

Omaha Nebraska Area Service Committee of Narcotics

Anonymous

ASC Guidelines

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## **Article I- Name, Description, and Boundaries**

- A. This body shall be known as the Omaha Nebraska Area Service Committee of Narcotics Anonymous, hereinafter referred to as ONASCNA and shall serve the Omaha Nebraska Area of Narcotics Anonymous, hereinafter referred to as ONANA.
- B. The ONASCNA is a service body of Narcotics Anonymous directly responsible to the NA groups of ONANA. It consists of Group service representatives (GSR's) from NA

groups in ONANA, along with elected officers, subcommittee chairpersons, and other participants who meet monthly in a general assembly to serve the common needs of the groups in ONANA.

## **Article II- Purpose**

- A. The purpose of the ONASCNA is to carry out services on behalf of groups in ONANA so that groups can focus on their primary purpose of carrying NA's message to the still suffering addict through their meetings and to further the unity of the fellowship within our area and other areas by maintaining communication between the groups represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions and Twelve Concepts of Service.

## **Article III- Functions**

### **Section 1: Function of ASC**

- A. Conduct a monthly business meeting held at 3pm on the 3<sup>rd</sup> Sunday of the month at 1725 South 60<sup>th</sup> St, Omaha, NE, 68106
- B. Disseminate information to and receive information from Narcotics Anonymous groups through their Group Service Representatives (GSRs).
- C. Distribute Narcotics Anonymous literature.
- D. Administer and maintain a 24-hour helpline.
- E. Administer and maintain a website.
- F. Provide Regional Committee member (RCM) for active participation in the Nebraska Regional Service Committee.
- G. Establish, fund and support subcommittees that are responsible to the ASC as determined by the group conscious.
- H. Maintain a post office box for the ONASC to serve Narcotics Anonymous.
- I. Support existing groups and encourage the development of new groups.
- J. Maintain bank accounts as deemed necessary by the ONASCNA.
- K. Complete an area inventory annually at the December ONASCNA meeting. And to send out area inventories to existing groups.
- L. Supply area NA meeting directories. Any Narcotics Anonymous meeting may be included in the print directory at the next printing.

## **Articles IV- Meetings**

- A. The ONASCNA shall hold one regular business meeting on the 3<sup>rd</sup> Sunday of each month. A special meeting may be called by 1. A majority of the GSRs, or; 2. The chair or vice chair, on being advised of a matter of special urgency.
- B. Committee, Subcommittee, and Ad-Hoc subcommittee written reports as well as the financial reports shall be submitted to the ONASCNA Secretary at the ONASCNA meeting. Such reports shall be included in the minutes.

- C. All ONASCNA meetings shall be open to any member of Narcotics Anonymous as nonparticipant observers. The only participants are listed in Article V- Participants, unless the Chair requests special input or clarification.

### **Section 1: Suggested ONASCNA meeting format**

- A. Moment of Silence and Opening prayer
- B. Reading of our 12 traditions or 12 concepts of service
- C. Roll call/ GSR reports
- D. Approval of the last ONASCNA meeting minutes.
- E. Executive committee reports
- F. Subcommittee reports
- G. Old business
- H. Open forum
- I. New business
- J. Treasurer's report
- K. Announcements/Next business meeting date
- L. Closing Prayer

## **Article V- Participants**

### **Section 1: Definition**

- A. GSR and GSR-Alternates who have been elected to represent their group's conscience.
- B. Duly elected officers:
  - i. Executive committee: Chairperson, Vice-Chairperson, Policy Chairperson, Secretary, Treasurer, Vice-Treasurer
  - ii. Subcommittee chairpersons
  - iii. RCM and RCM-Alternate

### **Section 2: Participation**

- A. These participants are expected to attend all ONASCNA meetings. NA members from groups within ONANA are encouraged to attend ONASCNA meetings and to use their GSRs to express their groups' conscience. Nonparticipant members may speak if the chair grants them the floor.

