

**BYLAWS of the  
MID-WILLAMETTE VALLEY AREA SERVICE COMMITTEE  
Revised July 2020**

**I. PURPOSE AND SCOPE**

- A. The purpose of the Mid-Willamette Valley Area Service Committee (hereinafter referred to as the MWV ASC) is to be supportive of its groups and members and their primary purpose, by linking together the groups and members within an area, helping groups and members deal with their basic needs, and encouraging the growth of the fellowship.
- B. In all areas not covered by these by-laws, the 12 Traditions, 12 Concepts, the NA Guide to Local Service, and the adopted Roberts Rules of Order, will be used.
- C. All sub-committees elected by the MWV ASC will be autonomous in carrying out their assigned functions but are accountable to the MWV ASC.
- D. The MWV ASC will meet the second Sunday of each month. Changes to this must be presented in motion form and passed by a 2/3 majority decision of the attending GSR's.
- E. For the purpose of these bylaws, the term NA group shall be defined as stated in the Guide to Local Service Manual of Narcotics Anonymous. "An NA group is any meeting which meets regularly at a specific place and time providing that it follows the Twelve Steps and Twelve Traditions of Narcotics Anonymous." The focus of any NA meeting (even if a special group conducts it) is on recovery from addiction. Any addict is welcome to attend.
  - 1. An N.A group may join the M.W.V.A.S.C. simply by attending a regular A.S.C. meeting in person and submitting a written explanation, with contact information and the first names of the G.S.R. and Alternates. Provided the Group meets the requirements of an N.A. Group as stated in this section.

**II. NOMINATIONS, ELECTIONS AND VOTING**

- A. Nominations of officers will be open annually at the June MWV ASC meeting. They will be closed at the July MWV ASC meeting. Nominations will be taken back to the groups and then voted on by the groups at the August MWV ASC meeting. Term of office will begin annually September 1.
- B. Before nominations can be formalized, persons nominated for MWV ASC positions must be present to accept the nomination, and answer the following questions to be asked by a member of the executive committee:
  - 1. Have you read the job description?
  - 2. Do you meet the suggested requirements of the job description?
  - 3. How much clean time do you have?
  - 4. Do you have a home group?
  - 5. Are you willing to carry out this position with attention to the Twelve Traditions of N.A and the guidelines of the M.W.V.A.S.C?
  - 6. Do you attend NA meetings regularly?
  - 7. What other service positions have you had?

8. Are you willing and able to be at all ASC monthly business meetings for the year this position requires?
- C. These officers must be nominated and seconded by the current Group Service Representatives (hereinafter referred to as GSR's) or the Alternate Group Service Representatives (hereinafter referred to as Alt. GSR's).
  - D. A majority vote of the GSR's in active voting status attending the meeting will be required to elect these officers.
  - E. The Executive Committee Officers will include a:
    1. Chairperson
    2. Vice-Chairperson
    3. Treasurer
    4. Secretary
    5. Regional Committee Member (RCM)
    6. Alternate Regional Committee Member (Alt. RCM)
    7. Archivist
  - F. Other Area officers will include chairpersons for the following Sub-Committees:
    1. Activities
    2. Helpline
    3. H & I
    4. Literature
    5. Public Relations (PR)
    6. Conventions and Conferences (C&C)
    7. Any other committee deemed appropriate by the MWV ASC
  - G. All officers will be elected yearly with no member serving more than two consecutive terms in one position. The Conventions and Conference chair will be allowed to serve three terms if the Committee is planning a convention when the two year term is completed. The C&C chair will be allowed to run for a third term.
  - H. While discussion is welcome from all attending the MWV ASC meeting, only Officers, Sub-Committee Chairpersons, GSR's of active voting groups or acting Alternate GSR's can make motions. GSR's or Alternate GSR's of active voting groups are the only ones who can second and vote on motions.
    1. An individual member may not vote on behalf of more than one group at each monthly Area Service Committee meeting.
  - I. Voting on all MWV ASC motions will be done on a one group - one vote system with the Chairperson voting only to alleviate a tie.
    1. A quorum is defined in these by-laws as the number of group representatives, with active status, present at each monthly MWV ASC meeting.
    2. For the purpose of conducting business, a group failing to be represented by a GSR or Alt. GSR at two consecutive MWV ASC meetings shall be considered "inactive". Inactive status is not meant to be punitive but is meant to attain a quorum at the MWV ASC. Any inactive group who sends a GSR or alt. GSR will be returned to active voting status on their second consecutive MWV ASC meeting. This would include newly seated groups.

3. A group will lose its membership at the MWV ASC entirely if it no longer meets the requirements of an NA group as stated in Section I, sub-heading E.
4. In the event that there are abstentions, the quorum would automatically change to the YES and NO votes only.
5. Voting is conducted by a show of hands; there are no fractions of votes.
6. A simple majority vote is more than half of those voting. Thus, since 5 is half of 10, 6 would be more than half and the majority of 10. Since 5.5 is half of 11, 6 would be more than half and the majority of 11.
  - a. A  $\frac{2}{3}$  majority means at least  $\frac{2}{3}$  of those voting. 7.33 is  $\frac{2}{3}$  of 11, thus 8 would be at least  $\frac{2}{3}$  of the vote. 6 is exactly  $\frac{2}{3}$  of 9, thus 6 would be at least  $\frac{2}{3}$  of 9.

### **III. MWV ASC OFFICERS DUTIES / JOB DESCRIPTIONS**

- A. Officers will be expected to familiarize themselves with their job descriptions. Failure to perform the duties outlined in the job description will be considered noncompliance.
  1. Loss of clean time is an automatic resignation from any MWV ASC position.
- B. Any officer or Sub-Committee Chairperson may be removed from office for noncompliance after due notification of a certified letter sent within one (1) week to subject, stating the allegation and giving the subject until the next scheduled MWV ASC meeting to respond, at which time the issue will be voted on. A  $\frac{2}{3}$  majority of the attending GSR's is required for removal from office.
- C. An officer or Sub-Committee Chairperson of the MWV ASC shall be found in noncompliance for missing two consecutive MWV ASC meetings without an excused absence. An absence will be considered excused if the Chairperson (or Vice-Chairperson) of the MWV ASC is notified prior to that month's MWV ASC meeting and either a representative is present for the absent officer or Sub-Committee Chairperson or the absent officer or Sub-Committee's monthly report is available at that month's MWV ASC meeting.
- D. A six (6) month moratorium from active area office will be required for any officer or Sub-Committee Chairperson resigning or dismissed from office prior to completion of that term in office. The only exception is when the resignation is intended to perform a newly elected position.
- E. In the event that an officer cannot fulfill their position, nominations for interim officers will be opened and taken back to the groups.
- F. CHAIRPERSON
  1. Clean time requirement: Three years. Plus one year at Area level service.
  2. Is a signer on the MWV ASC checking account.
  3. Presides over MWV ASC meeting, keeping focus of meeting on agenda.
  4. Conducts MWV ASC meeting according to the 12 Traditions, 12 Concepts, the NA Guide to Local Service, and the adopted Roberts Rules of Order.
  5. Votes only to alleviate a tie.
  6. Records MWV ASC vote on motion forms (pros, cons, and abstentions).
  7. Shall assume the duties of any Executive Committee Officer in their absence or upon the vacancy of the position, in case of vacancy it shall be until such time that proper procedure puts in place an interim or permanent replacement for that officer.

