

# Tampa Funcoast ASC Policy

2025 Edition

# Tampa Funcoast Area of Narcotics Anonymous Area Service Committee Policy

## 2025 Edition

Available online @ [www.tampa-na.org](http://www.tampa-na.org)

### NA Service Prayer

God, grant us the knowledge that we may serve 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, so that no addict, anywhere, need die from the horrors of addiction.

### The 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.

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## **The Service Units of Narcotics Anonymous**

The primary purpose of a NA member is to stay clean a day at a time, and to carry the message of recovery to the addict who still suffers, by working with others.

The primary purpose of a NA group is to carry the message of recovery to the addict who still suffers by providing a setting for identification and a healthy atmosphere for recovery, where addicts can come to get help if they have a desire to stop using.

The purpose of an Area Service Committee is to be supportive of its Area and Groups and their primary purpose by associating a group with other groups locally and by helping a group deal with its day-to-day situations and needs.

The purpose of the Regional Service Committee is to provide service to its member Areas. An ASC and RSC are similar in nature and purpose, but their functions are slightly different. An ASC serves the needs of its member Groups, while an RSC serves the needs of its member Areas.

Everything that occurs in the course of NA service, must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. We must always remember that as individual members, groups, and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer, and for our common good. We have learned that internal strife cripples our fellowship, and it prevents us from providing the service necessary for growth.

## **Group Participation in ASC**

### **Becoming A Voting Group and Scheduled Meeting**

1. A representative of the meeting must inform the ASC that the meeting desires to become a group. That group may then request the following:
  - a. From the LDO - a new Group package.
  - b. From the ASC Secretary - be added to the list for ASC minutes.
  - c. From ITRC - to be placed on the Tampa Funcoast Meeting Schedule.
2. At the third consecutive attendance to ASC, that group will become an ASC voting member.
  - a. Successful attendance to ASC is when the group is present and accounted for by each roll call. There are two roll calls at ASC. Missing one of these two roll calls at ASC defines that group as absent.
3. To maintain voting status a group cannot miss two consecutive ASC meetings.
4. The group will be removed from the roll call after missing four consecutive ASC meetings.
5. To re-establish voting rights, a group must be present for two consecutive ASC's; the group will have voting privileges at the beginning of the third ASC.

### **Removal From the Meeting Schedule**

If there has not been a representative of the Group for four (4) consecutive ASC's, a group will be removed from the Tampa Funcoast Meeting Schedule and ASC attendance list. A group is not required to be a voting member of ASC to be placed on the Tampa Funcoast Meeting Schedule and receive a copy of the ASC Policy, but they are required to inform the ASC that

they are still meeting, at least once every 4 months.

## Reinstatement to the Meeting Schedule

If a Group has been removed from the Tampa Funcoast Meeting Schedule, it may be placed back on the list by sending a representative to ASC. At ASC, they should notify the ITR Coordinator that they would like to be added to the next publication of the schedule.

## ASC Parliamentary Procedures

As a GSR your input at Area Service is essential to both your Group and the Area. It is important that you meaningfully participate. The opening of the meeting, the Secretary's report, the Treasurer's report, and reports from the Subcommittees are invaluable parts of the ASC meetings. It is in the reports that we see if our primary purpose is being fulfilled. GSRs should pay close attention to these reports because you may have questions.

ASC's business is based on "Robert's Rules of Order." **However, it's very important to remember that the spiritual principles in our Twelve Traditions, Twelve Concepts and ASC Policy always take precedence over "Robert's Rules of Order."**

## Addressing The ASC Body

All ASC meetings are open to all NA members.

1. All ASC meetings are open to all NA members.
2. Everyone has a voice on the floor during open forum.
3. Raise your hand and wait for the ASC Chairperson to acknowledge you before speaking.

## Quorum

Quorum is defined as the number of voting Groups required to be present at ASC. The procedure the ASC Secretary uses to establish quorum is outlined below.

1. Take attendance.
2. Determine the number of Groups present that have not missed more than two consecutive meetings.
3. Quorum for ASC is more than half the number of eligible voting Groups (e.g. – 60 Groups: quorum is 31; - 61 Groups: quorum is still 31).
4. Official quorum must be reached before voting and elections can take place.
5. Groups must be present for both roll calls scheduled on the agenda. If either roll call is missed, they are considered absent from ASC.

## Attendance

Any member attending the ASC meeting has the option of signing the attendance list which is maintained by the Secretary. (This may prove helpful when required to show past attendance.)

## ASC Meeting Format

1. NA Service Prayer
2. Readings:
  - a. Purpose and function of the Service Units of Narcotics Anonymous
  - b. Service Meditation (from page 367 in Just for Today)
  - c. The Twelve Traditions

- d. The Twelve Concepts
3. Welcome new attendees and Groups (New Group Package)
4. Secretary's Report – Motion to accept the minutes as is or with said changes
5. Open Forum:
  - a. Floor is open to any GSR with Home - Group issues.
  - b. Floor is open to anyone wishing to address the ASC.
6. Roll Call: Groups, ASC Officers, Subcommittee Chairs
7. Read - Addressing the ASC body
8. Vice-Chair Report
9. LDO Report
10. RCM Report
11. Subcommittee Reports:
  - a. Activities
  - b. Convention
  - c. FRCNA Support
  - d. Helpline
  - e. Hospitals & Institutions
  - f. ITRC
  - g. Policy
  - h. Public Relations
12. Narcotics Anonymous related announcements
13. Recess for said period of time (optional)
14. Roll Call (confirm quorum)
15. Treasurer's Report – Motion to accept the report as is or with said changes
16. Old Business – Read - Discussing a Motion
17. Elections
18. New Business
19. Regional Motions/Proposals
20. Serenity Prayer

## Motions and Voting

The following guidelines are used to submit, discuss, and vote on motions presented at ASC.

### 1. Types of Votes

- a. **The votes cast** must at least equal quorum, if not the motion is tabled to the next ASC. If, at the next ASC, the votes cast still does not equal quorum then the motion dies.
- b. 2/3 vote – Two-thirds of the votes cast (total Yes and No Votes) by eligible Groups.
- c. Majority vote – More than half of the votes cast by eligible Groups.
- d. Abstention – To abstain is not to vote. Abstentions are not counted.
  - i. In the case of an RSC motion, an abstention is carried as the vote of the ASC.

### 2. Submitting a Motion

- a. Only those listed below can make or second motions:
  - i. GSR's, or in their absence, a designated representative of their Group.
  - ii. ASC Vice Chairperson, Secretary, Treasurer, RCMs, and Subcommittee Chairs.
- b. All motions must be in writing, seconded, and submitted to the ASC Secretary prior to new business. At that time, the motion becomes the property of the ASC body.

