

**916 NORTH AREA**

**SERVICE COMMITTEE**

**OF NARCOTICS ANONYMOUS**

**GUIDELINES**

**REVISED APRIL 25, 2004**

**A GUIDE TO LOCAL SERVICES IN**  
**NARCOTICS ANONYMOUS**  
**ADDENDUM PAGES ADDED JUNE 26, 2005**

## 916 North Area Service Committee Guidelines

### Definition and Purpose

- 916 North Area Service Committee is a volunteer group of men and women of the fellowship of Narcotics Anonymous, existing for the purpose of communicating with one another on all matters pertaining to our common welfare (unity) and our common purpose (to carry the message to the addict that still suffers) in the spirit of strengthening (serving) our fellowship.
- We are here to respond to the needs and provide services to our Area, and to maintain the 12 Traditions and the 12 Concepts in all our affairs.
- This committee will be autonomous and will maintain an effective liaison with the Northern California Regional Service Committee.
- Regular business meetings will be held on the fourth Sunday of the month. In the event that the fourth Sunday is a holiday, the meeting will be held on the third Sunday of the month. Unless otherwise noted.

### Function of the Area Service Committee

- A. Communication and disbursement of all information to and from all groups through their representatives.
- B. Maintain steady distribution levels of all Narcotics Anonymous literature to said representatives.
- C. Conduct monthly service meetings.
- D. Provide a Regional Committee Member for active participation in all Northern California Regional Service Committee meetings of Narcotics Anonymous.
- E. Setup proper sub-committees to complete all service function including all activities. Those bodies are to be held accountable to the Area Service Committee.
- F. Produce updated meeting schedules on a timely basis.
- G. Offer encouragement and support to all groups and their Group Service Representatives.
- H. Maintain a mailing address to be used by the Area Service Committee and it's subcommittees.
- I. Maintain a checking account and prudent reserve in order to conduct regular business.

### **PARTICIPANTS**

- A. **REGULAR PARTICIPANTS:** This committee will be composed of (1) the Administrative Committee (2) Sub-committee Representative (3) Group Service Representative or Alternates from established groups within 916 North Area.
- B. **ADMINISTRATIVE COMMITTEE:** Will include the Chairperson, Vice-Chair, Literature Chair, Treasurer, Secretary, Regional Committee Member, and Alternates, all having been selected by the 916 North Area Service Committee body. These officers may not be elected to any more than two (2) terms of one (1) year each, followed by two (2) years of ineligibility for that office. This is in keeping with the principle of rotation encouraging others to serve. The nominees will qualify themselves briefly prior to the Area Service Committees vote. Further requirement considerations for each office are listed under each service position.

### **CHAIRPERSON**

#### Requirements:

- A. Two (2) years service experience at area level.
- B. A suggested minimum of two (2) years clean time.
- C. To be elected from the previous or current participants of the 916 North Area Service Committee.
- D. Must have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts.
- E. Must be familiar with World Guide to Local Service Structure.

Duties:

- A. Set up a monthly Area Service Committee agenda for distribution.
- B. Bring before the 916 North Area Service Committee such matters as should be acted upon.
- C. Maintain policies and guidelines in the Area Service Committee meetings.
- D. Maintain a businesslike atmosphere in the meeting by remaining objective and impartial.
- E. A co-signer on the 916 North Area Service Committees bank account if needed.
- F. Submit a monthly written report reflecting duties and responsibilities.

**VICE-CHAIR**

Requirements:

- A. One (1) year service experience at area level.
- B. A suggested minimum of eighteen (18) months clean time.
- C. To be elected from the previous or current participants of the 916 North Area Service Committee.
- D. Must have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.
- E. Receive and become familiar with World Guide to Local Service Structure.

Duties:

- A. Attend all sub-committee meetings (Activities, Hospital & Institution, Public Information and all Ad-Hoc Committees) of 916 North and coordinate when necessary.
- B. Keep an updated mailing/phone list of all 916 North Area Service Committee members.
- C. A co-signer on the 916 North Area Service Committee bank account.
- D. Assume the Chairpersons' duties in Chair's absence and any other administrative duties in officer absence.
- E. Submit a monthly written report reflecting duties and responsibilities.

**TREASURER**

Requirements:

- A. Shall be a fiscally responsible person, able to keep accurate financial records.
- B. Suggested minimum of two (2) years clean time.
- C. To be elected from previous or current participants of the 916 North Area Service Committee.
- D. Must have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.

