

**RASCNA Agenda (Procedure)**

1213 Porter Street, Richmond, VA 23224 (no mail at this address)

Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

**1. ASC Chairperson:**

Open RASCNA with the Serenity Prayer

**2. Purpose**

The purpose of *this* Area Service Committee is to be supportive of our groups, and *their* primary purpose is to carry the message to the addict who still suffers. By bringing together our elected trusted servants to discuss issues affecting our local groups/meetings and assist with any concerns, we maintain the spirit of loving service and foster unity in the Richmond Area of Narcotics Anonymous.

12 Traditions \_\_\_\_\_

12 Concepts \_\_\_\_\_

**3. Chairperson Reads:**

a. It is a privilege for NA to use this facility for ASC. We must ask that all children remain under adult supervision at all times. The space that has been rented to us consists of the meeting room and the restrooms.

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

**Notes:**

- All motions to change the order of the day must be turned in prior to the start of the business to be considered. Motions to change the order of the day, turned in after the start of business, must be approved by the Chairperson to be considered. All changes to the order of the day must be heard and receive a majority vote of the GSRs before the change to the order of the day can happen.
- I appoint \_\_\_\_\_ to keep track of the time (5 – 8 minutes) that a motion can be discussed.

**4. Attendance Roll Call by Secretary:**

Groups: Voting \_\_\_\_\_, Reporting \_\_\_\_\_, Absent \_\_\_\_\_; Meetings: Voting \_\_\_\_\_, Reporting Only \_\_\_\_\_

Attendance of Trusted Servants: Present \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

**5. Review and Approve Old Minutes: (5-8 minutes)**

**6. Money Matter Motions:** At this time, all requests for money will be dealt with, then ASC will return to business.

**7. Reports from Area Level Trusted Servants**

- Treasurer Report (10 to 15 minutes) will be passed out at the beginning of area service
- Chairperson Report (3-5 minutes)
- Vice Chairperson Report (3-5 minutes)
- Secretary Report
- RACC Report

**8. Group Reports (3-5 minutes each)**

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

**9. Subcommittee Reports (5 to 8 minutes)**

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

Start time \_\_\_\_\_ End time \_\_\_\_\_

- a) Policy
- b) Public Relations
- c) Literature
- d) H & I
- e) Print Shop
- f) Special Events (25 minutes with Reports and Voting)
- g) Special Events Treasurer
- h) Ad-Hoc Committee (if any)
- i) RCM (Alt RCM)
- j) VRCC Director (Alt VRCC)
- k) Outreach
- l) Other Subcommittees (if any)

10. **Attendance Sheet** (determine location, has everyone signed in?)

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

- a)Vote on all motions including tabled motions, which were not heard at the last ASC meeting.
- b)Report on Nominations and Elections of Officers.

12. **Nominations and Elections:**

- a) The Recognition/Thank you to past Trusted Servants.
- b) Report on Group conscience issues voting on Area motions, Regional motions, and VRCC motions, which were sent back to Home Groups.
- c) Tabled Motions.

13. **New business motions** (15 minutes before the close of ASC, all business will end). NOTE: Pros and Cons on motions to be added in minutes

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

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

15. Next ASC meeting Date, Time, and Location \_\_\_\_\_

**Literature orders will be collected between 3:30 pm to 4:00 pm only.**  
**Literature Order pickup is AFTER ASC**

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

17. Motion to close with the Serenity Prayer: Time \_\_\_\_\_ Motioned by: \_\_\_\_\_ 2nd \_\_\_\_\_