



**New Dominion  
Policy Handbook**

2016

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## Purpose

The purpose of the New Dominion Area Service Committee is to support the efforts of our area groups to further their primary purpose, to carry the message of N. A. recovery to the addict who still suffers. By forming an association of local groups we can help the groups deal with day-to-day problems and form service committees to help support them in their efforts. So that hopefully, no addict seeking recovery will die without hearing our life-saving message: We do recover!

### 1) Area Service Procedural Policies - "Non-monetary"

- a) **Policy** The New Dominion Area Service Committee (A.S.C.) is to operate under written New Dominion Area of Narcotics Anonymous (NDANA) Area Policy and procedures, and when further clarification or input is needed we shall refer to the N.A. "Guide to Local Service" and its "Sample Rules of Order" policy section. If more clarification is needed we will refer to "Robert's Rules of Order."
- b) **ASC Schedule** The Area Service Committee shall meet the second Sunday of each month at 4pm. In the event Mother's Day or Easter falls on the 2nd Sunday of the month, Area Service will be held on the following Sunday. Subcommittees shall meet at 3pm – prior to Area Service-at the A.S.C. location -unless otherwise stated at the previous month's NDANA A.S.C. meeting
- c) **Quorum** The voting quorum shall be established by examining the previous month's A.S.C. quorum total – and seeing if the current quorum is 2/3 of the previous month's A.S.C total.
- d) **Representation** Only the Group Service Representative (G.S.R.), G.S.R Alternate, or group designated representative may count toward establishing the voting "Quorum". However, anyone in a group may give a group report, group donation, buy literature, or collect newsletters and meeting lists at A.S.C.
- e) **Forms** The NDANA Area Secretary shall make available Motion, Money Matter and Report (Executive committee, subcommittee and group) forms available at least ten minutes before the start of the A.S.C.
- f) **Minutes** The NDANA Secretary shall mail out (e-mail or postal) the A.S.C. minutes by no later than the fourth Sunday of each month. The NDANA Secretary shall also post the minutes to the NDANA Website as soon as available as "Unapproved" and label them Approved after the ASC approves those minutes, including amendments leading to approval.
- g) **Distributions** Meeting list and NDANA Newsletters are to be passed out at the NDANA Area Service Committee (A.S.C.).

- h) **Motion/Money Matters submission** Completed and seconded “Motion” & “Money Matters” forms must be given to the Policy Chairperson for review (After which the Policy Chair will give them to the NDANA Secretary) after the reading of the “Twelve Traditions of N.A.” at the beginning of the ASC meeting.
- i) **ASC Reports** All G.S.R., G.S.R. Alt. (or group designated representative), Executive Committee, Subcommittee Chairpersons, Regional Committee Member (R.C.M.) & R.C.M Alternate, Virginia Regional Convention Committee (V.R.C.C.) Director and V.R.C.C. Director Alt. shall give a verbal report at the NDANA A.S.C. and give a written report to the NDANA secretary at the A.S.C.
- j) **Addressing Motions** G.S.R., G.S.R. Alt., or group designated representatives, can vote to determine whether or not to vote on “New Business” motions on the A.S.C. floor, or to send them back to groups for a group conscience vote -unless it is specifically stated by the motion maker that she/he wants the motion considered by Homegroups.
- k) **Group Conscience Determination** Passage of Group Conscience issues, Money Matter / New Business votes, NDANA Area Service position elections and NDANA policy and regional motions shall be determined by an affirmative vote of 2/3 (66%).

i) Example: 16 groups voting. Need 11 or more Groups voting Affirmative to pass a motion.  $16 * 2/3 = 10.3333$  (11 Affirmative)

ii) Voting Chart

Groups	Affirmative Needed
1	1
2,3	2
4	3
5,6	4
7	5
8,9	6
10	7
11,12	8
13	9
14,15	10
16	11
17,18	12
19	13
20	14

l) **Terms And Elections** New Dominion Area Service Committee position terms

Term	Positions
September	Public Relations Chair
October	
November	Area Vice-Chair

December	Literature Chair Area Secretary Area Chair
January	Regional Committee Member (RCM) Regional Committee Member (RCM) Alternate Special Events Chair Hospital & Institutions Chair
February	VRCC Director VRCC Director Alternate Area Treasurer
March	Outreach Chair Policy Chair
August	Campout Committee Chair

Note: The length of a term goes as follows; for example the Secretary position is Sept.-to-Sept. This means that their term starts after an election has been held in Sept. of one year and they are elected, and their term is completed after an election (or a call for nominations) is taken in the Sept. of the next year.

- m) **VRCC Discussion** That all V.R.C.C. issues brought back to NDANA A.S.C. for a group conscience vote - be thoroughly discussed on A.S.C. floor before going back to Home-groups for a vote.
- n) **Agenda** The NDANA Chairperson shall direct the proceedings for A.S.C. by using the ASC Agenda - Appendix I.
- o) **Logo** NDANA has approved logo seen on the cover of this handbook.
- p) **Literature Orders** Literature orders must be called in - or delivered in person to the NDANA Literature committee - by no later than the Sunday before the start of the A.S.C.
  - i) All literature orders must be submitted on a fully completed literature order form. These will be made available to all GSRs via electronic mail and hardcopies will be available at ASC.
  - ii) Literature orders not completed on appropriate forms will not be filled. GSRs will be asked to complete the form and resubmit.
  - iii) Hours of operation for receiving literature orders and distribution will be between 3:00-4:00PM on the Sunday of ASC.
  - iv) Orders received after 4:00PM will not be processed until the following ASC.
  - v) Any corrected forms will not be received before 4:00PM.
  - vi) All orders over \$100.00 must be confirmed via phone or email at least one week prior to ASC by the Literature Chair via e-mail or phone.
  - vii) Any out-of-stock items will have to be re-submitted at the next ASC. Literature orders will not be carried over. Remaining balance of unused literature funds will be donated to 7th tradition unless otherwise specified by GSR.

