,P1, Growth & Development, and Regional donation.

- E. The monthly ledgers from all ASC subcommittees shall have column headings for Copying, Literature, Postage, Phone, Rent, and Travel.
- F. The new fiscal year shall begin the day of the November ASC meeting. ON the last day of the fiscal year, all funds will be removed from individual accounts. On the first day of the fiscal year, all budgets will be approved, disapproved, or amended. Each committee will be allotted funds accordingly for the coming month.
- G. A monthly system will be used, with the month beginning the day of the ASC meeting and ending the day before the following ASC meeting. The ASC treasurer and each committee will provide a copy of it's ledger for the to the ASC treasurer to be made part of the ASC records. Absolutely every transaction for the month shall be documented with receipts.
- H. . The PRUDENT RESERVE for the ASC will be equal to the sum of three (3) months operating budget of each committee, except for the activities subcommittee. This method allows for adjustments as needed and will be determined by the close of each ASC which immediately precedes a regularly scheduled RSC.
- I. At the end of each month, the ASC treasurer will determine what amount is to be sent as a donation to the UMRSC. The amount will be determined as follows:

Example:

Checking account closing balance:	+1, 120.00
Prudent reserve for new month	- 260.00 UMRSC
Donation for month ending	860.22

- J. Income for any source shall be deposited by ASC treasurer only.
- K. LAASC will not accept any 2 party checks. LAASC will not accept any starter checks. Checks must be made out to the LAASC or LAASC Activities. All NSF checks will be handled only by the ASC Treasurer. Upon being notified by the bank of a NSF check the following will occur.
- L. One attempt will be made to take the check or photo copy to the issuer's bank for payment. Local checks in person, out of town by phone contact with bank followed by certified mail.
- M. If funds are unavailable then proceed to contact the party by letter requesting the funds be sent via Cashier's Check or Money Order. The letter will include the treasurer's name and phone number for information. The party will be given 15 days to reply.
- O. If the party fails to respond a phone call is made if possible. Arrangements then can be made for repayment if possible.
- P. If all attempts fail the matter is brought before the ASC to determine what the course of action will be.
- R. At the ASC the anonymity of the person writing the check and the financial institution involved will not be mentioned. Nor will the names appear in the Minutes or the financial report of the Treasurer. We must keep in mind the importance of welcoming the person back to all meetings including the meeting or event where the check originated from.
- Q. A yearly internal audit will take place the month prior the end of the fiscal year (October).
- R. All cancelled checks and receipts are placed in the month the month they were debited from the ASC account
- S. Each month's file will include cancelled checks, receipts, bank statements and the LAASC monthly ledger
- T. All cancelled checks and 7 tradition donation receipts are checked off on the monthly ledger at the time of the audit
- U. All outgoing checks and 7 tradition donations are accounted for on the bank statement for each month
- V. Total up each month on the LAASC ledgers for accuracy and do a monthly audit of each LAASC account.
- W. Committee budgets need to be reviewed prior to the approval of budgets
- X. A completed budget will be submitted at the October ASC for inclusion in the minutes and voted on during the November ASC.

FINANCIAL POLICY ON ANONYMOUS GROUP DONATIONS

- A. An individual NA group or meeting can make a donation to the LAASC and have it recorded in the Ledger as "Anonymous Group Donation".
- B. This policy protects, first, the autonomy and anonymity of the group or meeting. It also meets the accountability standards set, for groups/meetings and all other NA service bodies, in the 11th Concept and other principles concerning complete and accurate record keeping and reporting.
- B. The group or meeting can choose to not mention the donation in its written report and also not mention it in the verbal report.
- C. The donation is given to the Treasurer.
- D. The Treasurer records the "Anonymous Group Donation" in the ledger.
- E. The Treasurer prepares a receipt and on that receipt shows that an "Anonymous Group Donation" was made without naming the source.
- E. The Treasurer signs the receipt and gives it to the Group Representative.

FORMAT FOR MONTHLY SERVICE MEETING

Welcome to the Monthly Area Service Meeting of the Narcotics Anonymous Groups in the Lake Agassiz Area of Narcotics Anonymous. My name is _____ and the only qualifications I have for chairing this meeting are that I am an addict and a member of Narcotics Anonymous.

