

# **UNCOAST AREA POLICY & PROCEDURES**

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## **I. TWELVE TRADITIONS**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose, there is but one ultimate authority, a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, 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.

## II. 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 for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never government.

### **III. PREAMBLE**

"Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not, and should never be, in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the service necessary for growth." Page xvi, Narcotics Anonymous (fifth edition).

### **IV. PRIMARY PURPOSE**

The primary purpose of an NA member is to stay clean a day at a time and carry the message of recovery to the addict who still suffers, by working with others.

The primary purpose of an NA group is to carry the message of recovery to the addict who still suffers by providing a setting for identification, and a healthy atmosphere for recovery, where addicts can come for help if they have a desire to stop using.

The purpose of an ASC is to be supportive of its area and groups and their primary purpose by associating a group with other groups locally, and by helping a group deal with its day-to-day situations and needs.

In keeping with the 12 Traditions and 12 Concepts of NA Service, the primary purpose of the ASC Policy is to establish guidelines to assure consistency in the monthly business affairs of the Uncoast ASC.

### **V. NATURE OF LEADERSHIP IN NA**

"The Second Tradition concerns the nature of leadership in NA. We have learned that for our fellowship, leadership by example and by selfless service works and that direction and manipulation fail. We choose not to have presidents, masters, or directors. Instead, we have secretaries, treasurers, and representatives. These titles imply service rather than control. Our experience shows that if a group becomes an extension of the personality of the leader or certain member, it loses its effectiveness. An atmosphere of recovery in groups is one of the most valued assets, and we must guard it carefully lest we lose it to politics and personalities." Page 61, Narcotics Anonymous (fifth edition).

### **VI. DEFINITIONS**

#### ***A. Area Service Committee***

##### **1. Meeting Schedule**

- a) An Area Service Committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area,

which meet monthly for the express purpose of serving the specific needs of its member groups.

## **2. Purpose**

- a) The most important service that an ASC provides is supporting its groups. Whenever a group has a specific situation or need, 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 when we work together.
- b) The ASC provides an open forum for any member to address any group, subcommittee or administrative committee member on any issue related to recovery.
- c) Our ASC also serves as a vital communication link between home groups, Florida Region and the World Service Office.
- d) The Uncoast Area recommends all trusted servants review and become familiar with the Uncoast Area Policy and Guidelines and The Guide to Local Services prior to and while serving as a trusted servant in the Uncoast Area. Other resources include the Guide to World Services, the Public Relations Handbook, and the Hospitals and Institutions Handbook.

## **VII. PROCEDURES**

### ***A. Area Service Committee***

#### **1. Meetings**

- a) The Uncoast ASC will meet the second Sunday of each month, except for in May (meets the first Sunday of May).
- b) The Uncoast ASC will meet in Lake City on the 3rd, 6th, 9th, and 12th months of the calendar year.
- c) Regional motions dealing with budgets, guidelines, by-laws, and housekeeping shall be voted on at the area level by GSRs rather than going back to home groups for voting.
- d) GSRs are the only voting members at ASC meetings (or in their absence their alternates as defined by the home group). An admin committee member or their alternate or a subcommittee chair cannot serve in the capacity of alternate GSR for purposes of voting on motions in new business. They may serve in the

capacity of alternate GSR for the purposes of voting on motions in Old Business.

## **2. Communications**

a) Meeting information changes will be immediately posted online. New meetings will be added to the meeting list after having met at least one time. Changes to existing meetings will be made after submission by the GSR or Alternate GSR (as defined by the home group) to the website via email.

## **3. Voting Rules**

a) New groups shall have voting privileges beginning at the second consecutive ASC they attend. At that point they shall be included in roll call and count as a part of the "voting participation" of the Area for quorum purposes.

b) ASC will provide a start-up kit for any new group in the Uncoast Area after the meeting has taken place at least once. The starter kit should be requested from the literature subcommittee at the group's first ASC meeting. This starter kit will consist of up to \$35.00 worth of literature.

c) After a home group has missed its second consecutive ASC meeting, the Administrative Committee (Chair, Vice-Chair, Secretary and Treasurer) will make a good faith effort to contact the last known GSR, alternate GSR or home group member regarding the status of the meeting. After the fourth consecutive month of missing the ASC it will be removed from roll call. This does not remove them from the Area, merely from the voting participation. The group is added to roll call immediately upon their return to ASC. If it is determined by the Administrative Committee that the group is not functioning as an NA meeting, its listing will be removed from all Uncoast area meeting listings and NA World Service will be notified.

d) Only NA members may participate in Uncoast ASC meetings.

e) Motions made or seconded by subcommittee chairs, the administrative committee or their alternate in their absence, or RCM shall pertain only to their respective areas of responsibility. All motions made by a subcommittee chair, the administrative committee or their alternate in their absence, or RCM must be seconded by a GSR.

f) Only those listed below can make a motion:

- g) GSRs or their alternates or delegates in their absence.
- h) The Administrative Committee or their alternates and Subcommittee chairs.
- i) Quorum is one more than half of the voting participation (those groups listed on the current roll call).
- j) Quorum is established at the beginning of the meeting and before old and new business.
- k) Quorum is required for each motion to be voted on.
- l) Voting participation is recognized for any duly elected GSR within the area, or alternate as defined by each home group in the GSRs' absence.
- m) An Administrative Committee member or their alternate or any subcommittee chair cannot serve in the capacity of alternate GSR for purposes of meeting quorum for new business or for voting on motions in new business. They can serve in this capacity for Old Business.
- n) All motions shall be submitted to the secretary in writing at the time of the proposal. Motions that change or create policy must indicate exactly where the change in the policy will occur and what items are being altered/deleted or the motion will be declared out of order. The approved motion submission form must be utilized or the motion will be declared out of order. The author of the motion is to be given time on the floor to explain the purpose and reason.

#### **4. Policy Changes**

- a) All potential policy creations or changes (motions) shall be tabled to groups before being voted on by the ASC floor.
- b) Policy creation or changes require a 2/3 majority of present voting members to pass.
- c) Decisions of an emergency nature can be decided by a 2/3 vote of the GSRs. The definition of an emergency will be decided by the chair, but must be anything of a critical nature that cannot wait a month for consideration.

