

# **Bucks County Area Of Narcotics Anonymous Area Policy**

**Updated policy includes motions passed  
Through June 2011**

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BUCKS COUNTY AREA SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS POLICY  
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## I. NAME

The name of this committee shall be the Bucks County Area Service Committee of Narcotics Anonymous (BCASCNA)

## II. BUCKS COUNTY AREA NARCOTICS ANONYMOUS (BCANA)

### Defining BCANA

Narcotics Anonymous (NA) groups located, in Bucks County and vicinity, wishing to participate in the BCASCNA. All BCANA meetings current and new must comply with the 12 steps, 12 traditions, and 12 concepts of NA.

### Defining BCASCNA

NA groups and subcommittees in Bucks County and vicinity, who meet monthly to conduct area business.

## III. PURPOSE OF THE AREA SERVICE COMMITTEE (ASC)

The purpose of this committee is to administer and coordinate the activities common to the welfare of the NA groups within the boundaries of the Bucks County Area and to support the needs of these groups and foster unity. Also, the ASC serves as a link between the groups and the Eastern PA Region of NA. For the purpose of these guidelines, the term **Narcotics Anonymous Groups** shall be defined as stated in the currently approved NA service Manual.

This area supports and encourages the one-member/one vote participation in group conscience and believes one of the most important elements for successful personal recovery is the active participation in a Home Group. The purpose of the ASC is to support the area and its groups and their primary purpose by associating a group with other groups locally, thereby helping a group deal with its day-to-day situation and needs. As a whole, the BCASCNA supports the group conscience of the NA Fellowship and will abide by the stated policies of the Eastern PA Region, the World Service Conference (WSC) and its service committees.

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

#### **IV. PARTICIPANTS**

This committee shall have only two types of participants: voting and non-voting. Only voting participants have voting rights.

##### Voting Participants

Voting participants of the ASC, for each group in the Bucks County Area, will be the Group Service Representative (GSR) (or in the absence of the GSR, the Alternate GSR.) For the purpose of these guidelines, the terms GSR and Alternate GSR are defined below as stated in the currently approved NA Service Manual.

1. Only GSRs (or Alternate GSRs in the absence of the GSR) can vote.
2. Voting members must be present at the ASC meeting in order to vote.
3. Members of the Joint Administrative Committee (JAC) do not vote. In case of a tie, the ASC Chairperson (herein referred to as the Area Service Committee Chair) does vote.

##### Non-Voting Participants

Non-voting participants of the ASC are Officers and Subcommittee Chairpersons (herein after referred to as the Subcommittee Chair).

##### Observers

NA members not addressed elsewhere in this policy shall be classed Area Service Committee observers. Only NA members have the specific right to request the floor. The ASC Chair has the exclusive right to grant or deny such requests. The Chair's decision is subject to appeal and may be over turned by a two-thirds majority vote.

#### **V. QUORUM**

Quorum shall be established as follows:

1. Official quorum must be reached thirty minutes after the scheduled starting time of the ASC meeting and is required for approval of any area business with two-thirds of eligible voting participants within the Bucks County Area present.
2. In the event quorum is not reached, no business will be conducted except for payment of ASC expenses. Treasurer's report will follow. A simple majority will be required to vote on payments and the ASC meeting will be adjourned.
3. Groups not present for two consecutive ASC meetings will not be recognized as part of quorum at the third consecutive meeting. Once they return, they will be included in the following ASC meeting.
4. Regarding policy for new NA groups in the Bucks County Area
  - a. New groups wishing to be included in BCASCNA must meet the criteria stated in "II. Defining BCASCNA" -Pg. 3.
  - b. Be approved by a two-thirds majority vote. The group becomes a voting participant at the next ASC meeting.

5. Any GSR, (or Alternate GSR in the absent of the GSR), ASC Officer, and Subcommittee Chair who must leave the ASC meeting early, must notify the Area Secretary before leaving.

## VI. MOTIONS

ASC participants can make motions under the following rules.

