

Space Coast Area of Narcotics Anonymous



Service Committee Policy

Version 2018

Definition of an A.S.C

An Area Service Committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, which meet monthly, for the express purpose of serving the specific needs of its members' groups.

The most important service, which as ASC provides, is group support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to the Area Service Committee for help. These situations are almost limitless in the scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions, which are helpful to the group. It can help get groups started or help floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places to keep a stock of literature, which the groups can purchase. The point is that the ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It's a group responsibility to offer this support. However, as an Area grows, the financial needs of the committee also grow. In order to provide a full line of service it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility still falls on the members of the group.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep their own group informed and must represent the group's conscience in all committee decisions. GSRs should evaluate each vote in the terms of those they serve, and the needs of N.A. as a whole in the area they serve. In additions to this, a GSR participates in helping to carry out the ASCs other specified functions.

The attracting of new members, the planning and implementation of activities, and the aid given to groups with specific situations are services which require much more effort than a monthly meeting.

The Twelve Traditions of Narcotics Anonymous

- 1.** Our common welfare should come first; personal recovery depends on N.A. unity.
- 2.** For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- 3.** The only requirement for membership is a desire to stop using.
- 4.** Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
- 5.** Each group has but one primary purpose—to carry the message to the addict who still suffers.
- 6.** An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
- 7.** Every N.A. group ought to be fully self-supporting, declining outside contributions.
- 8.** Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
- 9.** N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
- 10.** Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
- 11.** Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
- 12.** Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Space Coast Area Service Committee Format

- Moment of silence for the addict that still suffers, followed by the serenity prayer.
- To read 4th paragraph on page xxvi from the Basic Text.
- The Vice-Chair reads the 12 Traditions • The Vice-Chair reads the Definition of the ASC
- The secretary makes roll call.
- The floor is open to any N.A. member who wishes to address the ASC. (Five minutes per speaker).
- Secretary report: (after reading old and new business the secretary will move to accept the minutes as is or accept the minutes with said changes).
- Regional Committee Members (RCM) report.
- Subcommittee reports: (Activities, Helpline, H&I, Newsletter, Policy, Public Information, Literature and Ad-Hock Committees.
- Old Business
- New Business: (Pre-arranged agenda has priority, all motions will be in writing seconded by a GSR with intent, anonymous motions will be ruled out of order, motions to be read by Vice-chair).
- Nominations
- Elections
- Recess for ten minutes (optional).
- Group Service Representatives (GSR) reports.
- Roll call after recess to re-establish quorum. • Old business
- Election of officers (if necessary).
- Announcements for the good of N.A.
- Literature Report
- Treasurer Report: (after reading the monthly and or quarterly report the treasurer will move to accept the report as is or with said changes).
- Review business of the day.
- Schedule the next SCA meeting (time and location).
- Closing Prayer: (We version of the Serenity Prayer).

Guidelines of the Space Coast Area Service Committee of Narcotics Anonymous

Article I Name

The Name of this committee shall be the SPACE COAST AREA SERVICE COMMITTEE (SCASC) of Narcotic Anonymous.

Article II Purpose

SECTION 1. The purpose of this committee shall be to administer and coordinate activities common to the welfare of the Narcotics Anonymous groups in the Space Coast Area, to support the needs of these groups and to foster unity. For the purpose of these guidelines, the term Narcotics Anonymous groups shall be defined as stated in the approved GUIDE TO LOCAL SERVICE manual of Narcotics Anonymous.

SECTION 2. The Space Coast Area shall utilize an approved format to conduct their business meetings. (Space Coast Area Service Committee Business Meeting Format).

Article III Participants

SECTION 1. The committee shall have two classes of participants only: one of voting, the other non-voting. Only voting participants shall have voting rights. No person shall hold more than one membership in a class or combination thereof.

SECTION 1.1 *Voting Participants:* The voting participants of the committee shall be the Group Service Representatives (GSR) or in the absence of the GSR the Group Service Representative Alternate (GSR/ALT) of each Narcotics Anonymous Group within the Space Coast Service Area. For the purpose of these guidelines the term Group Service Representative and Group Service Representative Alternate shall be defined as stated in the GUIDE TO LOCAL SERVICE manual of Narcotics Anonymous. For the purpose of resolving a tie the ASC Chair or acting ASC Chair shall vote.