viii) Any un-filled emergency orders or orders not received per the above policy can be processed through Free State ([www.fsrsc.com](http://www.fsrsc.com))

*In summary, please get to ASC early to ensure that your order is received and processed that day. Submit large orders early.*

- q) **GSR/ASC Positions** N.A. members may hold a G.S.R position and one other NDANA A.S.C. Executive committee, except A.S.C. Chairperson or Committee Chair position, simultaneously.
- r) **Policy** The NDANA Policy committee will keep an on-line version of the NDANA Policy Handbook updated after each A.S.C. It will be reviewed by all A.S.C. participants (Ex. Comm., Comm. Chairs & G.S.R's) at each November's A.S.C. for review - and input. This policy handbook will include any policy changes from the previous 12 months. Then at the Dec. A.S.C. after all ASC participants and home-groups have reviewed it - a vote will be taken on whether or not to approve this version of the NDANA "Policy Handbook". If an individual or group is physically or financially unable to obtain a hard copy but needs one, than an exception can be made on a case by case basis. Upon an approval vote, all other policy will be superseded.

## 2) Area Service Procedural Policy – "Monetary"

- a) **Checking Account** A debit card shall be issued to the Treasurer for the purposes of conducting area business. The Treasurer shall track all expenses charged to the card and submit receipts for all transactions, each accompanied by a Funds Request Form, at area service the month following the date of the transaction. No personal expenses may be charged to the debit credit card, and any "points" earned on card expenditures will be retained by the area. Abuse of any portion of this policy will result in cancellation of the debit card and penalties up to and including dismissal from their position. The Treasurer shall cancel and surrender the debit card to the Chair at the end of their term. All checks written by the area will have dual signatures from the Treasurer, Chair, and/or Vice Chair.
- b) **Treasurer Report** Each month the area treasure shall provide a financial report to area service. See Appendix for Sample Report. The report shall, at minimum, contain the following pieces of information: SEE [APPENDIX VI](#)
  - i) Income
    - (1) 7<sup>th</sup> Tradition received from each group
    - (2) 7<sup>th</sup> Tradition received from any individual members
    - (3) The total 7<sup>th</sup> Tradition received during that ASC
    - (4) The literature amount ordered from each group.
    - (5) The total Literature purchased.
  - ii) Expenses
    - (1) Any expenses paid out during that ASC, detailed per line item within the area policy budget.
    - (2) The method that expenses were paid out (Cash / Check)
    - (3) The total amount of expenses paid out

- iii) Area Escrow Accounts / Ledgers
    - (1) A listing of each individual escrow account / ledger. Each budgetary line should have a designated escrow account.
    - (2) The starting balance of each individual escrow account / ledger, prior to ASC
    - (3) The remaining balance of each individual escrow account / ledger, after moneys paid out at ASC
    - (4) The total amount of moneys being held in escrow for budgetary items
  - iv) Account Summary
    - (1) Starting Balance
    - (2) + Total Group Donations
    - (3) + Group Literature Order
    - (4) - Check to WSO for Group Literature Order
    - (5) - Cash paid out at ASC for budgetary expenses / money matters
    - (6) - Amount of Regional Donation
    - (7) New Balance
    - (8) Escrow Total
  - v) Forecasted Regional Donation
    - (1) Donation to Region
    - (2) Donation to World
  - vi) Any difference between amount of deposit and amount collected at area service, less cash amounts paid out
  - vii) Year To Date tally of 7<sup>th</sup> Tradition received from each group
  - viii) A copy of the monthly banking statement
  - ix) A copy of the deposit receipt
- c) **Fiscal Year** The Fiscal Year shall end on January 31<sup>st</sup> and start on February 1<sup>st</sup> of each year, to best accommodate the financial needs of the Special Events subcommittee related to the annual New Year's Eve event.
- d) **Executive Committee Budget**
- i) The Executive Committee Budget shall be \$874
- e) **Subcommittee Budgets**
- i) Subcommittee budgets will accrue on a bi-monthly basis with unused funds rolling forward until the end of the fiscal year. SEE [APPENDIX III](#)
  - ii) Subcommittees may request, by motion, funds which exceed their accrued amount. If the motion is approved, this amount will be deducted from the subcommittee's annual budget.
  - iii) All NDANA Funds will be held by and accounted for by the NDANA ASC Treasurer with oversight thru the executive committee.
  - iv) The NDANA Treasurer shall allocate \$300 for Money Matters in the Annual Budget.
- f) **Personal Checks & Cash** No personal checks or cash are acceptable for area donations or literature purchases. Payments/contributions must be either money order or cashier's check.
- g) **Prudent Reserve** What is a Prudent Reserve?



