

GREATER MOBILE AREA OF NA

Policy & Procedures Manual

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The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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

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.

Service Prayer

“God, grant us knowledge that we may write according to Your Divine precepts. Instill in us a sense of Your Purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours - in order that no addict, anywhere, need die from the horrors of addiction.”

DEFINITION AND PURPOSE

An Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSR's) from the groups within a designated area. Administrative committees and subcommittees chairperson, which meet monthly for the express purpose of servicing the needs of its member's groups. The most important service that an ASC provides is that of its group's needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together. An ASC performs other functions, which are of help to groups. It may hold seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups. In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer support. However, as an area grows, the financial needs of the community also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

RESPONSIBILITY STATEMENT

The Area Service Committee (ASC) has but one purpose; to assist the Groups in carrying the N.A. message of recover in whatever ways possible. Toward this end, this is our pledge; that no addict seeking recovery die without having had the chance to find a better way of life, from this day forward may we provide the necessary services.

Group Service Representative (GSR)

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure. Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities. As participants in

the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee. Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session"² agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

² In *A Guide to Local Services'* chapter on the area service committee, see the section titled "The Sharing Session."

Alternate GSR

Groups also elect a second representative called an alternate GSR. Alternate GSRs attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place. Alternate GSRs, along with other members, may also serve on area subcommittees. Subcommittee experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

ASC

AREA SERVICE COMMITTEE (ASC) is a committee made up of the GSR's from all the member groups within the boundaries of the area. An ASC serves the specific needs of its individual member groups.

1. The primary function of this ASC is to **unify** the groups within the area.
2. The secondary function of this ASC is to carry the message of recovery.
3. The third function of the ASC is to contribute to the growth of NA

Functions

- A. Conduct a monthly business meeting.
- B. Disseminate information to and receive information from Narcotics Anonymous groups through their Group Service Representatives (GSRs).
- C. Provide orientation to new GSRs.
- D. Administer and maintain a 24-hour helpline.
- E. Administer and maintain a website.
- F. Provide Regional Committee Member (RCM) for active participation in the Regional Service Committee.
- G. Establish, fund and support subcommittees that are responsible to the ASC as determined by group conscience.
- H. Maintain a post office box for the GMANA to serve Narcotics Anonymous.
- I. Maintain a storage unit for GMANA materials.
- J. Support existing groups and encourage the development of new groups.
- K. Maintain bank accounts as deemed necessary by the GMANA.
- L. Supply Area NA meeting directories. Any Narcotics Anonymous meeting may be included in the print directory and on the website after convening at least once at the stated time and location. Requests for inclusion in the Directory must be made by the group's GSR at the GMANA meeting. Meetings not open to all addicts as per NA's Third Tradition will not be included in the directory.

Quorum

- 1. Official quorum must be reached by the end of roll call.
- 2. Official quorum one more than half of the voting participants.
- 3. Only duly elected alternates are eligible for quorum in the representative's absence. NO proxy representatives.
- 4. If quorum is not met, the ASC will be concluded after accepting donations from groups and conducting financial transactions which have already been approved by the ASC; this includes items listed under number one in Spending Priorities as well as any other approved expenses which are due before the next regular ASC. The meeting will then conclude with announcements and a closing prayer.

Meetings

- A. The GMANA shall hold one regular business meeting on the second Sunday of each month. **Meetings should not exceed two hours with the exception of March and April, which should not exceed three hours (per inventories and elections).** The GMANA Chairperson shall designate meeting time and place. A special meeting may be called by:
 - 1. A Majority of the GSRs
 - 2. The Chair or Vice Chair, on being advised of a matter of special urgency.
- B. Committee, Subcommittee, and Ad-hoc Subcommittee written reports shall be submitted to the GMANA Secretary at the GMANA meeting. Such reports shall be included in the minutes.

MEETING FORMAT

- 1) Serenity Prayer
- 2) Read Service Prayer
- 3) Read 12 Traditions
- 4) Read 12 Concepts of Service
- 5) Read Definition & Purpose
- 6) Roll Call
 - a. Administrative Committee
 - b. Committee Chairs
 - c. Groups (GSRs or Alternates)
 - d. RCM and/or Alternate RCM
- 7) Announce that all motions must be turned in before the beginning of New Business.
- 8) Reports:
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer
 - e. Policy
 - f. RCM
 - g. H & I
 - h. PR
 - i. Convention
 - j. Ad-hoc Committee
 - k. GSRs
- 09) Fifteen Minute Break (optional)** A vote will be taken at the time of the break by a GSRs show of hands. Majority wins.
- 10). Roll Call (same order as above)
- 11) Old Business
- 12) Approve Budgets
- 13) Election of Trusted Servants (as needed, new convention chair nominations January of each year)**
- 14) Any New Business (read motions)...Any NA concerns can be discussed in New Business**
- 15) Cash Intake For The Day
- 16) Announcements
- 17) Closing Prayer

ASC meetings shall be open to any member of Narcotics Anonymous as nonparticipant observers, **but shall be closed to the general public.**

Discussion Limits

1. The following have a voice on the floor:
 - A. Administrative Committee
 1. Chairperson
 2. Vice-Chairperson
 3. Secretary
 4. Treasurer
 5. RCM
 6. Policy Chairperson
 - B. Group Service Representatives (or alternates in their absence)
 - C. Committee Chairpersons (Or Vice-Chairpersons in their absence)
 - D. **Any NA member who is recognized by the Chairperson.**
2. The following can make or second motions
 - A. GSR's (Or alternates in their absence)
 - B. Committee Chairperson (or Vice-Chairpersons in their absence). These can only make motions that pertain to their committee.

Participation on a motion

- A. Clarification (The motion maker + one member)
- B. Main motion: Two pro/Two con (three minutes each)
- C. Amendment: Two pro/Two con (three minutes each)

Motions will be heard during the ASC in the order they relate to the ASC's three basic functions. (Refer to "ASC" above)

Motions

1. All motions use the title of the maker and second instead of personal names.
2. Any motion affecting Policy must first be submitted to the Policy Committee. Policy motions, upon deliberation, will be on the agenda for the next ASC meeting. This is to allow discussion with the GSR's and their groups, before the next ASC.
3. Motions passed by the ASC, other than ones referred to policy, go into effect upon close of business that day.
4. Minutes shall include a tally of votes by Group on all motions.
5. All motions must be voted on before end of business that day, unless referred to groups by a GSR.

The only participants shall be those listed above, unless the Chair requests special input or clarification.

Voting

1. GSR's only (alternates only in their absence) and Chairperson in the case of a tie.
2. Voting will be done by a roll call vote of quorum.
3. Abstentions will be called abstentions; they will not go to the prevailing side. If a majority rule or two-thirds vote is not met, the motion will be tabled until the next ASC meeting to allow abstaining groups to obtain their group conscience.
4. Any groups present during roll call when quorum is established, but not present during voting, will forfeit their vote.