#### **5. Conducting Business**

- a) All alcoholic beverages including non-alcoholic beer are banned from Uncoast Area functions

- b) ASC will use the Uncoast Area Rules of Order (Appendix A) to conduct ASC business.
- c) Since all Uncoast Area subcommittees are directly responsible to the Uncoast Area, all Uncoast ASC Subcommittee Policy packages are subject to review and approval by the Area Service Committee. All proposed changes to any ASC Subcommittee Policy must be approved by 2/3 of the voting members at Area Service. ASC Policy shall govern all subcommittees. If any subcommittee policy conflicts with ASC Policy, then the subcommittee policy shall be overruled by ASC policy and must be changed so as to conform to ASC Policy.
- d) Subcommittee meetings with any decision making process involved shall not be held in any members home, however work parties may be held in a member's home. This is to keep the decision making process to regularly scheduled meetings.

## **6. Uncoast Area Meeting Format**

- a. Meeting should start at 2:00 p.m.
- b. Opening Prayer.
- c. Read Twelve Traditions
- d. Read Twelve Concepts
- e. Open Forum to any member of NA
- f. Roll Call
- g. Approval of previous minutes
- h. Home group reports
- i. Chairperson's Report
- j. Vice Chairperson's Report
- k. Secretary's Report
- l. Treasurer's Report
- m. RCM's Report
- n. Ad Hoc Committee Reports
- o. Activities Committee Report
- p. Convention Committee Report
- q. H&I Committee Report
- r. Literature Committee Report
- s. Newsletter Committee Report
- t. PR Committee Report
- u. Website Committee Report
- v. Old Business
- w. Elections of New Officers (if necessary)
- x. New Business (pre-arranged agenda has priority)
- y. Announcements
- z. Closing Prayer (Serenity Prayer.)
- aa. The chair may declare a recess at any point during the meeting

## VIII. POSITIONS AND SUBCOMMITTEES

### **A. General Qualifications for all Elected Positions:**

1. Willingness and desire to serve
2. Willingness to give the time and resources to do the job
3. Leadership Ability
4. Communication Skills
5. Ability to Organize
6. Working knowledge of the 12 Steps, Traditions and Concepts of NA
7. Working knowledge of current ASC policy and procedures
8. Stability and personal sense of direction
9. Carries a clear Narcotics Anonymous message.
10. Regarding Methadone and other Drug Replacement Programs:  
Is not on any drug replacement program as defined by World Services Bulletin #29 Regarding Methadone and other Drug Replacement Programs (see appendix C)
11. Has a clean record of handling NA funds.
11. Must have access to the internet and email and be willing and able to respond to all ASC emails within 7 days.

### **B. ADMINISTRATIVE COMMITTEE:**

The Administrative committee consists of the Chair, Vice-Chair, Secretary, Treasurer and RCMs. This committee is responsible to oversee and respond to tradition violations, quarterly review of all revisions of policy and other administrative needs. This committee provides oversight and accountability for the Uncoast finances.

#### **1. Chair:**

##### **Must meet all General Qualifications as well as:**

Three years abstinence from all drugs  
Active for at least two years in the Uncoast Area service structure  
The ability to balance a checkbook  
A firm hand, a calm spirit and a clear mind

##### **Responsibilities include:**

Follow ASC agenda and preside over monthly ASC meetings.  
Act as the ASC meeting facilitator.  
Enforce the rules of decorum and discipline and act fairly and impartially.  
A signer on all ASC bank accounts.  
Coordinate with the Treasurer and at least one other Admin committee member for a quarterly review of all bank statements for all ASC bank accounts.  
Acts as the single point of accountability for the Admin committee.

#### **2. Vice Chair:**

##### **Must meet all General Qualifications as well as:**

Three years abstinence from all drugs  
Active for at least 1 year in the Uncoast Area service structure.  
The ability to balance a checkbook.  
Willingness to make a two year commitment and become chairperson.

**Responsibilities include:**

Has a thorough understanding of the Uncoast Area policy and act as the policy reference person at ASC meetings.  
Act as a liaison between all Subcommittees to assure proper cooperation of responsibilities.  
Is a member of all subcommittees and assumes the responsibility as chair of any Subcommittee that does not have a chair.  
In the absence of the ASC chairperson, the vice chair shall facilitate the Area Service meeting.  
A signer on all ASC bank accounts.

**3. Secretary:**

**Must meet all General Qualifications as well as:**

Two years abstinence from all drugs  
Good Communication and Organizational skills  
Active for at least 1 year in an NA area service structure  
Reading, writing, and computer skills

**Responsibilities include:**

Keep accurate minutes and records of all ASC meetings  
Type and makes available copies of the minutes to each GSR no later than 2 weeks following the ASC meeting  
Type and send out any letters and/or correspondence that the Area Service Committee dictates  
The secretary has the right to edit all reports in order to enable the minutes to be grammatically correct. These changes, as well as the entire minutes, must be approved by the ASC.  
The maker and the person who seconded the motion should not have their names included in the minutes.  
The secretary shall maintain a phone list of all GSRs and the subcommittee chairs. This list is not included in the minutes.  
ASC minutes shall contain the entire written report of each home group. Edits are permitted for the removal of inappropriate content, ensuring that they adhere to principles and not personalities.  
The secretary will use the uncoastna.org e-mail address relays as the primary method to contact trusted servants.  
Is responsible for checking the Uncoast Area's mailbox at least two times a month and distribute all mail to the appropriate trusted servants on a timely basis.  
Updates the Uncoast Area Policy after each Uncoast ASC with all policy changes

#### **4. Alternate Secretary:**

##### **Must meet all General Qualifications as well as:**

- One year abstinence from all drugs
- Active for at least one year in the NA service structure
- Willingness to commit to the position for a two-year term
- Good Communication and Organizational skills

##### **Responsibilities include:**

- Becoming familiar with the job, attending all ASC meetings and assisting the secretary wherever possible.
- In the absence of the Secretary, the Alternate Secretary will take minutes at the ASC meeting and distribute the minutes.

#### **5. Treasurer:**

##### **Must meet all General Qualifications as well as:**

- Three years abstinence from all drugs
- Active for at least two years in the Uncoast Area service structure
- The ability to balance a checkbook
- A clean record of handling NA funds
- Reading, writing, and computer skill.

##### **Responsibilities include:**

- Makes reports of contributions and expenditures at every ASC meeting
- Makes an annual report in the month of September to assist in the budgeting process.
- Distributes Area monies to pay the bills as needed
- Keeps accurate receipts
- Has accurate records available at every ASC meeting
- Submits current Area's bank statement at every ASC meeting
- Provides a receipt whenever money is transferred with the Area
- Submits a treasurer's report that shows the financial transactions of all bank accounts at each ASC.
- Reviews and verifies the specific details of all bank statements with two members of the Administrative Committee on a quarterly basis.
- Checks the ASC PO Box at least twice per month.
- Responsible for preparing and submitting the Admin committee budget in October of each year.