- i. Intents should be clearly written.
    - ii. Avoid writing Tradition or Concept numbers without an explanation.
  - c. The maker is required to be present only when the motion is initially read.
- 3. Discussion of a Motion**
  - a. The motion is read by the ASC Chairperson or ASC Vice Chairperson.
  - b. The maker is allowed to explain the purpose of the motion.
  - c. Questions to the motion are taken.
    - i. A question begins with who, what, where, when and how.
    - ii. A question is one sentence.
    - iii. A question will not be allowed if it implies a pro or con.
    - iv. The Chairperson may limit questions to the motion.
  - d. Pros and Cons are taken – usually limited to two cons and two pros.
    - i. The Chairperson will ask for a con first.
    - ii. If no con exists, pros are not presented.
    - iii. Under limited circumstances, the Chairperson may extend debate.
  - e. A motion to amend is always in order.
  - f. The maker may present a motion to withdraw the motion at any time prior to voting. It requires unanimous consent of the ASC.
- 4. Processing of a Motion**
  - a. After pros and cons, the Chairperson may:
    - i. Refer the motion to a Subcommittee, Policy or the Groups.
    - ii. Call for a vote on the motion (motions to conduct business).
    - iii. Table to the next ASC.
  - b. A suggestion can be made from the floor on how to process the motion.
  - c. A motion cannot be tabled more than once except at the discretion of the Chairperson.
  - d. Any motions to permanently revise or establish new ASC Policy must be referred to Groups for two months before being called to a vote.
  - e. Any motion referred to the Groups for more than one month should appear in the minutes as a motion awaiting Group approval and should include all attachments corresponding to the motion; budgets, guidelines, etc.
- 5. Voting on a Motion**
  - a. The Chairperson will call for a vote when the Groups indicate that they are ready to vote. This is usually after pros and cons or after it returns to the floor from the Groups.
  - b. Eligible GSRs will indicate their vote by raising their card.
  - c. The ASC Chairperson votes only in the case of a tie.
  - d. Motions to impeach a Trusted Servant, waive Policy, change ASC Policy or change RSC Policy requires a 2/3 vote. All other motions require a majority vote.
  - e. A GSR may call for a “roll call” vote wherein every GSR is individually polled.
    - i. The request for a roll call vote is itself a motion.
    - ii. The motion to request a roll call vote is not debatable and requires a majority vote to pass.
- 6. Motions to Appeal**
  - a. The purpose of a motion to appeal is to reverse the decision of the Chairperson.

- b. The motion to appeal must be made immediately after a decision by the Chairperson.
- c. The motion to appeal requires a majority vote to pass.
- d. If the motion passes, the decision of the Chairperson is reversed.

**7. Challenging a Motion**

- a. If a motion is voted on at ASC then the item cannot be challenged, changed, or reconsidered for three months.

**Examples Of Vote Counts**

Quorum is one more than half the number of eligible voting groups. For example:

|                        |        |
|------------------------|--------|
| Eligible Voting Groups | Quorum |
| 62                     | 32     |
| 63                     | 32     |

Majority and 2/3's vote is based on the number of YES and NO votes cast:

| <u>Yes and No Votes Cast</u> | Majority Vote | 2/3 Vote |
|------------------------------|---------------|----------|
| 60                           | 31            | 40       |
| 61                           | 31            | 41       |
| 62                           | 32            | 42       |

**The Purpose of The Area Service Committee**

To fulfill our Fellowships' primary purpose, NA Groups have joined together to create a structure

which develops, coordinates, and maintains services on behalf of NA as a whole.

The Tampa Funcoast Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSRs) from groups within a designated area who meet monthly to serve the specific needs of its member groups and the Area as a whole.

We can do together what we cannot accomplish separately. This is true in our personal recovery and is equally true in our service structure. In new NA communities, groups often perform basic services in addition to their meetings. Fulfillment of the full range of NA services (phone lines, hospital and institutions, public relations work, outreach, etc.) usually requires more money and people than a single group can muster on its own. The degree of organization necessary to carry out such responsibilities would divert most groups from carrying the NA message in their meetings.

Supporting groups is ASC's most important function. Whenever a group has a specific situation or need which they have not been able to handle on its own, they can come to the ASC meeting for

help. These situations are almost limitless in scope, but we have learned that we can accomplish much when we work together.

The groups have created the NA service structure to serve their common needs. Our Fellowship's Service Boards and Committees exist to help groups share their experience with one another, provide tools which help a meeting function better, attract new members to recovery meetings, and carry the NA message further than any single group could alone. Because the groups have created the service structure, they have final authority over all its affairs.



## Active Participation in ASC

To provide these services an ASC needs the active participation of all the GSRs. The group supports its ASC financially, spiritually and physically. It takes money to provide these services and it is a group's responsibility to offer this support. As an Area grows, the financial needs of a committee also grows. To provide a full line of services requires a steady, reliable flow of money.

Some Areas provide these funds through Activities. These alternate courses of financial support are helpful but the bulk of responsibility still falls on the members of a group. It is the GSR's responsibility to:

1. Keep their group informed of all information presented at ASC and represent their group's conscience in all ASC decisions.
2. Evaluate each vote in terms of the needs of those they serve.
3. Participate in helping to carry out the ASC's other specific functions, such as attracting new members, planning and implementing activities, and the aid given to groups with specific situations and services.

In order to coordinate its services, the ASC elects officers and subcommittee chairs annually. Leadership and the ability to organize give the committees direction and incentive, which must come from its officers. If a GSR is elected to an ASC position they must resign the GSR position. A person may only hold one (1) position at the ASC, thus ensuring all groups equal representation.

## ASC Location

A site for holding the ASC meeting is required to have the following:

1. Minimum of 1,500 square feet.
2. Minimum 12 tables and 80 - 100 chairs.
3. Parking for all attendees (minimum of 50 spaces)
4. Commitment from the landlord that we will not be bumped
5. Proper ventilation (A/C and Heat that operates)
6. Affordable
7. Sink with a counter (kitchen preferably)
8. Separate restrooms for male and females
9. Public Facility
10. Recommended: PA system, podium, soda machine, coffee pot, literature case, tolerable acoustics.

## The Purpose of The Administrative Committee

The Administrative Committee consists of the ASC-Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Members, and Policy Chairperson. In the event of a situation that must be handled prior to ASC, the Administrative Committee will meet to determine what action must be taken. The Administrative Committee is responsible for conducting audits of the Treasury.

### **Administrative Committee Guidelines**

1. Provide a list of transition items to the Secretary upon leaving office. Transition items could include: passwords, procedures and contacts. Conducts orientations on relevant topics.
2. Administrative budget to include LDO budget.

## **Qualifications and Responsibilities of ASC Officers**

### **ASC Chairperson**

#### **Qualifications for ASC Chairperson:**

1. Willingness and desire to serve.
2. 2 years of continuous abstinence from all drugs.
3. Active for at least one (1) year in the Area NA service structure.
4. Time and resources to do the job.
5. Ability to lead, communicate, and delegate.
6. Member of the Board of Directors 501(c) (3).