#### G. VICE-CHAIRPERSON

1. Clean time requirement: three years.
2. Is a signer on the MWV ASC checking account.
3. Shall perform the duties of the Chairperson at the MWV ASC meeting in Chairperson's absence.
4. Assists Chairperson in performance of chairperson's duties.
  - a. Second person counting votes on motions.
  - b. Lists in order those wishing to be recognized to discuss motions on the floor.
5. Submits a monthly written report to MWV ASC.
6. Position of Vice-Chair is often intended to prepare that person for the position of Chairperson in the future.
7. Shall immediately assume duties of any sub committee chair, upon absence of, or resignation of said officer. Shall remain as acting chair of said Committee until such time that proper procedure puts in proper place an interim chair.
8. Must attend each Sub-Committee meeting a minimum of once a year.
9. Promotes inter-committee cooperation and communication among all MWV ASC sub-committees; acting as liaison between committees when necessary.

#### H. TREASURER

1. Clean time requirement: three years.
2. Is a signer on the MWV ASC checking account.
  - a. The treasurer's signature must be on all checks.
  - b. Be a signor on the Literature checking account.
3. All Area monies collected by the Treasurer must be deposited into Area's bank account within five working days.
4. Reports all deposits and expenditures at every MWV ASC meeting. This report will include a reconciled bank statement for current month.
5. Responsible for maintenance and accuracy of the MWV ASC checking account.
  - a. Retains all receipts for expenditures and deposits.
6. Provides an annual written report of all expenditures and deposits at the end of service period.
7. Is responsible for renewing the State of Oregon Not For Profit Assumed Business Name every year.
8. Must be present at all MWV ASC meetings.
9. Responsible for maintaining MWV ASC P.O. Box.
  - a. Checks mail weekly and notifies appropriate persons of the receipt of mail pertaining to them.
  - b. Notifies MWV ASC of rental costs.

#### I. SECRETARY

1. Attends each MWV ASC meeting and keeps accurate minutes of each meeting.
2. Proof-reads minutes for accuracy.
3. Types and distributes copies of the minutes to each GSR no later than ten (10) days following each MWV ASC meeting.
4. Will make available extra copies of minutes for NA members attending area.

5. Maintains a current and updated list of MWV ASC members (officers, GSR's, Alt. GSR's, and Sub-Committee chairs). This list will contain email address and phone numbers.
  6. Suggested clean time of one year
  7. Will maintain accurate and updated bylaws and distribute updates when changes occur.
  8. Twice a year will put out a current list of all GSR's and executive committee members e-mail addresses, to all GSR's and executive committee.
  9. This position requires access to a computer and a working knowledge of email, PDF, WORD and EXCEL or equivalent of.
- J. REGIONAL COMMITTEE MEMBER (RCM)
1. Primary purpose is to work for the good of NA.
  2. Provides three-way communication between the MWV ASC, the Pacific Cascade Regional Service Committee (PCRSC), and the rest of NA as a whole.
  3. Represents group conscience of the MWV ASC at the Regional level.
  4. Attends all PCRSC meetings.
    - a. Provides a written report to the PCRSC.
    - b. Takes part in any decisions that affect the Region, speaking as a voice of the MWV ASC's group conscience.
  5. Will attend all MWV ASC meetings and submit a written report. A written report concerning the PCRSC meeting will also be included at the next MWV ASC meeting following the RSC.
  6. Distributes any correspondence from the PCRSC to the MWV ASC.
  7. Coordinates with the Alternate RCM.
  8. Suggested clean time of one year. Plus one year at Area level service.
- K. ALTERNATE REGIONAL COMMITTEE MEMBER (ALT-RCM)
1. Will attend all MWV ASC and PCRSC meetings and will share responsibilities with the RCM.
  2. Maintains communication with the RCM.
  3. Suggested clean time of one year.
- L. ACTIVITIES CHAIRPERSON
1. Is responsible for communication with other officers of the committee to insure continuity of effort.
    - a. Coordinates with the Fundraising chairperson of the Area Conference and Conventions committee, to designate appropriate activities as convention fundraisers, to be held by the Conference and Conventions committee.
  2. Sets up and schedules regular monthly meetings and directs the focus of the meetings.
  3. Is contact person for MWV ASC in regard to coordinating activities/fundraisers.
  4. Informs the Area of proposed activities scheduled.
  5. To be a liaison between MWV ASC and PCRSC for activities/fundraisers.
  6. Required clean time of one year.
  7. Attends all MWV ASC meetings and submits a written report.

8. When an activity is held, there will be an itemized accounting of that activity to be presented to the area Treasurer and monies deposited within 5 working days of event.
9. Suggested attendance at PCRSC meetings.
10. Suggested Attendance at the Fundraising and Entertainment sub-committee meeting of the Conference and Convention Committee.

M. HELPLINE CHAIRPERSON

1. Attend and chair the Helpline Sub-committee meeting.
2. Oversees organizing and scheduling of volunteers.
3. Coordinates communication for phone service.
4. Is knowledgeable of Regional and Area service structures and duties.
5. Attends MWV ASC meetings and submits a written report
6. Suggested attendance at PCRSC meetings.
7. Suggested regular contact with Public Relations (PR) Committee.
8. Assist in resolving problems and obstacles in maintaining existing Helpline service.
9. Suggested clean time of one year.

N. LITERATURE CHAIRPERSON

1. Suggested clean time 1 year.
2. Maintains Literature inventory of the MWV ASC and the literature checking account. Is a signer on said account along with Area treasurer. Acts as the representative of the MWV ASC where purchase or sale of literature is concerned.
3. Attends all MWV ASC meetings and submits a written report on literature inventory, account balance, literature prices, and orders, literature development, and new items, or any other relevant information.
4. Submits a monthly financial report at every MWVASC with a reconciled current bank statement. Transfer any monies exceeding \$1000.00 operating capital to ASC Treasurer, which includes accounting of petty cash exceeding \$50.00.
  - a. Required to deposit all monies exceeding \$50.00 petty cash a minimum of 2 times per month; 7 days after and 7 days before monthly MWVASC.
5. Maintains a relationship with "Narcotics Anonymous World Services" (NAWS); for the purpose of purchasing literature.
6. Corresponds with outside enterprises; for the purpose of selling literature.
7. Serves as a liaison between MWV ASC and the World Board in literature committee matters.
8. Makes literature available for sale to NA Groups at reasonable times and locations; to be determined by the literature chairperson.
9. Suggested attendance at Regional Literature Committee meetings and workshops.

