

**GUIDE TO THE  
CHAIN O' LAKES AREA SERVICE  
(Policy and Procedures)  
2011**



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## AREA SERVICE COMMITTEE MEETING FORMAT

**An ASC meeting is run by The Twelve Traditions, the Twelve Concepts, Area Guidelines, Guide to Local Service, and then Robert Rules Of Order.**

**Open meeting with the Serenity Prayer**

**Reading of the 12 Traditions**

**Reading of the 12 Concepts**

**Reading of the definition of an ASC**

**Roll Call**

**Recognition of new groups/GSR's**

**Reports**

**A. Secretary**

The Secretary will request amendments from the floor to the published minutes. The chair will then ask for a motion to accept the minutes as published or a motion to accept the minutes as amended.

**B. Treasurer**

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

**C. Group**

Completed group reports should be turned in to the secretary prior to the close of business, for inclusion in the minutes. Any group problems may be requested to be put on the agenda for the sharing session. Announcements should be made during the announcements period.

**D. RCM**

Completed RCM reports shall be submitted to secretary by close of business for inclusion in the minutes.

**E. Sub-Committees**

- Public Relations/Helpline
- Hospitals & Institutions
- Policy/Literature Management and Review
- Internet Technology
- Ad-Hoc (activities ad-hoc to be activated at the discretion of the ASC)

**Optional Recess**

**Roll Call**

**Open Floor Sharing**

- Topics
- **Trusted Servants Presentation (at chair's discretion) ex. "Why do you do service?" "What does your position entail?"**

**Old Business**

**Elections**

**New Business**

**Announcements (NA related)**

**Close meeting with the "we" version of the Serenity Prayer**

## DEFINITIONS OF AN ASC

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

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

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

In order to provide these services the ASC needs the active participation of its groups. A group supports its ASC both financially and emotionally. It takes money to provide these services. It is a groups' responsibility to offer this support. However, as an area grows the financial needs of the committee also grows. In order to provide a full line of services, an ASC requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility falls on the members of the groups.

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

In order to coordinate its services, each ASC elects officers yearly. Leadership and the ability to organize give the committee direction; and incentive, must come from its officers. Upon election, the officers (Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM1, RCM2, and Sub-Committee Chairpersons) shall resign as GSR of their group. Their groups then elect a new GSR, thus ensuring all groups equality of representation.

## **The Twelve Traditions of NA**

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

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

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our groups purpose there is but one ultimate authority- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for 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. A NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money property or prestige divert us from our primary purpose.
7. Every NA group ought to be self supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional but our service centers may employ special workers.
9. NA, as such, ought never 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.

## Twelve Concepts

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority of NA services rest with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point 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 if a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government

## **NAME**

The name of this committee shall be the Chain O' Lakes Area Service Committee of Narcotics Anonymous.

## **SERVICE AREA**

The service area shall include Lake and parts of Sumter Counties.

## **PURPOSE**

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the Chain O' Lakes Area, to support the needs of these groups, to serve as a link between these groups, the Florida Regional Service Committee of Narcotics Anonymous, and to foster unity. For the purpose of these guidelines, the term "Narcotics Anonymous group" shall be defined as stated in *A Guide to Local Services in Narcotics Anonymous*. This ASC utilizes the spiritual principles which guide the 12 Traditions and 12 Concepts for direction first; then the Guide to Local Service; then the COLA guidelines; and then Robert's Rules of Order.

## **PARTICIPANTS**

Section 1: This committee shall have two (2) classes of participants only, that of voting, the other non-voting. Only voting participants shall have voting rights. Any one member may hold (1) voting and (1) non-voting position OR (2) non-voting positions.

### **Section 1.1 Voting Participants:**

The voting participants of the committee shall be the group service representatives or in the GSR's absence the Group Service Representative Alternate of each Narcotics Anonymous group within the Chain O' Lakes service area. For the purpose of these guidelines the group service representative and group service representative alternate shall be defined as stated in the approved service manual of Narcotics Anonymous. The Chairperson may vote only for the purpose of resolving a tie.

### **Section 1.2 Non-voting Participants:**

The non-voting participants of this committee shall be the administrative committee and subcommittee Chairpersons who are not specifically assigned voting rights in section 1. Any non-voting participant of this committee may introduce motions and participate in debate and discussion. Any such motion must be seconded by a group service representative or motion dies.

## **OBSERVERS**

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

## **ELECTION OF OFFICERS**

Section 1: The officers of the committee shall be the Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM1, RCM2 and will be known as the administrative committee.

