

NORTHERN LIGHTS AREA OF NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES

Article I.

Name and Purpose

- Section 1.01** This body shall be known as the "NORTHERN LIGHTS AREA SERVICE COMMITTEE", hereinafter referred to as NLASC.
- Section 1.02** The NLASC is a part of the Minnesota Regional Service Conference (MNRSC) and thereby is a member of the MNRSC and a member of the World Service Conference of Narcotics Anonymous (WSC).
- Section 1.03** The primary purpose of the NLASC, in accordance with our Twelve Steps, Twelve Traditions and Twelve Concepts, is to carry the message of recovery to the addict who still suffers by furthering the unity of our Area fellowship through support of its member groups, by associating member groups with each other and by maintaining communication with the MNRSC and WSC.
- Section 1.04** To ensure that our primary purpose is carried out, the NLASC shall have committees and resource people directly responsible to those they serve.

Article II.

Operating Functions

- Section 2.01** NLASC shall maintain a mailing address and a bank account.
- Section 2.02** NLASC shall operate in accordance with the financial policies as set forth in the NA World Services Guidelines for the Area Service Committee Treasurer (Attachment A). Where the NLASC Guidelines differ from the minimum requirements outlined in Attachment A, the NLASC Guidelines will take precedence.
- Section 2.03** The NLASC financial policies shall also include the following:
- (a) All disbursements (checks) will require two (2) signatures.
 - (b) The primary signature must be either that of the NLASC Treasurer or the NLASC Chair.
 - (c) The NLASC Vice-Chair, NLASC Secretary or the RCM may act as the secondary signer.
 - (d) All funds received by the NLASC will be deposited within seven days of receipt.
- Section 2.04** A volunteer, three-member budget committee, to be headed by the NLASC Treasurer, will be formed at the August NLASC.
- Section 2.05** The Budget Committee will develop a proposed NLASC budget for the fiscal year to run December 1 through November 30.
- Section 2.06** The Budget Committee will distribute the proposed NLASC budget to the Area GSRs, Committee Chairs and Officers no less than two weeks prior to the November NLASC meeting for adoption at the November NLASC. The Annual Operating budget will prioritize expenses as follows:
- (a) Outstanding Debt
 - (b) Area Meeting Lists
 - (c) P. O. Box Rental
 - (d) Phone Line
 - (e) Secretary Expense
 - (f) Treasurer Expense
 - (g) Executive Committee Expense
 - (h) Administrative Committee Expense
 - (i) Vermilion Committee Expense
- Section 2.07** The Executive, Administrative and Vermilion Committees will submit to the Budget Committee a projected operating budget at the August ACS. Any budget not received will be set by the Budget Committee.
- Section 2.08** The Budget Committee will recommend a prudent reserve for the new fiscal year based on past financial information, NLASC goals, and other needs of the NLASC. The prudent reserve will be approved by the NLASC at the November NLASC meeting. A prudent reserve is defined as the budget required to pay off any outstanding debt, maintain the phone line, the P. O. Box rental, Area meeting lists, Secretary Expense and Treasurer Expense for one year.
- Section 2.09** Any funds exceeding the prudent reserve and approved annual budget will be donated at a split of 60% to the MNRSC and 40% to the WSC for dispersal at the November NLASC.
- Section 2.10** The NLASC approved budgets will serve as a guide for dispersal of funds. The budget committee will set a standard cost per event for NLANA sponsored activities. Should the anticipated cost for an activity exceed the standard amount set forth in the current budget, the event must receive the prior consensus approval of the NLASC body as a whole before the activity commences. Unbudgeted expenses must have the approval of NLASC body prior to disbursement.

NORTHERN LIGHTS AREA OF NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES

- Section 2.11** Funds will be disbursed by check for all expenses. Whenever possible, checks will be made payable to the vendor and a receipt will be returned to the NLASC Treasurer. Checks made payable to an NA member must be supported by a check request or expense reimbursement form and supported by receipts.
- Section 2.12** A mileage reimbursement rate shall be set by the NLASC body as a whole and may be changed through group consensus at any NLASC meeting.