O. PUBLIC RELATIONS CHAIRPERSON

1. To attend and submit a written report to the MWV ASC.
2. To communicate with Regional PR Committee.
3. Respond to all requests for information in a timely and effective manner.
4. To schedule and preside over monthly meetings.
5. To coordinate with H & I Committee.

6. To maintain records of contacts, posted announcements, PSA's, speaker lists, twelve step lists, etc.
  7. Coordinates publication of MWVA meeting list as directed by the MWV ASC.
  8. Suggested clean time of one year.
  9. Suggested attendance at PCRSC meetings.
  10. Coordinates maintenance of MWVA website as directed by the ASC
- P. CONVENTIONS AND CONFERENCES CHAIRPERSON
1. To attend and submit a written report to the MWV ASC.
  2. To schedule and preside over monthly meetings.
  3. To act as Chairperson for any Convention, Conference, or Bid Committee initiated during their term of office; while chairperson elect assumes all other duties of the office.
  4. Required clean time of 2 years.
  5. Suggested attendance at PCRSC meetings.
- Q. HOSPITAL & INSTITUTIONS CHAIRPERSON
1. Requires two years continuous clean time plus a minimum of six months active involvement in the MWVA H&I sub committee
  2. Coordinates all H&I activities
  3. Presides over all regular, special and general H&I meetings
  4. Prepares written agenda for all meetings.
  5. Handles all public relations contact involving policy matters and /or interpretation at the public level that pertain to H& I
  6. Handles all correspondence at the public level, as well as correspondence with H&I, involving policy matters
  7. Meets with administrators of institutions, in the interest of harmony or to establish new panel leaders.
  8. Fills appropriate positions
  9. Attends all monthly MWVASC meetings, and submits a written report
  10. Suggested attendance at Regional Service Committee meetings
  11. See attached bylaws for H & I
- R. ARCHIVIST
1. Clean time requirement one year, plus one year consecutive Area level involvement.
  2. Attends each MWV ASC meeting and provides information for all questions on past Area business.
  3. Works directly with Area Secretary to insure minutes and bylaws are accurate. Proofreads all minutes prior to being distributed by Area Secretary.
  4. Will maintain archived records for Area, as well as all sub-committees.
    - A. Each sub-committee is responsible for providing historical records to Archivist quarterly.
    - B. At end of special events (ie conventions), all records will be turned over to Archivist for historical reference.

5. Request of Archivist will come to the regular scheduled Area in the form of a motion. The Archivist will have 7 days to get requested information to GSR or sub-committee chairperson who has requested the information.
6. Keep an updated listing of all MWVANA members who wish to receive email notification of upcoming events for our Area.
  - a. Obtain information for upcoming events and activities in the Oregon NA community
  - b. Provide listing to members several times each month via email.
7. This position requires access to a computer and a working knowledge of email and software of Word or equivalent.

S. ALTERNATE LITERATURE CHAIRPERSON

1. Clean time requirement two years.
2. Attends all MWV ASC meetings
3. Works closely with Literature Chair and shares Responsibilities as defined in Section III Paragraph N including subheadings.

**IV.MWV ASC FUNDS**

- A. All moneys accumulated from group contributions and all other NA sources shall be maintained in a bank account subject to dispersal for payment of obligations. All donations collected at the MWV ASC meetings will be delivered to the Area Treasurer.
- B. The signature of the Treasurer shall be required on all dispersal's in addition to the signature of any one of the following officers: Chairperson, Vice-Chairperson, or Secretary.
- C. All motions requiring new money expenditures will be passed by  $\frac{2}{3}$  majority of the GSR's attending the meeting.
- D. Prudent reserve –
  1. The MWV ASC will have a prudent reserve of \$ 1500.00.
  2. The MWV ASC will also have a \$ 500.00 prudent reserve earmarked for the purpose of holding and funding area activities.
  3. The MWV ASC will have a \$2500.00 prudent reserve for seed money for conferences and conventions related activities, i.e. Area convention or learning day.
- E. The priority for money dispersal shall be in this order:
  1. Helpline.
  2. Literature.
  3. H & I
  4. Public Relations.
  5. Liability Insurance
  6. Activities
  7. Conventions and Conferences
  8. Additional Needs
- F. Money dispersal shall be -
  1. Public Relations will have a monthly secretarial and/or literature expense of up to \$80, which includes printing schedules.



2. The ASC secretary will have a monthly expense fund of \$40 for expenses.
3. The representatives traveling to the quarterly PCRSC will receive gasoline and lodging expense, for meetings greater than 70 miles from the MWVA reimbursement will be up to \$130 for lodging (including taxes) and mileage reimbursement. For travel less than 70 miles for the MWVA, they shall receive mileage reimbursement only. Mileage will be reimbursed at actual mileage to location of meeting at the federal reimbursement rate. Federal mileage reimbursement rate is updated annually. 2018 rate is \$.545 cents.
  - a. Representative will request reimbursement for actual expenses through a motion of ASC. A request for money prior to the Regional meeting must then be followed up with lodging receipts.
  - b. Mileage will be calculated on Google Maps with a starting point of the SOS Club 1797 Center St NE, Salem, OR 97301 to meeting location round trip. Funds to be approved by 2/3 majority vote of GSR's at the MWVA ASC per RSC.
4. Hospitals and Institutions will have a monthly secretarial and or literature expense fund of \$100.00
5. Hospitals and Institutions may have up to \$100.00 additional per month for literature; as funds allow with 2/3 majority vote of the GSR's.
6. The phone-line chair will have a monthly expense fund up to \$10 for printing of flyers.
- G. All sub-committee's and MWV ASC officers who handle MWVA funds must present a financial report with receipts for funds spent at every MWV ASC to receive reimbursement.
  1. Solicitation or receipt of Regional funds or resources, on behalf of the MWV ASC, must be reported to the MWV ASC.
- H. The Conferences & Conventions sub-committee will maintain a balance of \$25 in its account to keep it open and alive.
  1. The C&C subcommittee will have a monthly secretarial fund of up to \$20.00 per month; over above the balance in the C&C checking account.
- I. Area funds shall be used to provide required insurance for Activities committee functions. Provisions of this insurance by any individual member or members shall not be allowed.