Duties

- A. Custodian and co-signer on the 916 North Area Service Committee bank account.
- B. The treasure shall be a careful guardian of the Area Service Committee funds advising against foolish or extravagant outlays of the Area Service Committees funds.
- C. Assure that all approved expenses are paid.
- D. Keep and maintain the financial ledger of the Area Service Committee including all receipts necessary for the verification of that ledger.
- E. Report all contributions and expenditures at the monthly Area Service Committee Meetings.
- F. Make an annual statement at the end of their term.
- G. Issue receipts for all monies received.
- H. Provide the Area Service Committee with a monthly Treasurer report.
- I. Everything over \$5,000.00 must be sent to Region.
- J. Responsible for collecting and distributing mail from the 916 North Area P.O. box.

916 North Area  
Narcotics Anonymous  
P.O. Box 8556  
Chico, Ca. 95927-8556

## **SECRETARY**

### Requirements:

- A. A suggested minimum of one (1) year clean time.
- B. Possess, or be willing to learn the necessary clerical skills.
- C. To be elected from previous or current participants of the 916 North Area Service Committee.
- D. Must have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.

### Duties:

- A. Accurately record the minutes of the Area Service Committee Meetings.
- B. Make minutes available to all Groups Service Representatives and officers on or before the beginning of each Area Service Committee meeting.
- C. Will maintain a file of past minutes.
- D. Provide a copy of the minutes to the 916 North Regional Committee Member prior to the Regional Service Committee meeting.
- E. Maintain an updated mailing/phone list of all committee members and an updated list of all active groups.
- F. Reasonable for keeping updated guidelines and distribute to new Group Service Representatives.
- G. Submit a monthly written report reflecting duties and responsibilities.

## **REGIONAL COMMITTEE MEMBER**

### Requirements

- A. A suggested minimum of two (2) years clean time.
- B. To be elected from previous or current participants of the 916 North Area Service Committee.
- C. Must have a commitment to service, willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.
- D. One (1) year previous service experience at area level.

### Duties:

- A. The Regional Committee Member must have a high interest in the welfare of Narcotics Anonymous and vote the consensus of 916 North Area.
- B. The Regional Committee Member provides communication between the 916 North Area and the Northern California Region.
- C. Shall provide a copy of the Regional Service Committee minutes to the 916 North Area Service Committee secretary for the archives.
- D. Shall pass on all pertinent files and materials to their successor.
- E. Shall receive reimbursement of reasonable travel expenses as determined by the 916 North Area Service Committee.
- F. Submit a monthly written report reflecting duties and responsibilities.

## **ALTERNATE REGIONAL COMMITTEE MEMBER**

### Requirements:

- A. One (1) year service experience at the area level.
- B. Willing to become the Regional Committee Member upon approval of the 916 North Area Service Committee at the end of the current Regional Committee Member term.
- C. Suggested eighteen (18) months clean time.
- D. To be elected from the previous or current participants of the 916 North Area Service Committee.
- E. Must have a commitment to service, willingness and resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.

Duties:

- A. To assist the Regional Committee Member in the required duties as needed.
- B. Should attend at least six (6) Regional Service Committee meetings with the Regional Committee Member in order to gain experience at the Regional level.
- C. Vote the consensus of 916 North Area.
- D. Submit a monthly written report reflecting duties and responsibilities.

**LITERATURE CHAIR**

Requirements:

- A. Suggested minimum of one (1) year clean time.
- B. Working knowledge of literature at the 916 North Area Service Committee meetings.
- C. To be elected from the previous or current participants of the 916 North Area Service Committee.
- D. Must have a commitment to service, willingness and resources to do the job, working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.

Duties:

- A. Maintain supplies to insure adequate distribution to all groups through the Group Service Representatives at 916 North Area Service Committee meetings.
- B. Responsible custodian of the 916 North Area literature inventory.
- C. Provide a monthly account of literature status.
- D. Keep a record of all literature distributed to groups and subcommittees
- E. Willing to train Alternate Chair in duties.
- F. Literature to be handed out after new business only.

**ALTERNATE LITERATURE CHAIR**

Requirements:

- A. A suggested minimum of one (1) year clean time.
- B. Willingness to become Literature Chair upon approval by the Area Service Committee.
- C. To be elected from previous or current participants of the 916 North Area Service Committee.
- D. Must have a commitment to service, willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.

Duties:

- A. To assist the Literature Chair in the required duties as needed.

**916 NORTH AREA SUB-COMMITTEES**

**Activities - Hospital & Institutions - Public Information - Newsletter**

- A. Are the permanent existing sub-committees of the 916 North Area Service Committee. All other sub-committees are ad-hoc, and exist on a temporary basis.
- B. All sub-committees will operate under their own guidelines, which are approved by the 916 North Area Service Committee.
- C. All sub-committee chairpersons are elected by the 916 North Area Service Committee.
- D. The basic duty of the sub-committee is to take recommendations from the fellowship within their area of concern, then make decisions and coordinate based on those recommendations.
- E. All sub-committees are autonomous in carrying out their assigned functions but will remain accountable to the 916 North Area Service Committee.
- F. All sub-committee chairpersons are required to submit a written business and financial report on a monthly basis.

