

Bucks County Area Policy

April 1, 1990

Dear Family:

The attached document is the result of many long hours of work. It represents careful consideration of member's input and actual policies in use from areas as far away as Florida and Texas and as close as Philadelphia, Capital Area and our own original Bucks County Area policy.

During the course of this work in progress we had some help and input from members from many other areas such as Little Apple, Reading, Riverfront, Capital, Philadelphia, Palm Coast and Gulf Coast. People who are involved with the Fellowship and are well-versed in policy and business at the Area, Regional and World levels of service to N.A. assisted us in our work. We are sincerely grateful for all those who participated and supported us for without them we could not have accomplished this work.

The emphasis and theme that runs true throughout our work has been responsibility and accountability. The committee members felt very strongly that this was something we all must strive toward in order to better serve our Fellowship.

The committee is strongly suggesting that the Area as a whole seriously look at the policy and review it for input through the home groups. Attend the workshop and ask us about any item in question. Review and input for final approval will depend on the individual members, home groups and group conscience.

Writing and adopting policy is an ongoing process because as we move forward, new items will have to be added and old ones removed. There is also still work to be done extracting old motions from the minutes and reviewing them. However, we feel this policy is very thorough and can efficiently serve our Area and its growth for some time.

The Policy Committee recommends the following timetable for review and implementation of this policy:

- | | |
|----------|--|
| April 1 | Presentation of Policy at A.S.C. |
| May 25 | Workshop for review and input. |
| May/June | Input may be submitted to the committee for consideration. Deadline for input June 17. |
| June 24 | Present at A.S.C. in final draft form for vote in July and implementation at the August A.S.C. |

In loving service,

Policy Committee

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BUCKS COUNTY AREA SERVICE COMMITTEE
GUIDELINES/POLICY

ARTICLE I - NAME

The name of this committee shall be The Bucks County Area Service Committee Of Narcotics Anonymous (Hereafter referred to as BCASCNA).

ARTICLE II - DEFINING B.C.A.S.C.N.A

N.A. Groups geographically located in Bucks County (See map on Page 8.) that wish to participate in BCASCNA. All Bucks County N.A. meetings new and current must comply with 12 steps and 12 traditions of N.A.

ARTICLE III - PURPOSE OF THE A.S.C.

SECTION 1

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups within the boundaries of the Bucks County area, to support the needs of these groups, to serve as a link between these groups and the Greater Philadelphia Region of N.A., and to foster unity. For the purpose of these guidelines, the term "Narcotics Anonymous Group" shall be defined as stated in the approved service manual of Narcotics Anonymous.

This area supports and encourages the one member, one vote participation in group conscience, and believes that one of the important elements of successful personal recovery is active participation in "our Home Groups". The purpose of the A.S.C. 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. The BCASCNA supports the group conscience of the NA fellowship as a whole and will abide by the stated policies of the Greater Philadelphia Region, the World Service Conference and its service subcommittees.

Everything that occurs in course of N.A. 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 never should be, in competition with each other. We work separately and together to help newcomers and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

ARTICLE IV - PARTICIPANTS

SECTION 1

This committee shall have two (2) types of participants only: voting and non-voting. Only voting participants shall have voting rights.

SECTION 1.1 - VOTING PARTICIPANTS

The voting participants of the committee shall be the Group Service Representative (G.S.R.) or in the G.S.R.'s absence the Group Service Representative Alternate (Alt. G.S.R.) of each N.A. group within the Bucks County Area.

For the purpose of these guidelines the terms Group Service Representative and Group Service Representative Alternate shall be defined as stated in the approved service manual of N.A.

- 1) Only G.S.R.s can vote (or Alt. G.S.R. if G.S.R. is absent).
- 2) Voting members must be present at A.S.C. meeting (no absentee ballots).
- 3) Members of the J.A.C. do not vote.

SECTION 1.2 - NON-VOTING PARTICIPANTS

The non-voting participants of this committee shall be the Chairperson, any other officers of the committee and Subcommittee Chairpersons.

