

PHILADELPHIA AREA SERVICE

POLICY GUIDE

The main purpose of the Philadelphia Area Service meeting of Narcotics Anonymous is to bring the groups together to research and develop ways of better fulfilling our primary purpose, "TO CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS". Also, as part of the service structure as a whole, the Area Service Committee (ASC) works as a liaison of information between the groups and the Region.

Meeting is always guided by the Twelve Traditions of N.A. and a revised version of Roberts Rules of Order.

Meeting starts officially at 7:30, but we ask all GSR's to arrive by 7:00 so that they can give group donations and purchase literature. If the meeting is still in session at 9:30, the ASC chairman may call a vote to either end or continue the meeting. In the event of the ASC Chair and Co-Chair's absence, any ASC Sub-Committee Chair may temporarily chair the meeting.

Some Sub-Committees choose to meet at 6 P.M. , so that any GSR wishing to participate may do so.

*****DUTIES OF A GROUP SERVICE REPRESENTATIVE (GSR)*****

A Group Service Representative (GSR) is the first line of communication between a group and Narcotics Anonymous as a whole. It is their responsibility to keep a group informed and to express a group's conscience in all matters. Active participation and representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare.

As a result of their participation they can keep their group informed about what is happening in N.A. Members of a group should be able to go to their GSR and find out about activities, other groups, how our N.A. service structure works, The Twelve Traditions, and how they can become more involved.

It is also suggested that a GSR share some of the responsibilities with the GSR-alternate. First of all, it helps to provide a continuity of service which never leaves a group unrepresented; and secondly, the year spent as an alternate provides the training necessary for an effective GSR.

We ask all GSR's to obtain the Literature Chairmans address, and send in their literature orders at least 1 week prior to the next ASC meeting. This will help expedite the growing volume of literature sales at our ASC meeting.

*****DUTIES OF ASC OFFICERS*****

Chairperson- arranges an agenda for and presides over the monthly meeting. They are also responsible for correspondence, maintaining area files and archives. At committee meetings they can only vote in the case of a tie. A chairperson must be capable of conducting a business meeting with a firm, yet understanding hand.

Co-Chair- coordinates all sub-committee functions. In the absence of the chairperson, the co-chair shall perform the duties of the chairperson.

*****DUTIES OF ASC OFFICERS (CONT)*****

SECRETARY- Keeps accurate minutes of each ASC meeting, types and distributes copies of the minutes to each GSR no later than 2 weeks following each meeting. These minutes should be verified by the chairperson before copies are made.

TREASURER- Shall be responsible for collection of group donations and make a report of contributions and expenditures at every regular ASC meeting. The treasurer shall be one of the co-signers of the ASC Bank Account, along with the literature chairperson.

AREA SERVICE REPRESENTATIVE (ASR)- is to an ASC what a GSR is to a group. They represent the group conscience of the ASC at a Regional level. They attend all regional meetings of the Greater Philadelphia Region, of which we are a part, and work as a liaison of information between the groups and the region.

SUB-COMMITTEE CHAIRS- will preside over their sub-committee and be responsible to report to the ASC meeting all work that is currently in progress within their committee.

*****ASC SUB-COMMITTEE DESCRIPTION*****

ADMINISTRATIVE- This committee consists of ASC chairperson, co-chair, secretary, treasurer, and ASR. They will meet when needed to settle affairs of the ASC which do not fall under the description of the remaining sub-committees.

HOTLINE- The Hotline committees main purpose is to provide an introduction of N.A. to the suffering addict who calls our number. They are also in contact with other N.A. members throughout the city when need arises to get a new member to a meeting.

LITERATURE- The literature committees main purpose is to have literature available for group purchase during the ASC meeting. All literature sold by the ASC to anyone outside the fellowship, must be sold for cost.

