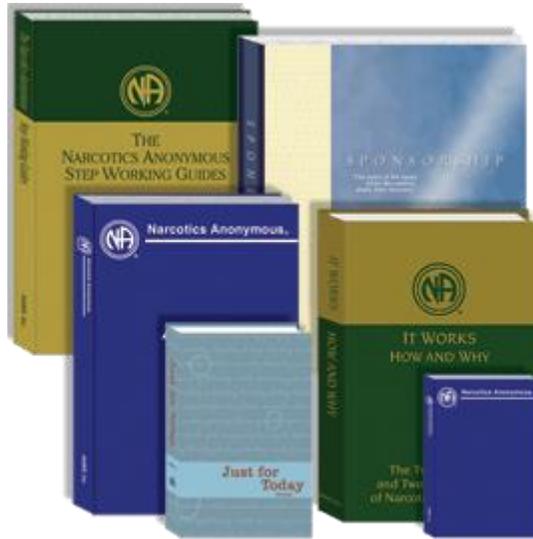


**Staten Island Area Service Committee
POLICY AND PROCEDURE GUIDELINES**

**Staten Island Area
Revised 11/04/2019**



**"OUR MESSAGE IS HOPE, OUR
PROMISE IS FREEDOM..."**

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AREA SERVICE COMMITTEE FORMAT

Opening Prayer (serenity prayer)

Service Prayer

Reading of the 12 Traditions

Reading of the 12 Concepts

Reading of the definition-Purpose of an ASC

Selection from SIASC Policy

Reading of previous months minutes

Correction to minutes

Roll Call

Recognition of new groups.

This is the standing format that SIASC in order to conduct business at Area Service meeting.

Reports: At this time Area Service Chairs or Area service vice chair can address Area service committee. All reports should be read in Alphabetical order.

A. Secretary

The Secretary will request amendments from the floor to the published minutes and then the chair must ask for a motion to accept the minutes as published or a motion to accept the minutes as amended. A second is required.

B. Treasurer

The Treasurer will read the current month's financial activity and give the overall state of financial affairs. The chair must ask for a motion to have the report accepted as is or as amended, whichever is appropriate. A second is required.

Announcements should be made during the announcements period.

C. Service Sub-Committees

Reports from these committees shall be read as committee activity necessitates.

Hospitals & Institutions,

Public Relations,

Web Page

Policy/Literature Review

Events and Activities

Literature Management

RCM

Ad-Hoc Committee's

All Sub Committee chairs should regularly attend SIASC meetings. If not attending they are to submit the report at the Steering committee one week prior to the SIACS meeting. To ensure their reports are submitted to Area Chair. Subcommittee member are to notify the AREA Chairperson prior to the ASC committee of absence. In addition if the subcommittee chair is unable to attend the subcommittee chair, vice chair should represent the subcommittee at the ASC meeting. If the Steering committee member and subcommittee chairs does not attend two consecutive SIASC meeting they are

expected to resigns (extenuating circumstance will be considered). If a Subcommittee wants to submit an item for discussion on the SIASC meeting agenda they should submit a request at the Steering committee Meeting which takes place on the First Monday at 7 pm.

D. RCM

Completed RCM reports shall be read and submitted to secretary by close of business for inclusion in the minutes, as necessary.

- E. Group: Given by Group service rep or Alt: Any member that a group delegates may represent that group at SIASC (please keep in mind that financial matters of SIASC require one year clean time to vote). The GSR's vote represents the conscious of the groups they represent. If a person is designated to represent a group that individual will be entitled to all rights and privileges bestowed upon a GSR.

Completed group reports should be turned in to the secretary prior to the close of business, for inclusion in the minutes. Any group problems may be requested to be put on the agenda for open floor sharing session. Group reports on groups should include average attendance, financial summary, experience strength and hope of each group. Problem and solution in writing, anniversary. GSR may omit attendance and financial information when reading report. Announcements should be made during the announcements period.

Second Roll Call

Old Business: Motions are in order regarding business left over from previous meetings.

Elections

New Business: Motions are in order regarding business that is new to this committee.

Announcements (for the good of N.A.)

Open Floor Sharing: (for the good of NA. Not to be used as a forum to sway a point or readdressed a table motion or some form on the agenda. It is general discussion of group concerns and issues raised by reports

Closing Prayer

DEFINITION OF AN ASC

An Area Service Committee (ASC) is made up of representatives from groups within a designated area which meets monthly for the express purpose of serving the specific needs of its members' groups.

The most important service that an ASC provides is that of its groups' support. Whenever a group has a specific situation, which it has not been able to handle on its own; it can come to its ASC for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished if we work together.

An ASC performs other functions that are of help to the groups. It can help groups get started or provide aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places to keep a stock of literature that the groups may purchase. The point is the ASC handles whatever functions are necessary to be helpful to its groups.

In order to provide these services the ASC needs the active participation of its groups. A group supports its ASC both financially and emotionally. It takes money to provide these services. It is a groups' responsibility to offer this support. However, as an area grows the financial needs of the committee also grows. In order to provide a full line of services, an ASC 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 the responsibility falls on the members of the groups.

The active participation of each group service representative (GSR) is essential for a successful ASC. Each GSR must keep their own group informed and must represent that groups' conscience in all committee decisions. Each GSR should evaluate each vote in terms of the needs of those they serve and the needs of NA as a whole in the area they serve. In addition to this, a GSR participates in helping to carry out the specific functions of the ASC: the attracting of new members, planning and implementation of activities and the aid given to groups with specific situations and services which require much more effort than a monthly meeting.

In order to coordinate its services, each ASC elects officers yearly. Leadership and the ability to organize give the committee direction; and incentive, must come from its officers. Upon election, the officers (Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant Treasurer, RCM, Assistant RCM, and Sub-Committee Chairpersons) shall resign as GSR of their group. Their groups then elect a new GSR, thus ensuring all groups equality of representation.

The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our groups 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 memberships 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. A 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 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 to 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 to 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 principle before personalities.

Twelve Concepts

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 of NA services rest 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 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 if 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

ARTICLE I

NAME

The name of this committee shall be the Staten Island Area Service Committee of Narcotics Anonymous.

ARTICLE II

SERVICE AREA

The service area shall include all geographical Areas of Staten Island

ARTICLE III

PURPOSE of SIASC

Section 1: Purpose of Area Service

Area Service Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is

The clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of this meeting.