Please help me open this service meeting with a moment of silence for those we are here to serve, the still suffering addict, followed by the Serenity Prayer.

Let's have a round of introductions.

We read the 12 Steps, Traditions and 12 Concepts to remind us of our commitment to carry the message of NA to our local community by practicing all these principles in our recovery meetings, our service meetings, and as productive members of society. We find that our services are stabilized when we conscientiously apply these 12 Concepts for NA Service, much as our 12 Steps have stabilized our lives and our 12 Traditions have stabilized and unified our groups.

Would someone please read the Twelve Steps.
Would someone please read the Twelve Traditions.
And would someone please read the Twelve Concepts.

This meeting has 8 parts. They are:

1. QUORUM
2. APPROVAL OF MINUTES
3. REPORTS
4. SHARING SESSION
5. OLD BUSINESS
6. NEW BUSINESS
7. NA RELATED ANNOUNCEMENTS
8. BEEFS AND BOUQUETS

Area committees exist primarily to help make NA groups more effective in carrying the recovery message to the still-suffering addict. Area committee services either:

- attract addicts to meetings,
- provide materials for use in meetings,
- conduct activities designed to strengthen meetings, or
- perform the administrative functions necessary to do these things.

When caught in a conflict for which there seems to be no resolution today, anyone present can call for a moment of silence, and we will each ask ourselves privately, "What does this discussion have to do with carrying the message? Whenever any NA Member present asks for a Moment of Silence, discussion will end, and the Chair will read this little section to the Group. If the conflict on the issue continues, any NA member can ask that discussion on the topic be closed and that the issue be placed on the Sharing Session for next month. A second by a GSR is needed. The Chair, without comment or discussion, will call for a vote. A 2/3 majority is needed to close the discussion and put the issue on the Sharing Session for the next month. We call this our Serenity Clause.

This monthly area service committee meeting, open to any NA member, is the event at which the work of the subcommittees and the well-being of the groups all come into focus.

This format is all you will need to get a basic understanding of what is happening during this meeting.

We also want to give you, if you do not have them, a copy of all our policies and a copy of The Guide to Local Services in Narcotics Anonymous as well as an updated copy of our Motion Log. The Motion Log is a record of the decisions made by this body. We encourage you to study the Guide to Service, the rest of this document, and the motion log. They will help you understand what Narcotics Anonymous is and how NA wants us to provide services on its behalf.

If you have a question simply raise your hand. The Scribe, _____, will place your name next on the list to speak, nod to you, and you can put your hand down. This same procedure is followed throughout this service meeting. A new list is begun for each new issue. The Chair will call on each person in the order named on the list. If the Chair needs to express an opinion on a matter, they will turn the chair over to the Vice Chairperson, raise their hand, have their name put next on the list and will not take over as Chair until that matter is finished.

It is the job of the Chairperson to know all the guidelines the GSR's have asked that we follow here. More importantly, it is the Chair's job to help you appropriately form your question or concern in a way that respects the ground rules for communication we have agreed to here.

Our Parliamentarian, _____ is responsible for helping us all remember what our guidelines are and has the responsibility of telling us when we might be not respecting those guidelines. In matters where we have no policy, the Parliamentarian will be asked to make a suggested temporary policy for us to follow. The GSR's will vote whether to use the suggestion.

Are there any questions before we proceed?

BREAKS

To help maintain maximum focus on issues at hand, we will take a 10 minute break at ten minutes before the hour, each hour. It does not matter what we are doing, we will stop and take a break simply because very few of us can maintain optimal focus even for 50 minutes per hour.

The second important reason for these breaks to make it unnecessary for GSR's and elected trusted servants to be whispering among themselves to take care of business. It is respectful and the wishes of Narcotics Anonymous that we give our undivided attention to each speaker and report. Please make a note of any matter you need to take care of with someone else here and take care of it during the break.

BREAKS IN PLACE

All motions must be put in writing for a full record in the minutes for the benefit of the groups not in attendance. No motion, no matter how small, is exempted. If needed, the Chair will call for a couple of minutes Break in Place while the motion is written. No one leaves the room.