## **V. AMENDMENT OF BYLAWS**

- A. Amendments or revisions to the bylaws must be made by a group, in active voting status, at a regular meeting of the MWV ASC.
  1. The group must submit the proposal in writing and must indicate where it is to be placed.
  2. No intent, purpose or interpretation may accompany the proposal.
  3. A representative of the Group must deliver the proposal to the chairperson of ASC before the opening of the ASC meeting at which it is being proposed.
  4. The proposal may be withdrawn at any time by the presenting GSR at the ASC, but it may not be amended in any way without withdrawing it.
- B. The Chairperson reads the proposed bylaw amendment at the designated time in the agenda

1. The GSR making the amendment proposal will be allowed to speak to the why the proposal, is being submitted.
  2. The Chairperson will allow any attending GSR's to ask any questions they may have to the GSR submitting the proposal, so they may have whatever information they may need to take back to their home group. The proposing GSR will be given an opportunity to respond directly only to the questions asked.
  3. The Chairperson will allow up to 3 pro statements and 3 con statements on any by-law proposal submitted.
- C. In the event that there are abstentions, the quorum would automatically change to the YES and NO votes.
- D. A 2/3 majority of groups voting is required to amend.
- E. The amendment will go into effect immediately upon adoptions, unless the proposal specifies a different time.

## ADDENDUM A

### RULES OF ORDER of the MID-WILLAMETTE VALLEY AREA SERVICE COMMITTEE

#### A. Decorum Statement

Meetings will be conducted according to these rules of order, adapted from *Roberts 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 amount 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 chairpersons right to be in control of the process of this meeting so that you can have the maximum benefit of its content.

#### B. Debate Limit

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 the motion in debate usually have two or three minutes in which to speak their minds

#### C. Motions

There are two basic kinds of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

1. 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 the motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out. This is especially important for long or complicated motions.
2. Every motion requires a second-- the backing of another person who either wants the idea put into practice or wants to see further discussion of the idea take place. After one person makes a motion, the chair person 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.
3. 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 main motion goes against the committees standing policy; it clearly contradicts one of the Twelve Traditions, the Twelve Concepts for N.A. service, and /or the MWVA bylaws; or is inappropriate at the particular point in the meeting at which it is made. *Roberts Rules of Order* can be consulted for more specific examples of motions which are out of order at any given time.

4. 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.

## D. Parliamentary Motions

### 1. Motion to Amend

- **Simple majority** required
- **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, the 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 vote 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 a *friendly amendment*.

### 2. Call for Previous Question

- **Two-Thirds Majority** Required
- **Not Debatable**

This is perhaps the most commonly used *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 the 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 had 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 half-understood 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

➤ **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 that 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
- **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 become 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
- **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 is seconded, the body may debate it before voting. If the motion to refer passes, the committee either continues debating the main motion or votes on it.

The Subcommittee to which a motion has been 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. Motion to Reconsider or Rescind**

- **Simple Majority** Required
- **Debatable**

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can either move to 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
- ✓ the Member must have been with the winning side of 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
  - **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
  - **Debatable**

A Substitute motion is the same thing as an amendment to a 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
  - **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 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.

## **E. 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. Order of the Day**

If a committee member feels that business is going to 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 honor the request unless two-thirds of the body tell the chairperson otherwise.

### **2. 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 on. The person raising the

point of information may ask the question of either the chairperson or another member of the body.

### **3. 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, "*Over ruled*". This decision, as all others, can be appealed.

### **4. Point of Appeal**

Anytime that 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 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 chair.

### **5. 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 referring to a specific passage in this document of explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted on

### **6. Point of Personal Privilege**

If the smoke gets 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 chair must recognize you immediately. State the situation and ask that it be corrected. The request seems reasonable, the chair will accommodate you.

## **F. Voting Procedures**

There are several ways that votes can be taken. The most common 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 chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

## **Addendum B**

### **HOSPITALS AND INSTITUTIONS SUBCOMMITTEE BYLAWS Incorporated into MWVA Bylaws 11- 2015 Last updated Oct 2020**

#### **DEFINITION AND PURPOSE**

The Mid-Willamette Valley Area (hereafter referred to as the MWVA) Hospitals and Institutions (H&I) subcommittee is a volunteer group from the fellowship of Narcotics Anonymous. Its express purpose is to carry the NA message to the residents of hospitals and institutions. H&I has been created in harmony with tradition 9 to unify efforts of 12 step work within hospitals and institutions.

Hospitals and Institutions are defined as facilities which have in residence or confinement:

1. Person or persons for medical treatment, mental care and therapy, or corrective and rehabilitative purposes.
2. Included are hospitals, treatment centers, jails, penitentiaries, and other like facilities.

Since Narcotics Anonymous is a program of attraction and not promotion, H&I serve an institution at the invitation of the institutions administration, in accordance with tradition 5. The H&I subcommittee does not assume responsibility for any meeting in an institution where such a meeting may be conducted by persons who are not a member of the H&I subcommittee.

#### **I.MEMBERSHIP AND VOTING**

1. Must have 90 days clean time to become a member.
2. For the purpose of conducting business, a member failing to attend two consecutive H&I Meetings shall be considered inactive. Any inactive member will be returned to active voting status on their 2<sup>nd</sup> consecutive meeting.
3. a. That any member of MWVA H&I attending a meeting in an institution must attend the regularly scheduled monthly H&I business meetings at least 1 time in a 4-month period and the panel chairpersons attend on a regular basis.  
b. Members of other Areas must:
  - i. Be members in good standing of their Area H&I
  - ii. Attend a MWVA H&I business meeting before going into an institution.
  - iii. Attend a MWVA H&I business meeting every 6 months thereafter.
  - iv. Meet MWVA H&I institutional requirements.
4. Chairperson votes only to alleviate a tie.
5. Attendance at H&I meetings will count only when your name is signed on attendance sheet by the end of the regularly scheduled business meeting.
6. All members are required to abide by the rules and regulations of all institutions served by this committee.
  - a. Clean time requirements for all institutions are to be rigidly upheld.
  - b. NOTHING is to be given or taken from an inmate or resident of an institution, including written or verbal messages.
  - c. Must refrain from showing special attention to individuals in any and all institutions.
  - d. Use of profane language within an institution is prohibited.
  - e. NA case histories, NA principles, and general information about Narcotics Anonymous are to be the topics of meetings in all institutions served by this committee.
7. Loss of membership is automatic and immediate upon the following:
  - a. Loss of clean time.
  - b. Non conformance to the subcommittee bylaws.
  - c. Refusing to abide by rules and regulations of institutions served by this committee.
  - d. Chairperson to be notified immediately upon discovery of any violation of the above rules and regulations. Chairperson to contact individual responsible for violation a minimum of 72 hours prior to next regularly scheduled business meeting, asking them to attend, to address the violation.



- e. Requires a 2/3 majority vote of voting members present to confirm that a violation of the above has occurred
  - f. In the event of non-compliance of attendance a registered letter will be sent to the member. Asking the member to attend the next scheduled monthly H&I business meeting to comply with the attendance guidelines. If unable to attend the next scheduled monthly H&I business meeting they will not be allowed to attend any H&I institutional meetings until they do attend a regularly scheduled monthly H&I meeting.
8. Members may become eligible for service again when they are able to comply with above requirements.