SECTION 1.3 - OBSERVERS

N.A. members not addressed elsewhere in these guidelines shall be classed as observers. N.A. members only shall have the specific right to request the floor. The Chairperson has the exclusive right to grant or deny such requests. The Chair's decision is subject to appeal and may be overturned by a 2/3 majority of the voting participants.

ARTICLE V - QUORUM

- 1) Official quorum must be reached by thirty (30) minutes after scheduled the starting time of the A.S.C. Meeting.
- 2) Official quorum is 2/3 of the eligible voting participants within the Bucks County Area.
- 3) A official quorum is needed for approval of any business.
- 4) In the event that there is not a 2/3 majority at any A.S.C. meeting no business can be conducted other than payment of A.S.C. expenses following the Treasurer's Report. A simple majority will be required to vote on payments and the meeting will be closed.
- 5) Any groups who are not present for two consecutive A.S.C. meetings will not be on roll call or part of quorum at the third meeting. Once they return to the area they will be included at the following A.S.C.
- 6) Any new group that asks to be included in BCASCNA must meet the criteria as stated in Article II, and be approved by a 2/3 majority and becomes a voting participant at the next A.S.C.
- 7) Any G.S.R. or subcommittee Chairperson leaving the A.S.C. Meeting before its end should notify the secretary before leaving.

ARTICLE VI - MOTIONS

- 1) Motions can be made by:
 - a) Any G.S.R. or Alt. G.S.R.
 - b) Any Sub-Committee Chairperson on business pertaining to that Sub-Committee.
 - c) Motions from Sub-Committee Chairs and Home Groups do not need a second as they represent the conscience of that committee or group.
- 2) A G.S.R. or Alt. G.S.R. are the only members that can second a motion.
- 3) Any motion affecting N.A. as a whole should be brought back to the individual groups to be conscienced before being voted on at the A.S.C.
- 4) Any motion that is determined to be out of order or in need of clarification can be tabled or returned to the originating group or Sub-Committee for clarification or amendment as needed.
- 5) A motion made on the floor of the A.S.C. may be withdrawn by the maker. This does not include motions conscienced by a group or Sub-Committee.
- 6) For motions which would affect present area policy, see Article 14.
- 7) Two ledgers will be maintained containing all motions passed or failed for easy reference, one by Area Secretary and one by Policy Chair.

ARTICLE VII - ELECTION OF OFFICERS

SECTION 1

The officers of the A.S.C. shall be a Chairperson, Co-Chairperson, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Area Service Representative, and an Area Service Representative Alternate.

SECTION 2

All A.S.C. officers shall be elected in the month of July. All Subcommittee Chairpersons shall be elected in the month of December.

SECTION 3

The officers shall be elected to serve for one year unless otherwise specified or until their successors are elected. Their term of office shall begin at the start of the regular meeting following the meeting at which they are elected.

SECTION 4

No officer shall hold more than one position at the A.S.C. level and no officer shall be eligible to serve more than two full terms consecutively in the same office. Upon election to an A.S.C. officer position, the N.A. member should resign from any other service positions as soon as practical.

SECTION 5

An officer of this committee may resign by providing written notice to the A.S.C. Chairperson at least one A.S.C. meeting in advance.

SECTION 6

An election to fill a vacancy in an office shall occur within two regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be sent out to the groups for nominations.

In the event of vacancy or resignation or relapse in the offices of Chairperson, Treasurer, Secretary, or A.S.R., the Co or Alternate shall assume the duties of that office until the start of the regular meeting following the election for that office.

SECTION 7

Any member of Narcotics Anonymous may submit a nomination through their home group which will be brought to the A.S.C. by their G.S.R. Any member attending the A.S.C. meeting may also make a nomination. All nominations must be seconded by a G.S.R. or an Alt. G.S.R. All nominees must meet stated A.S.C. qualifications for the available position. Nominees must be present during nominations and qualify themselves. This will be followed by a short question and answer period.

ARTICLE VIII - REMOVAL FROM OFFICE

SECTION 1

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

- 1) Loss of abstinence.
- 2) Non-fulfillment of duties of position.
- 3) Continued, documented tradition violations as noted by the A.S.C.
- 4) Misuse of funds and literature.
- 5) Unexcused absence at two consecutive meetings or three/year.