#### **Responsibilities of the ASC Chairperson:**

1. Familiar with ASC Policy, A Guide to Service in NA and the Twelve Traditions and Twelve Concepts.
2. Preside over monthly ASC meetings.
3. Enforce the rules of decorum and discipline.
4. Attempt to be absolutely fair and impartial.
5. Vote only in case of a tie.
6. Co-Signer on the ASC bank account and contracts with potential liability on the ASC.
7. Attend Policy Subcommittee meetings.
8. Arrange for Treasury audits by the Administrative Committee in Jan, April, July, and October, or whenever a new term begins - Audits are also conducted when directed by the ASC.
9. Acquire a majority vote of the Administrative Committee to temporarily suspend the duties of any ASC Officer in critical situations. Resignation is automatic in the event of misuse of funds or relapse. The Chairperson should take whatever further action is necessary to protect the ASC.
10. Available to assist any trusted servants with bank deposits of Area.
11. At October ASC, submit a line-item annual Administrative Committee Budget for expenses in the form of a motion. The motion will be referred to the Groups for two (2) months and must be approved by a 2/3 vote. (The ASC Administrative Committee can request additional funds over the approved budget. This request must also be approved by a 2/3 vote.

#### **12. Board of Director Responsibilities:**

- a. Read, understand, and adhere to TFANA INC. Bylaws.
- b. Attends 2 meetings annually in February and August.
- c. May with another Director, call a Board Meeting.
  - i. All members will be given notice seven days in advance of any meeting.
  - ii. All business meeting will be held in a public place.
- d. To determine, along with other BOD Members, who will be the registered agent for TFANA, Inc.

- e. To audit policy annually after elections of new Policy Chair to be completed by new chair and a BOD member.
- f. To audit treasury quarterly after elections of new treasurer to be completed by new treasurer and a BOD member.

## ASC Vice Chairperson

### **Qualifications for ASC Vice Chairperson:**

- 1. Willingness and desire to serve.
- 2. 2 years of continuous abstinence from all drugs.
- 3. Active for at least six (6) months in the Area NA service structure.
- 4. Time and resources to do the job.
- 5. Member of the Board of Directors 501(c) (3).

### **Responsibilities of the ASC Vice Chairperson:**

- 1. Familiar with ASC Policy, A Guide to Service in NA, the Twelve Traditions, and Twelve Concepts.
- 2. Coordinate all Subcommittee functions and act as liaison between all of the Subcommittees to ensure proper coordination of responsibilities.
- 3. In the absence of the ASC Chairperson, perform the duties of the ASC Chairperson.
- 4. In the absence of the ASC Secretary and ASC Alternate Secretary, with the help of the Administrative Committee, perform the duties of the Secretary, to include typing and distributing copies of the minutes to each GSR, Subcommittee Chair, and ASC Officer no later than two (2) weeks following the ASC meeting.
- 5. Attend Policy Subcommittee meetings.
- 6. Co-signer on the ASC bank account and contracts with potential liability on the ASC.
- 7. Available to assist any Trusted Servants with bank deposits of Area.
- 8. Facilitate a Round Table as requested by any ASC Subcommittee Chair.
- 9. Will possess and maintain ASC storage keys.
- 10. Maintain a Zoom account to hold virtual meetings for ASC and Subcommittees and allow access for Admin and all Subcommittees.
- 11. Arrange an agenda for and preside over monthly ASC Admin meetings.

### **12. Board of Director Responsibilities:**

- a. Read, understand, and adhere to TFANA INC. Bylaws.
- b. Attends 2 meetings annually in February and August.
- c. May with another Director, call a Board Meeting.
  - i. All members will be given notice seven days in advance of any meeting.
  - ii. All business meeting will be held in a public place.
- d. To determine, along with other BOD Members, who will be the registered agent for TFANA, Inc.
- e. To audit policy annually after elections of new Policy Chair to be completed by new chair and a BOD member.
- f. To audit treasury quarterly after elections of new treasurer to be completed by new treasurer and a BOD member.

## ASC Secretary

### **Qualifications for ASC Secretary:**

1. Willingness and desire to serve.
2. At least 1 year of continuous abstinence from all drugs.
3. Active for at least six (6) months in the NA Service Structure.
4. Time and resources to do the job.
5. Ability to lead, coordinate and organize.
7. Member of the Board of Directors 501(c) (3).

### **Responsibilities of the ASC Secretary:**

1. Familiar with ASC Policy, A Guide to Service in NA, the Twelve Traditions, and Twelve Concepts.
2. Take accurate minutes, update Group contact/ mailing list and maintain an attendance sign-in sheet for each ASC meeting
3. Email rough draft of minutes to the Admin Officers for approval before distribution
4. Type and email copies of the minutes to each GSR, Subcommittee Chair, and Admin Officer no later than two (2) weeks following the ASC meeting; minutes may be mailed per GSR's request.
5. All Regional proposals that are referred to the Groups are to be listed in "New Business" under the heading of "Regional Proposals."
6. Type and send any letters that the Administrative Officers dictates.
7. Maintain ASC files and archives.
8. Determine the voting status of the Groups and quorum at ASC.
9. Conduct vote count for all motions and publish count in minutes.
10. Inform the ITRC Subcommittee of any changes of Group status. (See Removal from Meeting Schedule)
11. In the absence of the ASC Vice Chairperson, the Secretary will perform all duties of the ASC Vice Chairperson.
12. Co-signer on the ASC bank account and contracts with potential liability on the ASC.
13. Attend Policy Subcommittee meetings.
14. Available to assist any Trusted Servants with bank deposits of Area.
15. Provide ASC Treasurer with a hard copy of all approved Subcommittee budgets.
16. In the event of an ASC time, location or date change, the Secretary will contact ITRC to post the information on the ASC Website.
- 17. Board of Director Responsibilities:**
  - a. Read, understand, and adhere to TFANA INC. Bylaws.
  - b. Attends 2 meetings annually in February and August.
  - c. May with another Director, call a Board Meeting.
    - i. All members will be given notice seven days in advance of any meeting.
    - ii. All business meeting will be held in a public place.
  - d. To determine, along with other BOD Members, who will be the registered agent for TFANA, Inc.
  - e. To audit policy annually after elections of new Policy Chair to be completed by new chair and a BOD member.

- f. To audit treasury quarterly after elections of new treasurer to be completed by new treasurer and a BOD member.