SECTION 1.2 *Non-Voting Participants:* The non-voting participants of this committee shall be the ASC Chairperson (except as provided in Article IV, Section 1.1), any other officer of this committee, groups under non-voting status (see Article X, Section 4a) and Subcommittee Chairpersons who are not specifically assigned voting rights Section 1.1.

Any non-voting participant of this committee may introduce motions and participate in debate and discussion. Any such motion must have a second by a GSR or GSR Alternate, otherwise the motion will be ruled out of order.

Article IV Observers

Other than open forum, Narcotics Anonymous members who are non-voting members or do not hold a position in the area, shall be considered observers. These Narcotics Anonymous members shall have the right to request the floor. The Chairperson has the exclusive right to grant or deny such request. The Chair's decision is subject to appeal and may be over turned by 2/3 of the voting participants.

Article V New Groups

New groups shall attend two consecutive Area meetings and be eligible to vote at the second consecutive Area meeting. Intent: To establish themselves as a group of the ASC and to become familiar with the ASC policies and procedures.

Article VI Election of ASC Officers

Section 1. The Officers of the committee shall be a Chairperson, Vice- Chairperson, Secretary, Alternate, Treasurer, Assistant Treasurer, Regional Committee Member I (RCM I), Regional Committee Member II (RCM II), and the Chairpersons of the Subcommittees.

Section 2. ASC Officers shall be elected at an annual meeting to be held in June of each year. (November 2008)

Section 3. The ASC Officers shall be elected by secret ballot to serve for one year or until their successor is elected. The term of office shall begin at the start of the regular ASC meeting following the ASC meeting at which they are elected.

Section 4. No ASC Officer or GSR shall hold more than one ASC office at a time, and no officer shall be eligible to serve more than two terms consecutively in the same office. Upon election to an ASC officer position, Group or Area, the N.A. member should resign from any other service position prior to assuming the new position.

Section 5. An election to fill a vacancy in an ASC office shall occur within two regular ASC meetings after the vacancy arises. Notice of intent to fill vacancies shall be provided. In the case of a vacancy in the office of Chairperson, the Vice- Chairperson shall assume the duties of the Chairperson until the start of the regular ASC meeting following the election of a Chairperson.

In the case of a vacancy in the office of the Regional Committee Member I (RCM I), the

Regional Committee Member II (RCM II) shall assume the duties of the Regional Committee Member I (RCM I) until the start of the regular ASC meeting following the election of a Regional Committee Member I (RCM I).

Section 6. *Nominations:* Any member of the ASC may nominate a qualified individual for an ASC position. Additionally, any member of Narcotics Anonymous may submit a nomination through the GSR or GSR/ALT which represents his/her group at the ASC.

Section 7. To be qualified to run for any ASC Officer position, the nominee must have fulfilled a commitment in the Space Coast Area of Narcotics Anonymous prior to running for office.

Section 8. Qualified nominees of the ASC Officer positions shall verbally state and put in writing their qualifications on the ASC floor and be open for any questions regarding said qualifications.

Section 9. In the case of only one nominee running for and ASC Officer position, elections to that position shall require a vote of confidence requiring a 2/3rd yes –vote of the groups of the Space Coast Area. If the 2/3rd yes –vote does not occur, the position shall be tabled back to groups for further nominations.

Section 10. Anyone absconding funds or materials from their respective recovery related resources shall not hold any ASC position until after full restitution has been made.

Section 11. Clean time shall be waived only if no other nominee that meets the clean time required for the open position is running for that position.

Section 12. In the event of a tie of two nominees for the election of an ASC Officer position, the election shall be decided by the toss of a coin by the Chairperson (In God We Trust).

Section 13. Abstentions count as non-votes.

