GUIDELINES FOR THE

Wee Are Here Area

SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

Revised October 2004

SECTION 1; NAME

This body shall be known as the Wee Are Here Area Narcotics Anonymous Service Committee, hereinafter Referred to as the WAHANASC.

SECTION II; PURPOSE

A). The primary purpose of the WAHANASC is to carry the message of recovery to the addict who still suffers and to further the unity of NA within our area and our region by maintaining communication with the MNRSC (Minnesota Region Service Conference) and our member groups in accordance with the Twelve Concepts for NA Service and our Twelve Traditions.

B). To ensure that our primary purpose is carried out; the WAHANASC shall have sub-committees directly responsible to the WAHANASC.

SECTION III: FUNCTIONS

A). The WAHANASC is a committee made up of the Group Service Representatives (G.S.R.), elected officers, and subcommittee chairpersons within the Wee Are Here Area. This ASC is designed to provide service to its members.

B). The WAHANASC shall maintain a mailing address and a bank account.

C). The WAHANASC shall donate all funds in excess of a working prudent reserve (yet to be decided) to the MNRSC.

SECTION IV; MEETINGS

A). The WAHANASC shall hold one regular business meeting each month.

Note: See Addendum II for a sample meeting format. 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 participants by the Chair.

B). All WAHANASC business meetings shall be closed to the general public unless specifically approved by the Chair. They are open to any member of Narcotics Anonymous. Anyone may speak at WAHANASC meetings provided they have been granted the floor by the Chairperson.

C). Robert's Rules of Order, as adapted for the WAHANASC, shall be used as procedure in all WAHANASC business meetings.

D). A quorum must be present to conduct business.

1). Quorum is defined as more than 50% of the average number of voting participants present at the previous 2 ASC meetings.

2). Voting eligibility is defined in Section VII of these guidelines.

SECTION V: ELECTED PARTICIPANTS

THE WAHANASC SHALL BE COMPOSED OF:

A). All duly elected officers:

- Area Chairperson
- Area Co-Chairperson
- Area Secretary
- Area Treasurer
- Regional Committee Member (R.C.M.).
- Regional Committee Member Alternate (R.C.M.A.).
- Outreach Chair
- Activities Chair
- Literature Chair
- Hospitals & Institutions Chair
- Public Information Chair
- Newsletter Chair

B). G.S.R. or their alternates.

C). Sub-committee chairpersons elected by the WAHANASC.
Note: Members must be clean to be participants of the WAHANASC.

SECTION VI: OFFICERS INCLUDE THE FOLLOWING

A). CHAIRPERSON, The chairperson's position at the ASC is that of a facilitator. The person who holds this position is responsible for making sure that ASC business is conducted in an orderly and efficient manner. This involves ensuring that debate is confined to the merits of the question and that personal comments are discouraged. It further involves being able to deal firmly with persons who distract others by whispering or making pointless remarks. The chairperson talks no more than absolutely necessary and does not speak for or against any issue. This person needs to be someone who can remain calm and deal firmly and fairly with all sides regardless of their own personal opinion.

DUTIES:

1. Open the ASC at the appointed time by taking the chair and calling the meeting to order.
2. Announce the number of voting participants needed for quorum at the beginning of the ASC.
3. Post the agenda where everyone at the ASC can see it.
4. To recognize members or observers who are entitled to the floor.
5. To clearly restate all motions and questions that legitimately come before the ASC so that everyone present can hear them. Likewise, to announce the results of each vote in the same manner, including the vote count for; Yes, No and Abstentions. (Election votes will be taken by written ballot and only the results announced).
6. To rule as Out of Order any motions that are frivolous.
7. To Enforce Robert's Rules of Order as adapted for the WAHANASC.
8. To expedite business in every way possible while respecting the rights of all participants.
9. To decide all questions of procedure, subject to appeal. When in doubt, the chairperson may submit the issue to the ASC for a decision.
10. To answer questions regarding procedure or factual information that affects the business of the ASC.
11. To adjourn the ASC when the participants vote to do so; when the agenda has been completed, or in the case of an emergency situation that threatens the safety of the members.
12. To verify the minutes before they are distributed.
13. To conduct the general correspondence for the area.
14. To be a co-signer on the WAHANASC bank account.
15. To appoint ad-hoc committees.
16. To vote only in case of a tie.