- A prudent reserve is an amount of money put aside for use in extraordinary circumstances. It is not held for us in normal circumstances.  
What kind of extraordinary circumstances is it used for?
  - If, for some reason, the ASC finds itself without funds whatsoever
  - Your expenses increase dramatically unexpectedly
  - You receive no income, or much less than normal expected income  
NDANA Treasurer shall maintain a monthly prudent reserve of \$1,500.00.
- h) **Donations** NDANA A.S.C. shall have the following donation policy toward the Central Atlantic Region Narcotics Anonymous (CARNA) and Narcotics Anonymous World Service (NAWS); Treasurer shall donate 70% of unallocated funds to CARNA bi-monthly. Bi-monthly donation should be made on the months that CARNA DOES NOT meet. Allocated funds include prudent reserve, un-cleared checks and accrued NDANA subcommittee budgets. Accrued budgets are defined as the amount of money that each subcommittee has earned (accrued) through a given month.  
At the end of the fiscal year (January 31st) NDANA Treasurer shall close out the books by paying all outstanding invoices, reconciling all deposits, and transactions. Remaining funds less the prudent reserve, and un-cleared checks shall be donated in the following manner; 70% shall be donated to CARNA, 30% shall be donated to NAWS.
- i) **GSR Assembly Carpool**
- i) All GSR drivers will be reimbursed with receipt for fuel costs when 2 or more GSR's including the driver carpool to GSR Assembly.
- j) **Literature**
- i) The NDANA Literature Committee shall maintain a N.A. Literature stockpile \$750.00 worth of N.A. literature items.
  - ii) The Literature committee has a pre-approved Annual budget of \$70.00 to make copies of Literature order forms, bags, etc.
  - iii) All Literature payments shall be collected by the Literature Chair during ASC.
  - iv) All Monies are to be turned over to the Area Treasurer, along with an itemized receipt, by the end of that ASC.
- k) **Hospitals & Institutions** The NDANA H&I Committee shall have a pre-approved Annual budget of \$5,500.00 Any other expenses will have to be addressed in the "Money Matters" section of A.S.C. SEE [APPENDIX III](#)
- l) **Public Relations** The Annual Public Relations Subcommittee Budget shall be \$3742. Any other expenses will have to be addressed in the "Money Matters" section of A.S.C. SEE APPENDIX III
- m) **Special Events** The Special Events Committee has a \$600.00 Annual budget plus \$1,200.00 seed money for events. Any other expenses must be addressed in "Money Matters". This \$600.00 does not carry over beyond Jan. 1 of each year. The \$600.00 is from Jan. 2 of one year to Jan.1 of the next calendar year. The Special Events Comm. shall turn over to the NDANA Treasurer any money left over after completion of the Special Event's term year at

the Jan. A.S.C. SEE [APPENDIX III](#)

- n) **Outreach** Annual budget of \$600. SEE [APPENDIX III](#)
- o) **ASC Rent** The NDANA Area Service Committee (A.S.C.) shall give 2 N.A. Basic Text's to the McShin Foundation as rent for the space it uses to hold the monthly A.S.C. meeting.
- p) **Policy** The NDANA Policy Committee shall have a pre-approved Annual budget of \$350.00 to hold a policy workshop. Any other expenses will be addressed in "Money Matters" at the A.S.C. SEE [APPENDIX III](#)
- q) **RCM & Alt. fees** The NDANA A.S.C. shall pay the registration fees required to attend the Central Atlantic Region-Regional Service Conference for our Regional Committee Member (R.C.M.) and the R.C M. Alt. (up to \$40.00 a piece) SEE [APPENDIX III](#)
- r) **Secretary** The NDANA Secretary shall have a pre-approved budget of \$60.00 a month to fulfill their Secretary duties (buying stamps/letters, printing costs, etc.) Any other expenses shall be addressed in "Money Matters" at the A.S.C. SEE [APPENDIX III](#)
- s) **Receipts** Persons seeking reimbursement for expenses involving A.S.C. business must provide a receipt to the NDANA Treasurer.
- t) **Audit** The NDANA A.S.C. Executive Committee (Chair, Vice-Chair, Secretary, Treasurer) members shall get together between the Nov. A.S.C. and the Dec. A.S.C. and audit the NDANA Checking account. Then the Treasurer shall give a report at the Dec. A.S.C. with the results of the audit. See [APPENDIX VI](#).

### 3) Removal of NDANA A.S.C. Service Positions

- a) **Voluntary resignations** Person resigning should turn in to the NDANA Secretary written notice of resignation at the Area Service Committee (A.S.C.).
- b) **Involuntary**
  - i) Non-attendance – and no report delivered to A.S.C. for two consecutive months
  - ii) Relapse during term of office.
- c) Proven or admitted theft of NDANA ASC funds or resources.

### 4) Ad-hoc Committee

- a) The Chairperson of the A.S.C. has authority to appoint ad-hoc committees and their chairpersons when deemed necessary. The purpose, leadership, and length of existence of the ad-hoc committee shall be determined at the time of creation on the A.S.C. floor.

### 5) Parliamentary procedures

- a) The NDANA Area Service Committee shall be governed by the parliamentary procedures outlined in the "Guide to Local Service" manual in the section, "Sample Rules of Order",

and if further help is needed we will refer to “Robert’s Rules of Order”, as long as they do not contradict the “Twelve Traditions of N.A.”

## **6) Elections and Nominations**

- a) The Policy Chairperson will notify A.S.C. Chairperson of service positions coming open a month before they are open so that notification can be given to G.S.R.’s
- b) Nominations will come from A.S.C. participants or a member may volunteer to serve
- c) Nominees must be at A.S.C. to be nominated, seconded, and elected.
- d) A 2/3 majority determines outcome of vote

## **7) Trusted Servant qualifications and responsibilities**

### **a) Chairperson Qualifications**

- i) Suggested three years clean time
- ii) Previous experience as Vice-Chair or a previous term as Chair, or at least one year of service at the A.S.C. level
- iii) Has a working knowledge of the “Twelve Steps, Traditions, & Concepts of N.A.” & NDANA A.S.C. policy
- iv) Has the willingness, time and resources to serve.

### **b) Chairperson Responsibilities**

- i) Submits written and verbal report at A.S.C.
- ii) Arranges the location of A.S.C.
- iii) Unlocks and locks A.S.C. meeting place, or else assigns someone to do it.
- iv) Appoints Ad-Hoc Committee & Chairpersons
- v) Participates in A.S.C. Policy Committee meetings
- vi) Leads A.S.C. meeting and maintains order and direction of meeting, does not however offer opinions on Motions, Money Matters, or Elections (unless the Chairperson steps down and turns meeting over the rest of the A.S.C. meeting to the Vice-Chair).
- vii) If unable to attend A.S.C. notifies Vice-Chair as soon as possible .
- viii) Receives motion forms from Vice-Chair on “New Business” and “Money Matters”, after review by the Policy Chairperson.
- ix) Reviews the on-line checking account monthly.
- x) Is authorized to sign checks per the dual signature policy.

### **c) Vice-Chairperson Qualifications**

- i) Suggested two years clean time
- ii) At least one year of ASC experience.
- iii) Knowledge and understanding of the “Twelve Steps and Traditions of N.A.”
- iv) Has willingness, time and resources to serve.