## **II. ELECTIONS**

- 1. Elections will be held annually in August, with new terms beginning in September.
- 2. Chairperson is elected at the MWVA ASC meeting by the NA fellowship.
  - a. The H&I subcommittee will make a recommendation to the ASC for this position.
- 3. An H&I subcommittee member will be elected for all positions within the subcommittee by the H&I subcommittee
- 4. The term of office for all positions is one year.
- 5. When, for any reason, a position becomes vacant, nominations will be opened within the committee to be voted on at the next regular business meeting.
- 6. In the case of the chairperson position becoming vacant, the subcommittee will nominate a replacement for recommendation to the ASC.
- 7. Officers may be elected for a period of five consecutive terms only, with the exception of an interim position.
- 8. Any officer may be removed from position by a 2/3rds majority vote of eligible voting H&I members at a regularly scheduled business meeting.

## **III. QUALIFICATIONS AND DUTIES OF OFFICERS**

### **1. Chairperson**

- a. Required two years clean time.
- b. Required six months active participation in H&I sub- committee.
- c. Prepares agenda for and presides over all regular, special and general H&I business meetings.
- d. Attends the regular business meeting of the MWVA ASC.

### **2. Vice Chairperson**

- a. Required one year clean time.
- b. Required three months active participation in H&I subcommittee.
- c. Assumes all responsibilities of the chairperson in their absence.
- d. Assumes responsibilities of any and all vacant positions within the H&I subcommittee.
- e. Works closely with the chairperson in any capacity or situation.

### **3. Secretary**

- a. Required one year clean time.
- b. Requires three months active participation in H&I subcommittee.
- c. Keeps a complete record in the form of minutes for every regular, special and general H&I meeting.
- d. Types and emails copy of minutes to each member in good standing no later than ten (10) days following each H&I monthly meeting. Copies and distributes minutes at H&I business meetings to all members present.
- e. Keeps complete updated list of current sub- committee members, that includes names, phone numbers, and email addresses.
- f. Maintains an ongoing roster of attendance at all regular, special and general H&I meetings. Shall send out email reminder notices to members that have not attended 3 consecutive meetings that they are due to be in non-compliance of section 1 paragraph 3 of these bylaws.
- g. Notifies members of any and all special subcommittee meetings.
- h. Maintains all necessary stationary supplies and prepares correspondence as needed.
- i. Prepares all materials necessary for distribution to subcommittee members.
- j. Is responsible for secretarial expense of \$35.00, provides accounting of all monies spent.

k. Obtains a copy of World H&I minutes to be filed with secretary.

**4. Orientation Facilitator**

- a. Required one year clean time.
- b. Requires six months active participation in H&I subcommittee.
- c. Schedules H&I orientation every other month.
- d. Has available H&I flyers and list of current institutions with panel chairperson.

**5. Panel Chairpersons**

- a. Required six months clean time.
- b. Requires three months active participation in H&I subcommittee.
- c. Required to make sure all panel members comply with bylaws, institution guidelines and clean time requirements.
- d. Reports any occurrences at/with institution directly to the H&I subcommittee.
- e. Maintains contact with institution administrator being served by your panel and provide all necessary information for this institution to the chair of H&I.
- f. Must attend all monthly MWVA H&I meetings and submit a written report. A panel chairperson who has (2) consecutive absences from MWVA H&I business meetings will be considered out of compliance and removed as panel chair for that institution.

**6. Panel Members**

- a. Require three months clean time.
- b. Must attend first available H&I orientation upon serving on panel.
- c. Must be familiar with H&I bylaws, and institution guidelines.

**7. Literature Chair**

- a. Requires six months clean time.
- b. Requires three months active participation in H&I sub-committee.
- b. Maintains an ongoing inventory of literature and literature disbursement.
- c. Provides to chairperson a written report of literature inventory and distribution.
- d. Provides literature order to chairperson for purchase at the ASC.

**IV. MAJOR MOTIONS AND BYLAW REVISIONS**

**1. Major Motions**

- a. Must be in written form and seconded before discussed.

**2. Bylaw Revisions**

- a. Must be in written form, specifically stating the placement of, or deletion from current bylaws.
- b. Must be passed by a 2/3 majority vote of eligible voting subcommittee members at regular scheduled business meeting.
- c. Approved revisions will then be submitted to the ASC for approval.
- d. Will be implemented only on the approval of the MWVA ASC.

ADDENDUM C

**Bylaws For  
Conference & Conventions Committee of the  
Mid-Willamette Valley  
of  
NARCOTICS ANONYMOUS  
Revised November 2019**

\*\*\*\*\*  
\*\*\*\*\*

This body shall be known as the Mid-Willamette Valley Conference/Convention Planning Committee of Narcotics Anonymous and operate as a Subcommittee of the Mid-Willamette Valley Area of Narcotics Anonymous (herein referred to as MWVA of NA)

**PURPOSE:**

To prepare bids, create, plan and hold events as directed by the members of MWVA including but not limited to:

1. Area Conventions \*
2. Regional Conventions \*
3. Service Conferences \*\*
4. Regional Assemblies \*\*

- \* Conventions are held by members of Narcotics Anonymous to bring membership together in celebration of recovery. Meetings, workshops and other activities are created to encourage unity and fellowship among our members.
- \*\* Service Conferences and assemblies consist of the Regional Service Committee and subcommittees, and are held to conduct Regional Business

**PLANNING COMMITTEE MEETINGS:**

All Convention/Conference Planning Committee meetings should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. These meetings should be held in a central location. Allowing all who may want to participate the opportunity to do so. Effort should be made to encourage and support participation from all members.

Special meetings may be called whenever the Planning Committee Chairperson deems necessary. Prior notice of at least two (2) days must be given to all committee members for all special meetings. The two (2) day notice may be waived if 51% of the voting participants agree to the meeting.

Planning Committee Meetings are held monthly, at two (2) months prior to the Convention/Conference, it will meet every other week, if necessary.

The Planning Committee will consist of:

1. **Executive Committee**
  - a. Chairperson

- b. Vice Chairperson
- c. Treasurer
- d. Alternate Treasurer
- e. Secretary

**2. Sub-Committees**

- a. Arts & Graphics
- b. Convention Information
- c. Fundraising & Entertainment
- d. Hotels & Hospitality
- e. Merchandising
- f. Programming
- g. Registration

**NOTE:** Any officer, be they Executive committee or a Subcommittee Chair, who is absent at two (2) consecutive meetings will be considered as a resignation at Roll Call of the next regularly scheduled meeting (third).