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the boundaries of Staten Island Area, to support the needs of these groups, to serve as a link between these groups and the Greater New York Regional Service Committee of Narcotics Anonymous and to foster unity. For the purpose of these guidelines, the term "Narcotics Anonymous group" shall be defined as stated in the approved service manual of Narcotics Anonymous.

ARTICLE IV

PARTICIPANTS-Voting

Section 1: This committee shall have two (2) classes of participants only, that of voting, the other non-voting. Only voting participants shall have voting rights. No person shall hold more than one membership in a class or combination thereof.

Section 1.1 Voting Participants:

Option 1. The voting participants of the committee shall be the group service representatives or in the GSR's absence the Group Service Representative Alternate of each Narcotics Anonymous group within the Staten Island Service area. For the purpose of these guidelines the group service representative and group service representative alternate shall be defined as stated in the approved service manual (working guide to service) of Narcotics Anonymous. The Chairperson may vote only for the purpose of resolving a tie.

Section 1.2 Non-voting Participants:

The non-voting participants of this committee shall be the Chairperson (except as provided for in section 1.1 option2), and any other officers of the committee or subcommittee Chairpersons who are not specifically assigned voting rights in section 1.1

Option 1. Any non-voting participant of this committee may introduce motions and participate in debate and discussion. Any such motion must be second by a group service representative or motion dies.

Section 1.3 Voting procedures:

1. That when an individual is nominated for a position at the SIASC meeting they give their qualifications, and then questions may be directed towards them at this time by the membership.
2. That all nominations be made, seconded, and accepted at the SIASC meeting be sent out two months prior to elections. Revised 5/15/18. All nominees must be present at the time of nomination, questioning and election. If there are no questions proceeding the month of the nominations an election can take place.
3. That the minutes from the SIASC meeting contain the nominee and their qualifications for elected positions.
4. Steering Committees members and sub-committee chairs and vice chairs are eligible to nominate individuals for positions. However, Steering Committee members are not eligible to vote in the election. Only GSRs and individuals designated to represent a group can vote on elections. In the event a Steering Committee member is representing a group that Steering Committee member cannot vote in an election.

ARTICLE V

OBSERVERS

Narcotics Anonymous members that are not addressed elsewhere in these guidelines shall be deemed as observers. Narcotics Anonymous members shall have the specific right to request the floor. The chairperson has the exclusive right to grant or deny such request. The chair's decision is subject to appeal and may be overturned by a 2/3 majority of voting participants.

ARTICLE VI

ELECTION OF OFFICERS;

Steering committee members should be as follow.

Section 1: The officers of the Steering committee shall be the Chairperson, Vice Chairperson, Secretary, Treasurer, Assistant Treasurer, RCM, Assistant RCM, Policy Chair.

Section 2: ASC officer position shall be elected as follows

Option 1. Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Events and Activities Treasurer shall be nominated in November, elected in December and take office at the close of ASC in December RCM, Assistant RCM, Secretary, and Area Subcommittee Chairpersons shall be nominated in April, elected in June and take office at the close of ASC in July. Note: all archives, books, ledgers should be available for transfer to incoming officers).

STEERING COMMITTEE

Position	Clean Time Requirements	Term
Chair	2 Years	July to June
Vice-Chair	1 Year	July to June
Area Secretary	1 Year	Jan. to Dec.
Treasurer	2 Years	Jan. to Dec.

Asst. Treasurer	1 Year	Jan. to Dec.
Regional Comm. Member	2 Years	Jan. to Dec.
Alt. Regional Comm. Member	2 Years	Jan. to Dec.
Policy Committee Chair	2 Years	Jan. to Dec.

SUB-COMMITTEE CHAIRS

Position	Clean Time Requirements	Term
Events and Activities	2 Year	Jan. to Dec.
Hospitals and Institutions	2 Years	July to June
Public Relations	2 Years	Jan. to Dec.
Literature Management	1 year	Jan. to Dec.
Homebound	2 Years	July to June
Speaker Exchange	2 Years	July to June
Technology	2 Years	Jan. to Dec.

Option 2. All other Subcommittee Officers shall be elected at their respective Subcommittee meetings.

Options 3: Staten Island Events and Activities treasurer will be elected at SIASC.

Section 3: The officers shall be elected by a show of hand to serve for a term of one year; not to exceed two consecutive terms. Their term of office shall begin at the close of the ASC at which they are elected. The person who is nominated should be asked to remove themselves from Area service while vote is taken.

Section 4: No officer shall hold more than one office at a time. No officer shall be eligible to more than two terms consecutively in the same office. Upon election to an ASC officer position, the NA member should resign from any other service position at the Area level.

Section 5: Nominations

Option 1. Any member of the ASC may nominate a qualified individual for an ASC position.

Option 2. Any member of NA may submit a nomination through the GSR which represents the NA member's home group at the ASC meeting.

Option 3. Nominees must be present at both the nomination and election ASCs.

Option 4: All qualification for said commitment shall be read prior to voting. This is to clarify that nominee has qualification for that commitment.

Option 5: qualification must be given by a Service Resume and on Area Floor. Question from GSR may be taken.

Option 6: All nomination that are made, seconded, and accepted at the SIASC meeting be sent out two months prior to the election. Revised 5/15/18.

Option 7: Clean time should not be waived to elect sub-committee chairs. This is a policy change and must have 2/3 votes.

ARTICLE VII

REMOVAL OF OFFICERS

Section 1: A service member may be removed from their position for non-compliance. A 2/3 vote is required for removal. Non-compliance includes, but is not limited to:

- a. Loss of abstinence
- b. Non fulfillment of the duties of their position.
- c. Absence at 2 consecutive ASC meetings without prior notification to the ASC Chairperson.

Section 2: An officer of this committee may resign by providing written notice to the ASC Chairperson at least 2 weeks in advance of the upcoming regular ASC meeting. If Chairperson resigning, must give notice to Vice-Chairperson at least 2 weeks in advance of the upcoming regular ASC meeting.

ARTICLE VIII

DUTIES OF OFFICERS

Section 1: It is the duty of the Chairperson of this committee:

- a. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- b. To conduct in proper sequence the business that comes before the committee in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
- c. To recognize members or observers who are entitled to the floor.
- d. To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson. To announce the result of each vote. If a motion that is not in order is made, to rule it out of order.

