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# A 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!

# B Area Service Procedural Policies (Non-monetary)

1. (Policy)   The New Dominion Area Service Committee (A.S.C.) is to operate under written New Dominion Area of Narcotics Anonymous (N.D.A.N.A.) Area Policy and procedures, and when further clarification/input is needed we shall refer to the N.A. “Guide to Local Service” and it’s “Sample Rules of Order” policy section.
2. (2nd Sun)   The Area Service Committee shall meet the second Sunday of each month at 4pm. Sub-committees 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
3. (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.
4. (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.
5. (Forms etc.)   The NDANA Area Secretary shall make available Motion, Money Matter and Report (Executive committee, sub-committee and group) forms available at least ten minutes before the start of the A.S.C.
6. (Minutes)   The NDANA Secretary shall mail out the A.S.C. minutes by no later than the fourth Sunday of each month.
7. (Distributions)   Meeting list and NDANA Newsletters are to be passed out at the NDANA Area Service Committee (A.S.C.).
8. (Motion/M. Matters submission)   Completed and seconded "Motion" forms and “Money Matters” forms must be given to the NDANA 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.".
9. (ASC Reports)   All G.S.R., G.S.R. Alt. (or group designated representative), Executive Committee, Committee 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.
10. (Adressing 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.
11. (G. Consc. %)   Group conscience issues, Money Matter / New Business votes, NDANA Area Service position elections and NDANA policy shall be determined by simple majority votes.
12. (Terms)   New Dominion Area Service Committee position terms  
    September - Public Information, Secretary  
      October – Chairperson, Hospitals & Institutions  
       November – Vice Chairperson, Newsletter  
        December – Treasurer, Literature  
         January – Policy, Regional Committee Member, RCM Alternate, Special Events  
          February – VRCC Director, VRCC Director Alternate  
    The length of a term goes as follows; for example the Sec. 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.
13. (VRCC disc.)   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 Homegroups for a vote.
14. (Agenda)   The NDANA Chairperson shall direct the proceddings for A.S.C. by using the ASC Agenda - Appendix I.
15. (Logo)NDANA has approved logo (seen on the cover of this handbook)
16. (Lit. 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.
17. (GSR/ASC pos.)   N.A. members may hold a G.S.R position and one other NDANA A.S.C. Executive committee (except A.S.C. Chairperson position – impartiality required) or Committee Chair position -simultaneously.
18. (Policy)   The NDANA Policy committee will submit an updated NDANA Policy Handbook to 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 homegroups have reviewed it - a vote will be taken on whether or not to approve this version of the NDANA “Policy Handbook”. Upon an approval vote all other policy will be superceded.
19. (Motion subm.)   All Policy impacting Motions shall be submitted during Group Roll Call to Policy Subcommittee so that they can be reviewed and a listing of any affected policy sections in the NDANA Policy Manual can be determined.  Motions for "Money Matters" need to  be submitted to the Area Secretary at that time (group roll-call).

