



Newfoundland and Labrador
Area Service Committee of
Narcotics Anonymous

Policies and Guidelines Handbook

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Table of Contents

Glossary

1.0 Administrative	1
1.1 Name.....	1
1.2 Purpose.....	1
1.3 Service Boundaries.....	1
1.4 Membership.....	1
1.5 Service Structure Support.....	1
2.0 ASC Policies and Guidelines	1
2.1 General.....	1
2.2 Meetings.....	2
2.3 Participation at the ASC Meeting.....	2
2.4 Role of the General Service Representatives (GSR's).....	2
2.5 Officers and Committees.....	3
2.6 Prerequisites and Description of Duties – Service Positions	3
2.7 Resignation and Dismissal from Office.....	10
2.8 Dismissal from Office.....	10
2.9 Appealing a Dismissal.....	10
3.0 Seating of New GSR's	10
4.0 Rules of Order	11
4.1 Motions.....	11
4.2 Guide to Motions	12
4.2 Motion Register.....	14
5.0 Voting Policy	14
5.1 Quorum.....	14
5.2 Voting.....	14
6.0 Elections	14
6.1 Nominations:.....	14
6.2 ASC Officer Voting.....	15
6.3 Assumption of Duties.....	16
7.0 Finances	16
7.1 Revenue.....	16
7.2 Total Operating Revenue.....	16
7.3 Expenditures.....	17
7.4 Expenditure Motions.....	18
7.5 Budgeting.....	18
7.6 Audits	18
7.7 Dissolution.....	18
7.8 Travel	18
Appendices	20

Glossary of Terms

Term	Definition
Additional needs, addicts with	Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitation imposed by the use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.
Area Service Committee (ASC)	A committee created to provide common services for NA groups in a specific locale. Composed of GSRs (Trusted Servants of the Group), ASC officers (Trusted Servants of the ASC) and Subcommittee Chairpersons (Trusted Servants of the ASC). Usually part of a region, to which it sends RCMs.
Closed Meetings	NA meetings that only addicts can attend
Common Needs (Special Interests)	A tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common – for example, men’s or women’s groups or gay or lesbian groups.
Conference-approved Literature	See <i>NA-approved literature</i>
Fellowship-approved Literature	See <i>NA-approved literature</i>
Group Service Representative (GSR)	Elected by an NA group to participate on the group’s behalf in the ASC
Home Group	The group an NA member calls “home”. Home group membership calls for regular attendance of its recovery meeting, financial and voluntary service support and participation in conscience-building and decision-making processes.
Hospitals and Institutions (H&I)	A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.
<i>NA Way Magazine</i>	The NA Fellowship’s quarterly journal, published in various languages.
NA-approved literature	Literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as “fellowship-approved literature”. Formerly known as “conference-approved literature” at a time when the entire WSC voted on the approval of new NA literature.
Open Meetings	NA recovery meetings that allow attendance of non-addicts.
Public Information (PI)	A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous

Regional Assembly	A gathering of RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the annual WSC meeting. The regional delegate is elected at the assembly.
Regional Committee Member (RCM)	Elected by an ASC to participate on the area's behalf on the regional service committee.
Regional Delegate (RD)	A World Service Conference participant elected by a region's GSRs and RCMs.
Regional Service Committee (RSC)	A body that draws together the combined service experience of a number of adjoining areas for those areas' mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.
Service Bulletins	Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.
Shared Service Committee	A committee created by two or more area or regional committees to fulfil one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic organizations. Funded by and accountable to those who created it.
Sharing Session	A nonbusiness portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in the ordinary business session.
Trusted Servant	An NA euphemism for "leader", "official", or "officer". Derived from NA's Second Tradition, in which NA leaders are characterized as "trusted servants" as opposed to governors.
Twelve Concepts for NA Service	One of three bodies of basic NA principles, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.
Twelve Steps	One of three bodies of basic NA principle, the steps describe NA's regimen leading to personal recovery and a spiritual awakening.
Twelve Traditions	One of three bodies of basic NA principle, the traditions GSR the behaviour of NA groups, helping the groups maintain their independence while nurturing their unity.
World Service Conference (WSC)	A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.
World Service Conference Report	The full reports of the World Service Conference and its boards and committees. Formerly known as the <i>Fellowship Report</i>
World Service Office (WSO)	World Service Board headquarters (Los Angeles) and branch facilities (Canada, Europe)

1.0 Administrative

1.1 Name

The name of this body will be the “Newfoundland and Labrador Area Service Committee of Narcotics Anonymous”, commonly called the ASC, or the Area.

1.2 Purpose

The purpose of the ASC is to encourage the unity and growth of the NA Fellowship within its Service Boundaries. Service requests from isolated Groups within the Service Boundaries will be considered on a case-by-case basis. Service requests from Area Service Committees or Groups outside the Service Boundaries are considered on a case-by-case basis.