- e. To protect the committee from obvious trivial motions by refusing to recognize them.
- f. To enforce the rules relating to debate, to order and to decorum within the committee when appropriate.
- g. To expedite business compatible with the rights of members and observers.
- h. To decide all questions of order, subject to appeal- unless, when in doubt, the Chairperson prefers to submit such a question to the committee for decision.
- i. To authenticate by the Chairpersons' signature, when necessary, all acts, orders, and proceedings of the committee.
- j. To declare the meeting adjourned when the committee so votes or, when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- k. To conduct the general communication of the committee.
- l. To be a co-signer of the committees' bank account.
- m. To correspond with the Vice Chair in making a report of the year's work for the Regional's annual meeting.
- n. To conduct the meeting with impartiality and fairness.
- o. To appoint all Ad-Hoc Committees.
- p. Follow all policies written in the Staten Island Area Policy.
- q. The Area Chair has the sole responsibility for deciding the ASC meeting needs to be postponed, reschedule, temporary relocated or cancelled.
- r. Proof read area minutes
- s. Appoints person to run other sub-committee in absence of that sub committees chair.

Section 2: It is the duty of the Vice Chairperson of this committee:

- a. In the absence of the Chairperson, to serve as Chairperson.
- b. To coordinate the functions of the Subcommittees'.
- c. To be a co-signer of the ASC bank account.
- d. To correspond with the Chairperson to make a report of the year's work for the Regional's annual meeting.
- e. To be ex officio a non-voting member of all subcommittees except the nomination committee.
- f. To act as parliamentarian for the ASC meetings, unless this task is specifically assigned to another individual.
- g. Assumes responsibilities of all Sub-Committees with no elected Servants (i.e. Chair or Vice-Chair).

Section 3: It is the duty of the Secretary of this committee:

- a. In the absence of the Chairperson, Vice Chairperson and the RCM1, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Tem.
- b. To keep a record of all the proceedings of the committee.

- c. To keep on files all committee reports.
- d. To maintain the committees' files and archives.
- e. To keep and update the committee's official membership list; and to call the roll where it is required.
- f. To make the minutes and records available to NA members upon request, and in a manner prescribed by the committee.
- g. To maintain record book(s) in which the guidelines, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
- h. To type and e-mail the minutes of the ASC to Committee members and other officers no later than two weeks following each ASC meeting, if requested. The secretary assures the minutes are placed on Staten Island Area Web site 1 week after the ASC meeting by working in coordination with the web master.
- i. To add the Treasurer report in Area Minutes.
- j. Area Minutes shall not include any personal attacks targeted at any addict will ever appear in our area service minutes, where is under the guise of a motion or intent or other.

Section 4: It is the duty of the Treasurer of this committee:

- a. To be the custodian of the committee's funds.
- b. To be a co-signer of the ASC bank account.
- c. To make a report of receipts and disbursements at each ASC meeting.
- d. To make a full financial report to be audited by an appointed committee.
- e. To disburse funds as necessary in accordance with the committee decisions when the funds are available.
- f. To fulfill the Activities Treasurer's duties in their absence or if position is vacant.
- g. To provide the secretary a copy of update report for Area minutes.
- h. H. To give full financial report at years closing
- i. Responsible for making SIASC prudent reserve's at years closing.
- j. In December and in June mane an inventory of all monies spent by Subcommittees chairs to make budget for upcoming year and revolving fund.

Section 5 it is the duty of the Assistant Treasurer of this committee:

- a. To fulfill the Treasurers' duties in their absence except for the signing of checks.
- b. They are not to be a co-signer on the ASC bank account.

Section 6: It is the duty of the Events and Activities Treasurer of this committee:

- a. To be the custodian of the Event and Activities committee's funds.
- b. To make a report of receipts and disbursements at each ASC meeting.
- c. To make a full financial report to be audited by an appointed committee.
- d. To disburse funds as necessary in accordance with the Activities committee decisions when the funds are available.
- e. Attend all Events and activities Sub-committee meetings
- f. To receive funds for events from Area Service.

- g. Submit in writing a proposal 90 days in advance for any activities planned.
- h. To submit receipts to SIASC treasurer.

Section 7: It is the duty of the RCM of this committee:

- a. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.
- b. To represent the committee at each
- c. Attend Greater New York Regional Service Committee meeting. The RCM will be given \$275.00 as compensation for hotel or gas expenditures for MARLCNA
- d. To make a report to the committee at each ASC meeting covering the business of the previous GNYR meeting.
- e. To put on a workshop once he returns from MARCLNA to inform Groups and GSR' S and MASRCLNA outcome.

Section 8: It is the duty of the Assistant RCM of this committee:

- a. In absence of the RCM1 to serve as the RCM1.
- b. To attend each Florida Regional Service Committee meeting.
- c. To attend all ASC meetings.

Section 9: It is the duty of the Policy Chair of this committee:

- a) The Policy Committee's purpose is to research, clarify and suggest policy as the need arises and to continue maintenance and integrity of the Staten Island Area policies.
- b) The policy committee is responsible for maintaining an archive of the Staten Island Area policies. In addition, the Policy Committee is responsible for ensuring the accuracy and integrity of the Staten Island Area policies. The official policies will be distributed to groups at the Staten Island Area Service Committee meeting every January or when the policy is updated
- c) Attends and conducts all Area and Area Policy/ Literature Review Sub-Committee meetings.
- d) Sets the agenda for all Policy/Literature Review Sub-Committee meetings.
- e) Makes reports to ASC
Contact person with Regional and World Policy and Literature Review Sub-Committee Chairpersons'
- f) Suggest policy for Area, makes changes and revision to policy maintain archives

ARTICLE IX

REQUIREMENTS OF OFFICERS

CHAIRPERSON: (One year term commitment, not to exceed two consecutive terms July- June)

- 2 years NA clean time
- Prior ASC experience
- Ability to organize and give ASC motivation and direction

- Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- Arrange Agenda for Area Service meeting.
- Responsible for correspondence; proofreading the minutes.
- One of the signers of the ASC bank account.
- Act as a representative for the ASC when necessary.

VICE CHAIRPERSON: (One year term commitment, not to exceed two consecutive terms July-June)

- 2 years NA clean time
- Prior ASC experience
- Ability to organize and give ASC motivation and direction
- Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- Able to fill in in the absence of the Area Chair

SECRETARY: (One year term commitment, not to exceed two consecutive terms, visible means of support January-December)

- 1 year NA clean time
- Good filing , typing and record keeping skills
- Keeps accurate minutes of each ASC meeting.
- copy sent to the WSO
- responsible for maintaining all area files and archives
- Arrangements to utilize the archives.
- Maintains a \$50 dollars revolving fund for expenses and taper recorder.
- The secretary reads minutes, takes corrections from floor of ASC, and incorporates correction in next month's minutes.