#### **6. Alternate Treasurer:**

##### **Must meet all General Qualifications as well as:**

- Two years abstinence from all drugs
- Active for at least one year in the Uncoast Area service structure
- The ability to balance a checkbook
- Reading, writing, and computer skill.
- Willingness to commit to the position for a two-year term

##### **Responsibilities include:**

- Assists the Treasurer in all responsibilities.

Becomes familiar with the job and attends all ASC meetings

## **7. Regional Committee Member (RCM):**

### **Must meet all General Qualifications as well as:**

Two years abstinence from all drugs  
Active for at least one year in the Uncoast Area service structure  
Access to reliable transportation

### **Responsibilities include:**

Represents group conscience of the Area at the Regional level and speaks as the voice of the Uncoast Areas at RSC meetings.  
Provides the Regional Service Committee (RSC) agenda in their report to the ASC  
Reports on motions tabled to the Area including the RCM's recommendations on those motions. Report shall include one pro and one con for each motion from the Region  
Attends all RSC meetings and takes part in any decisions which affect the Region  
Attends all Uncoast ASC meetings.

## **8. Alternate Regional Committee Member (RCM 2)**

### **Must meet all General Qualifications as well as:**

Two year abstinence from all drugs  
Active for at least one year in the Uncoast Area service structure  
Access to reliable transportation

### **Responsibilities include:**

Becomes familiar with the job, attends all RSC meetings and assists the RCM wherever possible  
Attends all Uncoast ASC and all RSC meetings  
Fills in for the RCM as needed

## **9. ASC Subcommittee Chairpersons**

### **The Uncoast Area has the following subcommittees:**

Activities  
Convention Committee  
Hospitals & Institutions (H&I)  
Literature  
Newsletter  
Public Relations (PR)  
Web Site  
Ad Hoc (when needed)

### **The qualifications of a subcommittee chairperson are:**

Meet all General requirements for elected positions.  
Two years abstinence from all drugs  
Active for at least one year in the Uncoast area service structure  
The ability and willingness to create and follow a budget  
Reading, writing, and computer skills.  
At least one year involvement with that subcommittee

**Responsibilities of subcommittee chairs include:**

Preside over regular subcommittee meetings and communicate the date and time of these meetings to the Uncoast Area Website subcommittee for inclusion in the ASC calendar and meeting list. Submit written monthly reports at ASC which include a name of subcommittee, subcommittee meeting minutes, subcommittee activity, accomplishments, specific problems or situations, plans for the coming month, a financial statement of activity compared to budget, and motions for group conscience.

Submit an annual budget each October

Hold workshops to promote awareness of how they function within the NA fellowship.

All subcommittee chairs must respond to ASC emails within seven days. (The PR subcommittee chair must respond to PR emails within three days.

**The Convention Committee Chair** will be a signer on the Convention bank account. The Chair does not have access to the on-line banking service.

**The Literature Committee Chair** will be a signer on the Literature and Book Subsidy bank accounts. The Chair does not have access to the on-line banking service.

**The Literature Committee Chair** will ensure monthly printing of meeting lists within one week of each ASC meeting to ensure the most up to date copies.

**Subcommittee chairs are the single point of accountability for that subcommittee, including finances, reports, flyers, publications, and events.**

## ***C. SUBCOMMITTEE DESCRIPTIONS***

### **1. Activities:**

This committee coordinates and plans activities that promote unity and fellowship in the NA program. The Area Activities Committee may ask for a “suggested donation” for these events. Area activities shall always follow the principle of “No addict is ever turned away.”

### **2. Convention Committee:**

This committee coordinates, plans, and holds a convention within the Uncoast Area of Narcotics Anonymous. The purpose of this event is a celebration of recovery.

### **3. Hospitals & Institutions (H&I):**

The primary purpose of an H&I subcommittee is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. The committee keeps a record of H&I meetings, coordinates panels and

establishes new meetings in as many hospitals and institutions that can be consistently supported by the Uncoast Area. The subcommittee is accountable for all literature made available at H&I meetings.

#### **4. Public Relations:**

This committee carries the NA message of recovery to those who help or have contact with addicts; and establish an idea of cooperation, not affiliation. As such, all PR related contacts must be responded to within 3 days. The committee establishes lines of communication via radio shows, public service announcements, posters, literature racks in strategic locations, mail-outs, one-on-one interviews and attendance at related professional events. The ways and means are innumerable. The PR subcommittee shall be responsible for responding to all internet based information requests. The NA “WSC PR Handbook” is the official guide for handling media information requests. This committee also establishes, maintains and coordinates an effective 24-hour-a-day, 7-day-a-week “Phone Line” answering service. The purpose of this is to provide a means by which an addict can reach a member of NA. The NA “A Guide to Phone Line Service” is the official guide for the Uncoast Area's Phone line. The public Relations Chair will be the default email address for all home groups who are unable to respond to email inquiries via the Uncoast area forwarding relays

#### **5. Literature:**

This subcommittee provides NA literature for distribution to the Uncoast Area including meeting lists that are printed on a monthly basis. The meeting list on the Uncoast Area website shall be used by the Literature Subcommittee as the version to print. The only items distributed will be NA approved items. The literature subcommittee provides H&I and PR with their Uncoast Area approved literature allotment. The literature subcommittee participates in the development and approval process of new NA literature.

#### **6. Newsletter:**

This subcommittee provides a regular newsletter that previews and reviews Uncoast Area and Narcotics Anonymous activities, a calendar of upcoming events, and an outlet for creative expression of recovery. The Newsletter committee uses the WSO Newsletter policy guidelines. .

#### **7. Website:**

This committee maintains the Uncoast Area of Narcotics Anonymous' Web Site to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicates the activities of the Uncoast Area. They facilitate anonymous email communications to/from our various group and trusted servants. The Uncoast Area Meeting List is maintained by the Website Subcommittee and the meeting list posted on the Uncoast ASC's Website is the official meeting list for the Uncoast Area. This meeting list is used by the literature subcommittee to update printed meeting lists and by the phone line service for directing addicts seeking recovery to the next

and nearest meeting. This subcommittee informs NAWs of all meeting changes and ensures that NAWs has an accurate list of our current meetings at all times.