## **Article VI- Business Procedure**

### **Section 1: Definition**

- A. ONASCNA meetings will be conducted according to the Sample Rules of Order contained in A Guide to Local Service in Narcotics Anonymous, adapted from Robert's Rules of Order, except in instances where the guidelines conflict with those rules.

### **Section 2: Vote Allocation**

- A. Each group is entitled to one vote through their GSR or GSR-Alternate. In the event of such a representative's absence, a person who represents a group's conscience may vote for the group, provided they are not voting on behalf of any other groups. Hereinafter, the term "GSR" will be implied to mean GSR, GSR-Alternate, or any other NA member legitimately given a group's conscience in place of a GSR.
- B. The Executive committee shall be excluded from voting with the exception of the Chair, who shall have one vote in the event of a tie.
- C. The executive committee is allowed to hold a GSR position and vote as GSR with the exception of the chairperson who is excluded from holding a GSR position so that they may vote in the event of a tie.

### **Section 3: Motions Requiring a 2/3 Vote**

- A. Waiving or changing the guidelines
- B. Removal of officers and/or subcommittee chairs
- C. Expenditures of funds outside the Area's customary operating expenses, operating expenses, above any subcommittee's prudent reserve.

### **Section 4: New Motion Procedure**

- A. GSR's are the only participants who may make and second motion, except in the case of Subsection B below.
- B. Subcommittee chairs may make motions only on matters that directly affect their subcommittees and may not vote.
- C. Using a form provided, the motion maker submits the written motion to the secretary.
- D. The chair will instruct the secretary to read the motion aloud.
- E. The chair will ask if anyone is willing to second the motion. If seconded, the motion will be addressed by the ASC. If not, the motion dies.
- F. The chair will acknowledge those members wishing to speak.
- G. Once discussion is completed, a vote will be taken.

## **Article VII- Elections**

### **Section 1: Nominations and elections for all elected positions**

- A. Chair/Vice Chair- Nominations open in December; Elections are in January, and positions will begin in March.
- B. Secretary/Treasurers/Vice Treasurer/ Policy Chairperson- Nominations open in December, Elections are in January, and positions will begin in March.
- C. RCM/RCM Alternate- Nominations open in December; Elections are in January, and positions will begin in March.

### **Section 2: Elections- General Information**

- A. Nominations may only be made by GSR's.
- B. All nominees must be present at the time of their nomination in order to be elected or considered for election in the ONASCNA.
- C. In the event of a prematurely vacated office, the ONASCNA will elect a replacement to fill that office until the next regularly scheduled election.

- D. The Area Vice-Chair, RCM-Alternate, and Subcommittees Vice-Chairs do not automatically assume the next higher position. They must be elected by ONASCNA.
- E. Elections of Subcommittee chairs and/or ONASCNA officers are by simple plurality (i.e. whoever gets the most votes win).
- F. All elected participants are suggested to serve and remain as a resource until the following 1-2 ASC meetings to ensure that the trusted servant who takes their position next is properly oriented.