1.3 Service Boundaries

This ASC will serve the participating Narcotics Anonymous Group Services Committees in the Province of Newfoundland and Labrador.

1.4 Membership

The ASC consists of the following:

- a) The participating Group Service Representatives (GSR’s) from the NA Groups within the Service Boundaries; and
- b) The ASC Administrative Committee which includes members of the Executive Committee, the chairpersons of the ASC Standing Committees and the chairpersons of the active Ad Hoc Committees (AHCs).

1.5 Service Structure Support

In accordance with its purpose, the single most important priority of the ASC is to act as a communications link in the service structure of N.A. This includes facilitating communication between the membership of the ASC, the Canada Atlantic Region of Narcotics Anonymous (CARNA), the Canadian Assembly, the World Service Conference, and with other regional service committees.

2.0 ASC Policies and Guidelines

2.1 General

The policies and guidelines are developed by the ASC to describe best practices, clarify principles, resolve conflicts, and otherwise further our primary purpose – to carry the message to the addict who still suffers.

- a) The sole function of the ASC is to fulfil its purpose by serving the common needs of its member Groups. The ASC will do so by administering business according to the service principals of Narcotics Anonymous. In order to achieve this the following documents, in order, will serve as references for problem resolution:

1. The currently approved version of this Policy;
2. The Twelve Concepts for N.A. Service;
3. The Guide to Local Services (GLTS) and its successors;
4. The current edition of all NA Handbooks;
5. The Twelve Traditions of Narcotics Anonymous;
6. Past motions of the ASC
7. To fulfil the purpose the ASC will sponsor activities and functions listed in Appendix B in the priority order.

2.2 Meetings

- a) The ASC will hold its regular monthly meeting at the Wiseman Centre, second floor, St. John's NL, on the third Saturday of each month at 9:00 am.
- b) All ASC meetings are open to the N.A. Fellowship as a whole;
- c) Each meeting of the ASC will provide for a session where individual members of the NA fellowship can address the ASC;
- d) Between regular meetings, Special Meetings may be called by the Area Chairperson upon the written request of a member of the ASC. The purpose of the meeting shall be stated. Special meetings shall be defined as; situations to which problem resolution cannot be found within the documents listed in 2.1- a).
- e) Special Meeting considerations:
 - Special meetings shall deal with special business only;
 - The Area Secretary shall issue written a notice of a special meeting to all members of the ASC at least 10 days prior to that special meeting;
 - A quorum shall consist of a simple majority of the voting members. (50%+);
 - The Area Secretary will take minutes;
 - Decisions require a simple majority vote of the participants eligible to vote;
 - A report of the call for and the results of the meeting shall be presented at the next ASC meeting during the Administrative Report.

2.3 Participation at the ASC Meeting

There are three types of participants at the ASC meeting:

- a) Voting participants consisting of the Group Services Representatives (GSR's);
- b) Non-voting participants consisting of the Executive Committee, the Standing Committee Chairpersons, the active Ad Hoc Committee Chairpersons.
- c) A non-voting gallery that consists of interested NA members. Participation may be restricted by these policies or by group conscience of the voting participants.

2.4 Role of the General Service Representatives (GSR's)

The GSR's are the foundation of the NA service structure. They are elected by and accountable to their Home Group. The requirement for clean time is determined by their group.

2.5 Officers and Committees

The elected Officers of ASC Administrative Committee consists of:

- a) The Executive Committee:
 - Chairperson
 - Vice-chairperson
 - Secretary and alternate
 - Treasurer and alternate
 - Regional Committee Member (RCM) and alternate

- b) The Chairpersons of the following Standing Committees:
 - Literature Committee
 - Public Information (PI) Committee
 - Hospitals and Institutions (H&I) Committee
 - Activities Committee
 - Training Committee
 - Policies and Procedures Committee

NOTE: The Chairpersons of active Ad Hoc Committees (AHCs) are appointed by the Chairperson of the ASC and, while part of the Administrative Committee, the AHC members are NOT considered Officers of the ASC.

2.6 Prerequisites and Description of Duties – Service Positions

The below table outlines the positions, clean time and service requirements for all ASC and subcommittee related position types as well as a description of duties unless otherwise determined by the GSRs through a simple majority vote.

**KEY: Service Position ... Suggested Continuous Clean Time (CCT) ... Suggested Previous Service Participation (PS)
Suggested Lengths of Service Commitment (SC) ... Description of Duties**

Group Service Representative (GSR) CCT- PS - SC: As determined by Home Group.

