

RASCNA PROCEDURES 2009

**RICHMOND AREA
SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS
(RASCNA)**

**GUIDELINES AND PROCEDURES
2009**

**RASCNA
P.O. BOX 26249
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RASCNA GUIDELINES 2009

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K. Attachments

1. Meeting Verification Form

Found on Richmond page of www.metrorichna.org

2. Group Report Form

Found on Richmond page of www.metrorichna.org

3. Subcommittee Report Form

Found on Richmond page of www.metrorichna.org

4. Motion Forms

Found on Richmond page of www.metrorichna.org

5. Literature Order Form

Found on Richmond page of www.metrorichna.org

6. Short Version of Robert's Rules of Order

Filed after procedures

7. Twelve Traditions and Twelve Concepts

Filed after procedures

Definitions

Guidelines: A guide, principle or policy for determining a future course of action. A rule intended to give practical guidance

Procedures: A way of performing or affecting something, a series of steps, course of action, asset of established forms for conducting business or public affairs.

**Richmond Area Service Committee
Of Narcotics Anonymous
(RASCNA)**

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A. Purpose (guidelines)

The purpose of this area service committee is to be supportive of its groups and their primary purpose. This is to carry the message to the addict who still suffers by associating the 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 bought out because each of us here cares enough about Home Group and our Home Area to be here. Please remember that 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.

B. Area Policy (guidelines)

1. Area Service Committee (ASC) will subscribe to the Conference Report and the World Service Conference (WSC) Conference Agenda Report (CAR) (\$75 appropriated bi-annually).
2. All subcommittees' literature shipping and handling fees are to be paid by their respective budgets.
3. 50% of the proceeds from all special events will be held in escrow for our annual fee events.
4. No ASC trusted servant may serve more than two consecutive terms in any ASC position.
5. ASC maintains a \$1,750 literature stockpile, which is administered by the area literature committee.
6. RASCNA prudent reserve/seed money/escrow accounts see Section H page 30
7. ASC regional donation policy see Section G page 17
8. Policy Subcommittee will update these guidelines annually and will distribute new guidelines at the July ASC meeting
9. ASC meets from 4pm to 7pm on the 2nd Sunday of each month except in January when it meets the 1st Sunday due to the state convention and in May when it meets the 1st Sunday due to Mother's Day

C. Trusted Servants – Area Level (guidelines)

NOTE: A conflicting service position is defined as:

1. Being a GSR or Alt. GSR holding any Area, Regional or World Trusted Servant position
2. Holding more than one elected trusted servant position on the Area, Regional or World Level.

1. Chairperson

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office
(see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. Three years of consecutive clean time
8. Experience as ASC Vice Chair or having fulfilled at least one year or more commitment in ASC work

B. Duties

1. Sets agenda for and presides over all ASC meetings
2. Votes only in case of a tie – cannot vote on group conscience issues
3. Has key to P.O. Box and checks it weekly
4. One of the co-signers of the ASC checking account
5. If unable to attend ASC meeting, arranges for the Vice Chair to chair ASC meeting
6. Appoints, when necessary, Ad Hoc committee chairs and pro-temp positions
(this may be waived by the chair)
7. Participates in Policy Subcommittee meetings
8. Submits written report at each ASC meeting
9. Find place for the ASC meeting and bring back to ASC for area's approval
10. Conducts the semi-annual audit of the ASC Treasurer's book
11. If Chair wishes to express his/her opinion on issues, they must relinquish the Chair to the Vice Chair for the duration of the issue
12. See under Section 6 Vice Treasurer, B. Duties, #5 page 5

2. Vice Chairperson

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office
(see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. Two years of consecutive clean time
8. At least having fulfilled one year or more commitment in ASC work

B. Duties

1. If the office of the Chairperson becomes vacant, assumes responsibilities of the Chair until a new Chairperson is elected. Therefore, the qualifications and responsibilities mentioned under "Chairperson" apply equally here

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2. Keeps up with activities of all subcommittees by either attending their meetings or contacting their Respective chairs on a monthly basis
3. Receives and reviews all motions at ASC before they are introduced on the floor of the ASC
4. Conducts business at ASC in the event the chair is absent or the chair wishes to step down for the remainder of an issue to express an opinion
5. One of the co-signers of the ASC checking account
6. Submits a written report at each ASC meeting
7. Serves as Chair of any subcommittee when there is no subcommittee chair
8. Assist the Area Chairperson with the semi-annual audit of the ASC Treasurer's books
9. See under Section 6 Vice Treasurer B. Duties #5 page 5

3. Secretary

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office (see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. Two years of consecutive clean time
8. Able to take accurate minutes-clerical skills and access to equipment necessary to carry out the duties of the position
9. At least having fulfilled one year or more commitment in ASC work

B. Duties

1. Keeps an attendance sheet and takes roll call at ASC
2. Read old minutes at ASC upon request
3. Adds corrections of old minutes of each meeting
4. Takes accurate minutes of each meeting
5. Compiles and types minutes and distributes copies within two weeks prior to next ASC to the following: all elected area officers and GSRs-All reports to be typed and included in minutes
6. Adheres to "Basic Format for Minutes" on page 24 Section J
7. Maintain ASC archives
8. One of the co-signers of the ASC checking account
9. To submit all Area forms, Procedure & Guideline documents to the Public Relations Subcommittee to submit to Public Relations Subcommittee e-mail addresses of all area trusted servants and to update any changes such as: All documents submitted to Public Relations Subcommittee must have prior approval of RASCNA (passed June 2009)

4. Assistant Secretary

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office (see note on page 1)

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5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. Two years of consecutive clean time
8. Able to take accurate minutes-clerical skills and access to equipment necessary to carry out the duties of the position
9. At least having fulfilled one year or more commitment in ASC work

B. Duties

1. Becomes familiar with the duties of secretary
2. Attends all ASC meetings
3. Fills in for secretary if secretary is unable to perform such duties

5. Treasurer

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office
(see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. Two years of consecutive clean time
8. Having fulfilled at least one year commitment as a group treasurer

