

Clackamas County Area Of Narcotics Anonymous (CCANA)



ASC Bylaws

Official Version – Last revised 3/3/19

Section 1 - Purpose and Mission

“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.” ~ 1st Concept of Narcotics Anonymous.

The primary purpose of the Clackamas County Area of Narcotics Anonymous is to provide services on behalf of our member groups. Our actions and decisions will be guided by God’s will as expressed in our group conscience, and in accordance with the steps, traditions, and concepts of Narcotics Anonymous.

The foundation of our primary purpose is the 12th step and the 5th tradition of Narcotics Anonymous. Everything we do in NA Service must be motivated by the underlying desire to successfully carry the message of recovery— that an addict, any addict can stop using drugs, lose the desire to use, and find a new way of life. Though each element of the service structure is responsible to conduct a specific aspect of these services, all of our activities should ultimately embody the principle of that overarching goal.

The Clackamas County Area has been created by our member groups, who have delegated the authority and responsibility to it to perform services on behalf of those groups and NA as a whole. We are ultimately and directly accountable to our member groups, and subject to their collective authority.

To facilitate the delivery of these services, the CCANA has selected a service structure composed of an Area Service Committee (ASC) as defined in the following section, comprised of officers and subcommittees as defined in subsequent sections.

Section 2 – AREA SERVICE COMMITTEE (ASC)

“The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.” ~ 3rd Concept of Narcotics Anonymous.

Attendance at the ASC is open to all members of Narcotics Anonymous. Our member groups are our primary funding source, sometimes supplemented by activities and fundraisers. The functions of the ASC include:

- Conducting public information and relations
- Responding to the needs of addicts in Hospitals & Institutions.
- Planning and coordinating activities and events such as speaker’s meetings, dinners, campouts, retreats, learning days, etc...
- Maintaining a meeting list and coordinating with other areas within the Portland metro area to make that meeting list available to members and the public in an accurate and legible format.
- Facilitating the distribution of NA literature to our member groups, subcommittees and trusted servants.
- Administering our own affairs, such as securing meetings space, conducting meetings, and all other administrative functions necessary in the provision of services.
- Overseeing and managing the financial resources of the Area and maintaining complete and accurate records.
- Providing training, orientation, mentoring, and leadership development to Group Service Representatives (GSR).
- Delegating to the Regional Service Committee, the authority and responsibility to conduct its business, providing funding through contributions to the RSC, and maintaining diligent oversight and accountability for the services they provide. This includes sending a representative to the quarterly Regional Service Conference.

The ASC will meet monthly at a time and location mutually agreed upon by all members to conduct its business and oversee the business of its subcommittees and trusted servants. The administrative body of the ASC shall consist of duly appointed officers, elected by the groups through their Group Service Representative (GSR). See “Section 3 – Officers” for more details.

ASC Membership & Meeting Participation: A member group is any group of Narcotics Anonymous located in the general Portland metro area, not a member of any other ASC, and with a desire to be a member of the CCANA. The GSR or designated representative of each member group shall have voting rights at all ASC meetings on a one group, one vote basis. The ASC shall provide a written report of its activities and decisions and make these reports available to all GSR’s of the Area, as well as any individual member upon request. Any member of Narcotics Anonymous may attend any ASC meeting, and may bring discussion or proposals before the ASC, but voting and seconding rights on new proposals are reserved to ASC member groups and ASC officers.

Delegation of Authority & Responsibility: The ASC is empowered by its member groups to conduct essential services on behalf of those groups. The ASC is then further organized into officers and subcommittees, each being delegated the authority and responsibility to conduct a specific function or set of functions. Officers and subcommittees may further delegate functions to other individuals or workgroups as necessary to fulfill our commitments. At every level of service, a clear line can be drawn from the authority of the group, to the officer/subcommittee/workgroup/individual empowered to perform services on behalf of the NA service structure. If that clear line of delegation cannot be drawn, and ultimately traced back to the groups it is by definition NOT part of the Narcotics Anonymous service structure, and hence an outside enterprise which we do not endorse, finance, or lend the NA name.