Groups

1. Groups not represented for two consecutive ASC meetings will not be part of quorum at the second meeting or roll call at the third.
2. GSR's will be expected to turn in monthly reports.
3. Any new group that comes to the area may be recognized that day and start voting in new business only.
4. Any GSR leaving the ASC meeting before its close (or coming in late) should at once notify the Secretary.
5. Any nominations brought to the floor of the ASC will be made by the GSR's.

Nominations

1. Only GSR's should solicit nominations.
2. A reading of the positions responsibility is needed from the approved service manual.
3. The position is announced and nominations are taken.
4. Each nomination must be seconded and taken back to the groups for a vote.
5. Priority vote of confidence for Area Vice and Alternate positions will be announced in February, vote will take place in March. If the two-thirds majority is not met the position goes back to the GSRs to receive further nominations. All open Area positions are announced at the March ASC. All Nominees are to present to the Area in April. Nominations will be taken back to the groups and a vote conducted in May.
6. After accepting nomination from the GSR's, the Chairperson will ask the floor for any further nominations.
7. A motion is made to close nominations and seconded.
8. Each nominee must be present and complete a nomination form. Verbal and written qualifications will be given at this time.
9. Priority vote of confidence for Vice Chair of the Convention will be announced in December, vote will take place in January. If the two-thirds majority is not met, open nominations are announced and the Vice Chair becomes a nominee. Nominees are to present to the Area in February with their qualifications. Nominees are taken back to the groups and a vote brought back to Area in March.
10. Open nominations for new Convention Vice Chair and Treasurer will be announced at the January ASC. Nominees present to Area in February with qualifications, to be taken back to groups for a vote, and the vote brought back in March.

Elections

All Vice and Alternate position holders will receive a priority vote of confidence requiring a two-thirds majority to assume the Chair position. If the two-thirds majority is not met the vice or alternate becomes a nominee. All priority vote of confidence recipients must be present at the time of the vote.

Reports

1. ASC meetings – all reports can be no longer than four (4) typed pages, and take no more than ten (10) minutes to give. All reports must be typed or written. Any committee with its own back account is to turn in an actual bank statement with each month's report, to be included in minutes. This would include ASC Treasurer and current Convention Committee.

2. Yearly Reports (Due at the last ASC meeting of the Calendar year)

A. Secretary: Compile a list of motions from the past year's minutes.

B. Committee Chair: Compile a yearly report consisting of the past year's activities.

C. GSR's : Compile a report on your group consisting of the following information

1. Total number of meetings

2. Size of the meeting

3. Major accomplishments

4. Specific problems or situations.

5. Plans for the coming year

6. Brief summary of what your group would like to see accomplished at the ASC

7. All expenditures should be accompanied by a receipt & expense report. **ALL SUBCOMMITTEES MUST USE SAME EXPENSE REPORT AS USED BY THE ASC.**

8. All un-used funds must be turned in with an expense report.

Committees

In order to minimize time spent debating in conference meetings, a committee system is used by the Greater Mobile Area of Narcotics Anonymous.

It is important that the committee cannot do the day-to-day work, **only members can do this**. By need, most of the work must be done in committees. Initiation and finalization of these projects takes place in the ASC meetings.

Each committee is autonomous, but directly responsible to the ASC. In order to better serve, a committee may choose to elect trusted servants other than the Chairperson, which is elected by the ASC.

1. Each subcommittee chair must submit a yearly calendar of their meeting dates and times at the first ASC meeting immediately following the 1st subcommittee meeting of their sitting term. Any subcommittee chairperson that does not fulfill this requirement will have their schedule set by a vote at the ASC.
2. Each committee should submit a written report to the Administrative Committee at each ASC meeting. This report should include minutes of committee meetings, plans, ideas, and motions for initiation, finalization, or implementation and a financial report or request.
3. Each committee chair shall establish lines of communication with the appropriate RSC Committee Chairperson.
4. Any committee Chairperson leaving the ASC meeting before its close should notify the secretary.
5. All committees shall abide by the ASC guidelines/policy for their committee.
6. ASC committees shall not print, sell, or distribute any items that might cause disunity by violating the Traditions (i.e. "Being in recovery means never having to say you're sober")
7. All future budgets from all committees should be written, showing all incoming and outgoing expenses.
8. In case of emergency such as resignation, death, or relapse of said ASC administrative or sub-committee position, let the Vice-Chairperson of said committee fill that position until a nomination/election is held.

Administration Committee

This committee consists of the ASC Chairperson, the ASC Vice-Chairperson, ASC Secretary, ASC Treasurer, Regional Committee Member, RCM Alternate, and Policy Chairperson.

This body serves as a committee in addition to their own duties. This committee serves the administrative needs of the Area. This body, serving as a committee, deals with matters of financing the Area needs, financial accountability, and coordinating service workshops throughout the area.

This body as a committee, per suggestion of the ASC as a whole, may appoint "special committees" to meet special needs (i.e. ad hoc). It is suggested that members of this committee resign their position at the group level as this might create a conflict of interest at some point.

Another purpose of this committee is to actively seek and encourage the growth of Narcotics Anonymous in this area by helping in starting new groups or meetings. Another form of outreach services that this committee performs is that of actively seeking and encouraging the growth of newly established groups by sending members of this committee to that group as a trouble shooting committee for a few days. In case of emergency such as resignation, death, or relapse of said ASC administrative or subcommittee position, let the Vice-Chair of said committee fill that position until a nomination and election is held.

Chairperson Duties and Responsibilities

1. Presides over all meetings of the GMANA Area Service Committee

2. Maintains lines of communication between the ASC and all groups in the area throughout the year.
3. Enforces the rules of decorum and discipline (Robert's Rules of Order)
4. Is absolutely fair and impartial.
5. Refrains from discussing a motion when presiding.
6. Co-signer on all bank accounts of the ASC (Including Convention Committee account).
7. Coordinates and keeps records, files, and archives of the Area.
8. When groups miss two or more consecutive meetings he/she is to contact the group and investigate the matter.

Chairperson Qualifications

1. Must have a minimum of four years clean.
2. Prepares an agenda and resides over the monthly Area Service Committee Meeting.
3. Must have prior NA service experience, such as group secretary, treasurer, and GSR and/or Subcommittee member.
4. Must have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

At committee meeting, Chairperson can only vote in case of a tie.

Chairperson cannot vote on election of officers.

Chairperson must be the lead one on all GMANA bank accounts, including, but not limited to the Convention Committee account.

Records group reports given by the GSR's at the AREA Meeting (donations, literature purchases, and status of group).

Area Chairperson must sign Accountability Statement upon assuming term.

Vice-Chairperson Duties and Responsibilities

1. Perform all duties and has all powers of the chairperson in his/her absence.
2. Assume duties of all subcommittees and its responsibilities in light of any vacancies.
3. Liaison between all standing committees to assure proper functioning of said committees per ASC policy guidelines.
4. Acts as parliamentarian at all ASC meetings.
5. Attends as many NA group meetings as possible
6. Co-signer on all ASC bank accounts.