Article III. Meetings

- Section 3.01** NLASC will hold a regular business meeting beginning at 2:00 PM and ending at 5:00 PM, on the 3rd Saturday of the following months in the following locations:
- (a) January - Duluth
 - (b) March - Virginia
 - (c) April - Duluth
 - (d) May - Hibbing
 - (e) July - International Falls
 - (f) August - Duluth
 - (g) October - Superior
 - (h) November - Hibbing
- Section 3.02** Special meetings may be called by the Chair or Vice-Chair on being advised of a matter of special urgency. Reasonable notice must be given to all elected NLASC participants and Group GSRs.
- Section 3.03** The NLASC will adjourn at 5:00 without any extensions. Any item of business being discussed at 5:00 shall be seen through to its conclusion before closing and any agenda items not addressed shall be continued at the next NLASC.
- Section 3.04** All NLASC business meetings shall be closed to any non-NA member unless approved by a group consensus.
- Section 3.05** NLASC meetings are open to any member of Narcotics Anonymous.
- Section 3.06** Any NA member may speak at NLASC meetings provided they have been granted the floor by the Chair. Anyone who has not been clean for at least 24 hours is welcome to stay but will be asked to not participate.
- Section 3.07** Consensus participants shall consist of all members of the NLANA present at the NLASC excluding the Chair or Acting Chair.
- Section 3.08** Quorum requirements for the NLASC shall be defined as 50% of the NLA group GSRs or GSRA's with at least two Executive Committee members.
- Section 3.09** The NLASC Secretary will conduct a roll call to determine when a quorum is present. The roll call shall be kept on file by the Secretary.
- Section 3.10** A meeting ceases to be considered in this quorum when it's GSR or Alternate GSR has been absent from three consecutive NLASC meetings.
- Section 3.11** If a quorum is not present, a meeting may be opened and normal activities may proceed, however, no group consensus will be taken.

Article IV. Service Structure

- Section 4.01** Purpose - It is the responsibility of the NLASC Service Structure to conduct the business of the NLASC in an atmosphere of recovery providing an opportunity for groups to share their experience with one another.
- Section 4.02** Executive Committee – Conducts the regular business meeting of the NLASC and shall consist of the following elected participants elected in January, commencing in March, for a one-year term, not to exceed two consecutive terms.
- (a) Chair
 - (b) Vice-Chair
 - (c) Secretary
 - (d) Treasurer
 - (e) RCM
 - (f) RCMA

NORTHERN LIGHTS AREA OF NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES

- Section 4.03** Administrative Committee - Conducts the service work of the NLASC. The Administrative Committee meets from 12:15 to 1:45 on the same day and at the same location as the NLASC. The meeting is open to all NA members and shall consist of the following elected participants and terms of service:
- (a) Administrative Committee Facilitator - fulfilled by the NLASC Vice-Chair
- The following elected participants will be elected in March by the ASC body for a one-year term beginning in April.
- (b) Outreach Coordinator
 - (c) Activities Coordinator
 - (d) Literature Coordinator
 - (e) Webmaster
- The following elected participants will be elected by the Administrative Committee in April & October for six-month terms.
- (f) Admin Committee Secretary
 - (g) Welcome Desk Coordinator
 - (h) Assistant Outreach Coordinator(s)
 - (i) Assistant Literature Coordinator(s)
 - (j) Assistant Activities Coordinator(s)
 - (k) Meeting List Editor
 - (l) Phone line Services Coordinator
 - (m) Phone line Services Support
 - (n) H&I Panel Leader(s)
 - (o) Carry the Message Record Keeper
 - (p) Carry the Message Materials Coordinator
 - (q) Newspaper Ad Coordinator
 - (r) New GSR Training Coordinator
- Section 4.04** Vermilion Committee – Provides an annual camping retreat activity open to both addicts and non-addicts. The Vermilion Chair will be elected by the NLASC body in August for a one-year term commencing in October. The committee will meet from 11:00 to Noon on the same day and at the same location as the NLASC meeting and is open to all NA members. Vermilion Committee participants will be elected by those NA members present at the Vermilion Committee meeting in accordance with the Vermilion Committee Guidelines (Attachment C).
- Section 4.05** In the event of a resignation or removal of an Executive Committee elected participant or the Vermilion Committee Chair, the NLASC body as a whole shall elect a replacement to finish the term.
- Section 4.06** In order to maintain the distinction in service between principles and personalities, it is important to observe the practice of rotation. The practice of rotation reinforces the NA emphasis on service rather than the servant, consistent with our belief in the value of spiritual anonymity—what’s important is the job being done, not the particular person doing it.
- Section 4.07** Trusted servants are encouraged to complete a one year term of office and then step-aside for a time or accept responsibilities elsewhere in the NA service structure, giving other members the chance to serve the group.
- Section 4.08** In the event of a resignation or removal of an Administrative Committee elected participant, the Administrative Committee body shall elect a replacement to finish the term.
- Article V. Qualifications and Duties of Elected Participants**
- Section 5.01** Elected participants should have prior experience and/or related skills respective to their position. A working knowledge of the 12 Steps, Traditions and Concepts is essential. Trusted servants should have demonstrated leadership ability as discussed in the Fourth Concept. All elected participants are directly responsible to the groups of the NLASC.
- Section 5.02** Any NA member meeting the qualifications described in these Guidelines may be elected to the Executive, Administrative or Vermilion Committees.
- Section 5.03** Elected participants of the Executive Committee will not simultaneously serve in the position of group GSR or GSRA. All NLASC elected participants are encouraged to attend both the regular business meeting and the administrative committee meeting.