## **Article VIII- Sub-Committees Purpose and Function**

### **Section 1: Definitions**

- A. Subcommittees are directly responsible for ONASCNA. Newly proposed subcommittees shall function as ad-hoc (temporary) committees. It is necessary to clearly define the responsibilities of these created subcommittees so that they may fulfill the purpose for which they were created.
- B. ONANA Subcommittees shall include, but not be limited to the following:
  - i. Outreach (Public information, Hospitals & Institutions, and phone line)
  - ii. Activities
  - iii. Literature
- C. Subcommittee guidelines shall include, but not limited to, the following:
  - i. Name.
  - ii. Purpose and need.
  - iii. Functions: Each subcommittee should maintain contacts and procedures for the activities it performs.
  - iv. Voting procedures.
  - v. Meetings (including time and place)
  - vi. Clean time requirements for officers and members.
  - vii. Procedures for financial accountability
  - viii. Each subcommittee, to ensure its purpose is being carried out, should have an established budget in written form.
  - ix. All statements, invoices, and correspondence will be addressed to the ONASCNA Post office box.
- D. Requirements
  - i. All subcommittee chairs shall attend all ONASCNA meetings. A subcommittee vice chair may attend in the chair's absence. The subcommittee chair is responsible for creating a working committee made up of members willing to serve.
  - ii. The ONASCNA shall approve and implement subcommittee guidelines; said guidelines; said guidelines are to be drafted by subcommittee officers and active members and shall be presented for approval at an ONASCNA meeting.
  - iii. In the event of conflict between Area guidelines and subcommittee guidelines, the Area guidelines supersede.
  - iv. Subcommittee chairperson, treasurer, and vice treasurer (where applicable) are elected within their respective committees and approved by the ASC.
  - v. No one person shall hold more than one elected position at the ONASCNA or subcommittee chairperson at one time.

- vi. All subcommittees shall maintain their own checking account and submit to an audit quarterly.
- vii. All subcommittees must submit a monthly financial report which includes copies of bank statements and check registers.
- viii. Shall submit in January annual budget to the ONASCNA for approval in February.
- ix. Subcommittees requesting funds outside of their annual budget must submit requests 2 months in advance.
- x. Shall operate within the twelve traditions, twelve concepts, ONANA guidelines, and any other world service materials that may apply.

## **Article IX- Subcommittee- Definitions**

### **Section 1: Outreach**

- A. Public Relations
  - i. Coordinate the efforts of carrying the NA message via public service announcements and public literature distribution to professionals in our community who have regular contact with addicts.
  - ii. To coordinate the efforts of carrying the message of Narcotics Anonymous to addicts living in controlled environments.
  - iii. Subcommittee chairperson to attend monthly subcommittee meeting with area panel chairperson and attend ONASCNA meeting.

### **Section 2: Literature**

- A. The committee handles all literature purchases and sales for groups within ONANA.
- B. Literature has an established combination of inventory and prudent reserve of \$300.00
- C. Exceptional losses due to circumstances other than normal operating expenses are to be compensated by a vote of ONASCNA.
- D. ONANA would serve any Narcotics Anonymous service area with a 30% tax on any literature order they place.

### **Section 3: Activities Committee**

- A. To organize activities (Dances, picnics, etc.) for the ONANA fellowship.
- B. The activities committee will maintain a Prudent Reserve of \$250. Any funds in excess of the prudent reserve shall be given to ONASCNA. The subcommittee is expected to replenish its own funds from Activities event net proceeds and will provide a written report to ONASCNA at each monthly business meeting.
- C. Where any activity costs more than the prudent reserve to produce, further approval and funds must be obtained by a vote of the Area.
- D. In the event of the activities committee in suspended due to lack of trusted servants or other circumstances as deemed necessary by the ASC the following shall take place to ensure the opportunity for the gathering of addicts in the Omaha Nebraska Area of NA to provide an atmosphere to celebrate recovery:
  - i. ASC treasurer shall immediately assume responsibility for activities account.
  - ii. Groups shall become eligible to place bids for hosting area events two months prior to the event.



- iii. Hosting groups shall provide rental price, date, and secured location, schedule of events including speakers and/or workshop chairs and whether or not food will be provided.
- iv. Hosting groups shall provide flyers for event
- v. Hosting groups shall provide setup and cleanup of function.
- vi. Hosting groups shall provide people to take donations, sell raffle tickets, and sell pop
- vii. ASC treasurer shall be in contact with the hosting group and provide bookkeeping of expenses and income of event.
- viii. ASC vice chair shall be in contact with the hosting group to provide support continuity of planning
- ix. ASC vice chair shall assist in securing DJ for dance functions.
- x. ASC vice chair shall provide a report to ASC on area events.
- xi. All ASC events are to be approved at the ASC by the participating GSRs.

