

# CCAAS Guidelines

(Activities Committee)

## **Definitions:**

This body shall be known as the Clackamas County Area Activities Sub-committee (CCAAS). The CCAAS is a subcommittee of the Clackamas County Area of Narcotics Anonymous (CCANA), and is made up of interested members of the Clackamas County Area fellowship of NA. An SEW is a Standing Event Workgroup (see page 4 for details).

## **Purpose:**

The purpose of the CCAAS is three-fold in descending order of priority:

- #1 - To carry the message of NA and the celebration of recovery by providing activities for the NA fellowship.
- #2 – To promote unity in the fellowship of NA
- #3 – To provide funds to the CCANA

## **Membership & Participation:**

- A) The CCAAS shall be comprised of, and open to all interested Area NA members and trusted servants in the fellowship of the CCANA.
- B) A committee member shall become a voting member of the CCAAS after attending two (2) consecutive regular meetings and making a verbal commitment to be of service to the committee.
- C) To maintain voting status a member must attend at least one CCAAS business meeting every 3 months. Each voting member, except the Chair, shall have one vote.
  - a. Committee members responsibilities shall include but are not limited to choosing the format of the sponsored event, including speakers, readers, and leaders; and performing those tasks necessary to the operations of a CCAAS event. Each member is responsible for completing his or her task or shift.
- D) The CCAAS shall hold regular meeting on the first Sunday of each month.
- E) Proposals before the CCAAS will be decided based on a Consensus Based Decision Making process. See Appendix A for details, but with the following obvious exceptions relating to its application to the CCAAS:
  - a. All references to the ASC, apply to the CCAAS in this case.
  - b. The alternative action of referring to groups, is instead an action to refer to CCANA.
  - c. The final section about GSR delegation, obviously does not apply to the CCAAS, but the general sentiment would apply to the relationship between the CCAAS and the CCANA.
- F) If an emergency or last-minute decision needs to be made (something that by its nature cannot wait until the next regularly scheduled CCAAS meeting), the Chair shall first make reasonable effort to contact each member of the CCAAS and form a group conscience by phone, email, or in person. If at least 5 people (including the chair) participate in the decision, the group conscience will determine the decision. If less than 5 members (including the chair) participate in the decision, the Chair is encouraged to take the input of the others into account but shall make the decision unilaterally. Any emergency decision so made, is subject to ratification, alteration or revision at the next regularly scheduled business meeting (at least to the extent possible by the nature of the decision).

## **Elections & Officer Requirements:**

**Elections:** Shall be held once a year in May. The voting members of the CCAAS will hold nominations and elections of officers. Nominations will be made at the April meeting, and elections held in May. The CCAAS will elect a Vice-Chairperson, Secretary, Treasurer, and Regional Committee Member, each of whom will assume their respective duties in June. Nominations and elections will be conducted as follows:

- A) Nominations are opened for a position. Anyone present may make a nomination. Only a voting member may second a nomination. If the nominee accepts the nomination, they are added to the list of nominees. Nominations are closed, the candidate(s) are questioned by members, then candidates leave the room for a brief discussion followed by a vote. The results are determined as follows:
  - a. Uncontested Single Candidate: A vote of confidence handled as any other proposal according to the CBDM (75% majority required). If the vote of confidence fails, the position remains open.
  - b. Contested Vote between Two Candidates: A simple majority vote, with the chair voting only in the event of a tie.
  - c. Contested Vote between more than Two Candidates: A plurality vote, with the candidate receiving the most votes winning, and the chair only voting in the event of a tie between two or more candidates for the most votes.

**Term of Service:** All officers shall serve for a term of one (1) year, and may succeed themselves once, for a maximum of two consecutive terms in any office.

**Removal from Office:** In the event of relapse, an officer shall be automatically and immediately removed from office. An officer may also be removed from office by a  $\frac{3}{4}$  majority vote of the CCAAS.

**General Requirements:** In addition to clean time and experience requirements listed in the individual positions, all officers shall have a working knowledge of the 12 steps, traditions and concepts of NA, a willingness to serve, and must be a voting member of the CCAAS at the time of nomination.

## **Officer Descriptions:**

**Chair:** Minimum requirement of two years of clean time and one year of service experience. The chair presides at all CCAAS business meetings, provides an agenda for CCAAS meetings, and acts a signer on the CCAAS general fund bank account, and acts as signatory on behalf of the committee for any contracts approved by the committee. Secures entry to facilities for CCAAS business meetings as well as quarterly CCANA planning conferences.

**Vice Chair:** Minimum requirement of one year of clean time, and one year of service experience required. Assists the Chair in coordinating all activities and functions of the CCAAS. Perform the duties of the Chair in their absence. Receives and reviews reports from Workgroups and Adhoc committees. Serves as the Workgroup Coordinator in the case of a vacancy during planning of the event until a new Coordinator can be appointed. Is a signer on each SEW bank account.