Section 2: ASC officer positions shall be elected as follows:

- 2. 1. Officers of the administrative committee shall be nominated in November, elected in December, and take office at the end of business for the December ASC.
- 2. 2. Area Subcommittee Chairpersons are nominated in May, elected in June, and take office at the end of business for the June ASC. All other Subcommittee Officers shall be elected at their respective subcommittee meetings.

Section 3: The officers shall be elected by a show of hands vote to serve for a term of one year; not to exceed two consecutive terms.

Section 4: Nominations

- 4. 1. Any member of the ASC may nominate a qualified individual for an ASC position.
- 4. 2. Any member of NA may submit a nomination through the GSR which represents the NA member's home group at the ASC meeting.

## **REMOVAL OF OFFICERS**

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

- Loss of abstinence
- Non fulfillment of the duties of their position.

- Absence at 2 consecutive ASC meetings without prior notification to the ASC Chairperson.

Section 2: An officer of this committee may resign by providing written notice to the ASC Chairperson and/or the area secretary at least 2 weeks in advance of the upcoming regularly scheduled ASC meeting.

## **DUTIES OF OFFICERS**

Section 1: Chairperson:

- To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- To announce in proper sequence the business that comes before the committee in accordance with the prescribed order of business.
- To recognize members or observers who are entitled to the floor.
- To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson. To announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
- To protect the committee from obvious frivolous or dilatory motions by refusing to recognize them.
- To enforce the rules relating to debate, to order and to decorum within the committee when appropriate.
- To facilitate business being conducted in a timely fashion.
- To decide all questions of order, subject to appeal- unless, when in doubt, the Chairperson prefers to submit such a question to the committee for decision.
- To declare the meeting adjourned when the committee so votes, or at any time in the event of a sudden emergency affecting the safety of those present.
- To be a co-signer of the committees' bank account.
- To conduct the meeting with impartiality and fairness.
- To appoint all Ad-Hoc Committees.

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

- In the absence of the Chairperson, to serve as Chairperson.
- In the event of a subcommittee being without a chair, the vice chair will act as the chair of the subcommittee to coordinate the functions of the Subcommittee.
- To be a co-signer of the ASC bank account.
- To act as parliamentarian for the ASC meetings, unless this task is specifically assigned to another individual.

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

- a. In the absence of the Chairperson, Vice Chairperson and the RCM1, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Tem.
- b. To keep records of all the proceedings of the committee (area minutes).
- c. To maintain the committees files and archives and place the minutes in the NA box at Last House on the Block.
- d. To make the minutes and records available to NA members upon request.
- e. To distribute copies of the minutes to each officer and member no later than one (1) week following each ASC meeting.

Section 4: It is the duty of the alternate secretary of this committee:

- a. To act as secretary in the absence of the secretary.
- b. To assist the secretary in all duties of the position.

Section 5: It is the duty of the Treasurer of this committee:

- a. To be the custodian of the committee's funds.
- b. To be a co-signer of the ASC bank account.
- c. To make a report of receipts and disbursements at each ASC meeting.
- d. To make a full financial report to be audited by an appointed committee.
- e. To disburse funds as necessary in accordance with the committee decisions when the funds are available.
- f. To forward all funds above prudent reserve and standard operating expenses to the Regional Service Committee bi-monthly (odd months). A check may be given to the RCM to carry to the RSC treasurer.

Section 6: It is the duty of the Alternate Treasurer of this committee:

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

Section 7: It is the duty of the RCM1 of this committee:

- a. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.
- b. To represent the ASC at each Florida Regional Service Committee meeting.
- c. To carry the area donation to the region as directed by the area treasurer.
- d. To make a report to the committee at each ASC meeting covering the business of the previous FRSC meeting.
- e. To facilitate a GSR orientation twice a year.
- f. To distribute area meeting lists to other RCM's at the RSC ( RCM has a budget of \$25 for copies of meeting lists).

Section 7: It is the duty of the RCM2 of this committee:

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

## **REQUIREMENTS OF OFFICERS**

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

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

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

- 3 years NA clean time
- Prior ASC experience
- Ability to organize and give ASC motivation and direction
- Acts as chair in the absence of the chair

**SECRETARY:** (one year commitment, not to exceed two consecutive terms)

- 1 year NA clean time
- Good filing and record keeping skills
- To review the following calendar year at the beginning of the secretary commitment and notify the ASC body of any dates that the ASC is scheduled to meet which falls on a holiday

**ALTERNATE SECRETARY:** (one year commitment, not to exceed two consecutive terms)

- 1 year NA clean time
- Good filing and record keeping skills
- Acts as secretary in the absence of the secretary

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

- 3 years NA clean time
- Accurate bookkeeping skills
- Means of support (income)
- Ability to make financial reports monthly and yearly