## **Article X- Elected Officers**

- A. It is strongly suggested that all elected officers have:
  - i. The willingness to serve.
  - ii. A working knowledge of the 12 Steps and 12 Traditions
  - iii. An active participation in the area they serve, holding no other executive committee position.
  - iv. Either a working knowledge of the 12 Concepts of Service or the stated desire to gain such knowledge.
- B. Required duties of the Executive Committee:
  - i. Responsible for correspondence, maintaining the ONASCNA files and achieves.
  - ii. They shall meet annually to review policy revisions in February.
  - iii. In the spirit of rotation, no person shall serve more than 2 consecutive terms in the same position.

### **Section 1: Chairperson's Requirements and Duties:**

- A. Three years clean time.
- B. Has working knowledge of service at the Area level.
- C. Expected to attend all ONASCNA meetings
- D. Willingness to serve as Chair, if approved by vote of confidence the following term.
- E. Ability to chair in a firm and understanding manner.
- F. Plan an agenda for and preside over the monthly ONASCNA meeting
- G. Coordinating duties of the Executive Committee.
- H. Co-signer on the ONASCNA bank account
- I. The term shall be 1 year.

### **Sections 2: Vice Chairperson's Requirements and Duties:**

- A. Two years clean.
- B. Has a working knowledge of service at the Area level.
- C. Expected to attend all ONASCNA meetings.
- D. Perform Chair's duties in the Chair's absence.

- E. Stay informed of subcommittee activities and when able, be available to assist with any subcommittee problem.
- F. Assume the duties of the treasurer in the event of the treasurer and vice treasurer's absence.
- G. After an NA meeting has been absent for two consecutive ONASCNA meetings, the vice chair will be responsible for checking the status of the meeting and reporting to the ONASCNA by the following meeting.
- H. Inform appropriate subcommittees immediately so that changes to the directory and website can be made.
- I. Co-signer on ONASCNA bank account.
- J. Keyholder of ONASCNA post office box.
- K. Responsible for, in coordination with the Secretary, checking mail twice a month.
- L. Assist the Secretary in mail distribution at ONASCNA.
- M. The term shall be one year.

### **Section 3: Policy Chairperson's Requirements and Duties:**

- A. Three years clean time.
- B. Has a working knowledge of service at the area level.
- C. Expected to attend all ONASCNA meetings.
- D. Has an intimate knowledge of ONASCNA guidelines and policies.
- E. Is available to answer questions and/or clarify issues related to ONASCNA guidelines to ONANAASCNA webmaster for posting online.
- F. Make the ONASCNA guidelines available at ASC meetings.
- G. Identifies parts of the ONASCNA Guidelines that are ineffective or could be changed and brings this to the attention of the GSRs at ASC meetings.
- H. As necessary, forms Ad-Hoc committees to explore or clarify issues of policy.
- I. Policy chairperson can make motion to change guidelines for GSR's to vote on or take back to groups.
- J. Term shall be one year.

### **Section 4: Secretary Requirements and Duties:**

- A. One year clean.
- B. Has a working knowledge of service at the Area level.
- C. Expected to attend all ONASCNA meetings.
- D. Keep accurate minutes at each ONASCNA meeting.
- E. Distribute copies of the agenda and minutes at each ONASCNA meeting within 14 days.
- F. Include flyers for NA events with associated service bodies noted on flyers.
- G. Maintains Email/phone list for elected officers and GSRs to be included in the minutes.
- H. Informs appropriate subcommittees immediately so changes to directory and website can be made when necessary.
- I. Maintains voting eligibility of groups and attendance records.
- J. Maintains the ONASCNA archives in conjunction with the ASC Executive Committee.
- K. Is the keyholder of the ONASCNA post office box.
- L. Is responsible, in coordination with Vice Chair, to check mail twice a month.
- M. Responsible for mail distribution at ONASCNA.

