

[AREA L.E.G.S. [LAKE ERIE GENERAL SERVICES®]
AREA SERVICE COMMITTEE GUIDELINES
(Revised Jan 27, 2019)

1. Motions can only be made by Subcommittee Chairpersons, Group Service Representatives (GSR's), and all Area Officers; excluding the Area Chairperson and Area Vice-Chairperson [11-11-01]; to be followed by overall general discussion to determine whether or not a motion should be sent back to groups for their conscience. Determining factor to be either motion is policy and administration or general business. All motions will be determined to be either business or policy by the voting body of Area L.E.G.S. [GSRs only] regardless of past precedent or origin of motion. The Area Chairperson will recognize two for policy and administration and two for business from the floor. Then the voting procedure will follow: policy and administration is to be sent back for group conscience. Guideline of discussion and decision must follow Narcotics Anonymous Traditions and the Twelve Concepts for NA Service. [9-16-2012]
 - 1a. All motions must be submitted in writing on a motion form. [9-16-2012]
 - 1b. Any motion regardless of the origin is to be accompanied by an explanation. Explanation: To clarify the intent of the motion. [9-16-2012]
2. In reference to the above: that all Subcommittee decisions must be decided by the conscience of that committee. The Chairperson or Vice-Chairperson acts as a guide, chairs group conscience, and is ultimately responsible to Area L.E.G.S. and N.A. as a whole. [9-16-2012]
3. That all Area Service Committees positions are to be put on the front of the Minutes three (3) months prior to the end of the term. Explanation: To ensure a smooth transition of the Area Service Committee. **Executive Positions:** Area Chairperson, Area Vice-Chairperson, Area Treasurer, and Secretary's Assistant. **Subcommittee Positions:** Literature Chairperson, Literature Vice-Chairperson, Policy Chairperson, Policy Vice-Chairperson, PR/Phoneline Chairperson, and PR/Phoneline Vice-Chairperson. These positions will be placed on the front of the Minutes in September. The voting will take place in October with the actual service beginning in January. **Web-Servant, (elected at Area reports to PR Subcommittee) position will be placed on the minutes in April. The voting will take place in May with actual service beginning in June (new position 2020) Subcommittee Positions:** **Executive Position:** Area Secretary, Treasurer Assistant, Regional Committee Member and Regional Committee Member Alternate. [9-16-2012] **Subcommittee Positions:** Activities Chairperson, Activities Vice-Chairperson, H&I Chairperson, H&I Vice-Chairperson, Merchandise Chairperson, Merchandise Vice-Chairperson. These positions will be placed on the front of the Minutes in March. The voting will take place in April, with the actual service beginning in June. [11-19-06]
 - 3a. In the event an Area Service Committee position becomes vacant, the time remaining in that position shall be fulfilled by the newly elected trusted servant. The position will be