

A. Agenda (Procedure)

1. Serenity Prayer

2. Chairperson reads:

The purpose of this area service committee is to be supportive of its groups and their primary purpose which is to carry the message to the addict who still suffers, by associating a group with other groups locally and by helping a group deal with its day-to-day situations and needs when discussing issues that affect our groups. It is in the spirit of loving service, a human thing for emotions to be brought out because each of us here cares enough about Home Group and Home Area to be here. Please remember our purpose here is to help, not to hinder. Your cooperation and input is welcomed, but let's do it in a way, which is conducive to our purpose here.

3. Read the 12 traditions of NA

4. Read the 12 concepts of NA

5.1. Chairperson reads: "It is a privilege for NA to use this facility for ASC. We must ask that all children remain under adult supervision at all times. The space that has been rented to us consists of the meeting room and the rest rooms."

5.2. Chairperson reads: "Any home groups here today that has information to present about their home group that can affect our primary purpose?"

Examples: Changing of meeting time and/or location; Meetings changing due to holidays; Any problem with addicts behavior that could jeopardize the meeting space; Meetings closing for any reason; Home Group Functions. The information presented would appear in the Minutes after the meeting is opened, traditions and concepts read by section. Added September 11, 2011

Notes:

a. All motions to change the order of the day must be turned in prior to the start of the business to be considered. Motions to change the order of the day turned in after the start of business must be approved by the Chairperson to be considered. All changes to the order of the day must be heard and receive a majority vote of the GSRs before the change to the order of the day can happen.

b. I appoint _____ to keep track of the time that a motion is being discussed.

*See note under **3. How voting is conducted** found on page 19.*

6. Welcome new meetings/groups and GSRs and Alternate GSRs.

7. Attendance-Roll call by secretary.

8. Review, correct and approve old minutes.

9. Old business

9a. To hear and vote on all motions including tabled motions which were not heard at last ASC meeting.

9b. To have Nominations and Elections of Officers.

9c. Recognition/Thank you to past trusted servants.

9d. Group conscience issues –**coming back from Home Groups**

(9d1.) Area motions

(9d2.) Regional motions

(9d3.) VRCC motions

10. Reports of trusted servants

10a. Regional report and motions going back to home groups.

10b. VRCC report and motions going back to home groups.

10c. Area Treasurer

- 10d. Special Events (25 minute time limit on Reports and Voting)
- (10d1). (Special Events) Chairperson
- (10d2). (Special Events) Treasurer
- (10d3). Vote of presented plans and flyers
- 10e. Group reports-read and turn in to secretary, three minute time limit per group. No financial information to be read on the floor of Area
- 10f. (Area) Chairperson
- 10g. (Area) Vice Chairperson
- 10h. Subcommittee Reports
- (10h1). H&I
- (10h2). Newsletter
- (10h3). Outreach
- (10h4). Public Relations
- (10h5). Policy
- (10h6). Literature
- (10h7). Ad Hoc Committee reports (if any)
- (10h8). Alt. RCM
- (10h9). Alt. VRCC Director (changed 2/2011)
- 11. New Business
- 12. Money Matters (15 minutes before the close of ASC, all business will end. At this time, all requests for money will be dealt with, if time permits, the ASC will return to business).
- 13. Announcements and then close with the Serenity Prayer.

From the RASCNA Guidelines and Procedures, November 2011