**Secretary:** Minimum requirement of 6 months of clean time. Records minutes of the monthly CCAAS meeting and provides upon request. Maintains one year of written minutes, to be turned over to the Archivist at year's end (including electronic copy if available). Maintains a file containing a current copy of the CCAAS guidelines and all Workgroup guidelines.

**Treasurer:** Minimum requirement of three years of clean time, and one year of service experience. Responsible to manage the CCAAS general fund, and to disburse funds approved by the CCAAS. Keeps records of all cash flow from the general fund, including but not limited to, monetary transactions such as door receipts and vendor payments at and for functions held by the CCAAS. All accounts shall be balanced following any CCAAS function and a "by event" profit/loss notation made for inclusion in the monthly financial statement to be submitted to CCANA. Is the primary signer on the CCAAS general fund bank account. Prepares a proper financial statement at the end of each month for presentation at the following months CCAAS meeting (including a notation of the last reconciliation). Receives all funds from general events (collected from Event Coordinators) within 3 days after events end. Reimburse all approved funds for expenses incurred in connection with CCAAS general functions. Attends quarterly CCANA planning conferences with balanced accounting report of previous CCAAS meeting. Deposits all funds received within 4 business days. Maintains oversight of SEW bank accounts and treasurers and conducts frequent audits and reviews.

## **Financial Policies:**

**Fund Allocation:** All funds held in the CCAAS general fund, as well as all funds in each SEW account, are all CCAAS funds, which ultimately belong to the CCANA. Subcommittees and workgroups are delegated the responsibility and authority to conduct their individual functions, and the establishment of seed money, prudent reserves, and bank accounts are designed solely to help facilitate each working group's ability to functionally fulfill its primary purpose.

**Management and Record Keeping:** All funds will be managed carefully, responsibly, and in accordance with the twelve traditions and concepts of NA. All spending authority will be derived from a properly formed group conscience, within each work groups guidelines. Detailed records will be kept for all financial transactions and reported upon regularly.

**Prudent Reserve:** Each SEW will maintain a prudent reserve as approved by the CCAAS. After each annual cycle, all SEW funds above prudent reserve shall be automatically disbursed to the CCAAS. The CCAAS will maintain a prudent reserve as approved by the CCANA, which will represent the cumulative prudent reserve of each SEW as well as the general fund. All funds in excess of the CCAAS prudent reserve will be disbursed to the CCANA.

**Bank Account Signers:** The signers on the general fund account will be CCAAS treasurer(s), CCAAS Chairperson, and the CCANA Vice Chair. The signers on each SEW account will be SEW Treasurer(s), and SEW Chairperson, and the CCAAS Vice Chair.

**Compartmentalization:** No two signers on any bank account shall be married, live at the same address, or have significant personal or professional financial entanglements.

## **General Events & Coordinators:**

**Scope:** The CCAAS will conduct several general events throughout the year. General events are either "one off" events, or annual events of a relatively small scope, or limited planning duration. If any single annual event grows in size and/or scope to a point where it is deemed appropriate or necessary, they can be formed into a Standing Event Workgroup (see below).

**Funding and Financial Accountability:** General events will be funded from the Activities committee general account, according to budgets and prudent reserve as established by the CCAAS, and ratified by the CCANA. Expenses and Income will be tracked by the CCAAS treasurer and allocated within the confines of the general fund's prudent reserve.

**General Event Coordination:** Primarily the CCAAS chair is responsible to coordinate and oversee all general events. All substantive decisions about the planning of general events (expense approvals, format, structure, etc..) will be decided at the CCAAS level. The chair may choose to appoint an event coordinator to act as a single point of accountability for a specific event. Depending on the size and scope of the event, the event coordinator may enlist others to assist by forming a small working group. These working groups are encouraged but are typically informal and can be structured and organized at the discretion of the Chair, provided the general guidelines and principles of NA, the CCANA, and the CCAAS are followed.

**Food Coordinator:** Elected annually in April/May each year (same timing and method as executive committee). Minimum requirement of 1 year of clean time. Responsible for food at general events when applicable. Prepares budgets, shops, and cooks for all general events that involve food, throughout the year. May enlist and organize volunteers to assist.

## **Standing Event Workgroups (SEW):**

Individual Standing Event Workgroups are formed to host relatively large scale, recurring annual events (such as campouts and retreats). They maintain a standing committee that operates all or most of the year and may conduct fundraisers or small events of their own through the course of the year. Though SEWs operate relatively autonomously in terms of day to day operations, in the spirit of the 9<sup>th</sup> tradition and 5<sup>th</sup> concept, each SEW is ultimately responsible and accountable to the CCAAS.

