

A. Agenda (Procedure)

1. 3121 Moss Side Avenue, Richmond, VA 23222 (no mail at this address)
Date _____ Start time _____ End time _____

2. ASC Chairperson:

Open RASCNA with the Serenity Prayer

Purpose _____

12 Traditions _____

12 Concepts _____

Chairperson Reads

a. 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.

b. Any home groups here today that has information to present about their home group that can affect our primary purpose?" Examples: Changing of meeting time and/or location; Meetings changing due to holidays; Any problem with addicts behavior that could jeopardize the meeting space; Meetings closing for any reason; Home Group Functions.

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 (5 – 8 minutes) that a motion is being discussed.

See note under 3. How Voting is Conducted found on page 20.

3. Attendance Roll Call by Secretary: Groups Voting _____, Report Only _____, Absent _____

Attendance of Trusted Servants: Present _____ Absent _____

(Please stand and state your name; this is not to embarrass you, just so we can get to know you better.) Secretary will report official counts

4. Old minutes reviewed, corrections listed and approved

5. Chairperson Report

6. Vice Chairperson Report

7. Treasurer Report

Report will be handed out at the beginning of ASC Mtg. 5. (7) Duties of the Treasurer found on page 4.

Record information and study previous month's report and bring forward totals for next month's ASC.

Review ASC Minutes to determine what entry information is needed here for actual account of ASC.

8. Secretary Report

9. Group Reports (3-5 minutes each)

Financial information should be included in Group Report, but NOT TO BE READ on ASC floor (read and turn in Group Report to Secretary).

10. Subcommittee Reports (5 to 8 minutes)

FOR REPORTS LONGER THAN 8 MINUTES, PLEASE HAVE A PRINTED COPY OF THE REPORT FOR EACH GSR AND REPORT ONLY ON INFORMATION THAT SHOULD BE TAKEN BACK TO HOME GROUP.

Start time _____ End time _____

a. Policy

b. Public Relations

c. Literature

d. H & I Report

e. Printshop

f. Newsletter (vacant)

g. Special Events Reports (25 minutes with Reports and Voting)

h. Special Events Treasurer Report

i. Ad-Hoc Committee Report (if any)

j. RCM Report (Alt RCM)

k. VRCC Director Report (Alt VRCC)

l. Outreach

m. Other Subcommittees (if any)

11. Attendance Sheet (determining location, has everyone signed in?)

12. Old Business (NOTE: pros and cons on motions to be added in minutes) (30 minutes maximum; 5-8 minutes per motion)

a. The voting on all motions including tabled motions which were not heard at last ASC meeting.

b. Report on Nominations and Elections of Officers.

NOMINATIONS: _____ ELECTIONS: _____

c. The Recognition/Thank you to past Trusted Servants.

d. Report on Group conscience issues voting on Area motions, Regional motions, and VRCC motions which were sent back to Home Groups.

e. Tabled Motions:

13. New business motions and money matter motions (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).

NOTE: pros and cons on motions to be added in minutes

a. Policy Procedure Motions (to be voted on today)

14. Motions (Area, Regional and VRCC) going back to Home Groups to be voted on

15. Next ASC meeting: _____ / _____ / _____
Date Time Location

Literature orders will be collected between 3:30pm-4:00pm only.

Order pickup is AFTER ASC unless permissioned by the Chair (Vice)

16. Tentative ASC Agenda nominations and elections for the next ASC.

Nominations: _____ Elections: _____

17. Other pertinent announcements (a written or spoken statement that tells people about an upcoming event)

18. Motion to close with the Serenity Prayer: Time _____ Motioned by: _____ 2nd _____