NORTHERN LIGHTS AREA OF NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES

- Section 5.04** Chair
- (a) Clean time: four (4) years continuous abstinence from all drugs.
 - (b) Presides over the NLASC meeting.
 - (c) Maintains order by recognizing participants who wish to address the NLASC.
 - (d) Provides the NLASC Secretary with the upcoming meeting agenda for distribution two (2) weeks prior to the NLASC meeting.
 - (e) Is a primary signer on the NLASC checking account.
 - (f) Abstains from all voting and maintains a neutral position during the NLASC meeting.
 - (g) Maintains a good working relationship with all elected participants of the NLASC.
- Section 5.05** Vice-Chair
- (a) Clean time: three (3) years continuous abstinence from all drugs.
 - (b) Performs the Chair's duties in the absence of the Chair.
 - (c) Serves as the Administrative Committee Leader
 - (d) Maintains an index of motions passed at NLASC business meetings.
 - (e) Makes available at each NLASC a set of current guidelines. Distributes updated copies.
 - (f) Retains a current list of all items held in storage.
 - (g) Assists with the responsibilities of any absent Executive Committee elected participant.
- Section 5.06** Regional Committee Member (RCM)
- (a) Clean time: three (3) years continuous abstinence from all drugs.
 - (b) Performs the Chair's responsibilities in the absence of the Chair & Vice-Chair.
 - (c) The primary responsibility of an RCM is to work for the good of NA providing two-way communication between the Area and the Region.
 - (d) Attends all regularly scheduled MNRSC business meetings.
 - (e) Participates in the MNRSC as the voice of the NLASC and receives a vote of confidence from the NLASC to vote on items not on the agenda, or where a specific discussion has not been conducted, evaluating each item with the needs of the Fellowship in mind.
 - (f) Provides a written report at each NLASC on the business conducted at the MNRSC and upcoming MNRSC business and events.
 - (g) Is the secondary key holder of the post office box and retrieves the mail when the Secretary is unable to do so.
- Section 5.07** Regional Committee Member Alternate (RCMA)
- (a) Clean time: two (2) years continuous abstinence from all drugs.
 - (b) Performs the Chair's responsibilities in the absence of the Chair, Vice-Chair, and RCM.
 - (c) Performs the RCM's responsibilities in the absence of the RCM.
 - (d) Attends all regularly scheduled MNRSC business meetings.
- Section 5.08** ASC Secretary
- (a) Clean time: two (2) years continuous abstinence from all drugs.
 - (b) Performs the Chair's duties in the absence of the Chair, Vice-Chair, RCM and RCMA.
 - (c) Takes accurate minutes for each NLASC meeting to include all elections, motions, and reports from elected participants of the NLASC.
 - (d) Distributes such minutes no later than two (2) weeks before each NLASC to elected participants of the NLASC and all NLA GSRs.
 - (e) Works with the Welcome Desk Coordinator to retain a current contact list of all GSRs and Administrative Committee members.
 - (f) Has on hand a copy of the past twelve (12) months of NLASC minutes at each NLASC meeting.
 - (g) Is the primary key holder of the post office box and retrieves the mail no less than twice a month distributing as necessary.
 - (h) Reserves the meeting location for the NLASC meetings.
- Section 5.09** ASC Treasurer
- (a) Clean time: three (3) years continuous abstinence from all drugs.
 - (b) Presents a written financial report at each NLASC business meeting making all journals and ledger available for review.
 - (c) Is a primary signatory on the NLASC bank accounts.
 - (d) Serves as Chair of the budget committee.

