

**[AREA L.E.G.S. [LAKE ERIE GENERAL SERVICES®]**  
**AREA SERVICE COMMITTEE GUIDELINES**  
**(Revised JUNE 13, 2021)**

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]
  - 1c. All motions must be dated (4-14-2021)
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.] **Executive Position:** Area Secretary, Treasurer Assistant, Regional Committee Member and Regional Committee Member Alternate. 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]  
**Subcommittee Positions,** 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] These positions will be placed on the front of the Minutes in May and the voting will take place in June, with the actual service beginning in August: ***Activities Chairperson, Activities Vice-Chairperson (7/21/2019)***
- 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 filled on an interim (temporary) basis and should be put on the front of the Minutes. [11-11-01]
4. That two (2) unwarranted absences by a Trusted Servant of the Area Service Committee, will result in that position being open. That Area L.E.G.S. and all Subcommittees of Area L.E.G.S. adopt that a warranted absence be death, illness, job-related, or an immediate emergency. [08-17-08]

- 4a. All Trusted Servants in the event of their absences from the Area Service Committee meeting, applicable Area Subcommittee meeting or Regional Committee meeting are to notify one of the Area Service Committee Officers; {Chairperson, Vice-Chairperson, Secretary, Secretary Assistant, Treasurer, Treasurer Assistant, Regional Committee Member, Regional Committee Member Alternate,} prior to the aforementioned meeting taking place. (Any absence must be confirmed by speaking personally with at least one (1) of the ASC Trusted Servants mentioned above) [9-16-2012].  
Explanation: Accountability for warranted/unwarranted absences. [9-16-2012]
- 4b. Two {2} early departures will result in one {1} unwarranted absence.  
Explanation: Trusted Servants are responsible to attend the Area Service Committee meeting in its entirety. [9-16-2012]
- 4c. Resignation: “A member who wishes to resign from a position must submit their resignation in writing to the Body they serve.  
Explanation: The clarity of their intent is known. [9-16-2012]
5. That Area L.E.G.S. meetings begin promptly at 3:00 p.m. and end sharply at 7:30 p.m. [10-16-94]
- 5a. In the event that all Area business will not be completed by 7:30 p.m. and there is still the required quorum of GSRs present, the ASC Chairperson may then call for a vote by the body to extend the meeting. [9-16-2012]
6. That abstention votes be counted in determining whether a motion passes. [11-16-86] See Procedure for conducting Area LEGS Business #13 [12-11-22]
- 6a. If any group did not vote at the group, it is equal to an abstention vote during the Area Service Committee voting process.
- 6 b. While on the phone line, if there is an objection to a report/motion, the chair would ask “what is your objection?” and if there are no further objections- the chair will entertain a motion from a GSR to “call for a vote”
- 6c. When voting on motions at the ASC meeting the tally shall equal the total number of voting members. Refer to ASC Guideline #6. [11-20-22]
7. All GSR's and Area Officers are to be seated in the square. [To be read when applicable]
8. That all Regional nominations brought back from groups are to be given to the RCM or RCM-Alternate. [02-10-02]
9. That Area L.E.G.S. Service Committee and all Subcommittee meetings read our Twelve Traditions and the Twelve Concepts for NA Service. [9-16-2012]
10. That all Subcommittees of the Area Service Committee will be responsible for submitting new guidelines or changes to existing guidelines to the Policy Subcommittee to ensure that the guidelines fall into accordance with parliamentary procedures and the Twelve Traditions and the Twelve Concepts of NA. [02-10-02]

11. That any and all members attending the Area Service Committee (ASC) meeting be allowed to participate in the general election (discussion, questions, etc.) Only GSRs are allowed to vote on elections and all other Area L.E.G.S. business. This includes any and all “Area Legs” Call Meetings.  
Explanation: To adhere to the principle that the ASC be accountable to the groups it serves.  
Intent: Concept #9, all elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes. Tradition #9, NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
- 11a. In the event that there is only one nominee for an Area L.E.G.S. Trusted Servant position, then the votes are counted yea or nay. In the event of multiple nominees, the vote will be counted yea only for each nominee. [05-15-94]
- 11b. That the Fourth Concept be read after the first statement of willingness or nomination from the floor. [9-16-2012] [read only the last 2 paragraphs of the 4th Concept] [11/20/2022]  
Explanation: For clarification of effective leadership qualities. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting Trusted Servants.
- 11c. Guidelines for the perspective position are to be read before questions to the nominee. [9-16-2012]
12. Any fliers submitted to be placed in the minutes must be approved by the voting body of the Area Service Committee. [9-16-2012]
13. Any discussion of a motion on the Area Service Committee floor will not be allowed to exceed ten minutes. [09-18-94]
- 13a. Motion: at area service meetings, all discussion and questions to all sub-committee reports be limited to ten minutes (10) per sub-committee.  
Explanation: to expedite business more effectively and efficiently.  
Intent: Traditions 1 and 2. Concept 4. [07-17-11]
14. That the ASC be allowed to have “Call Meetings” as needed to expedite business of the ASC. At such time a 7-day notice will be given to all Area Service Body via posting to the website [legsna.org] and by email and/or text message. [6-20-2022]
15. Anyone wanting information placed on the front of the Minutes must bring it to the floor for general consent. Explanation: To better serve the Area. [12-18-94]
16. Any individual or group that has previously bounced two checks must wait a period of six months before Area L.E.G.S. will accept checks again after restitution has been paid.
17. That the definition of "No Addict Turned Away" be that no addict is turned away from attending any Area L.E.G.S. sponsored event or function --excluding the sales of food, merchandise, or any monetary sales within the event or function. Emphasizing our Seventh Tradition through free will contributions and/or service. Explanation: Although No Addict is turned away from our NA meeting for any reason. Fund-raisers are events that require monies to be paid. It is the individual's responsibility to provide these monies through free will contributions and/or service. [06-17-96]