# C Area Service Procedural Policy Monetary

1. (Policy)   The NDANA Treasurer shall maintain an A.S.C. checking account. This account shall require dual signatures for account access to checks. The dual signatures should be taken from any two of the three signatories. (Chair, Vice-Chair, Treasurer )
2. (Personal Checks)   No personal checks are acceptable for area donations or literature purchases. Payments/contributions must be either cash, money order, or cashier’s check.
3. (Willow Oaks)   The NDANA A.S.C. shall buy 5 copies of the N.A. Basic Text each month and donate them to the “Willow Oaks” Treatment facility.
4. (Donations)   The NDANA A.S.C. shall have the following donation policy toward Narcotics Anonymous World Services (N.A.W.S.) and the Region of the Virginians-Regional Service Conference (ROV-RSC); Any excess funds left over after A.S.C. budgeted expenses and Money Matters (plus Prudent Reserve Fund -$1000.00 and the Literature stockpile of $750.00 / H&I chips-$60.00) each month shall be distributed as follows: N.A.W.S. will recieve 60% and the Region of the Virginians - Regional Service Conference shall recieve 40%.
5. (P. Resv. - Lit)   The NDANA Treasurer must maintain a monthly Prudent Reserve of $1,000.00. This means that no contributions to the Region of the Virginians, the Narcotics Anonymous World Services, the Literature/H&I stockpile -can be made until all budgeted expenses and Money Matters are paid, and there is a reserve of $1,000.00 in the NDANA checking account. The NDANA Literature Committee shall maintain a N.A. Literature stockpile $750.00 worth of N.A. literature items, and the Lit. comm. shall maintain the Hospitals & Institutions (H&I) Committee’ clean time chip stockpile worth $60.00. Also the Literature committee has a pre-approved yearly budget of $40.00 to make copies of Literature order forms, bags, etc.
6. (H&I)   The NDANA H&I Committee shall have a pre-approved yearly budget of $4,680.00 Any other expenses will have to be addressed in the “Money Matters” section of A.S.C.
7. (P.I.)   The NDANA Public Information (P.I.) Committee shall have a pre-approved quarterly (3 months) budget of $350.00 ($70.00 for Unified Meeting Lists per month, $50.00 for P.I. mailings, $60.00 for Phoneline Learning Day/Orientation, and $30.00 for Poster Day). Any other expenses shall be addressed under “Money Matters”
8. (Unified Payments)   The NDANA A.S.C. can pay a 1/3 share of the cost of creating/producing the Unified Meeting List. (1/3 NDANA, 1/3 Richmond, 1/3 Tri-Cities)
9. (Newsletter)   The NDANA Newsletter shall have a quarterly (3 months) budget of $120.00. Any other expenses shall be addressed under “Money Matters”.
10. (S. Events)   The Special Events Committee has a $400.00 yearly budget plus $400.00 seed money for events. Any other expenses must be addressed in “Money Matters”. This $400.00 does not carry over beyond Jan. 1 of each year. The $400.00 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.
11. (ASC Rent)   The N.D.A.N.A. 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.
12. (Policy)   The NDANA Policy Committee shall have an pre-approved yearly budget of $50.00 to print copies of the NDANA Policy Handbook. Any other expenses will be addressed in “Money Matters” at the A.S.C.
13. (RCM & Alt. fees)   The N.D.A.N.A. A.S.C. shall pay the registration fees required to attend the Region of the Virginians-Regional Service Conference for our Regional Committee Member (R.C.M.) and the R.C M. Alt. (up to $40.00 apiece)
14. (Sec.)   The NDANA Secretary shall have a pre-approved budget of $60.00 a month ($360.00 a year) to fulfill their Sec. duties (buying stamps/letters, printing costs, etc.) Any other expenses shall be addressed in “Money Matters” at the A.S.C.
15. (Reciepts)   Persons seeking reimbursement for expenses involving A.S.C. business must provide a receipt to the NDANA Treasurer.
16. (Audit)   The NDANA A.S.C. Executive Committee (Chair, V-Chair, Sec, Treas.) members shall get together between the Nov. A.S.C. and the Dec. A.S.C. and audit the NDANA Checking account and the Treasuser shall give a report at the Dec. A.S.C. with the results.

# D Removal of NDANA A.S.C. service positions

1. Voluntary resignations: Person resigning should turn in to the N.D.A.N.A. Secretary written notice of resignation at the Area Service Committee (A.S.C.).
2. Involuntary:
   1. Non-attendance – and no report delivered to A.S.C. -for two consecutive A.S.C.’s.
   2. Relapse during term of office.
   3. Proven – or admitted – theft of N.D.A.N.A. funds.

# E Ad-hoc Committee

1. 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.

# F Parliamentary procedures

1. 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.”

# G Elections and Nominations

1. 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
2. Nominations will come from A.S.C. participants or a member may volunteer to serve
3. Nominees must be at A.S.C. to be nominated and elected.
4. A simple majority determines outcome of vote

# H Trusted Servant qualifications and responsibilities

## 1. Chairperson Qualifications

1. At least three years clean
2. Previous experience as Vice-Chair or a previous term as Chair, or at least one year of service at the A.S.C. level
3. Has a working knowledge of the “Twelve Steps and Traditions of N.A.” & NDANA A.S.C. policy
4. Has willingness, time and resources to serve.

## 2. Chairperson Responsibilities

1. Submits written and verbal report at A.S.C.
2. Arranges location of A.S.C.
3. Unlocks and locks A.S.C. meeting place, or else assigns someone to do it.
4. Has key to NDANA Post Office Box and checks monthly.
5. Appoints Ad-Hoc committees.
6. Participates in A.S.C. Policy Committee meetings.
7. Leads A.S.C. meeting and maintains order and direction on 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).
8. If unable to attend A.S.C. notifies Vice-Chair as soon as possible .
9. Co-signer on N.D.A.N.A checking account
10. Receives motion forms from Vice-Chair on New Business and Money Matters at end of break period of A.S.C.

