

November 7, 1999

The Policy Committee met at 1:30 PM on November 7th.

Discussions:

To have members of Narcotics Anonymous from other Areas participate in Riverfront Area Sub-Committees.

Inclusion of Sub-Committee Chairs to Riverfront Area Service Committee

To Remove from Policy "Suspension of Policy"

Motions made by Groups to remain Anonymous

Donations from Groups to remain Anonymous

Clarification of Prior Service Experience

From Previous Policy and Existing Policy:

THE NAME OF THE GROUP BY WHICH A MOTION ORIGINATES SHALL NOT BE LISTED IN THE AREA MINUTES. THIS GROUP REMAINS ANONYMOUS.

Area Secretary is to be given all motions from groups to be read during New Business

Prior Service Experience is explained and understood to mean either GSR or Alternate GSR, Treasurer of their Homegroup or Secretary of the Homegroup. The service involvement at Area does not state that the member is to be involved at an Area level within any timeframe. As long as the member has served as a Trusted Servant in their homegroup.

M/S/P

Policy is to stand as is concerning members of outside area. Only members of the Riverfront Area hold commitments in the Riverfront Area.

One Disease, One Solution, One Home-Group, One Area

M/S/P

To Include Sub-Committee Chairpersons as part of the Area Service Executive Committee

M/S/P

To remove from Policy – Suspension of Policy. Therefore we Stand for Something or Fall for Anything

M/S/P

When a Sub-Committee meets other than the regularly scheduled meeting at Longshore & Hegerman Streets, it may be at the location of the chairperson (of that sub-committee) choice.

M/S/P

The name of the Group by which a motion originates shall remain anonymous on the floor and in the minutes.

M/S/P

The name of the Groups by which area donations are made are to remain anonymous, on the floor and in the minutes.

H&I

The Hospital & Institutions Committee is made up of fourteen members. They currently hold eight commitments. There are two commitments that are on the same nights. There are ten groups that participate in the Riverfront Area at the present time.

MOTION	2nd required		Debatable Interrupt Amendable Vote		Vote
			Speaker	Required	
From Groups	NO	NO	NO	NO	Majority
Sub-Committees	YES	YES	NO	YES	Majority
Amendment	YES	YES	NO	YES	Majority
Point of Order	NO	NO	YES	NO	Chair
Appeal the Chair	YES	YES	YES	NO	Majority
Point of Info.	NO	NO	YES	NO	Chair
Suspension of Rules	YES	NO	NO	NO	2/3 majority of GSR's Present

NOTE

ALL MOTIONS WHICH WILL CHANGE EXISTING POLICY, REMOVE OFFICERS FROM OFFICE OR REMOVE GROUPS FROM PARTICIPATION IN THE RIVERFRONT AREA WILL REQUIRE A 2/3 VOTE, ABSTENTIONS WILL COUNT AS NO VOTES IN ALL MATTERS REQUIRING A 2/3 VOTE.

RIVERFRONT AREA SERVICE POLICY

RASC begins at 7:00 PM with A Moment of Silence, The Serenity Prayer, readings of 12 Traditions, 9TH Tradition and the Concept of the Month from the 12 Concepts.

Roll Call, beginning with Monday meetings, GSR's

Discussion regarding last months minutes, make corrections, if any, motion to accept last month's minutes.

Group Reports & Announcements-Verbal and written. Written reports go to Area Secretary for minutes. **New groups introduce themselves at this time and state any information regarding their meeting. Please contact Meeting List Rep. So that your group will be included in the next Meeting List.**

All new GSR's to submit their name, address and phone number to area secretary so that a copy of minutes can be sent to you.

All announcements or reports are to be handwritten to the secretary so that they will be included in the minutes and read at area service meeting. **Reports are not the place for discussion. A few valid questions may be asked, but the Area 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.**

Old Business: During old-business, all motions that were taken back to groups for a vote are now voted on, Chairperson states motion and then calls for a vote. He/she should remind the body that only GSR's or their alternate are allowed to vote. No discussion is allowed for votes that have gone back to groups for group conscience, All votes with exception of elections of officers will include For, Against and Abstentions, General elections for all officers of RASC are conducted in July. Notice of elections will be included in the Area minutes in May and brought back to RASC in June for elections in July. **In the event of a Trusted Servant's withdrawal from office, special elections will be held at this time. The fellowship will have at least one month's notice of any position that is open. All co-chairs that 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.**