## ASC Alternate Secretary

The Alternates Secretary works closely with the Secretary learning the duties of the office and taking over in case the Secretary is unable to attend ASC. The qualifications and responsibilities for the office are the same as for ASC Secretary. The Alternate Secretary must attend ASC for three (3) months of the last twelve (12) months immediately prior to nomination. **The Alternate Secretary is not a co-signer on the ASC bank account.**

## ASC Treasurer

### Qualifications of the ASC Treasurer:

1. Time, willingness and desire to serve.
2. At least three (3) years of continuous abstinence from all drugs. (cannot be waived)
3. Active for at least one (1) year in the NA service structure.
4. Basic knowledge of accounting procedures.
5. Ability to lead, communicate and organize.
6. Familiar with the ASC Policy, A Guide to Service in NA and the Twelve Traditions and Twelve Concepts.
8. Member of the Board of Directors 501(c) (3)

### Responsibilities of the ASC Treasurer:

1. Issue a receipt to all Groups/Members for contributions and/or literature orders made to ASC.
2. Provide ASC with a written report of contributions and expenditures at every ASC meeting.
3. Distribute money to pay bills as directed and keep accurate receipts. Recurring bills for Subcommittees and ASC Administrative expenses may be paid online. All payments to members require a written check. **Any check request submitted to the Treasurer should reference the appropriate budget or approved motion authorizing the expenditure.**
4. In the event the ASC does not have enough money to meet all its financial obligations, the Treasurer will pay bills in the following order of priority:
  - a. Literature necessary to fill Group literature orders
  - b. Helpline expenses (i.e. phone, beeper, answering service)
  - c. Rent for ASC meeting
  - d. Literature to support current H&I panels
  - e. Administrative expenses (i.e. postage, copies of minutes, post office box)
  - f. Hotel cost for RSC meeting for designated attendees
  - g. Motions from the floor
5. Maintain ASC operating fund of \$4,000.00.
6. To have money in the amount of \$2,000 for startup of future conventions to remain in the ASC main account.
7. Send funds over the operating fund to the Florida RSC prior to the start of ASC in January, March, May, July, September, November.

8. Required signer on the ASC bank account and on contracts with potential liability on the ASC. Two signatures are required. The other signers are the ASC Chairperson, the ASC Vice Chairperson, and the ASC Secretary. The other signers on the subcommittee **contracts** are ASC subcommittee chairs.
9. Place stop payment on checks whenever directed by ASC or (in an emergency) Admin Committee.
10. Provide an annual report to the ASC that includes:
  - a. The yearly amount of contributions and literature expenses for each Group.
  - b. The yearly total of Subcommittee and ASC expenses.
  - c. The amount the Area has contributed to the RSC for the year.
11. Available for all audits, with 24-hour notice.
12. Retain all financial documents for a period of seven (7) years.
13. Do not borrow ASC funds.
14. Available to assist any Trusted Servant with bank deposits of Area.
15. Notify ASC Chairperson immediately upon any discrepancies in funds or deposits that should have been made by a Subcommittee Treasurer requiring a receipt or witness to prove such a deposit. Upon notification, ASC Chairperson will issue a moratorium to any further dealings of the involved Subcommittee Members.
16. Hold all monies generated by any Convention fundraising effort as earmarked money in the ASC bank account to be used only by the Convention Committee for convention business. **Only the Convention Subcommittee Chairperson or Convention Subcommittee Treasurer can request Convention money.** All approved seed monies remain in an earmarked account.
17. Accept money orders, bank checks/cashier's checks, checks from Group accounts, on-line payments when available, and/or cash. Money Orders and approved checks as listed above, are strongly suggested in lieu of cash. No other forms of payment are accepted.
18. After having been notified of a deposit, verify within 24 hours of the next business day
19. Once a week, pick up mail at the Area post office box pertaining to bills and submit payment before the due date.
20. Keep running balances of Subcommittee budgets (provided by ASC Secretary) and have the information available at all times during ASC meetings.
21. Attend Policy Subcommittee meetings.
22. Require a receipt within 30 days for all checks and list delinquent receipts on the Treasurer's report. Provide a standard Financial Report form.
23. Provide a standard Budget Submission form.
- 24. Board of Director Responsibilities:**
  - a. Read, understand, and adhere to TFANA INC. Bylaws.
  - b. Attends 2 meetings annually in February and August.
  - c. May with another Director, call a Board Meeting.
    - i. All members will be given notice seven days in advance of any meeting.
    - ii. All business meeting will be held in a public place.
  - d. To determine, along with other BOD Members, who will be the registered agent for TFANA, Inc.
  - e. To audit policy annually after elections of new Policy Chair to be completed by new chair and a BOD member.

- f. To audit treasury quarterly after elections of new treasurer to be completed by new treasurer and a BOD member.

## ASC Alternate Treasurer

The Alternate Treasurer works closely with the Treasurer, learning the duties of the office and taking over in case the Treasurer is unable to attend ASC. The requirements for the office of the Alternate Treasurer are the same as for the Treasurer. The Alternate Treasurer must attend ASC for three (3) months of the last twelve (12) months prior to nomination. Because the Alternate Treasurer might have to assume the position of the ASC Treasurer, the clean time requirement cannot be waived. The Alternate Treasurer is not a co-signer on the ASC bank account.

## Regional Committee Members (2 Delegates)

Regional Committee members (RCMs) serve two-year terms, one elected in odd numbered years and the other in even numbered years.

### **Qualifications for Regional Committee Members are:**

1. Willingness and desire to serve.
2. 2 years abstinence from all drugs.
3. Active for at least one (1) year in the NA service structure.
4. Time and resources to do the job.
5. Ability to lead, communicate and organize.
6. Familiar with ASC Policy, A Guide to service in NA and the Twelve Traditions and Twelve Concepts.

### **Responsibilities of an RCM are:**

1. Attend all ASC meetings in order to be able to represent the Group conscience of the ASC at the regional level.
2. Attend all RSC meetings and take part in any decision that affects the region, speaking as the voice of the ASC Group conscience. (The office of RCM is immensely important, and RCM must be able to work for the common good, always placing 'principles before personalities' at all times.)
3. Submit a written report summarizing all RSC activities, including how RCM voted on all motions.
4. The RCMs will be counted present at the ASC meeting if the Regional Weekend falls on the same weekend as Area.
5. Reserve and oversee the use of the RSC hotel rooms, as needed, in the following priority order when RSC is more than 50 miles from the point of the ASC's current meeting location. Different rooms will be reserved for male and female members.
  - a. RCMs
  - b. Subcommittee Chairs and Admin Officers
  - c. GSRs
  - d. General Members
6. Attend Policy Subcommittee meetings.
7. Prepare a written report stating proposals made at the last RSC. This will be given to the GSR's at ASC before minutes go out. During the report, RCM can explain proposals as necessary.

8. \* RCMs are reimbursed what the IRS allows for mileage reimbursement when travel to RSC exceeds 30 miles from the point of ASC's current meeting location.
9. Outgoing RCM #1 submit report in August.

\*The reimbursement rate is determined to be ½ of the current IRS Federal reimbursement rate. This rate is listed as “business miles driven” by the IRS, and the rate is subject to change.

## Literature Distribution Officer

### Qualifications of LDO are:

1. Willingness and desire to serve.
2. 1 year of continuous abstinence from all drugs.
3. Active for least six (6) months in the NA service structure.
4. Time and resources to do the job.
5. Ability to lead, communicate and organize.
6. Familiar with the Area Service Guidelines and Guide to Local Service.