In the event non-compliance is established, the A.S.C. secretary will send a written notice to the service member involved.

ARTICLE IX - DUTIES OF OFFICERS

SECTION 1 - DUTIES OF CHAIRPERSON

- 1) To open the meeting at the appointed time.
- 2) To announce in proper sequence business that comes before the A.S.C. assembly.
- 3) It is the responsibility of the Chairperson during the assembly to recognize members or observers who are entitled to the floor.
- 4) To state and put to vote all motions that come before the A.S.C. during proceedings (except questions that relate to the Chairperson) and to announce the result of each vote. To rule out any motion that is made is out of order.
- 5) To protect the A.S.C. from obviously frivolous or unnecessary motions by refusing to recognize them.
- 6) To enforce the policies relating to debate, order and decorum within the assembly when appropriate.
- 7) To expedite business in every way compatible with the rights of members and observers as described in Article IV, Sec. 1.1 to 1.3).
- 8) To decide all questions of order (motions) subject to appeal. When in doubt, the Chairperson may prefer to submit such a question or motion to the Policy Chair or to the assembly for decision.
- 9) To respond to questions of members relating to Roberts Rules of Order, short form as adapted by the A.S.C. or factual information bearing on the business of the A.S.C.
- 10) To authenticate by signature, when necessary, all acts, orders, and proceedings of the A.S.C.
- 11) To declare the meeting adjourned when the A.S.C. so votes; or, where applicable, at the time prescribed by the A.S.C. as well as any time a sudden emergency could affect the safety of those present.
- 12) To arrange the meeting agenda.
- 13) To conduct the general correspondence of the committee when needed.
- 14) To be a co-signer of the committee bank account.
- 15) To conduct the meetings with impartiality and fairness.
- 16) To appoint all Ad-Hoc committees.
- 17) To submit a typewritten report to ASC.

SECTION 2 - DUTIES OF CO-CHAIRPERSON

- 1) To serve as Chairperson in the absence of the Chairperson.
- 2) To coordinate the functions of the Sub-Committees.
- 3) To be a co-signer of the committee bank account.
- 4) To register members of the Joint Administrative Committee and Standing Sub-Committee Chairs with W.S.O.
- 5) To be a non-voting member of all committees.
- 6) To submit a typewritten report to A.S.C.

SECTION 3 - DUTIES OF SECRETARY

- 1) To call the meeting to order and preside in the absence of the Chairperson, Co-Chairperson and A.S.R.

- 2) To keep a record of all proceedings of the committee.
- 3) To sign all certified copies of acts of the committee.
- 4) To type and mail copies of the minutes to GSRs, A.S.C. officers and Subcommittee Chairpersons within two weeks of the A.S.C. meeting.
- 5) To keep all committee reports on file.
- 6) To notify the participants of any special meetings, utilizing such methods of notification as agreed upon by the committee.
- 7) To keep a journal/ledger of motion results.
- 8) In the Secretary's absence, the Co-Secretary shall assume duties.
- 9) The Co-Secretary shall assist the Secretary in the above duties.

SECTION 4 - DUTIES TREASURER (Two Year Commitment)

- 1) To be custodian of committee funds.
- 2) To be co-signer of committee bank account.
- 3) To make a financial report of each regular meeting to be distributed with the area minutes.
- 4) To make a full financial report annually in May in conjunction with an Ad-Hoc Committee which will be comprised of members of the J.A.C. Report should be made available at the May A.S.C. meeting.
- 5) To disburse funds as necessary in accordance with committee decisions when the funds are available.
- 6) In Treasurer's absence, the Co-Treasurer shall assume duties.
- 7) The Co-Treasurer shall assist the Treasurer in the above duties.

