New Dominion Policy Handbook

V. 11/10/19

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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 which is to carry the message of NA 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) **<u>Area Service Procedural Policies – "Non-Monetary"</u>**

   a) ***Policy***

      The New Dominion Area Service Committee (ASC) is to operate under written New Dominion Area of Narcotics Anonymous (NDANA) Area Policy and procedures. When further clarification or input is needed we shall refer to the NA "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 ASC shall meet the second Sunday of each month at 3:30pm. In the event Mother's Day or Easter falls on the 2nd Sunday of the month, then Area Service will be held on the following Sunday. Subcommittees shall meet prior to Area Service at the ASC location unless otherwise stated at the previous month's NDANA ASC meeting.

      1) In the event of inclement weather, ASC can be moved to a following Sunday. Determination of the rescheduled will be made by a majority vote of the executive committee by early morning of ASC regular date. (3/10/19)

   c) ***Quorum***

      Quorum voting requires that the current GSR total be at least 2/3's of the previous month's GSR total.

   d) ***Representation***

      Only the Group Service Representative (GSR), GSR 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 ASC.

   e) ***Forms***

      The NDANA Area Secretary shall make Motion, Money Matter, Executive committee, Subcommittee and Home Group report forms available at least ten minutes before the start of the ASC.

   f) ***Minutes***

      The NDANA Secretary shall mail out (e-mail or postal) the ASC minutes by no later than the fourth Sunday of each month. The NDANA Secretary shall also post the minutes to the NDANA website in a timely manner 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 ASC.

h) Motion/Money Matters Submission

After the reading of the Twelve Traditions of NA at the beginning of the ASC meeting, completed and seconded Motion and Money Matters forms must be given to the Policy Chairperson to be reviewed and numbered. Once numbered, motions are then passed to the Area Chair to be reviewed and brought to the ASC floor at the appropriate time.

i) ASC Reports

All GSRs or GSR Alternates or Group Designated Representatives, Executive Committee and Subcommittee Chairpersons, the RCM & RCM Alternate, the VRCC Director and VRCC Director Alternate shall give a verbal report at the NDANA ASC and give a written report or email a report to the NDANA Secretary at or by the ASC.

j) Addressing Motions

Unless it is specifically stated by the motion maker that he/she wants the motion considered by Home Groups, GSRs, GSR Alternates or Home Group Designated representatives can vote to determine whether or not to vote on new business motions on the ASC floor or to send them back to Home Groups for a Home Group conscience vote.

k) Group Conscience Determination

Passage of Group Conscience issues, Money Matters/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%).

Example: 16 Home Groups voting would need 11 or more Home Groups voting affirmative to pass a motion. 16 * 2/3 = 10.3333 (round up 11 Affirmative)

Table 1: Voting Chart

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

l) Terms And Elections

Procedure of Elections and Nominations

i) The Policy Chairperson will notify ASC Chairperson of service positions coming open one month before they are open so that notification can be given to GSRs
ii) Nominations will come from ASC participants or a member may volunteer to serve
iii) Nominees must be at ASC to be nominated, seconded, and elected
iv) A 2/3 majority determines outcome of vote

Table 2: New Dominion ASC Position Terms

Term	Positions	Terms	Positions
September	**Public Relations Chair**	**March**	**Outreach Chair** **Policy Chair**
October		**April**	
November	**Area Vice Chair**	**May**	
December	**Literature Chair** **Area Secretary** **Area Chair**	**June**	
January	**Regional Committee Member (RCM)** **Alternate RCM** **Special Events Chair** **Hospitals & Institutions Chair**	**July**	
February	**VRCC Director** **VRCC Director Alternate** **Treasurer** **Vice Treasurer**	**August**	**Campout Committee Chair**

Terms and procedure of elections are as follows:

i) Home Groups are notified at ASC a month in advance that nominations will be accepted for a given service position at the next ASC.
ii) Nominations are submitted to the ASC.
iii) Qualifications and responsibilities are read to nominee(s) and the ASC
iv) Nominee states their qualifications and acknowledges the responsibilities
v) Nominee steps out and 2 pro's and 2 con's of a given nominee are then shared on the floor of the ASC.
vi) Voting then takes place.
vii) If elected, terms start upon nominee confirmation.
viii) All terms are 12 months or the balance of 12 months.