### Responsibilities of the LDO are:

1. Must have time and resources to do the job, including the ability to receive and transport the literature.
2. Distribute the Groups literature purchases.
3. Purchase and maintain ASC's literature stockpile.
4. Provide a monthly report with beginning & ending inventory, and amount ordered for the prior month.
5. Supply new Groups with the “New Group Package” which includes the following:
  - a. 10 each “Welcome to NA”
  - b. 10 each “Recovery and Relapse”
  - c. 10 each “Am I an Addict”
  - d. 20 each “Meeting Schedules”
  - e. 10 each “Who, What, How & Why”
  - f. 5 each “Color key tags”
  - g. 10 each “Sponsorship”
  - h. 1 each “Tampa Funcoast ASC Policy”
  - i. 10 each “Just for Today”
  - j. 1 each “A Guide to Service in NA”
  - k. 10 each “For the Newcomer”
  - l. 1 set of Reading Cards
  - m. 1 each “Treasurers’ Handbook”
6. Will possess and maintain ASC storage key.

## Alternate Literature Distribution Officer

The Alternate LDO works closely with the LDO learning the duties of the office and taking over in case the LDO is unable to attend ASC. The requirements for the office of the alternate LDO are the same as for LDO.



## Board of Director Members at Large

Board of Directors Members serve a three-year term, one elected each year in rotation in the month of July. An elected Board of Directors Member at Large will be required to agree to have their name publicly listed on the ByLaws.

### **Qualifications:**

1. A willingness and desire to serve.
2. A knowledge of the 12 Steps, 12 Traditions, 12 Concepts for NA Service and Guide to Local Services.
3. The willingness to give time and the resources to do the job.
4. 3 years abstinence from all drugs.
5. Leadership ability.
6. Ability to communicate.
7. Ability to organize.
8. Ability to delegate.
9. Willingness to learn Robert's Rules of Order.

### **Responsibilities:**

1. Read, understand, and adhere to TFANA INC. Bylaws.
2. Attends 2 meetings annually in February and August.
3. May with another Director, call a Board Meeting.
  - a. All members will be given notice seven days in advance of any meeting.
  - b. All business meeting will be held in a public place.
4. To determine, along with other BOD Members, who will be the registered agent for TFANA, Inc.
5. To audit policy annually after elections of new Policy Chair to be completed by new chair and a BOD member.
6. To audit treasury quarterly after elections of new treasurer to be completed by new treasurer and a BOD member.

## **Election Of ASC Officers And Subcommittee Chairs**

“The Second Tradition concerns the nature of leadership in NA. We have learned that for our Fellowship, leadership by example and by selfless service works while direction and manipulation

fail. We choose not to have presidents, masters or directors. Instead, we have secretaries, treasurers and representatives. These titles imply service rather than control.

Our experience shows that if our Group becomes an extension of the personality of a leader or certain member, it loses its effectiveness. An atmosphere of recovery in our Groups is one of our most valued assets, and we must guard it carefully lest we lose it to politics and personalities” (Basic Recovery Text, Page 61).

ASC Officers should be elected from those members who are active in the ASC service structure. Prior experience as Group Secretary, Group Treasurer or subcommittee member is valuable.

1. ASC officers can not represent a Group and have no vote at the ASC meeting.

2. Any ASC officer may be removed during their term in office by a 2/3 vote.
3. No officer can serve more than two (2) consecutive terms, keeping with the Ninth Tradition and the principle of rotating leadership.
4. A term is 12 months (2 years for RCMs, IT Resource Coordinator, and FACNA chair) from the designated time of General Elections to the next General Election.
5. Qualifications for all positions must be submitted in writing prior to election.
6. Time and resources to do the job.

## Election Procedures

All members nominated to an ASC position must be present at the time of nomination and election. In the case of an emergency, the nominee may be excused by a written letter of explanation submitted by a representative. The letter must be approved by a majority vote.

If policy regarding qualifications for a position is waived for an individual, then policy is waived for the position and sent back to groups, clarifying that the position is now open, minus those qualifications.

**The Convention chairperson election** process begins in September, two (2) years before the convention.

The next convention is scheduled for 2029, the Convention chair is elected in 2027.

Any position must be open for at least 2 months (3 consecutive ASC's) of nominations before it can be closed. After 2 months (3 consecutive ASC's), any qualified nominee(s) effectively closes the position at the end of that ASC.

## Nomination and Election Schedule

### April ASC

1. Read the “Responsibilities of RCM #2 and FRCNA Support Chair.”
2. Open positions for RCM #2 and FRCNA Support for nominations in May.
3. RCM #2 becomes RCM #1 in July after elections or if RCM #1 becomes vacant.
4. April minutes will list open positions for RCM #2 and FRCNA Support.
5. GSR’s will obtain nominations from the groups for RCM #2 and FRCNA Support.

### May ASC

1. Nominations taken for RCM #2 and FRCNA Support Chair.

### June ASC

1. Nominations taken for RCM #2 and FRCNA Support Chair.

### July ASC

1. Hold elections for RCM #2 and FRCNA Support Chair.

### September ASC

1. Read the “Responsibilities of all ASC Officers and Subcommittee Chairpersons.”
  - a. Reinstate Current Office Holders:
    - i. If the Current office holder is eligible and willing to serve an additional term, the Area may reinstate them with a 2/3 majority at the October ASC.
  - b. Elect the Vice Chair or Alternate for that position: Acclamation

- i. If the current officer holder is unwilling or unable to serve another term, the Area may elect the Vice Chair or Alternate for that position with a  $\frac{2}{3}$  majority vote at the October ASC
  - c. If the positions are not filled in either of the above situations, all eligible positions will be open for nominations in October.
- 2. Open all positions for nominations in October.
- 3. September minutes will list all open positions.
- 4. GSR's will obtain nominations from the groups for all open positions.

### **October ASC**

- 1. Hold elections for reinstatements and acclamations.
- 2. Nominations taken for all open ASC Officers and Subcommittee Chairpersons. Elections will be on even number years for IT Resource Coordinator.
- 3. October minutes will list all open positions and current nominees.
- 4. GSR's will obtain nominations from the groups for all open positions. Positions with nominees remain open until closed at November ASC.

### **November ASC**

- 1. Additional nominations taken for all open ASC Officers and Subcommittee Chairpersons.
- 2. Nominations will then be closed for all open positions with at least one nominee.
- 3. November minutes will list:
  - a. All closed positions with nominees and their qualifications.
  - b. All open positions (positions without nominees.)
- 4. GSR's should obtain Group conscience for voting at the next ASC on closed positions with nominees.
- 5. GSR's should obtain nominations from the groups for all open positions.

### **December ASC**

- 1. Hold elections for all ASC Officers and Subcommittee Chairpersons.
- 2. Unless a paper ballot is requested by a nominee, voting will be done by a visual count.
- 3. The nominee that receives the most votes is elected.