B. Duties

1. Maintains ASC checking account
2. Keeps an accurate record of ASC transactions and brings them to all meetings
3. One of the co-signers of the ASC checking account
4. Follows RASCNA budget policies set forth in these guidelines (Procedures: Prudent Reserve (see page 24 Section H)
5. Distributes all checks for all ASC expenses
6. Collects donations to ASC and gives receipts in the absence of the Vice Treasurer
7. Makes a report of contributions, expenses and balances at every ASC meeting, along with an annual report
8. Keeps all receipts
9. Reconciles ASC checking account on a monthly basis
10. After paying bills, follows guidelines for donation to ASC
11. Make books available for auditing on a semi-annual basis and also make books available at anytime for ASC
12. If unable to attend ASC meeting, arranges for Vice Treasurer to fill in
13. Makes deposit within two business days after ASC meeting
14. Will receive all money and receipts from Special Events Chairperson on the first business day after each event
15. Submit TASCOS bill for payment to New Dominion Area and Tri-Cities Area for their portion of the bill
16. Has key to P.O. Box

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17. Maintain an escrow account for H&I for \$232.00 monthly and on the third month issues H&I a check in the amount \$696.00 (quarterly/every three months for literature)

6. Vice Treasurer

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office (see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. One year of consecutive clean time

B. Duties

1. Maintain accurate records of ASC donations
2. Collects donations to ASC and writes appropriate receipts
3. Totals receipts
4. Transfers money and receipts to Treasurer
5. In the absence of the Treasurer, upon conclusion of ASC, Vice Treasurer will give all money Orders and records to Vice Chairperson or Chairperson of ASC
6. Attends all ASC meetings

7. Regional Committee Member

A. Suggested requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office (see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. Three years of consecutive clean time
8. Willingness to give time and resources necessary for the job
9. One year's experience at Alt-RCM or RSC participation

B. Duties

1. Communicates with Regional Service Committee
2. Attends all RSC conferences, provides a report to RSC of activities within the area, an updated 12 step list and meeting list and takes ASC donations to RSC
3. Attends all ASC meetings. Gives a report at all ASC meetings as to RSC events and sends information back to groups for group feedback and/or group conscience
4. Attends at least one area group and subcommittee business meeting per month in addition to Home Group meetings
5. Is an active participant in at least one subcommittee on the area level

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6. Keep the area informed of activities within the region and keep the region informed of activities within the area
7. Is responsible for coordinating the areas voting on World Service Conference agenda motions regional motions, attends area and regional workshops on the C.A.R.
8. Helps Alt. RCM get acquainted with duties and responsibilities of RCM
9. Attends all meetings on the regional level

8. Alternate Regional Committee Member

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office (see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. Two years of consecutive clean time
8. Willingness to give time and resources necessary for the job
9. Fulfilled commitment as Group Service Representative (GSR), Alt GSR or one year experience in area level service work

B. Duties

1. Become familiar with duties of RCM
2. Attends at least one group business meeting in addition to Home Group
3. Attends all RSC and ASC meetings
4. Fills in for RCM if RCM is unable to attend meetings or fulfill term
5. Is an active participant in at least one subcommittee on the area level
6. Attends all meetings on the regional level

9. Virginia Regional Convention Corporation (VRCC) Representative

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office (see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. Two years of consecutive clean time
8. Fulfilled commitment in area/regional level trusted servant position

B. Duties

1. Attends all VRCC meetings
2. Carries this area conscience on matters pertaining to VRCC actions
3. Reports to ASC all activities of the VRCC
4. Attends all ASC meetings

5. Will submit a written report at each ASC
6. If unable to attend ASC, will provide above information to Vice Chairperson
7. Help acquaint alternate with duties and responsibilities of VRCC

10. Alternate VRCC Representative

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office (see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. Two years of consecutive clean time
8. Fulfilled commitment in area/regional level trusted servant position

B. Duties

1. Attends all VRCC meetings
2. In the absence of the VRCC representative, perform the duties of the VRCC rep

11. Subcommittee Chairs

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA
2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office (see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and NA bulletins
7. One year consecutive clean time except H&I which has a two year consecutive clean time requirement
8. Working knowledge of appropriate subcommittee policy and active participation in the subcommittee they will be chairing
9. Fulfilled commitment as GSR, Alt GSR or one year experience in area level service work

B. Duties

1. Schedules and presides over subcommittee meetings
2. Reports to ASC all activities within the subcommittee
3. Will be accountable to ASC for all activities and expenditures
4. Will submit all subcommittee motions to ASC
5. Will follow their respective handbooks/guidelines
6. Attend workshops and learning days presented by other subcommittees

12. Special Events Subcommittee Treasurer

A. Suggested Requirements

1. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA

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2. Willingness to serve
3. Active Home Group participation
4. Resigns all conflicting service positions upon election and during the term of office
(see note on page 1)
5. One year commitment
6. Willingness to study the reports of the ASC Officers and subcommittees
Willingness to read the various handbooks published by WSO on each area of service and
NA bulletins
7. Two years of consecutive clean time
8. Working knowledge of Special Events policy and active participation in the Special Events
Subcommittee

B. Duties

1. Keeps an accurate record of Special Events Subcommittee transactions
2. Makes a report of income and expenses and balances at every ASC meeting for each event
3. Follows the Special Events Subcommittee Policy as set by the RASCNA
4. Attends all ASC meetings and if unable to do so, sends report to ASC
5. Treasurer is to receive all funds for Special Events' events

D. General Duties of all Subcommittees (guidelines)

1. The purpose of these subcommittees is to minimize time spent debating subcommittee matters and to provide additional time and effort for special matters on ASC floor
2. These subcommittees are created by the ASC and are directly responsible to the groups
3. Each subcommittee chair will submit a written report to the ASC secretary at each ASC meeting
(will be included in the minutes as written)
4. Any actions that concern NA must be approved by the ASC before being carried out by the subcommittee in order to ensure that our traditions are being upheld. Administrative functions can be handled within the subcommittee which includes planning and scheduling meetings, typing reports , etc.
5. Each subcommittee will hold at least two meetings per month, to be announced at all ASC meetings and to be included in the newsletter's calendar of events
6. Each subcommittee chair will establish lines of communication with the RSC and WSC
7. The subcommittee will be represented at the RSC by the RCM
8. The subcommittee will follow their respective handbooks/guidelines of policies
9. All subcommittees must have receipts for expenditures and give a financial report of money spent at the next ASC meeting
10. Subcommittee chairs or another subcommittee member will remain until the end of the ASC meeting
11. Subcommittees to conduct at least two area level workshops and/or learning days per year

E. Subcommittees of the Area Service Committee (guidelines)

1. Hospitals & Institutions

Note: Refer to Section D on page 8

A. Purpose

To get our message of recovery to any addict whose attendance at regular NA meetings is restricted. It initiates, coordinates and conducts all local NA Hospital & Institutions meetings and activities within the area. The area H&I committee of the Richmond Area Service Committee of Narcotics Anonymous (RASCNA). It meets regularly on the 2nd and 4th Sundays of each month and its Chair reports to and is

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accountable in all matters to the ASC. The subcommittee is composed of an H&I Chairperson (elected at ASC, refer to 11. Subcommittee Chairs on page 7 and D. Calendar of Nominations/Elections/Events on page 22). Vice Chair, Secretary and Literature Coordinator as elected Trusted Servants as well as other members of the fellowship who wish to get involved. Each member of H&I is required to have a Hospitals & Institutions Handbook.