NORTHERN LIGHTS AREA OF NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES

- (e) Serves on the Vermilion Committee and provides oversight of all fiscal transactions of the committee.
- (f) Provides oversight and review of the fiscal aspects of the Literature Committee.
- (g) Receipts all income.
- (h) Issues payments for all bills and other debt.
- (i) Tracks expenses and compares to the approved budget reporting any overages.
- (j) Signs a Financial Responsibility Statement for the NLASC to be kept on file with NLASC minutes.

Section 5.10 Vermilion Chair

- (a) Clean time: three (3) years continuous abstinence from all drugs.
- (b) Chairs the Vermilion Committee.
- (c) Retains a record of all committee activities.
- (d) Provides a written report at each NLASC business meeting on the activities of the committee.
- (e) Provides a proposed committee budget for the coming year to the Budget Committee each August.
- (f) Provides a written detailed financial report of all income and expenses for the campout at the October NLASC.

Section 5.11 Administrative Committee Facilitator

- (a) This position is filled by the NLASC Vice-Chair.
- (b) Presides over the Administrative Committee meeting.
- (c) Provides the NLASC Secretary with the upcoming meeting agenda for distribution two (2) weeks prior to the NLASC meeting.
- (d) Abstains from all voting and maintains a neutral position on all issues during the Administrative Committee meeting.
- (e) Coordinates the budget planning for the Administrative Committee.

Section 5.12 Administrative Committee Secretary

- (a) Clean time: six (6) months continuous abstinence from all drugs.
- (b) Takes accurate minutes for each Administrative Committee meeting to include all elections, motions, and reports from elected participants.
- (c) Provides a copy of the minutes to the NLASC Secretary.
- (d) Retains a current roster of Administrative Committee members.
- (e) Has on hand a copy of the past twelve (12) months of minutes.

Section 5.13 Welcome Desk Coordinator

- (a) Clean time: six (6) months continuous abstinence from all drugs.
- (b) Greets all in attendance at the NLASC Administrative Meeting and NLASC Meeting.
- (c) Assists each member in attendance sign in and verify contact information.
- (d) Directs GSRs to the handouts.
- (e) Introduces new GSRs to the New GSR Coordinator.

Section 5.14 Activities Coordinator

- (a) Clean time: one (1) year continuous abstinence from all drugs.
- (b) Primary purpose is to carry the NA message of recovery to addicts in the form of fellowship group activities.
- (c) Assures that NLANA activities are conducted in accordance with NA traditions.
- (d) Retains a record of all activities.
- (e) Provides a written report at each Administrative Committee meeting on the activities of the Area.
- (f) A standard event cost will be set forth by the budget committee each year.
- (g) Any event anticipated to exceed the standard event cost must receive the prior consensus of the ASC body.
- (h) Provides the NLASC with a written financial report of income and expenses for each event.
- (i) Assures that money is handled and counted by two NA members and deposited with the NLANA treasury.

Section 5.15 Assistant Activities Coordinator

- (a) Clean time: six (6) months continuous abstinence from all drugs.