- N. In the absence of policy chairperson, maintain log of policy actions at the ASC and update changes regularly to be made available online.
- O. In absence of policy chairperson is responsible to update guidelines with policy actions of the ONASCNA annually with the ASC executive committee.
- P. The term shall be one year.

#### **Section 5: Treasurer's Requirements and duties:**

- A. Three years clean.
- B. Has a working knowledge of service at the area level.
- C. Expected to attend all ONASCNA meetings.
- D. Shall submit a financial questionnaire prior to the new treasurer's election. (See addendum: Financial Questionnaire).
- E. Have knowledge and understand bank reconciliations in order to maintain the current Monthly treasurer's report.
- F. Ability and access to online banking and manage the ONASCNA bank account.
- G. Custodian and signer on ONASCNA bank account.
- H. Report contributions and expenditures at every regular ONASCNA meeting, as well as an annual report at the end of the calendar year.
- I. Maintain ONASCNA prudent reserve of \$20,000 and operating budget of \$500.00.
- J. Pay regular and customary monthly and annual expenses.
- K. Deposit money received at ONASCNA account within five business days.
- L. Shall conduct an audit every January and July of all subcommittee accounts.
- M. View all accounts with the bank to oversee area subcommittee accounts.
- N. Include either a copy of checkbook ledger or screen image from all activities on the account for the last 30 days.

#### **Section 6: Vice Treasurer Requirements and duties:**

- A. Two years clean.
- B. Has a working knowledge of service at the area level.
- C. Expected to attend all ONASCNA meetings.
- D. Shall submit a financial questionnaire prior to the new treasurer's election. (See addendum: Financial Questionnaire).
- E. Have knowledge and understand bank reconciliations in order to maintain the current Monthly treasurer's report.
- F. Ability and access to online banking and manage the ONASCNA bank account.
- G. Custodian and signer on ONASCNA bank account.
- H. Report, in the absence of the treasurer, contributions and expenditures to ONASCNA.
- I. Deposit money received at ONASCNA account within five business days.
- J. Shall conduct an audit every January and July of all subcommittee accounts.
- K. The Vice treasurer shall assume all responsibilities of the Treasurer in the case of early vacancy of the Treasurer position, with the approval of the ONASCNA.
- L. Willingness to serve as Treasurer, if approved by a vote of confidence the following term

#### **Section 7: Regional Committee Member's Requirements and Duties:**

- A. Three years clean.
- B. Has a working knowledge of service at the Area level.
- C. Expected to attend all ONASCNA meetings.
- D. Represent members and groups in ONANA.
- E. Liaison between the Nebraska region and surrounding regions.
- F. Attending all regional meetings, taking part in any decisions which affect the Region, speaking as the voice of the ONASCNA conscience.
- G. One year's service as an RCM-Alternate.
- H. Well versed in NA service practices and principles.
- I. Keep the ONASCNA informed of the larger world of NA by providing, but not limited to the following:
  - i. Important issues being discussed at various levels of service.
  - ii. Reports/ updates relevant to subcommittee affairs.
  - iii. Functions/workshops being sponsored by the regional committees.
  - iv. Functions/workshops being held in neighboring Areas.
- J. Chair yearly Conference Agenda Report workshops for the Area.
- K. Submit a monthly report to ONASCNA.
- L. In the absence of Chair or Vice Chair, the RCM will assume those duties for that area.

#### **Section 8: Regional Committee Alternate's (RCM-ALT) Requirements and Duties:**

- A. Two years clean.
- B. Has a working knowledge of service at the Area level.
- C. Expected to attend all ONASCNA meetings.
- D. Willingness to serve as RCM, if elected for the following term.
- E. Attending all Regional meetings, standing in for the RCM if the RCM is absent or for any reason is unable to fulfill their term.