TREASURER: (One year term commitment, not to exceed two consecutive terms)

- 2 year NA clean time
- Visible means of support (income)
- Accurate bookkeeping skills
- Be one to the co-signers of thee ASC bank account.
- make an annual report itemize a total of all expenditures for the subcommittees and miscellaneous expenses
- prepare a prudent reserve (three months average operating expense) and operating expense to be set for the next year in November
- Responsible for balancing the checking account and related affairs.
- Responsible for all financial affairs of the ASC checking account, for maintenance of the treasurer's archived (balance sheet, receipt and bank statements).
- responsible to maintain \$20.00 dollars petty cash and for updating signature cards as members of the body changes

- replenishes the revolving funds upon receipt of expenditures
- He or She pays ASC expenses, such as rent, and mailbox rental fee.
- Ability to make financial reports monthly and yearly

ASST. TREASURER: (one year term commitment, not to exceed two consecutive terms)

- 1 year NA clean time
- Works in conjunction with the treasure to assure SIASC financial reports
- Accurate bookkeeping skills
- Means of support (income)
- Ability to make financial reports monthly and yearly in lieu of the treasurer
- In absence of the Treasurer fulfill commitment

EVENTS AND ACTIVITIES TREASURER: (one year term commitment, not to exceed two consecutive terms)

- 2 years NA clean time – unable to be waved
- Prior Events and activities service experience
- Accurate bookkeeping skills
- Means of support (income)
- Ability to make financial reports monthly and yearly
- The activities Treasurer will turn over all monies from any event to Area Treasurer within 72 hours after event and will give detailed report at the next ASC. Concept 10 & 11.
- Responsible for distributing and collecting all funds and receipts at Event and activities
- Responsible for tickets sales of Events and activities.
- Approval from SIASC.
- Needs the conscience of events and activities Committee.
- Must submit to Area Service a writer proposed budget and details of activity 90 days in advance so that group member can vote on event and finances.
- Must submit to Area Treasurer a copy of receipts from each event. All receipt must be from viable source.

REGIONAL COMMITTEE MEMBER: (one year term commitment, not to exceed two consecutive terms)

- 3 year NA clean time
- Ability to travel and attend regional weekend meetings throughout the Greater New York Region
- Ability to take notes at area and regional meetings and prepare and present reports for ASC committee and the Greater New York Region.
- Provide/Host a workshop detailing information obtained from MARCLNA to group and GSR of SIASC to become educated about MARCVLNA.

ASSISTANT REGIONAL COMMITTEE MEMBER: (one year term commitment, not to exceed

Two consecutive terms)

- 2 year NA clean time
- Ability to travel and attend regional weekend meetings throughout the Greater New York Region
- Ability to take notes at area and regional meetings and prepare and present reports for ASC committee and the
- Greater New York Region

POLICY CHAIR COMMITTEE MEMBER: One year tem commitment now to exceed two consecutive terms

Qualifications:

2 years clean time which. Elected by ASC.

Ability read and to take notes at area and prepare and present reports for ASC

Keeps a running list of revise policies.

- Ability to give motivation and direction to policy sub-committee.
- Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- Arrange Agenda for policy meeting.

ARTICLE X

MEETINGS

Section 1. The regular meeting of the committee shall be held on the 2nd Monday of each month promptly at 7pm, unless otherwise ordered by the chair. Current Location is at 128 Targee Street Staten Island New York 10304.

Section 2. The regular meeting in the month(s) of June and December shall be known as the election meeting(s) and shall be for the purpose of electing officers as well as conducting ASC business.

Section 3. Special meetings (i.e. Ad-hoc, group conscience, etc.) may be called by the chairperson of the committee, and shall be held based upon the written request of members of the committee. The purpose of the meeting shall be stated. No business other than that stated will be conducted. At least 7 days notice shall be given.

Section 4. Quorum – 15 voting participants (GSR’S) shall constitute a quorum.

ARTICLE XI

STANDING SUBCOMMITTEES

Section 1. The ASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the area service committee. Standing subcommittees may include, but not to be limited to Homebound, Public Relations, Hospitals and Institutions, Literature Management, Policy and Literature Review, Events and Activities, and any other standing subcommittees which shall be deemed necessary to carry on the work of the area service committee. At the establishment of a new subcommittee, a Chairperson will be voted upon by the ASC. Subsequent officers of each new committee will be elected by the subcommittee membership.

Section 2. All standing subcommittees of these area service committees shall create and adopt the guidelines which are consistent with the Guide to Local Service, the Twelve Traditions of Narcotics Anonymous, Twelve concepts of Narcotic Anonymous and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines

Section 3. The guidelines of each standing subcommittee shall be subjected to review by the area service committee as a whole.

Section 4. Qualifications and Responsibilities for Subcommittee Chairpersons

- One year term commitment, not to exceed two consecutive terms
- 2 years NA clean time
- Literature management chair has a 1 year NA clean time requirement.
- Prior ASC experience.
- Ability to organize and give ASC motivation and direction.
- Ability to attend subcommittee meetings and steering committee of the, ASC meetings and Greater New York Regional subcommittee meetings for the committees which they chair.

Events and Activities (E&A) Committee Qualification and duties Term January to December)

- 2 years NA clean time
- Prior events and activities experience
- Ability to *organize* a report and attend ASC
- Ability to give motivation and direction to E& A
- Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
 - Arrange Agenda for E & A meeting.
 - To coordinate all events with H &I committee with a \$150 dollars budget.

DUTIES OF EVENTS AND ACTIVITIES CHAIR

To open the meeting at the appointed time by taking the chair and calling the meeting to order.