## **8. Ad Hoc:**

This is a temporary committee formed by the ASC Chairperson that works on a specific situation or purpose not covered by other subcommittees. This committee is dissolved once its purpose has been achieved. The ASC Chairperson appoints the Ad Hoc Subcommittee Chairperson. No Ad Hoc Convention committee can be formed. No Ad Hoc committee is authorized to sign any legally binding contracts. No Ad Hoc committee is authorized to spend more than \$300 dollars on any project without a formal motion specifying how much is to be spent and specifically stating what the funds are to be spent for in detail. This motion must be tabled to the home groups and approved by a simple majority vote at the next ASC.

## **9. Elections**

In order to coordinate its services, the Uncoast Area elects recovering addicts to all ASC positions annually.

ASC officers (except Convention Committee Chair – refer to General Election Guidelines Letter C) are elected for one-year terms. If a person elected to an ASC office is a GSR, upon election the elected position holder shall resign as GSR. ASC elections are scheduled to coincide with RSC elections in July. It is suggested that no officer serve more than two consecutive terms.

### **a) General Election Guidelines**

A person nominated for an area position must be present at ASC to be nominated and elected. All nominations must go back to home groups for voting.

Nominations for the convention committee chair are accepted at the ASC immediately prior to the convention. The convention committee chair election will take place at the ASC immediately after the convention.

More than one person may be nominated for each position.

Nominations occur at the May ASC, Elections occur at the June ASC.

Nominations for any unfilled or vacant positions may occur at any ASC.

Elected officers assume their position at the close of the ASC in which they are elected.

Nominations may be made by any GSR, Alternate GSR, or their delegate. All nominations must be seconded by a GSR, Alternate GSR, or their delegate.

Each nominee must state in person and provide a copy either electronically or on paper of their qualifications for serving the fellowship (including clean time, past service experience and why they can and want to serve the fellowship). This will be published in the next ASC minutes.

Once nominations are closed they are not reopened unless the position remains vacant.

Voting is done by paper ballot.

Subcommittees will elect their own vice-chairs according to their own policies.

#### **10. Removal of ASC Officers and Subcommittee Chairs:**

- a.) Voluntary Removal or resignation: given in writing to the ASC chair prior to the next ASC meeting.
- b.) Automatic Removal:
  - Missing four ASC meetings during term of office
  - Admission of relapse during term of office
- c.) No Confidence: A motion of “No Confidence” may be made by any GSR. A second by a GSR is required. The motion must state the reason for the vote of “No Confidence.” The trusted servant subject to the vote of “No Confidence” shall be given the chance at that ASC to address the concerns related to the vote of “No confidence.” Two additional pros and two additional cons to the motion will be offered by GSRs, alternate GSRs, their delegates, administration committee members, subcommittee chairs or vice-chairs. The motion is tabled to groups for a vote. The pros and cons will be included with the motion in the minutes. A 2/3 majority vote of “No Confidence” is required to remove the trusted servant from their position.

#### ***D. FINANCIAL***

- 1) Prudent Reserve is defined as the amount of money kept in the Area checking account not to be used unless for emergency spending needs.
- 2) An emergency spending need is defined as the payment of legal and binding agreements if the Area account funding falls below prudent reserve.
- 3) The Area prudent reserve is 2/12 of the approved annual Uncoast ASC budget (two month’s operating expenses). Budgets are posted on the Uncoast Area website.
- 4) The Area will retain an additional 1/12 of the approved annual Uncoast ASC budget for the current month’s operating expenses.
- 5) The Area will send any monies over prudent reserve and the current month’s operating expenses to the Florida RSC bi-monthly.
- 6) All expenses other than legal and binding agreements must be voted on when operating in prudent reserve.
- 7) Inventory of \$2,500 of Literature will be held as the normal stocking level for literature. All Literature money is to be held in the Uncoast ASC Literature bank account and the Uncoast ASC Book Subsidy Account. The

Uncoast ASC Literature chair maintains the Uncoast ASC Literature bank account and the Uncoast Area Book Subsidy Account, makes the deposits, orders literature, and pays the literature bills from the Uncoast ASC Literature bank account.

- 8) All convention profits above \$1,200 will be placed in a 'Book Subsidy Fund'. These funds are used to subsidize the Uncoast Area sales of the NA Basic Text to the Uncoast Area groups at a cost of \$5.00. The 'Book Subsidy Fund' will be kept in an Uncoast Area 'Book Subsidy' bank account and when these funds run out, there will be no more subsidizing of Basic Texts until the close of the next convention when the account gets re-funded

### ***E. BUDGETS***

- 1) All subcommittee budgets must be submitted in motion form at the October ASC for approval by the home groups. A simple majority vote is required to approve budgets.
- 2) Budgets run on a calendar year basis, from January 1 through December 31.
- 3) Any subcommittee that does not get a budget submitted and approved by home groups will have no funds allocated to them until their budget is submitted and approved by the home groups.
- 4) Budgets may only be altered with the approval of the home groups.
- 5) All non-budgeted or expenditures over budget must go back to the home groups for approval.
- 6) All approved Uncoast Area budgets will be posted and archived on the Uncoast area website.

### ***F. FLIERS, ADVERTISEMENTS, AND PUBLICATIONS***

- 1) Meeting lists will be printed on a monthly basis utilizing the on-line meeting list Preferred Document Format (pdf) file.
- 2) No personal information such as family name, phone numbers, addresses, personal email addresses are to be included on any ASC flier, advertisement, or publication.
- 3) No religious symbols or implied endorsement of any religion, religious belief, custom or holiday should be used on any ASC flier, advertisement, or publication.
- 4) No traditions or concepts may be violated in any ASC flier, advertisement, or publication.
- 5) Advertisements or fliers should include:
  - A statement of non-affiliation to the venues where events are being held
  - Indication that it is an Uncoast NA event
  - Date, time, and location (full address)
  - Contact information using ASC email relay system
  - That no addict will be turned away
  - Any costs or suggested donation amounts
  - Any specific rules of the venue (i.e. no smoking, no outside food, etc).
- 6) All fliers, advertisements and publications will be sent via email to all ASC

- trusted servants via the relay links for review and input 10 days prior to distribution. These should be clearly marked 'for review and input'
- 7) Fliers may be posted on the Uncoast Area Website after the review and input period upon the request of the subcommittee chair.