B. Subcommittee Responsibilities

1. Provides forum to poll experiences (“I Can’t, We Can”)
2. Prepares H&I policies and guidelines for the H&I subcommittee and with the approval from RASCNA.
3. Serves as a communications link between local H&I meetings and H&I subcommittee meetings on the regional and world levels
4. Selects the members who are to conduct H&I meetings
5. Serves as a distribution point for literature for the meetings and reports these transactions to ASC
6. In cooperation with P.I. makes all initial contact with facilities
7. Conducts four learning days a year to be held quarterly (March, June, September and December) as well as workshops and orientations on relevant topics
8. Is responsible for all H&I oriented services within the area

C. Agenda

1. 2nd Sunday-Chaired by H&I Vice Chair

1. Moment of Silence for the still suffering addict
2. Serenity Prayer
3. Read Traditions and Concepts
4. Welcome new members
5. Take attendance
6. Questions from previous handbook study
7. H&I Handbook study and discussion
8. Schedule next meeting
9. Serenity Prayer

2. 4th Sunday-Chaired by H&I Chair

1. Moment of Silence for the still suffering addict
2. Serenity Prayer
3. Read Traditions and Concepts
4. Welcome new members
5. Take attendance
6. Read the approved minutes of the previous meeting
7. Report of budget expenditures including literature disbursement
8. Old business
9. Reports
 - a. Chair’s report on monthly activities if any
 - b. Vice Chair’s report including 2nd Sunday report and attendance
 - c. Facilitators read and submit written reports
10. Elections if needed
11. New business
12. Schedule next meeting
13. Serenity Prayer

D. Responsibilities of Area H&I Officers

The responsibilities of the subcommittee officers are listed below but the list is only a summary.

The success of the subcommittee depends upon the dedication and leadership of good officers.

1. Chairperson (Elected at ASC, refer to 11. Subcommittee Chairs page 7 and C. Calendar of Nominations/Elections/Events)

1. Minimum clean time requirement of two years (1 year term)
2. Keeps order in the meeting
3. Keeps discussion on topic
4. Prepares an agenda for each subcommittee meeting
5. Ensures that the "Traditions" are upheld in all matters
6. Maintains a link of communication between the H&I subcommittee and the ASC including giving a monthly report to the ASC along with subcommittee minutes for the archives
7. Maintain contact with RCM regarding H&I
8. Responsible for all correspondences to facilities served by the subcommittee using the forms form letters from the H&I Handbook Appendix
9. Maintains meeting referral information about the fellowship so that facilitators can refer those leaving an H&I setting for another area to a meeting or help-line number
10. Appoints AD Hoc Committee for quarterly learning day.

2. Vice Chair

1. Minimum clean time requirement of one year
2. Helps Chair keep proceedings orderly
3. Acts as Chair in Chair's absence
4. If the office of Chairperson becomes vacant, serves as the chair until confirmed by ASC or another Chair elected
5. Chairs the 2nd Sunday Handbook study meeting
6. Submits a written report at 4th Sunday subcommittee meeting
7. Maintain contact with the RCM regarding H&I
8. May have other responsibilities as delegated

3. Secretary

1. Minimum clean time requirement of one year
2. Takes an accurate set of minutes at the 4th Sunday subcommittee meeting
3. Keeps an updated volunteer list of members who would like to speak
4. Keeps an updated volunteer list of members who want to serve on a panel at H&I meetings
5. Maintains an ongoing file of all correspondences and minutes
6. May have other responsibilities as delegated.

4. Literature Coordinator

1. Minimum clean time requirement of one year
2. Distributes NA Conference approved literature and any other items the subcommittee uses in carrying the message, such as copies of "Reaching Out" and "The NA Way". This person should always be aware of the amount of literature being distributed so that the facilitator's literature requests remain prudent and the subcommittee can fairly distribute the literature without exceeding its budget
3. Literature is distributed on the 4th Sunday at the end of the meeting

5. Facilitator

Facilitators are members of H&I Subcommittee who take meetings into facilities were addicts cannot get to an outside meeting. This position requires a one year commitment and 9 months clean time. It is their responsibility to:

1. See that the meetings are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility

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2. Select the type of format
3. Invite speakers or panel members from the fellowship to share (at least 6 months clean to speak and 3 months clean to participate on panel)
4. Ensure that the meetings start and end on time
5. Submit a written monthly report due on the 4th Sunday using the report form provided by the Secretary. Any problems should be reported to the H&I Chair and then included in the regular report to the H&I. Commitment to each facility is suggested as one year. All hospitals and institutions served by the committee will have at least two facilitators assigned and at least one in attendance.

Facilitators are required not to miss three consecutive subcommittee meetings (2nd & 4th Sundays) It is the Vice Chair's responsibility to contact facilitators and if necessary, obtain a written report for the subcommittee. Any further action will be at the discretion of the subcommittee as a whole You may not be a facilitator and a resident of that facility. You may not sponsor residents, patients or inmates of the facility. You may only give out our area help-line number. You may not participate in any activity at the facility other than the H&I meeting. In the following the 6th Tradition-NA's name in the institution should only be used for the H&I meeting.

Refer to the Do's and Don'ts for both Treatment and Correctional Facilities in the H&I Handbook. Key chips are only provided at institutions that request them. The budget is \$696.00 quarterly for literature and \$40.00 monthly for clerical duties (Refer to page 30, H. Prudent Reserve)

2. Literature

Note: Refer to Section D, found on page 8

A. Purpose

The purpose of the literature subcommittee is to maintain a stock of NA books, pamphlets key tags, medallions, and other items offered through WSO. This subcommittee processes group orders, monitors stock levels, stamps all literature, and reorders materials from the WSO

B. Officers

The subcommittee has a chairperson (elected at ASC refer to 11. Subcommittee Chairs and C. Calendar of Nominations/Elections/Events) Vice Chairperson and Secretary.