- t. To conduct in proper sequence the business that comes before the committee in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
- u. To recognize members or observers at events and activity meeting
- v. To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson. To announce the result of each vote. If a motion that is not in order is made, to rule it out of order.
- w. To protect the committee from obvious trivial motions by refusing to recognize them.
- x. To enforce the rules relating to debate, to order and to decorum within the committee when appropriate.
- y. To expedite business compatible with the rights of members and observers.
- z. To decide all questions of order, subject to appeal- unless, when in doubt, the Chairperson prefers to submit such a question to the committee for decision.
- aa. To authenticate by the Chairpersons' signature, when necessary, all acts, orders, and proceedings of the committee.
- bb. To declare the meeting adjourned when the committee so votes or, when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- cc. To conduct the general communication of the committee.
- .
- dd. To correspond with the Vice Chair of committee in making an E & A report
- ee. To conduct the meeting with impartiality and fairness.
- ff. To appoint all members the reasonability at the events planned
- gg. Follow all policies written in the Events and Activity policy and Staten Island Area Policy.
- hh. The Events and Activity Chairs has the sole responsibility for deciding the meeting needs to be postponed, reschedule, temporary relocated or cancelled.
- ii. Proof read all reports submitted for area minutes

Events and Activities continued

All E & A meetings should be speaker meeting only, with question and sharing done after meeting.

To have to conscience of the event and act ivies committee prior to nomination

Regional E&A Rep 1 year clean time and knowledge of 12 traditions and concepts.

- a) That the function of the Staten Island Area E&A Committee be defined as:
 - i. To put on Events & Activities that encourage unity and fellowship, conform to NA principles and reflect our primary purpose, to carry the message to the addict who still suffers.
 - ii. To circulate a questionnaire to the groups on a bi-annual basis to determine what types of activities and events SIA would like to have.
 - iii. That the E&A Committee also provides liaison for all NY conventions.
 - iv. The E&A Committee shall deposit all proceeds from the event in the area account within two business days following such event, and promptly inform the treasurer of the amount deposited.
- b) All tapes presented to the Region be those that come from NA meetings.
- c) To change the name of the C&A committee to E&A.
- d) That anyone handling money for an NA function should have one year clean time and a visible means of support.
- e) E&A request that each group to elect an E&A liaison to participate in the Staten Island Area picnic and future events.
- f) That the E&A committee continue having 50/50 raffle as in previous events.
- g) That SI Area Committee gives the E&A Committee permission to work on this and all Gratitude Dances that are held every year in November.
- h) That E& A provide a six month calendar twice a year once in December and once in June.
- i) That E&A supply the groups of SIASC with a proposed planning list twice a year. (Six month calendar).
- j) To establish and maintain \$2000.00 revolving fund for the E&A Committee to be maintained from proceeds from events.
- k) That the E&A char elect have the conscience of the Events and Activities committee prior to nomination.
- l) Must submit to Area Service a writer proposed budget and details of activity 90 days in advance so that group member can vote on event and finances.
- m) Must submit to Area Treasurer a copy of receipts from each event. All receipt must be from viable source.
- n) SIASC Support: Two-thirds (2/3) approval of the SIASC GSR's at the Session to which the event or activity is presented.
- o) Events and Activities must hold these three events annually The spiritual breakfast, Free Event9 picnic) and Gratitude dance
- p) Activity defined as: This is an event sponsored by the SIASC events and activities committee. Activities include, but not limited to, workshop, learning days, dances. Sporting events (e.g. basketball and softball tournament) talent and comedy shows, marathon meetings, picnics and campouts.
- q) Fund-raiser defined as: Any activity sponsored by the SIASC which has one of its stated purpose in excess of costs (to raise funds) are to be considered funds to be deposited and created to the SIASC general account.

Homebound Committee

- a) 1 year NA clean time
- b) The Homebound Committee Chairperson must have one year clean time.
- c) In addition the Chairperson must attend Area Service Meeting with written report
- d) Chairperson should have the ability to organize and help give motivation and organization to committee thereby rendering the position of homebound Liaison unnecessary.
- e) Only attend approve home bound meeting within facilities that approve and or member homes that approve.

Duties to open the meeting at the appointed time by taking the chair and calling the meeting to order.

- jj. To conduct in proper sequence the business that comes before the committee in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
- kk. To recognize members or observers at events and activity meeting
- ll. To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson. To announce the result of each vote. If a motion that is not in order is made, to rule it out of order.
- mm. To protect the committee from obvious trivial motions by refusing to recognize them.
- nn. To enforce the rules relating to debate, to order and to decorum within the committee when appropriate.
- oo. To expedite business compatible with the rights of members and observers.
- pp. To decide all questions of order, subject to appeal- unless, when in doubt, the Chairperson prefers to submit such a question to the committee for decision.
- qq. To authenticate by the Chairpersons' signature, when necessary, all acts, orders, and proceedings of the committee.
- rr. To declare the meeting adjourned when the committee so votes or, when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- ss. To conduct the general communication of the committee.
- tt. To correspond with the Vice Chair when making an report
- uu. To conduct the meeting with impartiality and fairness.
- vv. To appoint all members the reasonability at the home visit planned
- ww. Follow all policies written in the homebound policy and Staten Island Area Policy.
- xx. The Home bound Chair has the sole responsibility for deciding the meeting needs to be postponed, reschedule, temporary relocated or cancelled.
- yy. Proof read all reports submitted for area minutes

Literature Management Chair Qualification and duties: (term January to December)

1 year NA clean time

Good secretarial skills

Some book keeping skills

Coordinate with Greater New York Region about literature purchase and sales.

Supply Literature to group at ASC meeting.

Duties

The literature supply subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting.

Process group orders, monitor stock levels, and reorder materials from the local NA office or the World Service Office.

To maintain accountability for all area funds, most areas ask their treasurer to serve as cashier for literature sales.

The subcommittee then goes to the treasurer for a check when it has to reorder stock.

To help organize the job of processing group orders, tracking inventory, and reordering Depleted items, contact the World Service Office for available resources.

- zz. To conduct in proper sequence the business that comes before the committee in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
- aaa. To recognize members or observers at meeting
- bbb. To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson. To announce the result of each vote. If a motion that is not in order is made, to rule it out of order.
- ccc. To protect the committee from obvious trivial motions by refusing to recognize them.
- ddd. To enforce the rules relating to debate, to order and to decorum within the committee when appropriate.
- eee. To expedite business compatible with the rights of members and observers.
- fff. To decide all questions of order, subject to appeal- unless, when in doubt, the Chairperson prefers to submit such a question to the committee for decision.
- ggg. To authenticate by the Chairpersons' signature, when necessary, all acts, orders, and proceedings of the committee.
- hhh. To declare the meeting adjourned when the committee so votes or, when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- iii. To conduct the general communication of the committee.

