

READING AND REVIEW OF 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.

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, 12 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. WELCOME NEW MEMBERS AND REVIEW
2. QUORUM TO OPEN THE BUSINESS OF THE DAY
3. QUORUM TO CONTINUE DOING BUSINESS
4. APPROVAL OF MINUTES FROM THE LAST MEETING
5. REPORTS
6. THE SHARING SESSION
7. VOTING
8. MOTION TO CLOSE WITH NA RELATED ANNOUNCEMENTS, BEEFS AND BOUQUETS AND THE GRATITUDE PRAYER

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.

BREAKS IN PLACE

In addition to taking a break each hour a break can be called by the Chair to allow for a motion to be written. All motions must be put in writing for a full record in the minutes and 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.

OUR SERENITY CLAUSE

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 OUR SERENITY CLAUSE to the Group.

Discussion on the topic resumes. 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 motion, with intent, will be put in writing by the maker and given to the Secretary. 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.

Part 1: WELCOME NEW MEMBERS AND REVIEW

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 A 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, 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.

No cross-talk or back and forth discussion will be allowed. If a speaker has a question for another member one response is allowed and beyond that the member must go back on the list for further comment.

If the Chair chooses to be a major participant in any discussion, he/she will turn the leadership over to the next person as described in the section on "Line of Succession". Each officer, in succession, will do the same if they choose to have more than one comment on any topic.

The Chair can interrupt the discussion only to keep the discussion orderly, respectful and according to the guidelines of this Body.

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?

VOTING

"Group conscience always exists, but we are not always willing or able to hear it or allow its expression." ("It Works How and Why", page 138)

A. 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 6, 8 & 9 describe the process in detail.

B. 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. 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.

C. Only Group Service Representatives vote

D. On any issue a GSR can choose to vote in favor, against or can choose to abstain for any reason. The goal in any discussion is unanimity (complete agreement or group conscience). The Chairperson will ask and record in the minutes the reason for each vote against a motion. The reason for each abstention will also be recorded. A vote to abstain counts only to determine if quorum exists and is not a vote in favor or against. See the section on Motions Part I.

E. The voice of participants against a motion and those abstaining are important as the minority opinion in accordance with our Ninth Tradition.

F. 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.

G. 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 reach a group conscience on each matter under discussion.

Are there any questions before we proceed?

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

Part 2: QUORUM TO OPEN THE BUSINESS OF THE DAY

To accomplish this goal the Secretary will bring to the monthly meeting a copy of the list of mailing addresses and e-mail addresses to which Minutes were sent.

Attached to the list of addresses will be a copy of the current Meeting List which notations showing which Meetings/Groups were sent Minutes.

The list will be passed around for updates. This list is not for publication in the Minutes or for use by anyone for any reason except for mailing the Minutes.

The Secretary will tell the Body which Groups/Meetings could not be reached and ask for advice from Members on how to get Minutes to those who could not be reached through existing contacts.

A summary of these ongoing efforts to communicate with all Members will be part of the Secretary's written report.

For more information on use of the personal information of NA Members please see the sections in these Guidelines concerning AUTONOMY AND LAASC PARTICIPANTS and ANONYMITY AND LAASC PARTICIPANTS.

If GSR's feel assured that all Groups/Meetings who want Minutes have been sent Minutes, a motion can be made in writing to accept Quorum.

If quorum is not reached, all that can be done 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.

The Chairperson will determine if Quorum is present before each vote.

Part 3: 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?

Part 4: 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. Raise your hand and name your topic when recognized by the Chair.

Part 5: THE SHARING SESSION

The Vice Chair will inform the body of what is on the list for discussion and will ask for additional topics. A topic can be given priority if a participant makes the request and 2/3 of all NA members present agree, without discussion, by a simple show of hands. Any topic will be cleared from the sharing session list if the submitter of the topic is absent at two ASC meetings in a row

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. This includes the Vice Chair, or whoever is leading the Sharing Session.

If the Sharing Session is not completed by 3:30 p.m. the Chairperson will automatically suspend discussion to complete the vote on all MOTIONS on which GSR'S have reached Group Conscience and are prepared to vote.

Anyone can make a MOTION TO CLOSE WITH THE OPTION OF BEEFS AND BOUQUETS at any time. If there is no second the motion fails and business continues.

At 4 p.m. the Chairperson will automatically ask for a MOTION TO CLOSE.

If the motion passes the Chair will go around the room and ask each person to participate in the OPTION OF 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 sharing session is also a time when the area committee can focus on issues rather than motions. 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.

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 Voting on the matter, the Vice Chair will ask the GSR's if they have the information they need to vote on the matter. The Vice Chair will announce what will happen next to the issue. Outcomes are one of the following: for discussion only, no action needed, moved to Voting for a vote to record the level of group conscience, discussion tabled until the next Sharing Session, or other (state briefly what it is).

Any motion can be amended with 2/3 majority. The Vice Chair will ask for a show of hands and will give three options. The first option is for those who are either in favor of the change. The second option is to oppose the change. The third is to abstain. The Vice Chair can vote on these matters to give all NA members equal voice during the Sharing Session.

At the close of the Sharing Session, the Vice Chair will give the Chair position back to the Chairperson. The Chairperson will lead the Voting section.

All that is recorded in the Minutes is the list of 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 Voting.
- D. Discussion tabled.
- E. Other (state briefly what it is)

If the Sharing Session is not completed by 3:30 p.m. the Chairperson will automatically suspend discussion to complete the vote on all MOTIONS on which GSR'S have reached Group Conscience.

Part 6: VOTING

Voting is done through the process of secret ballot. All motions and elections are decided by process of secret ballot to insure each GSR the right to follow her/his group conscience without fear of reprisal.

Part 7: MOTION TO CLOSE WITH NA RELATED ANNOUNCEMENTS, THE OPTION OF BEEFS AND BOUQUETS AND THE GRATITUDE PRAYER