NORTHERN LIGHTS AREA OF NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES

- Section 5.16** Outreach Coordinator
- (b) Works with the Activities coordinator supporting NLASC activities as needed.
 - (a) Clean time: one (1) year continuous abstinence from all drugs.
 - (b) Primary purpose is to serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas.
 - (c) Contacts or visits groups not represented at the NLASC meeting three or more consecutive times.
 - (d) Maintains and distributes New Group Starter Kits.
- Section 5.17** Assistant Outreach Coordinator(s)
- (a) Clean time: six (6) months continuous abstinence from all drugs.
 - (b) Works with the Outreach Coordinator supporting Outreach activities as needed.
- Section 5.18** Literature Coordinator
- (a) Clean time: one (1) year continuous abstinence from all drugs.
 - (b) Primary purpose is to maintain an inventory of NA Conference approved literature for resale to NLASC groups and Administrative Committee Members.
 - (c) Assures that money is handled and counted by two NA members and deposited with the NLANA treasury.
 - (d) Maintains a detailed record of all income and expenses.
 - (e) Maintains a detailed inventory record of all literature.
 - (f) Provides a written inventory report at the March ASC.
- Section 5.19** Webmaster
- (a) Clean time: one (1) year continuous abstinence from all drugs.
 - (b) Reads and adheres to the guidelines provided in Chapter 10 of the NAWS Public Relations Handbook, *Internet Technology*.
 - (c) Possesses the appropriate technical skills, training and experience to manage the NLA Web Site.
 - (d) Keeps the website current with the most recent Area meeting list data and NLASC Events.
 - (e) Provides a written report at each Administrative Committee meeting.
- Section 5.20** Meeting List Editor
- (a) Clean time: six (6) months continuous abstinence from all drugs.
 - (b) Maintains an accurate and current list of all NLA meetings.
 - (c) Makes available printed meeting lists at each NLASC meeting.
 - (d) Provides a written report at each Administrative Committee meeting.
- Section 5.21** Phone line Responder(s)
- (a) Clean time: six (6) months continuous abstinence from all drugs.
 - (b) Phone Line Responders are elected as needed by the Administrative Committee.
 - (c) Checks the phone line no less than every two days for messages.
 - (d) Mails information packets when requested.
 - (e) Forwards messages for other requests to the appropriate NLA trusted servant.
 - (f) Provides a written report at each Administrative Committee meeting.
- Section 5.22** Phone line Message Updater
- (a) Clean time: six (6) months continuous abstinence from all drugs.
 - (b) Keeps the phone line message and meeting information current at all times.
- Section 5.23** H&I Panel Leader (s)
- (a) Clean time: six (6) months continuous abstinence from all drugs.
 - (b) Panel leaders are elected as needed by the Administrative Committee.
 - (c) Panel leaders need to carry a strong NA message of recovery.
 - (d) Adheres to the "Dos and Don'ts" as outlined in the NAWS H&I Handbook.
 - (e) Provides a list of the "Dos and Don'ts" to all H&I panel participants.
 - (f) Provides a written report at each Administrative Committee meeting.
- Section 5.24** Carry the Message Record Keeper
- (a) Clean time: six (6) months continuous abstinence from all drugs.
 - (b) Maintains a master database of Carry the Message signup sheet information.
 - (c) Provide the Carry the Message Materials Coordinator with updated signup sheets for distribution to GSRs at each NLASC meeting.
 - (d) Checks for duplicate locations.

NORTHERN LIGHTS AREA OF NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES

- Section 5.25** Carry the Message Materials Coordinator
- (a) Clean time: six (6) months continuous abstinence from all drugs.
 - (b) Receives from the Carry the Message Record Keeper the updated signup sheets for distribution at each NLASC meeting.
 - (c) Provides the Literature Coordinator with a literature order one month in advance of each NLASC.
 - (d) Organizes materials packages for each volunteer and distributes to the GSRs at each NLASC.
- Section 5.26** Carry the Message Assistant
- (a) Clean time: thirty (30) days continuous abstinence from all drugs.
 - (b) Provides assistance with the Carry the Message Campaign as needed.
- Section 5.27** Newspaper Ad Coordinator
- (a) Clean time: six (6) months continuous abstinence from all drugs.
 - (b) Lists current meeting dates, times and locations in local newspapers
 - (c) Maintains a record of newspaper names, contacts and instructions for placing ads.
 - (d) Provides a written report at each Administrative Committee meeting
- Section 5.28** New GSR Coordinator
- (a) Clean time: six (6) months continuous abstinence from all drugs.
 - (b) Maintains a stock of New GSR packets for distribution at the NLASC meeting.
 - (c) Matches new GSRs with a mentor at the NLASC meeting.