- jjj. To correspond with the steering committee in making an report
- kkk. To conduct the meeting with impartiality and fairness.
- lll. Follow all policies written in the Literature policy and Staten Island Area Policy.
- mmm. The Chair has the sole responsibility for deciding the meeting needs to be postponed, reschedule, temporary relocated or cancelled.

Hospitals and Institutions Subcommittee Chair Qualification and duties: Term (June to July) to December)

- 2 years NA clean time
- Prior HI experience
- Ability to *organize* a report and attend ASC
- Ability to give motivation and direction to HI
- Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- Arrange Agenda for H & me meeting.
- Have a HI learning day.
- T coordinate all event HI events with Events and activities committee with a \$150 dollars budget.
- All H&I meetings should be speaker meeting only, with question and sharing done after meeting.
- For SI H&I to follow the guidelines in the NA H&I Handbook.

Duties

To open the meeting at the appointed time by taking the chair and calling the meeting to order.

nnn. To conduct in proper sequence the business that comes before the committee in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.

ooo. To recognize members or observers at events and activity meeting

ppp. To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson. To announce the result of each vote. If a motion that is not in order is made, to rule it out of order.

qqq. To protect the committee from obvious trivial motions by refusing to recognize them.

rrr. To enforce the rules relating to debate, to order and to decorum within the committee when appropriate.

sss. To expedite business compatible with the rights of members and observers.

ttt. To decide all questions of order, subject to appeal- unless, when in doubt, the Chairperson prefers to submit such a question to the committee for decision.

- uuu. To authenticate by the Chairpersons' signature, when necessary, all acts, orders, and proceedings of the committee.
- vvv. To declare the meeting adjourned when the committee so votes or, when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- www. To conduct the general communication of the committee.
- xxx. To correspond with the Vice Chair in making an report
- yyy. To conduct the meeting with impartiality and fairness.
- zzz. To appoint all members the reasonability at the events planned
- aaaa. Follow all policies written in the H&I policy and Staten Island Area Policy.
- bbbb. The Chair has the sole responsibility for deciding the meeting needs to be postponed, reschedule, temporary relocated or cancelled.
- cccc. Proof read all reports submitted for area minutes

Technology Sub-Committee Chair Qualification and duties

- 2 years NA clean time
- Prior technology experience
- Ability to *organize* a report and attend ASC
- Ability to give motivation and direction to technology subcommittee
- Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- Arrange Agenda for H & me meeting

Duties:

To open the meeting at the appointed time by taking the chair and calling the meeting to order.

- dddd. To conduct in proper sequence the business that comes before the committee in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
- eeee. To recognize members or observers at events and activity meeting
- ffff. To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson. To announce the result of each vote. If a motion that is not in order is made, to rule it out of order.
- gggg. To protect the committee from obvious trivial motions by refusing to recognize them.
- hhhh. To enforce the rules relating to debate, to order and to decorum within the committee when appropriate.
- iiii. To expedite business compatible with the rights of members and observers.

- jjjj. To decide all questions of order, subject to appeal- unless, when in doubt, the Chairperson prefers to submit such a question to the committee for decision.
- kkkk. To authenticate by the Chairpersons' signature, when necessary, all acts, orders, and proceedings of the committee.
- llll. To declare the meeting adjourned when the committee so votes or, when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- mmmm. To conduct the general communication of the committee.
- nnnn. To correspond with the Vice Chair in making an report
- oooo. To conduct the meeting with impartiality and fairness. .
- Ssss. Follow all policies written in the Technology policy and Staten Island Area Policy.
- Tttt. The Chair has the sole responsibility for deciding the meeting needs to be postponed, reschedule, temporary relocated or cancelled.
- 13. Proof read all reports submitted for area minutes
- 14. To keep on files all committee reports.
- 15. To maintain the committees' files and archives.
- 16. To keep and update the committee's official membership list; and to call the roll where it is required.
- 17. To make the minutes and records available to NA members upon request, and in a manner prescribed by the committee.
- 18. To maintain record book(s) in which the guidelines, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.

The technology committee is responsible for designing, updating and managing the Staten Island Area website

Print Coordination-The technology committee is responsible for printing all Staten Island Area related documents this includes area policies, flyers, and meeting list.

Meeting List Coordination- The technology is tasked with revising and printing the Staten Island Area meeting list and ensuring the World and Region are updated with respect to Staten Island Area meetings

ARTICLE XII

AD-HOC COMMITTEES

Section 1. The Chairperson of the ASC shall have the authority to appoint a Chairperson for an Ad-Hoc Committee for such special purposes as may, from time to time be deemed necessary to fulfill specific functions. The purpose, membership and duration of

existence of any such Ad-Hoc Committee shall be specifically designed by the ASC at the time of appointment.

Article XIII

Managing External Communications

1. The Public Relations Sub-committee established a post office box at Stapleton Station. The address is as follows:
Narcotics Anonymous
P0 BOX 40752
SI, NY 10304
2. All Staten Island Area groups and sub-committees may use this address. The Staten Island Area Treasurer and the Public Relations Chair has access to the post office box keys.
3. The Staten Island Area has established a website www.na-si.org. The website is managed by the Chair of the Technology Committee.
4. To have any flyers for Staten Island Area be submitted one week before the area service meeting to the Steering Committee at the Steering Committee Meeting. The Steering Committee will review and proofread all flyers. Once the Steering Committee approves the flyer it will be presented to the membership at the area service meeting.
5. As per the Narcotics Anonymous World Service Committee's request the exact NA logo must be used on all Staten Island Area flyers.

Region.

- 1) The Regional Committee Member (RCM) will include a copy of Regional Treasurer's Report with RCM report.
- 2) Staten Island Area will pay for the RCM, and Public Relations Chair to attend the Multi-Regional Learning Conference at MARLCNA.
- 3) SIASC Conference is registered with the world.
- 4) Each group and sub-committee is asked to fill out a registration and update form.
- 5) Current RCM will return group registration forms from the WSC to the Area. One will be given to the group and a copy will be kept in the Area archives.

Article XIV

FINANCES

Group & Sub Committees Finances

- 1) Groups must use money orders to purchase literature and make any other payments to Staten Island Area. Money orders should be made out to SIASC.
- 2) Staten Island Area will under no circumstance accept personal checks.
- 3) For groups that owe money to the area, any money donated from these groups to the area, that donation will be first deducted from money owed.