1. Any GSR (or Alternate GSR in the absent of the GSR).
2. Any Subcommittee Chair can make a motion on business pertaining to that subcommittee.
3. A GSR (or Alternate GSR in the absence of the GSR), is the only member who can second a motion, only one second can be made and recorded. If amended, only the original second can second the amended motion. Refer to Robert's Rules of Order.
4. Motions from the Subcommittees or Home groups do not need a second as they represent the conscience of that committee or group.
5. Motions affecting NA as a whole will be sent back to the groups for their conscience before being voted on at the ASC meeting
6. Motions not affecting area groups are not sent back. They are dealt with on the area floor, as decided by the JAC.
7. Policy Motions with the intent to accomplish the same result as a prior motion will not be entertained by the ASC for six months following the initial vote on the prior motion. Any approved changes to the policy must remain in effect for six months after they are passed.
8. Any motion determined by the JAC to be out of order or in need of clarification, will be tabled and returned to the originating group or subcommittee for clarification or amendment. All motions require a clear intent.
9. Any motion ruled out of order or requires clarification by the JAC shall be read on the area floor and documented in the area minutes.
10. The maker may withdraw a motion made on the area floor. This does not include motions made by groups or subcommittees.
11. The name of the group by which a motion originates shall not be published in the area minutes.
12. Amendments to the Bucks County Area Policy: Any policy motions presented to the ASC shall be tabled for two months before voted on. The Policy Committee shall review the proposed changes for conflicts and same intents. Questions from groups and/or Policy Committee will be entertained at the next ASC. At the second ASC meeting, two months after the motion was brought forth questions will not be entertained and the motion will be brought to a vote. A two-thirds majority vote of the voting participants shall be required to change, add or delete anything from the existing policy.
13. Two ledgers of all motions passed or failed will be maintained; one by the Area Secretary and one by the Policy chair.
14. The JAC will determine the order of handling regional motions in the ASC.
15. All motions must be accompanied by a "reason for motion" and "desired result of motion"

For discussion limits and debate on motions, please refer to “XIV. PARLIAMENTARY AUTHORITY” -PG.16.

## VII. ELECTION OF OFFICERS AND SUBCOMMITTEE CHAIRS

### ASC Officers

The officers of the ASC shall be the Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Policy Chair, Regional Committee Member (RCM), and Alternate RCM.

### Schedule of Elections

Notice of ASC elections will be included in the area minutes for **May**, nominations will be made in **June**, and ASC Officers and Subcommittee Chair (S) are elected in **July**.

### Guidelines for Nominations

1. Nominations are solicited in **May** and brought back to the ASC in **June** for election in **July**.
2. The Policy Chair will read from the ASC Policy the qualifications and responsibilities for each position.
3. Any member of NA may submit a nomination through their home group, which will be brought to the ASC by the group's GSR (or Alternate GSR in the absence of the GSR). Any member attending the ASC meeting may also make a nomination. A GSR (or Alternate GSR in the absence of the GSR) must second these nominations.
4. After accepting nominations, the ASC Chair closes nominations for the position and asks nominees to qualify themselves.
5. Each nominee must be present at the ASC meeting. Verbal qualifications are taken followed by a short question and answer period.
6. Clean time and other qualifications will not be waived if anyone else nominated meets the requirements. If clean time is to be waived, a motion must be made and seconded by a GSR (or Alternate GSR in the absence of the GSR) and must be approved by a two-thirds vote.
7. Any nominations made after June's ASC will be submitted for one month to the groups for their conscience and voted on at the following ASC.

### Length of Office

Officers will serve for one year unless otherwise specified or until their successors are elected. Their term of office begins at the next ASC meeting following the meeting they were elected.

### Multiple Positions

No Chair can hold more than one position at the ASC level or be eligible to serve more than two full terms consecutively in the same office. Upon election of Area Service Committee position, the NA member should resign from all other ASC service positions as soon as practical. This does not include ASC Representative Positions such as Meeting List Representative, Literature Distribution Representative, Cleansheet

Representative or Regional Convention Representative. These positions may be held by a GSR or Alternate GSR because they do not carry a conscience Area Service Committee as a Subcommittee Chair position does.

#### Election to Fill a Vacancy

An election to fill an office vacancy will occur within two regular ASC meetings after the vacancy arises. Notice of intent to fill a vacancy is sent to the groups for nominations. In the event of vacancy, resignation or relapse in an office, the Co-Chair of the position will act as the Committee Chair until a new member is elected. If the positions of Treasurer or RCM become vacant, Alternates will move up to that position and nominations will open for Alternate positions.