## 3. Vice-Chairperson Qualifications

1. At least two years clean
2. At least one year of A.S.C.experience.
3. Knowledge and understanding of the “Twelve Steps and Traditions of N.A.”
4. Has willingness, time and resources to serve.

## 4. Vice-Chairperson Responsibilities

1. Submits written and verbal report at A.S.C.
2. Accepts duties of Chairperson in his/her absence.
3. Monitors status of NDANA sub-committees by either attending committee meetings and/or talking to committee chairs.
4. Receives Motion/Money Matters forms from A.S.C. Secretary, numbers them, and passes them on to the Chairperson.
5. Fills in for NDANA Treasurer in case of their absence at A.S.C.
6. Acting co-signer of the NDANA checking account.
7. Takes over – temporarily -Chairmanship of committees that lack Chairpersons, and may fill in for NDANA A.S.C. Treasurer or Secretary

## 5. Treasurer Qualifications

1. At least two years clean time.
2. Previous experience as Group treasurer or in financial matters, and has the ability to keep accurate records.
3. Working knowledge and understanding of the “Twelve Steps and Traditions of N.A.”
4. Employed and financially stable.
5. Has willingness, time and resources to serve.

## 6. Treasurer Responsibilites

1. Maintains NDANA checking account and provides verbal and written report at A.S.C.
2. Brings checkbook and records to each A.S.C. and issues checks for approved expenses.
3. Collects group donations at A.S.C. and gives receipts.
4. Gives an annual report at each Dec. A.S.C. (performs an account audit between the Nov. A.S.C. and Dec. A.S.C. with the NDANA Executive Committee)and has account in order for easy transition to next Treasurer.
5. After paying monthly expenses and “Money Matters”(and establishing a $750.00 literature stockpile & $60.00 H&I chip stockpile and maintaining a $1,000.00 NDANA A.S.C. Prudent Reserve) donates 40% of remaining balance to the Region of the Virginians-Regional Service Conference and 60% to Narcotics Anonymous World Service.
6. Disburses to H&I Committee $4,680.00 per year.
7. Disburses to the Newsletter committee $120.00 per quarter (480.00 a year) for newsletters
8. Disburses to the Public Information Committee $350.00 per quarter ($70.00 for Unified Meeting Lists per month, $50.00 for P.I. mailings, $60.00 for Phoneline Learning Day/Orientation, and $30.00 for Poster Day).
9. Disburses $50.00 a year to the Policy Committee for the printing of NDANA Policy Handbooks.
10. Disburses to the NDANA Secretary $60.00 a month ($360.00 a year) for needed supplies.
11. Disburses to the NDANA Literature Committee $40.00 a year for the printing of literature order forms & supplies.
12. In case of absence from the A.S.C. the Treasurer notifies A.S.C. Vice Chair early enough for her/him to pick up the NDANA checkbook and to set in for the Treasurer.
13. Supplies the Special Events Committee with a yearly budget of $400.00 plus $400.00 seed money for events, this is all the money the Special Events Comm. has available for a calendar year (Jan. 2 to the next Jan. 1).
14. Pays 1/3 of the Unified Phoneline budget (whatever that may be, usually $40-$70 ? a month) and 1/3 of the cost of printing Unified Meeting Lists, up to $60.00 a quarter.
15. Provides 2 NA Basic Text's as rent to the McShin Foundation as monthly rent on the A.S.C. meeting space.
16. Maintains a monthly Prudent Reserve of $1,000.00

## 7. Secretary Qualifications

1. At least two years clean time
2. Able to take accurate minutes, have clerical/computer skills, and access to necessary equipment.
3. Experience at A.S.C. level or as group secretary
4. Working knowledge of the “Twelve Steps and Traditions of N.A.”
5. Has willingness, time and resources to serve.

## 8. Secretary Responsibilities

1. Passes out – and collects – attendance/address/phone/e-mail list at A.S.C.
2. Produces Area Service Committee(A.S.C.) minutes and mails them out no later than the fourth Sunday of each month.
3. Adds any needed corrections to the previous month’s A.S.C. minutes.
4. Gives verbal and written report at A.S.C.
5. Calls Vice-Chair if unable to attend A.S.C.
6. Collects Group, Committee, and Executive committee reports & Motion/Money Matter forms at A.S.C. Passes Motion/Money Matter motions to the Vice-Chair.
7. Area Secretary has a $60 a month budget for supplies.