Governing Principles: All officers, subcommittees, workgroups, and service coordinators of the CCANA shall be bound by the Traditions, Concepts, Guidelines, and spiritual principles of Narcotics Anonymous. Should any conflict arise in any literature, guidelines, text, or policies, the following hierarchy shall determine the prevailing principle:

Traditions > Concepts > CCANA Bylaws > Subcommittee Guidelines > Workgroup Guidelines > Passed Proposals.

Bylaws Amendments: Amendments to these bylaws shall require a group level vote.

Section 3 – Officer & Subcommittee Chair Elections

“Effective Leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” ~ 4th Concept of Narcotics Anonymous.

General (applies to all officers):

General Eligibility: In addition to the specific requirements and expectations for each individual position, all officers and subcommittee chairs of the ASC must demonstrate a willingness to gain a working knowledge of the Steps, Traditions, Concepts, and service structure in general. The ability to practice spiritual principles in the service of our higher power requires a strong personal program of recovery. Though we do not seek to specifically define this for any addict, honest step work, regular meeting attendance and sponsorship are highly valued when selecting a leader. Each ASC position shall be filled by a different member.

General Expectations: In addition to the specific requirements and expectations for each individual position, all officers shall attend and submit written reports to the ASC during each monthly meeting, and planning conference. In the case where circumstances prevent their attendance, they will have the responsibility to send their report with an alternative representative, or if unable to send an alternate representative in person, by email sent to the ASC Chair prior to the ASC meeting.

Chairperson:

Eligibility: Three-year continuous clean time. Must demonstrate a clear, working understanding of these bylaws, and in particular the CBDM policies and procedures, as well as a temperament appropriate to run business meetings in a fair, spiritual, and organized manner.

Primary Responsibilities: Prepares and distributes agenda for all ASC meetings and planning conferences. Presides over all ASC meetings and planning conferences. Facilitates spiritual discussions and consensus-based results. Maintains oversight over the Treasury and finances of the ASC general fund. Responsible for securing meeting space for the ASC, its subcommittees, and planning conferences. Responsible for checking the ASC PO Box regularly and distributing to the appropriate recipients.

Vice Chairperson:

Eligibility Requirements: Two-year continuous clean time. A clear, working understanding of the CBDM policies and procedures. Working knowledge of each subcommittee’s role and expectation.

Primary Responsibilities: Coordinates with subcommittee chairs or representatives to maintain good lines of communication between the ASC and its subcommittees. Acts as ASC chair in the chair’s absence.

Treasurer:

Eligibility Requirements: Three-years continuous clean time. Must demonstrate a working knowledge of basic accounting principles and functions.

Primary Responsibilities: Directly manages the CCANA general fund. Oversees the management of all other bank accounts established for subcommittees and workgroups. Verifies ongoing adherence to all Financial Policies (see Section 5). Conducts annual audit of all ASC funds (including all bank accounts held by all subcommittees and workgroups).

Vice Treasurer:

Eligibility Requirements: Two-years continuous clean time. Same as Treasurer.

Primary Responsibilities: Assists Treasurer with all primary responsibilities, and becomes familiar with all ASC financial practices, procedures, and general history prior to assuming primary Treasurer role for the 2nd half of the term.

Secretary:

Eligibility Requirements: One-years continuous clean time. Must have access to and be proficient with email, basic word processing, and a printer. Must demonstrate good organization and communication skills.

Primary Responsibilities: Attends all ASC meetings and planning conferences. Takes accurate notes of meetings and produces written minutes in a complete and legible format. Maintains ASC contact list, including all active officers, GSR’s, and subcommittee representatives. Sends minutes of all meeting to the contact list within one week of the ASC meeting. Maintains a complete and accurate archive of all past minutes and attachments and brings the previous two years of the archive to ASC meetings to be available for reference.

Section 3 – Officer & Subcommittee chair Elections (Continued)

Regional Committee Member (RCM):

Eligibility Requirements: Three-years continuous clean time. Three years NA service experience, with at least one year serving at the ASC or RSC level. A strong working knowledge of the ASC, its function and structure, and an ability to represent our needs and interests at the regional level.

Primary Responsibilities: Attends quarterly RSC meeting, carries the conscience of the ASC, and represents the interests of NA as a whole at the regional level of our service structure. Provides reports and updates of RSC and WSC activities to the ASC. Hosts CAR workshop and gathers CAR votes. Assists ASC and groups with development and presentation of IDT's.