#### Resignation of Office

An Officer of this committee may resign from a position by providing written and verbal notice to the ASC Chair at least one ASC meeting in advance.

### **VIII. REMOVAL FROM OFFICE**

A service member of the ASC may be removed from their position for non-compliance. A Two-thirds vote is required for removal. In the event of non-compliance, the ASC Secretary will send written notice to the service member involved. Non-compliance includes but is not limited to the following:

1. Loss of clean time.
2. Non-fulfillment of duties of position.
3. Continued, documented tradition/concepts violations as noted by the ASC.
4. Misuse of funds and/or literature.
5. Unexcused absences as determined by the JAC of two consecutive meetings or three in a year.
6. All non-compliances will be documented in the ASC minutes and the ASC Secretary shall maintain a record of such.

### **IX. ELIMINATING A SUBCOMMITTEE**

If a motion to eliminate a subcommittee or representative position is submitted to the JAC; please refer to “VI. Motions Pg. 5.” A two-thirds majority vote is necessary to dissolve the subcommittee.

### **X. QUALIFICATIONS AND DUTIES OF POSITION**

#### Qualifications of ASC Chair

1. Should have three years clean.
2. An example of living recovery by application of 12 steps, 12 traditions, and 12 concepts of NA.
3. One-year prior involvement as ASC Co-Chair, Subcommittee Chair, GSR or familiarity with past attendance at ASC meetings.
4. Time and resources available to be an active participant.

5. Organizational skills, leadership ability and the ability to communicate.
6. Willingness and desire to serve.

#### Duties of ASC Chair

1. Open ASC meeting at appointed time.
2. Announce in proper sequence any business coming before the ASC assembly, as well as a verbal description of the agenda.
3. It is the responsibility of the chair during the assembly, to recognize members or observers who are entitled to address the area floor.
4. The Chair will state and put to vote all motions coming before the ASC during proceedings (except questions relating to the Chair) and announce the result of each vote.
5. Rule-out motions out of order.
6. Protect the ASC from frivolous and unnecessary motions by refusing to recognize them.
7. Deciding vote in the event of a tie.
8. If appropriate, enforces policies relating to debate, order and decorum, within assembly.
9. Expedites business compatible with the rights of members and observers, as described in **"IV. Participants Pg. 3."**
10. Decides all questions of order subject to appeal. When in doubt, the Chair may decide to submit such questions or motions to the Policy Chair or assembly for a decision.
11. Responds to questions from members relating to Robert's Rules of Order, as adopted by the ASC, or factual information bearing on business of the ASC.
12. Authenticates by signature when necessary all acts, orders and proceedings of the ASC.
13. Declares the meeting adjourned when the ASC so votes, or where applicable, at the time prescribed by the ASC, as well as any time a sudden emergency could affect the safety of those present.
14. Arranges the meeting agenda.
15. When needed, conducts the general correspondence of the committee.
16. Co-signer of the area bank account.
17. Conducts meeting with impartiality and fairness.
18. Appoints all Ad-Hoc committees, refer to **"XIII. AD-HOC COMMITTEES Pg. 18"**.
19. When needed, submits typewritten or legible report to the ASC.

#### Qualification of ASC Co-Chair

1. Should have two years clean.
2. An example of the living recovery by application of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. One year of prior involvement as Subcommittee Chair, or GSR.
4. Time and resources available to be an active participant.
5. Willingness and desire to serve.



6. Maintains keys for ASC meeting facilities and coordinates facilities for all ASC functions.

#### Duties of ASC Co-Chair

1. Serve in the absence of the Chair.
2. Maintain a set of keys and schedule all ASC functions with available facilities.
3. Keeps a calendar of events.
4. Co-signer on the ASC bank account.
5. Register's members of the JAC and Subcommittee Chair(s) with the World Service Organization (WSO).
6. Is a non-voting member on all Subcommittees except JAC.
7. When needed, submits a typewritten or legible report to the ASC.
8. Should stay for the entire ASC meeting.
9. The Co. chair will fulfill the duties of any open elected ASC position.