-) Participate in ASC regular and special meetings, ASC sponsored forums and assemblies;
-) Act in the best interests of NA as a whole, not solely as advocates of their own Groups' priorities;
-) Stay well informed about the business affairs and activities of the ASC;
-) After considering their own conscience and the priorities of their Group, take an active role in the discussions and decision making of the ASC;
-) Provide a monthly summary report of the business and activities of their Group and highlighting any issues or problems the Group wants the ASC to address;
-) Report back to their Group, the proceedings of the last ASC meeting;
-) If they wish, participate in one or more of the Area Subcommittees.

Alternate Group Service Representative (GSR) CCT - PS - SC: As determined by Home Group

-) Each Home Group should elect an Alternate GSR. Their requirement for clean time is determined by their group.
-) Attend, as a non-voting member, all ASC regular and special meetings and ASC sponsored forums and assemblies;
-) If their GSR cannot attend an Area meeting, participates in place of and assumes all aspects of the role of the GSR;
-) If they wish, participate in one or more Area Subcommittees.

Chairperson CCT: Three Years PS: Two Years LC: Two Years

-) Have no less than three years clean time unless otherwise determined by the GSRs by a simple majority vote;
-) Prepare the agenda for each meeting in cooperation with the ASC;
-) Open and preside over all regular and special meetings of the ASC;
-) Be impartial as the facilitator of the ASC business;
-) Ensure that procedures are consistent with the adopted ASC Policy Handbook;
-) Follow and enforce ASC approved Rules of Order at all meetings;
-) Appoint all Ad Hoc Committee Chairpersons;
-) Serve as one of the signing officers of the ASC bank account;

-) Recognize members or gallery observers who are entitled to the floor;
-) Review and approve the monthly balancing of the checking account provided by the ASC Treasurer;
-) Attend Standing Committee meetings when called upon;
-) Submit an annual report summarizing the business and activities of ASC at the annual meeting in September; and
-) Hold a key to the PO Box.

Vice-Chairperson CCT: Two Years PS: Two Years SC: Two Years

-) Have no less than two years clean time unless otherwise determined by the GSRs by a simple majority vote;
-) Serve at least 1 year as Vice-Chairperson before being considered eligible to be elected to the position of Chairperson;
-) Serve as the Chairperson in the absence of the ASC Chairperson;
-) Serve as one of the signing officers of the ASC bank account;
-) Act as parliamentarian at the ASC table;
-) Coordinate the functions of the Standing Committees and attend their meetings whenever possible as an ex officio member;
-) Submit a written report of monthly activities;
-) Assist the Chairperson in any duties as may be mutually agreed upon;
-) Responds to all inquiries of members relating to policy and procedure.

Secretary CCT: Two Years PS: Two Years SC: Two Years

-) Have no less than two years clean time unless otherwise determined by the GSRs by a simple majority vote;
-) Attend and record the minutes of all ASC and Special Meetings;
-) Maintains a Minute Log containing copies of the minutes of meetings past and current;
-) Maintains a Motion Log, separate from the minutes, which contains a record of all Main Motions passed by the ASC, including the date, the body of the motion, the mover and seconder and, if not unanimous, the names of the GSRs voting for and against;
-) Attend Standing Committee meetings when called upon to do so;
-) Prepare and distribute copies of the minutes of all ASC meetings to the following within two (2) weeks of each meeting:
 - o All ASC members;
 - o Canada Atlantic Region of Narcotics Anonymous (CARNA); and
 - o Other ASC's, upon request.
-) Keep track of and record in the minutes, the attendance of all Area members;
-) Be responsible for recording a synopsis of the general discussions and recording all actions, motions, synopses of discussions on motions, motion results and announcements, in the minutes;

- J Conducts the roll call at all NL ASC meetings and announces the number of GSR's needed to constitute a quorum and if/when the quorum has been reached.
- J Record all changes in the established quorum of a meeting in the ASC minutes;
- J Maintain and distribute annually to all ASC members, a current contact list of the phone numbers, addresses and e-mail addresses of all ASC members and update the list and advise the ASC as changes occur;
- J Maintain the current ASC registration with the World Service Office (W.S.O.);
- J Maintain copies of the prescribed reporting forms and provide the forms to the ASC and it's Committees as needed;
- J Maintain the files and archives of the ASC Administrative Committee;
- J Notify the ASC members of special meetings;
- J Serves as one of the signing officers of the ASC bank account;
- J Holds a key to the PO Box and clears the PO Box weekly, then notifies and distributes to the recipients of mail accordingly;
- J Opens and logs any mail addressed directly to the Area Service Committee. The contents of any such mail will be brought to the table at the next ASC meeting unless declared urgent or time sensitive. If this is the case, the Secretary shall contact the chairperson immediately for action.
- J Orders NA literature, as needed, from the Literature Committee and arranges for pick up;

Alternate Secretary CCT: One Year PS: Six Months SC: Two Years

- J Have no less than one-year clean time unless otherwise determined by the GSR's by a simple majority vote;
- J Assist the secretary;
- J In absence of the secretary, to serve as secretary;
- J Attend Standing Committee meetings when called upon to do so.