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

- 3 years NA clean time
- Accurate bookkeeping skills
- Means of support (income)
- Ability to make financial reports monthly and yearly in lieu of the treasurer
- Acts as treasurer in the absence of the treasurer

**REGIONAL COMMITTEE MEMBER 1:** (one year term commitment, not to exceed two consecutive terms)

- 3 years NA clean time

- Ability to travel and attend regional weekend meetings throughout the Florida region
- The ASC will provide up to \$125 for travel expenses to the Florida Regional Service Conference every other month
- The RCM will be required to provide receipts for travel expenses to the area treasurer
- Ability to take notes at area and regional meetings and prepare and present reports for ASC committee and the Florida Region
- Ability to communicate electronically

**REGIONAL COMMITTEE MEMBER 2:** (one year term commitment, not to exceed two consecutive terms)

- 2 years NA clean time
- Ability to travel and attend regional weekend meetings throughout the Florida region
- Ability to take notes at area and regional meetings and prepare and present reports for ASC committee and the Florida Region
- Ability to communicate electronically
- Acts as RCM 1 in the absence of the RCM1

## **MEETINGS**

**SECTION 1.** The regular meeting of the committee shall be held on the 2<sup>nd</sup> Sunday of each month unless otherwise ordered by the committee.

**SECTION 2.** The regular meeting in the month (s) June and December shall be known as the election meeting(s) and shall be for the purpose of electing officers as provided in ELECTION OF OFFICERS

**SECTION 3.** Special meetings (e.g. Ad-hoc, group conscience, etc.) may be called by the chairperson of the committee, and shall be called upon the request of members of the committee. The purpose of the meeting shall be stated. No business other than that stated will be conducted.

### **SECTION 4. Quorum**

A majority of voting participants shall constitute a quorum.

## **STANDING SUBCOMMITTEES**

**SECTION 1.** The ASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the area service committee. Standing subcommittees may include, but not to be limited to, administrative, public relations, help line, hospitals and institutions,

literature, activities, and any other standing subcommittees which shall be deemed necessary to carry on the work of the area service committee. At the inception of this standing committee, a Subcommittee Chairperson will be elected by the area service committee. All other officers ( vice chair, secretary, etc) of each standing subcommittee will be elected by the subcommittee membership.

**SECTION 2.** All standing subcommittees of this area service committee shall create and adopt guidelines which are consistent with the Guide to Local Service, the Twelve Traditions and Twelve Concepts of Narcotics Anonymous and the best information available from the World Service conference in the form of WSC approved handbooks and guidelines.

**SECTION 3.** The guidelines of each standing subcommittee shall be subject to approval and review by the area groups.

**SECTION 4.** Qualifications and Responsibilities for Subcommittee Chairpersons

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

- 2 years NA clean time
- Prior ASC experience
- Ability to organize and give ASC motivation and direction
- Required to attend subcommittee meetings and ASC meetings monthly
- Ability to communicate electronically
- Creates a yearly budget and presents to ASC

#### **AD-HOC COMMITTEES**

The Chairperson of the area service committee shall have the authority to appoint an Ad-Hoc Committee for such special purposes as may, from time to time be deemed necessary to fulfill specific functions. The purpose, membership and duration of existence of any such Ad-Hoc Committee shall be specifically designed by the chairperson at the time of appointment.

# **SUB- COMMITTEE POLICIES**

## **Hospitals and Institutions Subcommittee Policy**

### **Definition and Purpose**

The H&I subcommittee of the Chain of Lakes Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept: “TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE.”

This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there.

This committee is a subcommittee of the Chain of Lakes Area Service Committee and is directly responsible to that committee.

### **Functions of the H&I subcommittee**

- A. To carry the message and to disburse literature to all facilities through our H&I panels.
- B. To conduct a monthly business meeting.

### **Officers**

A service board of officers shall consist of a chairperson, a vice chairperson, and secretary.

Any subcommittee officer or member who relapses will automatically be removed from the subcommittee. Any subcommittee officer is removed after missing two monthly H&I subcommittee meetings.

In the case of resignation, the vice chairperson shall automatically assume the position of chairperson until the ASC elects a chairperson.

If the vice chairperson cannot or will not assume the position, the area vice chairperson will act as H&I chairperson until the ASC fills the position. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.

### **Qualifications and Duties of Officers**

- A. See Section 4; Sub-Committee Chairpersons Qualifications

Additional Qualifications: Must have a minimum of six (6) months prior H&I subcommittee experience

Responsibilities:

1. Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
2. Carry out policies and orders for the subcommittee.
3. Attend area service committee meetings.