Alternate RCM (ARCM):

Eligibility Requirements: Two-years continuous clean time. Two years NA service experience, with at least one year serving at the ASC or RSC level. All other, same as RCM.

Primary Responsibilities: Assists RCM with all primary responsibilities, and become familiar with all regional practices, procedures, and general history prior to assuming primary RCM role for the 2nd half of the term.

Subcommittee Chairs:

Eligibility Requirements: Two-years continuous clean time. One-year NA service experience, with at least one year serving at the ASC or RSC level.

Primary Responsibilities: Generally, presides over subcommittee meetings, and conducts all other roles and responsibilities as outlined in the corresponding subcommittees' guidelines.

Officer & Subcommittee Chair Elections:

Election Cycle: ASC officer and subcommittee chair elections will be held annually in March/April. Nominations will occur during New Business at the March ASC meeting. All nominees shall submit a written service resume (see Appendix D) and make it available to GSR's at least two weeks before the April ASC meeting. Voting shall take place during Old Business at the April ASC meeting, with the new officers' term of service beginning immediately upon the close of the April ASC meeting.

Voting Rights For Officer Elections: For the election of ASC officers and subcommittee chairs, any member may make a nomination, but ONLY GSR's can 2nd a nomination, or vote; on a one group, one vote, simple majority basis. In the event of a plurality of votes, a run off vote will be conducted among the top two candidates. In the event of a tie, the currently serving chairperson will break the tie.

Term of Office: Chair, Treasurer, and RCM positions are elected for a term of two years, serving the first year as Vice/Alternate, and the second year in the primary position. All other ASC officers and subcommittee chairs are elected for a term of one year. No ASC board member or subcommittee chair will be eligible to serve more than two consecutive full terms in the same ASC position.

Vacancies: In the event of an office vacancy, nominations will be opened during Old Business each month until the position is filled. Vacancy appointment votes are held immediately upon closing the nomination process. Vacancy appointees shall serve the remainder of the term to which they are appointed. If an office is appointed to a vacancy during the 1st year of a 2 year term, a simple majority affirmation vote will be required during the next regular election cycle before beginning the 2nd year of the term. Should such an affirmation vote fail, the position will be considered vacant and eligible for other nominations. *(Example: A Vice Treasurer is appointed to fill a vacancy during the 1st year of the two-year term, before becoming the primary Treasurer for the 2nd year of the term, in April a simple majority affirmation vote is required).* During a vacancy, and until such time as a suitable candidate is duly appointed by the ASC to fill the vacancy, the ASC Chairperson shall be responsible to ensure critical functions are maintained and may appoint another individual to serve pro tem.

Removal: An ASC officer or subcommittee chair may be removed from their position for any reason, upon a successful two-thirds majority vote of GSR's (only GSR's may participate in such a vote). Any ASC officer is subject to **automatic and immediate** removal from office (i.e. no vote required) should an officer

- a) Fail to maintain abstinence from drugs
- b) Misappropriate NA funds.
- c) Miss 3 consecutive ASC meetings without sending a written report or appointing a representative to do so.

Section 4 - Subcommittees:

Subcommittee Structure:

*“NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.”
~9th Tradition of Narcotics Anonymous*

Overview: Subcommittees are created by the ASC to serve specific aspects of the broad services provided by the ASC. Just as the authority and responsibility to conduct all area services are delegated to the ASC by its member groups, so the authority and responsibility to conduct aspects of these services are delegated to subcommittees by the ASC. Each subcommittee is assigned a specific set of functions, and responsibilities.

Subcommittee Guidelines: Each subcommittee shall have its own set of guidelines, governing its structure, election/appointment processes, and how it conducts its day to day business. All subcommittee guidelines, and all modification to subcommittee guidelines must be ratified and approved by the ASC via CBDM proposal, prior to going into effect. Though each subcommittee is able to develop its guidelines to serve its own unique needs, there are several requirements that must be universal among all subcommittees and workgroups of the Area. They are as follows:

- All subcommittee meetings must be open to all members of NA. Voting rights may be reserved to subcommittee members, as defined by subcommittee guidelines, but any member of NA shall be welcome to attend meetings, and fully participate in all discussions.
- All subcommittees must meet monthly and must use the Area’s Consensus Based Decision Making process.
- All subcommittees must maintain detailed and accurate financial records, including the tracking of all non-monetary assets (merchandise, literature, equipment, etc..).
- Subcommittee guidelines must not conflict with ASC bylaws, and in the event any such conflict should arise, the ASC bylaws shall prevail.