Treasurer CCT: Two Years PS: Two Years SC: Two Years

- J Have no less than two-year clean time unless otherwise determined by the GSRs by a simple majority vote;
- J Serve as custodian of the ASC funds and bank account;
- J Serve as one of the signing officers of the Area bank account;
- J Accept and provide receipts for any and all monies received from; Groups (donations), ASC Standing and AD Hoc Committees (net proceeds from their activities) and any other NA sources;
- J Deposit all incoming monies within five (5) business days of receipt or as soon as reasonably practicable;

- J Prepare and present to the secretary, on a monthly basis, a financial report of all ASC revenues received and disbursements made. This shall include the balance forward, the amount and details of donations from the Groups and ASC donations made, as well as all Standing and Hoc Committee expenses and/or revenue, and all other ASC expenses and/or revenues, as well as bank charges for the month;
- J Disperse funds in accordance with Article X: Disbursements;
- J Balance the ASC cheque account monthly and submit to the chairperson, for approval;
- J Maintain treasury archives of all bank statements, cancelled cheques, deposits, registers and reports;
- J Maintain a prudent reserve of \$500.00 (to be reviewed annually by the ASC);
- J Prepare and present, in cooperation with members of the Executive Committee, an annual operating budget for approval at the annual meeting of the ASC in September;
- J Prepare and present an annual financial statement at the annual meeting.

Alternate Treasurer CCT: One Year PS: Six Months SC: Two Years

- J Have no less than one-year clean time unless otherwise determined by the GSRs by a simple majority vote;
- J Assist the Treasurer;
- J In absence of the Treasurer, to serve as Treasurer; and
- J Attend Standing Committee meetings when called upon to do so.

Regional Committee Member (RCM) CCT: Three Years PS: Two Years SC: Two Years

- J RCM have a minimum of three years continuous clean time, and present a history of completed NA service positions;
- J Serve as the chairperson in the absence of the Area Chairperson and Vice-Chairperson;
- J Attend all meetings of the ASC, and if funds allow, regional meetings and assemblies;
- J Represent their Area's conscience when proposing, discussing and voting on motions brought to the Regional Service Committee floor of CARNA;
- J Be available to the ASC members and Groups for information about the N.A. service structure, involvement in service and how the Regional Service Committee (RSC) functions;
- J Attend meetings of participating Groups upon request whenever possible and funds allow. Group requests will be dealt with on a first come, first served basis;
- J To work for the common good of NA by providing two-way communication between the groups and the rest of NA;
- J Submit a written report to the ASC of monthly activities and also submits a written report of ASC activities to the CARNA secretary; and
- J Attend Standing Committee meetings when requested.

Alternate Regional Committee Member (RCM) CCT: Two Years PS: Two Years SC: Two Years

-) Have no less than two years clean time unless otherwise determined by the GSRs by a simple majority vote;
-) Attend all ASC meetings;
-) Work closely with the RCM and help with all duties and responsibilities of the position; In the absence of the RCM, serve as the RCM.

The Standing Committees

The Standing Committees of the ASC are: Activities, GSR Training, Hospitals and Institutions/Public Information (H & I/PI), and Literature. All Standing Committee Chairpersons are elected by the participating GSRs. The Chairs may appoint a representative from their committee to act on their behalf if the Chair cannot attend an ASC meeting. Each Standing Committee Chairperson or representative shall:

-) Attend and provide written reports of all monthly activities at each ASC meeting;
-) Announce and hold regularly scheduled meetings;
-) Submits quarterly budgets for approval to the ASC;
-) Appoints other committee members as necessary;
-) Channel all funds received, to the Treasurer of the ASC, immediately following any event that has generated funds; and
-) Establish written guidelines for their committee and submit them to the ASC for approval. Any updates, amendments or changes to guidelines are also presented to and approved by the ASC;
-) The Chairs may appoint a representative from their committee to act on their behalf if the Chair cannot attend an ASC meeting.

Ad Hoc Committee Chairpersons CCT: Two Years

As per committees mandate

-) Act as a liaison between the ASC and their Committee;
-) Submit a report of the committee's activities at each ASC meeting;
-) Plan and execute all Sub-committee functions.

Committees – General

All Committees will follow the guidelines as established in Appendix A of these policies.