Example: If someone is elected for the Secretary position in December, their term would be 12 months. If someone is elected for the Secretary position in March, their term would be 9 months.

m) VRCC Discussion

That all VRCC issues brought back to NDANA ASC for a group conscience vote be thoroughly discussed on ASC floor before going back to Home groups for a vote.

n) Agenda

The NDANA Chairperson shall direct the proceedings for ASC by preparing the ASC Agenda – See 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 ASC unless an extended deadline is provided by the Literature chair during their monthly report.

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 may 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 3:00-3:30pm on the Sunday of ASC

iv) 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

v) Any un-filled emergency orders or orders not received per the above policy can be processed through Free State (www.fsrsc.com)

q) GSR/ASC Positions

NA members may hold a GSR position and one other NDANA ASC Executive committee position, except ASC Chairperson or Committee Chair position, simultaneously.

r) Policy

The NDANA Policy committee will keep an on-line version of the NDANA Policy Handbook updated, if needed, after each ASC. Any member of NDANA can review the Policy manual any time of the year and bring any discrepancies, inconsistencies, or errors to the floor of any ASC meeting. Corrections will be made by Policy if needed. Policy changes are to be dated and made in red and are to stay red for the remainder of the year. Changes are then changed to black in January of the following year.

2) <u>Area Service Procedural Policy – "Monetary"</u>

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 treasurer 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) The total 7th Tradition received during the prior ASC
   (2) The total Literature purchased during the prior ASC
   (3) Other income

ii) Expenses
   (1) Any expenses paid out since the prior ASC, detailed per line item within the area policy budget.
   (2) The method that expenses were paid out (Cash/Check/Debit Card)
   (3) The total amount of expenses paid out

iii) Area Escrow Accounts / Ledgers
   (1) A table which includes individual escrow account / ledger within the operating budget. The amounts of:
      (a) Total Annual Budget
      (b) YTD Accrued
      (c) YTD Spent
      (d) YTD Returned
      (e) Available Budget
      (f) Remaining Unaccrued

iv) Forecasted Regional Donation
   (1) Donation to Region
   (2) Donation to World

v) Any difference between amount of deposit and amount collected at Area Service, less cash amounts paid out

vi) A copy of the monthly banking statement

c) Fiscal Year

The Fiscal Year shall start on February 1st and end on January 31st of the following year, to best accommodate the financial needs of the Special Events subcommittee related to the annual New Year's Eve event.

d) Operating Budget

i) An Operating Budget for the Executive Committee and all subcommittees shall be agreed upon by the ASC and updated as needed from time to time. For a sample operating budget see APPENDIX III.

ii) Funds in the Operating Budget should be used to fulfill the duties of the Executive Committee and all subcommittees as listed within the policy

handbook. Any other expenses are to be addressed in the Money Matters section of ASC

iii) All NDANA Funds will be held by and accounted for by the NDANA ASC Treasurer with oversight thru the Executive committee

iv) Seed money provided to the Special Events and Campout subcommittees are NOT part of their annual budget and are expected to be returned prior to the end of the fiscal year, along with any income from campouts or special events

v) All expenses not accounted for in other sections of the Operating Budget shall be paid out of the Money Matters budget

e) 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.

f) 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 $7,500.00.

g) Donations

NDANA ASC 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.

h) GSR Assembly Carpool

All GSR drivers will be reimbursed with receipt for fuel costs when 2 or more GSR's including the driver carpool to GSR Assembly.

i) ASC Rent

The NDANA ASC shall provide 2 NA Basic Text per month as rent for the space it uses to hold the monthly ASC meeting.

j) Receipts

Persons seeking reimbursement for expenses involving ASC business must provide a receipt to the NDANA Treasurer.

k) Audit

The NDANA ASC Executive Committee (Chair, Vice-Chair, Secretary, Treasurer and Vice Treasurer) members shall get together between the Nov. ASC and the Dec. ASC and audit the NDANA Checking account. Then the Treasurer shall give a report at the Dec. ASC with the results of the audit. See APPENDIX VI.

l) Inventory Storage

All NDANA property shared by multiple committees shall store all property in a centralized storage space. Budget is not to exceed $70 per month.