### **d) Vice-Chairperson Responsibilities**

- i) Submits written and verbal report at A.S.C.
- ii) Accepts duties of Chairperson in his/her absence.

- iii) Monitors status of NDANA subcommittees by either attending committee meetings and/or talking to committee chairs.
- iv) Receives Motion/Money Matters forms from A.S.C. Secretary, numbers them, and passes them on to the Chairperson.
- v) Fills in for NDANA Treasurer in case of their absence at A.S.C.
- vi) Takes over – temporarily -Chairmanship of committees that lack Chairpersons, and may fill in for NDANA A.S.C. Treasurer or Secretary
- vii) Reviews the on-line checking account monthly
- viii) Is authorized to sign checks per the dual signature policy.

**e) Treasurer Qualifications**

- i) Suggested three years clean time.
- ii) Previous experience as Group treasurer or in financial matters, and has the ability to keep accurate records.
- iii) Working knowledge and understanding of the “Twelve Steps and Traditions of N.A.”
- iv) Employed and financially stable.
- v) Has willingness, time and resources to serve.

**f) Treasurer Responsibilities**

- i) Maintains NDANA checking account, brings checkbook and records to each A.S.C., and issues checks for approved expenses.
- ii) Reviews on-line checking account with chair or vice chair at least once per month.
- iii) Provides a fiscal statement which includes balances and all transactions on the checking account monthly as well as the current accrued balances available to each subcommittee.
- iv) Collects group donations at A.S.C. and gives receipts.
- v) Validates monthly Literature detailed receipt and double counts money received.
- vi) Provides verbal and written report at A.S.C. See APPENDIX VI.
- vii) Performs an account audit between the January A.S.C. and February A.S.C. with the NDANA Executive Committee and has account in order for easy transition to next Treasurer.
- viii) Presents a “fiscal year close out report” at the February ASC, which includes total amount of; 7th tradition income, literature income, subcommittee expenses, misc. expenses (money matters, etc.), and anything else that would assist the A.S.C. in doing an analysis for approving a new fiscal year budget.
- ix) Submits donations to Regional and World service per policy.
- x) Maintains subcommittee budgets (annual budget, year-to-date accrued, year-to-date spent, year-to-date returned, available budget, remaining un-accrued),
- xi) Pays 1/3 of the Unified Phone line budget (whatever that may be, usually \$40-\$70 a month.
- xii) Pays rent monthly to the host of ASC, based on agreed amount.
- xiii) Ensure all checks have dual signatures per policy.

**g) Secretary Qualifications**

- i) Suggested two years clean time
- ii) Able to take accurate minutes, have clerical/computer skills, and access to necessary equipment

- iii) Experience at A.S.C. level or as group secretary
- iv) Working knowledge of the “Twelve Steps and Twelve Traditions of N.A.”
- v) Has willingness, time and resources to serve.

**h) Secretary Responsibilities**

- i) Passes out – and collects – attendance/address/phone/e-mail list at A.S.C.
- ii) Produces Area Service Committee (A.S.C.) minutes and mails them (or e-mails) out no later than the fourth Sunday of each month.
- iii) Posts minutes on NDANA website as “Unapproved” as soon as compiled, and repost approved minutes as “Approved” after they are.
- iv) Adds any needed corrections to the previous month’s A.S.C. minutes.
- v) Gives verbal and written report at A.S.C.
- vi) Calls Vice-Chair if unable to attend A.S.C.
- vii) Collects Group, Committee, and Executive committee reports & Motion/Money Matter forms at A.S.C. Passes Motion/Money Matter motions to the Vice-Chair.
- viii) Area Secretary has a \$60 a month budget for supplies.
- ix) Creates a document which lists the new executive committee members, which would include the Secretary, Treasurer, Vice Chair and Chairperson and then include this document in the December minutes for official record, providing official documentation for Bank’s signature card.

**i) Regional Committee Member Qualifications**

- i) Suggested three years clean time
- ii) Has willingness, time and resources to serve.
- iii) Experience as RCM alternate or Group Service Representative
- iv) Working knowledge of the “Twelve Steps, Traditions, and Concepts of N.A.”

**j) Regional Committee Member Responsibilities**

- i) Gives written and verbal report at A.S.C.
- ii) Attends all Regional Service Conferences.
- iii) Updated meeting lists information with CARSC.
- iv) Makes report on R.S.C. motions, votes, and activities and communicates them with the A.S.C.
- v) Takes NDANA contribution to the C.A.R.S.C. ( if NDANA Treasurer doesn’t mail it directly to region.
- vi) Keeps A.S.C. informed of activities going on in other Area’s in the Central Atlantic Region, and informs the R.S.C. of activities in New Dominion Area of Narcotics Anonymous (NDANA).
- vii) Helps R.C.M. Alternate get acquainted with duties and responsibilities of the position.
- viii) Has pre-approved budget of \$40.00 to attend the C.A.R.S.C.

**k) Regional Committee Member - Alternate Qualifications**

- i) Suggested Two years clean time.
- ii) Has willingness, time and resources to serve.
- iii) Experience as a GSR or GSR alt.
- iv) Working knowledge of the “Twelve Steps and Traditions of N.A.”

**l) Regional Committee Member - Alternate Responsibilities**

- i) Gives written and verbal report at A.S.C.
- ii) Becomes familiar with duties of R.C.M.
- iii) Attends all Regional Service Conferences.
- iv) Fills in for R.C.M. in their absence.
- v) Has pre-approved budget of \$40.00 per R.S.C.

**m) V.R.C.C Director Qualifications**

- i) Suggested three years clean time
- ii) Has willingness, time and resources to serve.
- iii) Working knowledge of the Twelve Steps, Traditions, & Concepts of NA.