## APPENDIX A

### **UNCOAST AREA RULES OF ORDER**

When conducting business, the Uncoast Area utilizes the following *Uncoast Area Rules of Order*. The *Uncoast Area Rules of Order* have been adapted from the *WSC Rules of Order*, adapted from the latest edition of *Robert's Rules of Order* (hereinafter referred to as "Robert's"). These WSC Rules of Order have been found to meet the general needs of the conference in the process of conducting business of the biennial meeting when they are not in conflict with other conference policies or the principles of NA, including the Twelve Concepts for NA Service. In cases where the *Uncoast Area Rules of Order* are not comprehensive enough, the latest edition of Robert's is used. This use is solely in cases where we have not written our own rules of order. If there is a conflict or discrepancy, Uncoast Area procedures take precedence over Robert's. The intent of using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the Uncoast Area's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance, not hinder, the accomplishment of the business of the Uncoast Area. Within the *Uncoast Area Rules of Order*, *assembly* means the Uncoast Area Service Committee (hereinafter referred to as ASC), and *member* means committee participant. The term *facilitator* refers to the person facilitating a particular session of the ASC. GSR means Groups Service Representative and Alternate GSR is the Alternate Group Service Representative.

#### **Standing Rules**

- Each GSR has only one vote and each member may only present one motion at the same time.
- No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. Alternate GSRs are considered to be the same "member" as their respective GSRs when acting as a participant.
- There is a time limit on debate by any member. No member may speak longer than three minutes on a motion for each time they are recognized by the facilitator to speak. However, the facilitator may exercise discretion to extend the time limit when in the facilitator's opinion such action is warranted. To otherwise extend debate, a motion to extend debate must be adopted.
- There is a limit on the number of speakers on any motion. No more than three members may speak in favor (pro) of any motion, and no more than three members may speak in opposition (con) to any motion. However, the facilitator may exercise discretion to extend the number of speakers when, in the facilitator's opinion, such action is warranted. To otherwise extend debate, a motion to extend debate must be adopted.
- Every main motion must be presented in writing on a ASC Motion Form and contain the position of the member proposing the motion and the position of the member seconding the motion. Motions must be turned in to the motions table before the

maker is addressed. A motion should be clear, concise, comprehensive, and have the intent visibly reflected, as the assembly will be voting on the actual wording of the motion, not the maker's intent of its effects. All motions are displayed in writing before debate or voting. The facilitator restates the motion clearly. The motion is now pending and before the assembly; it is only at this point that the motion belongs to the assembly and must be disposed of in some manner.

Every amendment to a main motion must be presented in writing on a ASC Motion Form and contain the position of the member proposing the amendment and the position of the member seconding the amendment. Amendments must be turned in to the motions table before the maker is addressed. All amendments are displayed in writing before debate or voting. A second merely indicates that another member wishes the matter to come before the assembly; it does not necessarily mean that the seconder is in favor of the motion.

Debate follows (if the motion is debatable), and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order). Debate addresses the motion, not the member making it. Motives should never be questioned. Members should address each other through the presiding facilitator and should use titles or descriptions of duties, not names (for instance, "Mr./Ms. Facilitator, not "John"). The facilitator addresses members by name. Discussion (debate) is not between two members but through the facilitator. Any member has the right to ask the assembly to consider if an item is ASC business or if it should be returned to each group for a "group conscience" vote. The assembly then has to decide if the issue requires the efforts of the NA group members.

### **Adoption of Motions**

On matters of procedure, such as Lay on the Table, Recess, Amend, Commit, etc., the number voting in the affirmative required for adoption (regardless of type of majority required, whether simple or two-thirds) shall be determined by the number of GSRs present and voting yes or no. (Abstentions have no effect.)

On matters of policy, such as policy of the ASC, approval, removal or change of previously adopted literature, or change to the ASC Policy, two-thirds of the registered members present at the most recent roll call are required to vote in the affirmative for adoption to occur. A simple majority of those present and voting may adopt a motion ordering a roll call be taken prior to the vote.

A quorum (the number of voting members who must be present in order to conduct business) for the ASC is a majority of all eligible voting members.

## ***Types of Motions & Voting***

### **Voting**

When ready, the assembly votes to adopt (carry) or reject (fail) the motion. This is also known as the facilitator putting the question. A person facilitating the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.

Voting generally takes place by voice, unless otherwise described in a standing rule or unless a motion is adopted for a standing or roll call vote.

If the outcome is unclear, or if any member challenges the validity of the vote in any

way, then a standing vote is called. All in favor of the item are asked by the facilitator to stand and remain standing. The number of members standing are counted by three independent counters. Those in favor will be asked to sit, and the procedure will be repeated for those opposed and in abstention to the item in question. The tally of those in favor, those opposed, and those abstaining will be compared, and the position will be declared by the facilitator.

In cases where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The facilitator calls for any objections; if there are none, the matter/action is adopted. In the case of an amendment to a pending motion, this is known as a "friendly amendment." It must be "friendly" to the entire assembly. In other words, a "friendly amendment" requires unanimous consent to be adopted to become part of the main motion.

There are no fractions of votes. Each conference participant shall have one and only one vote.

In case of a close vote, the facilitator will accept a motion for one recount, or for disregarding the vote in favor of sending the item to the group level.

A majority vote (simple majority) is more than half of those present to vote. For example, since 37 is half of 74, 38 would be more than half and is a majority of 74; since 37.5 is half of 75, 38 would be more than half and is a majority of 75.

Two-thirds vote (2/3 majority) means at least two-thirds of those present to vote. For example, of 74, 49.33 is two-thirds; thus 50 would be at least two-thirds of 74. Of 75, 50 is exactly two-thirds; thus 50 would be at least two-thirds of 75.

There are several ways to determine the set of members to which the majority proportion (whether simple or two-thirds) applies. Some of these ways are:

Those present and voting

Those registered as attending

Those present at the most recent roll call or the roll call adjusted for late arrivals as announced by the facilitator

All those eligible to vote whether registered as attending or not, from the entire membership

Those present voting YES or NO

When the standing procedures do not specify which set of members is to be used then the first interpretation, those present and voting, is used.

The facilitator announces the result of the vote, and its adoption or rejection. The motion is considered to be disposed of after this announcement.

An adopted motion shall take effect at the close of the ASC, unless otherwise stated in the motion.

Old Business sessions address motions that were sent out in the ASC Minutes and any amendments to those motions. All other items are considered New Business. Any amendment that significantly alters an old business motion could actually move the entire motion to become a new business item.

Only GSRs are voting members of the assembly.