VOTING

Since all votes require 2/3 in favor of the motion to pass, we will use the following guide. 2/3 of 3 is 2, of 4 is 3, of 5 is 4, of 6 is 4, of 7 is 5, 8 is 6, 9 is 6, 10 is 7, 11 is 8, 12 is 8, 13 is 9, 14 is 10, 15 is 10 and so forth. Only GSR's vote.

Note to Chair: Before each section of the meeting read only the reading for that section.

Are there any questions before we proceed?

1. QUORUM

Before we can proceed we must determine whether Quorum is present. To do this we will follow, step by step, the Quorum policy. If we find that quorum has been reached, we can proceed and do all business. If quorum is not reached, all we can do are previously approved housekeeping

tasks, set the time and place for the next meeting, make sure the Secretary knows what information to include in the report to the member groups, and adjourn.

Quorum will consists of the GSR's present at a monthly meeting if the following conditions are met.

- A. The Chairperson will present the assembled GSR's with the Secretary's written checklist showing that all member groups/meetings have been sent copies of the minutes. Any special steps taken to reach certain members will be included in the report. The purpose of the report is to show that all reasonable attempts have been made to reach every member group.
- B. This report will be included in the Minutes.
- C. The list promotes unity and involvement because it shows groups not in attendance that they are equal in membership and importance. That list will be published in the Minutes to show all members not in attendance that the best attempts have been made to get minutes to all members.
- D. Any NA member present can move to accept the report, and a second by a GSR is needed.
- E. If 2/3 of the GSR's present vote in favor of accepting the report, then Quorum is established and all business can be done.
- F. If less that 2/3 of all GSR's present vote in favor of the report, then Quorum is not established.
- G. If quorum is not established all that can be done is make a record of already approved housekeeping matters that have previously approved, set the time and place for the next meeting, and adjourn the meeting.
- H. If quorum is not established the Minutes will not be Minutes but simply a report prepared by the Secretary and sent to all groups, and that report will include full information of tasks completed.
- I. The report will also include notice that all old and new business from the month before will be taken care of at the next meeting where quorum is established.
- m. The Chair will tell the Secretary that the Quorum policy has been followed and quorum is or is not established. If not established, the reason why must be included.
Are there any questions about this process?

2. APPROVAL OF THE MINUTES FROM THE LAST MEETING

Our second task is to approve the Minutes from the last meeting. The Chair will ask if there are any corrections that need to be made. If there are none the Chair will ask for a motion to approve the Minutes as read. A 2/3 vote is needed. If there are changes to be made, the Chair will ask that the changes be put in writing and handed to the Chair.. The Chair will read the proposed change and ask for a motion and second to approve the motion. Again a 2/3 majority is needed to approve the change.

Before moving on the Chair will make sure that all changes in the Minutes have been written down by the person proposing the change and given to the Secretary with the vote on each.

Are there any questions about what we are doing?

3. REPORTS

In the third section, called REPORTS, our elected trusted servants, and Group Service Representatives (GSRs) report on what's happened since the committee met last.

Reports will be given in this order: Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Conference Member 1 and 2, Hospitals and Institutions Chairperson, Public Information Chairperson, Activities Chairperson, and ad hoc groups.

Following the reports of the elected trusted servants, Group Service Representatives (GSR's).will give their reports. To give all GSR's time to complete their report, we will take a break in place to allow all GSR's to complete their report. That way we can give each other our undivided attention. The reports will resume as soon as all are completed.

Any matters requiring further discussion are placed next on the Sharing Session topic list. Anyone present can request that a topic or motion be added to the Sharing Session list maintained by the Vice Chairperson. Questions can be asked during Reports, but all discussions will be done during the Sharing Session.

Before the Sharing Session begins, the Chair will turn the leadership over to the Vice Chairperson. Anyone present can add a topic to the list. Simply raise your hand and name your topic when recognized by the Chair.

So please put down whatever you are doing so that we can give our undivided attention to each report out of mutual respect and to show our gratitude for their service. Thank you.

Are there any questions before we proceed with reports?