3) <u>Removal of NDANA ASC Service Positions</u>

a) Voluntary Resignations

Person resigning should turn in to the NDANA Secretary written notice of resignation at the ASC.

b) Involuntary Resignations

i) Non-attendance and or no report delivered to ASC for two consecutive months
ii) Relapse during term of office
iii) Proven or admitted theft of NDANA ASC funds or resources

4) <u>Ad Hoc Committee</u>

The Chairperson of the ASC 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 ASC floor.

5) <u>Parliamentary Procedures</u>

The NDANA ASC 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 NA.

6) <u>Trusted Servant Qualifications and Responsibilities</u>

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 ASC level
iii) Has a working knowledge of the Twelve Steps, Traditions, & Concepts of NA & NDANA ASC policy
iv) Has the willingness, time and resources to serve

b) Chairperson Responsibilities

i) Submits written and verbal report at ASC
ii) Arranges the location of ASC
iii) Unlocks and locks ASC meeting place, or else assigns someone to do it
iv) Appoints Ad-Hoc Committee & Chairpersons
v) Participates in ASC Policy Committee meetings
vi) Leads ASC 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 ASC meeting to the Vice-Chair)
vii) If unable to attend ASC 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 Chair
ix) Reviews the on-line checking account monthly
x) Is authorized to sign checks per the dual signature policy
xi) Prepares Monthly Agenda

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 NA
iv) Has the willingness, time and resources to serve

d) Vice-Chairperson Responsibilities

i) Submits written and verbal report at ASC
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) Fills in for NDANA Treasurer in case of their absence at ASC
v) Takes over – temporarily - Chairmanship of committees that lack Chairpersons and may fill in for NDANA ASC Treasurer or Secretary
vi) Reviews the on-line checking account monthly
vii) Is authorized to sign checks per the dual signature policy
viii) Responsible for keeping keys to storage facility along with Campout Chair and Special Events Chair

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 of and access to a computer that runs Microsoft Excel
iv) Working knowledge and understanding of the Twelve Steps and Traditions of NA
v) Employed and financially stable
vi) Has the willingness, time and resources to serve

f) Treasurer Responsibilities

i) Maintains NDANA checking account, brings checkbook and records to each ASC, 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 ASC
v) Validates monthly literature receipt(s) and deposits literature proceeds
vi) Provides verbal and written report at ASC See APPENDIX VI
vii) Performs an account audit between the January ASC and February ASC 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 ASC in evaluating and making recommendations for changes to the operating 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 and remaining un-accrued)
xi) Pays 1/3 of the Unified Phone Line budget
xii) Pays rent monthly to the host of ASC, based on agreed amount
xiii) Ensure all checks have dual signatures per policy
xiv) Responsible for making payments to storage facility

g) Vice Treasurers Qualifications

i) Suggested two years clean time
ii) Previous experience as Group Treasurer or in financial matters, and has the ability to keep accurate records
iii) Basic knowledge of and access to a computer that runs Microsoft Excel
iv) Working knowledge and understanding of the Twelve Steps and Traditions of NA
v) Employed and financially stable
vi) Has the willingness, time and resources to serve

h) Vice Treasurer Responsibilities

i) Collects group donations and literature income at ASC
ii) Provides verbal and written report at ASC in the absence of the Treasurer
iii) Participates in the account audit between the January ASC and February ASC with the NDANA Executive Committee
iv) In the absence of the Treasurer, ensures all checks have dual signatures per policy

i) 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 ASC level or as Group Secretary
iv) Working knowledge of the Twelve Steps and Twelve Traditions of NA
v) Has the willingness, time and resources to serve