**VOTING:**

1. Voting privileges are extended to the following members:
  - a. Any member that attends 2 consecutive meetings, shall be eligible to vote at the second consecutive meeting.
  - b. Excused absence is defined as the member contacts the Chairperson or Vice Chairperson (only) prior to the start of the meeting. A member with an excused absence shall be eligible to vote at the next scheduled meeting.
  - c. Un-excused absence is defined as no contact is made with Chairperson or Vice Chairperson (only) prior to the start of the meeting. A member with an un-excused absence shall NOT be eligible to vote, until they attend their second consecutive meeting.
  - d. For the purpose of conducting business any member missing 2 consecutive meetings (even if excused) shall be considered inactive and must attend 2 consecutive meetings after being declared inactive to become eligible to vote.
  - e. The Chairperson shall only vote to alleviate a tie vote.
  - f. Any Officer or sub-committee chairperson shall be found in noncompliance for missing two consecutive meetings without an excused absence. An absence will be considered excused if the Chairperson or Vice-Chairperson is notified prior to that month's meeting and either a representative is present for the absent officer or sub-committee chairperson or the absent officer of sub-committee's monthly report is available at that month's meeting.
  - g. Any officer or sub-Committee Chairperson may be removed from office for noncompliance after due notification of a certified letter sent within one (1) week to subject, stating the allegation and giving the subject until the next scheduled C&C meeting to respond, at which time the issue will be voted on. A 2/3 majority of the attending members, who are eligible to vote, is required for removal from office.
2. A quorum is defined as the number of voting members, executive members and sub-committee chairs with active status present at the meeting.
3. In the event that there are abstentions, the quorum would automatically change to the YES and NO votes only.
4. Voting is conducted by a show of hands; there are no fractions of votes

5. A simple majority is more than half of those voting. Thus, since 5 is half of 10, 6 would be more than half and the majority of 10. Since 5.5 is half of 11, 6 would be more than half and the majority of 11.
6. A 2/3 majority means at least 2/3 of those voting. 7.33 is 2/3 of 11, thus 8 would be at least 2/3 of the vote. 6 is exactly 2/3 of 9, thus 6 would be at least 2/3 of 9.

**PLANNING COMMITTEE AGENDA:** An Agenda for Planning Committee Meeting will be as follows:

1. Opening:
  - Begin with a moment of silence asking for members to reflect on their involvement, thinking about who they serve and why, follow with the Serenity Prayer,
  - Reading of the Twelve Traditions,
  - Reading of Paragraph 3 of Basic Text,
  - Reading of the 12 Concepts.
2. Roll Call
3. Read and approve minutes of last meeting
4. Chair report from Area
5. Vice-Chair report
6. Treasurer's Report
7. Sub-committee Reports
  - Arts & Graphics
  - Convention Information
  - Fundraising & Entertainment
  - Hotels & Hospitality
  - Merchandising
  - Programming
  - Registration
8. Old Business
9. New Business (motions & bylaw suggestions to Area)
10. Closing Prayer

## **ELECTION OF EXECUTIVE COMMITTEE**

The Chairperson shall be nominated and elected by the MWVA ASC. The Vice-chair, Treasurer, Alt. Treasurer and Secretary are nominated and elected of the participants at the MWVA of NA Conferences and Conventions Subcommittee. The qualifications and responsibilities are listed below:

1. **CHAIRPERSON**
  - a. Clean time of minimum 2 years.
  - b. To attend and submit a written report to the MWV ASC
  - c. To schedule and preside over monthly meetings.
  - d. To act as Chairperson for any Convention or Conference initiated during their term of office.
  - e. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides direction when deemed necessary.
  - f. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
  - g. Monitors the flow of funds and overall convention costs,
  - h. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their judgment.
  - i. Prepares the agenda for the Planning Committee Meetings.

- j. Votes only to break a tie.
- k. Ensures that all Committee Members are informed of any changes in meeting times and places.
- l. Is a co-signer on the Committee's checking account; and must be second signature on all checks written by the Treasurer.
- m. Is the liaison between MWVA of NA and the Planning Committee.
- n. Is the signer of all contracts that involves any portion of this planning process.
- o. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- p. Suggested attendance at PCRSC meetings.
- q. Records all C&C vote on motion forms (pros, cons, abstentions).
- r. Shall assume the duties of any Executive Committee Officer in their absence or upon the vacancy of the position, in case of vacancy it shall be until such time that proper procedure puts in place an interim or permanent for that officer.
- s. The Planning Committee Chairperson in conjunction with the Treasurer, should establish a good working system for handling cash registrations received.

## 2. VICE – CHAIR

- a. Minimum of three (3) year's continuous clean time, personable, and familiar with the functioning of a convention in order to coordinate the activities of the Subcommittees.
- b. Assumes the responsibilities of the Chairperson in the event of his/her absence. This would be an interim position until the MWVA ASC elects a new chair.
- c. Assists the Chairperson in the overall coordination.
- d. Oversees and coordinates subcommittee activities to ensure that deadlines are met.
- e. Attends as many subcommittee meetings as possible.
- f. Works closely with the Chairperson to delegate responsibilities to each subcommittee.
- g. Upon resignation of the Chairperson, this position *does not* assume the Chairperson duties. The Chairperson is elected by the MWVA ASC. The Vice-chair of MWVA ASC assumes this position.
- h. Assist the Treasurer and Alternate Treasurer in monitoring and accounting for all incoming funds at the Convention/Conference event.
- i. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.

## 3. TREASURER

- a. Minimum of four (4) years continuous clean time.
- b. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- c. Possess either past treasurer experience above the group level or accounting skills.
- d. Shall maintain bank account.
- e. Keeps accurate records of all income and expenses to be presented at each Committee Meeting.
- f. Prepares a detailed financial statement to be presented at each MWVA ASC meeting by the Planning Committee Chair. Included in this statement will be:
  - 1. list of all checks written and voided
  - 2. list of all income and deposits
  - 3. list of all expenditures including to whom the payment was made and for what service.
- g. Prepares a final statement within 60 days following the close of the Convention/Conference.
- h. Writes all checks and is responsible for collecting receipts from subcommittees for moneys paid out.
- i. Assists the chairperson in updating the checking account to reflect current signors.

- j. All requests for reimbursements must be accompanied by receipts, bill copies, purchase orders, etc. In such cases where pre-payment for deposits must be made, disbursement can be made directly to the requesting party, provided:
  - 1. Prior Administrative Subcommittee Approval is obtained and,
  - 2. A signed and dated voucher or promissory note is provided by the party indicating the purpose of the expenditure and the projected date when receipts can be provided and/or moneys returned to the Treasurer.
- k. Responsible for all monies, including revenues from Registration and fundraising activities, pays all bills, and advises the Chair on cash supply, income flow, and rate of expenditure.
- l. The Planning Committee Chairperson in conjunction with the Treasurer, should establish a good working system for handling cash registrations received.