4. THE SHARING SESSION

The Vice Chair will inform the body of what is on the list for discussion and will ask for additional topics. The topics will be discussed in the order they were received, oldest ones first.

The person raising the topic speaks first. Anyone wanting to speak has to get on the list by raising their hand until the Scribe nods that their name is recorded.

There is absolutely no reason for anyone to speak out of turn and that includes the Vice Chair.

No one can move that the discussion be stopped since no motions can be made to slow or speed the development of conscience. Nor can the Vice Chair take any steps, other than those included here, to speed the discussion for any reason.

If someone has a question of the person who raised the topic or anyone else, the question will be answered only when the person's name comes up next on the list. No back and forth is allowed.

The only motion that is allowed would be a motion to close the meeting if the Sharing Session goes past 3:30 pm. If the Sharing Session is not over at 4 pm the Chair will stop the discussion and entertain a motion to close. No discussion is allowed. A 2/3 vote of all GSR's present is required to extend the meeting beyond 4 pm.

If for some reason the Vice Chair needs to give a personal opinion on a topic, they will immediately turn the Chair position over to the next in succession as described in these policies. They will then raise their hand, be placed on the list to speak and will not resume the Chair position again until discussion on that topic is done.

Groups are encouraged to seek their own solutions to the challenges they face—and, most of the time, they find them. But sometimes a group faces a problem that is beyond any of its members' experience. When that occurs, groups can send their GSRs to the area committee Sharing Session with a request for help. That help usually comes in the form of the shared experience of other groups in dealing with the same kinds of questions. Since NA groups are entirely self-governing, only rarely can an area committee motion deal with a group problem in any appropriate way. However, the shared experience of other committee members with similar problems in their own groups may provide a GSR with just the information or insight his or her group has been lacking.

The sharing session is also a time when the area committee can focus on issues rather than motions. Although the rules of common courtesy are in place, the rules of order are not. It's an informal time in which ideas can be freely shared, ideas which can help the committee be more effective in fulfilling its purpose. We, putting our fellowship's Sixth Concept to work, use the sharing session to better understand our collective conscience on area business before making decisions.

The Sixth Concept for Service talks about group conscience as "the spiritual means by which we invite a loving God to influence our decisions," and carefully distinguishes the spiritual discipline of group conscience from the decision-making mechanism. Perhaps nowhere is that distinction more evident than in the sharing session. In the sharing session, committee participants consult their individual consciences—and their Higher Power—on the broad issues at hand, share the insights resulting from that, and together develop a collective direction for the committee. In the business portion of the meeting, those same participants try to express that group conscience in the specific form of motions and votes. But committee motions cannot be an

effective expression of the spiritual aims of our fellowship without the free exchange necessary for the development of a group conscience having first occurred. The sharing session is designed specifically to facilitate that occurrence.

The SHARING SESSION gives all NA Members present the opportunity to engage in wide-open discussion of group problems and area committee issues raised by the reports and other issues arising in the NA community. Some of the matters will be for group conscience development only. Others will become formal motions that represent the group conscience. All matters to be voted on during Old or New Business must be first heard in the Sharing Session and discussed there until group conscience is reached.

The goal of the Sharing Session is to openly discuss each issue until all are of the same mind. This is called group conscience or unanimity. It is sometimes also called a unanimous agreement on the issue at hand.

On some issues in the Sharing Session group conscience will not be possible. In such matters, an agreement to disagree without being disagreeable is about all that can be accomplished. This is a form of group conscience in which the group conscience for each GSR has been reached. Such matters can also be referred to Old or New Business for a recorded vote.

The purpose of the Sharing Session is to develop group conscience on each issue. All NA members present can participate fully in this dialogue.

The sharing session is the appropriate time for members to exercise NA's Ninth and Tenth Concepts. These concepts remind us that our committees are responsible to listen to all participants' voices with respect and that all members have a right to be heard. Minority opinions on committee business can be expressed freely and clearly in the sharing session. And problems potentially calling for the redress of a personal grievance on the part of a committee member can be aired in an open, supportive atmosphere.

How will the Vice Chair know when group conscience has been reached on a matter.