Activities	The purpose of the Activities Committee is to provide the fellowship in the ASC with recovery-oriented events, activities and merchandise. The funds generated through the Activities Committee belong to the ASC and are to be used to support the ASC needs.
Hospitals and Institutions	The purpose of the Hospitals and Institutions Committee (H&I) is to carry the message of NA to facilities whose clients are unable to attend regularly scheduled NA recovery meetings in the Area served by the ASC.
Literature	<p>The purpose of the Literature Committee is to provide NA approved literature for purchase by the Group Service Committees. The Groups will handle the distribution of the literature either for free, in the case of pamphlets and NA approved books for a cost of \$20.00 each. This is accomplished by purchasing in bulk from the Narcotics Anonymous World Services (NAWS) in order to keep an inventory available for resale. Monies charged for NA Literature by the Literature Committee is approved annually by the ASC and made in collaboration with the ASC Treasurer's annual budget.</p> <p>All money generated is reconciled between the Chair of the Literature Committee and the ASC Treasurer by the close of each ASC meeting. All literature orders must be paid for by cheque or money order.</p> <p>The Literature Committee may also have the opportunity to participate in the review and input of NA literature seeking conference approval. The Literature Committee can also develop original materials to be submitted to NAWS for approval. All such material must be presented to the ASC before being sent to NAWS.</p>
Public Information	The purpose of the Public Information Committee (PI) is to provide ASC approved NA literature, speakers and information to the public. The PI Committee serves as a resource about NA in the area that the ASC serves.
Training Committee	The purpose of the Training Committee is to provide education primarily to the ASC GSRs and Alt GSRs about the responsibilities of their position, general descriptions of other positions held at the ASC and any training for the ASC members deemed necessary by the ASC.
Additional Committees	<p>The need for the establishment of additional Standing Committees will be confirmed under motions brought forth during the new business of the ASC and subsequent vote of GSRs.</p> <p>A two thirds (2/3) majority vote of the established quorum is required to form any Committee; A simple majority vote is required to abandon a Sub-committee;</p>
Ad Hoc Committees	Ad Hoc Committees are appointed by the Chair for a specific purpose, are disbanded once the purpose is achieved and a final report is submitted to the ASC. Ad Hoc Chairs do not have a vote at the ASC.

2.7 Resignation and Dismissal from Office

- a) An ASC officer may resign at any time. Resignations must be submitted in writing to the ASC at least one regular meeting in advance.
- b) ASC Officer's may be removed for the following reasons:
 - Loss of abstinence;
 - Non-fulfilment of the duties of their position;
 - Unexplained absence from two (2) consecutive regular meetings of the ASC;
 - Misuse of NA funds;
 - Misleading the ASC; or
 - The intentional presentation of misleading information.

2.8 Dismissal from Office

- a) Any member of the ASC. may be dismissed at any time for relapse, gross neglect of responsibilities, continued absenteeism, inability to perform responsibilities, or refusal to comply with the policies and guidelines of this committee.
- b) A written motion for dismissal, with due cause stated, must be seconded and voted on at a regular ASC meeting.
- c) A two-thirds (2/3) majority vote of the established quorum is needed for dismissal.
- d) If an officer is to be removed and is not present at the meeting, the Chairperson shall instruct the secretary to inform the officer, in writing, within one week of the vote to dismiss;
- e) Following the letter, the person may make a rebuttal.

2.9 Appealing a Dismissal

The member wishing to appeal a dismissal must do so in writing to the members of the ASC in order to overturn a dismissal a motion to rescind/repeal must be made and follow the rules of order.

3.0 Seating of New GSR's

To be "seated" as a voting participant of the ASC, the Group seeking the seat will provide a report including the following:

- a) The Group name;
- b) The name of the GSR elected by the Group;
- c) The registration of the Group Services Committee with the W.S.O.;
- d) A brief overview of the Group's development and formation;
- e) A stated commitment by the Group to the purpose and the policies of the ASC;
- f) Upon receiving and reading the report, the ASC will consider a seating motion;
- g) The seating of a new Group requires a 2/3 majority vote of the GSR's present;
- h) The new Group will gain voting privileges upon completion of their first ASC Meeting.

4.0 Rules of Order

- a) Parliamentary Procedure is the combination of rules and customs that govern the conduct of business meetings. Robert's Rules of Order – Newly Revised is the most widely accepted book on rules of order.
- b) Rules of order are intended to facilitate progress. They should include members in the decision-making process, with each member having equal opportunities to participate in the discussion and influence the group's decisions.
- c) The rules should help promote fairness, equality and common sense, and balance the need for efficiency (order and timeliness) with the need for democratic decision-making (a reasonable opportunity for all sides to debate the issue before a vote is taken).
- d) The underlying principles are:
 - 1. The majority rules, i.e.: The usual requirement for a motion to be adopted is a majority (more than half) of the votes cast in the affirmative.
 - 2. A tie vote means that a motion is defeated.
 - 3. Abstentions are counted as provided in the governing legislation and bylaws.
 - 4. The minority should be given an opportunity to be heard.