C. Duties

1. Regular subcommittee meetings (at least 2 per month)
2. Process incoming RASCNA literature order from WSO, checking the shipment for accuracy
3. Sort literature, key tags, medallions, etc. in appropriate categories to prepare for distribution at the next ASC meeting
4. Process group orders at ASC meetings
5. Accurately record back orders for each group
6. Distribute group orders to the GSR, Alt. GSR or an authorized representative from that group
Orders will not be distributed until after the ASC meeting has adjourned
7. Orders are to be paid for with a money order made out to RASCNA that can also include your donation to RASCNA
8. Sale of literature will be conducted prior to Area Service. Your order and money order must be turned in prior to the start of Area
9. Distribute back orders from previous ASC meetings during subcommittee meetings
10. Literature has a stockpile of literature valued at \$1,750
11. The guidelines and procedures received from Policy Subcommittee will be held for the groups that did not pick them up. All guidelines and procedures that are not marked for a

group or trusted servant will be made available for sale by the Literature Subcommittee

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The cost will be the average price to print one copy minus 8%

D. Budget

The budget is \$30.00 (clerical refer to H. Prudent Reserve) for this subcommittee plus the amount of literature order

3. Newsletter

Note: Refer to Section D

A. Purpose

The subcommittee publishes a monthly newsletter which contains listing of area and regional events. The newsletter also carries articles on local service activities and members' recovery experiences

B. Officers

The officers of this subcommittee are chairperson (elected at ASC refer to 11. Subcommittee Chairs and C. Calendar of Nominations/Elections/Events) Vice Chairperson and Secretary

C. Duties

1. Solicit articles, poems, cartoons, drawings, etc. from the fellowship
2. Type, proof and layout the monthly newsletter
3. Copy and distribute the newsletter at each ASC meeting

D. Budget

The budget is \$190.00 (clerical refer H. Prudent Reserve) for this subcommittee

4. Outreach

Note: Refer to Section D, to attachments Retrieval of Funds and Bulletin 30, to Section F 1a, 2-4 and 2a 2-4

A. Purpose

The purpose of the Outreach subcommittee is to offer support to new or existing meetings or group and orientate new GSRs

B. Officers

The officers of this subcommittee are chairperson (elected at ASC, refer to 11. Subcommittee Chairs and C. Calendar of Nominations/Elections/Events) Vice Chairperson and Secretary

C. Duties

1. New meetings or groups are eligible to receive a group starter package, which consists of following:
 - five copies of each pamphlet (IP#1 Who, What, How and Why; IP#6 Recovery and Relapse; IP#7 Am I an addict?; IP# 8 Just for Today; IP#11 Sponsorship; IP# 22 Welcome to NA; IP# 24 Hey! What's the basket for?)
 - Five of each of the nine different key tags
 - Literature order form
 - One copy of IP#2 The Group
 - Group Readings (set of 6)
 - Area guidelines and procedures
 - Group Treasurer's Handbook
 - Guide to local service
 - Sample Home Group meeting format
 - Sample Home Group business meeting format

2. Go to home groups as requested by individual members, home group members, or ASC to assist at business meetings

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3. Attend groups that have missed three or more ASC meetings
4. Offer support to meetings as requested by individual members, home group members or ASC
5. Provide monthly report at ASC regarding subcommittee activities
6. That Outreach committee be in the room for Area Service at 3:30 pm to meet with new GSRs or GSRs who need help

D. Budget

The budget is \$55 (refer to H. Prudent Reserve) for this subcommittee

5. Public Relations (major rewrite in Dec. 2008)

Note: Refer to Section D

A. Purpose

The purpose of Public Relations Subcommittee is to work together in the spirit of unity and cooperation to carry the message of recovery. Develop and maintain valuable relationships with professional and public. Provide information about NA and to inform the public that NA exists and offers recovery from the disease of addiction, as well as how and where to find us

B. Officers

The officer of this subcommittee are chairperson (elected at ASC refer to 11. Subcommittee Chairs and C. Calendar of Nominations/Elections/Events) Vice Chairperson for phone line, Vice Chairperson for Public Relations (PI), Secretary and Web Servant

C. Duties

1. The Richmond Area to have a shared phone line and website, to include Area web pages with any area that is willing to support the cost of service
2. The Vice phone line Chair shall serve as the phone line coordinator within the subcommittee and will update phone line with phone line provider at both area and regional levels regularly (at least once a month)
3. The Vice Public Information Chair shall serve as the meeting list coordinator within the subcommittee and will maintain a current unified meeting schedule
4. To recruit volunteers to the phone line
5. Provided training for the volunteers
6. Answer questions for the phone line
7. Keep a list of community service and referrals of outside service
8. Contact H&I subcommittee chairperson encouraging their participation in the Public subcommittee
9. Be sure that the subcommittee information contact name and phone numbers are available throughout the area/region (be prepared to serve as a communication point with other areas regions and the world)
10. Develop materials to use in presentation to people in the helping professions
11. Remember that other 12 step fellowships are part of the public we are informing
12. To have a learning day or workshop at least once a year, this can be done with H&I
13. Will update trusted servants and group information to World Services Office (WSO). RASCNA mailing address will be used by all area trusted servants and groups (P.O. Box 26249, Richmond, Virginia 23260-6249)
14. To publish a monthly unified meeting schedule
15. The Web Servant shall update Area's website and webpage

D. Budget Removed in April 2007

6. Policy

Note: Refer to Section D

A. Purpose

The purpose of this subcommittee is to keep the area guidelines and procedures updated

B. Officers

The officers of this subcommittee are chairperson (elected at ASC refer to 11. Subcommittee Chairs and C. Calendar of Nominations/Elections/Events) Vice Chairperson and Secretary

C. Duties

1. This committee reviews motions submitted to area for clarity and grammatical correctness
2. The Chairperson, Vice Chairperson, or a designee sits at the executive body table and helps the Area follow its guidelines and procedures
3. To update the guidelines and procedures annually and distribute new guidelines and procedures at July ASC meeting. Copies that are leftover will be turned over to the Literature Subcommittee by the end of the August ASC meeting
4. An amendment page will be updated monthly and given to GSRs
5. Conduct a workshop that provides all area members with an overview of RASCNA's guidelines and procedures within 60 days of issuance of the July's current year guidelines and procedures (passed April 2009)