Section 14. To coordinate all RCM elections with the FRSC (Florida Regional Service Committee) election term starting in July and ending in June. (*June 2007*)

Article VII Qualifications of ASC Officers

Section 1. Qualified nominees must meet the following requirements:

- a. Regional Committee Member (RCM I):**
 - 1. Two years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.
 - 2. Ability to travel to other Areas and spend the night/nights.

- b. Regional Committee Member II (RCM II):**
 - 1. Two years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.
 - 2. Ability to travel to other Areas and spend the night/nights.

- c. Area Chairperson:**
 - 1. Two years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.

- d. Area Vice-Chairperson:**
 - 1. One year clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.

- e. Area Secretary:**
 - 1. One year clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.

- f. Area Secretary Alternate:**
 - 1. One year clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.

- g. Area Treasurer:**
 - 1. Two years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.

- h. Area Assistant Treasurer:**
 - 1. One year clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.

- i. Area Policy Chairperson:**
 - 1. Two years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.

j. Public Information Chairperson:

1. Two years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.
2. Six months prior involvement in the SCASC (Space Coast Area Service Committee) Public Information Subcommittee.

k. Activities Chair:

1. Two years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.

l. Helpline Chair:

1. Two years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.
2. Six months prior involvement in the SCASC (Space Coast Area Service Committee) Helpline Subcommittee.

m. Hospitals and Institutions Chair:

1. Two years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.
2. Six months prior involvement in the SCASC (Space Coast Area Service Committee) Hospitals and Institutions Subcommittee.

n. Literature Chair:

1. Two years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.

o. Newsletter Chair:

1. One year clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.

p. Convention Chair

1. Three years clean with a working knowledge of the N.A. 12 Steps and 12 Traditions.
2. Must have Convention Subcommittee experience, and must have chaired a subcommittee or been a RCM.

Article VIII Removal of Officers

Section 1. An ASC Officer will be removed from their position for noncompliance. Noncompliance includes, but is not limited to:

- a. Loss of abstinence.

- b. Non-fulfillment of duties of their position.
- c. Absence of two regular ASC meetings without twenty four-hour prior notification to the ASC Chair or ASC acting Chair.

Section 2. An ASC Officer may resign his/her position by providing a written notice to the ASC Chair at least four weeks in advance of the upcoming regular ASC meeting.

Article IX Duties

Section 1. It is the duty of the ASC Chairperson:

- a. To maintain the minimum clean time required.
- b. To open the meeting at the appointed time by taking the chair and calling the meeting to order; having ascertained that quorum is present.
- c. In the case of the chairperson being absent; a 24-hour prior notification and keys to the meeting facility will be given to the next Trusted Servant in line that is qualified to Chair the ASC Meeting.
- d. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
- e. To recognize voting members, members and observers who request the ASC floor.
- f. To state and to put as a vote all questions that legitimately come before the agenda as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the results of each vote or if a motion is made out of order rule it as such.
- g. To protect the assembly from obviously frivolous or dilatory motions by refusing to accept them.
- h. To enforce the rules relating to debate and to order the decorum within the assembly when appropriate.
- i. To expedite business in every way compatible within the rights of the voting members, members and observers.
- j. To decide all questions of order, subject to appeal, unless when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
- k. To authenticate by the Chairperson's signature, when necessary, all acts, orders, and procedures of the assembly.
- l. To declare the meeting adjourned when the assembly so votes, or were applicable, at the time prescribed in the format, or at any time in the event of a sudden emergency affecting the safety of those present.
- m. To arrange the agenda for each meeting.
- n. To maintain general correspondence of the ASC.
- o. To be a co-signer of the Space Coast Area Service Committee bank account.
- p. To sign all certified copies of acts of the ASC.