4.1 Motions

- a) Any GSR, Area Executive Officer, with the exception of the Chairperson, Standing Committee Chairpersons and Ad Hoc Committee Chairpersons in attendance may make a motion;
- b) Any N.A. member in attendance, with the exception of the ASC Chairperson, may participate in the discussion. The following is the order of priority in which members will be called upon:
 - 1. The voting GSR's or their alternates;
 - 2. ASC Executive Officers, with the exception of the Chairperson, Standing Committee Chairpersons and Ad Hoc Committee Chairperson and
 - 3. NA members seated in the gallery.
- c) The ASC Chairperson may follow this procedure in order to prevent a conflict from occurring or to participate in the discussion:
 - 1. The Chairperson will vacate the chair and turn the meeting over to the Vice-Chairperson. In this circumstance the Vice-Chairperson cannot subsequently vacate the chair to participate in the discussion;
 - 2. The ASC Chairperson can then participate in the discussion as a gallery participant according to this policy document;

3. The ASC Chairperson cannot resume the Chair's position until the topic is exhausted, all actions related to the topic have been taken, and the ASC is ready to move onto the next item of business; and
4. In the case, where the action is Lay on the Table or to defer the ASC Chairperson will subsequently vacate the chair when the motion is reconsidered.

Note: The key principle is to prevent the Chairperson from being in a conflict of interest. The person in the role of the ASC Chairperson cannot subsequently consider any motion in which they vacated the position for the purpose of discussion.

- d) No member may speak on a motion more than once unless all who have the right to speak, have had the opportunity;
- e) All motions must be submitted in writing before the beginning of the new business. The maker will be identified and the intent clearly stated;
- f) Motions made by an ASC Ad Hoc Committee do not require a second;
- g) Only voting participants may second a motion;
- h) The ASC Chairperson may choose to limit debate from the gallery in order to conduct business;
- i) The debate process will be governed by the Rules of Order;
- j) Decisions of the chair may be appealed and considered by the voting participants; and
- k) The maker of a motion that is in conflict with this policy must state all conflicting policies within the motion.

4.2 Guide to Motions

See next page

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in the main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter the main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of the chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, not to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send the motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

4.3 Motions Register

The Secretary will maintain a motions register to track history of motions and actions taken by the NL ASC. A sample table headed is shown below.

Year	ASC Minutes	No.	Motions brought between YR and YR	Status	Policy Section
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5.0 Voting Policy

5.1 Quorum

- a) Quorum is determined by the number of voting participants present at the meeting;
- b) Quorum is determined by roll call vote of eligible GSRs. The quorum required is a simple majority of eligible GSRs (50%+); and
- c) If a quorum cannot be reached, the ASC administrative officers, with the exception of the Chairperson, will automatically be granted voting privileges for that meeting only or until a quorum is established. Please see Appendix C for guidance in the conduct of business under these unusual circumstances.

5.2 Voting

- a) Voting on all ASC motions and elections will be done by the GSR's attending on a one voting participant/one vote system;
- b) A simple majority shall be defined as greater than fifty percent (50%+), of the voting participants;
- c) A 2/3 majority shall be defined as being greater than sixty-six percent of the voting participants;
- d) The Chairperson shall declare all ties defeated; and
- e) A GSR that misses two consecutive ASC meetings, unless replaced by an alternate or designated representative, will have their voting privileges suspended until they are in attendance at their second consecutive ASC meeting.

6.0 Elections

6.1 Nominations:

- a) Nominations and elections will be held as the last order of New Business at the ASC Annual Meeting in September.
- b) Any participant of the ASC may nominate a qualified member for an ASC position.
- c) Each nomination must be seconded by a voting member of the ASC.
- d) All members nominated must be present to either accept or decline.

- e) Upon accepting a nomination, each nominee will state their qualifications for serving.
- f) If a nominee has resigned or been dismissed from an NA service position details of that event shall be stated.
- g) Nomination requirements for election are as follows:
 - 1. A stated commitment to the ASC purpose and policies;
 - 2. A good working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous;
 - 3. A good working knowledge of the Service Structure of NA;
 - 4. A history of following through on commitment;
 - 5. Leadership and administrative skills;
 - 6. Organizational and communication skills; and
 - 7. The willingness, time, and resources to do the job.
- h) The Nominations process for ASC offices will take place as follows:
 - 1. The chairperson will open the floor for nominations, one position at a time;
 - 2. Individuals nominated must accept or decline when asked;
 - 3. When nominations for that position have been exhausted the chairperson will close nominations for that position;
 - 4. Individuals will then state their qualifications for that position as per 6.1(g);
 - 5. Participants will then have the opportunity to question the nominee;
 - 6. When the question period is exhausted the process is repeated in succession with each nominee;
 - 7. When all nominees have qualified and been questioned the nominees will leave the room for the discussion period;
 - 8. When the discussion is exhausted, the vote will be taken.
 - 9. The nominees will return to the room and the chairperson will announce the results.