#### Qualification of ASC Secretary

1. Should have one year clean.
2. An example of living recovery by application of the 12 Steps, 12 Traditions, and 12 Concepts.
3. General office and secretarial skills.
4. Time and resources available to do the job.
5. Active for at least six months in the NA service structure.
6. Willingness and desire to serve.

#### Duties of ASC Secretary

1. Calls area meeting to order in the absence of the Chair, Co-Chair and RCM.
2. Keeps a record of all proceedings of the committee.
3. Signs all certified copies of acts of the committee.
4. Keeps all committee reports on the file.
5. Types and mails copies of the minutes to the GSR's, Area Chair, Area Co-Chair, RCM, Treasurer, and all Subcommittee Chairs within 14 days of Area Service.
6. Notifies participants any special meeting, utilizing such methods of notification as agreed upon by the committee.
7. Keep a ledger of motions, seconds and the results of those motions along with all non-compliances of service members (see Section VIII).
8. Should stay for entire ASC meeting.
9. Maintain and submit receipts to the ASC Treasurer for reimbursements of funds used to perform duties.

#### Qualification of ASC Co-Secretary

1. Qualifications of this position are the same as Secretary.

#### Duties of ASC Co-Secretary

1. Assist the Secretary with the duties of the position
2. Assume the duties of the Secretary in the absence of the Secretary.

#### Qualification of the ASC Treasurer

**NOTE: This is a two-year commitment (one year as Co-Treasurer and one year as Treasurer).**

1. Should have two years clean.
2. An example of living recovery by application of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. One-year prior experience as a group treasurer and prior participation in the ASC.
4. Ability to communicate, lead and organize.
5. Time and resources available to do the job.
6. Must have a source of income.
7. Willingness and desire to serve.

#### Duties of ASC Treasurer

1. Custodian of the ASC Funds.
2. Co-signer of the Area bank account.
3. Gives a financial report at each monthly ASC meeting, which is incorporated in the area minutes refer to **"Appendices II, Policy and Procedures for Treasurer"**.
4. Provides a full financial report annually (May) in conjunction with an Ad-Hoc Committee. The report should be available for May's ASC.
5. Disburses funds as needed, when funds are available, in accordance with the committee decisions.
6. Issues all checks to vendors for amount stated on the invoice/bills and mails checks within 5 working days of area services
7. Collects all funds from area groups for literature and area donations
8. Maintain ledger of all literature receipts and checks sent and hold all receipts and packing slips
9. Deposits ASC funds, in the ASC bank account, within twenty-four hours after the ASC meeting.
10. Should stay the entire ASC meeting.

#### Qualification of ASC Co-Treasurer

1. Qualification for this position is the same as Treasurer.

#### Duties of the ASC Co-Treasurer

1. To assist the Treasurer in the duties of the position.
2. To assume the duties of Treasurer in the absence of the Treasurer.

#### Qualification of the Policy Chair

1. Should have at least two years clean.

2. An example of living recovery by application of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. Time and resources necessary to do the job.
4. An understanding and familiarity with the Bucks County Area of Narcotics Anonymous Area Policy.
5. Ability to communicate, lead and organize.
6. Willingness to serve.

#### Duties of the Policy Chair

1. Assist with the policy information during Area Services.
2. Keeps ledger of all motions passed or failed at Area Services.
3. Read duties and requirements for open positions before elections.
4. Review subcommittee policies for compliance to the ASC Policy.
5. Submit subcommittee policies for approval by the Groups.
6. Keeps archives of minutes and policies for ASC.
7. Must go to regional subcommittee meetings.
8. Should stay entire ASC meeting.
9. Provide updated area policy each June, incorporating all passed policy motions to date.

#### Qualification of RCM

**NOTE: This is a two-year commitment (one year as Alternate RCM, and one year as RCM).**

1. Should have three years clean.
2. An example of living recovery by application of the 12 Steps, 12 Tradition, and 12 Concepts of NA.
3. One-year prior experience as a Subcommittee Chair and/or Alternate RCM.
4. Ability to communicate, lead and organize.
5. Time and resources necessary to do job.
6. Six months prior experience at regional level.
7. Prior commitment as GSR.
8. Willingness and desire to serve.