**n) Virginia Regional Convention Corp. Dir. Responsibilities**

- i) Gives written – and verbal – report at A.S.C.
- ii) Has knowledge of V.R.C.C. guidelines.
- iii) Attends all V.R.C.C. meetings.
- iv) Prepares report on V.R.C.C. motions, activities, and votes and brings report back to A.S.C.
- v) Notifies V.R.C.C. Alt. when attendance at V.R.C.C. meeting isn't possible.

**o) V.R.C.C Alternate Director Qualifications**

- i) Suggested two years clean time
- ii) Has willingness, time and resources to serve.
- iii) Working knowledge of the "Twelve Steps and Traditions of N.A."

**p) V.R.C.C. Alternate Director Responsibilities**

- i) Gives written – and verbal – report at A.S.C.
- ii) Gains knowledge of V.R.C.C. guidelines and the duties of the V.R.C.C. Director.
- iii) Attends all V.R.C.C. meetings.
- iv) Takes V.R.C.C. Director's place in case of his/her absence.

**q) Literature Committee Chairperson Qualifications**

- i) Suggested two years clean time.
- ii) Has willingness, time and resources to serve.
- iii) Working knowledge of the "Twelve Steps and Traditions of N.A."
- iv) Previous experience as a Literature Committee member.

**r) Literature Committee Chairperson Responsibilities**

- i) Gives verbal – and written – report at A.S.C., if unable to attend A.S.C. sends someone, preferably a committee member, to A.S.C. with one.
- ii) Organizes, sets time, and leads committee meetings.
- iii) Has knowledge of Literature Handbook published by the World Service Office (WSO).
- iv) Keeps records of literature sales & backorders and places literature order to replenish literature stockpile.
- v) Makes copies of "Literature Order Forms" and buys supplies from \$70.00 Annual budget.

- vi) Maintains a stockpile of at least \$750.00 worth of literature; if there isn't \$750.00 worth of literature in stockpile then the NDANA Treasurer will contribute money to build back up the stockpile.
- vii) Accepts literature orders by phone, e-mail, or in person by the first Sunday of the month.
- viii) All Literature payments shall be collected by the Literature Chair during ASC.
- ix) All Monies are to be turned over to the Area Treasurer, along with an itemized receipt, by the end of that ASC.

**s) Special Events Committee Chairperson Qualifications**

- i) Suggested two years clean time.
- ii) Has willingness, time and resources to serve.
- iii) Working knowledge of the "Twelve Steps and Traditions of N.A."
- iv) Previous experience as Special Events Committee member

**t) Special Events Committee Chairperson Responsibilities**

- i) Gives verbal -and written – report at Area Service Committee (A.S.C.), if unable to attend A.S.C. sends someone, preferably a committee member; to A.S.C. with one.
- ii) Has a \$600.00 Annual (Jan. 2 to Jan. 1-Special Events fiscal year) budget plus \$1,200.00 seed money to put on events to be accounted for at the end of the fiscal year. This means that once this \$600.00 has been exhausted no more money is available until the next Jan. ASC.
- iii) Any profits exceeding the \$1,200.00 seed money shall be returned to A.S.C. and given to the NDANA Treasurer at the end of the S. E. Comm. term at Jan. A.S.C.
- iv) Sets up and takes down the A.S.C. meeting, and provides coffee and supplies (Any expenses related to coffee and supplies shall be addressed in Money Matters at the A.S.C.)
- v) Organizes, sets time, and leads committee meetings

**u) Hospitals & Institutions Committee Chairperson Qualifications**

- i) Suggested two years clean.
- ii) Has willingness, time and resources to serve.
- iii) Working knowledge of the "Twelve Steps and Traditions of N.A."
- iv) Previous experience as H&I committee member

**v) Hospitals & Institutions Committee Chairperson Responsibilities**

- i) Gives verbal – and written – report at A.S.C., if unable to attend A.S.C. sends someone, preferably a committee member, to A.S.C. with one.
- ii) Organizes, sets time, and leads committee meetings.
- iii) Becomes knowledgeable of procedures and policies outlined in the H&I Handbook published by the World Service Office.
- iv) Prepares presentations to give to facilities about the Hospitals & Institutions Committee.
- v) Has \$5,500.00 a year budget for H&I comm.
- vi) Orders, and disperses: literature, chips, newsletters, and meeting lists to committee Members.
- vii) Visits the various H&I meetings periodically to monitor and evaluate meetings.

viii) Submits H&I Literature order invoice directly to ASC Treasurer for payment.

**w) Public Relations Committee Chairperson Qualifications**

- i) Suggested two years clean time.
- ii) Has willingness, time and resources to serve.
- iii) Working knowledge of the “Twelve Steps and Traditions of N.A.”
- iv) Previous experience serving on the Public Relations (P.R.) committee

**x) Public Relations Committee Chairperson Responsibilities**

- i) Gives verbal – and written – report at A.S.C., if unable to attend A.S.C. sends someone, preferably a committee member, to A.S.C. with one.
- ii) Organizes, sets time, and leads committee meetings.
- iii) Becomes knowledgeable of procedures and policies outlined in Public Relations Handbook published by World Service Office.
- iv) Prints copies of Unified meeting lists
- v) Shares Phone-line costs with Richmond and Tri-City areas, 1/3 share (~\$80)
- vi) Makes P.R. mailings to areas of interest in the community.
- vii) Gathers updated meeting information to put on Unified Meeting Lists.
- viii) Puts on phone line learning day/orientation
- ix) Oversees Annual NA Poster Day
- x) Oversees the management of the Annual Public Relations Subcommittee Budget of \$3742.
- xi) Has key to NDANA PO Box and checks monthly.
- xii) Is responsible for submitting bills for P.O. Box, website and phone line to be paid by treasurer.
- xiii) Maintains NDANA web site.

**y) Outreach Committee Chairperson Qualifications**

- i) Suggested 2 years clean time.
- ii) Has willingness, time and resources to serve.
- iii) Working knowledge of the “Twelve Steps, Concepts, & Traditions of N.A.”.
- iv) Previous experience serving on the Outreach Committee.