SECTION 5 - DUTIES OF AREA SERVICE REPRESENTATIVE

- 1) To call the meeting to order in the absence of the Chairperson and Co-Chairperson.
- 2) The A.S.R. should prepare a typewritten report to R.S.C. on the A.S.C.'s progress, projects and problems. In addition, the A.S.R. should prepare a written report to the A.S.C. of R.S.C. meetings.
- 3) When the W.S.C. Agenda Report comes out each year, the A.S.R. must be well-informed on all agenda items to disseminate this information to the groups. This a primary responsibility of the A.S.R. and Alt. A.S.R. They present W.S.C. agenda items to the groups in a workshop form where group members may ask questions pertaining to these items.
- 4) Must attend all A.S.C. meetings in order to carry the group conscience of the Area to R.S.C. meetings.
- 5) A.S.R. and Alt. A.S.R. should be a member of at least one Sub-Committee but not as a Chairperson.
- 6) A.S.R. provides information to A.S.C. (working closely with A.S.C. Secretary) about what is happening in the rest of N.A. (at the area, regional and world levels) and keeps the Area informed about activities, strengths and problems of the Fellowship.
- 7) Funds for A.S.C. donation to the region must be converted to a check or money order and handed in to the Regional Treasurer or Co-Treasurer before roll call at R.S.C. meeting.
- 8) Typewritten reports should be handed in to secretary and motions handed in to J.A.C. before roll call at A.S.C.

SECTION 6 DUTIES OF G.S.R. AND ALTERNATE G.S.R.

- 1) The G.S.R. or Alt. G.S.R. should stay for the entire A.S.C. meeting.
- 2) Keeps a group informed and carries group's conscience in all matters.
- 3) Reports pertinent group business, including group's experiences that would benefit other groups and/or the Area. This should include any recent problems and resolutions.
- 4) Provide G.S.R. and Alt. G.S.R. addresses and phone numbers to Area.
- 5) Report group's meeting time and place (form available).

- 6) Bring group's donation to A.S.C. and report on financial status of group. Convert all change into dollars.
- 7) Completes G.S.R. report form to be handed in to the Area Secretary.
- 8) Brings any motions from a group to the J.A.C. prior to the start of the A.S.C. Meeting.
- 9) The Alt. G.S.R. shall share some of the responsibilities necessary for proper training.
- 10) The Alt. G.S.R. shall assume above duties in the G.S.R.'s absence.

ARTICLE X - MEETINGS

SECTION 1

The A.S.C. meeting will take place the last Sunday of every month (unless unavoidable obstacles arise necessitating a temporary change to a preceding or following Sunday. A meeting change can only occur following a vote by voting participants.

SECTION 2 - ELECTION MEETINGS

See Article VII, Section 2.

SECTION 3 - SPECIAL MEETINGS

Special or emergency meetings may be called by the Chairperson of the A.S.C. and shall be called upon the written request of members of the committee (J.A.C. and G.S.R.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 shall be given.

SECTION 4 - JOINT ADMINISTRATIVE COMMITTEE MEETINGS

The Joint Administrative Committee (J.A.C.) shall consist of Chairperson, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Policy Committee Chair, Sub-Committee Chairs, Ad-Hoc and Select Committee Chairs.

The J.A.C. will meet 3/4 hour before the start of A.S.C. to discuss all motions submitted by groups and Standing Sub-Committees. All items of finance and motions pertaining to expenditures of area funds to come before the A.S.C. meeting must be submitted to the J.A.C. at least 1/2 hour prior to the start of Area Services for discussion and approval by the J.A.C. and then voted on by G.S.R.s during New Business.

ARTICLE XI - STANDING SUBCOMMITTEES

SECTION 1

The A.S.C. may establish sub-committees as necessary to perform certain duties. These standing sub-committees shall be formed upon approval by the voting members of the A.S.C. At the inception of a standing sub-committee, a chairperson will be elected by the voting members of A.S.C. Subsequent officers of each sub-committee will be elected by the sub-committee membership. Each area sub-committee must meet at least once a month in addition to meeting before Area Services.

SECTION 2

All standing subcommittees of the A.S.C. shall create and adopt guidelines which are consistent but not limited to current approved N.A. guides to service manuals, W.S.C. Sub-Committee Guidelines and A.S.C. Policy.

These guidelines of each standing sub-committee shall be submitted to the Policy Committee and are subject to review by the J.A.C. and approval by the groups of BCASCNA to be included with Area Policy.