#### Duties of RCM.

1. Calls the ASC meeting to order in the absence of the Chair and Co-Chair.
2. Prepares a typewritten or legible report to the progress, problems and projects of the Bucks County ASC to be acknowledged at the Regional Service Conference (RSC). Also prepares a report regarding the RSC meeting and gives that report at the following ASC meeting.
3. When the World Service Conference (WSC) Agenda Report comes out each year, the RCM must keep informed on all agenda items. Then, distributes this information to the groups during a workshop, at which time, group members may ask questions pertaining to these items.

4. Should attend all ASC meetings in order to carry the conscience of the Bucks County Area to the RSC.
5. Provide information to the ASC (working closely with the secretary) about happenings throughout the Region and NA as a whole. Also keeps the area informed of activities, strengths and problems in the fellowship.
6. Distributes the regional donation (in the form of a check) to the Treasurer of the RSC before roll call of the RSC.
7. Gives all motions received at the RSC to the area JAC.
8. Should stay for entire ASC meeting.

#### Qualifications of the Alternate RCM

1. Qualifications for this position are the same as RCM, except two years clean are required.

#### Duties of Alternate RCM.

1. To assist the RCM in the duties of the position.
2. To assume the duties of the RCM in the absent of the RCM.

#### Qualifications for Regional Convention Representative.

**NOTE: The length of commitment is until the completion of all business dealing with the convention.**

1. Must have three years clean and five years without a felony conviction.
2. An example of living recovery by application of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. Must be able to attend Regional Convention meetings.

#### Duties for Regional Convention Representative.

1. Attend Regional Convention meetings.
2. Carry conscience of area at Regional Convention meetings.
3. Provide information to the ASC (working closely with the secretary) about happenings with the Regional Convention Committee. Also keeps the area informed of activities, strengths and problems in the committee.
4. Submit a verbal and written report to the ASC.
5. Should stay for entire ASC meeting.

#### Qualifications for Alternate Regional Convention Representative.

1. The qualification for this position is the same as Regional Convention Representative.

#### Duties of Alternate Regional Convention Representative

1. Attend Regional Convention meetings regularly and assist with the duties of Regional Convention Representative.
2. Assume duties of the Regional Convention Representative in their absence.

#### Qualification for Cleansheet Representative

1. Should have one year clean.
2. An example of living recovery by application of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. Must be able to attend Regional Cleansheet meetings.

#### Duties of Cleansheet Representative

1. Attend Regional Cleansheet meetings.
2. Act as a liaison between the ASC and Regional Cleansheet Committee.
3. Submit a verbal and written report to the ASC.
4. Publish a Bucks County Area Cleansheet.
5. Should stay for entire ASC meeting.

#### Qualification for Regional Meeting List Representative

1. Should have one year clean.
2. An example of living recovery by application of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. Must be able to attend Regional Meeting List meetings.

#### Duties for Regional Meeting List Representative

1. Attend Regional Meeting List meetings.
2. Act as a liaison between the GSR's and Regional Meeting List Committee.
3. Reviews the Regional Meeting list for accuracy and make all necessary changes.
4. Submit a verbal and written report to the ASC.
5. Should stay for entire ASC meeting.

#### Qualification for Literature Distribution Representative

1. Should have two years clean.
2. Should have source of income.
3. Must be an example of living recovery by application of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
4. Must be able to place the Area's monthly literature order with the Free State Regional Service Center (FSRSC) and Greater Philadelphia Regional Service Office (GPRSO) via e4-mail, Internet, fax or phone as needed.
5. Must be able to follow the BCANA Literature Distribution Process Standard Operating Procedure (SOP).
6. Should be computer literate and familiar with spreadsheets.

#### Duties for Literature Distribution Representative

##### ***During Area Service Committee (ASC) Meeting***

Following the BCANA Literature Distribution Process SOP...

1. Set up Literature Distribution 30-60 minutes before the ASC meeting starts,
2. Each month, turn in all literature invoices to the Treasurer,
3. Take literature orders from groups/subcommittees at the start of the ASC meeting,
4. Fill orders during Area and distribute them only after the ASC meeting has ended,

5. Along with the Treasurer, maintain an accurate ledger of all literature purchases, payments and credits to the FSRSC and GPRSO and include these amounts in a monthly Literature Distribution report along with any other pertinent information,
6. After orders are complete, take a complete inventory of all literature items,
7. Must stay for the entire ASC meeting.