## 9. Regional Committee Member Qualifications

1. Three years clean time.
2. Has willingness, time and resources to serve.
3. Experience as RCM alternate or Group Service Representative.
4. Working knowledge of the “Twelve Steps, Traditions, and Concepts of N.A.”

## 10. Regional Committee Member Responsibilities

1. Gives written and verbal report at A.S.C.
2. Attends all Regional Service Conferences (RSC’s).
3. Takes updated meeting lists to the R.O.V. – R.S.C.
4. Makes report on R.S.C. motions, votes, and activities and communicates them with the A.S.C.
5. Takes NDANA contribution to the R.O.V.-R.S.C. (if NDANA Treasurer doesn’t mail it directly to the R.O.V.-R.S.C.)
6. Keeps A.S.C. informed of activities going on in other Area’s in the Region of the Virginians, and informs R.S.C. of activities in New Dominion Area of Narcotics Anonymous (NDANA).
7. Helps R.C.M. Alternate get acquainted with duties and responsibilities of the position.
8. Has pre-approved budget of $40.00 to attend the R.O.V.-R.S.C.

## 11. Regional Committee Member-Alternate Qualifications

1. Two years clean time.
2. Has willingness, time and resources to serve.
3. Experience as a GSR or GSR alt.
4. Working knowledge of the “Twelve Steps and Traditions of N.A.”

## 12. Regional Committee Member Alternate Responsibilities

1. Gives written and verbal report at A.S.C.
2. Becomes familiar with duties of R.C.M
3. Attends all Regional Service Conferences.
4. Fills in for R.C.M. in her/his absence.
5. Has pre-approved budget of $40.00 per R.S.C., when applicable

## 13. Virginia Regional Convention Corp. Director Qualifications

1. At least three years clean time.
2. Has willingness, time and resources to serve.
3. Working knowledge of the Twelve Steps and Traditions

## 14. Virginia Regional Convention Corp. Director Responsibilities

1. Gives written – and verbal – report at A.S.C.
2. Has knowledge of V.R.C.C. guidelines.
3. Attends all V.R.C.C. meetings.
4. Prepares report on V.R.C.C. motions, activities, and votes and brings report back to A.S.C.
5. Notifies V.R.C.C. Alt. when attendance at V.R.C.C. meeting isn’t possible.

## 15. Virginia Regional Convention Corp. Alt. Director Qualifications

1. At least two years clean time
2. Has willingness, time and resources to serve.
3. Working knowledge of the “Twelve Steps and Traditions of N.A.”

## 16. Virginia Regional Convention Corp. Alt. Director Responsibilities

1. Gives written – and verbal – report at A.S.C.
2. Gains knowledge of V.R.C.C. guidelines and the duties of the V.R.C.C. Director.
3. Attends all V.R.C.C. meetings.
4. Takes V.R.C.C. Director’s place in case of his/her absence.

## 17. Newsletter Committee Chairperson Qualifications

1. At least two years clean time.
2. Has willingness, time and resources to serve.
3. Working knowledge of the “Twelve Steps and Traditions of N.A.”
4. Previous experience serving on the Newsletter committee.

## 18. Newsletter Committee Chairperson Responsibilities

1. Organizes, sets time, and leads committee meetings.
2. Oversees compilation, production, and distribution of NDANA Newsletters.
3. Gives verbal – and written – report at A.S.C., or sends someone, preferably a committee member, to A.S.C. with one.
4. Has knowledge of Newsletter Handbook published by the World Service Office.
5. Has $120.00 quarterly budget for newsletters

## 19. Literature Committee Chairperson Qualifications

* 1. At least two years clean time.
  2. Has willingness, time and resources to serve.
  3. Working knowledge of the “Twelve Steps and Traditions of N.A.”
  4. Previous experience as a Literature Committee member.

## 20. Literature Committee Chairperson Responsibilities

1. 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.
2. Organizes, sets time, and leads committee meetings.
3. Has knowledge of Literature Handbook published by the World Service Office (WSO).
4. Keeps records of literature sales & backorders and places literature order with WSO to replenish literature stockpile.
5. Makes copies of “Literature Order Forms” and buys supplies from $40.00 yearly budget.
6. 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.
7. Maintains a $60.00 stockpile of clean time chips for the Hospitals & Institutions (H&I) committee.
8. Places literature order forms out at A.S.C. by no later than 3:50pm.
9. Accepts literature orders by phone on in person up to the first Sunday of each month.