SECTION 3

Each sub-committee chairperson must submit a typewritten report to A.S.C. If no report is submitted for two consecutive A.S.C. meetings, the Chair position will automatically be open for election.

ARTICLE XII - AD HOC COMMITTEES

SECTION 1

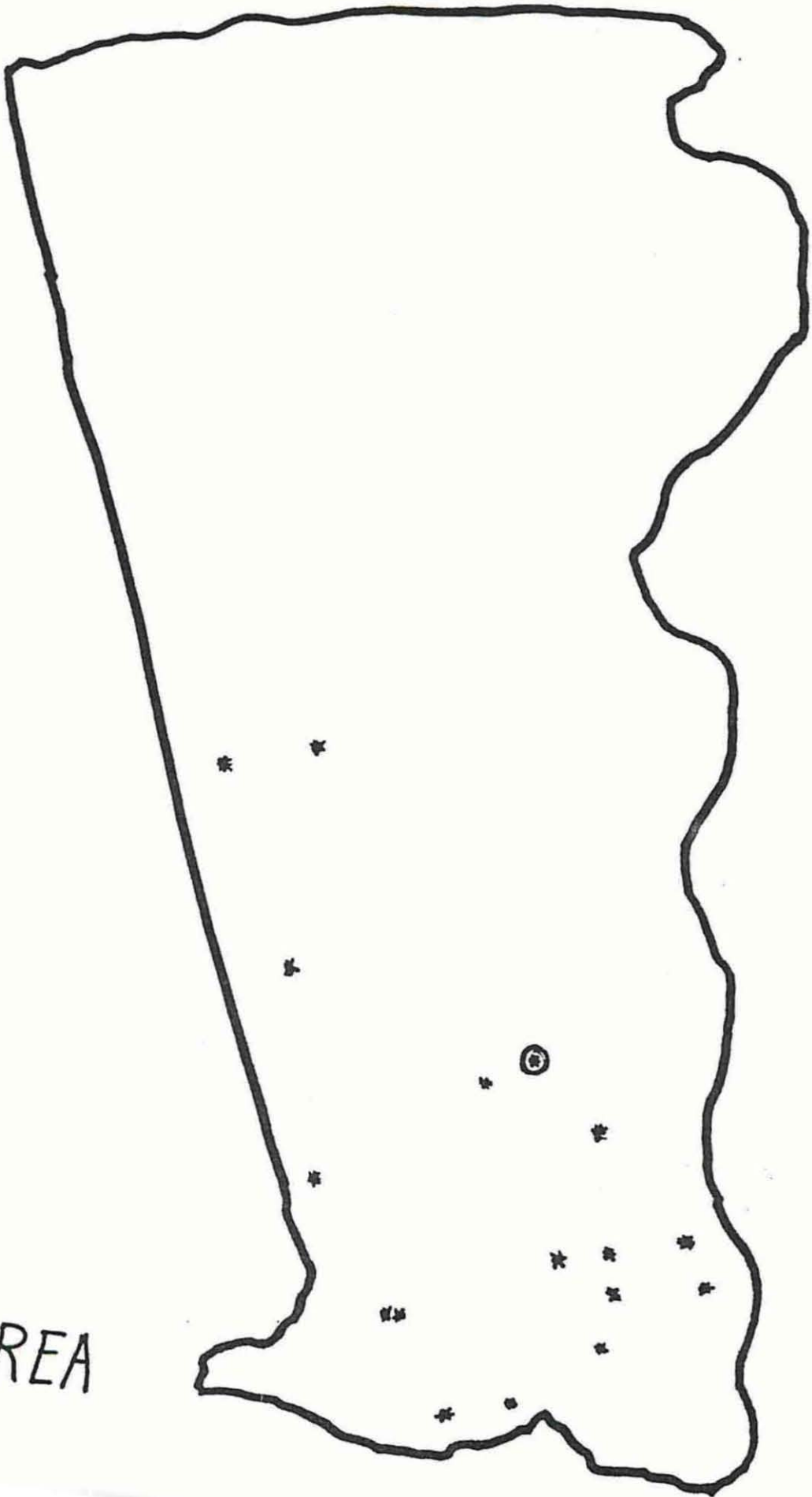
The Chairperson of the A.S.C. shall have the authority to appoint ad-hoc committees for such special purposes as may from time to time be deemed necessary to fulfill special functions. The purpose, membership and duration of the existence of any such ad-hoc committee shall be specifically designated by the Chairperson at the time of the appointment.