D. Budget

The budget is \$30.00 (clerical) and \$15.00 (rent) monthly for this Subcommittee (refer to H. Prudent Reserve) This subcommittee will submit a motion to pay the cost of printing the guidelines and procedures when it is updated

7. Special Events

Note: Refer to Section D

A. Purpose

The purpose of Special Events, in accordance with our 7th tradition, is to provide unity through social and recreational activities as well as raise funds to further carry the message of recovery

B. Officers

The officers of this subcommittee shall be Chairperson, Vice Chairperson, Secretary and the Treasurer

C. Duties (guidelines)

1. Regular subcommittee meetings (at least 2 per month required)
2. Find suitable facilities for functions
3. Special Events Subcommittee will prepare and present a written plan when an event is to take place at least two months in advance (if possible 3 months before the event) submit a motion and the plan will include the following:
 - Detailed fliers to be approved at ASC to include the location, address and directions to event
 - Request for monies should have a contract (3 vendors and if not, why) and if contract cannot be given until money is received then the subcommittee will get a commitment in writing from the vendor(s) detailing the expenses and what will happen if the event is cancelled
 - Hiring details of all paid workers, such as, DJ's, bands, security or coordinators
 - Security and its responsibilities
 - Ticket sales in advance, at the door, price after a certain time and ticket accountability
 - Cleanup crews (a list)

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4. Plan at least one free event per year, the plans will be submitted just like any other event
5. All funds deposited in the Special Events Escrow Account as of December 31 must be spent on a free event by July 1. The plan for this event must be submitted to the Area Service Committee at or before the April ASC. All funds deposited in the account after December 31 cannot be added to the money that was in the account on December 31. Only the Richmond Area Special Events Subcommittee can spend these funds. The records must be kept as this year's amount and last year's amount. The unspent funds on July 1 from last year's amount will be transferred from the Special Events account and will be deposited into the RASCNA bank account

D. Budget

1. The seed money for each event is \$800.00
2. The seed money, all receipts and all profits must be turned over to ASC treasurer by the next business day, by the Special Events Treasurer. All money and receipts must be in the possession of the Special Events Treasurer at the close of the event
3. \$50.00 shall be the monthly budget for such expenses as flyers & cleaning supplies, brooms and mops may be purchased periodically
4. 50% of the profit from each event goes into an escrow account for free events
5. In the event that the seed money for Special Events(800) is not returned because of lack of support, the Area will return the seed money from monthly donations (changed in May 07)
6. All requests for Special Events Escrow money must be sent to the Special Events Subcommittee to be discussed and they must return a recommendation to the ASC prior to the request being voted on at ASC
7. The budget is \$20.00 monthly for this subcommittee

F. Guidelines for participation in Area Service Committee (guidelines)

1. Meetings – What is a meeting?

A meeting is two or more addicts caring and sharing to help each other stay clean

- New

1. Criteria
 - a. must meet at a regular place and time
 - b. must follow the 12 steps and 12 traditions of NA

2. Groups - What is a group?

A meeting which has home group members and duly elected GSR

- New/Existing

1. Criteria
 - a. must meet at a regular place and time
 - b. must follow the 12 steps and 12 traditions of NA
 - c. must have Home Group members and a duly elected GSR
2. Outreach Subcommittee will meet with the person(s) representing the group after ASC
3. A new group is eligible to receive a group starter package from the Outreach Subcommittee, unless one has been received as a meeting
4. Outreach Subcommittee gives a report at the next ASC and gives a recommendation
5. ASC votes on accepting the group into Area
6. New groups accepted by the ASC will appear on the meeting schedule only in the New Meeting Section for 4 months

G. Donation to Regional Service Committee (guidelines)

After the Treasurer figures the monthly expenses, deal with money matters and sees that ASC

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maintains its prudent reserve (two months operating expenses) the remainder of the funds will be donated to the RSC via the RCM. To only write one check at the Area before the Regional meets (passed June 2009)

Note: The prudent reserve includes the Special Events seed money and escrow money for Special Events and H&I

H. Removal of Trusted Servants (guidelines)

1. Voluntary resignation given in writing to the ASC Chairperson prior to the next ASC meeting
2. Involuntary – any of the following is reason for removal
 - a. nonattendance at two consecutive ASC meetings, after 2nd meeting is missed, effective the second meeting, if the trusted servant has not contacted the Chair or Vice Chair, the Chair will try to present a letter to the trusted servant at least 7 days prior to the next ASC
 - b. Breach of Traditions – to be determined and presented to ASC with input from any interested NA members
 - c. Failure to perform said responsibilities as outlined in these guidelines, to be determined and presented to ASC
 - d. Relapse during term of office

Note: The trusted servant will be allotted time on the floor to state their position and the two thirds majority vote by closed ballot is necessary for removal.

In the event of a vacant position the chair may appoint a pro-temp Chair/Trusted servant to fulfill the remainder of the term or this may be done by the ASC if the Chair so desires

I. Forming/Dissolving Standing Subcommittees (guidelines)

1. Forming a standing subcommittee:
 - a. A representative of that committee to be appointed pro-temp
 - b. Guidelines with duties, goals and means of said committee
 - c. Letter to ASC explaining needs for this committee, this letter to be given to all Home Groups
 - d. A two-thirds majority vote by closed ballot is necessary for this to be approved
2. Dissolving a standing subcommittee
 - a. A two-thirds majority vote by closed ballot is necessary for group conscience approval at ASC

J. Amendment of Guidelines (guidelines)

Note: All motions that will change RASCNA guidelines and procedures are to be referred to the Policy Subcommittee

1. These guidelines may be amended at a regular ASC meeting
2. The amendment must be written on a motion sheet with a motion maker and seconded by a GSR
3. The amendment is then announced, discussed and voted on by closed ballot
4. A simple majority is needed to send back to the groups for approval/disapproval
5. At the next scheduled ASC, a two-thirds majority is needed in order to pass the amendment

K. Parliamentary Authority

The rules contained in the short version of Robert's Rules of Order, as adapted by the WSC, shall be utilized to expedite the business of the committee in cases to which they are applicable and in which they are not inconsistent with the 12 traditions, these guidelines and any special rules the committee may adopt

L. Attachments

1. Retrieval of NA Funds
2. Bulletin 30

A. Agenda

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 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. 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."