### **January ASC**

- 1. This is the transition month for all ASC Officers. On the first day of the month, the newly elected Officers will begin their new responsibilities with guidance of the outgoing Officer.  
The outgoing Officer's commitment ends on the last day of the month.
- 2. Each ASC Subcommittee will elect its own Vice-Chairperson according to the guidelines of the Subcommittee.

## **Resignation Or Impeachment of ASC Officers And Subcommittee Chairs**

Resignations of ASC Officers and Subcommittee Chairpersons may be as follows:

### **Voluntary**

Voluntary resignations are given in writing to the ASC Chairperson prior to ASC.

## **Involuntary**

1. Involuntary resignations are automatic upon the following:
  - a. Missing two consecutive unexcused ASC meetings.
    - i. An ASC Officer or Subcommittee Chairperson may be excused by a written letter of explanation if another representative is present and reads the subcommittee report. All letters must be approved by majority vote.
    - ii. An ASC Officer or Subcommittee Chair may attend ASC virtually for the following reasons: hospitalization or serious illness.
  - b. Upon missing a third ASC meeting within the officer's term, excused or not, that officer is removed from office. For officers serving multiple year terms, allowed absences would be 2 per 12-month period, beginning upon election.
  - c. Relapse during term in office.
2. An Officer may be impeached in the following circumstances:
  - a. Breach of Twelve Traditions.
  - b. Failure to perform duties and responsibilities.

## **Impeachment Procedures**

1. A motion to initiate impeachment procedures is passed. A majority vote is required to initiate impeachment proceedings.
2. Individuals will be given notice in writing at least seven days prior to the ASC meeting.
3. Present the motion of impeachment with said due cause.
4. The respondent is given time for a rebuttal, if so desired, not to exceed five minutes.
5. A closed ballot is taken.
6. A 2/3 vote is necessary to impeach.

## **The Purpose of ASC Subcommittees**

The Tampa Funcoast Area Service Committee (ASC) has created various subcommittees to do the actual work involved in delivering its direct services. The ASC is responsible for developing and maintaining the subcommittees in each field of service and coordinating the work for each subcommittee with the work of the others. All subcommittees are open to all members of NA.

### **Ad Hoc Subcommittees**

An Ad Hoc is a temporary subcommittee that is formed to work on a specific situation or for a specific purpose that is not covered by any of the other Subcommittees. This subcommittee is dissolved once its purpose has been achieved. The Ad Hoc subcommittee chairperson should have experience with the specific situation. Members are from the general fellowship or may be appointed by the Ad Hoc chairperson or ASC chairperson.

## **Qualifications And Responsibilities of Subcommittee Chairpersons**

### **Qualifications of all Subcommittee Chairpersons:**

1. Willingness and desire to serve.
2. Familiar with Subcommittee Guidelines, ASC Policy, A Guide to Service in NA, the 12 Steps, 12 Traditions and 12 Concepts.
3. Not hold any other ASC position.

## **General Responsibilities of all Subcommittee Chairpersons:**

Additional responsibilities are listed for each individual Subcommittee following this list.  
Responsibilities for all Subcommittee Chairpersons are:

1. Hold at least one monthly scheduled meeting of the Subcommittee.
  - a. All Subcommittee members will be given notice seven days in advance of any meeting.
  - b. All Subcommittee business meetings will be held in a public place.
2. Preside over the Subcommittee's monthly meetings.
3. Expedite action on motions referred to the Subcommittee.
4. Attend all ASC meetings. Must be present for both roll calls scheduled on the agenda. If either roll call is missed, the chairperson is considered absent from ASC.
5. Inform the ASC of Subcommittee activities, needs and other relevant information.
6. Submit a written report of the Subcommittee's monthly meetings.
7. Within 72 hours of the end of an event:
  - a. Deposit all event money in the ASC bank account and notify the ASC Treasurer with 12 hours, or
  - b. Give all money to the ASC Treasurer.
8. Submit a monthly financial report to ASC Treasurer & Secretary to be included in the minutes, for all events in the month having monetary transactions.
9. Have contracts that place a potential liability on the ASC reviewed, approved and signed by the ASC Treasurer (required) and another ASC Administrative Committee member who is a signer on the ASC's bank account.
10. Submit a year-end written report each January to the ASC. The written report includes the years' activities, accomplishments, specific problems or situations, financial records and plans for the coming year.
11. Maintain an updated version of subcommittee guidelines online. Any changes to those guidelines should be included in the monthly subcommittee report.
12. If updated guidelines are not submitted, existing guidelines will be used.
13. At October ASC, submit a line-item annual budget for expenses in the form of a motion. The motion will be referred to groups for 2 months and must be approved by a 2/3 vote.
14. Annual budgets submitted in October to run from January to December.
15. Requests for funds over the approved budget must be approved by a 2/3 vote.
16. Subcommittees are to pay bills first, then pass the remainder of the funds to the Area.
17. Attend Round Tables.
18. Provide a list of transition items to the Secretary upon leaving office. Transition items could include: passwords, procedures and contacts.

## **Activities:**

### **Qualifications:**

1. Two (2) years continuous abstinence from all drugs.
2. Time and resources necessary to complete these duties.
3. Suggested previous experience as a working member of the Activities Subcommittee.

**Responsibilities:**

1. For ongoing weekly or bi-weekly events a prudent reserve will be requested. Any funds over the prudent reserve will be given to the ASC Treasurer or deposited in the ASC bank account within 72 hours of the end of an event.
2. Secure location for Valentine's dance before leaving office. The new chair won't have enough time.
3. Secure location for New Year's Eve function by June 1st of that year.
4. Will possess and maintain ASC storage key.

**Convention:****Qualifications:**

1. The Convention Chairperson has three (3) years clean, prior convention experience and administrative abilities.

**Responsibilities:**

1. Secures meeting location.
2. Organizes Subcommittees and delegates major tasks to specific Subcommittees. Stays informed of the activities of each subcommittee, provides help when needed, and helps to resolve conflicts.
3. Keeps activities within the principles of the Twelve Traditions and within the purpose of the convention.
4. Monitors the fund flow and overall convention costs and helps organize the subcommittee's budgets.
5. Prepares a budget for the Administrative Committee.
6. Co-signer on check request forms.
7. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
8. Allows the Subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
9. Prepares the agenda for the convention Committee meetings and Administrative Committee.
10. Votes only to break a tie.
11. Chairs the convention Committee meetings as well as the convention.
12. Will possess and maintain ASC storage key.

**Helpline:****Qualifications:**

1. One (1) year abstinence from all drugs
2. One year experience on the Helpline subcommittee
3. The time and resources necessary to complete the duties of the position

**Responsibilities:**

1. Organize and schedule volunteers.
2. Work with all Helpline Communication services.

## **Hospitals and Institutions:**

### **Qualifications:**

1. Three (3) years abstinence from all drugs.
2. Two (2) years on H&I Subcommittee.
3. One (1) year service commitment, Two (2) term maximum.