Voting Procedures for all elections are as follows:

· Only GSR or Alternate can vote

Simple majority win the election

Eligible voters may only vote once for each position

Qualifications for RASC Trusted Servants:

Chairperson	Two Years Clean
Co-Chair	One Year Clean
Secretary	Two Years Clean
Treasurer	Two Years Clean
Co-Treasurer	One Year Clean

DO NOT WAIVE CLEAN TIME REQUIREMENTS

Qualifications of Trusted Servants:

Chairperson: An example of living recovery by application of the 12 steps and 12 Traditions of NA

One year prior involvement as ASC co-chair, sub-committee chair, GSR or any prior involvement with attendance at ASC meetings

Time and resources available to be an active participant
Organizational skills, leadership ability and ability to communicate
Willingness and desire to serve

Co-Chair: An example of living recovery by application of the 12 steps and 12 Traditions of NA

One year prior involvement as Sub-Committee Chair or SR
Time and resources available to be an active participant
Active for at least one year in the area structure
Willingness and Desire to serve.

Secretary: An example of living recovery by application of the 12 steps and 12 Traditions of NA

General office and secretarial experience, organizational skills are suggested

Prior service experience

Time and resources available to do the job

Active for at least six months in the NA Service Structure

Willingness and desire to serve

Treasurer: An example of living recovery by application of the 12 steps and 12 Traditions of NA

One year prior experience as a group treasurer and prior participation in the ASC

Ability to communicate, lead and organize

Time and Resources available to for the job

Willingness and desire to serve

ALL CO-CHAIR POSITION QUALIFICATIONS ARE THE SAME AS CHAIR WITH THE EXCEPTION OF THE TREASURER....THIS IS A TWO-YEAR POSITION.

REPORTS

TREASURER:

All outstanding bills must FIRST be paid, ex: phone, rent, literature, secretarial supplies, etc... 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.

LITERATURE:

The literature Chairperson gives literature status report

NEW BUSINESS:

Only motions from the GSR's (group conscience), Sub-Committees, and the Region be allowed on the floor for voting.

When a motion comes from Region or a GSR, there is NO discussion and motion does not get seconded. Motions go automatically back to the groups. Motions are to be written on Motion Forms (available from area secretary and included in the minutes).

Motions that are made by a sub-committee need to be seconded by a GSR and is debatable at that time. ASC can vote on any motion that does not effect the groups. Any motions that effect the groups should be sent back to the groups for a vote.

When a motion is made and seconded by a GSR, it shall be stated by the chairperson before being debated. Anyone participating in this debate shall raise their hand and be recognized by the chair before speaking.

Debate upon a motion will be closed after two (2) pros and two (2) cons are heard. NOTE: Any GSR may re-open the debate with a motion to extend the limit of the debate along with a majority vote, and also close debate with a majority vote.

All motions must be submitted in writing and be accompanied by an intent, which described in simple terms, the exact nature of the motion

Remind only GSR's vote or their alternate if the GSR is not present.

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

Elections of Trusted Servants take place during New Business.

DUTIES OF TRUSTED SERVANTS

· Chair

Open meeting at appointed time, follow Area Format in Proper sequence. It is the responsibility of the chair to recognize members or observers who are entitled to the area floor

Authenticates by signature, when necessary, all acts, orders and proceedings of the ASC

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

Arranges the meeting agenda

When needed, conducts the general correspondence of the committee

Co-signer of area bank account

Conducts meeting with impartiality and fairness

Appoints all Ad-Hoc committees (refer to XII.Ad-Hoc Committee)

When needed, submits a typewritten legible report to the ASC

Must stay for entire ASC meeting

Non-Voting member of ASC

Qualifications of ASC Co-Chair

One Year Clean

1. An example of living recovery by application of the 12 Steps and 12 Traditions of NA
2. One year prior involvement as Sub-committee Chair or GSR

3. Time and resources available to be an active participant
4. Active for at least one year in the area structure
5. Willingness and desire to serve

Duties of ASC Co-Chair

1. Serve in the absence of the Chair
2. Coordinate the functions of subcommittees and keeps a calendar of events
3. Registers members of the Subcommittee Chair(s) with the World Service Organization
4. Is a non-voting member of all committees
5. When needed, submits a typewritten or legible report to the ASC
6. Must stay for entire ASC meeting
7. Policy Chair
8. Enforces Policy, when necessary