- B. Vice chairperson should have at least one (1) year clean time and six (6) months experience in H&I work. Responsibilities include:

1. Assume the responsibilities of the chairperson in the event of the chair's absence.
2. Help coordinate H&I meetings/presentations by acting as panel coordinator.
3. Insure that all panel leaders have adequate literature for their meetings by acting as literature distributor.

C. Secretary should have at least one (1) year clean time. Responsibilities include:

1. Record minutes of all subcommittee meetings.
2. Copy and distributes those minutes.
3. Keep records of all subcommittee members, including addresses and telephone numbers.
4. Keep copies of all hospital; institutional; and recovery-house guidelines, rules, and regulations.

D. H&I panel leader should have at least one (1) year clean time and six (6) months activity in H&I work. Responsibilities include:

1. Invite panel members to the H&I meeting/presentation and, in general, do all the things necessary to conduct the meeting.

### **General Information**

A. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.

B. Any member not conforming to these requirements or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.

C. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility, except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.

D. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.

E. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.

F. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.

G. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.

H. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.

I. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message—our experience, strength, and hope. H&I speakers should try to get residents involved with the meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.

J. Communicate regularly with the panel coordinator (vice chairperson) informing him/her of any problems with the meeting/presentation.

K. Make a report on the H&I meeting to the H&I subcommittee at each subcommittee meeting.

L. Obtain any supplies that are running low for the meeting/presentation (i.e., literature, copies of *Reaching Out*, etc.).

M. H&I panel members should have at least six (6) months clean time and a willingness to serve. He or she shall be qualified and assigned by the H&I subcommittee, and be cleared by the facilities whenever necessary. H&I panel members are required to:

- Be familiar with the H&I meeting/presentation format.
- Be familiar with subcommittee and facility rules.
- Be able to share a message of recovery in Narcotics Anonymous.

**IN ORDER TO QUALIFY FOR ANY OF THE ABOVE OFFICES, H&I MEMBERS SHALL COME TO THE H&I MEETING AND INFORM THE SUBCOMMITTEE OF THEIR DESIRE TO SERVE.**

## **HELPLINE/PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES**

**Purpose:** To establish, maintain, and coordinate an effective 24-hour, 7 day a week contact number for Narcotics Anonymous. This number is **(352)319-5617** and will be owned by the Chain O' Lakes Area. Through this service, we form a link between Narcotics Anonymous and the general public seeking help and/or information. In addition, to inform the public that Narcotics Anonymous exists, offer recovery from addiction and provide information about how and where to find it. All activities are directed towards that purpose and shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

### **Membership:**

Chairperson, Vice-Chairperson, Secretary, Subcommittee Members

### **Qualifications and responsibilities:**

1. Chairperson: See Section 4: Sub-Committee Chairpersons Qualification

Additional Qualifications:

Six (6) months prior involvement in the Helpline/P.R. Sub-committee. An example of living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous. The Chairperson sees that all shifts are covered and makes a monthly schedule. He/she acts as a liaison between the Area and the Helpline/P.R. Sub-committee. He/she must attend all ASC meetings. He/she keeps a current listing of all Helpline/P.R. volunteers. He/she is responsible for all money transactions, including creating annual budget.

2. Vice-Chairperson: Nominated and elected by the Helpline/P.R. Sub-Committee from its voting members.

Additional Qualifications:

One (1) year clean time. Three (3) months prior involvement in the Helpline/P.R. Sub-Committee. An example of living recovery through the application of the 12-Steps and 12-Traditions of Narcotics Anonymous. He/she fills in for the Chairperson when needed. He/she maintains order in the Subcommittee meetings. He/she takes roll call and establishes voting membership. Is responsible for the literature needs of the sub-committee and shall arrange for the purchase and distribution of same.

3. Secretary: Nominated and elected by the Helpline/P.R. Subcommittee from its voting members.

Additional Qualifications:

Nine (9) months clean time required. The Secretary takes accurate minutes and has copies available upon request. He/she maintains the Sub-Committee records. He/she is responsible for all necessary correspondence. He/she assists the Chairperson in recording and distributing all lists and schedules. He/she is responsible for calling all members to remind them of the monthly sub-committee meeting.

#### 4. Helpline/P.R. Volunteer Qualifications:

Six (6) months clean time required to work Helpline/P.R.

An example of living recovery through the application of the 12- Steps and 12- Traditions.