### **Responsibilities:**

1. Attend all H&I business meetings and new member orientations.
2. Keep discussion on topic, in an impartial manner.
3. Prepare an agenda for each subcommittee meeting.
4. Ensure that the Traditions and Concepts are upheld.
5. Comply with all H&I Guidelines.
6. Provides a monthly forum to pool experiences. "I can't - We can!"
7. Serves as a communication link between local H&I meetings/presentations and H&I Subcommittees at the Regional and World levels.
8. Selects the individuals who are to conduct the H&I meetings.
9. Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
10. In cooperation with Public Relations, makes all initial contacts with facilities.
11. Is responsible for all H&I oriented services within the Area.

## **Information Technology Resource Coordinator:**

### **Qualifications for Information Technology Resource Coordinator are:**

1. Information Technology Resource Coordinator (ITRC) serves a two-year term.
2. Time, willingness and desire to serve.
3. At least three (3) years of continuous abstinence from all drugs (cannot be waived).
4. Active for at least one (1) year in the NA service structure.
5. Ability to lead, communicate and organize.
6. Familiar with ASC Policy, A Guide to Local Services in NA, 12 Traditions, 12 Concepts.
7. Technology skills necessary to effectively serve the fellowship.

### **Responsibilities of an ITRC are:**

1. Administrator of the ASC Website.
2. Responsible for requesting and funds from the Area Service Committee.
3. Attend ASC Meetings.
4. Adhere to Additional Duties and Responsibilities that will be located in the ITR Guidelines.

## **FRCNA Support:**

### **Qualifications:**

1. One (1) year abstinence from all drugs.
2. The time and resources necessary to complete these duties.
3. Knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

**Responsibilities:**

1. As the liaison between the committee and the ASC Chair, FRCNA Support will gather information from the members and provide a summary report for ASC.

**Policy:****Qualifications:**

1. Two (2) years continuous abstinence from all drugs.
2. The time and resources necessary to complete these duties.
3. Recommended previous experience as a working member of the Policy Subcommittee.

**Responsibilities:**

1. Responsible for the handling and accounting of any funds received or generated by the Subcommittee.
2. At January ASC in odd number years, provide an updated copy of policy to each active home group, admin chair and vice chair, and all subcommittee chairs. Provide 20 copies to the LDO for future sale at our cost (amount paid divided by number of copies printed).
3. At January ASC in even number years, provide copies of the Policy Addendum to above listed parties, which includes all passed policy motions from the year prior.

**Public Relations:****Qualifications:**

1. A minimum clean time requirement of one (1) year continuous abstinence from all drugs.
2. Previous experience of at least six (6) months in serving the Public Relations Subcommittee; preferably as a member of the Administrative Committee.
3. An understanding of the responsibilities of the office; administrative capabilities, and some knowledge in the field of Public Relations.

**Responsibilities:**

1. Responsible for requesting any funds from Area Service.
2. Arranges times and agendas for and presides over all PR Subcommittee meetings and is ultimately responsible for the functioning of this Subcommittee
3. Represents this Subcommittee at Area Service and serves as Spokesperson for this committee at Regional Service.



# Robert's Rules of Order

| Term                         | Meaning                                      | Example   |
|------------------------------|--|---|
| <b>Parliamentary Inquiry</b> | asking if a procedure is in order.           | “Chairperson, is it in order for me to offer an amendment now?”       |
| <b>Point of Order</b>        | pointing out that something is out of order. | “I rise to a point of order; there is already a motion on the floor.” |
| <b>Point of Information</b>  | asking for clarifying information.           | “I would like to ask the speaker if this is a recurring situation?”   |

## Descriptions Of Motions

The following descriptions are adapted directly from the 1989 WSC Rules of Order:

- A. **Adjourn** : Means to close the session immediately.
- B. **Amend**: (a pending motion): Means to modify the wording of a pending motion and is considered a primary amendment that is it applies directly to the main question. The amendment is voted on by itself and before the pending motion. If the amendment is adopted, the main motion is pending in the amended form; if the amendment is not adopted, the main motion is pending in its original form. An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its original form. A pending motion may be amended many times before final disposition: however, no more than one primary and one secondary amendment can be pending at any one time. A member’s vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted on separately, it allows each member the freedom to be in opposition to the amendment(s) but in favor of the motion or vice versa.

The motion to Substitute, a form of the motion (to) Amend, proposes that a substitution shall come before the assembly in place of the pending resolution. During the consideration to Substitute, debate can go into the merits of the pending resolution and the proposed Substitute and both may be perfected by secondary amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to Substitute is voted on. If carried; the substitution comes to the assembly for vote.

- C. **Amend Something Previously Adopted**: Means to change a part of a motion already adopted. This motion can be moved by any member regardless of how they voted on the original question. There is also no time limit on when this motion can be made.
- D. **Appeal the Chair**: Means the ruling is taken from the Chairperson and decided by the assembly. By electing a Chairperson, the assembly delegates the authority and duty to make necessary rulings on questions of Parliamentary Procedure. However, members do have the right to appeal and have no right to criticize a ruling of the Chairperson unless they appeal the decision.
- E. **Commit or Refer to Committee**: Means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. The motion should specify which committee. If a special or Ad-Hoc committee is needed, the committee can be formed in the same or amending motion.

- F. Discharge a Committee:** Means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee or when the assembly wishes to drop the matter. There is no need for this motion then the committee has made its final report, since that in effect discharges it. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question. If the matter was originally given to the committee with a subsidiary motion of Commit attached to a pending motion, then the question comes immediately before the assembly. On the other hand, if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.
- G. Division of the Question:** Means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.
- H. Lay on the Table:** Means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment of the matter dies for that session. However, the matter may be introduced at another session as a new motion. If the mover's intent is anything other than temporarily laying a matter aside until an emergency situation is taken care of, then the proper motions/actions are: Postpone Definitely; Postpone indefinitely; Objection to Consideration or vote against the motion. The motion laid on the Table should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chairperson to ask for the reason for Laying on the Table. Since a motion that has been laid on the table is still within the control of the assembly, no other motion on the same subject that would substantially conflict or present the same question would then be in order. To consider a conflicting motion or a substitute, the tabled motion would first need to be taken from the table and disposed of.
- I. Limit or Extend Debate:** Means the assembly can exercise special control over the total time of debate, the time each member has to debate or the number of members who can speak on a pending motion or series of motions. This motion cannot impose an immediate closing of debate: the appropriate motion then would be Previous Question.
- J. Main Motion:** The introduction of new business or in some cases the reconsideration or amendment of previously adopted business.
- K. Objection to Consideration of the Question:** Means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chairperson is phrased so members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion. If the objection is sustained, the main motion cannot be reviewed during the same session except by unanimous consent or by reconsideration of the vote on the objection; however, the same motion can be introduced at any succeeding session.
- L. Order of the Day, to Call for...** Means any member can require the assembly to conform to its own agenda, unless the assembly then "Suspends the Rules" or "Changes the Order of the Day."
- M. Parliamentary Inquiry:** A question to the Chairperson for information on a matter of parliamentary procedure or the guidelines of the assembly bearing on the business being considered. It is the duty of the Chairperson to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the

parliamentary situation, or understand the effect of a motion. The Chairperson is not obligated to answer hypothetical questions. The Chairperson's reply is not subject to Appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and if ruled Out of Order, to appeal such a ruling.