Standing Rules—Differences from Robert's

ASC limits debate to three minutes per speaker. (Robert's is ten minutes)

ASC limits the number of speakers on each pending motion to three pro and three con. (Robert's is unlimited)

ASC limits debate on the motion to appeal to one pro and one con with the facilitator always the con. (Robert's is unlimited)

ASC does not limit the number of times the same member may speak on a motion, except no member may speak on a motion more than once unless all others wanting to speak have done so. (Robert's = a member can only speak twice on a motion and cannot speak for the second time until all others have exercised their rights of debate. If a motion is pending or brought up again the next day, rights of the debate begin over again.)

ASC requires a two-thirds majority to adopt the motions Lay on the Table and Reconsider. (Robert's is majority)

ASC will allow no amendments on the motion Limit or Extend Debate. (Robert's allows)

ASC requires a simple majority to adopt the motion Limit or Extend Debate. (Robert's is two-thirds)

ASC requires a two-thirds majority to adopt main motions that: amend the service structure; change the operating procedures of the ASC; or change the policy of the ASC. (Robert's is a majority on main motions)

Class (Type), Precedence, and Order of Motions

Since there may be several motions pending at any given time, the highest-ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class, and the order of precedence within a class, of a motion determines when it is in or out of order, and what it takes precedence over.

M = Main motion. Brings business before the assembly. Can only be made when no other motion is pending and ranks lowest in the order of precedence.

No main motion is in order if it conflicts with United States, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void.

No main motion is in order that presents substantially the same question as a motion previously rejected during the same ASC. Other motions (reconsider, renew, amend something previously adopted) can be in order and are described in section III.G. Redress.

No main motion is in order that conflicts with a motion previously adopted at any time during the ASC and which is still in force. Other motions (reconsider, renew, amend something previously adopted) can be in order and are described in section III.C. Redress.

No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of and which remains within the control of the assembly (for example, Committed, Postponed, or Tabled). If a question has been laid on the table and the same question is brought before the assembly during the current ASC, it would be more appropriate to take the original motion from the table and dispose of it than to address the new motion.

### **Types of Motions**

S = Subsidiary motion. Assists the assembly in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence, and several

may be pending at one time. See table in section III F below for order of precedence.

**P** = Privileged motion. Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general, the highest ranking motion. Privileged motions also have an order of precedence, and there may be several pending at the same time. See table in section III F below for order of precedence.

**I** = Incidental motion. Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it doesn't generally alter the pending motion but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since precedence depends on the particular set of circumstances each time.

Following is an example of the order of precedence of privileged and subsidiary motions, listed with highest ranking at top. Each motion takes precedence (and therefore is in order even if the others below are pending) over the ones listed below it.

- 1) **(P)** Privileged Motions (not debatable):
- 2) Adjourn
- 3) Recess
- 4) Raise a Question of Privilege
- 5) Call for Order of the Day
- 6) **(S)** Subsidiary Motions (debatable)
- 7) Lay on the Table
- 8) Previous Question
- 9) Limit or Extend Debate
- 10) Postpone to Definite Time
- 11) Commit (or Refer)
- 12) Amend
- 13) Postpone Indefinitely
- 14) **(M)** Main Motion
- 15) Redress

If a member believes that a motion is not being handled well, or has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

Matters left undone or tabled at adjournment die. However, they can be brought up at a later ASC as new questions.

Matters rejected: During the same ASC, the motion Reconsider would be in order. If the question is substantially different, due to a change in circumstances or new information or other significant changes in intent, a new motion might be in order. At a later ASC, a motion can be "renewed"—that is, the same question can be introduced again as if new.

Matter adopted: During the same ASC, the motions Reconsider or Amend Something Previously Adopted would be in order. The motion to Reconsider is in order if the

original motion was voted on today. The motion to reconsider must be made by a member who voted on the prevailing side of the original vote. If the reconsider time limit has passed, the appropriate motion would be Amend Something Previously Adopted. During the same ASC, Reconsider is the preferred motion; however, Amend Something Previously Adopted is in order at any time before or after it is too late to reconsider. At a later ASC, the appropriate motion would be Amend Something Previously Adopted. Any member may make that motion, and there is no time limit.

Matters temporarily disposed of: Suspend the Rules, Discharge a Committee, or Take from the Table would be appropriate depending on the circumstances, or to Reconsider a Motion (if reconsiderable) that temporarily disposed of a motion, e.g., Commit or Postpone.

Matters on the floor: Appeal the Facilitator, Point of Order, Call for the Order of the Day, Division of the Question, etc., and other parliamentary tools may be appropriate.

To Remove a Pending Motion from the Floor There are several options, some of which are:

Lay on the Table: if the intent is to set a pending motion aside temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to Take from the Table is appropriate.

Postpone Definitely: if the intent is to put off consideration to a more convenient time or pending more information.

Postpone Indefinitely: if the intent is to kill the motion for that ASC.

Objection to Consideration: if the intent is to avoid consideration of the motion for that conference. This objection must be made before debate begins.

Commit to Committee: if the intent is to refer the matter to a specialized group to collect input, research, and make recommendations.

Extend or Limit Debate: if the intent is to limit or extend the number of speakers, the amount of time each may speak, or the total time for debate, or to set the time that debate will close.

Previous Question: if the intent is to stop debate immediately and put the question to vote.

Vote against the motion: if the intent is to defeat the pending motion.

Vote for the motion: if the intent is to adopt the pending motion.

Recess: if the intent is for the assembly to take a brief time out before continuing.

Adjourn: if the intent is let the matter die. However, no more business of any kind will be taken up until the next ASC.

Recess or Adjourn: The differences between Recess and Adjourn are: Recess means to take a short intermission within a session. After the recess, proceedings are immediately resumed at the point where they were interrupted. Adjourn means to terminate the ASC.

Since the Uncoast Area Rules of Order are fairly formal, following is a list of some of the more commonly known terms:

Formal Name	Common Name
Adopted	Carried
Amend by Substitution	Substitute
Amend Something Previously Adopted	Includes Rescind
Entertain a motion	The facilitator sensing the assembly's intent, mentions the motion that would be in order that might accomplish the assembly's goal
Previous Question	Call the pending motion to a vote; call for the question; call for the vote
Put the Question	Vote
Question of Privilege	Point of personal privilege
Unanimous Consent	"friendly" (particularly in the case of amendments) "acclamation" (particularly in elections)
Unfinished Business	Old business (although this term is misleading, since addressing previously-handled, i.e., old business is different than addressing business yet undone.)

## Description of Motions

**Following is a text description in alphabetical order of the most commonly used motions and some of their characteristics. Following that is a chart, also in alphabetical order, of those motions, further describing their use and characteristics.**

Adjourn means to close the ASC immediately.