Subcommittee Chair Election: The chairperson of each subcommittee is elected by the ASC during the annual election cycle (nominations in March and Elections in April). Though anyone at the March ASC meeting can nominate someone for a subcommittee chair position, the subcommittee may (at its option) choose to make an official nomination as a subcommittee, which will then be presented to the ASC by their ASC representative as the official choice of the subcommittee. Though GSR’s will ultimately determine the outcome by vote, an official nomination from the subcommittee will be given due consideration by the ASC. All other subcommittee officers will be elected at the subcommittee level, according to their respective subcommittee guidelines.

Subcommittee Reporting and Accountability: All subcommittees shall send a designated representative to attend monthly ASC meeting and annual planning conference meetings. At these meetings, each subcommittee shall make written report of the status of the subcommittee, including a financial report clearly accounting for all money being held by the subcommittee, a general report on the current activities of the subcommittee, and any significant developments or challenges being faced by the subcommittee. All subcommittees must submit an annual budget to the ASC treasurer, due at the February ASC meeting.

Regional Participation: All subcommittees shall represent their service at the Regional Conferences. If unable to attend subcommittee chairs should give a written report to the RCM to take to the Regional Conference.

Non-Functional Group Conscience: If at any time a subcommittee consists of less than 3 voting members, and/or is unable to have at least 3 voting members present at their monthly business meetings, they shall be considered as incapable of achieving a proper group conscience in accordance to our traditions. In such an event, the subcommittee shall be required to temporarily bring all decision making before the ASC for approval, until such time as the subcommittee has enough voting members to function again on its own group conscience.

Section 4 – Subcommittees (Continued)

Current Subcommittees:

Activities Committee: To conduct activities and events such as campouts, retreats, dinners, picnics, speaker meetings, etc... Ongoing annual events may be further organized into workgroups serving and reporting to the activities committee, but all such activities fall under the scope of the Activity Committee's responsibility. The primary function of the Activities committee is to host events to provide a source of fun and community, not to raise funds. Though such activities can and do generate additional income for the ASC, fundraising is not the focus or objective of the Activities committee, nor should it replace the primary source of ASC funding: Member group contributions.

Hospitals & Institutions: To provide access to panel meetings to addicts in facilities where residents are unable or limited in the ability to attend outside meetings. Such facilities include Prisons, jails, hospitals, treatment centers, or other therapeutic communities. To coordinate with facilities directors and staff to provide meetings and carry the message to addicts in their facility.

Literature Supply: To maintain an inventory of group literature (books, key tags, coins, pamphlets, etc..) available for monthly group orders at area. To maintain complete records of transactions, and an accurate and detailed count of inventory on hand at all times.

Public Relations: To inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. To maintain publicly available brochure racks in appropriate locations. To provide presentations to professionals, corrections, and general public about NA when requested, and assist H&I in the process of acquiring new facilities when asked. To maintain area web site, and coordinate with Portland ASC to ensure meeting schedule information is accurate, and the administration of the multi area phone line.

Adhoc Committees: These are committees created from time to time by the ASC to perform a specific function, and with a limited duration. A proposal to create an Adhoc committee must include a clearly stated project, appoint a chairperson, and a completion deadline. A proposal MAY also include appointing additional members (otherwise it is the role of the appointed chairperson to form the committee) and apply any other parameters the ASC deems appropriate. While active, Adhoc committees are subcommittees of the ASC, with all the associated accountability and reporting expectations, but automatically dissolve upon project completion.

Section 5 - FINANCIAL POLICIES & RESPONSIBILITY

"NA funds are to be used to further our primary purpose, and must be managed responsibly." ~11th Concept of Narcotics Anonymous

We believe that to manage our money responsibly we must have safeguards and financial controls in place to ensure that NA funds are used efficiently in the furtherance of our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must trust that the people we have carefully selected to handle our money will do so responsibly. These financial policies apply to ALL moneys held by ALL elements of the ASC, including the ASC itself, its subcommittees, and workgroups.