### ***After ASC Meeting***

Following the BCANA Literature Distribution Process SOP...

1. Create next month's literature order,
2. Place the literature order with the FSRSC and have it shipped to their address,
3. If needed, order, pay and pick up Regional Meeting Lists (RMLs) from the GPRSO,
4. Create a tentative Literature Distribution report for next month.

### ***After Receiving Literature***

Following the BCANA Literature Distribution Process SOP...

1. Take an inventory of actual literature items received versus ordered quantities and communicate any significant discrepancies to the FSRSC or GPRSO,
2. If needed, fill group/subcommittee back orders and set aside for next ASC meeting,
3. Add new literature to current inventory,
4. If needed, update/revise the Literature Distribution report for next month.

### **Qualification for Literature Distribution co-Representative**

1. The qualification for this position is the same as Literature Distribution Representative

### **Duties for Literature Distribution co-Representative**

1. Assist Literature Distribution Representative in all duties.
2. To assume the duties of the Literature Distribution Representative in their absence.
3. Must stay for the entire ASC meeting.

### **Qualification for Web Servant**

1. Should have clean.
2. An example of living recovery by application of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. Time and resources available to do the job.
4. Willingness and desire to serve.

### **Duties for Web Servant**

1. To coordinate and maintain group, subcommittee and Area information (forms, flyers, minutes, financials, policies, announcements) in one location.
2. Should stay for the entire ASC meeting.

### **Qualifications for Standing Subcommittee Chair(s)**

1. Should have two years clean. (Except for Area Convention Chair 5 years).

2. An example of living recovery by application of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
3. One-year prior experience as GSR or subcommittee member.
4. Time and resources available to do the job.
5. Willingness and desire to serve.

#### Duties for Standing Subcommittee Chair(s)

1. Hold subcommittee meetings the second Sunday of the month in addition to meeting before Bucks County Area Services.
2. Submit a verbal and written report to the ASC.
3. Should stay for entire ASC meeting.
4. Attend applicable Regional Subcommittee meetings when held.
5. Annually submit an updated subcommittee policy to the Policy Chair in April for review for conflicts with the ASC Policy.

#### Subcommittee Policies

A detailed Policy for the following Subcommittees is part of “**Appendix 1**”.

1. Hospitals and institutions (H&I)
2. Public Information (PI)
3. Unity.
4. Convention Committee.

## **XI. MEETINGS**

### ASC Meeting

The ASC meeting will take place the last Sunday of every month (should unavoidable obstacles arise with a facility necessitating a change, the JAC may change the meeting to a proceeding or following Sunday). Any other meeting changes can only occur following a 2/3rds quorum vote by voting participants.

### JAC Meeting

1. The JAC consists of the following voting members: Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, Alternate RCM, Policy Chair, Subcommittee Chair(s), and Ad-Hoc Committee Chair(s).
2. The JAC will meet one-quarter hour before the start of the ASC meeting to discuss all motions submitted by groups and subcommittees. All motions must be submitted at the start of the JAC meeting so that discussion and order and disposition of each motion can be prepared for the ASC meeting.

### Special Meetings

Special or Emergency meetings may be called by the Chair and shall be called upon the written request of the members of the committee (JAC and GSR's). The purpose of the



meeting will be stated and no business other than that, which is stated, will be conducted. At least four days notice will be given.

## **XII. COMMITTEE MEETING FORMATS**

### **JAC Format.**

1. Call meeting to order (ASC Chair) at 12:45 p.m.
2. Open with Serenity Prayer and read Second Tradition.
3. Roll Call - Members, Representatives and voting body represented by the ASC Chair (who votes in case of tie), ASC Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM, Alternate RCM, Policy Chair, H&I Chair, Literature Distribution Representative, PI Chair, Unity Chair, and Ad-Hoc Chairs.
4. Old Business - Read Minutes from previous JAC meeting. Discuss unfinished issues such as motions sent to the groups, tabled motion and previous open agenda items.
5. New Business - Motions to be addressed (motions are not accepted after the close of the JAC). A two con/pro whether the motion is in order and how it should be voted on.
6. Close meeting upon completion.