6.2 ASC Officer Voting

Voting for ASC elections will take place as follows:

- a) Voting is done by paper ballot and be counted by the Chairperson. If the vote is for the Chairperson's position, the sSecretary will count the votes.
- b) A simple majority vote is required to elect ASC Officers;
- c) Regardless of the number of nominees, a vote is taken;
- d) Where no single nominee gets the support of a clear majority, the nominee who gets the least votes is left out, and another vote is taken;
- e) If a simple majority is not reached after two attempts with one candidate remaining on each attempt the position is reopened for further nominations;

- f) In the event of a tie, the ASC Chairperson appoints three persons to vote, selected in order from the following positions, to cast the deciding vote: RCM, Secretary, Vice-Chairperson, Alt RCM, Treasurer, or any other interested non-voting participant; and
- g) Election tabulation results shall not be publicly announced or published.

6.3 Assumption of Duties

Newly elected officers will assume their duties after the close of the meeting, unless otherwise agreed upon by the outgoing and incoming officers. A handover is required and notification must be given to the ASC.

7.0 Financial Policy

The Fiscal (financial) year for the ASC is January 1 to December 31.

7.1 Revenue

- a) The ASC. will be self-supporting through:
 - Contributions from its Groups;
 - ASC activities and functions, as determined by Appendix B; and
 - Contributions from other NA sources.
- b) All revenues accumulated will be maintained in a general fund bank account, with separate bookkeeping for individual Standing and Ad Hoc Committee funds;
- c) The ASC will maintain a prudent reserve of no less than \$500. This is subject to change by the ASC upon an annual review.
- d) The prudent reserve is defined as a fund available to the ASC for use by the ASC for any Fixed Operating expenditure at any ASC meeting that exceeds the Total Operating Revenue for an ASC meeting.
- e) Using all or a portion of the Prudent Reserve is not considered Deficit Spending. However, spending above the sum of the Total Operating Revenue, the Prudent Reserve, and any other ASC accounts is considered Deficit Spending.

7.2 Total Operating Revenue

- a) Total Operating Revenue is defined as the total of:
 - Donations received at each ASC; and
 - General revenue accounts (i.e. Funds not set aside for specific activities).
- b) Total Operating Revenue does not include any monies set aside as savings for:
 - RCM / Alt RCM travel;
 - ASC activities or function to be held in the future;

- c) The ASC will, on occasion, contribute to the next level of service as follows:
 - Any monies in excess of the Area needs as determined by Appendix B will be split 50% to WSC and 50% to CARNA.
- d) RCM / Alt RCM travel shall be addressed as follows;
 - After prudent reserve has been reached, and all priority issues have been addressed, thirty percent (30%) of the revenue received every ASC meeting shall be allocated to the RCM / Alt RCM for CARNA travel. This fund is not limited; and
 - Thirty percent (30%) shall be allotted for RCM / Alt RCM travel to Area meetings. This fund shall be capped at five hundred dollars (\$500). A motion shall not be required to release these funds.
 - Example: After our expenses are reached if our remaining revenue is \$100. \$30 dollars would go toward CARNA travel and another \$30 would go toward Area meeting travel.

7.3 Expenditures

- a) The ASC cannot permit a fixed expenditure to occur if it will create a financial deficit;
- b) The ASC cannot approve a discretionary expenditure of funds if it will create a financial deficit.
- c) On a case-by-case basis, set aside savings may be used for operating revenue providing there is clearly expressed need.
- d) All fixed and discretionary expenditure priorities (Appendix B) are established once per year and maintained for the fiscal year.
- e) All Fixed expenditures, as established in Appendix B, do not require a motion for the expenditure to take place.
- f) All discretionary expenditures, as established in Appendix B, must be approved by a simple majority vote, except where otherwise stated.
- g) No reimbursement for any expenditures, except for budget allotments, will be made by the ASC Treasurer without receipt or proof of payment.
- h) Budget allotments require receipts or proof of payments along with an itemized accounting of all expenses.
- i) All expenditures made by the ASC will be paid by cheque.

7.4 Expenditure Motions

Motions for Discretionary Expenditures, found in Appendix B, must come in the form of a single proposal that contains the following:

- a) The purpose of the funding clearly stated.
- b) The total amount requested.
- c) A detailed budget for the expenditure.

7.5 Budgeting

- a) Budget estimates for all Committees, with the exception of the Ad Hoc Committees formed between the annual budget sessions, will be submitted for approval in January of each year.
- b) Budgets are subject to review and amendment at any time.
- c) Any single budget that shows the Area committing to a financial deficit will be rejected.
- d) 1/6 (one sixth) of a Budget can be paid in advance to support a Committees activities between ASC meetings.

7.6 Audits

An annual Audit shall be conducted each August by the administrative officers of the Committee, under the direction of the Treasurer. Periodic financial reviews may be called at any time, will exclude the ASC. Treasurer and will be conducted as outlined in the "Treasurer's Handbook" and its successors.