REQUIREMENTS:

1. Must be capable of conducting business in a firm, yet unbiased manner.
2. A suggested minimum of three years continuous abstinence from all drugs.
3. It is suggested that the Area Chair have at least 1 year of experience as an area level trusted servant.
4. Must have a working knowledge of N.A.'s steps, Traditions, Concepts for Service, and Robert's Rules of Order as adapted for the WAHANASC.

B). VICE-CHAIRPERSON, whose duties include the following:

1. Performs the Chair's duties in the absence of the Chair.
2. Stays informed of all sub-committee activities and is available for any sub-committee problems.
3. Assists the Chair in various tasks at the discretion of the Chair.

REQUIREMENTS:

1. A suggested minimum of two years continuous abstinence from all drugs.
2. It is suggested that the Area vice Chair have at least 1year experience as an area level trusted servant.
3. A Vice Chair nominee should consider the position a two year commitment, the first year as Vice Chair and Accepting nomination for the Area Chair position the following year.
4. Must have a working knowledge of N.A.'s steps, Traditions, Concepts for Service, and Robert's Rules of Order as adapted for the WAHANASC.

C). SECRETARY

REQUIREMENTS:

1. A suggested minimum of 12 months continuous abstinence from all drugs.
2. It is suggested that the Area Secretary have at least 6 months experience as an area level trusted servant.

DUTIES:

1. In the absence of the Chairperson, Vice-Chair, and RCM, to call the WAHANASC meeting to order and to preside until the immediate election of a Chairperson pro-tem.
2. To keep a clear and accurate record of all proceedings at each WAHANASC meeting.
3. To maintain WAHANASC files, including committee reports.
4. To have minutes available to members upon request.
5. To have on hand at each WAHANASC meeting an up-to-date mailing list to include all active WAHANASC participants, Executive Committee members and the UMSO.
6. To maintain a record book(s) in which the Guidelines, Parliamentary procedures, Roberts Rules of Order and One (1) calendar year of WAHANASC minutes, with any amendments to these documents properly recorded, and to have a current record book(s) on hand at each WAHANASC meeting.
7. To be responsible for the proper handling and distribution of incoming correspondence in the following manner;
    a. To maintain the Area's mail.
    b. Note in record book(s) the date and receipt and to whom distributed.
    c. Maintain one (1) copy for the WAHANASC files.
    d. To give a complete and accurate report of any/all changes to record book(s) since the last WAHANASC meeting during the secretary's report.
8. To meet with Chairperson to verify minutes prior to copies being made.
9. To distribute copies of the minutes to each name on the current mailing list no later than ten (10) calendar days following the WAHANASC meeting.
10. To have blank service resumes, motion slips and group report forms on hand at each WAHANASC meeting.
11. To be co-signer of the WAHANASC bank account.

D). TREASURER, whose duties include the following:

1 .Custodian of the WAHANASC bank account.
2. Keeps a ledger itemizing all credits and debits.
3. Gives an itemized financial report at each WAHANASC business meeting.
4. Makes available for auditing, on a quarterly basis, ledgers, journals, etc.
5. Assists in the Year End Audit.
6. Ensures that the financial guidelines for the WAHANASC are followed.

REQUIREMENTS:

1. A suggested minimum of three years continuous abstinence from all drugs.
2. At least 1 year of experience as an area level trusted servant.

E). REGIONAL COMMITTEE MEMBER (RCM), whose duties include the following:

1. The primary responsibility of an RCM is to work for the good of NA by providing 2-way communication between the Area and the Region.
2. Attends all regularly scheduled WAHANASC meetings.
3. Maintains communication with, and is available for any problems within the Areas groups.
4. Works closely with the area officers and sub-committee chairs, and is a source of information and guidance in matters concerning the twelve traditions.
5. Participates with the MNRSC as the voice of the Area at the regional level.
6. The RCM shall serve in this position for 2 years.

REQUIREMENTS:

1. The RCM should have a suggested minimum of 3 years continuous abstinence from all drugs.
2. It is suggested that the RCM have at least 2 years experience as an area level trusted servant.
3. Must have a working knowledge of N.A.'s steps, Traditions, Concepts for Service, and Robert's Rules of Order as adapted for the WAHANASC.

F). RCM-ALTERNATE, whose duties are to assume the responsibilities of the RCM if the RCM is not available.

REQUIREMENTS:

1. The Nominee for RCM Alternate should have a suggested minimum of 2 years continuous abstinence from all drugs.
2. It is suggested that the RCMA have at least 1 year of experience as an area level trusted servant.