### **ASC Format**

1. Chair calls meeting to order at 1:00 p.m. and calls for a moment of silence followed by the Serenity Prayer. A member reads the 12 Traditions, 12 Concepts, Second Tradition, and Service Prayer.
2. Chair asks voting GSR's to raise their hands to establish quorum.
3. Chair asks if there are any additions or corrections to last month's minutes. If so, the Secretary is asked to read the section in question, which is followed by discussion and a vote to change if necessary. The Chair then asks for a motion to approve the minutes as typed or amended. Anyone who did not receive a copy of the previous month's minutes may request a copy from the ASC Secretary and time to review them. In this case, the topic of previous minutes will be tabled to Old Business.
4. Chair asks if there is any topic for open forum.
5. Group Reports - Beginning with Monday NARCOTICS ANONYMOUS group meetings. GSRs or their Alternates will give a verbal report to the ASC and a hand written report to the Secretary. Group donations are to be given to the Treasurer, preferably in an envelope.
6. Subcommittee Reports - Chair(s) of subcommittees will give a verbal report to the ASC and also, a written report to the Secretary.  
**NOTE:** Reports are not the place for discussion. A few valid "Questions" may be asked but the ASC Chair must use his/her discretion when discussion becomes too lengthy. All concerned individuals should attend group conscience or subcommittee meetings if they have valid complaints or questions.
7. Literature Distribution Report.
8. RCM Report.
9. Chair calls for a fifteen-minute break and asks the GSRs not to leave the meeting location. Resume meeting promptly in fifteen minutes. When the meeting is called back to order, the Chair asks voting GSRs to raise their hands to establish quorum.



10. Old Business - -Motions that were sent back to the groups and previously unsettled issues will be discussed at this time.

11. Treasurer's Report - Treasurer gives a report on how much money was collected that month plus how much money is to be paid in automatic balance, not including \$1800.00 prudent reserve (**no personal checks will be accepted by the Area**).

**FINANCIAL PRIORITY LIST:**

ASC Meeting Rent	\$25.00
Subcommittee Rent	\$25.00
Secretary Reimbursement	\$70.00
Subcommittee Allotments	
PI Phone Literature Needs	\$80.00 + \$10.00 Quarterly for meeting lists.
H&I	\$250.00
Literature Distribution Rep.	\$10.00
Literature Needs	\$1200.00
Cleansheet Committee	\$75.00
Storage Bin	\$45.00
Prudent Reserve	\$1800.00

**New Business:**

- a) Introduction of New Groups: Chair asks group to introduce and qualify themselves. Then, allows for questions from the ASC. Followed by a vote of acceptance, please refer to **"V. Quorum Pg. 4"**. These groups' requests for funds will automatically include a request for a starter kit, please refer to **I.P. No. 18 "Group Starter Kit"**.
- b) Financial Motions:
- c) Non-Financial Motions:
- d) When complete, Chair goes through agenda until complete.

12. Hold open Forum.

13. Motion to close:

**XIII. AD-HOC COMMITTEES**

The ASC Chair, with the approval of voting members, has the authority to appoint AD-HOC Committees for special purpose as may be deemed necessary to fulfill special functions. At the time of appointment, the Chair specifically designates the purpose, membership and duration of any such AD-HOC Committee.

**XIV. PARLIAMENTARY AUTHORITY**

The basic concept of parliamentary procedure as codified in Robert's Rules of Order is that a discussion can occur in a large meeting; with a great number of participants and that each person is treated fairly. The process of discussion and decision making should follow rules of order that are observed by all, known to each member and equally enforced.

The following are short summaries of key points of procedure that are most commonly misunderstood or misused. A chart of motions is also attached; please refer to **"XV"**.

**Chart of Motions**” for easy reference. This condensation of procedures is accurate only to the point of general use. There are special circumstances wherein some of the information in the chart of motions is used differently than that which is indicated. A complete copy of Robert’s Rules of Order should be used in those circumstances in order to correctly apply the common rules of procedures.

#### Point of Order

When a member thinks the rules of the ASC are being violated, the member can rise to make a “Point of Order” directed to the Chairperson to obtain recognition. The Chairperson will (in consultation with the Policy Chair, if needed) make a determination as to whether or not the rules were violated.