7.7 Dissolution

Upon dissolution of the ASC the monetary assets of the ASC will be distributed as follows; 50% to WSC and 50% to CARNA.

7.8 Travel

- a) Funding for any travel will comply with Section 7.3 Expenditures.
- b) Expenses will be paid as follows:
 - In the case of travel by car within the service boundaries, reasonable expenses.
 - In the case of travel by air:
 - Round trip airfare at the most economical airfare/room rate package available.
 - Round trip ground transportation from airport to hotel and hotel to airport, not to exceed \$40.00 / person.
- c) Room rental not to exceed the published rate of the host hotel. The number of rental days is determined by the number of nights away from home and upon the most economical airfare/room rate package available

- d) When more than one person is travelling on ASC business, the sharing of rooms mandatory except when the parties are of a different gender.
- e) The sharing of a room with other CARNA participants when the RCM or Alt RCM is travelling alone or when the RCM or Alt RCM is of a different gender is mandatory.
- f) Each person in the room will be responsible for paying their equal share of the total room cost, (ex. Total room cost \$120.00-2 people, each pays \$60.00; total cost \$120.00- 3 people, each pays \$40.00; total room cost \$120.00--4 people, each pays \$30.00).
- g) A meal allowance of \$50.00 per day/per person.

Appendices

Appendix A

Standing and Ad Hoc Committee Guidelines

1. No Committee shall take any action that is in conflict with ASC policies.
2. Committees shall meet at their a discretion and advise the ASC of the date, time and place if their meetings.
3. All Committees shall submit a written report to the ASC. This report shall include:
 - What the committee planned during the reporting period.
 - What the committee actually did.
 - What were the results?
 - Resources expended (money, literature, volunteers, etc.).
 - Problems encountered.
 - Problem Resolution.
 - Plan for the next reporting period.
 - Current projects and status.
 - Service opportunities available.
 - Personal comments (the chairperson can raise any issue Including discussions from the committee)
4. All Committees shall distribute minutes to all ASC officers.
5. All Committees shall distribute minutes to any ASC participant, upon request.
6. All Standing Committees shall select a candidate from within its membership to stand for Committee Chairperson at the annual ASC elections.
7. All Ad Hoc Committees shall be appointed by the chairperson of the ASC.
8. Other officers of any Committee shall be elected by their respective committee members.
9. All Standing Committees of this ASC shall create and adopt their own policy documents. These policy documents must be ratified by the ASC.
10. Policy documents for Standing Committees may only be amended by the ASC.
11. Any action taken by any Committee may be overturned by the ASC.

Appendix B

ASC Expenditure Priorities

Fixed Expenditures are those expenditures that are required to conduct “normal” business. All other expenditures are Discretionary Expenditures. Discretionary Expenditures do not override Fixed Expenditures. Discretionary Expenditures are expenditures that are adopted only if additional resources are available (money, and people)

Expenditure Group	Expenditure Item	Suggested Priority	Area Priority
Fixed	ASC Operating Expense	1	
	ASC Minutes (mailing)	2	
Discretionary	ASC Annual Meeting	1	
	Ad-Hoc and Standing Committee Projects	2	
	Other ASC events (workshops, conventions)	3	
	Regional Committee Member travel to CARNA and Area meetings	4	
	Additional delegate travel to CARNA	5	
	Any additional expenditures	6	

Appendix C

Guidelines for the Conduct of Regional Business with the Regional Officers as Part of the Quorum

1. The establishment of quorum through the granting of voting privileges to the ASC officers is an extraordinary occurrence. The conduct of business must carefully consider the perception that ASC officers may NOT carry a group conscience.
2. The following statements provide guidance to the voting participants under these extraordinary circumstances:
 - a) The seating of new Area Service Committee representation shall not occur at this meeting. Temporary seating can be granted and at the next meeting a confirmation vote will be sought;
 - b) The initiation, discussion, and adoption of motions are permitted. If the result of the motion is a modification to the Policy and Procedure Handbook (this document), ASC Committee guidelines or policies, then that motion must be deferred to the next meeting;
 - c) The dismissal of any officers may require considerable investigation. Therefore, the only dismissal motions that can be considered are, for loss of abstinence and absence for two previous meetings. All other dismissal motions will be deferred to the next meeting;
 - d) The formation of a new Standing Committee shall be deferred to the next meeting;
 - e) The disposition of a Fixed Expenditure, as per Appendix B, is permitted. All other financial motions or any motions that lead to a Discretionary financial commitment, either positive or negative will be deferred to the next meeting;
 - f) The reading and acceptance of reports are permitted. If the acceptance of a report results in a motion being approved or brought before the ASC for discussion, that motion may be deferred. The provision to consider the motion will be determined through the consideration of any other conflicts with these guidelines (this Appendix) or the Policy and Guidelines Handbook.