G). PUBLIC INFORMATION CHAIR (PI), whose requirements include the following:

1. A minimum of six months abstinence from all drugs.
2. Previous PI field service experience or PI committee involvement.
3. Willingness and ability to communicate with PI committee members, volunteers, and the general public including the media.
4. Must have working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA Service.
5. If handling any WAHANASC funds or merchandise, the PI Chair must sign the WAHANASC Financial Responsibility Policy Agreement Form.

DUTIES:

1. Maintain a current list of NA recovery meetings within the WAHANASC.
2. Be an active member of the MNRSC PI Committee.
3. Actively recruit committee members.
4. Plan and facilitate regular meetings of the committee and announce them at each WAHANASC meeting.

H). HOSPITALS AND INSTITUTIONS CHAIR (H&I), whose requirements include the following:

1. A minimum of two years abstinence from all drugs.
2. Previous H&I field service experience or H&I committee involvement.
3. Willingness and ability to communicate with H&I committee members and other H&I committees at all levels of service.
4. Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
5. If handling any WAHANASC funds or merchandise, the H&I Chair must sign the WAHANASC Financial Responsibility Policy Agreement Form.

DUTIES:

1. Keep a current list of standing group H&I committees within the WAHANASC.
2. Have available at each WAHANASC meeting, a current detailed list of active H&I commitments and their status with in the WAHANASC.
3. Be an active member of the MNRSC H&I committee.
4. Work with the WAHANASC and groups to organize H&I workshops and other H&I learning awareness events.
5. Communicate with the PI Chair to maintain close coordination between H&I and PI.
6. Actively recruit committee members.
7. Plan and facilitate regular meetings of the committee and announce them at each WAHANASC meeting.

I). LITERATURE CHAIR, whose requirements include the following:

1. A minimum of two years abstinence from all drugs.
2. Must have access to a computer or word processor.
3. Willingness and ability to communicate with Literature committee members and other committees at all levels of service.
4. Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
5. If handling any WAHANASC funds or merchandise, the Literature Chair must sign the WAHANASC Financial Responsibility Policy Agreement Form.

Duties:

1. Obtain all new material from the World Service Conference through active membership in the MNRSC Literature Committee.
2. Organize and facilitate reviews by the Literature Committee.
3. Record comments and suggestions, by committee members, regarding proposed literature and return them, in a timely fashion, to the WSC via the MNRSC Literature Chair.
4. Serve as a resource to the WAHANASC member groups, committees, and officers for review of any guidelines or by-laws.
5. Actively recruit committee members.
6. Plan and facilitate regular meetings of the committee and announce them at each WAHANASC meeting.

J). ACTIVITIES CHAIR, whose requirements include the following:

1. A minimum of one year abstinence from all drugs.
2. Previous field service experience with Activities Committee, Convention Committees or life experience with planning events and fundraisers.
3. Willingness and ability to communicate with community members at all levels of service, vendors, facilities, and other service needed to produce events.
4. Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
5. Must sign the WAHANASC Financial Responsibility Policy Agreement Form (FRPAF) and ensure that all persons handling WAHANASC Activities funds, merchandise and/or tickets have signed the FRPAF and that it

is on file in the WAHANASC files; must ensure that all forms tracking WAHANASC Activities funds and merchandise conform to FRPAF.

DUTIES:

1. Plan and execute events the Activities committee sees fit and are within their means. Also, providing advice, if requested to WAHANASC groups or committees.
2. Turn all funds over to the WAHANASC treasurer within 48 hours following an event. They will give you a receipt.
3. Provide the treasurer and the secretary with an accurate financial accounting of the event at the next WAHANASC meeting.
4. Actively recruit committee members.
5. Schedule meetings of the committee and announce them at the WAHANASC meeting.

K). OUTREACH CHAIR, whose requirements include the following:

1. A minimum of one year abstinence from all drugs.
2. Willingness and ability to travel to NA groups in the WAHANASC geographic region.
3. Willingness and ability to communicate with WAHANASC member groups.
4. Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
5. If handling any WAHANASC funds or merchandise, the H&I Chair must sign the WAHANASC Financial Responsibility Policy Agreement Form.