## 21. Special Events Committee Chairperson Qualifications

1. At least two years clean time.
2. Has willingness, time and resources to serve.
3. Working knowledge of the “Twelve Steps and Traditions of N.A.”
4. Previous experience as Special Events Committee member

## 22. Special Events Committee Chairperson Responsibilities

1. 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.
2. Has a $400.00 yearly (Jan. 2 to Jan. 1-Special Events fiscal year) budget plus $400.00 seed money to put on events to be accounted for at the end of the fiscal year. This means that once this $400.00 has been exhausted no more money is available until the next Jan. 1.
3. Any profits exceeding the $400.00 seed money shall be returned to A.S.C. and given to the N.D.A.N.A. Treasurer at the end of the S. E. Comm. term at Jan. A.S.C.
4. 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 A.S.C.
5. Organizes, sets time, and leads committee meetings

## 23. Hospitals & Institutions Committee Chairperson Qualifications

1. At least two years clean.
2. Has willingness, time and resources to serve.
3. Working knowledge of the “Twelve Steps and Traditions of N.A.”
4. Previous experience as H&I committee member

## 24. Hospitals & Institutions Committee Chairperson Responsibilities

1. 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.
2. Organizes, sets time, and leads committee meetings.
3. Becomes knowledgeable of procedures and policies outlined in the H&I Handbook published by the World Service Office.
4. Prepares presentations to give to facilities about the Hospitals & Institutions Committee.
5. Has $4,680.00 a year budget for H&I comm.
6. Has a $60.00 stockpile of clean-time chips available – this stockpile is maintained by Literature Committee.
7. Orders, and disperses: literature, chips, newsletters, and meeting lists to committee members
8. Visits the various H&I meetings periodically to monitor and evaluate meetings.
9. Disperses 5 Basic Text’s to the Willow Oaks Treatment Center.

## 25. Public Information Committee Chairperson Qualifications

1. At least two years clean time.
2. Has willingness, time and resources to serve.
3. Working knowledge of the “Twelve Steps and Traditions of N.A.”
4. Previous experience serving on the Public Information (P.I.) committee

## 26. Public Information Committee Chairperson Responsibilities

1. 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.
2. Organizes, sets time, and leads committee meetings.
3. Becomes knowledgeable of procedures and policies outlined in Public Information Handbook published by the World Service Office.
4. Has budget of $70.00 a month to buy printed copies of Unified meeting lists – these expenses can be shared with the Richmond and Tri-City areas (1/3 each)
5. Shares Phone-line costs with Richmond and Tri-City areas, 1/3 share (cost undefined?)
6. Has budget of $50.00 a quarter to make P.I. mailings to areas of interest in the community.
7. Gathers updated meeting information to put on Unified Meeting Lists.
8. Has budget of $60.00 per quarter to put on phoneline learning day/orientation
9. Has budget of $30.00 per quarter for Poster Day

## 27. Policy Committee Chairperson Qualifications

1. Has at least 2 years clean time.
2. Has willingness, time and resources to serve.
3. Working knowledge of the “Twelve Steps & Traditions of N.A.”.
4. Previous experience serving on the Policy Committee.

## 28. Policy Committee Chairperson Responsibilities

1. 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.
2. Organizes, sets time, and leads committee meetings.
3. Advises A.S.C. participants on NDANA Policy.
4. The Policy Committee has a yearly budget of $50.00 to print Policy Handbooks.
5. Each Nov. the Policy Comm. will submit an updated NDANA Policy Handbook to all NDANA Participants to take back to Homegroups for review. 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 superceded.
6. 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.

# Appendix I - Sample Agenda

Chairperson – or designated person – recites “Serenity Prayer”.

Vice-Chair – or designated person – reads N.D.A.N.A. purpose.

Someone reads the “Twelve Traditions of N.A.”.

Someone reads the "Twelve Concepts for NA Service"

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.”

Chair makes roll-call to establish quorum.

Review and approve (and if necessary, correction of) the previous A.S.C.’s minutes.

Executive committee reports given (Chair, Vice-Chair, Secretary, Treasurer).