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.

6. Welcome new meetings/groups

7. Attendance-Roll call by secretary

8. Review, correct and approve old minutes

9. Old business

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

b. To have Nominations and Elections of Officers

c. Recognition/Thank you to past trusted servants

d. Group conscience issues

e. Area motions

f. Regional motions

g. VRCC motions

10. Reports of trusted servants

a. Regional report and motions going back to home groups

b. VRCC report and motions going back to home groups

c. Treasurer

d. Chairperson

e. Treasurer

f. Vote of presented plans and flyers

g. 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

h. Chairperson

i. Vice Chairperson

j. Subcommittee Reports

k. H&I

- l. Newsletter
- m. Outreach
- n. Public Relations
- o. Policy
- p. Literature
- q. Ad Hoc Committee reports
- r. Alt. VRCC rep
- 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

B. Motions (procedural)

1. Types of motions

- a. Money matters is a request for money to be reimbursed to any trusted servant to further carry the message of recovery (must have a receipt). ASC can approve money requested by a subcommittee (receipt to be provided later). Use the procedural motion form in the guidelines and procedures.
- b. Guideline motion is to change the guidelines and more information is found in Section J of the guidelines
- c. Procedure motion is to change the procedures and more information is found in Section E of the procedures

2. Voting on motions

- a. A quorum is not required to conduct business at ASC
- b. A simple majority (50% and 1 vote) of voting members in attendance is needed to pass/fail a motion at ASC unless otherwise specified in Section J of the guidelines and Section E of the procedures .
- c. How votes count
 - 1. Yes – member/group agreed with motion
 - 2. No- member/ group disagree with motion
 - 3. Abstention – votes will not count as “cast” votes. If abstentions are equal to or greater than 20% of the number of members present, discussion will be reopened until the motion passes or fails with less than 20% of the members abstaining or it is tabled. It is tabled until the next ASC. (This can occur only on motions that do not require group consciences, those motions must be sent back to home groups for a yes or no vote) This will help in obtaining a better group conscience of ASC issues.
 - 4. Blank – A vote not to vote, the member/group removes themselves from the final total of votes and goes with conscience of the ASC.
- d. Who can vote, make a motion or a second motion
 - 1. GSR’s can vote, make a motion or second motion
 - 2. Alternate GSR’s can make a motion and if their GSR is not present then the Alternate GSR can vote and second motions
 - 3. A member of NA can make a motion but cannot vote or second a motion
 - 4. The motion and the intent of the motion will be written on a motion slip by the motion-maker and given to the Vice Chairperson
 - 5. No GSR or Alternate GSR may cast more than one vote on any motion
 - 6. The Chairperson may vote only in the case of a tie except on group conscience issues. If there is a tie vote on group conscience issue, the issue is sent back to the groups
 - 7. Any motion can be withdrawn before it is voted on by the person who originally made the

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- motion. The person who seconded a motion can withdraw their second at any time at which point the motion must be seconded again by a GSR or duly elected alternate GSR (if their GSR is not present) in order for the motion to be a live motion
8. A motion made by a subcommittee is not required to be seconded. The Chairperson, Vice Chairperson or designated member of the subcommittee would serve as the motion maker and could accept amendments to the motion
 9. A motion can be amended only with permission of the motion maker. An amendment to a motion must be seconded by a GSR or a duly elected Alternate GSR (whose GSR is not present)
3. How voting is conducted
- Note: To limit any discussion on the area floor to a maximum of 5-8 minutes. If no clarity has been arrived at within the time frame the motion is to be tabled and sent back for clarity. Chair is to appoint someone to keep track of the time.
- a. Vice Chairperson reads the motion and the intent of the motion
 - b. Chairperson asks if there are any questions on the motion. The questions are to be answered by the Chairperson or the motion maker, unless otherwise directed by the Chairperson
 - c. The Chairperson will ask for two pros and two cons on the motion
 - d. Chairperson asks if there are any amendments to the motion:
 - If there are any amendments, then back to step a
 - If there are not any amendments, continue with step e
 - e. Chairperson asks if the GSR's are ready to vote:
 - If they are not ready, return to step a
 - If they are ready, continue with step f
 - f. A moment of silence is observed and then the vote is taken. A guideline motion is voted on by closed ballot
 - g. When the vote comes back from the home groups, there is not further discussion on the motion. A vote must be taken, but a new motion can be made to take an issue back to the home groups.
 - h. Only GSR's or duly elected Alternate GSR's (whose GSR is not present) may ask for a recount of the vote.

C. Nominations and Elections (procedural)

1. Trusted Servants will announce two ASC meetings prior to their term ending that their position will be open
2. This information will be carried back to groups for nominations
3. Nominations will come from groups or floor of ASC on ASC prior to election, if possible
4. Nominees must be present at ASC
5. When only one nominee proceeds with qualifications/questions after which the nominee leaves the room and GSR's are asked if anyone does not want this person for the position. If no objections the person is elected by acclamation. If there is one objection, proceed with two pros/cons etc.
6. When there are two or more nominees, qualifications will be given by each nominee
7. Questions may be asked by the ASC body of each nominee
8. Nominees will then leave the room
9. Chair will ask for two pros and two cons on nominations
10. To be elected, a simple majority vote by closed ballot
11. In the event of a position opening prior to the end of the trusted servant's term, the ASC Chair may appoint an officer pro-temp (i.e. to fulfill the term). This decision may be waived by the Chair in which case ASC shall elect someone to fulfill the term
12. Upon election, trusted servants will begin their terms at the end of ASC

D. Calendar of Nominations/Elections/Events

January

Nominations-H&I Chair, Treasurer and Vice Treasurer
Elections-Chair and Vice Chair
Event-Audit or Treasury Books

February

Nominations-Special Events Subcommittee Treasurer
Elections-H&I Chair, Treasurer and Vice Treasurer

March

Nominations-Special Events Subcommittee Treasurer
Events-Conference Agenda Report Workshop (1st weekend in March)

April

Nominations-Secretary, Public Relations Chair, Assistant Secretary
Election-Special Events Subcommittee Treasurer

May

Nominations-Secretary, Public Relations Chair, Assistant Secretary

June

Nominations-Policy Chair, Outreach Chair
Elections-Secretary, Public Relations Chair, Assistant Secretary