ARTICLE XIII - AMENDMENT TO GUIDELINES

Any policy issues presented to the A.S.C. shall be tabled at that A.S.C., and will be included in the minutes for two months. This will provide all groups and the Policy Committee an opportunity to review the proposed policy before approving or rejecting it at the next A.S.C. A 2/3 vote of the existing quorum shall be required to change, add to or delete from existing policy.

A passed motion remains in effect for six months (six A.S.C meetings) after which time they may be changed by a motion from a G.S.R. or Alt. G.S.R.

A failed motion cannot be reconsidered for six months.



THE
BUCKS
COUNTY AREA

ADDENDUM I

ASC MEETING FORMAT

- Chairperson calls meeting to order at 3:30 PM and calls for a moment of silence followed by the Serenity Prayer. A member then reads the 12 Traditions and the Service Prayer.
- Chairperson asks voting GSRs to raise their hands to establish quorum.
- Chairperson asks if there are any additions or corrections to the previous month's minutes. If there are, Secretary is asked to read the section in question which is followed by discussion and vote to change if necessary. If there are no changes, Chairperson asks for a motion to approve the minutes as typed.
- All motions from groups and subcommittees are to be handed in to the J.A.C. before the start of ASC.
- Any motion that is introduced as a result of a particular group's conscience does not need to be seconded. Any motion that affects N.A. as a whole automatically goes back to the individual groups.
- All motions to be initiated, requests for ASC funds, etc. will be discussed during New Business or elsewhere depending on the nature of the subject. During the breaks, requests for ASC funds are to be written on the blackboard and items for discussion to be placed on the agenda for New Business are to be given to the Chairperson.
- GROUP REPORTS: Beginning with groups meeting on Sunday and proceeding through the week, GSRs or their alternates will give a verbal report to the ASC and have a written report to submit to the Secretary, making sure secretary is made aware of any changes of GSR, etc.
- Following group reports, Chairperson calls a 5 minute break so GSRs can submit reports to the Secretary, literature orders to the Literature Distribution Chair and donations to the Treasurer. Ask GSRs not to leave the meeting location. Resume promptly in 5 min.
- Chairperson asks voting GSRs to raise their hands to establish quorum. All sub-committee and committee chairpersons will give their reports verbally and will have a written report to submit to the Secretary.
- SUBCOMMITTEE REPORTS
- LITERATURE DISTRIBUTION REPORT
- CONVENTION COMMITTEE REPORT
- ASR REPORT: ASC Representative to Philadelphia Regional Meetings will give a verbal and typewritten report.
- Chairperson calls for a 15 minute break and ask GSRs not to leave the meeting location. Resume promptly in 15 minutes. When the meeting is called back to order, chairperson asks voting GSRs to raise their hands to establish quorum.

- OLD BUSINESS: Motions that were sent back to groups, previously unsettled issues, etc., will be discussed at this time.
- TREASURY REPORT: Treasurer writes the balance in the treasury on the blackboard (under space marked "Available Funds"). This shows the balance available for expenditures and does not include our prudent reserve of \$250.
- NEW BUSINESS: Start off with requests for funds. When completed, Chairperson then goes through items on agenda for new business until completed.
- N.A. ANNOUNCEMENTS: Chairperson asks if there are any N.A. announcements from the floor.
- CLOSE: Chairperson calls for a motion to close meeting. If approved, meeting closes with the Lord's Prayer.

ADDENDUM II - PARLIAMENTARY AUTHORITY

The basic concept of parliamentary procedure, especially 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 can be 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, 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 on the attached chart of motions is used differently than 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 procedure.

1. POINT OF ORDER

When a member thinks that the rules of the conference are being violated, he can make a "point of order", which is simply to obtain recognition from the Chair and ask from the Chair a determination as to whether or not the procedure that the member feels is pertinent is being violated.