Article VI. Motions and Voting Procedures

- Section 6.01** Motions may be submitted and seconded by voting members as defined in Article 3.07. All motions must be submitted in written form to the secretary prior to consideration by the NLASC body.
- Section 6.02** The spirit of decision making at the NLASC will be that of consensus as outlined in Attachment C, unless otherwise determined by the Chair.
- Section 6.03** Quorum, as described in paragraph 3.08, must be present for any motions or elections to be confirmed or denied at the NLASC Business Meeting.
- Section 6.04** Any motion to change or suspend any portion of these guidelines must be distributed to the Area meetings and committees at least two weeks prior to the NLASC meeting where the vote will be conducted.
- Section 6.05** Any and all motions not called for by the Chair will be submitted in new business.
- Section 6.06** The Chair has executive discretion to postpone discussion or voting on any motion until the following NLASC.
- Section 6.07** No two motions shall simultaneously be on the floor at any given time.
- Section 6.08** Discussion on a motion will only occur after it has been seconded.

Article VII. Nomination and Election Procedures

- Section 7.01** Two ASC meetings prior to the end of the term of any officer, nominations for that office will be solicited.
- Section 7.02** Nominations shall be open to any member of NA that meets the qualifications of the position as outlined in these guidelines.
- Section 7.03** All nominees must be present at the time of their nominations to be confirmed for a position.
- Section 7.04** All nominations require a second, followed by the nominee's acceptance or declination of the nomination.
- Section 7.05** All nominees will be asked to state their qualifications and answer questions from the NLASC.
- Section 7.06** At the following ASC, the positions will be voted upon.
- Section 7.07** All elections shall be conducted by written ballot with two volunteers counting the ballots. A nominee must win the election by majority vote. In the case of a tie, a second vote shall be taken after general discussion. The volunteers shall announce the winner without disclosing the ballot count.

Article VIII. Removal of Elected Participants

- Section 8.01** Through a consensus the NLASC may remove any elected participant from his or her position if found unfit as determined by NLASC as a whole.
- Section 8.02** No elected participant may be removed without cause.

**NORTHERN LIGHTS AREA OF NARCOTICS ANONYMOUS
AREA SERVICE COMMITTEE GUIDELINES**

ATTACHMENT A

GUIDELINES FOR THE AREA SERVICE COMMITTEE (AND IT'S TREASURER)

1. It is suggested that the NLASC treasurer have a minimum of two (2) years continuous abstinence from all drugs.
2. The NLASC treasurer will issue a receipt to all groups, individuals and committees for all money received. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the group and NLASC.
3. Do not borrow funds from the NLASC treasury. Our experience tells us that treasurers and others who make this a practice tend not to return to the fellowship, nor do they return the funds.
4. NLASC funds cannot be spent without the approval of the GSRs and/or the NLASC as a whole or as approved in the annual budget.
5. The NLASC will maintain a checking account requiring two signatures on all checks and withdrawals. The Treasurer, Chair, Vice-Chair, and Secretary will be the signatories. The RCM or RCMA may be substituted as one of the signatories when it is practical to do so. This is to protect NLASC funds and to help the treasurer by providing financial records from an outside source (the bank).
6. The NLASC treasurer shall make a written financial report of contributions and expenditures at each regularly scheduled meeting of the NLASC, as well as an annual report at the end of each fiscal year. The treasurer can also be made responsible for bulk purchases of literature for the groups.
7. At the NLASC level of service, there should be only ONE person handling the funds – the treasurer.
8. A financial review of the NLASC's financial records should take place at least once a year, or when there is a change in treasurers. All the financial records of the NLASC should be reviewed.
9. IT IS VITAL THAT EVERY TREASURER HAND OVER HIS/HER RECORDS TO HIS/HER SUCCESSOR, IN ORDER TO PRESERVE MUCH-NEEDED DONTINUITY AND HISTORY.
10. Suggested Procedures for Financial Review
 - a. The NLASC Executive Committee, excluding the treasurer, should determine when a financial review is to take place.
 - b. It is recommended that no more than 24 hours' notice be given prior to the financial review.
 - c. Those conducting the financial review MUST take physical possession of all records, statements, inventories, and petty cash.
 - d. The treasurer should be available to the review committee in order to assist and answer questions, if necessary.
 - e. A financial review should be seen as a tool that may prevent a minor error from becoming a major one. IT IS NOT INTENDED TO BE AN INQUISITION.
 - f. Financial reviews should not be predictable, but should be varied as to time and place.