### **Article XI- Finances**

- A. No personal checks will be accepted by ONASCNA.
- B. For the sake of anonymity, there will be no names listed on the treasurer report.
- C. In order to avoid nepotism, cohabitation is prohibited with regard to the signatories of any ASC account (No one living under the same roof should be signatories on the same account).
- D. The ASC prudent reserve shall be \$20,000.
- E. ONASCNA funds accountability:
  - i. The ASC checking account should be audited on a biannual basis
  - ii. The outgoing treasurer and/or current treasurer should make themselves available to answer questions or provide explanation as required.

- iii. The ASC treasurer, ASC chairperson, and ASC vice-chairperson should conduct the audit.
- iv. The ASC chair may appoint any other NA member or members to participate.
- F. In event that ONASCNA funds have been misappropriated and/or grossly mismanaged, the following actions may be taken:
  - i. The executive committee will inform ONASCNA, at the soonest opportunity, of the allegation(s).
  - ii. Through consensus, and as recorded in writing by a member thereafter, the executive committee may remove the name of the member in question from access to the ONASCNA bank account or subcommittee account.
  - iii. The executive committee shall initiate an internal investigation into the allegation(s) of financial misconduct, including conducting an immediate audit of the finances in question.
  - iv. ONASCNA, upon vote of the participating GSRs of ONASCNA, reserved the right to contact the local Police Department and may ask that they initiate an investigation into the allegation(s).

## **Article XII- Financial Disbursements**

- A. The following budgeted expenses are disbursed without ASC approval, provided funds in excess of the prudent reserve are available:
  - i. ASC meeting room rent (up to \$50 per month)
  - ii. ASC post office box rent (up to \$250 annually)
    - a. A total of 2 keys should be available to ASC
  - iii. ASC secretary expenses (up to \$100 per month)
  - iv. ASC to reimburse the RCM and RCM Alt for fuel costs related to travel for ONANA. To also reimburse the RCM and RCM Alt for lodging costs when traveling beyond 200 miles. All reimbursement requests need to be submitted to the area prior to travel, and all receipts upon completion of travel.
  - v. Outreach which includes hospitals and institutions, public information committee, and phonline committee expenses (up to \$500 per month)
- B. To be automatically paid from the ASC checking account.
  - i. Outreach expenses
  - ii. New group start (up to \$50)

Budgeted expenses more than the amount defined in items listed in excess of \$100.00 should be submitted for ASC approval at least one month in advance of disbursement.

- C. All financial requests must include the following:
- i. Detailed financial motion which includes the specific entrant and financial impact statements.
  - ii. Documentation of prices, such as phone or written price quotes, or receipts should be included with financial requests. Receipts, once obtained, should be turned into the ONASCNA treasurer.

## **Article XII- Addendums**

- A. Financial Questionnaire
- B. Sample Rules of Order as per “A Guide to Local Services in NA”
- C. Twelve Traditions of Narcotics Anonymous
- D. Twelve Concepts of NA Service
- E. Motion Form
- F. Election Resume Form

### **Financial Questionnaire**

1. Identification
  - a. Do you have a Nebraska or Iowa Driver’s license, Social Security Card, or any other form of ID that a bank could use?
2. Past problematic history
  - a. Is there any fraudulent activity on an account that could prevent you from being a signer on the account?
  - b. Any outstanding fees or charges or unpaid checks on closed or suspended bank accounts that would automatically disqualify you from being a signer on a bank account?
  - c. History of continuous non-sufficient funds on an account that would disqualify you from being a signer or signer on an account?
  - d. Do you have anything that would disqualify you from being a signer on an account?
  - e. Are there any court orders that would inhibit you from establishing bank interactions?
3. Abilities to effectively manage an account as a treasurer
  - a. Can you manually balance an account to a bank statement monthly?
  - b. Can you keep accurate current records of all transactions in a spreadsheet either on the computer or on paper?