Bank Accounts: The CCANA shall establish bank accounts as necessary to effectively manage its funds and services. Such accounts may be established on behalf of individual subcommittees or workgroups, and each account will have its own set of signers, purpose, and function. Each subcommittee or workgroup administering a bank account must comply with all financial policies of the ASC. All bank accounts, and all funds within them, are ultimately the property of the CCANA, are subject to regular audits by the ASC Treasurer, and the use of all funds shall be subject to the authority of the group conscience of the ASC.

Financial Transactions: So as to maintain an unambiguous audit trail, ALL financial transactions shall be conducted through one of our bank accounts. This shall include all monies received (cash, check, and electronic funds transfer), and all disbursement made (checks, debit transactions, and electronic funds transfer).

Account Signers: On every ASC bank account, there shall at all times be at least two signers, not related to one another, nor living at the same address, nor having any personal financial entanglements with one another (such as business partnerships, marriage, etc.). Should circumstances arise that require a substitute signer to resolve such a conflict, an alternate may be appointed by the administrators of the account (i.e. ASC, subcommittee, or workgroup).

CCANA General Fund: The authorized signers for the CCANA general checking account will be the Treasurer, Vice Treasurer, and Chairperson. The ASC will maintain a general fund prudent reserve of \$1200 (minimum) to \$2000 (maximum). Once per quarter, on the day of the Jan, April, July, and October ASC meeting, the treasurer will reconcile our current balance and pending debts to our prudent reserve using the following method: If our balance is lower than the minimum of \$1200, all funds will be retained to ensure the continuance of essential services. If our balance is higher than the minimum, we will disburse 25% of all funds over the minimum, or all funds over the maximum of \$2000, whichever is higher.

Examples:

If the balance is \$1150, we retain all funds to ensure continuance of essential services.

If the balance is \$1500, we disburse \$ 75 to the RSC (25% of the \$ 300 in excess of minimum)

If the balance is \$2200, we disburse \$250 to the RSC (25% of the \$1000 in excess of the minimum)

If the balance is \$2500+, we disburse \$500+ to the RSC (All of the funds in excess of the maximum)

Reporting and Reconciliation: The treasurer of any committee administrating a bank account, or holding moneys or assets belonging to the ASC shall properly document, track, and report all transactions, and balances. This includes but is not limited to bank accounts. This also applies to merchandise, inventory, and any equipment or property owned by the ASC.

Disbursement Of Funds Authorization: At no time shall any signer on a bank account disburse funds without proper approval based on a valid group conscience of the appropriate committee. Proper approval shall include ongoing disbursements toward a previously approved budget, a disbursement authorized by a specific proposal, or a previously approved recurring expense. At all times, funds shall be subject to authorization of a group conscience. Any fund disbursed without said authority shall be considered misappropriation of NA funds, and any individual found to be engaged in misappropriation shall be subject to immediately removal from office or position, as well as criminal prosecution.

Monthly Reporting: The ASC treasurer shall provide a detailed financial report to the ASC for the ASC general fund each month, including the current bank balance, and record of the month's transactions. Each Subcommittee or Workgroup administrating a bank account must include the bank balance in their monthly reports.

Annual Financial Audit: Each year in January, the ASC Treasurer, Vice Treasurer, and Chairperson will conduct a thorough audit of the ASC finances, including a complete audit of each subcommittee or workgroup administering a bank account. This audit shall involve a full financial accounting of the transactional history for the year, a proper reconciliation to the most recent bank statement, and a complete statement accounting for all significant assets (merchandise, inventory, and other property). This audit will result in a report to the ASC, that shall include the following: The reconciled balance in each account, any adjustments made during the reconciliation process, an accumulated total of all assets (including all bank accounts, inventory, and merchandise). The written report will also either clearly state that no financial irregularities were found, or if any were, a detailed description of what irregularities were found, what action was taken to address them, and what (if any) action is being recommended to the ASC to address them. This audit report will be signed by the Treasurer, Vice Treasurer, and Chairperson, and presented to the ASC on or before the March ASC meeting.