**z) Outreach Committee Chairperson Responsibilities**

- i) Gives verbal – and written – report at A.S.C., if unable to attend A.S.C. sends someone, preferably a committee member, to A.S.C. with one.
- ii) Organizes, sets time, and leads committee meetings.
- iii) Has a budget of \$600 a year for New Group Starter Kits and flyers for events planned by the committee.
- iv) Becomes knowledgeable of procedures and policies outlined in the outreach handbook printed by world service.
- v) Is responsible for contacting or organizing the contact for new groups and dispensing the New Group Starter Kits.
- vi) Sets up and organizes GSR orientation workshops quarterly or as needed.

**aa) Policy Committee Chairperson Qualifications**

- i) Suggested 2 years clean time.



- ii) Has willingness, time and resources to serve.
- iii) Working knowledge of the “Twelve Steps, Concepts, & Traditions of N.A.”.
- iv) Previous experience serving on the Policy Committee.

**bb) Policy Committee Chairperson Responsibilities**

- i) Gives verbal – and written – report at A.S.C., and if unable to attend the A.S.C. sends someone – preferably a committee member to the A.S.C. with one.
- ii) Advises A.S.C. participants on NDANA Policy.
- iii) The Policy Committee has a Annual budget of \$350.00 to hold a policy workshop
- iv) Each Nov. the Policy Comm. will submit an on-line updated NDANA Policy Handbook to all NDANA participants for homegroups to review. (If an individual or group is physically or financially unable to obtain a hard copy but needs one, than an exception can be made on a case by case basis.) This handbook will include any policy changes/additions from the previous twelve months. The homegroups then have from the Nov. A.S.C. to the Dec. A.S.C. to study this document and bring up any objections, or possible omissions, which may have occurred. At the Dec. A.S.C. a vote will be taken on whether or not to approve this handbook (and to include any omissions or incorrect data). After the Policy Handbook has been approved all previous policy will be superseded.
- v) The Policy committee will convene at 3pm before ASC each month. Anyone wishing to discuss possible motions for submission to the ASC are invited to attend this meeting, or, if any GSR;s or GSR Alt.’s, or others wanting to learn more about ASC policy or procedures are also invited to attend these meetings.
- vi) Receives “New Business” motions from ASC participants during the ASC meeting and reviews them for clarity and affected Policy.

**cc) Campout Committee Chairperson Qualifications:**

- i) Suggested two years clean time
- ii) Has willingness, time and resources to serve
- iii) Working knowledge of the “Twelve Steps, Concepts and Traditions of NA”
- iv) Previous experience working on the Campout Committee

**dd) Campout Committee Chairperson Responsibilities:**

- i) Gives verbal and written report at ASC and if unable to attend sends someone - preferably a committee member – to ASC with one.
- ii) Locates and puts deposit for nest years campout at the end of the campout for Memorial Day weekend.
- iii) Has a \$500 annual budget for deposit and \$1,000 seed money.
- iv) Shall put on campout previously reserved on Memorial Day weekend.
- v) Organizes, sets time, and leads committee meetings.
- vi) Additional money accumulated after campout will be used for Merchandise for the following year’s campout.

**SAMPLE**

**Appendix I - NDANA Area Service Committee Agenda**

- 1) Chairperson – or designated person – recites “Serenity Prayer”.
- 2) Vice-Chair – or designated person – reads NDANA purpose.
- 3) Someone reads the “Twelve Traditions of N.A.”
- 4) Someone reads the “Twelve Concepts for NA Service”
- 5) Chairperson announces:” Will any motion for New Business be given to the Policy Chairperson now for review and listing of sections of affected policy - and may any “Money Matter” forms be given to the Secretary.”
- 6) Chair makes roll-call to establish quorum.
- 7) Review and approve (and if necessary, correction of) the previous A.S.C.’s minutes.
- 8) Executive committee reports given (Chair, Vice-Chair, Secretary, Treasurer).
- 9) R.C.M. & R.C.M. Alt., and V.R.C.C. Director & V.R.C.C. Dir. Alt. give reports.
- 10) Subcommittees give reports.
- 11) Home-groups give reports and donations.
- 12) Ad-hoc committee (if applicable) give reports.
- 13) Chair makes roll-call to reestablish quorum.
- 14) Old business: Group conscience votes.
- 15) Chairperson announces: “Will the Policy Committee Chairperson bring all ‘New Business’ motions to me now.”
- 16) New business: Motions made, seconded, and discussed (motions sent back to groups or voted on at A.S.C.) and Money Matters discussed, seconded and voted on.
- 17) A.S.C. elections held
- 18) Open Forum period
- 19) Announcements made and meeting closed, with the “Serenity Prayer.”

## Appendix II - Glossary

**Additional Needs.** Addicts with additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitations imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.

**Area service committee (ASC).** A committee created to provide common services for NA groups in a specific locale. Composed of GSRs, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCMs.

**Assembly district.** A subdivision of a heavily populated or geographically far-flung region within which a region holds one of its multiple assemblies. Most RSCs have only one assembly for the entire region.

**Closed meetings.** NA recovery meetings that are closed to nonaddicts.

**Common needs (special interests).** A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men’s or women’s groups and gay or lesbian groups.

**Conference-approved service material.** Material approved by the World Service Conference that is intended primarily for use within the context of an NA service board or committee .

**Cooperative council (co-op).** Usually in rural settings, an arrangement whereby a number of groups in nearby towns agree to cooperatively maintain certain services affecting them but not their entire ASC.

**CPC panel.** A specialized subunit of the PR subcommittee in some areas, focusing on cooperation with the professional community.

**Fellowship-approved literature.** See NA approved literature.

**Group service representative (GSR).** Elected by an NA group to participate on the group’s behalf in the ASC and the regional assembly.

**GSR.** See group service representative.

**H&I.** See hospitals and institutions.

**Home group.** The group an NA member calls “home.” Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience building and decision-making processes.