All new members will be given an orientation packet and must attend a training session presented by the chair before receiving a Helpline shift. It is required that members attend the monthly sub-committee meetings. If a member is unable to attend the monthly sub-committee meeting, they must call the chairperson before the sub-committee meeting. If a member cannot attend due to work, they must call the Chair, the Vice-Chair or the Secretary. If a member misses two (2) shifts in a month without explanation, their name will be removed from the schedule.

#### **Motions and Voting Procedures:**

Motions may be made and seconded only by voting members.

Voting

Voting members of the Sub-Committee shall all be Helpline/P.R. volunteers who have participated in two (2) out of the last three (3) Sub-Committee meetings.

In the event of a tie, the Chairperson will exercise his/her right to break such tie.

A quorum is the simple majority of the voting members. Once a quorum is established at each meeting, it stays throughout the meeting.

#### **Budget:**

General Operating Expenses:

Copies of minutes, guidelines or policies.

Postage.

Helpline/P.R. Sub-committee meeting hall fees, etc.

The budget will include projected expenses for the answering service.

#### **Additional Guidelines:**

The Helpline/P.R. member is performing a valuable service when they answer the phone for Narcotics Anonymous. Their commitment requires compassion when addicts or their loved ones call NA and ask for help. It will require patience to effectively listen to the needs of the caller. The Helpline/P.R. member's commitment is vitally important to the still suffering addicts. Addiction is a disease that affects the whole family and for that reason, we can expect to receive call from the family and friends of the active addicts. We need to treat all callers with respect and talk to anyone who reaches out for help. Families and friends of addicts often feel isolated and ashamed. It is important to take a little time with these people because they may be reaching out for the first time. They need and deserve encouragement. Members are allowed to refer callers to Naranon Helpline. Remember we are not counselors. Our primary purpose is to stay clean and to carry the message to the addict who still suffers. Our Helpline/P.R. phone number has

been set up as an answering service and is listed in the phonebook. The number is (352) 319-5617.

### **Answering Helpline Calls:**

Answer the call by stating that you are a Helpline volunteer and a recovering addict. Give information about NA, answer basic questions providing meeting locations and times, etc. (quoting NA literature is a good source of information). **DO NOT** give out other people's names or phone numbers. Contact Helpline/P.R. Chairperson or Vice-Chairperson in his/her absence if a problem arises. World phone line service guidelines adopted by The Chain O' Lakes Area to aid in crisis calls received by helpline is as follows:

COMMUNITY SERVICE REFERRAL LIST. When providing these numbers, always explain that Narcotics Anonymous is not affiliated with nor does it recommend any other organizations, institutions, emergency services, agencies, or programs. We simply provide alternate telephone numbers for those callers who need other services.

### **Additional Guidelines**

#### **GUIDELINES FOR PUBLIC RELATIONS PRESENTATIONS**

Preparation:

Meet the following qualifications:

Anyone who speaks about Narcotics Anonymous on behalf of the Chain O' Lakes Area Helpline/P.R. Committee shall have a minimum of two (2) years clean time in Narcotics Anonymous and a working Knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.

Persons with one (1) year clean time can participate with the qualified presenter to give presentations to schools, churches, probation and parole officers.

Anyone who is to give a presentation or ask people to do presentations must have prior approval from the subcommittee chairperson.

Anyone who is to give a presentation or ask people to a presentation should dress appropriately.

Anyone going on their first presentation must be accompanied by someone who has previous experience in Helpline/Public Relations Presentations.

Any person who participates in any presentation shall have observed at least one previous presentation.

Persons giving a Narcotics Anonymous presentation to the public should have a focused, clear Narcotics Anonymous message.

Obtain data sheet from contact person.

Confirm by phone the day before, and complete any missing information on data sheet.

Review "20 Questions and Answers" sheet distributed by World Service.

Take "White Book" "20 Questions and Answers" sheet and Literature packets.

Arrive 10-15 minutes early.

Remember, this is **NOT** a 12-Step call!

Presentation:

#### Introduction

Give your full name. State that you are a member of the Chain O' Lakes Area Service Helpline/Public Relations Committee of Narcotics Anonymous. (This is **NOT** an appropriate time to break your anonymity). "My purpose here today is to inform you what Narcotics Anonymous is, what it is not, what we do and how to contact us."

#### Ring Central Phone System

Discuss that Narcotics Anonymous is a non-profit fellowship. We meet regularly to help each other to recover from the disease of addiction. We share two important things in common: the disease of addiction and the desire to stop using drugs. We are not affiliated with any political, religious, or law enforcement groups and are under no surveillance at any time. Narcotics Anonymous started in California since 1953, and has been in Lake County since 1998. There are (give current number of) meetings per week. (If appropriate, also give number of H&I meetings.)