Liaison and Monthly Reporting: Each SEW will send a representative to the CCAAS monthly meeting to submit a report, including basic financial reporting, and make themselves available to answer any questions the CCAAS may have.

Financial Accountability: The SEW treasurer will provide a detailed financial report to the CCAAS annually (see Final Report below), and upon request will make any and all financial information available to the CCAAS treasurer throughout the year.

Bank Accounts: SEW funds ARE CCAAS (and ultimately the CCANA's) funds. They are simply held in trust, in an individual bank account, for the purpose of hosting the SEW's event. Signers on the account will include: The SEW treasurer(s), the SEW Chair, and the CCAAS Vice Chair. Each SEW treasurer will be responsible to maintain accurate records, and to disburse funds appropriately, and in keeping with the group conscience of their Workgroup, and the Twelve Traditions of NA.

Funding & Prudent Reserve: Each SEW will have an established prudent reserve, approved by the CCAAS. Annually (within 60 days of each event) the SEW shall disburse any and all funds it holds in excess of the prudent reserve to the CCAAS (see Annual Reports below).

Formation of a New SEW: A new SEW may be formed by the CCAAS and will typically include seed money. This seed money is typically designed to get the ball rolling and is intended to be built into a prudent reserve.

Annual Reports: Within 60 days of each annual event, the SEW will provide a final report to the CCAAS including: Detailed financial reports, a copy of the monthly minutes for each business meeting, a final report form each subcommittee, and an executive summary from the chair.

SEW Guidelines: Each SEW will operate according to their own guidelines (as approved and ratified by the CCAAS), timelines, and event cycle, provided they include the following provisions:

- The SEW guidelines should conform to the Twelve Traditions, Twelve Concepts, CCANA bylaws, and CCAAS guidelines.
- The SEW chair, though elected according to the SEW process, must be approved by the CCAAS at the next regular business meeting.
- They must specifically include or incorporate the Financial Policies of the CCANA and the CCAAS.

## **Adhoc Committees:**

From time to time the CCAAS may form Adhoc committees to conduct a particular piece of business. Adhoc committees are temporary in nature and are typically charged with assisting with the formation of a consensus on a complex or controversial issue. Ultimately the goal of an Adhoc committee is to bring a well-researched proposal or recommendation to the CCAAS for final approval. An Adhoc committee can be formed by the chair, or by proposal before the CCAAS. When creating an Adhoc committee the following must be clearly defined: Coordinator, Duration/Deadline, and a well-defined task or goal.

# Appendix A - CBDM

## (Consensus Based Decision making)

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### Spiritual Approach to Decision Making

Our best decision making occurs when we focus on our primary purpose, keep our egos in check, and humbly participate in an honest attempt to express our higher power's will. Our fellowship is well served when we elect members to service who have thoroughly worked the twelve steps and have experienced enough growth in recovery to be an effective conduit of God's will.

Ego, unwavering opinions, and close mindedness are the primary obstacles we must collectively overcome to ensure that we are truly guided by our higher power. These problems are NOT unique to the NA service structure, but as recovering addicts we are especially susceptible to these sorts of pitfalls. Not one of us, regardless of clean time or service experience, is immune to these cunning and powerful manifestations of our addiction, that hinder our ability to effectively represent God's will.

Our approach to Consensus Based Decision Making (CBDM) is one that seeks to promote and nurture spirituality, minimize unnecessary conflict, and efficiently conduct our business. Conflict is an inevitable (and sometimes necessary) part of the process of arriving at a well-considered decision. We strive to keep the vast majority of our business relatively informal and flexible, while retaining the mechanisms to maintain order when resolving more contentious or complicated issues, particularly when navigating strong personalities and opinions.

Often the process is simple, seamless, and serene. Sometimes the process can be messy and chaotic. Our procedures are designed to maintain order, address the full needs of the committee, allow for full and fair participation by all members, and ultimately arrive at a spiritual consensus that is truly a reflection of our higher power's will.

### Formation & Resolution of a Proposal

Proposal Formation: Sometimes proposals arise organically from a discussion; others are pre-planned or pre-typed. Some come from committees or groups; others from individuals. Some are ordinary and routine; others complex and controversial. No matter the shape, size, or origin, before an idea can become an official proposal to be considered by the ASC it needs to:

- Be in writing, clearly written
- Be detailed enough to define a clear action the committee, subcommittee or trusted servant(s) to take.
- Comply with the traditions, concepts, bylaws, and guidelines.
- If it is a proposal to change bylaws or guidelines, should clearly indicate (by section and line item) what is being edited, and include complete, verbatim replacement text for the section/line(s).
- If it involves any financial expenditure it must include precise dollar amount and/or maximum budget.