**Hospitals and institutions (H&I).** A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

**Metro committee member (MCM).** Elected by an ASC to participate on the area’s behalf on the metropolitan services committee.

**Metropolitan services committee (MSC).** A committee formed to administer an array of subcommittees providing direct NA services (PR, H&I, phonedines, etc.) in a major metropolitan district on behalf of a number of ASCs.

**NA Way Magazine, The.** The NA Fellowship’s quarterly journal, published in various languages.

**NA-approved literature.** Recovery literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as “fellowship-approved literature.”

**Narcotics Anonymous World Services (NAWS).** Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board. (See World Board description.)

**Open meetings.** NA recovery meetings that allow attendance by non-addicts.

**Outreach.** Helps new groups and new GSRs orient and receive services.

**Phoneline.** An NA telephone contact service providing means by which an addict or a general community member can get information about Narcotics Anonymous, especially NA meeting schedules. Usually administered by an ASC subcommittee.

**P.I.** See Public Relations.

**P.R.** See Public Relations.

**Policy log.** A chronological listing of ASC policy decisions made concerning various responsibilities and fields of service. Maintained by the ASC secretary.

**Public Information.** See Public Relations.

**Public Relations (PR).** A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous.

**RCM.** See regional committee member.

**Regional assembly.** A gathering of GSRs and RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the biennial WSC meeting. The regional delegate is elected at the assembly.

**Regional committee member (RCM).** Elected by an ASC to participate on the area’s behalf on the regional service committee.

**Regional delegate (RD).** A World Service Conference participant elected by a region’s GSRs and/or RCMs.

**Regional service committee (RSC).** A body that draws together the combined service experience of a number of adjoining areas for those areas’ mutual support. Such a body is composed of RCMs, the regional delegate and alternate delegate, and others as needed.

**Resource assignment.** Rather than create RSC subcommittees to focus regional attention and gather regional experience in the various fields of service, most RSCs give their RCMs resource assignments. For example, one or two RCMs will be designated as the people responsible to provide information to and facilitate communication between area H&I subcommittees throughout the region.

**RSC.** See regional service committee.

**Service bulletins.** Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.

**Shared services committee.** A committee created by two or more area or regional committees to fulfill one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic organizations, funded by and accountable to those who created it.

**Sharing session.** A non-business portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.

**Special interests (common needs).** A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men's or women's groups and gay or lesbian groups.

**Trusted servant.** An NA euphemism for leader, "official," or "officer." Derived from NA's Second Tradition, in which NA leaders are characterized as "trusted servants" as opposed to governors.

**Twelve Concepts for NA Service.** One of three bodies of basic NA principle, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

**Twelve Steps.** One of three bodies of basic NA principle, the steps describe NA's regimen leading to personal recovery and a spiritual awakening.

**Twelve Traditions.** One of three bodies of basic NA principle, the traditions provide guidance for the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

**World Board.** The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction; and oversees the activities of NA World Services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which includes literature, logos, trademarks and copyrights) in accordance with the will of the WSC.

**World Service Conference (WSC).** A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.

**World Service Conference Report.** The full reports of the World Service Conference and the World Board and its committees.

**World Service Office (WSO).** World Service Board headquarters (Los Angeles) and branch facilities (Canada, Europe).

**WSC.** See World Service Conference.

**WSO.** See World Service Office.

**Appendix III – NDANA – ASC Budget**

	Annual Budget	Accrual Timeline					
		Feb	Apr	Jun	Aug	Oct	Dec
1100-ASC	\$874.00	\$145.66	\$145.66	\$145.66	\$145.66	\$145.66	\$145.66
2100-Policy	\$350.00	\$58.33	\$58.33	\$58.33	\$58.33	\$58.33	\$58.33
3100-Newsletter	\$600.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
4100-H&I	\$5,500.00	\$916.66	\$916.66	\$916.66	\$916.66	\$916.66	\$916.66
5100-Special Events	\$600.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
6100-Public Relations	\$3,752.00	\$625.33	\$625.33	\$625.33	\$625.33	\$625.33	\$625.33
7100-RCM	\$160.00	\$26.67	\$26.67	\$26.67	\$26.67	\$26.67	\$26.67
7200-RCM Alt	\$160.00	\$26.67	\$26.67	\$26.67	\$26.67	\$26.67	\$26.67
8100-Money Matters	\$300.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
9100-Literature							
10100 – Outreach	\$600.00						
10200-Special Events Seed Money	\$1,200.00	\$1,200.00					
10300-campout deposit and seed money	\$500 /\$1,000						
11100-Prudent Reserve	\$1,500.00	\$1,500.00					

**Appendix IV - NDANA PI's Meeting Update Form**

**Public Information/Phone line Subcommittee**

Date: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Day(s) of Meeting: \_\_\_\_\_

Time of Meeting: from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Address, including ZIP code: \_\_\_\_\_

Driving Directions: (include any landmarks or cross streets, etc name of building, where in the building ie basement etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Meeting: Check all that describe your meeting:

- OPEN       CLOSED       Basic Text Study       Topic Discussion Meeting
- Concepts Meeting     Gay/Lesbian/Bi/Transgender Meeting       Handicapped Access
- "It Works" Text Meeting     "Just for Today" Text Meeting       Speaker Meeting
- Literature Study Meeting     Beginners     Information Pamphlet Meeting
- Question/Answer Meeting     Step Meeting     Tradition Meeting
- Format Varies       Smoking

To which service structure does the meeting belong?