Vice-Chairperson Qualifications

1. Must have a minimum of four years clean.
2. Must have prior service experience, such as group secretary, treasurer, and GSR and/or Subcommittee member.
3. Must be gainfully employed.
4. Must have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

Secretary duties and responsibilities

1. Responsible for a written record of all ASC meetings.
2. Keeps and distributes a mailing lists of all ASC trusted servants and GSR's.
3. Responsible for typing minutes so they can be **mailed or emailed** within two weeks after each ASC meeting.
4. Minutes shall include a tally of votes by groups on all motions (for GSR accountability to group)
5. Minutes shall include bank statements for ASC and convention committee (and any committee or sub-committee with a separate bank account)
6. Mails out each set ASC minutes to the RCM.
7. Must keep record of email addresses of all ASC memebers.

Secretary Qualifications

1. Time and resources needed to perform duties
2. Minimum of three (3) year clean time.
3. Must have prior service experience, such as group secretary, treasurer, and GSR and/or Subcommittee member.
4. Must have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

Treasurer duties and responsibilities

- 1) Four years clean.
- 2) Have and know how to use spreadsheet software, and understand bank reconciliations in order to maintain the current Monthly Treasurer's Report (which cannot be changed without consent of a majority of the Executive Board).
- 3) Deposit all monies within three days.
- 4) All checks must be written to vendors, not to cash or the individual.
- 5) Ability and access to use online banking to manage the GMANA bank account.
- 6) Co-signer of the GMANA bank account.
- 7) Report contributions and expenditures at every regular GMANA meeting, as well as in an annual report at the end of the calendar year. As available, all funds over and above prudent reserve and operating budgets shall be donated to the next level of service.
- 8) Maintain GMANA Prudent of \$2,175.00.
- 9) Pay regular and customary monthly and annual expenses.
- 10) Pick up the mail at the GMANA Post Office box a minimum of once a month.

Treasurer's Qualifications

1. Time and resources needed to perform duties
2. Minimum of four (4) year clean time.
3. Must have prior service experience, such as group secretary,

treasurer, and GSR and/or Subcommittee member.

4. Must be gainfully employed

5. Must have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

**Note: Husband & wife and “significant other”
cannot be on the same bank account.**

Subcommittees – Purpose and Function

A. Definitions:

1) Subcommittees are directly responsible to the GMANA. Newly proposed subcommittees shall function as ad-hoc (temporary) committees until they are established with guidelines and officers, both approved by the GMANA. It is necessary to clearly define responsibilities of these created subcommittees so that they may fulfill the purpose for which they were created.

2) Subcommittee guidelines should include, but are not limited to, the following:

a) Name.

b) Purpose and Need.

c) Functions: Each subcommittee should maintain contacts and procedures for the activities it performs.

d) Voting procedures

e) Meetings – refer to 1. Under committees page 12.

f) Clean time requirements for officers and members.

g) Procedures for financial accountability.

h) Each subcommittee, to insure its purpose is being carried out, should have an established budget in written form.

i) All statements, invoices and correspondence will be addressed to the GMANA Post Office Box.

B. Requirements:

1) All Subcommittee Chairs shall attend all GMANA meetings. A Subcommittee Vice Chair may attend in the Chair's absence. The Subcommittee Chair is responsible for creating a working committee made up of members willing to serve.

2) The GMANA shall approve and implement Subcommittee guidelines; said guidelines are to be drafted by subcommittee officers and active members utilizing the GMANA's suggested guidelines and shall be presented for approval at any GMANA meeting.

3) In the event of conflict between Area guidelines and Subcommittee guidelines, the Area guidelines supersede.

4) Any subcommittee that does not have its own bank account will utilize the ASC's through the ASC Treasurer

C. Subcommittees may include:

1) Hospitals and Institutions

- a) Must have prior NA service experience, such as group secretary, treasurer, and GSR and/or Subcommittee member.
- b) Must have a working knowledge of the Twelve Steps, Twelve Traditions, & Twelve Concepts of NA.
- c) Minimum of three (3) years clean time.
- d) To coordinate the efforts of carrying the message of Narcotics Anonymous to addicts living in controlled environments.

2) Public Relations Committee

- a) Must have prior NA service experience, such as group secretary, treasurer, and GSR and/or Subcommittee member.
- b) Must have a working knowledge of the Twelve Steps, Twelve Traditions, & Twelve Concepts of NA.
- c) Minimum of three (3) years clean time.
- d) To coordinate the efforts of carrying the message of Narcotics Anonymous to addicts living in controlled environments.
- e) Subcommittee Chairperson to attend Regional H&I subcommittee each month; to attend monthly subcommittee meeting with area panel chairpersons.

3) Policy Committee

- a) Must have prior NA service experience, such as group secretary, treasurer, and GSR and/or Subcommittee member.
- b) Must have a working knowledge of the Twelve Steps, Twelve Traditions, & Twelve Concepts of NA.
- c) Minimum of three (3) years clean time.
- d) To resolve policy matters.
- e) To make recommendations to be voted on by the GMANA.

4) Website Committee

- a) Must have prior NA service experience, such as group secretary, treasurer, and GSR and/or Subcommittee member.
- b) Must have a working knowledge of the Twelve Steps, Twelve Traditions, & Twelve Concepts of NA.
- c) Maintain a website with the following address:
- d) Liaise with PI; ensure accurate display of GMANA meeting schedules.
- e) Liaise with Activities and E&F; ensure accurate display of GMANA functions.
- f) Liaise with Regional web coordinator; ensure accurate display of outbound links.
- g) Must have ability to update site when needed.
- h) Minimum of two (2) years clean time.

Upon election, the entire above are expected to attend all ASC meetings.

ATTENDANCE AND PERFORMANCE

- Members shall attend all regular Committee meetings. In the event a member cannot attend, the Chairperson shall be notified. If a member misses two consecutive meetings or three meetings total during one convention period, the Chairperson or Vice-chairperson shall address the matter to the Committee for possible action (see item C, this section)
- If a subcommittee Chairperson or Vice-chairperson fails to attend two consecutive GMANA or GMACNA Committee meetings, two of their respective subcommittee meetings or three meetings total during one convention period, the GMANA or GMACNA Committee may assume direct control of the subcommittee. The Committee Advisor to the subcommittee, or the GMACNA Chairperson or Vice chairperson, acting as subcommittee Chairperson, will attempt to return the subcommittee to a position of good standing.
- If a member is not attending Committee meetings as per the guidelines or is not fulfilling their responsibilities, the Chairperson or Vice-chairperson is required to bring the matter up at the Committee meeting. If a motion to suspend the member is made and seconded, it must pass with a two-thirds majority before it is acted on. Any member suspended will have the right to petition the Committee for a redress of a personal grievance, without fear of reprisal.
- Any member of Narcotics Anonymous is welcome to attend all regular Committee meetings as a non-participant observer. The Chairperson, at his/her discretion may call upon a non-participant observer to speak.