**NORTHERN LIGHTS AREA OF NARCOTICS ANONYMOUS
AREA SERVICE COMMITTEE GUIDELINES**

Attachment B

CONSENSUS DECISION MAKING PROCESS

1) Broad Open Discussion - General Discussion

- a) Discussion at this level ought to be the broadest in scope. Try to encourage comments which take the whole proposal into account; i.e., why it is a good idea, or general problems which need to be addressed.
- b) Discussion at this level often has a philosophical or principled tone, purposely addressing how this proposal might affect the group in the long run or what kind of precedent it might create, etc. It helps every proposal to be discussed in this way, before the group engages in resolving particular concerns.
- c) Do not allow one concern to become the focus of the discussion. When particular concerns are raised, make note of them but encourage the discussion to move back to the proposal as a whole.
- d) Encourage the creative interplay of comments and ideas. Allow for the addition of any relevant factual information. For those who might at first feel opposed to the proposal, this discussion is consideration of why it might be good for the group in the broadest sense. Their initial concerns might, in fact, be of general concern to the whole group. And, for those who initially support the proposal, this is a time to think about the proposal broadly and some of the general problems.
- e) If there seems to be general approval of the proposal, the facilitator, or someone recognized to speak, can request a call for consensus.

2) Call for Consensus

- a) The facilitator asks, "Are there any unresolved concerns?" or "Are there any concerns remaining?"
- b) After a period of silence, if no additional concerns are raised, the facilitator declares that consensus is reached and the proposal is read for the record.
- c) At this point, the facilitator assigns task responsibilities or sends the decision to a committee for implementation.
- d) Any concerns for which someone stands aside are listed with the proposal and become a part of it.

3) Identify Concerns - List All Concerns

- a) At this point, only concerns are to be expressed, reasonable or unreasonable, well thought out or vague feelings.
- b) After all concerns have been listed, allow the group a moment to reflect on them as a whole.

4) Group Related Concerns

- a) At this point, the focus is on identifying patterns and relationships between concerns.
- b) This short exercise must not be allowed to focus upon or resolve any particular concern.

5) Resolve Concerns - Resolve Groups of Related Concerns

- a) Often, related concerns can be resolved as a group.

6) Call for Consensus

- a) If most of the concerns seem to have been resolved, call for consensus in the manner described earlier.
- b) If some concerns have not been resolved at this time, then a more focused discussion is needed.

NORTHERN LIGHTS AREA OF NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES

7) Restate Remaining Concerns (One at a Time)

- a) Return to the list. The facilitator checks each one with the group and removes ones which have been resolved or are, for any reason, no longer of concern.
- b) Each remaining concern is restated clearly and concisely and addressed one at a time.
- c) Sometimes new concerns are raised which need to be added to the list.

8) Questions Which Clarify the Concern

- a) The facilitator asks for any questions or comments which would further clarify the concern so everyone clearly understands it *before* discussion starts.

9) Discussion Limited to Resolving One Concern

- a) Keep the discussion focused upon the particular concern until every suggestion has been offered.
- b) If no new ideas are coming forward and the concern cannot be resolved, or if the time allotted for this item has been entirely used, move to one of the closing options described below.

10) Call for Consensus

- a) Repeat this process until all concerns have been resolved. At this point, the group should be at consensus, but it would be appropriate to call for consensus anyway just to be sure no concern has been overlooked.

11) Closing Options

- a) Send to Committee
 - i) If a decision on the proposal can wait until the whole group meets again, then send the proposal to a committee which can clarify the concerns and bring new, creative resolutions for consideration by the group.
- b) Stand Aside (Decision Adopted with Unresolved Concerns Listed)
 - i) When a concern has been fully discussed and cannot be resolved, it is appropriate for the facilitator to ask those persons with this concern if they are willing to stand aside; that is, acknowledge that the concern still exists, but allow the proposal to be adopted.
- c) Declare Block
 - i) After having spent the allotted agenda time moving through the three levels of discussion trying to achieve consensus and concerns remain which are unresolved, the facilitator is obligated to declare that consensus cannot be reached at this meeting, that the proposal is blocked, and move on to the next agenda item.