Proposal Resolution: When an official proposal is brought to the floor, the chair recognizes the proposal maker to read and briefly explain their proposal. The chair then allows for clarifying questions to make sure everyone present understands the motion. Once it is confirmed that all present understand the proposal, the chair will ask if anyone objects to the immediate passage of the motion. If no objections are heard, the motion passes by unanimous consent. If any objections are raised, the chair opens the floor for discussion. Discussion continues until consensus is reached (75% affirmative), an alternate action is taken (see Alternate Actions below), or the proposal fails (75% consensus cannot be reached). See Appendix B for a detailed diagram of the process.

# Appendix A - CBDM

## (Consensus Based Decision making)

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### **Alternate Actions (During Discussion of a Proposal)**

During the discussion phase of a proposal any member may propose that an alternate action be taken with the proposal. These include “Delay Decision” (aka Table), “Refer to Adhoc”, or “Refer to Groups”. In all cases, the alternate action involves a temporary delay in resolution of the proposal (typically one month, but in some cases longer) to allow for members to discuss, research, tweak, and/or expand participation in the discussion. Ultimately, the proposal returns as old business to be officially resolved by the ASC once the alternate action is complete.

Delay Decision: Typically, this is done when more research or discussion is required than is practical during the current committee meeting. The proposal is then re-opened under old business at the next ASC meeting. This allows a month between ASC meetings for additional discussion, research, or reconciliation of differing points of view before the matter is resolved via consensus. Though not typically recommended, this can occur more than once. Also worth noting, this is a good informal way for a GSR to gather feedback and input from key members of their group, without going through the formality of a group level vote (see Referral to Groups below).

Refer to Adhoc: Often done when a decision is complex and/or requires extensive discussion, research and/or consideration. A Proposal to Refer to Adhoc should specify a proposed duration of the Adhoc committee (typically 1-3 months) and designate a coordinator to facilitate the Adhoc workgroup (typically the proposal maker). Ultimately the role of the Adhoc committee is to research and discuss, revise the proposal as necessary, and return to the ASC with a revised version and/or recommendation.

Refer to Groups: If a member feels the proposal is extremely significant or controversial, they can propose a group level vote. This is a formal, group level consensus and should not be taken lightly (see A Word About GSR Authority below). When a matter is referred to a group level consensus, the GSR’s return to their groups and gain group level consensus before the next ASC meeting where the proposal will return as Old Business.

How To Resolve Alternate Actions: During discussion anyone may propose an alternate action. Discussion on the proposal itself is briefly and temporarily suspended, while the alternate action is considered. If 75% consensus feels the alternate action should be taken, then the matter is tabled until the next (or subsequent) ASC meeting while the action is taken. If 75% consensus is not reached on the proposed action, discussion on the proposal itself resumes.

# Appendix A - CBDM

## (Consensus Based Decision making)

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### Tips for Success

- Often the best way to reach consensus is to make the proposal formation a collaborative process. Particularly with controversial or complicated issues, it is helpful to involve others in advance discussion and collaborative development of a proposal (between ASC meetings, or even during the open discussion period of the meeting).
- If your proposal affects specific officers, committees or groups it is ideal to involve them in the proposal formation. Very often if you have the support of the person or group most affected by your proposal, unanimous consent or consensus is easily reached.
- Remember that ASC time is precious. The more you do in preparation before the meeting, the more efficiently and successfully your proposal can be resolved.
- Consider what exactly takes place after your motion passes. Does your proposal give the committee or trusted servant clear and definable direction for action?
- Do your homework. Be ready to answer questions and support your proposal. Collaboration is key. Talk to people beforehand and get input from people who know the subject well. Not only will this help you form a stronger proposal, starting off with the support of others helps to arrive at consensus.

### A Word about GSR Authority

When electing a GSR, the group delegates to that representative the authority and responsibility to represent the group's interest. The whole point of creating an ASC, is to allow groups to focus on their primary purpose, by delegating the authority and responsibility to the area to handle its business, and to allow the GSR to represent the group's interest at the area level, particularly for routine, mundane and procedural decisions. The group elects a GSR to become well versed in area policies and procedures, as well as the application of traditions/concepts/guidelines. This puts the GSR in a unique position to be able to make an informed decision on behalf of the group. A GSR should feel confident exercising the authority delegated to them by their groups for the vast majority of business that comes before the area.

Occasionally there are certainly matters that may warrant referring a proposal to the groups for a full group level consensus. Examples of this may be:

- A gut-wrenching dilemma about the application of traditions to a particular situation.
- A major decision with significant impact on the groups (like a decision to close, consolidate, or split an area).
- If a discussion or decision becomes so bogged down with personalities or politics that the majority of the participants feel the only way to arrive at a spiritual decision is to expand participation.

*This list of examples is intended to be illustrative not exhaustive.*