PUBLIC INFORMATION- (PI) The purpose of the P.I. committee is to make the public aware of the existence of N.A., while remaining in the scope of our 12 Traditions. The Committee is in direct contact with schools and other community agencies and will provide speakers upon request. The Chairperson is responsible for emptying the ASC P.O. Box.

HOSPITALS & INSTITUTIONS- The purpose of the H & I committee is to carry the message of N.A. into various institutions such as rehabs, detoxes, and prisons. The committee meets regularly to insure all commitments within the area are being maintained properly. They also help start new meetings upon request from these or other institutions.

LITERATURE REVIEW- The LRC reviews all N.A. literature that is sent out to the fellowship from the world literature committee. After reviewing such literature, they may send back to the WLRC their input and/or comments to assist the WLRC in its compiling of new literature. The literature review committee at no time acts as a voting body, representing the area as a whole.

UNITY/ACTIVITIES- The purpose of the Unity/Activities committee is to aide the groups within the area in matters which would strengthen N.A. as a whole within the Philadelphia area. They also schedule fellowship gatherings, which at times may raise needed funds to finance our service structure. They may investigate Tradition violations within our area only when directed by the ASC.

*****ASC MEETING FORMAT*****

1. The meeting begins at 7:30 with a moment of silence followed by the Serenity Prayer. 12 Traditions are then read.
2. Discussion regarding last months minutes of meeting. Make corrections if any, then vote on passing minutes.
3. Group reports & Announcements-
 - a.) New groups at this time may introduce themselves and state any information regarding their new meeting. Please contact ASR so that your group can be added to the meeting list.
 - b.) All new GSR's should please submit their home addresses to the ASC Secretary so that you may have a copy of the minutes sent to your home.
 - c.) Anyone who wishes to make a report or announcement, should also submit it in writing to the Secretary if you wish to have it reflected in the minutes.
4. Sub-committee reports- must also be submitted in writing. (Sub-committee 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 gets too lengthy. All concerned individuals should attend sub-committee meetings if they have valid complaints or questions.)
5. OLD BUSINESS-During old business, all motions that were taken back to the groups for a vote are now voted on. Chairperson states motion and then calls a vote. He/she should remind the body that only GSR's or their alternate if the GSR is not present, are allowed to vote. No discussion is allowed for votes that have gone back to the groups for for group conscience. All votes with the exception of elections of officers will include: FOR, AGAINST, and ABSTENTIONS.
 - a.) General elections for all officers of the ASC are conducted in January. In the event of someone withdrawing from office, special elections will be held at this time. The fellowship must have at least one months notice of any position that is open. All co-chairs that have successfully completed a year in office as co-chair must still be nominated for chair. If only one person is nominated for a position, he/she must still leave the room, and get voted in by the body.
 - b.) Voting procedures for all elections are as follows:
 - only GSR or Alternate can vote
 - simple majority wins the election
 - eligible voters may only vote once for each position
 - except in the case of only one person running, all other votes can only be FOR.(AGAINST & ABSTENTIONS do not count)
 - c.) Qualifications for ASC officers:
 - 1 year clean
 - Treasurer requires employment
 - knowledge of Phila. ASC policy
 - must attend all ASC meetings
 - working knowledge of the 12 Steps & 12 Traditions
 - suggested pre-involvement with ASC as ASC officer or as a GSR
 - ASC chair & Treasurer require 2 years clean
 - desire to serve

* When old business has finished the meeting breaks for 15 minutes.

6. TREASURER REPORT- All outstanding bill must first be paid, example: phone bill(HOTLINE), rent, secretary supplies, ASC refreshments supplies. The remaining money is divided up to sub-committees who present a need for funds. We should always remember the Regional donation along with keeping some kind of reserve.

7. LITERATURE REPORT- The literature chairperson gives literature status report.

8. NEW BUSINESS- Only motions originating in sub-committees, or motions by GSR's from their groups conscience that have been referred to a sub-committee at least one month prior can be allowed on the floor for discussion. Any motion that cannot be referred to a sub-committee must be submitted to the ASC Administrative committee.