Annual Budget: The ASC Treasurer will develop a proposed budget to present to the ASC at the March ASC meeting, for approval at the April meeting. The budget shall include anticipated expenses for services, as well as anticipated income from donations and revenue generating services (such as activities).

Section 6 – Consensus Based Decision Making (CBDM)

“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.” ~2nd Tradition of Narcotics Anonymous.

About Consensus Based Decision Making:

The 2nd tradition is the foundation of our CBDM. A simple polling of opinions is not sufficient to our goal. We are here to seek a higher power’s will, and that is a spiritual, **not** democratic process, based on a conscious contact with a higher power, **not** a simple polling of opinions. Success begins with electing leaders who have worked the steps and are capable of setting their egos aside to be able to act as a reliable conduit for our higher power’s will.

Our first goal is unanimous consent. This is the best indication that we are doing God’s will. We should feel confident about unanimous decisions, and we put forth considerable effort to reach this truest form of consensus. Simply put, if an entire room full of addicts agree on something unanimously, odds are pretty good that God’s will is represented in that decision! Therefore, if there are any objections to a proposed action, we devote discussion time to try to attempt to achieve unanimity.

On the other hand, we cannot be paralyzed with the inability to act if we are unable to always reach unanimous consent. Sometimes God’s will can be elusive, and not one of us is capable of being a perfect conduit. Egos, opinions, and personalities will ALWAYS be a factor in a group decision making process. Our system is designed to minimize, not eliminate, these barriers to spiritual decision making. Though we devote a reasonable amount of time and energy to reach unanimity, we are prepared to act by 75% majority. If we are unable to reach unanimous consent, but at least 75% of the participants agree, we can move forward confident that we have achieved a spiritual resolution. Our proposal resolution process is how we put our core spiritual principles into practice.

To achieve our aims, we rely heavily on proposal makers to aide in the consensus building process. It is amazing how much committee time can be saved when a proposal maker spends a little time and effort prior to presenting a proposal before the ASC. If you intend to bring a proposal before the committee that is likely to be controversial, or complicated, or a significant change, you should take some steps toward consensus building **before** submitting the proposal. This may include talking to other members in advance of the meeting, getting feedback and advice, reviewing traditions and concepts to ensure there are no conflicts with our core principles, and/or considering how the proposal may affect the committee or members in unexpected ways.

The final component of our CBDM system is to allow for open discussion. We acknowledge that sometimes a member may have an issue, without unilaterally determining a solution. Some of our most spiritual decision making comes from proposals that are developed collaboratively during open discussion. That said, we also must avoid the pitfalls of endless and aimless discussion. This can be a balancing act, and open discussion length is ultimately at the discretion of the chair. Members should feel free to bring undeveloped ideas or issues to the committee for open discussion.

That is the general overview of our CBDM process, the following pages describe the details and procedures.

Section 6 – Consensus Based Decision Making (Continued)

Open Discussion:

Before New Business each month, there will be time allotted to open discussion. This is a time for GSRs and other trusted servants to bring up items for discussion that may or may not turn into official proposals. Members don't need a specific plan or resolution; just an issue or topic that needs to be discussed. It is quite common for a proposal to arise from such a discussion, to be later presented in New Business. Proposals that arise organically from open discussion, very often produce the most spiritual results, and often pass unanimously with little or no further discussion.

Proposal Resolution Process:

New business is the time for the presentation of official proposals. All proposals must be written, legible, and state a clear policy or action. The written proposal is presented to the chair, who then presents it to the committee. If a proposal is not clear, complete, and actionable, the chair may require revision or clarification before it is brought before the ASC for consideration.

Proposal Presentation:

1: Present Proposal & Confirm Understanding: Chair reads the proposal, then asks if there are any questions about it. This is ONLY to make sure everyone understands what the proposal says. It is NOT a time for discussion disguised as a question.

2: Call for Objections: If there are no objections to the proposal, it immediately passes by unanimous consent. If there are any objection, the objecting member(s) simply registers their objection by raising their hand(s). If anyone registers an objection, the chair will move on to ask for a second.

3: Call for a Second: The concept of a second is pretty simple: There must be at least one voting participant that agrees that the proposal is worthy of the committee's time, before it moves forward. If there is not at least one other voting member of the committee that supports the proposal, it simply dies to lack of a second. If the proposal is seconded, the committee proceeds with discussion.