j) Secretary Responsibilities

i) Passes out and collects attendance/address/phone/e-mail list at ASC
ii) Produces ASC minutes and emails, mails and posts to the rvana.org website 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" once approved
iv) Adds any needed corrections to the previous month's ASC minutes
v) Gives verbal and written report at ASC
vi) Calls Vice-Chair if unable to attend ASC
vii) Collects Group, Committee, and Executive committee reports
viii) Creates a document which lists the new Executive committee members, which would include the Secretary, Treasurer, Vice 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

k) Regional Committee Member Qualifications

i) Suggested three years clean time
ii) Has the willingness, time and resources to serve
iii) Experience as RCM Alternate or GSR
iv) Working knowledge of the Twelve Steps, Traditions, and Concepts of NA

l) Regional Committee Member Responsibilities

i) Gives written and verbal report at ASC
ii) Attends all Regional Service Conferences
iii) Updated meeting lists information with CARSC
iv) Makes report on RSC motions, votes, and activities and communicates them with the ASC
v) Takes NDANA contribution to the CARSC if NDANA Treasurer doesn't mail it directly to region
vi) Keeps ASC informed of activities going on in other Area's in the Central Atlantic Region, and informs the RSC of activities in NDANA
vii) Helps RCM Alternate get acquainted with duties and responsibilities of the position

m) Regional Committee Member Alternate Qualifications

i) Suggested Two years clean time
ii) Has the willingness, time and resources to serve
iii) Experience as a GSR or GSR Alternate

iv) Working knowledge of the Twelve Steps and Traditions of NA

n) Regional Committee Member Alternate Responsibilities

i) Gives written and verbal report at ASC
ii) Becomes familiar with duties of RCM
iii) Attends all Regional Service Conferences
iv) Fills in for RCM in their absence

o) VRCC Director Qualifications

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

p) VRCC Director Responsibilities

i) Gives written and verbal report at ASC
ii) Has knowledge of VRCC guidelines
iii) Attends all VRCC meetings
iv) Prepares report on VRCC motions, activities, and votes and brings report back to ASC
v) Notifies VRCC Alternate when attendance at VRCC meeting isn't possible

q) VRCC Alternate Director Qualifications

i) Suggested two years clean time
ii) Has the willingness, time and resources to serve
iii) Working knowledge of the Twelve Steps and Traditions of NA

r) VRCC Alternate Director Responsibilities

i) Gives written and verbal report at ASC
ii) Gains knowledge of VRCC guidelines and the duties of the VRCC Director
iii) Attends all VRCC meetings
iv) Takes VRCC Director's place in case of his/her absence

s) Literature Committee Chairperson Qualifications

i) Suggested two years clean time
ii) Has the willingness, time and resources to serve
iii) Working knowledge of the Twelve Steps and Traditions of NA
iv) Previous experience as a Literature committee member

t) Literature Committee Chairperson Responsibilities

i) Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one
ii) Organizes, sets time, and leads committee meetings
iii) Has knowledge of Literature Handbook published by the WSO
iv) Keeps records of literature sales & back orders and places literature order to replenish literature stockpile
v) Makes copies of "Literature Order Forms", pays shipping expenses and buys supplies out of pre-approved budget
vi) Maintains a stockpile of at least $2500.00 worth of literature

vii) Accepts literature orders by phone, e-mail, or in person by the designated cut-off date
viii) Confirms literature payments and turns over money orders for literature purchases to the Treasurer or Vice Treasurer during ASC
ix) A copy of the literature order receipt(s) for the prior month shall be provided to the Treasurer at each ASC

u) Special Events Committee Chairperson Qualifications

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

v) Special Events Committee Chairperson Responsibilities

i) Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one
ii) Has an annual (Jan. 2 to Jan. 1 Special Events fiscal year) budget plus additional seed money to put on events to be accounted for at the end of the fiscal year. This means that once the annual budget has been exhausted no more money is available until the next Jan. ASC
iii) Any profits from Special Events shall be returned to ASC and given to the NDANA Treasurer no later than the end of the S. E. Comm. term at Jan. ASC
iv) Sets up and takes down the ASC meeting and provides coffee and supplies. Any expenses related to coffee and supplies shall be addressed in Money Matters at the ASC
v) Organizes, sets time, and leads committee meetings
vi) Responsible for keeping keys to storage facility along with Vice Chair and Campout Chair
vii) shall contact Richmond and Tri-Cities Special Events Chairs in June 2023 regarding jointly hosting a 45th birthday celebration of Metro Richmond NA in May of 2024. An effort to jointly host this event will be undertaken every 5 years thereafter. (11/10/19)