Qualifications of ASC Secretary

1. Two Years clean
2. An example of living recovery by application of the 12 Steps and 12 Traditions of NA
3. General office and secretarial experience, Organizational skills are suggested
4. Prior service experience
5. Time and resources available to do the job
6. Active for at least six months in the NA service structure
7. Willingness and desire to serve

Duties of the ASC Secretary

1. Calls area meeting to order in the absence of the Chair, Co-Chair and RCM
2. Keeps record of all proceedings of the committee
3. Signs all certified copies of acts of the committee
4. Keeps all records on file
5. Types and mails minutes to the GSRs, ASC officers and Subcommittee Chair(s)
6. Notifies participants of any special meetings, utilizing such methods of notification as agreed upon by the committee
7. Keeps a ledger of motions, seconds and results of those motions
8. Must stay for entire ASC meeting

Qualifications of ASC Co-Secretary

Qualifications for this position are the same as the 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

Qualifications of the ASC Treasurer: NOTE - This is a two-year commitment

(one year as Co-Treasurer and one year as Treasurer)

1. Two years clean
2. An example of living recovery by application of the 12 Steps and 12 Traditions 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. Willingness and desire to serve

Duties of the ASC Treasurer

1. Co-signer of ASC bank account
2. Gives a financial report at each monthly ASC meeting which is

Provides a full financial report annually (May): The report should be available for May's ASC meeting as needed, when funds are available, in accordance with committee decisions

3. Converts all funds collected by the Literature Distribution Chair into a check
4. Deposits ASC funds, in the ASC bank after ASC meeting by the close of the second business day
5. Must stay for entire ASC meeting

Qualifications of the ASC Co-Treasurer

1. Qualifications for this position are the same as Treasurer except, should have one year clean

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

Qualifications of RCM: NOTE - this is a two-year commitment (one year as an Alternate RCM and one year as RCM)

One Year Clean Time

1. An example of living recovery by application of the 12 Steps and 12 Traditions of NA

2. One year prior experience as a Subcommittee Chair
3. Ability to communicate, lead and organize
4. Time and resources necessary to do the job
5. At least one year prior experience in the NA service structure
7. Prior commitment as GSR

Duties of RCM

Calls the ASC meeting to order in the absence of the Chair and Co-Chair

1. Will prepare a typewritten or legible report of the progress, problems and projects of RASC to be acknowledged at the Regional Service Committee (RSC). Also prepares a report regarding the RSC meeting and gives that report at the ASC meeting. When the World Service Conference (WSC) Agenda Report comes out each year, the RCM must keep informed on all agenda items. He then distributes this information to the groups during a workshop at which time group members may ask questions pertaining to these items.

1. Must attend all ASC meetings in order to carry the group conscience of the Riverfront Area
2. Should attend at least one subcommittee
3. Provides information to the ASC (working closely with the Secretary) about the happenings-throughout NA. Also keeps the area informed of activities, strengths and problems in the fellowship. Distributes the regional donation (in the form of a check) to the Treasurer of the RSC before roll call of the RSC
4. Gives all motions received at the RSC to the area Secretary
5. Must stay for entire ASC meeting
6. Must attend all RSC meetings

Qualifications for Alternate RCM

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

Duties of Alternate RSM

1. To assist the RSM in the duties of the position
2. To assume the duties of the RSM in the absence of the RCM
3. Must attend all RCM and RSC meetings
4. Must stay for entire meeting

Qualifications for Regional Service Office (RSO) Board Representative

Three years clean and five years without a felony conviction

1. An example of living recovery by application of the 12 Steps and 12 Traditions of NA
2. Must be able to attend monthly RSO meetings
3. Should have at least one-year prior service experience at or above area level

Duties of RSO Board Representative

1. Attend monthly RSO meetings
2. Attend monthly ASC meetings
3. Submit a verbal and written report to the ASC
4. Must stay for entire ASC & RSO meetings

**Qualifications for Regional Convention Representative: NOTE -
length of commitment is until completion of all business dealing with the convention**

****If Area opts to participate otherwise not active position.****

One year clean

2. An example of living recovery by application of the 12 Steps and 12 Traditions of NA
3. Must be able to attend Regional Convention meetings