- 4) That groups pay for their own conference agenda report and that any group not able to afford one is given one by SIASC
- 5) That representatives of sub-committees submit their receipts of their revolving funds at the steering committee to be replenished at the following area meeting.

A. Establishing Operating Expenses

- 1) Operating expense are defined as a fixed sum of money to be utilized to pay expenses and replenish sub-committee's revolving funds. The expenses included but are not limited to the following:
 - Total of sub-committee revolving funds.
 - Annual rent for Staten Island Area meeting space area and all sub-committees meeting spaces.
 - The Staten Island Area P.O. Box charges.
- 2) When a sub-committee funds changes the treasurer should present a motion to the Area to reflect the change to the operating expense. The motion is to be voted on at the SIASC meeting and requires a 2/3 majority vote of Groups Service Representatives (GSR) to pass.
- 3) Staten Island Area must donate 10% of its monthly revenue to Region after all operating expenses are paid. This is to be done monthly.
- 4) The operating expense is continually replenished from group donations and proceeds from Area events. This should be continually reviewed and monitored by the treasurer.

B. Prudent Reserve

- 1) The Prudent reserve is defined as a wise and practical sum of money set apart for future use in case of an emergency or extenuating circumstances.
- 2) The prudent must be reviewed annually.
- 3) Set aside prudent reserve at three months of operating expenses
- 4) Prudent reserve should be compiled by taking a 3 month average (rounded to the nearest \$50.00) based on a yearly total of expenses excluding E&A seed money set aside to fund an event. (\$2000 as of 7.1.17)

C. Disbursement of Funds from the Prudent Reserve

- 1) To disburse funds from the Prudent Reserve a motion needs to be brought to the floor of SIASC to be voted on.
- 2) A 2/3 majority vote of Groups Service Representatives (GSR) is required to use the funds.

D. Revolving Funds and Sub-committee Expenses

- 1) Any money laid out needs prior approval or we cannot guarantee reimbursement.
- 2) Anyone handling money for NA functions should have 1 year clean time and a visible means of support. Staten Island Area is not responsible for reimbursing any
- 3) Sub-committee member, liaison representatives or other members for traveling expenses that are service related.
- 4) Sub-committee or members of the steering committee receiving revolving funds should have to submit an itemized financial report to be published in the area minutes each month.

- 5) Following each area event put on by the E&A committee 50% of the proceeds are to be held in reserve so that we may have one event per year without suggested donations.

E. Storage Facility

- 1) That SIASC provide a storage facility to secure SIASC literature, E&A Committee's supplies, along with Technology Committee's equipment. 8/16

ARTICLE X

LITERATURE

A. Literature Distribution

- 1) Staten Island Area will provide new groups with \$40.00 worth of literature to be paid back to the area. All money owed to Staten Island area for startup kits must be paid back in full before that group orders any more literature or makes donations to Staten Island Area.
- 2) For every member of a sub-committee and sub-committee chairs along with GSR'S receive a Guide to Local Service. On 2/13/90 it was clarified that they would be group property.

B. Meeting List

- 1) To print and disseminate the list at cost for groups only.
- 2) That SIASC provide H&I SI meeting lists for its meetings at no cost.
- 3) That all sub-committee and Area Service Committees be listed on the meetings list, time, place, etc.

C. Miscellaneous

- 1) All tapes presented to the Region are to be those that come from NA meetings only.
- 2) Anyone wanting to be recognized on the Area floor must be recognized by chair.
- 3) All business can be halted for the day if deemed by Area Chair.

ARTICLE XI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order newly revised, shall be utilized to expedite the business of the ASC in cases to which they are applicable and which they are not inconsistent with the Twelve Traditions, Twelve Concepts, or Policy and Procedures Guidelines to the COLASC and any special rules the ASC may adopt.

ARTICLE XII

AMENDMENTS OF POLICY, PROCEDURES AND GUIDELINES

These guidelines may be amended by a 2/3 vote at the regular ASC meetings in January and July, or at group conscience meetings by the ASC committee, providing the exact wording of the amendment has been submitted in writing with an intent that coincide with this fellowship steps, tradition and concepts. At the Steering committee and deemed appropriate by steering committee members this is done by discussion and vote. This amendment must be placed on the ASC Agenda. All policies are to be reviewed annually by policy committee and cannot be amended until then.

DECORUM STATEMENT

Staten Island Area Services meetings will be conducted according to those rules of order adopted from Robert's Rules of Order. This time honored system for conducting business is the clearest way yet devised for getting the maximum amount of business done in the minimum amount of time, regardless of the degree of disagreements amongst the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our 12 Concepts; please do not use them as weapons against one to another. We encourage all participants to become familiar with these rules of order and to conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the Chairpersons' right to be in control of the proceedings so that you can have maximum benefit of its content.

--SAMPLE RULES OF ORDER-- **DEBATE LIMITS**

Debate is a formal exchange of views on an idea. Debate is usually limited to two cons and two pros.

Speakers are usually limited to two to three minutes in which to speak their minds.

I. Motions

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *Main Motions and Parliamentary Motions*

A. MAIN MOTIONS- A motion is a statement of an idea a committee member wants the committee to put into practice.

After *being recognized by the Chairperson*, the member says "I move that such and such by (this committee, one of its subcommittees or a particular group or individual) under these terms." The person making the motion speaks briefly as to the intent of the motion. Because *the secretary must record all motions, the motions must be submitted at this time in writing.*

Every motion requires a second. The Chairperson will ask if there is a second. The person seconding simply raises his/her hand and when recognized by the chair says "I second that motion". If nobody seconds the motion the chairperson will state the motion

dies for lack of second. This means the idea will not be discussed any further because there is not enough interest in it. The committee the moves on to other business.

Once a motion was made, the chair may rule it *out of order*. A motion may be ruled out of order for any number of reasons: the motion goes against the committees standing policy, clearly contradicts one of the *Twelve Concepts for NA service or the Twelve Traditions*, or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions that are out of order at any given time. Any member of the committee who wishes to challenge the ruling made by the chair may appeal that ruling as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

B. PARLIAMENTARY MOTIONS- Parliamentary motions can be best understood as “sub-motions” that are made during the debate on a Main Motion, which affects in some way the Main Motion. There are many more of these than space and practicality permits us to include here, but a few that seem to be practical are discussed here.