July

Nominations-Policy Chair, Outreach Chair, RCM, Alt RCM and Newsletter Chair
Events-Audit or Treasury Books

August

Nominations-RCM, Alt RCM, Newsletter Chair, Literature Chair and Special Events Chair
Elections-Policy Chair and Outreach Chair

September

Nominations-Literature Chair and Special Events Chair
Elections-RCM, Alt RCM and Newsletter Chair

October

Nominations-VRCC Rep and Alt VRCC Rep
Elections-Literature Chair and Special Events Chair
Events-WSO Area Trusted Servant and Group Registration Forms distributed at ASC

November

Nominations-VRCC Rep. , Alt VRCC, Chair and Vice Chair
Events-Pay Area Post Office Box Rent and completed WSO forms due at WSO

December

Nominations-Chair, Vice Chair, H&I Chair, Treasurer and Vice Treasurer
Elections-VRCC Rep. and Alt VRCC Rep

E. Amendment of Procedures (procedural)

1. Procedures may be amended by a majority vote at a regular ASC meeting, providing that the motion and its intent have been written down
2. The motion and the intent are then announced, discussed and voted on at the meeting
3. The motion to take effect after being adopted

F. Ad-Hoc Committee(procedural)

The Chairperson of the ASC shall have the authority to appoint Ad-Hoc committees from available volunteers for such special purposes as may, from time to time, be deemed necessary by the ASC to fulfill specific functions. The purpose, membership and duration of existence of any Ad-Hoc committee shall be specifically designated by the ASC at the time of appointment

G. Literature Instructions for GSRs (procedural)

1. Sale of literature will be conducted on the 2nd Sunday of each month prior to Area Service (between 3pm and 4pm)
2. ALL literature order forms are to be completed, including 8% shipping and handling (an example of an order form is attached) prior to ASC between the hours indicated above
3. Upon turning in the order form and money order to purchase the literature, a receipt will be issued
4. Literature orders WILL NOT be distributed until AFTER ASC has adjourned
5. Literature orders are to be picked up ONLY by the GSR, Alt GSR or a authorized representative from the Home Group
6. Literature sales are paid for with a money order that can also include your donation. Money order to be made out to RASCNA

H. Prudent Reserve (Operating Expenses for one month)

Name	Amount
Rent (ASC, literature space and H&I, PR, Newsletter, and Outreach subcommittees \$15)	\$160.00
Secretary	\$200.00
H&I (literature from WSO) (quarterly \$696/in escrow)	\$232.00
H&I (clerical)	\$40.00
Literature (clerical)	\$30.00
Newsletter	\$190.00
Outreach	4150.00
<u>Public Relations</u>	
Phone line provider (other Area donations reduce this)	\$300.00
Verizon	\$3.00
Meeting lists & PR (PI) clerical	\$150.00
Phone line clerical	\$30.00
PR website (adopted at March ASC)	\$20.00
Policy (Rent)	\$15.00
Policy (clerical)	\$30.00
Special Events (Seed money)	\$800.00
Special Events (Rent)	\$20.00
Special Events (clerical)	\$50.00
Area Treasurer	\$10.00
Total	\$2335.00

I. RASCNA Property

All elected RASCNA officers and all RASCNA subcommittee members will provide a list of items to be returned to RASCNA upon resignation, termination or completion of service commitment

J. Basic Format for Minutes

Note: The Chairperson, Vice Chairperson, Treasurer, Subcommittee Chairs, Special Events Treasurer, RCM, Alt RCM, VRCC Representative, Alt VRCC Representative, Ad-Hoc Committee Chairs and all GSRs will submit a written report to be included in the minutes as written

1. Date and location of meeting and time started and ended
2. Meeting opened by Chairperson-Serenity prayer, Purpose, 12 Traditions and 12 Concepts read
3. Attendance-Yearly roll call report in January
4. Old minutes reviewed, corrections made and approved
5. Chairperson Report
6. Vice Chairperson Report
7. Treasurer Report
8. Group Reports
9. Subcommittee Reports
10. Special Events Treasurer Report
11. Ad Hoc Committee Report
12. RCM Report
13. Alt RCM Report
14. VRCC Rep. Report
15. Alt VRCC Report
16. Attendance
17. Old business (NOTE: pros and cons on motions to be added in minutes)
18. New business (NOTE: pros and cons on motions to be added in minutes)
19. Motions (Area, Regional and VRCC)going back to Home Groups to be voted on
19. Date, Time and place of next ASC meeting
20. Tentative ASC Agenda
21. Other pertinent announcements
22. Closed with the Serenity prayer

K. Attachments

Note: Items 1-6 are on the Web Site www.metroricna.org

1. Meeting verification form (adopted in November 2006)
2. Group Report Form
3. Subcommittee Report Form
4. Motion Form
5. Guideline Motion Form
6. Literature Order Form
7. Short Version of Robert's Rules of Order
8. 12 Traditions and 12 Concepts

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Richmond Area of Narcotics Anonymous Theft of NA Funds Retrieval Procedures

When the theft of NA funds occurs at the area level, the area's chair shall appoint an ad hoc committee to investigate the matter and suggest a course of action if the theft did occur.

When the theft of NA funds occurs at the group level, the home group is responsible for the retrieval of group NA funds and may use this retrieval procedure and forms at the home group level.

When a home group lacks the ability to retrieve NA funds and ask the ASC for assistance in the retrieval of group funds, the area's chair or representative may assign the Outreach Subcommittee the task of assisting the group in the retrieval process.

When a member of a home group or group asks the Outreach Subcommittee assistance in the retrieval of group funds, a report of such request shall be included in both the group and Outreach Subcommittee reports at the next ASC meeting.

Retrieval Procedures

A. Determining if theft has occurred:

1. A thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated.
2. How much? _____
3. By whom? _____
4. Determine what failing in the accounting procedures and safeguards allowed this to happen?

B. If it becomes clear that money has indeed been taken:

1. The group or service committee should schedule a meeting.
2. The person who took the funds should be informed of the meeting and given the opportunity to present his or her point of view.
3. There should be a format that allow everyone involved time to express their feelings and concerns. See the Retrieval of NA Funds Meeting Format.
4. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their Higher Power.
5. After break the best course of action should be determined and taken.