- q. To make a report of the year's work at the regular ASC meeting prior to the July Regional Committee Meeting.
- r. To conduct the meeting with impartiality and fairness.
- s. To refrain from discussing motions when presiding.
- t. To appoint all ASC Ad-Hoc Committees.
- u. To serve concurrently as a member of the Space Coast Area of NA, Inc. Board of Directors. Excluding acting; ~~or alternate, or Vice Chair.~~

Section 2. It is the duty of the ASC Vice –Chairperson

- a. To maintain the minimum clean time required.
- b. In the absence of the Chairperson, server as the acting chairperson.
- c. To be co-signer of the ASC bank account.
- d. To make a report of the years work at the regular ASC meeting prior to the July Regional Committee Meeting.
- e. To manage the registration of members.
- f. To be ex-officio a non-voting member of all subcommittees.
- g. To act as parliamentarian for the ASC meetings, unless this task is specifically assigned to another individual.
- h. To read and clarify motions during new business agenda.
- i. To serve concurrently as a member of the Space Coast Area of NA, Inc. Board of Directors. Excluding acting or alternate Vice Chair.

Section 3. It is the duties of the ASC Secretary:

- a. To maintain the clean time requirement.
- b. In the absence of the Chairperson, the Vice-Chairperson and the Regional Committee Member I or II (RCM I/RCM II), to call the meeting to order.
- c. To keep a record of all the proceedings of the ASC.
- d. To keep on file all committee reports
- e. To maintain the ASC files and archives.
- f. To keep and update the ASC official membership list and to call the roll when it is required. Election dates are to be included in the roll call of the officers.
- g. To make the minutes and records available to N.A. members upon request, and in the manner prescribed by the committee. Any NA member or committee member requesting minutes or records absorb the cost of copying said minutes or records. *(June 2005)*
- h. To notify officers, committee members and delegates of their election or appointment, and to furnish committees with whatever documents are required for the performance of their duties.
- i. To sign all certified copies of the acts of the committee.
- j. To maintain record books in which the guidelines, special rules of order, standing rules and minutes are entered, with any amendments to these documents records, and to have the current record book on hand at every ASC meeting.

- k. To notify all ASC participants of each special meeting, utilizing such methods of notification as agreed upon by the ASC.
- l. To type and mail the correspondence of the committee which is not a function of the other officers or committee.
- m. To prepare, prior to each meeting in conjunction with the Chairperson, an order of business for the use of the presiding officer, showing the exact order, under each heading, all matters known in advance that are due to come before the committee, and if applicable, the time for which they are due.
- n. To distribute the copies of the minutes to each officer and member of the ASC, no later than two weeks following the ASC meeting.
- o. To be the co-signer of the Space Coast Area Service Committee bank account.
- p. To forward all new nominations of all trusted servant positions to the RSO (Regional Service Office) and WSO (World Service Office).
- q. To keep personal names out of the minutes.
- r. To attend all ASC meetings.
- s. Make a Contact list of All Area Sub-committee Chairs, Administrative Committee Members, and GSR's to be included in the minutes each month.
- t. Our minutes shall reflect the position (Chairperson, Vice Chairperson, GSR, etc.) and not the person's name; except in elections, motions, birthdays and roll call. The names shall be first name and last initial only.
- u. To serve concurrently as a member of the Space Coast Area of NA, Inc. Board of Directors. Excluding acting or alternate Vice Chair.

Section 4. It is the duty of the ASC Secretary Alternate:

- a. To maintain the minimum clean time required.
- b. In the absence of the ASC Secretary, to serve as Secretary.
- c. To assist the ASC Secretary in all secretarial duties.
- d. To attend all ASC meetings

Section 5. It is the duty of the ASC Treasurer:

- a. To maintain the minimum clean time required.
- b. To make a report of all financial transactions at the regular ASC meeting.
- c. To include an actual ledger page showing all financial transactions for the prior month.
- d. To make a full financial report annually, in June, to be audited by the Administrative committee and report to groups. (*August 2007*)
- e. To disburse funds as necessary in accordance with ASC decisions, when funds are available.
- f. To be the custodian of all the ASC funds.
- g. To be co-signer of the ASC bank account.
- h. To pay the Seventh Tradition, amount of \$20.00 (US), to the facility providing meeting space for the ASC.