#### Types of meetings and cost.

"There are four types of meetings: speaker, speaker/discussion, step study and book study. Most of the meetings in the Chain O' Lakes Area are open meetings. Closed meetings are for addicts only or for people who think they may have a problem with drugs. It costs nothing to attend these meetings. We are fully self-supporting through our own contributions."

#### What we offer and what we do not offer.

"We offer recovery from the disease of addiction. Some of the things Narcotics Anonymous does not provide for are: medical care, counseling services, job placement, halfway house, detox centers, treatment facilities, or legal advice. Narcotics Anonymous has over fifty years of experience with literally hundreds of thousands of addicts. This mass of intensive first-hand experience in all phases of illness and recovery is of unparalleled therapeutic value. We feel that our way is practical for one addict can best understand and help another addict."

#### How to get in touch with us.

"One of the easiest ways to get in touch with us is to call our 24-hour Helpline (352)319-5617. Your call will be returned by a recovering addict. Or, you can attend a meeting." (Show meeting list).

#### Anonymity

"Before we open the floor to any questions you might have, we would like to conclude with one of the basic elements of our fellowship, and that is the principle of anonymity. We remain an anonymous fellowship so that addicts who seek recovery here may be protected. Many of us eventually come to have nothing to fear from society if it becomes known that we are recovering addicts; still we maintain anonymity as a reminder that it is not our personal identity that is important in Narcotics Anonymous. What is important is that we are addicts who have learned to live without drugs. Personal anonymity at the public level remains an important spiritual principle, reinforcing the humility necessary for

ongoing recovery. Thank you for respecting that when you leave here tonight.”

Follow-up:

If you decide to break your anonymity, now is the time.

Answer questions from the audience using the “20 Questions and Answers” sheet as a guide.

Send form letter within one week.

Give data sheet to the secretary for the permanent file.

### **KEEPING RECORDS OF CONTACTS**

Secretary will keep a written record on index cards of:

Name of target, address, phone number.

Person contacted.

Date of contact.

Who contacted target.

Date of presentation.

Follow up date.

The Helpline/Public Relations member who made the contact is responsible for giving the secretary all necessary information.

When we furnish anyone with literature, if more is requested, they will be given an order form, or be put in contact with the H&I Committee if applicable.

Refer to World Service Guidelines.

## **INTERNET TECHNOLOGY SUB-COMMITTEE**

**Purpose:** To inform the public; that NA exists and that we offer recovery from addiction in the Chain O' Lakes Area; by creating, distributing, and managing all electronic communications regarding NA throughout the COLA in accordance with the Twelve Traditions and Twelve Concepts as well as the NA Guide to Public Relations.

**Membership:** Chairperson, Vice-Chairperson, Secretary, Sub-committee members

### **Qualifications and Responsibilities:**

1. Chairperson: See Section 4: Sub-Committee Chairpersons Qualification

Additional Qualifications: Must have a computer. Basic understanding of computer usage, programs, and applications. Ability to update the webpage on a weekly basis as necessary.

Responsibilities:

Attend ASC meetings and provides a written report of sub-committee activities.

Update webpage and meeting list in printable format as necessary.

Facilitates monthly sub-committee meeting.

2. Vice-Chairperson: 1 year clean time requirement. Willingness to acclimate to chair position after 1 year term. Additional qualifications are the same as chairperson.

Responsibilities:

Assists the chairperson in all duties of position and maintenance of webpage. Functions as the chair in the absence of the chairperson.

3. Secretary: 1 year clean time requirement. Additional qualifications determined within the sub-committee.

Responsibilities:

Assists the chair and vice-chair in all duties. Records minutes of all sub-committee meetings.

## **Policy and Literature Management Sub- Committee**

**Purpose:** A. Policy: To maintain and update the Guide to COLA Service (Policy and Procedural guidelines). B. Literature management: To order literature supplies, provide groups with literature, and disburse literature orders at monthly ASC meetings. To distribute current meeting lists to groups.

**Membership:** : Chairperson, Vice-Chairperson, Secretary, Sub-committee members

### **Sub-Committee Responsibilities:**

Maintains a current log of all area motions that affect the policy.

Updates the policy on a yearly basis.

Orders literature from the Florida RSO monthly.

Stamps all literature with the Chain O' Lakes help line phone number

Forwards invoice for literature orders to the treasurer.

Available to disburse literature to groups between ASC meetings wherever possible.

Accepts orders from groups via email, phone, or text messaging.

Prints and disburses current meeting lists to groups.

Communicates regularly with the webpage sub-committee regarding current meeting list

### **Qualifications and Responsibilities:**

1. Chairperson: See Section 4: Sub-Committee Chairpersons Qualification

Additional Qualifications: Previous policy and literature management experience.