RESIGNATIONS

If a member of the Committee delivers a resignation, either verbally or in writing, the resignation will be considered effective immediately and nonretractable. If the member wishes to be re-elected to the Committee, he/she is required to do so in accordance with the GMANA guidelines.

RCM Duties and Responsibilities

A Regional Committee Member (RCM) is to an ASC what a GSR is to the group. As the representative of the area, the RCM speaks for the members and groups within the Area Service Committee. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the Area and the rest of NA particularly with the neighboring ASC's. They represent the group conscience of an ASC at the regional level and provide the area with the agenda for the RSC at least ten (10) days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions that affect the Region, speaking as the voice of the ASC's group conscience. An RCM may serve on one or more of its ASC and RSC subcommittees, but not as a chairperson or vice

chairperson. **The office of RCM is immensely important, for an RCM is the next link in expressing the will of a loving God.** An RCM must be able to work for the common good placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSR's, it is recommended that nominees to the post of RCM also have:

- A. Service Experience
- B. The willingness to give the time necessary for the job
- C. A suggested minimum of five (5) years of continuous abstinence from all drugs

The office of RCM also parallels that of the GSR in that it is a two-year commitment. The first year of service is spent as an RCM alternate becoming familiar with the job, attending all ASC and RSC meetings, and filling in for the RCM if he/she is absent or for any reason unable to complete the term of office. Naturally the recommended qualifications for election as RCM alternate are the same as for RCM, with one exception, a suggestion of four (4) years continuous abstinence.

In the event of conflict between Area guidelines and Subcommittee guidelines, the Area guidelines supersede.

Removal of Trusted Servants

1. Voluntary – Given in writing to the ASC Chair prior to the next ASC meeting.
2. Involuntary
 - A. Two or more consecutive meeting missed.
 - B. Relapse during term of office.
3. Impeachment
 - A. This is needed in the case of a violation of the Traditions and/or a failure to perform duties and responsibilities as outlined by the policy.
 - B. The Chairperson will notify the individual prior to the next ASC meeting.
 - C. A motion for removal must be presented with said due cause.
 - D. The respondent is given time for a rebuttal
 - E. Open ballot is taken
 - F. A two-thirds majority vote is needed for impeachment.

Emergencies

The ASC Chairperson may contact all GSR's, by phone, email or by text messaging, if necessary, to discuss pressing issues that cannot wait until the next ASC meeting. Voting shall be conducted no later than (3) days after being contacted by GSR's or ASC trusted servants.

Elimination Of A Committee Or Sub-Committee

A motion is made; a two-thirds majority vote is required to eliminate a committee.

Funding

1. The ASC General Fund shall be administered by the ASC Treasurer.
 - A. All motions requiring monetary expenditures require a two-thirds majority vote of the ASC.
 - B. ASC administrative committee shall set the ASC General Fund prudent reserve. Said prudent reserve shall be considered an “emergency fund”.
2. All expenditures/reimbursements shall be substantiated by a receipt. A financial statement of expenses, on the approved form, with receipts is due at each ASC. **All ASC committees are required to submit their monthly financial statements to the ASC Treasurer for review prior to the ASC meeting.**

Checks will require (2) two of the following signatures

1. ASC Treasurer
2. ASC Chairperson
3. ASC Vice-Chairperson

3. The ASC shall have an Auditing Committee consisting of the ASC Chair, ASC Vice-Chair, and ASC Secretary, Policy Chair, and two (2) GSR’s (to be elected by a majority of the ASC). Said committee shall perform the duties described by the “Treasurers Handbook”.
4. All ASC subcommittees shall submit monthly budgets and expense reports on the approved form. No new money will be appropriated to any subcommittee that has not submitted an expense report to the treasurer for the previous month.
5. Theft of ASC funds **will not be tolerated under no circumstances**. The ASC through the GSR’s will determine to what extent the ASC will prosecute, **under the law**, to retrieve said funds.
6. ASC will purchase first literature and book order for all new groups. This will consist of starter kit, NA Basic Text, How & Why, Just for Today, Step Working Guide, 9 each of IP #s 6, 11, 7, 8, 12, 16, 19, 22 and 23, a 12 concepts of NA Service, set of group readings, and 5 each of the clean time key tags. New groups will be provided with an order form, prefilled out and a check totaling roughly \$110 for them to mail to NAWS with their information.

Spending Priorities

All monies will be disbursed in order of importance established by ASC and adhering to the Twelve Traditions and Twelve Concepts of NA. These priorities are:

1. Bills Unique to the GMANA ASC

- A. Phone Line**
- B. Mail Box**
- C. Meeting List**
- D. Rent of Meeting Facilities**
- E. Administrative Committee Expenses (Secretary, 100.00 per month *)**
- F. P.R. \$200.00**
- G. H & I 135.00**
- H. Policy \$50.00**
- I. RCM 300.00 (quarterly)**
- J. Convention \$2000 (yearly)**
- K. Storage Unit**

2. RCM/RCMA

- A. The ASC shall make funds available to assist the RCM and RCMA with designated expenses due to attendance at the RSC.**
- B. \$300.00 with receipts***

Contributions to the RSC shall be made quarterly in the month immediately preceding the Regional meeting. RSC contributions shall be determined as funds in excess of:

- 1. Convention Seed \$2000.00**
- 2. Prudent Reserve \$2175.00**

* Updated Spending Priorities voted on by ASC 11/2011. Updated Prudent Reserve and Emergency Fund voted on by ASC Executive Committee 10/2011

Convention Committee Guidelines

Convention Guidelines

In the event of conflict between Area guidelines and Subcommittee guidelines, the Area guidelines supersede.

Advisory Board

As needed the ASC Chairperson will appoint an ad hoc committee in January who will come up with a recommendation for the Advisory Board consisting of 3 to 5 people. Recommendations from the ad hoc will be brought to the February ASC, sent back to the groups for a vote, and the vote brought back to the Area in March. Once the Advisory Board is voted in they immediately start obtaining hotel contract information. In the event the entire Advisory Board is not voted in , the ad hoc will reconvene and bring back further nominations.

The Chairperson, Vice Chairperson and Treasurer must be elected by the ASC.

ELECTIONS

- A.** A priority vote of confidence for Vice Chair of the Convention will be announced in December, vote will take place in January. If two-thirds majority is not met, open nominations are announced and the Vice Chair becomes a nominee for Chair. Nominees are to present to the Area in February with their qualifications. Nominees are taken back to the groups and a vote brought back to Area in March.
- B.** Open nominations for new Convention Vice Chair and Treasurer will be announced at the January ASC. Nominees present to Area in February with qualifications, to be taken back to groups for a vote, and the vote brought back in March.
- C.** At the first Convention Committee meeting after the convention the Secretary and subcommittee chairpersons will be elected.
- D.** The Chairperson will assign all duties of non-designated members.
- E.** No member shall serve in the same elected position for more than two consecutive one-year terms.