- c. Can you prepare and present all records for a bi-annual audit by the ASC?
- d. Can you participate in annual budget planning where applicable?
- 4. Questions for all treasurer nominees?
  - a. Have you misappropriated funds from the fellowship?
  - b. Are your personal finances stable enough to allow you to handle funds without issue?
  - c. Do you have any banking or personal issues that would preclude you from becoming a signer on the bank account?
  - d. Do you have or are you willing to learn the necessary skills to effectively manage a bank account?

### **SAMPLE RULES OF ORDER**

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert's Rules; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where Robert's Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

### **DECORUM STATEMENT**

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 the process of this meeting so that you can have maximum benefit of its content.

## **DEBATE, LIMITS**

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

## **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.

### **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 be done by (this committee, one of its subcommittees, or a particular individual) under these terms.” The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions. Every motion requires a second—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business. Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, 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, which are out of order at any given time. Any member of the committee who wishes to challenge a ruling made by the chairperson 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.

### **PARLIAMENTARY MOTIONS**

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND. SIMPLE majority required.



Is DEBATABLE. This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. 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 has carried). When 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. If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

## 2. Motion to call the PREVIOUS QUESTION. TWO-THIRDS majority 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 stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is 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 two-thirds 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 be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about halfunderstood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you 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 on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

## 4. Motion to REMOVE FROM THE 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 is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the

main 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 DEBATABLE. Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee." If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. Motions to RECONSIDER or RESCIND. MAJORITY required varies.

Is DEBATABLE. Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind: ☐ The motion must have been passed in either the last 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 with the winning side in the original vote. These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority. The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. Request to WITHDRAW A MOTION. UNANIMOUS CONSENT required.

Is NOT DEBATABLE. Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and 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 the same thing as an amendment to a 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. SIMPLE 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 a simple majority 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 without a motion.

## 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.

### Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, “I call for the order of the day.” This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even require a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

### Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, “Point of information.” This means, “I have a question to ask,” not “I have information to offer.” One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

### Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, “Point of order.” The chairperson then says, “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says “Your point is well taken” and restates the appropriate rule. If the chair does not agree, the chair says, “Overruled.” This decision, as all others, can be appealed.

### Point of appeal

Any time 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.” If the appeal is seconded, the chair then asks, “On what grounds do you appeal my decision?” The

member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

### **Parliamentary inquiry**

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

### **Point of personal privilege**

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal privilege;" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

## **VOTING PROCEDURES**

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming. These are only brief notes on rules of order for business meetings. For further information, see Robert's Rules of Order—Newly Revised.

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## **TWELVE TRADITIONS OF NARCOTICS ANONYMOUS**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. 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.
3. The only requirement for membership 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. An 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 fully 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 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 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 principles before personalities.

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## **TWELVE CONCEPTS FOR NA SERVICE**

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 for NA services rests 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 of 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 of 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.

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**Omaha Nebraska Area Of NA- Motion Form**

**Maker:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Motion:** \_\_\_\_\_

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\_\_\_\_\_

**Intent:** \_\_\_\_\_

\_\_\_\_\_

**Policy changes? If so: page and section:** \_\_\_\_\_

**Financial impact:** \_\_\_\_\_

**Maker:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Motion:** \_\_\_\_\_

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**Intent:** \_\_\_\_\_

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**Policy changes? If so: page and section:** \_\_\_\_\_

**Financial impact:** \_\_\_\_\_



## Omaha Nebraska Service Area Position Resume

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position (desired): \_\_\_\_\_

Your Clean Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Clean Time Requirement: \_\_\_\_\_

Please list all of your group, area, regional, and subcommittee experience that you deem relevant to the position that you seek.

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Please list all of your NA service position experience within the past five years and the approximate dates of service.

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What resources (skills, talents, qualities) can you bring to the service position?

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What life experiences do you have that you believe will be helpful in performance of your duties?

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Have you ever left a position before your time was up?

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Do you have an NA sponsor? Do you work the 12 steps of NA? Do you have a working knowledge of or have a desire to learn more about the 12 traditions of NA and 12 concepts of NA?