Amend (a pending motion) means to modify the wording and possibly the effect of a pending motion and is considered a primary amendment--that is, it applies directly to the main question. The amendment is voted on by itself, before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original form.

Amendment to an Amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself, before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

A member's vote on an amendment does not obligate him/her to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted on separately, each member is allowed the freedom to oppose the amendments(s), but vote in favor of the motion, or vice versa.

Motion to Substitute, a form of the motion Amend, proposes that a substitution shall come before the assembly in place of the pending resolution. During consideration of the motion to substitute, debate may consider the merits of the pending resolution and its proposed substitute, and both may be perfected by amendment, but any amendments to

the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to substitute is voted on. If carried, the substitution comes to the assembly for vote. If the motion to substitute fails, the original pending resolution comes to the assembly for vote.

Amend Something Previously Adopted means to change a part of a motion already adopted.

This motion can be moved by any member, regardless of how he voted on the original question. There is also no time limit on when this motion can be made if done during the current business session.

Rescind, Repeal, Annul, a form of the motion to Amend Something Previously Adopted, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original question. There is also no time limit on when this motion can be made.

Amend the Bylaws (for ASC, Amend the Uncoast Area Policy.) is a form of the motion Amend Something Previously Adopted. Generally, the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then Amend the Bylaws is in order as a motion. It is suggested that notice be given to the membership regarding an upcoming motion to amend the bylaws to give the membership adequate time for review.

Appeal the Facilitator means that the ruling is taken from the facilitator and decided by the assembly. By electing a facilitator, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the facilitator unless they appeal the decision. A member who does not choose to appeal a ruling may speak directly to the facilitator at a later time or bring the issue up in an open forum.

Commit or Refer to Committee means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. For the ASC, this committee would be the an existing subcommittee unless some extraordinary action had taken place to create an ad-hoc committee.

Discharge a Committee means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that, in effect, discharges the committee. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.

Division of Question means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) should be.

Lay on the Table means to set the pending motion aside temporarily. The proper form of the motion states where the motion should be tabled, the purpose of tabling the motion, and when the motion should return to the ASC floor for full consideration.

Limit or Extend Debate means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of pending motions, or the time that debate will cease. This motion cannot impose an immediate closing of debate; the appropriate motion then would be Previous Question.

Main Motion is the introduction of new business or, in some cases, the reconsideration or amendment of previously adopted business.

Objection to Consideration of the Question means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the facilitator is phrased so that members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion. If the objection is sustained, the main motion cannot be renewed during the same ASC except by unanimous consent or by reconsideration of the vote on the objection; however, the same main motion can be introduced at any succeeding conference.

Order of the Day (to call for) means any member can require the assembly to conform to its own agenda, unless the assembly then Suspends the Rules or Changes the Order of the Day.

Parliamentary Inquiry is a question to the facilitator to obtain information on a matter of parliamentary procedure, or the guidelines of the assembly, bearing on the business being considered. It is the duty of the facilitator to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The facilitator is not obligated to answer hypothetical questions. The facilitator's reply is not subject to appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and, if ruled out of order, to appeal such a ruling.

Point of Information is a request directed to the facilitator, or through the facilitator to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A point of information is not properly used to create a discussion between two members. If the point of information is a question to a member who is speaking, the facilitator will ask the member who correctly has the floor if he will yield to a point of information. The member has the right not to yield, since the time consumed for the point of information will be taken out of the speaker's allowed time. If the member yielding is strictly responding to a question, however, the time is not deducted from the speaker's time.

Point of Order means a member believes the rules of the assembly are being violated and is asking the facilitator to make a determination whether the procedure in question is being violated. A point of order is not a method or procedure to dispute the accuracy of something that another member has stated but a way to keep the assembly working on the business that it is supposed to be working on, in accordance with its guidelines and other rules of order.

Postpone to a Definite Time (Definitely) means to put off action on a pending motion until a definite day, session, or hour, or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time, or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present ASC.

Postpone Indefinitely means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the ASC and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that

cannot be either adopted or expressly rejected without possibly undesirable consequences.

Previous Question means to immediately close debate and the making of any subsidiary motions, except Lay on the Table, of a pending motion. If Previous Question is not adopted, debate continues. If adopted, the pending motion goes immediately to vote.

Question (Point) of Privilege (to raise) permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order. The facilitator rules (subject to appeal) only on whether this matter should interrupt pending business. If the facilitator rules yes, then the question is handled depending on its original form. If originally phrased as a request, it is handled as such; if phrased as a main motion, the question then requires a second, is debatable, amendable, etc., and is handled by the assembly.

Recess means a short intermission in the assembly's proceedings, which does not close the session, and after which business will be resumed immediately, at exactly the point at which it was interrupted.

Reconsider enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side), and it must be moved either on the same or next day as the original vote. If the reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is, it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

Suspend the Rules enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring up a matter at a different time than originally scheduled. The facilitator cannot move this but can entertain a motion from another member to do so.

Take from the Table enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not taken from the table within the same ASC as the motion to lay on the table, the matter dies although the matter can be reintroduced later as a new question.

Voting (motions about) enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

Withdraw/Modify a Motion (to grant the maker permission) means the assembly gives permission to the maker to alter or withdraw his motion. This permission is required only after the motion has been stated by the facilitator. After the question is stated by the facilitator, the motion becomes a pending motion and the property of the assembly, which must dispose of it in some way. A pending motion can be amended only by vote or unanimous consent, even if the maker of the motion accepts the amendment.

## Table of motions

	IN ORDER WHEN ANOTHER HAS FLOOR	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED TO ADOPT
Adjourn	No	Yes	No	No	Majority
Amend a pending Motion	No	Yes	If motion to be amended is	Yes	Majority for amendment
Amend Something Previously Adopted (Includes Rescind)	No	Yes	Yes	Yes	Two-thirds
Appeal the Facilitator (must be made immediately following)	Yes, at time of appealed ruling	Yes	1 Pro/1Con Con is always facilitator	No	Majority in negative to reverse facilitator
Commit or Refer to Committee – of a pending question	No	Yes	Yes	Yes	Majority
Commit or Refer to Committee –of a matter	No	Yes	Yes	Yes	Majority
Division of Question	No	Yes	No	Yes	Majority
Lay on the Table	No	Yes	No	Yes	Two-thirds
Limit or Extend Debate –	No	Yes	No	No	Majority
Limit or Extend Debate –	No	Yes	Yes	No	Majority
Main Motion	No	Yes	Yes	Yes	See Standing Rules
Objection to Consideration of the Question – prior to Debate	Yes	No	No	No	Two-thirds against consideration sustains objection
Order of the Day	Yes	No	No	No	On demand of member unless set aside by two-thirds
Parliamentary Inquiry	Yes	No	No	No	Facilitator response only