Responsibilities:

Facilitates monthly sub-committee meetings.

Attends monthly ASC meetings and provides a written report.

Gives all money collected at ASC for sell of literature directly to the area treasurer.

2. Vice-Chair: 1 year clean time requirement. Willingness to acclimate to chair position after 1 year term. Additional qualifications are the same as chairperson.

Responsibilities: Assists the chairperson in duties of position. . Functions as the chair in the absence of the chairperson.

3. Secretary: 1 year clean time requirement. Additional qualifications determined within the sub-committee.

Responsibilities:

Assists the chair and vice-chair in all duties. Records minutes of all sub-committee meetings.

## **Chain of Lakes Area Ad-Hoc Activities Committee**

### **Purpose:**

The purpose of the Ad-Hoc Activities Committee is to put on activities and fund raisers to provide a greater sense of community for the NA Fellowship of the Chain O' Lakes Area and to produce additional area funds to help the COLA and its groups fulfill their primary purpose, the carrying of the NA message to the addict who still suffers.

### **Function:**

Puts on activities that encourage unity and fellowship within the COLA while conforming to NA principles and reflecting our primary purpose to carry the message to the addict who still suffers.

### **Definition:**

- a. COLA support: 2/3 approval of the COLA GSR's at ASC to which the activity is presented.
- b. Activity: Event sponsored by the COLA include but are not limited to workshops, learning days, dances, sporting events (e.g. basketball or softball tournaments), talent and comedy shows, marathon meetings, picnics and campouts or other events as directed by the ASC.
- c. Fund raiser: Any activity sponsored by COLA which has one of its stated purposes, the raising of funds for either COLA or NA as a whole. All proceeds, in excess of costs are to be considered funds to be deposited within 48 hours of event and credited to the general account of COLA.

### **Financial Policy:**

- a. Ad-Hoc Activities will provide a financial report in writing to the next ASC following the event.
- b. Cash management: Ad-Hoc committee should utilize checks and money orders for payment of all purchases and vendor payments.
- c. Deposit slips receipt to be prepared by 2 of the following: COLA Treasurer, Ad-Hoc chair or signors of checking account.

### **Ad-Hoc Committee and participants:**

- a. Chairperson: 2 years NA clean time. Appointed by ASC chair.
- b. Prior Activities committee experience.
- c. Ability to organize and give Ad-hoc committee motivation and direction.

Volunteers: duties as delegated by the ad-hoc chair. One day clean time requirement.

# **APPENDIX**

**GLOSSARY OF FREQUENTLY USED TERMS**

**PARLIAMENTARY PROCEDURE**

**AREA MINUTE TEMPLATE**

## A Short List of NA Acronyms

**ASC**—Area Service Committee. A committee created to provide common services for NA groups in a specific locale, composed of GSRs, ASC officers, and subcommittees. Usually part of a region to which it sends RCMs.

**CAR**-- Conference Agenda Report. Comes out every two years before the WSC (World Service Conference) and contains the business and issues that will be considered at the biennial WSC.

**FIPT**-- Fellowship Intellectual Property Trust. NA- owned rights to all literature, logos, symbols, trademarks, and copyrights.

**GLS**-- A Guide to Local Services in Narcotics Anonymous. Handbook explaining the NA service structure, from the group level to the regional level. Does not include the world service structure.

**GSR**-- Group Service Representative. A meeting or group's representative to the ASC.

**H&I**-- Hospitals and Institutions Subcommittee. A subcommittee of the ASC, which takes panels into places where addicts do not have access to regular NA meetings in order to carry the message of recovery in NA.

**NAWS**-- Narcotics Anonymous World Services Inc.. Refers to the legal name for world services.

**PR**-- Public Relations. Part of NA (and usually a subcommittee of the ASC and/or RSC) devoted to carrying the message to government and private agencies, the public media, community leaders, health professionals, and the community-at-large so addicts seeking recovery are sent to NA.

**RCM**-- Regional Committee Member. Elected by an ASC to represent their area's conscience at the RSC.

**RD**-- Regional Delegate. Elected by an RSC, WSC participant who represents their NA region at the WSC.

**RSC**-- Regional Service Committee. Service body that serves the NA areas that comprise it, composed of RCMs, RDs, and others as needed.

**COLASCNA**-- Chain O' Lakes Area Service Committee of Narcotics Anonymous. Comprised of all the active meetings in the Chain O' Lakes Area (Lake and parts of Sumter Counties), group GSRs, and elected trusted servants to serve the groups' needs and provide a voice for all the area at the Florida Region FRC and the biennial WSC.