Discussion:

1 - The chair opens discussion by first allowing the proposal maker to speak in favor of their proposal.

2 - The chair then allows objector(s) to speak against the proposal.

3 - The chair then asks if anyone else would like to speak for or against the proposal and calls on individuals who raise their hands to speak.

Discussion is designed to reach consensus, eliminate objections, and to pass proposals (ideally) by unanimous consent, or at least by overwhelming majority. During discussion members may change their mind, and/or the proposal maker may withdraw or revise their proposal. At any point during the discussion, the chair may conduct an "Objection Check" (i.e. check to see if any objections still exist) and if at any point there are no remaining objections, the proposal passes by unanimous consent.

Once at least 10 minutes has been allotted to discussion, the chair has the authority (at his/her discretion) to start to limit the debate. He/she may do so by only allowing people to speak that have not spoken yet, calling for only X more for and X more against, or simply ending the discussion and calling for consensus.

Section 6 – Consensus Based Decision Making (Continued)

Alternate Actions:

During consideration of a proposal, any voting member can propose the following alternate actions, and briefly explain why they feel the proposed action is necessary

Table Proposal: This simply delays the decision to the following month. This can be to give time to discuss the proposal between meetings, gather more information, or research alternatives. It is also an opportunity for GSR's who choose to do so, to get feedback from group members (not a requirement, but an opportunity*). A proposal to table should include the meeting date for the proposal to come back up during old business (typically the following month, but proposals can be tabled longer in some cases).

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 must include a task, a chairperson to lead the committee, and a deadline for completion. It can also designate other members, or simply leave it up to the Chair to gather and form the committee. See Section 4, under "Adhoc Committees" for more details.

Refer to Groups: If a member feels a proposal would have a major impact on their group or NA as a whole, and/or is extremely controversial, they can propose a full group level vote. This is a formal, group level consensus and should not be taken lightly. When a matter is referred to a group level consensus* it requires a home group level vote of every individual member of each group in the area.

Extend Discussion: If the chair has exercised his/her authority to limit or end discussion, and a member objects, they can propose to extend discussion. If more than half the participants agree, the chair's decision to limit discussion is overruled by the group conscience and the discussion continues for at least another 10 minutes (at which time the Chair may attempt again to limit or end discussion and call a vote).

**Note: There is a distinct difference between tabling a proposal for a month and referring a proposal to an official group level vote. Tabling a proposal for a month gives an opportunity for GSR's who wish, to seek input and advice from others (home group members, other members of the ASC, read literature, etc..). A referral to an official group level vote forces the proposal through an area wide group level consensus process and requires all GSR's to conduct a member level vote.*

All alternate actions are resolved the same way. The chair immediately asks if there is a second for the proposed action. If another voting member seconds the proposed action, the chair calls for a vote, resolved by simple majority. If over half the voting members agree, the proposed action is taken, if not the proposed action fails, and discussion on the main proposal resumes.