Qualifications for Alternate Regional Convention Representative

1. Qualifications for this position are the same as Regional Convention Representative

Duties of Alternate Regional Convention Representative

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

Qualifications for Cleansheet Representative

Six months clean

2. An example of living recovery by application of the 12 Steps and 12 Traditions of NA
4. 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

Qualifications for Regional Meeting List Representative

1. Six months clean
2. An example of living recovery by application of the 12 Steps and 12 Traditions of NA
3. Must be able to attend Regional Meeting List meetings

Duties of Regional Meeting List Representative

1. Attend Regional Meeting List meetings
2. Act as a liaison between the GSRs and Regional Meeting List Committee
3. Submit a verbal and written report to the ASC
4. Must stay for entire ASC meeting

Qualifications for Standing Subcommittee Chair(s)

Two years clean

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

Duties of Standing Subcommittee Chair(s).

1. Hold sub-committee meetings, usually once a month, in addition to meeting before RASC
Submit a verbal and written report to the ASC Must stay for entire ASC meeting
2. Attend Regional Meetings

Subcommittee Policies: - Please refer to Addendum

1. Hospitals and institutions (H&I)
2. Public Information (PI)
3. Unity
4. Literature
5. Policy (Ad-Hoc)

***For a more detailed description of Subcommittee Chairs' duties, see the Subcommittee Policy, Addendum 1.**

MEETINGS

ASC Meeting

The ASC meeting will take place the third Sunday of the month (unless unavoidable obstacles arise necessitating a change to a proceeding or following Sunday). A meeting change can only occur following a quorum vote by voting participants.

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 (GSRs). 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.

COMMITTEE MEETING FORMATS

Chair calls meeting to order and calls for a moment of silence, followed by the Serenity Prayer. A member reads the 12 Traditions, 9th Tradition and the Concept of the Month Chair does roll call (everyone present announces position).

2. Chair asks voting GSRs 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. Group Reports-beginning with Monday NA 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 given to the Treasurer, preferably in an envelope

5. 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.

The 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

6. Old Business-Motions that were sent back to the groups

Treasurer gives a report on how much money was collected that month, plus how much money is to be paid in automatic deductions, please refer to FINANCIAL PRIORITY LIST below, and our current working balance, not including for prudent reserve

FINANCIAL PRIORITY LIST

ASC Meeting Rent
Secretary
Reimbursement
Subcommittee
Allotments
Prudent Reserve

\$ 25.00
\$ 25.00
\$ 150.00 (H&I)
\$ 1500.00

7. **New Business** - New groups may introduce themselves at this time and state any information regarding their new meeting (where, when, what type, etc.). The Chair will ask, "Does your group follow the 12 Traditions of NA? If they answer "yes" and there are no objections from any other GSRs, we will welcome them to the RASCNA. If there are objections, we will ask why and deal with the situation in the proper manner. The groups' request will automatically include starter kit. Chair goes through agenda until it is complete.

Elections of Trusted Servants Take Place at This Time

Motions from Sub-Committees, Groups and Region

NA Announcements - Chair asks if there are any announcements from the floor.

8. **Close Meeting** - Chair calls for a motion to close the meeting. If approved, meeting closes with the Serenity Prayer.

XII. AD-HOC COMMITTEES

ASC Chair, with the approval of voting members, has the authority to appoint Ad-Hoc Committees for special purposes as may be deemed necessary to fulfill special functions. At the time of appointment the purpose, membership and duration of any such Ad-Hoc Committee is specifically designated by the Chair.

ADDENDUM I.

All sub-committee Chairs are required to attend all regional meetings. If two meetings missed consecutively must step down from position or be removed by the ASC. All chairs should contact active sub-committee member to attend region in the event that they are unable to attend. This will allow for the RASC to be kept abreast of all activities.

All Riverfront Area sub-committee members must have and be active in a Riverfront Area Home Group. This is standing policy for all Riverfront Area Trusted Servants.

ALL GROUPS IN THE RIVERFRONT AREA SHOULD SEND AT LEAST ONE REPRESENTATIVE TO EACH SUB-COMMITTEE MEETING ON THE THIRD SUNDAY OF THE MONTH 5:30 P.M. THIS REP WILL ACT AS A LIASON BETWEEN THE SUB-COMMITTEE AND THE HOME GROUP.