w) Hospitals & Institutions Committee Chairperson Qualifications

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

x) Hospitals & Institutions Committee Chairperson Responsibilities

i) Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC 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 WSO
iv) Prepares presentations to give to facilities about the H & I committee

v) Oversees the management of the H&I budget
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

y) Public Relations Committee Chairperson Qualifications

i) Suggested two years clean time
ii) Has the willingness, time and resources to serve
iii) Working knowledge of the Twelve Steps and Traditions of NA
iv) Previous experience serving on the PR committee

z) Public Relations Committee Chairperson Responsibilities

i) Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one
ii) Organizes, sets time, and leads committee meetings
iii) Becomes knowledgeable of procedures and policies outlined in PR Handbook published by WSO
iv) Prints copies of Unified meeting lists
v) Shares phone line costs with Richmond and Tri-City areas
vi) Makes PR 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 PR committee budget
xi) Has key to NDANA PO Box and checks monthly
xii) Is responsible for submitting bills for PO Box, website and phone line to be paid by treasurer
xiii) Maintains NDANA web site

aa) Outreach Committee Chairperson Qualifications

i) Suggested 2 years clean time
ii) Has the willingness, time and resources to serve
iii) Working knowledge of the Twelve Steps, Traditions and Concepts of NA
iv) Previous experience serving on the Outreach committee

bb) Outreach Committee Chairperson Responsibilities

i) Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one
ii) Organizes, sets time, and leads committee meetings
iii) Oversees the management of the Outreach committee budget
iv) Becomes knowledgeable of procedures and policies outlined in the Outreach Handbook printed by WSO
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

cc) Policy Committee Chairperson Qualifications

i) Suggested 2 years clean time
ii) Has the willingness, time and resources to serve
iii) Working knowledge of the Twelve Steps, Traditions and Concepts of NA
iv) Previous experience serving on the Policy Committee

dd) Policy Committee Chairperson Responsibilities

i) Gives verbal and written report at ASC and if unable to attend the ASC sends someone - preferably a committee member - to the ASC with one
ii) Advises ASC participants on NDANA policy
iii) 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 GSRs or GSR Alt.'s or others wanting to learn more about ASC policy or procedures are also invited to attend these meetings
iv) Receives "New Business" motions from ASC participants during the ASC meeting and reviews them for clarity and affected Policy
v) The NDANA Policy Committee funds may also be used to hold policy workshops

ee) Campout Committee Chairperson Qualifications

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

ff) 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 next year's campout weekend
iii) Is provided with an annual budget and seed money. Money from the budget can be used as a deposit for next year's reservation after current year's campout takes place
iv) Shall put on campout reserved the previous year, but to happen no later than Labor 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
vii) Responsible for inventory storage
viii) Responsible for finding, keeping, and maintaining contract for storage facility (6/8/18)
ix) Responsible for maintaining inventory log at storage unit
x) Responsible for inventory audits twice yearly prior to February and July ASC (6/8/18)

xi) Responsible for keeping keys to storage facility along with Vice Chair and Special Events Chair (6/8/18)

Appendix I – NDANA Area Service Committee Agenda

New Dominion Area Service Agenda

Open with the Serenity Prayer

Read:

Area Purpose
Traditions
Concepts

At this time please submit all new motions and money matters to Policy chairperson.

Instructions for filling out money order: Homegroup Name, Literature Order, Donation

Reports:

Chair
Vice Chair
Secretary
Treasurer
Vice Treasurer
RCM
RCM Alt
VRCC Director
VRCC Alt Director

Subcommittees:

Campout
Hospitals and Institutions
Literature
Policy
Public Relations
Outreach
Special Events
Ad-Hoc

Group Reports and Donations. (Any new groups?)