Executive Committee

The Executive Committee is charged with the responsibility of organizing and carrying out the conscience of the overall convention committee and being responsible to those they serve. The Executive committee functions as the administrative committee of the convention and holds separate, periodic, and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees, which may need extra help. The Executive committee members are responsible for the final

contract negotiations with the hotels, for obtaining legal advice regarding the contract, and presenting this information to the whole convention subcommittee for their approvals or disapproval. However, it is not necessary for the Executive committee to involve itself directly in the specific working of each convention. The results of these discussions are included in the chairperson's report at the convention committee meeting. As soon as possible, the Executive committee drafts a schedule of meeting dates for convention subcommittee. This schedule is then approved by the subcommittee and distributed to all members.

Note: The Executive committee may override any decisions made by any subcommittees and the CC as they deem necessary.

For example:

- a. Policy violations
- b. Tradition violations
- c. Funds not available or exceeding budgets

Definition of GMANA and the GMACNA Subcommittee

The subcommittee is sponsored and under the management responsibility of the GMASC. This subcommittee directly responsible to those they serve. This subcommittee exists only because GMANA service committee formed it. Any convention not reporting to a branch of the NA service structure is not responsible to the fellowship and hence is not NA convention. GMASC has entrusted this subcommittee with the task of researching cost, attendance figures, programs, contract, hotels, how many people will be needed to accomplish this task. All pertinent information is presented to the GMASC for approval. This subcommittee should be allowed sufficient leeway to perform its responsibilities and should not bog down the ASC with routine business matters that can be handled within the subcommittee. The ASC appoints and AD-Hoc committee annually to carry out the charges given by the GSR's to hold an Area convention yearly.

MEETINGS

All GMACNA Subcommittee meetings take place at a regularly scheduled time and place and follow the GMACNA and/or the GMANA guidelines and current edition of Robert's Rule of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. The subcommittee meetings are scheduled monthly until four months prior to the convention, the committee meetings take place weekly.

THE EXECUTIVE COMMITTEE (CONVENTION CHAIR, CONVENTION VICE CHAIR, CONVENTION TREASURER, CONVENTION SECRETARY) MAY MEET AT ANY TIME WITHOUT PRIOR NOTICE TO THE FELLOWSHIP.

THE CONVENTION CHAIRPERSON MAY CALL A SUBCOMMITTEE MEETING AT ANY TIME, GIVING EACH SUBCOMMITTEE CHAIRPERSON A THREE DAY NOTICE OF THE MEETING. *****THE EXECUTIVE COMMITTEE CAN OVER-RULE ANY DECISION MADE BY ANY CONVENTION SUBCOMMITTEE*****
ALL MONEY MUST BE TURNED IN AT THE END OF THE CONVENTION, INCLUDING PRE-REGISTRATION.

QUORUM

A quorum is established when the executive committee and four subcommittee chairpersons are in attendance. The number of participants attending the meeting may vary from meeting to meeting because of the interest in a particular issue.

Any NA member may consider themselves a member of the convention committee and may have a voice, not a vote, during the business meeting. The member must be recognized by the chairperson be he/she speaks.

PURPOSE

Conventions are conducted to reflect the primary purpose of NA, to carry the message to the addict who still suffers, and to conform to NA spiritual principles. Conventions are held to bring together our members in celebration of recovery. Conventions are to help the addict overcome his/her isolation, to correct misinformation, and to gain new information about recovery and service. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members.

MEETING FORMAT (convention)

- 1) Serenity Prayer
- 2) Service Prayer (Basic Text, page xxvi)
- 3) Read 12 Traditions
- 4) Read 12 Concepts of Service
- 5) Read Convention Purpose
- 6) Roll Call
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
 - e. Arts & Graphics
 - f. E & F
 - g. H & H
 - h. Merchandise
 - i. Programming
 - j.Registration
 - k. Convention Info
 - l. Advisory Board (optional)
- 7) Announce that all motions must be turned in before the beginning of New Business.

8) Reports:

- | | | |
|--------------------|--------------------|------------------------------|
| a. Vice-Chair | f. H & H | l. Advisory Board (optional) |
| b. Secretary | g. Merchandise | m. Chairperson |
| c. Treasurer | h. Programming | |
| d. Arts & Graphics | i. Registration | |
| e. E& F | k. Convention Info | |

9) Election of Trusted Servants

10) Old Business

11) New Business (motions read)

12) Budget & Review and Approval

13) Announcements

14) Closing Prayer

All GMACNA meetings shall be open to any member of Narcotics Anonymous as non-participant observers, **but shall be closed to the general public.**

Discussion Limits (convention)

1. The following have a voice on the floor:

A. Executive Committee

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer

B. GSR (or alternates in their absence)

C. Committee Chairpersons (Or Vice-Chairpersons in their absence)

D. Any NA member who is recognized by the Chairperson.

2. The following can make or second motions

Sub Committee Chairperson (or Vice-Chairpersons in their absence).

These can only make motions that pertain to their committee.

3. Participation on a motion

A. Clarification (The motion maker + one member)

B. Main motion: Two pro/Two con (three minutes each)

C. Amendment: Two pro/Two con (three minutes each)

The only participants shall be those listed above, unless the Chair requests special input or clarification.

Motions (convention)

1. All motions use the title of the maker and second instead of personal names.

2. Minutes shall include a tally of votes by Chairs on all motions.

3. Motions passed by the GMACNA, other than ones referred to policy, go into effect upon close of business that day.

4. Minutes shall include a tally of votes by Group on all motions.
5. All motions must be voted on before end of business that day, unless referred to the ASC.
6. Any motion affecting Policy must first be submitted to the Policy Committee. Policy motions, upon deliberation, will be on the agenda for the next ASC meeting. This is to allow discussion with the GSR's and their groups, before the next ASC.

Voting (convention)

1. Executive committee (not including Chairperson) and subcommittee chairs (Vice Chair in their absence). Note: Convention Chairperson Vote In Case Of a Tie.
2. Voting will be done by a roll call vote or quorum.
3. Abstentions will be called as abstentions; they will not go the prevailing side. If a majority rule vote is not met; the motion will be tabled until the next CC meeting to allow abstaining chairpersons to give their group conscience.
4. Any subcommittee present during roll call when quorum is established, but not present during voting, will be counted as abstaining.

Reports (convention)

The Executive chairperson and the chairperson of each subcommittee comply a monthly report to be given at each subcommittee meeting. This report should include the goals and the accomplishments of that particular subcommittee. When the chairpersons are giving reports please hold all questions until the report is finished. All reports are limited to fifteen minutes. The chairperson also compiles report for ASC for their input and evaluation of this subcommittee's activity. The chairperson prepares a final report regarding the outcome of the convention along with a complete financial report for use by ASC is preparing the annual report submitted at the April Area meeting.