- N. Point of Information:** Is a request directed to the Chairperson or through the Chairperson to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A Point of Information is not used to create a discussion between two members. If the Point of Information is a question to a member who is speaking, the Chairperson will ask the member who correctly has the floor if he will yield to a Point of Information; the member has the right not to yield, since the time consumed for the Point of Information will be taken out of the speaker's allowed time. If the member does yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson, but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.
- O. Point of Order:** Means a member believes the rules of the assembly are being violated and is asking for recognition from the Chairperson to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order. This point needs to be made immediately at the time the perceived breach occurs. If a member is uncertain there is a breach or order, he can make a Parliamentary Inquiry. Also, it is undesirable to raise Point of Order on minor irregularities, if it is clear that no one's rights are infringed on.
- P. Postpone to a Definite Time (definitely):** Means to put off action on a pending motion until a definite day, meeting or hour, or until after a certain event. The motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond when the time to which a question has been postponed arrives, but questions can be postponed again if additional delay will not interfere with the proper handling of the postponed motion. When consideration of the question is resumed at the specified time the business is in the same condition it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begins over again as if it had never been updated.
- Q. Postpone Indefinitely:** Means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without undesirable consequences.
- R. Previous Question:** Means to immediately close debate and the making of any subsidiary motions, except Lay on the Table, of a pending motion. If the previous Question is not adopted, debate continues. If adopted, the pending motion immediately goes to a vote.
- S. Question (Point) of Privilege – To raise:** Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order. The Chairperson rules (subject to Appeal) only on whether this matter should interrupt pending business. If the Chairperson rules yes, then the Question is handled

depending on its original form. If originally phrased like a request, it is handled as such; if phrased like a main motion, the Question then requires a second; is debatable, amendable, etc., and is handled by the assembly. If there is no urgency, a Question of Privilege can be brought to the assembly as a regular motion and handled in the normal course of business.

- T. Recess:** Means a short intermission in the assembly’s proceedings which does not close the meeting, and after which business will immediately resume at exactly the point where it was interrupted. If a recess is provided for in the agenda, the Chairperson simply declares the assembly in recess. If the Chairperson does not announce a pre-scheduled recess at the scheduled time, a member can Call for Order of the Day. If the assembly wishes to postpone a pre-scheduled recess, it can move to suspend the Rules.

## MOTION TABLE

| CHEAT SHEET FOR MOTIONS - ROBERT'S RULES OF ORDER |  |   |        |                                      |       |          |
|---|--|---|--------|--------------------------------------|-------|----------|
| MAIN MOTIONS                                      | WHAT IS IT?  | HOW TO SAY IT?  | SECOND | DEBATE                               | AMEND | VOTE     |
| Main  | Used to present new business   | "I move that we accept the minutes..."  | Yes    | Yes                                  | Yes   | Majority |
| SUBSIDIARY MOTIONS                                | WHAT IS IT?  | HOW TO SAY IT?  | SECOND | DEBATE                               | AMEND | VOTE     |
| Amend   | Changes a pending motion   | "I move to amend the pending motion by adding the words..."                   | Yes    | Yes, if motion to amend is debatable | Yes   | Majority |
| Lay on the table                                  | Place a motion on table so group can deal with more pressing issue                       | "I move to lay the motion on the table."                                      | Yes    | No                                   | No    | Majority |
| Limit or Extend Debate                            | To limit or extend debate; put a time limit on a particular motion                       | "I move to limit debate to five minutes per person."                          | Yes    | No                                   | Yes   | 2/3's    |
| Postpone Definitely                               | Used to postpone action on a motion until later date and/or more information is obtained | "I move to postpone the pending motion until we hear the committee's report." | Yes    | Yes                                  | Yes   | Majority |
| Postpone Indefinitely                             | Used to kill a motion  | "I move that we postpone the pending motion indefinitely."                    | Yes    | Yes                                  | No    | Majority |
| Previous Question                                 | Ends debate; calls for vote  | "I move the previous question."   | Yes    | No                                   | No    | 2/3's    |
| Refer to a Committee                              | Sends the issue to a committee   | "I move to refer the issue to a committee."                                   | Yes    | Yes                                  | Yes   | Majority |
| MOTIONS TO RECONSIDER                             | WHAT IS IT?  | HOW TO SAY IT?  | SECOND | DEBATE                               | AMEND | VOTE     |
| Reconsider  | To reconsider the vote on the motion   | "I move to reconsider the motion."  | Yes    | Sometimes                            | No    | Majority |
| Take from the Table                               | To reconsider a previous motion  | "I move to take from the table..."  | Yes    | No                                   | No    | Majority |

| CHEAT SHEET FOR MOTIONS - ROBERT'S RULES OF ORDER |  |   |        |        |       |   |
|---|--|---|--------|--------|-------|---|
| PRIVILEGED MOTIONS                                | WHAT IS IT?  | HOW TO SAY IT?  | SECOND | DEBATE | AMEND | VOTE  |
| Call for Orders of the Day                        | Makes the group conform to the agenda  | "I call for orders of the day."   | No     | No     | No    | No vote unless 2/3's members vote to set aside agenda |
| Raise a Question of Privilege                     | Member makes a request regarding an immediate issue - such as being unable to hear speaker | "I raise to a question of privilege." (After being acknowledged the member states the problem.) | No     | No     | No    | Chair rules   |
| Recess  | Used to take a short break   | "I move to take a 15 minute recess."  | Yes    | No     | Yes   | Majority  |
| Adjourn   | To end the meeting immediately   | "I move to adjourn."  | Yes    | No     | No    | Majority  |
| INCIDENTAL MOTIONS                                | WHAT IS IT?  | HOW TO SAY IT?  | SECOND | DEBATE | AMEND | VOTE  |
| Appeal the Rule of the Chair                      | Used when member disagrees with chair's decision   | "I appeal the decision of the chair."   | Yes    | Yes    | No    | Majority  |
| Division of the Assembly                          | Used when vote results are in doubt  | "I call for a division."  | No     | No     | No    | Vote retaken  |
| Division of the Question                          | Used to separate a main motion into different parts  | "I move to divide the motion into two parts as follows..."                                      | Yes    | No     | Yes   | Majority  |
| Point of Order                                    | Used to remind chair of the bylaws or rules of order                                       | "I rise to a point of order." (After being acknowledged the member states the issue.)           | No     | No     | No    | Chair rules   |
| Suspend the Rules                                 | To set aside a rule of the group   | "I move to suspend the rules."  | Yes    | No     | No    | 2/3's   |

## The Twelve Traditions for NA Service

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.

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HAVE A



SERENE DAY!