DUTIES:

1. Act as liaison between NA groups in the WAHA geographic region and the WAHANASC.
2. Use the resources of the WAHANASC and its member groups to provide support to NA groups in need.
3. Be an active member of the MNRSC Outreach committee.
4. Actively recruit committee members.
5. Plan and facilitate regular meetings of the committee and announce them at each WAHANASC meeting.

L). NEWSLETTER CHAIR, whose requirements include the following:

1. A minimum of six months abstinence from all drugs.
2. Must have access to a computer or word processor.
3. Willingness and ability to communicate with Newsletter committee members and other committees at all levels of service.
4. Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
5. If handling any WAHANASC funds or merchandise, the Newsletter Chair must sign the WAHANASC Financial Responsibility Policy Agreement Form

DUTIES:

1. Coordinate newsletter committee.
2. Process and edit all incoming information for the newsletter.
3. Compose monthly newsletter.
4. Actively recruit committee members.
5. Plan and facilitate regular meetings of the committee and announce them at each WAHANASC meeting

Note: Primary requirements of the above officers shall be found in the approved service manuals.

Note: Each of the above participants normally serves for a period of one year, and shall not serve for more than two consecutive terms. Each of these offices are open to any member of NA who meets the requirements stated above and is present at the time of nominations. To promote continuity, outgoing officers are encouraged to remain active within the committee and help train newly elected officers.

SECTION VII; VOTING PROCEDURES:

A). Each groups' duly elected GSR is entitled to one vote.
In the event of a G.S.R.'s absence the G.S.R.-Alt shall have the G.S.R.'s vote.

B). Each duly elected sub-committee chairperson shall have a vote.

C). The Chair shall vote only in the case of a tie.

D). Provided quorum is present, all matters shall be decided by a simple majority vote, other than changes in the guidelines or removal of officers which requires a 2/3rd s majority vote.

E). There will be a second, and then pros and cons heard before a vote is counted with more discussion being reopened at the discretion of the Chair.

F). Any active member of the Area can make and or second a motion.

G). Submitted motions must be numbered. This will begin with # 1 at the beginning of each year. (For example, the first motion submitted in 2001 is motion #1-01.)

I). The procedure for processing ordinary motions at our ASC is as follows; a motion is introduced and seconded, followed by a Question and answer period. It is then tabled until the next ASC to give the G.S.R. a chance to obtain their group's conscience. At that ASC the motion may be voted on unless a motion to postpone the vote is successful.

J). A motion that is labeled an emergency motion may be voted on at the same ASC at which it is introduced. However, if any active participant fails to agree that a motion labeled an emergency motion is an emergency, that person may make a motion to postpone. If the motion to postpone is successful, the motion is treated as and ordinary motion.

K). Numerical results of voting on all motions shall be published in minutes, i.e. Motion 16-97 passed, 8-2-0.

SECTION VIII; ELECTIONS

A). Nominations and elections for all officers and subcommittee chairpersons will be held as follows:
1. At the ASC that is three months prior to a scheduled election, the Chair will announce that nominations for that position will open at the next ASC.
2. At the ASC that is two months prior to a scheduled election, the area will start accepting nominations and service resumes for that position. Nominees and/or volunteers' service resumes must be distributed in the minutes before an election can take place.
3. At the ASC that is one month prior to a scheduled election, nominations and service resumes will continue to be accepted, after which, nominations for that position will close. (Unless there are no nominees, in which case the nominations will remain open, and the area Chairperson will ask the incumbent for a voluntary commitment to continue in the position; pending replacement, notice of resignation, or removal.)
4. Elections will be held one month after nominations have been closed.
5. Officers are elected by a simple majority of voting participants.

B). Election schedule:

POSITION	ANNOUNCE	ELECTION
1) Chair and Vice-chair	(March)	(June)
2) RCM and RCM-alt	(May)	(August)
3) Activities Chair	(June)	(September)
4) P I Chair	(July)	(October)
5) Secretary	(August)	(November)
6) H and I Chair	(September)	(December)
7) Treasurer	(October)	(January)
8) Literature Chair	(November)	(February)
9) Outreach Chair	(December)	(March)
10) Newsletter Chair	(January)	(April)

C). All nominees must be present at the time of their nomination and election in order to be nominated or elected to a position at the WAHANASC. All nominees must provide a copy of their service resume to the area secretary at the ASC in which they are nominated.

D). In the event of a vacated office, temporary assignments may be made by election at the ASC until the next regularly scheduled election is held.

E). Subcommittee chairs may also hold office as a GSR or GSRA.