The budget for this committee is \$2000 yearly. The profit/loss of the previous convention has no effect on the upcoming convention.

Each committee chairperson is responsible for presenting an estimated budget for their obligations to the executive committee for planning purposes and to determine the estimated subcommittee obligations. The budget can be a rough estimate of obligations at the beginning of the planning, and be revised as the convention draws near. All budgets must receive the approval of the convention subcommittee. Each subcommittee may have monthly obligations up to \$250.

**All expenditures should be accompanied by a receipt & expense report.
All un-used funds must be turned in with an expense report.**

The Executive Committee must approve all requests for expenditures over \$250.

1) Convention Chairperson

A. REQUIREMENTS:

It is suggested that he/she have current and previous experience on the GMACNA Committee (e.g. Vice-chairperson) and a minimum of five years continuous clean time.

B. DUTIES

1. Preside over and ensure that the meetings are run as set forth in the motion table.
2. Prepare and coordinate the agenda with the assistance of the Vice chairperson.
3. Responsible for correspondence and maintaining archives.
4. Provides GMANA Committee Guidelines to committee members.
5. Responsible for the day-to-day implementation of sound and prudent decision making during the convention.
6. Assign duties to GMACNA Committee members.
7. Advise the GMACNA Committee of any attendance problems in violation of the GMACNA Committee's Guidelines and reports the failure of any member to fulfill his/her responsibilities.
8. Attend the monthly GMANA meeting and maintain a constant relationship, serving as the representative of the Committee to the GMANA.
9. Prepare and submit written reports to the Committee, the GMANA to enhance communication between each body.
10. Co-signer on the GMACNA bank account. (along with ASC Chairperson & GMACNA Treasurer.
11. Must stay report to ASC until all business is done once the convention is over.
12. Knowledge of the twelve steps, twelve traditions, twelve concepts, and the policy guidelines.

2) Convention Vice Chairperson

A. REQUIREMENTS:

It is suggested that he/she have current and previous experience on the GMACNA Committee, a minimum of four years continuous clean time and the willingness to become the Chairperson.

B. DUTIES:

1. In the absence of the Chairperson, the Vice-chairperson shall perform the duties of the Chairperson.
2. Coordinate and keep fully abreast of the interaction of the subcommittees and advise where needed upon request.
3. Attend the monthly GMACNA meeting and maintain a constant relationship, serving as the representative of the Committee to the GMANA.
4. Prepare and submit written reports to the Committee, the GMANA to enhance communication between each body.

5. Must be gainfully employed
6. Knowledge of the twelve steps, twelve traditions, twelve concepts, and the policy guidelines.

3) Convention Secretary

REQUIREMENTS:

It is suggested that he/she have current and previous experience on the GMACNA Committee (e.g. Vice-chairperson) and a minimum of three years continuous clean time.

1. Responsible for a written record of all GMACNA meetings.
2. Keeps and distributes a mailing lists of all GMACNA trusted servants.
3. Responsible for typing minutes so they can be mailed or emailed within ten days after each GMACNA meeting.
4. Minutes shall include a tally of votes by groups on all motions
5. Minutes shall include bank statements for GMACNA committee
6. Must keep record of email addresses of all GMACNA members.
7. Knowledge of the twelve steps, twelve traditions, twelve concepts, and the policy guidelines.

Secretary Qualifications

1. Time and resources needed to perform duties
2. Must have prior service experience, such as group secretary, treasurer, and GSR and/or Subcommittee member.
3. Must have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

4) Convention Treasurer

REQUIREMENTS:

It is suggested that he/she have current and previous experience on the GMACNA Committee (e.g. Vice-chairperson) and a minimum of five years

1. Have and know how to use spreadsheet software, and understand bank reconciliations in order to maintain the current Monthly Treasurer's Report (which cannot be changed without consent of a majority of the Executive Board).
2. Deposit all monies within three days.
3. All checks must be written to vendors, not to cash or the individual.
4. Ability and access to use online banking to manage the GMACNA bank account.
5. Co-signer of the GMACNA bank account. (along with ASC Chairperson & GMACNA Chairperson.
6. Report contributions and expenditures at every regular GMACNA meeting, as well as in an annual report at the end of the calendar year
7. Pay regular and customary monthly and annual expenses.
8. Pick up the mail at the GMACNA Post Office box a minimum of once a month.

9. Must be gainfully employed
10. Knowledge of the twelve steps, twelve traditions, twelve concepts, and the policy guidelines.

Note: Husband & wife and “significant other” cannot be on the same bank account.

5) Advisory Board To The Convention (Appointed by the ASC)

- A. REQUIREMENTS:** It is suggested Board have at least 2 years’ experience on the GMACNA Committee, business and negotiating skills, and a minimum of 5 years continuous clean time.
- B. DUTIES:**
 1. Recommends future convention sites up to 3 years and presents the Committee with cost of hotels and convention centers.
 2. Prepares all contracts for use of hotels, convention centers, vendors, materials, services and entertainment providers needed.
 3. Reviews all contracts on a regular basis to monitor for payment schedules and adhere to budgets.
 4. Aids the Committee Chairperson or Vice-chairperson in presenting contracts and bids to the GMANA for their review and approval.
 5. Serves, along with the H&H Subcommittee Chairperson, as a contact with hotel and convention center facilities personnel.
 6. Aids all Committee and Subcommittee members in fulfilling their responsibilities.
 7. Aids Chairperson in implementing sound and prudent decision making during the convention.
 8. Maintains budgets and records of past conventions hotel and convention center costs, room blocks and pickups, food and beverage spent and all convention income and expenses including contracts and invoices.

6) Arts & Graphics

Responsible for designing the logo for the banner, programs, Convention posters, and all merchandise of the convention. The arts and graphic committee projects a budget figure for banners and other displays and graphic that will be used at the convention. Once the budget is developed, it should be presented to the convention committee for approval. This committee should always present a variety of designs for each item to allow the convention committee a choice of selections.

QUALIFICATIONS:

- 1. REQUIREMENTS:**

It is suggested that he/she have current and previous experience on the GMACNA Committee (e.g. Vice-chairperson) and a minimum of one year continuous clean time.
2. Knowledge of the twelve steps, twelve traditions, twelve concepts, and the policy guidelines.
3. Prior NA service experience at the Area & group level.