**4. ALTERNATE TREASURER:**

- a. Assist the treasurer in maintaining the bank account.
- b. Shadow the Treasurer so as to be able to assume that position in case of his/her absence.
- c. Assists the Treasurer in the double-check of all incoming and outgoing funds
- d. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- e. Assumes the responsibilities of the Treasurer in the event of his/her absence.
- f. Minimum of four (4) years continuous clean time.
- g. Is a co-signor on the committee's checking account.

**5. SECRETARY:**

- a. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- b. Suggested one (1) year continuous clean time.
- c. Demonstrates good record keeping and typing skills.
- d. Keeps minutes of all Planning Committee, Executive Subcommittee Meetings, and Subcommittee Reports.
- f. Assists the Chairperson in the overall coordination.
- g. Maintains a list of names, e-mail addresses, and phone numbers of each committee member for the committee's use.
- h. Keeps extra sets of minutes and motions for members who request a complete set and following the Convention/Conference. A complete set must be turned over to the MWVA ASC Archivist and one to the C&C chairperson within 60 days of the event.
- i. Develop and maintain a C&C calendar of events to reflect a monthly charge of activities to ensure that all steps necessary to put on a successful convention is achieved in a timely manner and that no steps are missed.
- j. Maintain attendance records and a list of current voting members.

**SUBCOMMITTEES**

Nominated or appointed from the Planning Committee members, the Subcommittee Chairs should have general qualifications as outlined in the qualification section shown below. We need to keep in mind that length of clean time is not the primary qualification. Experience, dedication, enthusiasm, and willingness to complete the required tasks are the essential qualities to keep in mind when filling these and all positions.

Specific service or vocational skills should be considered prior to election or appointment. It should be clearly understood that subcommittees have specific service responsibilities to perform.

Any subcommittee chairperson who misses two (2) consecutive Planning Committee Meetings will forfeit their position. This position will then be open for re-election at the third Planning Committee Meeting.

#### **NOMINATIONS AND ELECTIONS OF SUBCOMMITTEE CHAIRS:**

Before nominations can be formalized, persons nominated for MWV ASC positions must be present to accept the nomination, and answer the following questions to be asked by a member of the executive committee:

1. Have you read the job description?
2. Do you meet the suggested requirements of the job description?
3. How much clean time do you have?
4. Do you have a home group?
5. Do you have a sponsor?
6. Do you attend meetings regularly?
7. What other service positions have you had?
8. Are you willing and able to be at all C&C monthly business meetings for the years this position requires?

#### **QUALIFICATIONS FOR SUBCOMMITTEE CHAIRS:**

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
2. Minimum of two (2) years clean time.
3. Willingness and ability to give the time, energy, and resources necessary to perform responsibilities.
4. For the purpose of continuity, subcommittees should elect a Vice-chair. This will be a two (2) year term with the first year serving as Vice-chair and the second as chair of the subcommittee.
5. Subcommittees are vital to the Conference/Convention and individuals should be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement- this is because we are to be concerned for the well-being of the member who is serving. Each subcommittee has only one chairperson who then recruits committee members to serve.
6. Subcommittee meetings operate according to Robert's Rules of Order unless specified otherwise by these Convention/Conference Guidelines. This ensures that the meetings run smoothly, and that business is conducted in an orderly fashion.
7. Each Subcommittee Chair should be aware of what responsibility each member has assumed and makes sure that every task is carried out.
8. Each Subcommittee maintains accurate records of all activities of the committee as well as all correspondences. Financial reports, including needs, expenditures, and receipts are included with each Subcommittee Report.
9. Each subcommittee of the Planning Committee must work together. At the onset, each subcommittee should decide whether or not they will use the services of another subcommittee or address that particular area of business themselves. Although either way is effective, remember, cooperation is the key that will make it work.



10. Subcommittees in the service structure of Narcotics Anonymous are not autonomous. We are held accountable to the next level of service. Even though subcommittees should be given trust in performing their responsibilities, their actions are subject to approval by the Planning Committee as a whole.

#### **SUB-COMMITTEES ARE AS FOLLOWS:**

Arts & Graphics  
Convention Information  
Fundraising & Entertainment  
Hotels & Hospitality  
Merchandising  
Programming  
Registration

#### **ARTS AND GRAPHICS**

1. This committee obtains the logo/design for the upcoming convention by:
2. Conducting a theme/logo contest throughout the fellowship.
3. Bring all entrants of Theme and Logo contest to Planning committee for approval.
4. Winning entrant is used to design the Convention logo, banner, programs, tickets, flyers.
5. Print approved program in the last month prior to the convention
6. Secure banner and arrange all banners (archives) at event.
7. End of event, responsible for securing all banners and returning all banners to Archivist
8. Work closely with merchandising committee to order all merchandise.
9. Print all flyers, registration form and posters
10. Responsible for Directional signs and posters at the event.

#### **CONVENTION/CONFERENCE INFORMATION**

1. Responsible for providing the convention/conference information to surrounding areas.
2. Make announcements in meetings; send flyers to other conventions/conferences; make available the flyers at the RSC.
3. The finalized flyer, with registration forms, should be sent to the NAWS for distribution to all Areas at least five months prior to the Convention/Conference, and again at ninety days prior to the Convention/Conference. In this way, members can make plans to attend and those who have forgotten or delayed in registering are reminded.
4. The advance flyer can be distributed even though the Convention Registration forms or Convention/Conference Fees have not been set. The flyer can be sent to the NAWS to be included in the Newline and NA Way.
5. The Committee will do direct mailing to NA members from the previous convention and any other source that addresses may be obtained.
6. Copies of this flyer, and the registration forms, should be sent to the RSC, NAWS, as well as to all members on mailing lists and all of last year's registrants.
7. Taping of speakers and workshops allows members who are unable to attend all functions, the opportunity of hearing them at home or to share with others. When contracting with someone to record meetings, it should be clearly understood that the copyrights to the tapes are held by the RSC.
8. Acts as "Point of contact" with the Convention Center where the event takes place.
9. Ensures that all equipment; rooms; beverages and food are provided as written in the contract.