C. If the individual admits to the theft and agrees to pay back the missing funds:

1. The Richmond Area of Narcotics Anonymous Contract for the Retrieval of NA Funds may be used.
2. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed repayment agreement.
3. A report about the situation should be published and regular reports on the status of the restitution agreement should be published until the agreement is satisfied in groups and/or area reports.
4. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
5. It is best to remove the person from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the Steps.

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- D.** If the individual does not show up at the special meeting:
1. You will need to ensure that every effort to contact the person has been made.
 2. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter.
 3. Copies of the letter should be put in a safe place for further reference.
 4. If the individual's response to the letter is in a positive manner, you should return to section C and follow the procedures.
- E.** If the individual refuses to repay the money or agrees to a plan but does not follow through with agreement or if the person has disappeared it may be appropriate to take legal action:
1. The decision to take legal action is an option that does not compromise traditions or spiritual principles but it should be our last resort.
 2. It is suggested that the decision to prosecute be thoroughly explored before going ahead, using an area and regional service committees and world services resources.
 3. If a decision to take legal action is reached, a member or members from the group, subcommittee, or service structure in which the theft occurred, not as a representative of NA, can take legal action on the behalf of the group, subcommittee or service structure.

Retrieval of NA Funds Meeting Format Richmond Area of Narcotics Anonymous Guidelines and Procedures

Purpose

The purpose of this meeting is to make the or persons founded to be responsible for the theft and/or misuse of NA funds, aware of the charges against them, and to allow them to offer a defense, as well as, to allow those from whom the theft occurred to ask questions and offer solutions and courses of action to retrieve the misappropriated funds within the spirit of their Higher Power and the spirit of the program of NA. Our purpose here is to help not to hinder. Your cooperation and input is welcome, but let's do it in a way that is conducive to our purpose here.

Agenda

1. Open the meeting with a moment of silence followed by the serenity prayer.
2. Ask someone to read the 12 Traditions of NA.
3. Ask someone to read the 12 Concepts of NA Service.
4. Pass the attendance sheet.
5. Present the evidence against the accused.
6. Allow the accused to offer a defense.
7. Open the floor up for questions from whom the theft occurred or their representative(s) and allow the accused to respond to all questions.
8. After the question and answer section take a 5 minute break.
9. After the break determine the appropriate course of action based on the evidence.
10. If it is determined that the accused is responsible for the theft of NA funds determine the amount and offer a restitution repayment plan or allow the accused to offer a restitution repayment plan.
11. Have the accused fill in the terms of the agreement on the contract form, sign it and have all witnesses also sign and date it. The Richmond Area of Narcotics Anonymous Contract for the Retrieval of Misused NA Funds may be used as a legal agreement between all parties.
12. If the accused is present at the meeting and founded responsible for the theft and/or misuse of NA funds and refuses to except his/her responsibility, they should be made aware that legal action will be taken against them in accordance with the Richmond Area of Narcotics Anonymous Guidelines and Procedures for the retrieval of stolen or misused NA funds.
13. Close the meeting with the Serenity Prayer.
14. Submit a written report at the next area service giving the name(s) of the accused, the findings of facts and terms of restitution if appropriate.
15. Proceed as suggested by area policy.

Contract for Retrieval of Misused NA Funds

I, _____, agree to pay the _____,
(Print Name) (Group, Subcommittee, Area)

\$_____ per _____ until a total amount of \$_____ if repaid to
(Amount) (Frequency)

commence on the _____. I understand that _____

retain the right to take legal action if I violate this contract.

(Signature of Debtor) (Date)

(Complete Address) (Phone #)

(City and State) (Zip Code)

Witnesses:

(Signature) (Date)

(Signature) (Date)

(Signature) (Date)



#30 Theft of NA funds

The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phone lines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

SAFEGUARDING FUNDS

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable—we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

SELECTING TRUSTED SERVANTS

Our Fourth Concept tells us how to select our trusted servants: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time *and* financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

RESPONSIBLE MANAGEMENT

"NA funds are to be used to further our primary purpose, and must be managed responsibly." Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants

The *Treasurer's Handbook* is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.

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To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines to require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

WHEN SAFEGUARDS FAIL

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

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Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

RESOLUTION AND RECOVERY

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects--conflict between members, disunity, disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert's Rules; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where Robert's Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among participants.

These rules are meant to be used as tools to help us make orderly collective decision in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE, LIMITS

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

MOTIONS

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

MAIN MOTIONS

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such and such be done by (this committee, one of its subcommittees, or a particular individual) under these terms". The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

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Every motion requires a second—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The secondary simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Robert’s Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wished to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

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

1. Motion to AMEND

Simple majority required

Is debatable

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say “I move to amend the motion...” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for and no vote need be taken on the amendment’ debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment

2. Motion to call the PREVIOUS QUESTION

Two-thirds majority required

Is not debatable

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “I call for the question,” or “I move the previous question.” It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-bake decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary

for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough

3. Motion to **TABLE**

Simple majority required

Is not debatable

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

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

Simple majority is required

Is debatable

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

5. Motion to **REFER**

Simple majority is required

Is debatable

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee." If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

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

Majority required varies

Is debatable

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind

- The motion must have been passed in either the last or the current meeting
- The member making the motion must have information on the issue that was not available in the original debate on the motion
- The member must have been with the winning side in the original vote

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order. The motion to reconsider requires a simple majority

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The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. Request to **WITHDRAW A MOTION**

Unanimous consent required

Is not debatable

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there are any objections, If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. Offering a **SUBSTITUTE MOTION**

Simple majority is required

Is debatable

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

9. Motion to **ADJOURN**

Simple majority required

Is not debatable

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

OTHER PROCEDURES

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

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "I call for order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable and does not even require a vote-the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

Point of Information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "Point of Information." This means, "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body

Point of order

If it appears to a committee member that something is happening in violation of the rules of order and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification

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of the rules at any time. The member may simply say out loud, "Point of order." The chairperson then says "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restate the appropriate rule. If the chair does not agree, the chair says, "Overruled". This decision, as all others, can be appealed.

Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." If the appeal is seconded, the chair then asks "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal privilege" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming

These are only brief notes on rules of order for business meetings.
For further information, see Robert's Rules of Order-Newly Revised

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting	No	Yes	No	Simple
Amend	To change part of the language in a main motion	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, not to offer information	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken	Yes	No	No	None
Parliamentary Inquiry	To ask the chair about how to do something according to the rules of order	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun	Yes	No	No	Unanimous

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.