F). Vice-chair, RCM-Alt, or any other alternate type participants do not automatically assume the next higher position. They must be duly elected following the procedures outlined in subsection A. above.

SECTION IX: REMOVAL OF OFFICERS

A). The WAHANASC may declare vacant the office of any elected officer who has been:

1. Absent from two consecutive WAHANASC meetings.

2. Found unfit, as determined by the committee as a whole.

B). No officer shall be removed without cause.

C). A two-thirds majority vote of all participating members shall be required for the removal of any Officer.

SECTION X: SUB-COMMITTEES

A). Sub-committees are directly responsible to the WAHANASC. Newly proposed sub-committees shall act as ad-hoc committees until they are established with guidelines. It is necessary to clearly define their responsibilities so that they may fulfill the purpose for which they are created.

B). The WAHANASC shall be responsible for the approval and implementation of guidelines for each sub-committee it creates; said guidelines to be drafted by the sub-committee, and will utilize the suggestions below to be presented for approval at a regular WAHANASC meeting.

C). Guidelines for a WAHANASC subcommittee ought to include, but are not limited to:
1) Name.
2) Purpose and need.
3) Functions.
4) Voting procedures.
5) Meeting time and place.

D). Every sub-committee shall carry out its work in accordance with the ATwelve Concepts of Service of Narcotics Anonymous.

SECTION XI GUIDELINE CHANGES

A). Any portion of these guidelines may be waived or amended at any time by a two-thirds majority vote of the participants, excluding abstentions.

SECTION XII; FINANCIAL GUIDELINES

A). ARTICLE ONE: DEFINITION

This set of guidelines shall serve as a written set of instructions for:
1. The dispersal of WAHANASC funds to trusted servants including:
    a. Mileage allowances
    b. Working reserves
2. The dispersal of WAHANASC funds to sub-committees including:
    a. Working reserves
    b. Motions approved by the WAHANASC
3. The dispersal of WAHANASC funds in accordance with the group conscience of the WAHANASC.
4. These guidelines shall set forth the procedure for documenting all expenses and revenues, ant to assure a complete and accurate record of WAHANASC finances.

B). ARTICLE TWO; GENERAL GUIDELINES

1. All funds shall be combined into one bank account to be managed by the WAHANASC treasurer.

2. The WAHANASC shall have four designated co-signers of the WAHANASC bank account; the WAHANASC Chairperson, Activities Chair, RCM, and treasurer.

3. Checks drawn on the WAHANASC bank account shall require two signatures for any and all transactions one shall always be the Treasure.

4. No two signers of the WAHANASC bank account shall reside in the same household.

5. An audit of the WAHANASC financial records shall be held Quarterly in March June, September and the end of December. Also whenever an area treasurer does not complete their term, or whenever this body deems it prudent. The WAHANASC Chair shall appoint an ad-hoc subcommittee to perform this audit which shall be completed within 30 days from the ASC at which the ad-hoc subcommittee is formed for this task.

C), ARTICLE THREE: PROCEDURES

1. **Revenues:**
   a. All revenues received shall be recorded in the current receipt book and ledger for the WAHANASC.
   b. A copy of the receipt shall be returned to the addict, group, sub-committee, or other entity which donated or generated the money.
   c. Money received from groups, sub-committees, or other entities shall be deposited into the WAHANASC bank account separately. A separate deposit slip will accompany each accounts deposit. (group donations, activity committee, etc.) This will ease the auditing procedure.
   d. A second point of accountability shall be necessary for incoming funds. A member of the WAHANASC executive committee will double check all incoming funds and initial the ledger. This will aid in alleviating possible addition errors.
   e. Any money received by the treasurer shall be deposited into the WAHANASC bank account within 5 days of receiving those monies.
   f. The Treasurer and another member of the executive committee shall initial deposit slips after insuring those deposit slips coincide with the amount entered in the books for the previous month.

2. **Expenses:**
   a. All reimbursements will require a valid receipt whenever possible. Reimbursement without a receipt will need to be approved by the WAHANASC Chairperson and one other member of the WAHANASC executive committee.
   b. A receipt shall not be immediately necessary for Subcommittees when working within their budgets to purchase materials needed in the running of that committee. Each subcommittee will be responsible to keep receipts for all purchases and will submit all receipts to the treasurer.
   c. No trusted servant shall sign a check made out to themselves.