Vice Chairperson establishes quorum

Approval of last month's minutes

Old Business: _____

_____

_____

_____

Elections: _____

_____

_____

_____

New Business: _____

_____

_____

_____

Regional Motions: _____

_____

Money Matters:

Open Forum:

Announcements:

Close with 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 non-addicts.

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, phone lines, 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.
Phone Line
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 Budgets	Amount
1100-ASC Budget	$650.00
2100-Policy Budget	$240.00
3100-Newsletter Budget	$0.00
4100-H&I Budget	$5,455.00 (5/19/19)
5100-Special Events Budget	$600.00
5200-Special Events Seed Money	$1,200.00
5400- Campout Budget	$500.00
5401- Campout Seed Money	$1,000.00
6100-Public Relations Budget	$5,300
7100-RCM Budget	$240.00
7200-RCM Alt Budget	$240.00
7300-VRCC Director Budget	$240.00
7400-VRCC Alternate Budget	$240.00
8100-Money Matters Budget	$500.00
9100-Literature Budget	$900.00
11000-Outreach Budget	$700.00 (3/10/19)
13000-Inventory Storage	$1,320.00 (1/23/19)

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**		**LGBT Meeting**
	Handicapped Accessible		**"It Works" Text Meeting**		**"Just for Today" Text Meeting**
	Speaker Meeting		**Literature Study Meeting**		**Beginner Meeting**
	Information Pamphlet Meeting		**Question/Answer Meeting**		**Step Meeting**
	Tradition Meeting		**Varying Format**		**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

February 2017 Treasurer's Report

January 2017 Income

7th Tradition	$ 1,765.48
Literature	$ 670.89
Other	$ 1,587.20
Total Income	4,023.57

January 2017 Expenses

Budget	Amount	Check #	Payee	Purpose
7200-RCM Alt Budget	$ 40.00	1420	Mark S.	Travel Expense
9100-Literature Budget	$ 11.06	1419	Kelly E.	Copies
6100-Public Relations Budget	$ 402.23	Debit	Richard S.	Inv # 2454333
1100-ASC Budget	$ 42.10	Debit	Brian C.	Binder Sleeves for Treasurer Notebook
9100-Literature Budget	$ 758.70	Debit	Dale C.	Free State Inv # 81007
Total	$ 1,254.09			

Bank Balance	$ 9,170.01
Less Available Accrued Budget*	$ 3,280.82
Uncleared Checks**	$ 82.00
Prudent Reserve	$ 3,500.00
Remaining Amount	$ 2,307.19
Forecasted Regional Donation (70%)	$ 1,615.03
Forecasted World Donation	$ 692.16

	Annual Budget	YTD Accrued	YTD Spent	YTD Returned	Available Budget $	Remaining Unaccrued
ASC	$ 650.00	$ 650.00	$ 702.47	$ -	$ (52.47)	$ -
Policy	$ 50.00	$ 50.00	$ -	$ -	$ 50.00	$ -
Newsletter	$ -	$ -	$ -	$ -	$ -	$ -
Hospitals & Institutions	$ 5,000.00	$ 5,000.00	$ 2,732.50	$ 355.00	$ 2,622.50	$ -
Special Events	$ 600.00	$ 600.00	$ 754.00	$1,363.70	$ 1,209.70	$ -
Memorial Campout	$ 500.00	$ 500.00	$ 425.00	$ -	$ 75.00	$ -
Public Relations	$ 3,000.00	$ 3,000.00	$ 3,840.09	$ 753.75	$ (86.34)	$ -
RCM/VRCC Travel Expense	$ 640.00	$ 640.00	$ 169.18	$ -	$ 470.82	$ -
Money Matters	$ 500.00	$ 500.00	$ 339.53	$ -	$ 160.47	$ -
Literature	$ 900.00	$ 900.00	$ 8,983.98	$6,785.98	$(1,298.00)	$ -
Outreach	$ 600.00	$ 600.00	$ 470.86	$ -	$ 129.14	$ -
Sub-Total	$ 12,440.00	$ 12,440.00	$ 18,417.61	$9,258.43	$ 3,280.82	$ -

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 underway, 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 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

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.