10. Acts as liaison between the convention center personnel and committee chairpersons and members.

### **FUNDRAISERS/ENTERTAINMENT**

- Responsibility specifically for entertainment is a part of this subcommittee. The Subcommittee members select the band or disc jockey for the dances and activities at fundraisers and the Convention/Conference. Big name bands are not appropriate because of the expense and the possibility of distracting us from our purpose.
  - The Chairperson of this Committee should know the Twelve Traditions well. He/she should be an energetic person who is willing to work hard and should be totally trustworthy with regards to money.
  - The Chairperson should also be able to get members involved with activities and deal effectively with people outside the Fellowship in setting up dances, etc. It is also important that receipts and proceeds be turned in promptly and that the Subcommittee works closely with the Planning Committee Treasurer.
  - When designing flyers, remember that they are released in Hospitals and Institutions as well as other facilities which relate to NA. Appropriate use of language and artwork is crucial because these flyers, in a sense, represent NA to the public.
1. Is responsible for communication with other officers of the committee to insure continuity of effort. Coordinates also with the Area Activities chairperson to cooperate between the two committees, designating appropriate activities as Convention Fundraisers, to be held by the Conferences and Conventions committee
  2. Sets up and schedules regular monthly meetings and directs the focus of the meetings.
  3. Informs the chairperson of C & C of proposed activities scheduled.
  4. Suggested clean time of one year.
  5. Attends all C&C meetings and submits a written report.
  6. When an activity is held, there will be an itemized accounting of that activity to be presented to the area Treasurer and monies deposited within 5 working days of event.
  7. Suggested attendance at PCRSC meetings.
  8. Suggested attendance at the Area Activities Subcommittee meeting.

### **HOTELS AND HOSPITALITIES**

Responsible for the staffing of the Hospitality Room at the Convention/Conference. Most Conferences/Conventions provide snacks and small assortment of drinks.

- This committee contacts prospective hotels in order to assemble information which is then used for the purpose of comparison. Beware of open-ended charges by hotels which can be made to the Planning Committee without the Committee's prior knowledge. Consistent and complete discussions about all aspects of the Convention/Conference, which could result in unanticipated charges, will prevent them from occurring. Informing the hotel that the Committee is unable to easily pay unexpected charges and that you are willing to exert yourself to make sure there aren't unexpected charges, will result in the hotel staff double-checking the fees in order to make sure they don't extend services which may be left unpaid. In this way, Convention/Conference costs can be dramatically reduced, and our credit rating may be protected. For example, coffee is a big overcharge item. Settle on a fixed amount rather than allowing the hotel to continue refilling pots. Set up an arrangement wherein only one, or two, individuals can order and sign for the coffee and make it clear that the committee will only honor coffee bills that are signed by these individuals. Since negotiations can get a little technical, it is a good idea to use members who have experience working with food and beverages.

1. A good negotiator, who is willing to ask the hotel these difficult questions, is almost indispensable. Hotels will almost always give a substantial reduction on room rates if they can recoup the revenues on the banquet. If enough rooms are reserved by attending members, hotels will often provide large conference halls for free.
2. While negotiating prices with hotels, keep in mind that they are competing with other hotels for your business. Try to get as many services as possible for the lowest price. Never assume that the first, second, or third price is rock bottom. In early negotiations, make sure that the costs are approved at the committee level. Input from the Group Conscience is the best possible kind of input and provides a perspective we lack as individuals.
3. A good hotel will usually help with the scheduling because they know what is possible with their floor plan and staff. It is always wise to try to book a hotel for a weekend when there is no other Fellowship Convention or competing activity taking place.
4. Each hotel usually has a “complimentary” room given free of charge when a block of rooms is booked. These rooms should be reserved for the Hospitality Room and speakers/entertainers.
5. This committee should work closely with the Program committee and Travel agent to ensure the speakers and entertainers hotel information is consistent and that all know what that is.

## **MERCHANDISING**

- The Merchandising Subcommittee is responsible for purchasing merchandise and selling throughout the fellowship and at the convention/conference.
  1. Coordinate with the Arts/Graphics committee to obtain logo for the merchandise
  2. Maintain a set of financial records with receipts. These statements and records should be submitted to and reviewed monthly with the Planning Committee. This is done to assure accountability for all merchandise and funds.
  3. A beginning and final inventory statement is provided to the Treasurer within a week after the Convention/Conference for inclusion in the Treasurer’s Final Report.
  4. This Subcommittee is responsible for the sale of merchandise at the Convention/Conference and Fund-raising Activities.
  5. This Committee must communicate with the Hotels/ Hospitality and Program
  6. Subcommittees when planning space and time requirements for a store or booth at the Convention/Conference site.
  7. They should also keep in mind to include in the Convention/Conference Program their hours of operation.
  8. This committee determines when and where outside vendors will set up their wares. This should be determined before the event and that information provided to the Conference/Convention Information chair.

## **PROGRAMMING**

- Without a good program, the trouble and expense of putting on a convention/conference isn’t justified. The reports of the Program Committee should therefore be given appropriate attention. It is suggested that members of this committee have a minimum of three (3) year clean time with a working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles

### **The Program Subcommittee:**

1. Develops plans for workshops and meetings at the Convention/conference.
2. Recommends speakers; workshop chairpersons; and others to help with the program.
3. Recommends a schedule of all events to take place during the Convention/conference
4. Prepares the written program to be distributed to attending members.

5. Keep in touch with speakers as the convention/conference draws near and assist them in any way possible to ensure their attendance.
  6. Work closely with Travel agent and Treasurer to ensure all speakers and entertainment groups are aware of travel and hotel accommodations.
  7. Submit all these recommendations to the Planning Committee for review, input, and approval.
- One of the main problems in scheduling is the event of no-shows. Due to this, a note should be made somewhere in the program or registration package that includes a specific location and times for readers, speakers, workshop chairpersons, or anyone involved in the convention/conference program to sign-in. In the event of a no-show, a pool of members should be available from which to select replacements.
  - It is important to Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and service related to NA. It may be important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

## **REGISTRATION**

The Registration Subcommittee is one of the busiest committees of every conference/convention. Although its most intensive work is completed in the weeks just prior to and during the Convention/Conference, its responsibilities begin with the advance planning.

- Create registration forms in order to allow for sufficient time for review by the full Planning Committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.
- Create “Save the date” flyer announcing the Convention should be made as soon as the dates are established, and a contract or agreement is reached with the facility and the hotel. In this manner, participants will be given an opportunity to schedule vacations or other arrangements to attend the Convention/Conference.
- When pre-registration and arrival registration information is available, the Registration Committee prepares a finalized flyer.
- As each registration is received, by mail; On-line Payment vendor; or a direct sale, a record should be made indicating information about the registrant and all the money received. If free registrations are given out as part of promotional activities, the Committee must keep careful records of what is provided and to whom.
- The Planning Committee Chairperson in conjunction with the Treasurer, should establish a good working system for handling cash registrations received.
- Un-deposited cash received by the Registration Committee is not to be used for committee expenses, as it can result in confusion and possible misuse of funds.
- The record system developed by this committee should be simple and clearly understood by all members of the committee. The records of all registrations and meals sales should be updated at least once a month.
- The Registration Subcommittee is responsible for preparing a complete registration packet which includes:
  1. Convention/Conference Program
  2. Name Tag or Badge
  3. Ticket(s) for meals or other functions
  4. Any information that another subcommittee may want to include, i.e.
  5. Hospitality may want to include information regarding local eating establishments, tc.,
  6. Activities/Fundraising/Entertainment may want to include information regarding their activities, etc.