3. All revenues and expenses shall be recorded in the general ledger of the WAHANASC in order to maintain permanent record of transactions.

4. The treasurer shall be responsible for making sure that these reporting procedures are followed.

D). ARTICLE FOUR: ALLOWANCES

These allowances will be paid on a funds available basis. No expenditures will be made unless there is sufficient money available to pay for them. This is to keep the name of the WAHANASC and NA as a whole above reproach.

1. **COMMITTEES**: Each sub-committee shall have a working reserve pre-designated by the WAHANASC (found in addendum 1) which will be available without WAHANASC procedural vote. These reserves are to be used for, but not limited to the following; postage, literature, or other expenses approved by the subcommittee. Expenses in excess of these working reserves will be reimbursed after a motion to reimburse the expense is brought by the sub-committee chair, or designated party to the WAHANASC and the WAHANASC approves it.
2. **RCM and RCM-ALT**: Travel expenses for the RCM and RCM-ALT are not to exceed the usual and customary rates. This is per RSC and receipts for travel shall be presented for reimbursement.

3. **SECRETARY**: The secretary shall work within the WAHANASC account and will be reimbursed for, but not

limited to, copying costs and postage or the mailing of the WAHANASC minutes. The Secretary will be provided with a $25.00 working reserve Receipts shall be presented for reimbursement. (See Article Three, Section 2, Paragraph C)

4. **TREASURER:** The treasurer shall work within the WAHANASC account and will be reimbursed for supplies needed for the running of the LANASC treasury. Receipts shall be presented for reimbursement. (See Article Three, Section 2, Paragraph C)
5. All other expenditures will require a WAHANASC procedural vote to specifically authorize them.
6. Any trusted servant who would be reasonably thought to be entitled to reimbursement of expenses at a later date may request an advance to cover these expenses. This will be recorded as an advance with the trusted servant liable for the full amount until receipts are turned in and said servant returns the cash that was not used.

SECTION XIII ROBERTS RULES ADAPTED FOR WAHANASC
SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert's Rules, to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where Robert's Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.
These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.
Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

MAIN MOTIONS

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms. The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.
Every motion requires a second-the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the

motion has a second. The person that wishes to second the motion simply raises a hand and, when recognized by the chairperson, says, I second that. If nobody seconds a motion, the chairperson 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 chairperson 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 chairperson 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 chairperson to be heavy-handed in stopping discussion, because the chairperson 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 months 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 chairperson 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 chairperson 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, 1 move that the chairperson 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 chairperson 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 chairperson agrees that the rules are not being followed, the chairperson says your point is well taken and restates the appropriate rule. If the chairperson does not agree, the chairperson says, Overruled. This decision, as all others, can be appealed.

Point of appeal

Any time the chairperson 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 chairperson. If the appeal is seconded, the chairperson 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 chairperson 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 chairperson 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 brief notes on rules of order business meetings. For further information, see Robert's Rules of Order.

A) Open

1. Appoint Secretary if necessary.
2. Moment of silence.
3. Serenity prayer.
4. 12 Traditions, 12 Concepts.
5. Introductions.
6. Establish Quorum.
7. Recognition of new groups & new members.
8. Approval of last meetings minutes (Additions or corrections).

B) Reports

1. Executive committee:
   Area Chairperson's Report.
   Area Co-Chairperson's Report.
   Area Secretary's Report.
   Area Treasurer's Report.
   R.C.M. Report.
   R.C.M.A. Report.

2. Subcommittee Reports:
   Activities Report.
   Literature Report.
   Hospitals & Institutions Report.
   Public Information Report.
   Outreach Report
   Newsletter Report
3. Group Reports
   Monday: K.I.S.S
   Tuesday:Insanity NA
   Freedom Road
   Down with the Sickness
   Just For Today NA
   Wednesday: Discover Freedom
   Blood-N-Guts
   Live For Today NA
   Thursday: Lone Pine NA
   Recovery in Forest Lake
   We Are Not Saints NA
   Great Spirit
   Friday: Lakeside NA
   Solutions for Life
   Northland Recovery
   Saturday:
   Saturday Morning NA

C) Old Business

D) New Business

E) Elections

1. Announce open positions.
2. Close nominations.
3. Conduct elections.

F) Open Forum.

G) Closing Announcements.

Close.

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.

 The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service, Published by Alcoholics Anonymous World Services, Inc. and have evolved specific to the needs of Narcotics Anonymous.