## **OPERATIONAL GUIDELINES**

### Voting Procedures

- A. A quorum of the 916 North Area body will be 2/3's of active groups. In the absence of a quorum, essential business will be conducted with a committee composed of a no less than three (3) Area Service Committee Officers and no less than two (2) Group Service Representatives (essential business will be payment of routine, ongoing financial obligations).
- B. The voting participants are Group Service Representatives or alternates from each group, members of the administrative committee and sub-committee chairs.
- C. A simple majority vote will do in all matters except matters of policy or removal of officers where a 2/3 majority is required.
- D. Motions can only be made by a voting participant other than the Chairperson and must be seconded by a Group Service Representative.
- E. The Area Service Committee Chairperson only votes in the event of a tie vote.

### **PRUDENT RESERVE**

- A. The prudent reserve of 916 North Area Service Committee is \$2,500.00 with a cap of \$5,000.00.
- B. Everything over \$5,000.00 is sent to The Northern California Region.

### **GUIDELINE CHANGES**

- A. Changes must be proposed in writing at the 916 North Area Service Committee meeting. After initial approval, the proposed guideline changes must be included in the following months agenda and again voted on and approved before becoming effective.

### **ATTENDANCE**

- A. Administrative committee officer's and sub-committee chairperson's will attend regular 916 North Area Service Committee meetings. In the event that an officer or sub-committee chair cannot attend, the chair must be notified. If two (2) consecutive meetings are missed, the chair will bring this matter to the Area Service Committee for review.
- B. The Group Service Representatives or Alternate must attend. Should a group be lacking representation for two (2) consecutive months, it will be deemed inactive. Inactive groups are not considered when establishing a quorum, but will remain in the meeting directory as long as the meeting is known to exist.
- C. In the interest of maintaining an informed quorum, a group must be represented at two (2) consecutive 916 North Area Service Committee meetings before they can vote on a motion.
- D. All members of Narcotics Anonymous are welcome to attend the Area Service Committee meetings as a non-voting observer. They can use their representatives as a channel of communicating with the Area Service Committee.

The group conscience, as expressed in the Second Tradition, is a basic and powerful concept, which makes it possible for people of diverse backgrounds and temperaments to rise above ambition and unite in one common purpose; to stay clean, and to help the still suffering addict to achieve recovery in the fellowship of Narcotics Anonymous.

## **SAMPLE RULES OF ORDER**

On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert's Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where *Robert's Rules of Order* are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

### **DECORUM STATEMENT**

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

### **DEBATE, LIMITS**

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

### **MOTIONS**

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

## MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a *second*—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert's Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

## PARLIAMENTARY MOTIONS

*Parliamentary motions* can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

### **1. Motion to AMEND.**

**SIMPLE majority required.**

**Is DEBATABLE.**

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "*I move to amend the motion...*" and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment

is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

## **2. Motion to call the PREVIOUS QUESTION.**

**TWO-THIRDS majority required.**

**Is NOT DEBATABLE.**

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "*I call for the question,*" or "*I move the previous question.*" It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

## **3. Motion to TABLE.**

**SIMPLE majority required.**

**Is NOT DEBATABLE.**

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, "*I move we table this motion until such-and-such a date/meeting.*" This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

#### **4. Motion to REMOVE FROM THE TABLE.**

**SIMPLE majority required.**

**Is NOT DEBATABLE.**

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

#### **5. Motion to REFER.**

**SIMPLE majority required.**

**Is DEBATABLE.**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "*I move to refer the motion to the such-and-such subcommittee.*" If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

#### **6. Motions to RECONSIDER or RESCIND.**

**MAJORITY required varies.**

**Is DEBATABLE.**

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

The motion must have been passed in either the last or the current meeting.

The member making the motion must have information on the issue that was not available in the original debate on the motion.

The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

**7. Request to WITHDRAW A MOTION.  
UNANIMOUS CONSENT required.  
Is NOT DEBATABLE.**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

**8. Offering a SUBSTITUTE MOTION.  
SIMPLE majority required.  
Is DEBATABLE.**

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

**9. Motion to ADJOURN.  
SIMPLE majority required.  
Is NOT DEBATABLE.**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

## OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

### Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "*I call for the order of the day.*" This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even *require* a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

### **Point of information**

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "*Point of information.*" This means, "I have a question to ask," *not* "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

### **Point of order**

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "*Point of order.*" The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

### **Point of appeal**

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "*I appeal the decision of the chair.*" If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

### **Parliamentary inquiry**

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "*Point of parliamentary inquiry.*" The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

### **Point of personal privilege**

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "*Point of personal privilege;*" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request

generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

## **VOTING PROCEDURES**

There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see *Robert's Rules of Order—Newly Revised*.

This page is in separate file “motion table”