Point of Information	Yes	No	No	No	Response only
Point of Order	Yes	No	No unless submitted to body by facilitator	No	Facilitator ruling or majority of body
	<b>IN ORDER WHEN ANOTHER HAS FLOOR</b>	<b>SECOND REQUIRED</b>	<b>DEBATABLE</b>	<b>AMENDABLE</b>	<b>VOTE REQUIRED TO ADOPT</b>
Postpone to Definite Time	No	Yes	Yes	Yes	Majority
Postpone Indefinitely	No	Yes	Yes	No	Majority
Previous Question	No	Yes	No	No	Two-thirds
Question of Privilege – main motion not in order	Yes but not to interrupt	No	No	No	Facilitator ruling subject to appeal
Question of Privilege – main motion in order	No	Yes	Yes	Yes	Majority
Recess-pending question	No	Yes	No	Yes, to time	Majority
Recess–no pending question	No	Yes	Yes	Yes	Majority
Reconsider	Yes, before person has spoken	Yes	If original motion is	No	Two-thirds
Suspend the Rules	No	Yes	No	No	Two-thirds
Take from the Table	No	Yes	No	No	Majority
Voting – motion about while question is pending	No	Yes	No	Yes	Majority, if not to open or reopen polls
Voting – motion about while question is not pending	No	Yes	Yes	Yes	Majority
Withdraw or Modify a motion after stated by facilitator	Yes, if needs immediate attention	Yes, if made by maker. No, if by another	No	No	Majority

**Appendix B**  
**Motion Form**

<b>Date:</b>		
<b>Motion:</b>		
<b>Intent:</b>		
<b>Exact Change to ASC policy in “Quotes,” where inserted/deleted, and conflicts with other existing policy (specific section, paragraph, and line.</b>		
<b>Made by:</b>		
<b>Seconded by:</b>		
<b>Carried:</b>	<b>Died:</b>	<b>Tabled:</b>

## Appendix C



### ***WORLD SERVICE BOARD OF TRUSTEES BULLETIN #29***

#### **Regarding Methadone and Other Drug Replacement Programs**

This bulletin was written by the World Service Board of Trustees in 1996. It represents the views of the board at the time of writing.

Not all of us come to our first NA meeting drug free. Some of us were uncertain about whether recovery was possible for us and initially came to meetings while still using.

Others came to their first meetings on drug replacement programs such as methadone and found it frightening to consider becoming abstinent.

One of the first things we heard was that NA is a program of complete abstinence and "The only requirement for membership is the desire to stop using." Some of us, upon hearing these statements, may have felt that we were not welcome at NA meetings until we were clean. But NA members reassured us that this was not the case and we were encouraged to "keep coming back." We were told that through listening to the experience, strength, and hope of other recovering addicts that we too could find freedom from active addiction if we did what they did.

Many of our members, however, have expressed concern about individuals on drug replacement programs. Questions come up regarding such individuals' membership status, ability to share at meetings, lead meetings, or become trusted servants on any level. "Are these members clean?" they ask. "Can one really be a 'member' and still be using?"

Perhaps by answering the most important question first—the issue of membership—we can establish a context by which to approach this issue. Tradition Three says that the only requirement for NA membership is a desire to stop using. There are no exceptions to this. Desire itself establishes membership; nothing else matters, not even abstinence. It is up to the individual, no one else, to determine membership. Therefore, someone who is using and who has a desire to stop using, can be a member of NA.

Members on drug replacement programs such as methadone are encouraged to attend NA meetings. But, this raises the question: "Does NA have the right to limit members participation in meetings?" We believe so. While some groups choose to allow such members to share, it is also a common practice for NA groups to encourage these members (or any other addict who is still using), to participate only by listening and by talking with members after the meeting or during the break. This is not meant to alienate or embarrass; this is meant only to preserve an atmosphere of recovery in our meetings.

Our Fifth Tradition defines our groups' purpose: to carry the message that any addict can stop

using and find a new way to live. We carry that message at our recovery meetings, where those who have some experience with NA recovery can share about it, and those who need to hear about NA recovery can listen. When an individual under the influence of a drug attempts to speak on recovery in Narcotics Anonymous, it is our experience that a mixed, or confused message may be given to a newcomer (or any member, for that matter) For this reason, many groups believe it is inappropriate for these members to share at meetings of Narcotics Anonymous.

It may be argued that a group's autonomy, as described in our Fourth Tradition, allows them to decide who may share at their meetings. However, while this is true, we believe that group autonomy does not justify allowing someone who is using to lead a meeting, be a speaker, or serve as a trusted servant. Group autonomy stands only until it affects other groups or NA as a whole. We believe it affects other groups and NA as a whole when we allow members who are not clean to be a speaker, chair a meeting, or be a trusted servant for NA.

Many groups have developed guidelines to ensure that an atmosphere of recovery is maintained in their meetings. The following points are usually included:

Suggesting that those who have used any drug within the last twenty-four hours refrain from sharing, but encouraging them to get together with members during the break or after the meeting.

Abiding by our fellowship's suggested clean time requirements for service positions.

Seeking meeting leaders, chairpersons, or speakers who help further our primary purpose of carrying the message to the addict who still suffers.

We make a distinction between drugs used by drug replacement programs and other prescribed drugs because such drugs are prescribed specifically as addiction treatment. Our program approaches recovery from addiction through abstinence, cautioning against the substitution of one drug for another. That's our program; it's what we offer the addict who still suffers. However, we have absolutely no opinion on methadone maintenance or any other program aimed at treating addiction. Our only purpose in addressing drug replacement and its use by our members is to define abstinence for ourselves.

Our fellowship must be mindful of what kind of message we are carrying if a still-using addict leads a meeting, or becomes a trusted servant. We believe that under these circumstances we would not be carrying the Narcotics Anonymous message of recovery. Permissiveness in this area is not consistent with our traditions. We believe our position on this issue reinforces our recovery, protects our meetings, and supports addicts in striving for total abstinence.

Note: This bulletin addresses the use of methadone maintenance as a drug replacement strategy. It is not addressing the medicinal use of methadone as a pain killer. We encourage those who have concerns about the use of methadone in pain management to refer to Narcotics Anonymous pamphlet, *In Times of Illness*.

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