#### Point of Information

The member raising the “Point of Information” is required to raise the issue in the form of a question directed to the Chairperson. The Chairperson will respond to or have another member respond to ONE (1) Point that would provide additional information on the subject being considered.

#### Point of Parliamentary Inquiry

If a member wants information about where an item of business fits into the agenda or what is the correct procedure to accomplish a task, the member may raise a “Point of Parliamentary Inquiry”. The Chair must immediately recognize the member and then respond (in consultation with the Policy Chair, if needed) to the point raised.

#### Points of Personal Privilege

This point is usually raised if the room is too hot or cold, too noisy, an uninvited person enters the room, etc. A member who is personally uncomfortable may raise “Point of Personal Privilege” to ask the Chair if it can be rectified. If at all possible this point should not interrupt the speaker.

#### Previous Question

When a member wishes debate to stop immediately the member may call “I Move the Previous Question”. This motion is in order after any speaker is finished. The maker is to be immediately recognized by the Chair. This motion does not require a second and is not debatable. An immediate vote is taken. If a 2/3<sup>rd</sup> majority is in favor the body will proceed to a vote on the main motion being debated.

#### Suspension of the Rules

A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure, this motion will include a rule to be suspended and the length of the time it is suspended for. This motion is not debatable and cannot be amended, nor can any subsidiary motions be applied to it, nor a vote on it be reconsidered, nor a

suspension of the rules for the same purpose be renewed at the same meeting though it may be renewed after an adjournment of the meeting. The rules of the assembly shall not be suspended except for a definite purpose. The motion requires a second and a two-thirds majority vote.

### Rules of Debate

When a member speaks in debate, they shall raise their hand to be recognized by the Chair. The member upon whose motion is in debate shall be entitled to the floor even through another member has risen first and addressed the Chair. He is also entitled to close debate but not until every member choosing to speak has spoken (two-pro/com limit). In the case of a Committee report, it is the member who presents the report who is entitled to the floor. No individual may speak for more than three minutes on a motion for each time they are recognized by the Chair, nor more than twice on the same motion.

### Decorum in Debate

When debating, a member must confine himself to the question or motion before the ASC and avoid personalities. No member is permitted to disturb the meeting in any way during debate. Any member engaging in verbal abuse or exchange or who is in any way disrupting the meeting shall be declared out of order by the Chair and warned. If the disruption continues, the member shall be asked to leave the assembly by the Chair.

### Order of Recognition

It has been decided by the Area that GSR's are recognized first by the Area Chair during debate on a motion or discussion of an issue. (Cons are recognized first.)

## **XV. CHART OF MOTIONS**

MOTION	SECOND	DEBATE	INTERRUPT SPEAKER	AMENABLE	VOTE REQUIRED
Main Motion	Yes	Yes	No	Yes	Majority
Recess (1)	Yes	No (2)	No (7)	Yes	Majority
Point of Personal Privilege	No	No	Yes	No	Chair
Appeal to Chair	Yes	1 Pro/Con	Yes	No	Majority
Division of Question	Yes	No	No	No	Majority
Point of Information	No	No	Yes	No	Chair
Division of Assembly	No	No	Yes	No	Chair
Withdraw of Motion (3)	Yes (4)	No	No	No	Majority
Suspension of Rules	Yes	No	No	No	2/3rds
Change Order of Day	Yes	No	No	No	2/3rds
Lay on Table (5)	Yes	No	No	No	Majority

Previous Question	No	No	No	No	2/3rds
Limit of Extended Debate	Yes	No	No	No	2/3rds
Postpone to Definite Time (5)	Yes	Yes	No	Yes	Majority
Amendment	Yes	Yes	No	Yes	Majority
Postpone Indefinite (5)	Yes	Yes	No	No	Majority
Take from Table	Yes	No	No	No	Majority
Reconsider (6)	Yes	Yes (8)	No	No	2/3rds
Adjourn	Yes	No	No	No	Majority

- (1) Time must be stated with this motion
- (2) Motion is debatable if amended
- (3) Must be made by the mover of a question
- (4) Must be seconded by the seconder of the original motion.
- (5) Applies to entire motion pending.
- (6) Must be introduced by a member from the prevailing side of the original motion.
- (7) No, if another motion is pending.
- (8) Yes, if original motion was debatable.

**END**