1. MOTION TO AMEND
SIMPLE MAJORITY REQUIRED / IS DEBATEABLE

This is perhaps the most commonly used parliamentary motion. During debate on a motion. If a member feels the motion would benefit from a change in its language, she/he can say “I move to amend the motion”.....and suggest specific languages changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended if the amendment carried). When the debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

2. MOTION TO CALL THE PREVIOUS QUESTION
TWO THIRDS MAJORUTY REQUIRED
IS NOT DEBATABLE

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying “I call for the question” or “I move the previous question”. It is another way of saying “I move that debate stops right now and that we vote immediately”. This is one of many that can be used to prevent lengthy debate once and issue is clearly understood. This motion is in order after any speaker has finished. You need not be called on. The chair must recognize you when you make this motion and a vote must be taken with no debate. If 2/3 of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must not squelch debate before an issue has been thoroughly aired. Be sure to vote no to this motion if you are still confused about an issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this notion makes it unnecessary for the chair to be heavy handed in stopping questions, because he/she knows it will stop it soon enough.

3. MOTION TO TABLE
SIMPLE MAJORITY REQUIRED
IS NOT DEBATABLE

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying “I move we table this motion until such –and- such a date/meeting.” This motion is not debatable; if it is made and seconded it is voted on immediately. If it fails, debate continues on the motion itself. If it passes the committee moves onto its next item of business. The tabled motion will be included in the committee agenda on the date or time specified

4. MOTION TO REMOVE FROM TABLE
SIMPLE MAJORITY REQUIRED
IS NOT DEBATABLE

A motion that has been tabled can be taken up before the time originally set in the motion to table. This done by saying” I move to remove form the table the motion to such-and such.” If this motion passes, the motion that had been tabled becomes the motion, and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. MOTION TO REFER
SIMPLE MAJORITY REQUIRED
IS NOT DEBATABLE

Sometimes the committee does not have enough information to make a decision on motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or it can be sent to a special *ad-hoc committee*. This can be done by a member saying, “I move to refer the motion to such-and-such committee.” I f the motion to refer passes, the body moves on to the next item of business. The subcommittee will report back on what it has come up with at the next meeting if the full committee.

*See below the section on ad-hoc committees under the title “committees” for further information.

6. MOTION TO RECONSIDER OR RESCIND
TWO- THIRDS MAJORITY REQUIRED
IS DEBATABLE

Sometimes a member feels that a motion the committee has passed will prove harmful. He/she can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions of motions to reconsider or rescind. The motion motions must have passed in either the last months or the current meeting. The member making the motion must have information on the issue that was not available in the original debate on the motion. The member must have been on the winning side in the original vote. These limits are placed to protect the committee from having to reconsider again and again the motion it passes. While allowing it to examine potentially harmful situations it has created inadvertently.

*If any of these requirements are not met, the chair will declare the motion out of order.

7. REQUEST TO WITHDRAW A MOTION

UNANIMOUS CONSENT REQUIRED

IS NOT DEBATABLE

Once a motion is made and debate begins, the maker of the motion may the motion stays on the floor, and the debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. OFFERING A SUBSTITUTE MOTION

SIMPLE MAJORITY REQUIRED

IS DEBATABLE

A substitute motion is almost the same as an amendment to the main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. MOTION TO ADJOURN

TWO THIRDS MAJORITY REQUIRED

IS NOT DEBATABLE

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires two-thirds to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned with out a motion.

II. OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

1. ORDERS OF THE DAY

If a committee member feels that to far astray from the original agenda, he/she can help things back on track. He/she say, "I call for the order of the day." This means "I move that the chair brings us back on track and conducts the meeting according to procedure, adhering to the agenda." This does not require a second, and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

2. POINT OF ORDER

If a committee member feels that something that is happening is n violation of the rules of order, and if the chair does not appear likely to do anything about it, the member can raise a point of order. He/she need not raise his/ hand, but simply says out loud "Point of order". Then chair then says, "what is your point of order?" The member then states how she/he feels that the rules of order are being violated. If the chair agrees with his/her judgment, he/she says, "Your point is well taken, and the situation is cleared up. I he/she does not agree, He/she say. "Overruled" This decision, as all other can be appealed.

3. POINT OF APPEAL

Anytime the chair makes a decision that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair". The chair then says, "On what grounds?" The member states her/his reasons. The chair then speaks briefly to the intent of his/her ruling. A vote is taken requiring a two-thirds majority to overrule the decision of the chair.

4. PARLIAMENTARY INQUIRY

If a committee member wants to do something but doesn't know how it fits with the rules of order, all he/she has to do is ask. Without raising his/her hand, he/she simply says out loud "Point of parliamentary inquiry. The chair must immediately recognize the member, so that they may ask how to do such-and-such. The chair will refer the question to the policy chair for an answer. Possibly referring to a specific passage in this document in his explanation.

5. POINT OF PERSONAL PRIVILEGE

If the smoke is getting to heavy for you, the air conditioner or heater is on to high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, "Point of personal privilege." The chair must recognize you immediately. State situation, and ask that it be corrected. The chair may request that whatever need to be done and is reasonable, be done to help make you comfortable.

*--These are only brief notes on rule of order for business. For further information see Robert's Rules of Order—newly revised.

These rules of order have been copied for the world services conference ad-hoc committee on NA services—

Reported to the 1990 world services conference-

*-Not conference approved material—

Budget for Subcommittees

REVOLVING FUNDS ALLOCATIONS

· Events & Activity Merchandise	\$700
· Events & Activity Seed Money	\$2000
· Hospitals & Institutions	\$300
· Literature Management Seed Money	\$1550
· · Public Relations	\$300
· RCM (MARLCNA)	\$275
· Technology	\$250

Glossary of Terms

1. Area or SIASC- Staten Island Area Service Committee
2. GSR- Group Service Representative
3. MARLCNA- Mid-Atlantic Regional Learning Conference of Narcotics Anonymous
4. Minutes- The official written record of the proceedings of the area's meeting.

5. NAWS or World- Narcotics Anonymous World Services
6. Pros-The primary positive aspects of an idea, process, or thing.
7. Cons-The primary negative aspects an idea, process, or thing
8. Quorum- The number (as a majority) of officers or members of a body that when duly assembled is legally competent to transact business.
9. RCM- Regional Committee Member
10. WSC- World Service Conference
11. WSO- World Service Office
12. GNYRNA: Greater New York Region of Narcotics Anonymous
13. Administrative expenses are costs related to the general administration of the business of SIASC.

Policy Log