18. That Area L.E.G.S. Policy Subcommittee hosts a Learning Workshop twice a year on "Effective Leadership" when selecting Trusted Servants for positions. [05-18-97]
19. That Area L.E.G.S. make Area donations to Region when financially feasible. Intent – So as not to be locked into making a set donation to Region. Explanation: Sometimes a set donation may not be available and allows GSR's to vote on a sliding scale as business at Area instead of unnecessarily voting as policy and sending it back to Groups all the time. [03-24-00]
20. No Area Executive Board {Committee} member – Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, RCM or RCM-Alternate, nor any Subcommittee Chairperson or Vice-Chairperson are allowed to serve as a GSR or GSR-Alternate of any NA group. Explanation: It is in conflict with our Fifth Concept. [9-16-2012]
- 20a. No one individual be allowed to hold more than one position at the Area Level. These positions include ASC Chairperson or Vice-Chairperson, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, RCM or RCM Alternate, nor any Subcommittee Chairperson or Vice Chairperson, Treasurer or Secretary; or their respective subcommittees. Explanation: It is conflict with our Fifth Concept
21. That the quorum is eight (8) GSRs on the first tally and should the attendance of the voting body (quorum) drop to 49% or less our consensus will cease (the voting procedure will not continue). Explanation: That the participating groups will receive a true conscience at Area L.E.G.S. A quorum for business to start is before the Secretary's report. [6-20-2022]
- 21a If the executive body is not present prior to the secretary report ½ unwarranted absence shall be applied (6-17-2018)
- 21b That as long as we are on the phone line for the Area LEGS meeting, the quorum needed to start the Area meeting will be **seven** GSRs and that the conscious cannot continue if the quorum of GSRs drops below **five**. This guideline per the motion, is only ineffect while the Area meeting is being held on conference call (9/20/20)
22. To date all fliers when asking for willingness to serve a position. {Example GSR, Secretary, etc.} Explanation: To determine if the flier will be read after a specific length of time. [01-18-04]
23. That Area L.E.G.S., "refrain from reading the Procedures for Conducting Area L.E.G.S. Business at our Area Service Committee meetings."  
Explanation: To more effectively and efficiently expedite business. GSR's are trusted to serve and should be held accountable. [06-20-04]

24. All reports pertaining to N.A. funds and Literature Funds (Treasurer and H&I Literature) should be voted on independently; separate from sub-committee reports. [11/20/2011]
25. There be at least three members present at any subcommittee meeting. If the minimum quorum is not met, the business will not be conducted at that subcommittee, instead that subcommittee business will be conducted at Area (8/14/2016)
26. Any contact with an outside entity should include at least two (2) members. One being the Chair of Vice chair or Area and another Area committee member. Regarding Subcommittees; One would be the Subcommittee Chair or V. Chair and another committee member.  
Telephone contact: should be conference call.  
In person contact: should include 2 or more members.  
Written correspondence: should be reviewed by the subcommittee. (01/27/2019)
27. That any new business will be queued in the order of: Groups, Subcommittees, Executive Body and Individual members. Once the “New Business” list is established all other “New Business” requests will be put at the end of the list. (6/13/21)
28. That the Area Guidelines are to be read at the Area meeting quarterly (January, April, July and October (4/10/2011)
29. Use of Employee Identification Number (EIN)
  - a. No Group can use the LEGS Area EIN / They can easily apply for their own EIN
  - b. Any request (by a Subcommittee, Executive Committee or Ad-Hoc) for the use of the EIN must go to the voting body and be approved before the Area Treasurer can issue the EIN to any requesting entity (i.e., insurance co, bank, hotel) (6/30/21)
30. All subcommittee reports are to be sent to the attending subcommittee members to review and correct no later than the Friday before being submitted or read at the ASC.
31. To review annually the Thea Bowman memorandum/contract; and follow Pro-tem procedures of signatures. [6/20/2022]
32. Whenever there is a motion that has passed at the Area Service Committee suspending an Area Committee/Subcommittee; a motion needs to be brought to the floor before said Committee/Subcommittee can be reinstated.
33. That no fliers, no announcements or information pertaining to any entity can be presented at the ASC Meeting unless it shows evidence that it operates as part of the NA service structure. This would include being presented to the floor or sent to the website for approval by Area LEGS.  
Explanation: It violates the process of the NA service structure, Tradition 4 – except in matters affecting other groups (within our own Area) or NA as a whole, to endorse such events would be in violation of Tradition 6 and Concept 5 a single point of accountability should be clearly defined. 11/2022