4. Willingness and commitment to serve.
5. Have some knowledge of arts & designs.
6. Demonstrates trustworthiness.
7. Time and resources to complete task

7) Entertainment & Fund Raising

Responsible for fund raising and entertainment prior to and during the Convention. New members not familiar with the Twelve Traditions may be confused by the concept of “fund raising” in NA because it is unlike the kind of fund raising done in other organizations, even non-profit ones. **We never, under any circumstances, accept gifts or monetary contributions from outside source.** We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. This also means that members of NA cannot solicit gifts or prizes from outside sources for “dope fiending”. In NA, whenever we do need to “raise funds”; we do so from our own membership. Remember it is called fund raising not fun raising. The purpose is to raise funds at the same time have fun. To do this one should try to keep expense down. Elaborate shows and expensive decorations are not necessary for our members to have a good time. We have a good time just being among each other in festive places.

The CC should hold a fund raiser at the hotel where the convention is to be held. Reason for this is to generate excitement and show the fellowship the facility and, hopefully, to get them to register and secure a room.

Task to be accomplished include; securing DJs for the fund raiser, purchasing and setting up decorations, Assigning volunteers to collect the money, and sell raffle tickets. It is suggested that anyone handling money have at least (2) years clean time.

Posters and flyers should be printed and passed out at least **two month** prior to the fund raiser. Whenever possible the fund raiser should be announced at the ASC and noted in minutes under announcements. **Research should be done in the surrounding areas to insure that no other NA functions are going on at the same time.** This subcommittee is also selecting a DJ for the Convention dances. There are many different forms of entertainment and activities at the Convention and the E & F committee should include different forms of entertainment that be put on besides dances. They include, but not limited to; pool parties, comedy shows, coffee shop with either professional or fellowship entertainment, talent shows, tug of war, volleyball, and many other games and contest. It is best to check on past Convention to see what worked and what didn't work.

NOTE: ALL EVENTS AT THE CONVENTION SHOULD BE PLANNED, TAKING INTO CONSIDERATION THE PROGRAM AND HOSPITALITY COMMITTEES. TIMES FOR EACH EVENT SHOULD BE INCLUDED IN THE CONVENTION PROGRAM.

QUALIFICATIONS:

1. REQUIREMENTS:

It is suggested that he/she have current and previous experience on the GMACNA Committee (e.g. Vice-chairperson) and a minimum of three years continuous clean time.

2. Knowledge of the twelve steps and twelve traditions and the Convention guidelines.
3. Prior NA service experience at the area or group level.
4. Willingness to work hard and the ability to motivate others.
5. Good public relation skills.
6. Demonstrate trustworthiness.
7. The ability to negotiate and question the contractors about the services to be performed.
8. Time and resources to complete the task.
9. Must be gainfully employed

8) Merchandising

Responsible for the selection, purchasing, ordering, and selling of all items during the year and at the convention. The merchandising subcommittee should be business minded. Careful consideration should be given to negotiating the price of items selected for sales. Two different bids are submitted by this subcommittee for consideration for the convention. The merchandising subcommittee prepares a budget listing the items to be sold and the obligations incurred. This budget is then submitted to the CC for approval. Attached to the budget should be a complete summary of information regarding the ordering, marketing (cost of), and shipping of the items for sales at the convention (i.e. individual item prices, services charges, etc.) the merchandising subcommittee is responsible for the storage of all items and the delivery of all receipts promptly to the convention committee treasurer along with an accurate monthly list of remaining items in the inventory. After the convention a final statement of remaining inventory is given to the treasurer.

MERCHANIDSE IS RESPONSIBLE FOR SUBMITTING TWO BIDS FROM VENDORS TO THE CC FOR FINAL APPROVAL

QUALIFICATIONS:

1. REQUIREMENTS:

It is suggested that he/she have current and previous experience on the GMACNA Committee (e.g. Vice-chairperson) and a minimum of three years continuous clean time.

2. Knowledge of the twelve traditions and the Convention guidelines.
3. Prior NA service experience at the area or group level.
4. Willingness to work hard and the ability to motivate others.
5. Good public relation skills.
6. Demonstrate trustworthiness.
7. The ability to keep and organize records of obligation.
8. Time and resources to complete the task.
9. Must be gainfully employed.

9) Programming

Secures all speakers for fund raising events as well as select all workshops and meetings at the convention (with a committee). **Without a good program, the trouble and expense of putting on a convention isn't justified.** The subcommittee schedules the times of all events that takes place during the convention and prepares the convention program for printing. This subcommittee is responsible for selecting the company that will tape the convention speakers and workshop speakers.

NOTE: THE BASIC QUALIFICATIONS FOR PARTICIPATION ON THE PROGRAM OF NARCOTICS ANONYMOUS CONVENTION IS MEMBERSHIP IN N.A. The best program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings to sustain their recovery. The clean time requirement for all Fund raising speakers and main speakers are following:

- | | |
|-----------------------|-----------------|
| 1. Big Event speakers | 8 years or more |
| 2. Workshop Speakers | 3 years or more |
| 3. Main Speakers | 8 years or more |

THE FRIDAY NIGHT SPEAKER OF EACH CONVENTION WILL BE THE PREVIOUS YEAR CONVENTION CHAIRPERSON (**IF THEY MEET CLEAN TIME REQUIREMENT**). IF THEY DO NOT MEET REQUIREMENT THE COMMITTEE MUST CHOOSE ANOTHER MEMBER OF THE GMANA.

The programming committee is allowed to fly a maximum of two speakers in for the convention.

QUALIFICATIONS:

1. REQUIREMENTS:

It is suggested that he/she have current and previous experience on the GMACNA Committee (e.g. Vice-chairperson) and a minimum of three years continuous clean time.

2. Knowledge of the twelve traditions and the Convention guidelines.
3. Prior NA service experience at the area or group level.
4. Willingness to work hard and the ability to motivate others.
5. Good public relation skills.
6. Demonstrate trustworthiness.
7. The ability to keep and organize records of obligation.
8. Time and resources to complete the task.

10) Registration

Responsibilities begin with advance planning. This subcommittee along with the Convention Information subcommittee drafts the flyers and forms, which must be done well in advance in order to allow sufficient time for review by the full CC.

The mailing schedule for flyers and pre-registration forms should also be established at this time. The registration subcommittee should develop the

convention registration form for the arts and graphics subcommittee. This form is customarily placed at the bottom of the convention flyer. This subcommittee along with the convention information subcommittee is responsible for the distribution of convention flyers after their completion. The first flyer announcing the convention should be made as soon as the dates are established with the hotel. When pre-registration, registration subcommittee along with the convention information subcommittee prepares a flyer prior to the convention and again about forty-five (45) days prior to the convention. The final mailing can be used to announce changes are additional activities. The interworking of the registration subcommittee should be determined by the chairperson of this subcommittee.

NOTE: NO ONE (NO EXCEPTION) MAY ACCEPT PAYMENTS WITHOUT RECEIVING A REGISTRATION FORM FROM THE REGISTRANT AND PROVIDING THE REGISTRANT WITH A NUMBERED CASH RECEIPT.