-all motions must include one of the following prefixes: 1.)"to be voted on at the ASC" or 2.) "to go back to the groups". These prefixes may be objected to, and 1 pro/1 con may be heard to the objection. A vote is then called for concerning the objection, and the majority wins with abstentions counting as "no" votes. Should a motion be made "to go back to the groups", no discussion is allowed.

- all motions must be submitted in writing and be accompanied by an intent which describes in simple terms the exact nature of the motion.

- only 2 pros and 2 cons may be heard for main motions being voted on at the ASC with total discussion to last no more than 5 minutes.

- remind only GSR's vote or their alternate if the GSR is not present!

**Revised Version of Roberts Rules of Order:

<u>MOTION</u>	<u>2nd REQUIRED</u>	<u>DEBATABLE</u>	<u>INTERRUPT SPEAKER</u>	<u>AMEND- ABLE</u>	<u>VOTE REQUIRE</u>
main motion	YES	YES 2 pros/ 2 cons	NO	YES	majority abst. do not count
AMENDMENT	YES	YES 1 pro/ 1 con	NO	YES	majority abst. do not count
POINT OF ORDER	NO	NO	YES	NO	CHAIR
APPEAL THE CHAIR	YES	YES 1 pro 1 con	YES	NO	majority
POINT OF INFORMATION	NO	NO	YES	NO	CHAIR
SUSPENSION OF RULES	YES	NO	NO	NO	2/3
OBJECTION TO CONSIDER THE QUESTION	NO	NO	YES	NO	2/3

NOTE All main motions which will change existing policy, remove officers from office, or remove groups from participation in the Phila ASC will require 2/3 vote. Abstentions will count as "NO" votes in all matters requiring 2/3 majority.

All amendments to any motions must be by the person making the motion, and seconded by the person who seconded the first motion.

10. Motion to close, adjourn with The Serenity Prayer.

FORMAT FOR GROUP BUSINESS MEETINGS-NARCOTICS ANONYMOUS

- 1) Meeting is called to order by chairmen. (This is the monthly business meeting of _____ group of Narcotics Anonymous.)
- 2) Meeting is then opened with the Serenity Prayer followed by the 12 Traditions of Narcotics Anonymous.
- 3) Minutes are then read from the previous meeting by the assigned secretary.
 - a) Additional and/or corrections to the minutes are then added and a motion for approval is given and voted on.
- 4) Reports of officers are then given.
 - a) GSR (group service representative)
 - b) Treasurers Report
- 5) Reports from any select committees are then given.
 - a) Activity committee for the group (for organizing a fund raiser or anniversary or unity outings.)
- 6) Unfinished Business- (Old Business- which would be any business which was tabled from any prior meeting.)
- 7) New Business- Would be any business at hand directly associated with the group. New business that comes up regularly could be:
 - a) paying the rent
 - b) obtaining supplies for the group. (coffee, Etc.)
 - c) obtaining literature for the group
 - d) making a contribution to Area Service.
 - e) discussion of taking commitments for H&I, Public Information or the hotline.
 - f) election of officers.
 - g) any ideas to help further carry the message of recovery to the still suffering addict through the aid of the group.
 - h) activities involving the group.
- 8) Close with a moment of silence and the Serenity Prayer.

PROCEDURE FOR MAKING A MOTION

1. Chairman gives the floor to person giving the motion by calling on them.
2. Motion is made.
3. If motion is seconded then: ...
4. Chair calls for discussion on motion.
5. A call for the vote is in order.
6. Majority of the vote prevails.
- 6a. Amendments to motions can be given during discussion and must be seconded.

Our fourth tradition states that "Each group should be autonomous except in matters affecting other groups or N.A. as a whole." This is just a suggested format for conducting a business meeting for the group. It is our hope in the following of this format that business for the group can be conducted more orderly and constructively.

In Loving Service,
Philadelphia Area Service