- i. To pass the Seventh Tradition basket only in the event funds are not available to observe provisions of Article IX, Section 5, i.
- j. To attend all ASC meetings.
- k. To serve concurrently as a member of the Space Coast Area of NA, Inc. Board of Directors. Excluding acting or Alternate Treasurer. (04-2009)
- l. To deposit all monies collected within 24 hours of receipt of funds. (04-2015)

Section 6. It is the duty of the ASC Assistant Treasurer:

- a. To maintain the minimum clean time required.
- b. In the absence of the ASC Treasurer, to serve as Treasurer.
- c. To assist the ASC Treasurer in all Treasurer duties.
- d. To attend all ASC meetings.

Section 7. It is the duty of the ASC Regional Committee Member I (RCM I):

- a. To maintain the minimum clean time required.
- b. In the absence of the ASC Chairperson and the ASC Vice-Chairperson, serve as Chairperson.
- c. To represent the SCASC (Space Coast Area Service Committee) at the Florida Regional Service Conference Meeting.
- d. To provide the ASC Chairperson with any additional appropriate agenda items for the next regular Florida Regional Service Conference Meeting, 15 days prior to said meeting.
- e. To have a written report at the following ASC regular covering the business of the previous Florida Regional Service conference meeting. (*November 2006*)
- f. To attend all ASC meetings.

Section 8. It is the duty of the ASC Regional Committee Member II (RCM II):

- a. To maintain the minimum clean time required.
- b. In the absence of the Regional Committee Member I, serve as the Regional Committee Member I.
- c. To attend all Florida Regional Service Conference Meetings.
- d. To attend all ASC meetings.

Section 9. It is the duty of the ASC Policy Chairperson:

- a. To maintain the minimum clean time required.
- b. To preside and provide an agenda for all ASC Policy Subcommittee Meetings.
- c. To vote in the case of a tie in the Policy Subcommittee Meetings.
- d. To bring a monthly report of all Policy Subcommittee Meetings to the regular ASC meeting.
- e. To keep and update annually the ASC policy package.
- f. To assist the SCASC subcommittees in developing their guidelines which will be presented directly to the SCASC for approval. Each area subcommittee will be

expected to immediately adhere to any SCASC guideline changes that affect their guidelines as the subcommittees are a sub-set of the SCASC guidelines.

Guideline reviews will take place as follows: H&I and Public Relations in January; Activities and Literature in April; Convention in May; Newsletter and Helpline in July; Policy and SCASC in October.

- g.** To attend all ASC meetings.
- h.** The SCASC, at the expense of Area, will reprint the entire area policy in years ending 0 and 5 (i.e. every 5 years) to replace any previous copies for all ASC Officers, Subcommittee Chairs, and GSRs. The SCASC will print only amended (changed) pages in years between. This will be done in the month of June. The SCASC will ONLY be financially responsible for costs associated to printing new copies of area policy; it will NOT be responsible for the cost associated to replacing the binder due to loss or wear and tear. Upon request, any group, subcommittee, or ASC Officer that loses their handbook, or wishes more than one, can purchase a new one at the current printing price of creating it or download it free of charge from the area website. Beginning in December 2015 and in the month of June every year thereafter. (11-2015)

Section 10. It is the duty of the ASC Activities Chairperson:

- a.** To maintain the minimum clean time required.
- b.** To preside and provide an agenda for all ASC Activities Subcommittee Meetings.
- c.** To vote in the case of a tie in the Activities Subcommittee Meetings.
- d.** To coordinate, and oversee, all ASC Activities functions.
- e.** To act as a liaison to other areas to coordinate and communicate so as not to conflict with other N.A. Activities in the Region.
- f.** To bring a monthly report of all ASC Activities Subcommittee Meetings to the regular ASC meeting.
- g.** To submit for future activities, including a budget proposal for all ASC functions and activities.
- h.** To attend all ASC meetings.

Section 11. It is the duty of the ASC Helpline Chairperson:

- a.** To maintain the minimum clean time required.
- b.** To preside and provide an agenda for all ASC Helpline Subcommittee Meetings.
- c.** To vote in the case of a tie in the Helpline Subcommittee Meetings.
- d.** To oversee, the monthly schedule of the helpline shift coverage.
- e.** To maintain regular contact with all Helpline call volunteers.
- f.** To follow up on all reported Helpline related problems and issues.
- g.** To keep current listings of all Helpline Twelve Step phone numbers and ride lists.
- h.** To provide an itemized written report of all expenses at the regular ASC meeting.
- i.** To attend all ASC meetings.