R.C.M. & R.C.M. Alt., and V.R.C.C. Director & V.R.C.C. Dir. Alt. give reports.

Sub-committees give reports.

Homegroups give reports and donations.

Ad-hoc committee (if applicable) give reports.

Break – 10 minutes (all motion and money matter forms must be seconded and turned in).

Chair makes roll-call to reestablish quorum.

Old business: Group conscience votes.

Chairperson announces: “Will the Policy Committee Chairperson bring all ‘New Business’ motions to me now.”

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.

A.S.C. elections held

Open Forum period

Announcements made and meeting closed, with

Serenity Prayer.

# Appendix II - Glossery

**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 PI

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 consciencebuilding 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 (PI, H&I, phonelines, 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 nonaddicts.

**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.

**PI.** See *public information.*

**Policy log.** A chronological listing of ASC

policy decisions made concerning various

responsibilities and fields of service.

Maintained by the ASC secretary.

**Public information (PI).** 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.** 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.

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 nonbusiness 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 - Budget

###### Monthly / Quarterly / Yearly pre-approved budgets / expenses

$400.00 year -NDANA Special Events budget plus $400.00 seed money for events

$350.00 quarterly NDANA Public Info. budget

$70.00 for Unified Meeting Lists monthly

$50.00 for P.I.mailings

$60.00 for Phoneline Learning Day/Orientation

$30.00 for Poster Day

Pays 1/3 of the monthly Unified Phoneline bill (amount varies).

$120.00 quarterly -Newsletter budget

$4,680.00 yearly NDANA H&I budget

Two NA Basic Text's be given to the McShin Foundation for meeting space to host NDANA A.S.C.

$50.00 a year -NDANA Policy Committee budget

$40.00 a year -NDANA Literature Committee budget

$60.00 a month -NDANA Secretary budget

$40.00 per goes to R.C.M. & R.C.M. Alt. to attend each R.O.V.-R.S.C.

Disburses a 50/50 split of excess monthly funds to the R.O.V. R.S.C. & N.A.W.S.

Monthly Money Matters (if necessary)

Maintains $750.00 Literature & $60.00 H&I chips stockpile

Pays for 5 N.A. Basic Text’s to be given to the Willow Oaks Treatment Center monthly

Maintains a Prudent Reserve of $1,000.00

After all budgeted expenses are met - and providing the Literature stockpile and Prudent Reserve are satisfied - donates excess funds as follows: 60% to NAWS and 40% to ROV-RSC

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee** | **Reason** | **Amount** | **Frequency Per Year** | **Total** |
| A.S.C. | Rent | $25.00 | 12 | $300.00 |
| Policy | Policy Copies | $50.00 | 1 | $50.00 |
| Newsletter | Copies | $120.00 | 4 | $480.00 |
| H & I | Literature, Learning Days | $4,200.00 | 1 | $4,200.00 |
| Special Events | Seed Money | $400.00 | 1 | $400.00 |
| Public Information | Meeting Lists | $70.00 | 12 | $840.00 |
| Public Information | Mailings | $50.00 | 4 | $200.00 |
| Public Information | Phoneline Learning Days | $60.00 | 4 | $240.00 |
| Public Information | Poster Day | $30.00 | 4 | $120.00 |
| Public Information | Approx Phoneline Bill | $60.00 | 12 | $720.00 |
| Secretary | Copies | $60.00 | 12 | $720.00 |
| RCM | ROVRSC | $40.00 | 4 | $160.00 |
| RCM-Alt | ROVRSC | $40.00 | 4 | $160.00 |
| H & I | Approx Willow Oaks Treatment Center Basic Texts | $50.00 | 12 | $600.00 |
|  |  |  | TOTAL | $9,190.00 |

# Appendix IV NDANA Service Committee Position Terms

**September** - Public Information, Secretary

**October** – Chairperson, Hospitals & Institutions

**November** – Vice Chairperson, Newsletter

**December** – Treasurer, Literature

**January** – Policy, Regional Committee Member, RCM Alternate, Special Events

**February** – VRCC Director, VRCC Director Alternate

The length of a term goes as follows; for example the Secretary position is September-to-September. 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.

# Appendix V – Robert’s Rules of Order

## 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 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.**

**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

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.**

**Is 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 twothirds 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-andsuch.

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

# N.D.A.N.A. Policy Changes Adopted after Jan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Motion Maker | Seconded | Motion | Intent |
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# 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.