A point of order is not a method or procedure to dispute the accuracy of something that another member has stated. The point of order is a tool used only to keep the conference working on the subject they are supposed to be working on at that time in accordance with the guidelines and other rules of order.

2. POINT OF INFORMATION

This is a request directed to the Chair for the Chair to respond to or have another member respond to a point (one point) that would provide additional information on the subject being considered but is not a matter related to parliamentary procedure.

If the point is raised while another member has the floor and is speaking, the Chair 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. If the member does yield, the member raising the point is required to raise the issue in the form of a question directed at the Chair, but the Chair usually allows the member who correctly has the floor to answer.

A point of information is not properly used to create a discussion between two members. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

3. PARLIAMENTARY INQUIRY

This is a question directed to the Presiding Officer to obtain information on a matter of parliamentary procedure or the guidelines as they apply or have bearing on the business being considered. It is the duty of the Chair to answer such question when it may assist a member to make an appropriate motion, raise a proper point or order or understand the parliamentary situation or effect of a motion. The Chair is not obligated to answer hypothetical questions.

4. POINT OF PERSONAL PRIVILEGE

This is a device that 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 immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all the members (it's too noisy and we can't hear) or affecting an individual (I have to use the restroom and I don't want to miss the vote while I'm gone). It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend debate, debate in general or argue a point made by the current speaker or a previous speaker.

There are motions that arise from the statement and acceptance of a point of personal privilege but these are acceptable only after the Chair has accepted the members personal privilege point as having merit on the discussion at hand.

5. CALL FOR THE QUESTION

This is properly known in rules of order as "move the previous question". This item is one wherein common usage is changing through popular misuse of the rules of order. In proper usage, a member raising to "call for the question" means that he as an individual is finished listening and is personally ready to vote and wanted everyone to know it.

This has most commonly been misunderstood to mean that the member is making a motion that an immediate vote can be taken on the matter under discussion. Many times presiding officers accept this improperly used device and either immediately close debate or ask if there is a second, take a quick vote, and then close debate. Frequently, the members using this as a tactic by "calling for the Question" interrupt speakers in an effort to immediately stop debate.

When correctly used the parliamentary tool to "move the previous question" is not made while another member is speaking or has the floor, it does require a second, is not debatable and requires a 2/3 vote in order to end debate and force an immediate vote on the matter.

ADDENDUM II - PAGE 3

Motion	Second Req.	Debat-able	Interrupt Speaker	Amend-able	Vote Req.
Main Motion	y	y	n	y	Maj.
Recess (2)	y	n (3)	n (9)	y	Maj.
Point of Personal Privilege	n	n	y	n	Chair
Point of Order	n	n	y	n	Chair
Appeal The Chair	y	1 pro/ 1 con	y	n	Maj.
Division of Question	y	n	n	n	Maj.
Point of Information	n	n	y	n	Chair
Division of Assembly	n	n	y	n	Chair
Withdraw Motion (5)	y (6)	n	n	n	Maj.
Suspension of Rules	y	n	n	n	2/3
Change Order of Day	y	n	n	n	2/3
Lay on Table (7)	y	n	n	n	Maj.
Previous Question	y	n	n	n	2/3
Limit or Extend Debate	y	n	n	y	2/3
Postpone to Definite Time (7)	y	y	n	y	Maj.
Amendment	y	y	n	y	Maj.
Postpone Indefinite (7)	y	y	n	n	Maj.
* Take from Table	y	n	n	n	Maj.
* Reconsider (8)	y	y (10)	n	n	2/3
Adjourn	y	n	n	n	Maj.

KEY

* Incidental motions, equal rank among themselves

+ Miscellaneous motions, must be moved from an open floor

1. Vote required is one of those members present and voting
2. Time must be stated with the motion
3. Motion is debatable, if amended
4. Must be made immediately following a question
5. Must be made by the mover of the question
6. Must be seconded by the seconder of the original motion
7. Applies to the entire motion pending
8. Must be introduced by a member who voted on the prevailing side of the original vote
9. No - if other motion is pending. Yes - if no motion is pending
10. Yes - if original motion was debatable
11. To amend service structure requires 2/3