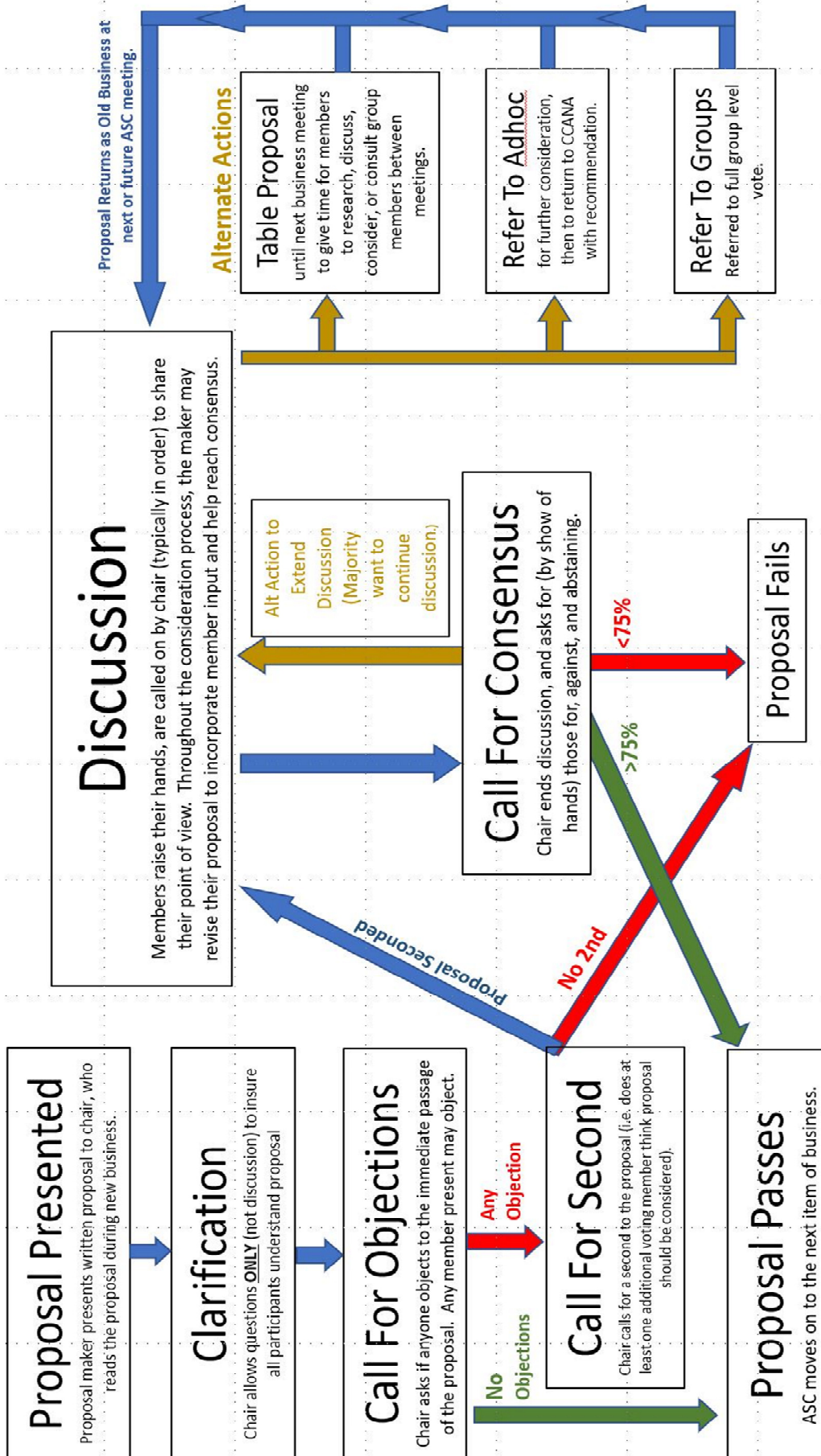
APPENDIX A - General Meeting Format

Meeting agendas should be prepared by the Chairperson. For the sake of consistency and structure the following general format should be used.

- Open with moment of silence, followed by serenity prayer.
- Opening Readings (12 Traditions & 12 Concepts at minimum, others at discretion of Chair).
- Read and approval of previous month's minutes.
- Officer Reports
- Subcommittee Reports
- Group Reports
- Open Discussion
- Old Business (open positions, previously tabled proposals, and unresolved discussion topics).
- New Business (New proposals)
- Meeting close with moment of silence followed by 3rd Step Prayer.

Appendix B – CBDM Overview/Diagram

Proposal Process



Appendix C – Service Resume

Name: _____

Phone: _____

Email: _____

Clean Date: ____/____/____ (____ Years ____ Months)

Position Nominated To: _____

Date Nominated: ____/____/____

Please list all NA service positions you've held that you consider relevant to this position:

From	To	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What specific skills and talents relevant to the position do you possess? _____

Please check all boxes appropriate:

- NA Sponsor
- NA Home Group
- Attend weekly NA Meetings
- Working knowledge of the Steps and Traditions
- Comprehensive understanding of the 12 Concepts
- Email address that is checked weekly (at least)

Appendix D – Annual Planning Conference

Placeholder Page Only Content Pending

Note: This section is still being developed by the Bylaw Overhaul Adhoc Committee and will be presented in a separate proposal in the coming months. We separated this page from the approval of the remainder to allow us time to think this process through, while not holding up approval of more time sensitive subjects that are ready for approval (like officer description and election process starting next month).