If an NA member placed the issue on the list for feedback, from time to time the Vice Chair will ask if the person has gotten the feedback they need. Once the person has enough information that closes the discussion.

If an NA member wants to expand or change the topic raised by an addict for personal feedback, that change or expansion must be put in writing and put next at the end of the list of topics for next month's Sharing Session.

If the matter will require that a decision be made during Old or New Business on the matter, from time to time the Vice Chair will ask the GSR's if they have the information they need to vote on the matter. As soon as each GSR indicates that they feel that they have a good sense of what their vote will be, then group conscience has been reached for each of the GSR's, and the Chair will announce that group conscience has been reached, will announce what will happen next to the issue. Outcomes are one of the following: for discussion only, no action needed, moved to Old or New Business for a vote to record the level of group conscience, discussion tabled until the next Sharing Session, or other (state briefly what it is).

At any time during the discussion, any member can ask for a change in the way the issue is put forward, or in the action proposed. Since the issue belongs to the body once it is proposed, the wording of the action can be changed if ALL GSR's either agree with the change or are not opposed to the change enough to stop it from being made. Abstentions are simply abstentions and are not included in the vote except to record the number of abstentions.

Before each issue is closed for discussion, the Vice Chair will go around the room and ask each person present if they have any more new points to add. When all new information has been received on that topic, then the issue is closed. This is done to make sure that every person, especially new members or more shy members will be heard.

At the close of the Sharing Session, the VC will give the Chair position back to the Chairperson. The Chairperson will lead the OLD and NEW BUSINESS sections.

All that is recorded in the Minutes is the topics discussed. No summary of comments is included. The outcome of each issue is recorded as one of the following:

- A For discussion only.
- B. No action needed.
- C Moved to Old or New Business for a vote to record the level of group conscience.

- D. Discussion tabled until the next Sharing Session.
- E. Other (state briefly what it is)

5. OLD BUSINESS

No matter can come up in Old or New Business if it has not been discussed in a Sharing Session.

The purpose of Old and New Business is to create a record of the group conscience and level of agreement that was reached.

Any matter that will be placed in Old or New Business must be submitted to the Chairperson in writing, must be seconded by a GSR and include intent. As soon as the matter is voted on, the Chairperson will write the results of the vote on the motion and hand it to the Secretary.

After the sharing session the committee is ready to go straight to OLD BUSINESS where matters remaining from a previous ASC are voted on. Only GSR's are allowed to participate in this section. One by one the Chair will announce the issue being voted on in the order they were received by the Chairperson. No discussion will be allowed and no questions will be entertained. Immediately the Chair will call for a vote. The matter is passed if the vote is unanimous or 2/3 or more of GSR's present are in favor. If the vote is a tie or up to a 2/3 vote, the matter will be placed on the Sharing Session list for the next monthly meeting and that vote indicates that the issue is important enough to merit further group conscience development. If the vote in favor is less than 50%, the matter is dropped. Of course any matter can be brought before the body again at a later meeting.

Also, and NA Member present at a future ASC may bring back a motion that receives less than 50% if the person feels it was inadequately discussed. The body is bound to respect that request.

6. NEW BUSINESS

We will go from Old Business to NEW BUSINESS where questions about the work of its officers and subcommittees or the area committee itself, and the group conscience on each matter are officially recorded. The same ground rules for passing and being dropped for Old Business apply here.

7. NA RELATED ANNOUNCEMENTS

8. BEEFS AND BOUQUETS

The Chair will go around the room and ask each person to participate in BEEFS AND BOUQUETS. Each person is asked to give a personal view of what is going well, what is not going well, what can be improved and suggestions for improvement. The Secretary will make note of what can be improved and suggestions for improvement and will include them in the Beefs and Bouquets section in the Minutes. Only the changes, not the person who offer it will be on the list. Nothing else will be recorded in the minutes from this section.

The Vice Chair will place each of the suggested areas to change, with the suggestion of how to change it on the Sharing Session list for the next ASC.

MOTION TO CLOSE

Would someone please move that we close, and would someone please second that motion.

CLOSING

Let's all stand in a circle and close with the Gratitude Prayer.