**WSC**—World Service Conference. The bi-annual meeting of all RDs. This is where they discuss NA policy, problems and vote on issues for the next two years.

**WSO**—World Service Office. An administrative body which carries out the direction of the WSC (among other things).

### **Other Terms You May Hear**

**Motion**—In order to be voted on by the area, any new idea must be presented to the area in the form of a written motion and seconded by another member of the ASC. Motion forms and assistance can be obtained from the secretary.

**Quorum**— A majority of all voting participants. Quorum is set to determine if we have enough representation from the groups to have a clear conscience on motions.

**Prudent Reserve**—Funds set aside by area in case of an emergency.

**Group Conscience**—The decision of a group, which is arrived at by a vote of the members.

## **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order newly revised, shall be utilized to expedite the business of the ASC.

## **AMENDMENTS OF POLICY, PROCEDURES AND GUIDELINES**

These guidelines may be amended by a 2/3 majority vote at the regular ASC meetings providing the exact wording of the amendment has been submitted in writing in the form of a motion and voted on by groups. Any motion affecting policy must first be tabled to the policy subcommittee for consideration of the impact on the area before being sent to groups.

## **DECORUM STATEMENT**

These rules are meant to be used as tools to help us make orderly group conscience decisions in a cooperative, respectful way. Please do not use them as weapons against one another. We encourage all participants to become familiar with these guidelines and to conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the Chairperson's right to be in control of the proceedings so that you can have maximum benefit of its content.

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

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

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

### **I. Motions**

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

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

After *being recognized by the Chairperson*, the member says "I move that such and such by (this committee, one of its subcommittees or a particular group or individual) under these terms." The person making the motion speaks briefly as to the intent of the motion. Because *the secretary must record all motions, the motions must be submitted in writing*. Every motion requires a second. The Chairperson will ask if there is a second. The person seconding simply raises his/her hand and when recognized by the chair says "I second that motion". If nobody seconds the motion the chairperson will state the motion dies for lack of second. This means the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

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

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

**1. MOTION TO AMEND**  
**SIMPLE MAJORITY REQUIRED / IS DEBATABLE**

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

**2. MOTION TO CALL THE PREVIOUS QUESTION**  
**TWO THIRDS 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 stops right now and that we vote immediately". This is one of many that can be used to prevent lengthy debate once an issue is clearly understood. This motion is in order after any speaker has finished. You need not be called on. The chair must recognize you when you make this motion and a vote must be taken with no debate. If 2/3 of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must not squelch debate before an issue has been thoroughly aired. Be sure to vote no to this motion if you are still confused about an issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid decisions about half-understood questions. On the other hand, the liberal use of this notion makes it unnecessary for the chair to be heavy handed in stopping questions, because he/she knows it will stop it soon enough.

**3. MOTION TO TABLE**  
**SIMPLE MAJORITY REQUIRED**  
**IS NOT DEBATABLE**

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

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

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

**5. MOTION TO REFER**  
**SIMPLE MAJORITY REQUIRED**  
**IS NOT DEBATABLE**

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

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

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

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

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

## **7. REQUEST TO WITHDRAW A MOTION**

### **UNANIMOUS CONSENT REQUIRED**

#### **IS NOT DEBATABLE**

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

## **8. OFFERING A SUBSTITUTE MOTION**

### **SIMPLE MAJORITY REQUIRED**

#### **IS DEBATABLE**

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

## **9. MOTION TO ADJOURN**

### **TWO THIRDS MAJORITY REQUIRED**

#### **IS NOT DEBATABLE**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires two-thirds to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

## **II. OTHER PROCEDURES**

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

### **1. ORDERS OF THE DAY**

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

### **2. POINT OF ORDER**

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

### **3. POINT OF APPEAL**

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

### **4. PARLIAMENTARY INQUIRY**

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

### **5. POINT OF PERSONAL PRIVILEGE**

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

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

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

Reported to the 1990 world services conference-

\*-Not conference approved material—



**Open Floor Sharing**

Motion to close Open Floor Sharing \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_

**Old Business**

**Old Business continued:**

MOTION #	MOTION CONTENT	SECOND	PASS/FAIL	TABLE TO NEXT AREA	OUT OF ORDER
		.			

**New Business**

**Elections:**

POSITION	NOMINEE	MEETS CRITERIA?	CRITERIA WAIVED?	SECOND	DISPOSITION

**Motions and discussion**

<b>MOTION #</b>	<b>MOTION CONTENT</b>	<b>SECOND</b>	<b>PASS/FAIL</b>	<b>TABLE TO GROUPS</b>	<b>OUT OF ORDER</b>