A supPLICATE record system should be maintained for all registration subcommittee activities. The record system developed by the registration subcommittee should be simple and clearly understood by all members of the CC. It should include all payments received by the subcommittee regardless of the source of the proceeds (banquet, boat ride, or registration). For all mailed in pre-registration, a confirmation notice should be sent to the registrant. No confirmation notice will be sent after the pre-registration cut –off date. The subcommittee conducts all its activities within the scope of the budget submitted

to the CC for approval. When funds are needed for expenses, they are obtained from the CC. Cash not deposited should not be used for this subcommittee obligations, as it can result in confusion and possible misuse of funds. The method for payment for registration will be cash, money orders, or checks.

QUALIFICATIONS:

1. REQUIREMENTS:

It is suggested that he/she have current and previous experience on the GMACNA Committee (e.g. Vice-chairperson) and a minimum of three years continuous clean time.

2. Knowledge of the twelve steps, twelve traditions, twelve concepts, and the policy guidelines.
3. Prior NA service experience at the Area & group level.
4. Organizational & record keeping skills.
5. Some accounting and computer knowledge.
6. Demonstrates trustworthiness.
7. Understanding of public relations.
8. Time and resources to complete task.
9. Must be gainfully employed.

11) Convention Information

Responsible for designing flyers for all subcommittees. Getting information to all treatment centers, and placing all information on the na.org website. This

subcommittee is also responsible for mailing flyers to all areas. When designing flyers remember that they are released in hospital and institutions as well as other facilities that relate to NA, therefore, appropriate use of language and lithography is crucial because these flyers, in a sense, represent NA to the public. The name "Narcotics Anonymous" should not be used, only the initials N.A. Members come and support the fellowship and to be a part of NA.

QUALIFICATIONS:

1. REQUIREMENTS:

It is suggested that he/she have current and previous experience on the GMACNA Committee (e.g. Vice-chairperson) and a minimum of one year continuous clean time.

2. Knowledge of the twelve steps, twelve traditions, twelve concepts, and the policy guidelines.
3. Prior NA service experience at the Area & group level.
4. Organizational & record keeping skills.
5. Some accounting and computer knowledge.
6. Demonstrates trustworthiness.
7. Understanding of public relations.
8. Time and resources to complete task

12) Hotel & Hospitality

First objective is to project an attendance figure to help determine the amount of meeting space that will be needed. The projected figure need not to be accurate but information from previous conventions should help the committee to project the attendance. It would be wise to have alternate plans of action if the actual attendance should be higher or lower than the projected figure of attendance. This subcommittee submits, for approval, any catering proposals for such items as coffee, banquets and brunches. Special attention should be given to the wording of any proposal. It is important that the hotel be made aware that the convention committee is unable to pay for unexpected costs. Establish an arrangement so that minimal number of individuals will have the authority to sign for services. This subcommittee makes it clear that the convention committee will only honor bills with specific hotel administrations signatures. Finally, this subcommittee should open and operate a hospitality area where the fellowship can gather, relax, drink coffee, and share recovery.

QUALIFICATIONS:

1. REQUIREMENTS:

It is suggested that he/she have current and previous experience on the GMACNA Committee (e.g. Vice-chairperson) and a minimum of three years continuous clean time.

2. Knowledge of the twelve steps and twelve traditions and the Convention guidelines.

3. Prior NA service experience at the area or group level.
4. Willingness to work hard and the ability to motivate others.
5. Good public relation skills.
6. Some previous vocation experience in the industry.
7. Demonstrate trustworthiness.
8. The ability to negotiate and question the contractors about the services to be performed.
9. Time and resources to complete the task.
10. Must be gainfully employed

NOTE: IN THE EVENT WHERE THE HOTEL OFFER COMPLIMENTARY SLEEPING ROOM, THE ROOMS ARE ALLOCATED (IN THIS ORDER) TO THE CONVENTION CHAIRPERSON, THE CONVENTION TREASURER, & THE CONVENTION HOTEL & HOSPITALITY CHAIRPERSON. THESE CHAIRPERSONS MUST BE AN ACTIVE MEMBER OF THE CONVENTION COMMITTEE (AT THE TIME OF THE CONVENTION) AND REQUIRED TO BE ON THE HOTEL PROPERTY 24/7. IN THE EVENT THAT ONE OF THE

ABOVE POSITIONS ARE VACANT, THEIR ROOM IS GIVEN TO THE VICE CHAIRPERSON.

IF THE HOTEL DOES NOT OFFER COMPLIMENTARY ROOMS, THE CONVENTION COMMITTEE WILL PAY FOR THE CONVENTION CHAIRPERSON, THE CONVENTION TREASURER, & THE CONVENTION HOTEL & HOSPITALITY CHAIRPERSON'S ROOM.

ALL SUBCOMMITTEES CAN BE ORGANIZED WITH THE FOLLOWING POSITIONS:

1. Vice Chairperson
2. Secretary

ALL ACTIONS OF THE CONVENTION SUBCOMMITTEES ARE TO BE APPROVED BY THE CONVENTION COMMITTEE AS A WHOLE.

Parliamentary Procedures

ADDENDUM: SAMPLE RULES OF ORDER

from *A Guide to Local Services in Narcotics Anonymous*

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

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion).

Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

MOTIONS

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

MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then

speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions. Every motion requires a *second*—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert’s Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time. Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND. SIMPLE majority required. Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “*I move to amend the motion...*” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business. If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended.

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 to Reconsider

A motion to reconsider is meant to bring an item that has already been dealt with back on the floor. This is used to permit the correction of a hasty, ill advised, or erroneous action, or to take into account new information or situations not considered when taking the original vote. This motion is not to be used for rehashing motions when an individual or a minority is not pleased with the outcome. This motion can only be made by a group who vote on the prevailing side or a member who spoke in debate for the prevailing side of the

motion. After the end of the ASC meeting, it would no longer be in order to reconsider a motion. A motion may not be reconsidered more than once.

Unanimous Consent

This is a method that allows the ASC to move quickly through routine business or questions of little importance. It is a less formal way of handling business and can be used as an alternative to taking vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state the motion is

carried by unanimous consent unless there is an objection. If there are no objections, the minutes will reflect that all of the voting members were in favor. If a member does object, the matter will go to a vote as prescribed a motion.

Withdraw or Modify

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After a motion is made, it belongs to the ASC as a whole and the maker must request the ASC's permission. If no one objects, the Chairperson treats this as a unanimous consent matter. The Chairperson will then automatically put the request to a vote, which is not debatable.

Motion to Call the Vote

A motion to call the vote must be seconded and allows for only two pro and two cons. A two-thirds majority vote is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not made to suppress information but rather to expedite the proceedings.

Point of Information

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

Point of Order

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the Chairperson that a member feels that proper procedure is not being followed.

Suspend the Rules

A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a two-thirds majority vote.

**Area Policy will be updated and distributed at each ASC as necessary
In the event of conflict between Area guidelines and Subcommittee
guidelines, the Area guidelines supersede**

AMENDMENTS

NOTES