- New Dominion Area - NDANA
- Richmond Area - RASCNA
- Tri-Cities Area
- Blackwell-Southside Area

Meeting's Point of Contact:

**Name:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Optional: PO Box for an Area

Phone number: (    ) \_\_\_\_\_ Best time to call: \_\_\_\_\_

**Email address (optional):** \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purpose of this form is to ensure accurate information is communicated to:

- (1) Unified Meeting Schedule
- (2) NA Helpline/Phone line service
- (3) Regional Website
- (4) World Service of NA

*To register a new meeting or make changes to an existing meeting on the next unified schedule, please turn in Meeting Update Form to Public Information Subcommittee at Area Service!*



**Appendix V - NDANA ASC FUNDS REQUEST FORM**

***NDANA ASC Funds Request Form***

Date: _____
Name (made out to?): _____

**Subcommittee or Position:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**Funds used for?** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**NDANA TREASURER**

**Approved** \_\_\_\_\_

**Denied** \_\_\_\_\_

**PAID BY CHECK #** \_\_\_\_\_

**INITIAL** \_\_\_\_\_

**Appendix VI – TREASURER SAMPLE REPORT**

**Bank Balance**

Check Book Balance	\$ 7,525.39
Total Amount in Escrow	\$ 4,793.00
Prudent Reserve	\$ 1,500.00
Remaining Amount	\$ 1,232.39
Forecasted Regional Donation (40%)	\$ 492.96
Forecasted World Donation (60%)	\$ 739.44

**Subcommittee Balances**

Account Title	Annual Budget	YTD Accrued	YTD Spent	Available Budget \$
ASC	\$ 874.00	\$ 728.33	\$ 359.26	\$ 369.07
Policy	\$ 50.00	\$ 41.67	\$ -	\$ 41.67
Newsletter	\$ 600.00	\$ 500.00	\$ 401.00	\$ 99.00
Hospitals & Institutions	\$ 5,760.00	\$ 4,800.00	\$ 2,434.38	\$ 2,365.62
Special Events	\$ 400.00	\$ 333.33	\$ 155.92	\$ 177.41
Public Information	\$ 3,752.00	\$ 3,126.67	\$ 3,024.36	\$ 102.31
RCMs	\$ 160.00	\$ 266.67	\$ 28.75	\$ 237.92
Money Matters	\$ 160.00	\$ 250.00	\$ -	\$ 250.00
Sub-Total	\$ 11,756.00	\$ 10,046.67	\$ 6,403.67	\$ 3,643.00

**Special Events**

	Annual Budget	YTD Seed \$ Used	YTD Seed \$ Returned	YTD Escrow Deposit	Remaining Budget
Spcl Evnts Seed Money & Escrow	\$400.00	\$400.00	\$400.00	\$750.00	
Seed Money Spent	\$400.00	\$400.00			\$400.00

Seed Money Returned			\$400.00		
Spcl Events Escrow		\$-		\$750.00	\$750.00
Total Including Seed Money					\$1,150.00

Promisory Note

		Balance	Returned	Remaining
12000	Promisory Note	\$ 712.26	\$ 185.82	\$ 526.44
12100	Promisory Note	\$ 712.26	\$ 185.82	\$ 526.44

Income from Last Month

Sum of Amount	Reporting Month	Year to Date
Group	November	Grand Total
Another Look		\$574.18
Conscious Contact		\$122.85
Courthouse Freedom	\$94.00	\$540.37
Friday Freedom	\$8.00	\$37.00
Git R' Done		\$48.00
Gratitude Group	\$125.00	\$402.55
Grow or Go	\$20.00	\$112.00
High Hopes	\$50.00	\$275.65
Hope Fiends	\$26.00	\$1,056.00
HOW	\$52.87	\$201.90
I Can't, We Can		\$1,501.85
Inside Hope	\$26.00	\$112.00
Into the Light		\$260.00
It Works How and Why	\$25.00	\$338.00
Keep Coming Back	\$50.00	\$400.00
Let the Healing Begin	\$33.00	\$149.00
Literature		\$3,203.87
M.F.S.		\$234.00
Misc Income		\$125.00
No Place Like Home		\$20.00
No Strings Attached	\$50.00	\$385.00
Not High at Noon	\$118.00	\$1,330.02
On Our Way		\$272.00
Promisory Note		\$185.82
Public Information Escrow	\$238.62	\$854.62
Return to Special Events Seed		\$400.00

Money		
Riverside Recovery	\$17.00	\$647.37
Share	\$26.00	\$146.00
South of the James	\$6.44	\$295.20
Special Events Escrow		\$750.00
Spiritual Connection		\$500.00
Survivor's Group	\$82.00	\$1,042.00
T.A.P.S.		\$719.00
We Women Do Recover		\$180.00
Winner's Circle		\$134.00
<b>Grand Total</b>	<b>\$1,047.93</b>	<b>\$17,555.25</b>

**Expenses from last Month**

Sum of Amount	Reporting	
	Month	Year to Date
G/L – Expense	November	Grand Total
10200-Special Events Seed		
Money		\$400.00
1100-ASC		\$359.26
12100-Promisory Note		\$712.26
3100-Newsletter	\$53.76	\$401.00
4100-H&I		\$2,434.38
5100-Special Events		\$155.92
6100-Public Information	\$491.47	\$3,024.36
7100-RCM		\$28.75
9100-Literature		\$3,525.76
Regional Donation		\$1,213.41
World Donation		\$1,145.61
<b>Grand Total</b>	<b>\$545.23</b>	<b>\$13,400.71</b>

Account Number	Account Title	Available Budget \$
1000	ASC	\$ 369.07
2000	Policy	\$ 41.67
3000	Newsletter	\$ 99.00
4000	Hospitals & Institutions	\$ 2,365.62
5000	Special Events	\$ 177.41
6000	Public Information	\$ 102.31
7000	RCMs	\$ 237.92

8000	Money Matters	\$ 250.00
	Sub-Total	\$ 3,643.00

## **Appendix VII– Robert’s 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 U.S. 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 the participants.

These rules are meant to be used as tools to help us make orderly collective decisions 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.

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 seconder 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 to 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 wishes 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 and 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. 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 be called on. The chair must recognize you when you make this motion, and a 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-baked 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 required.

**NOT 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 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.

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 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 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 the 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 a question to ask," not "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 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 restates 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

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 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.