Section 12 It is the duty of the ASC Literature Distribution Chairperson:

- a. To maintain the minimum clean time required.
- b. To preside and provide an agenda for all ASC Literature Subcommittee meetings.
- c. To order, stock and distribute literature to the Space Coast Area groups and ASC subcommittees.
- d. To provide an itemized written report of all expenses at the regular ASC meeting.

Section 13 It is the duty of the ASC Public Relations Chair:

- a. To maintain the minimum clean time required.
- b. To preside and provide an agenda for all ASC Public Relations Subcommittee meetings.
- c. To initiate all necessary correspondence and communications between Areas, Regions, WSO, and any other related facility.
- d. To keep the ASC and RSC informed of all Public Relations Subcommittee activities.
- e. To maintain accurate and updated information on the Space Coast Area website.
 1. The current Space Coast Area Minutes shall be uploaded onto the Space Coast Area N.A. webpage no later than 18 days after that current month's Space Coast Area Business Meeting.
 2. All of the Space Coast Area's individual Subcommittee Policies – Subcommittee Forms/Documents and/or past Area minutes, shall NOT be altered nor removed from the Space Coast Area of N.A. webpage without written Report of Explanation and a Motion to Accept said changes – has been presented to and co-signed by the Appropriate Subcommittee Chair/Vice Chair – whom then shall hand in said motion to the Space Coast

Area Service Structure for Approval by all of the Space Coast Area Groups.

- f. To provide the Space Coast Area with updated meeting schedules.
 1. Meetings must be active 30 days to be put on meeting list.
 2. Groups already established, can add on a meeting to list immediately.
 3. Group meetings will be removed if meeting is not opening regularly or on time.
 4. Group meetings will not endorse meeting facility, as in Tradition #6.
 5. All Schedule changes be in the last Friday of the Month. Call Helpline.
 6. All changes (except adding/deleting/ and/or time & location of meetings) that are made to the Space Coast Area Meeting List must first be brought to Area in the form of a motion and distributed to all ASC GSR's to take back to their home groups for approval. Said changes may be voted upon at the following ASC meeting prior to be given to the groups – being placed on the Space Coast N.A. Webpage or being distributed to any facilities. Formats do not have to be approved.
 7. To attend all ASC meetings.

Section 14 It is the duty of the ASC Hospitals & Institutions Chairperson:

- a. To maintain the minimum clean time requirement.
- b. To preside and provide an agenda for all ASC H&I Subcommittee Meetings.
- c. To be the liaison between the H&I meetings and the facilities in which the meetings occur.
- d. To keep a current list of all H&I meetings, meetings sponsors, meeting locations and facility coordinators.
- e. To attend all ASC meetings.

Section 15 It is the duty of the ASC Newsletter Chairperson:

- a. To maintain the minimum clean time required.
- b. To preside and provide an agenda for all ASC Newsletter Subcommittee Meetings.
- c. To publish and distribute the Space Coast Area Newsletter bi-monthly.
- d. To attend all ASC meetings

Section 16 It is the duty of the ASC Convention Chair

- a. To maintain the minimum clean time required
- b. To preside and provide an agenda for all SCA Convention Committee meetings
- c. To attend all ASC meetings.

Article X Meetings

Section 1 The regular meeting of the Space Coast Area Service Committee shall be held on the second Sunday of each month unless otherwise ordered by the committee.

- a. The meeting will begin at 2:00pm
- b. The regular ASC meeting in the month of May shall be the first Sunday of the month at 2:00pm

Section 2 All ASC Meetings shall be conducted using the approved business meeting format.

- a. All GSR reports shall be read on the ASC floor.
- b. All ASC Subcommittee reports shall be read on the ASC floor.
- c. All ASC Ad-Hoc Committee reports shall be read on the ASC floor.
- d. All ASC meetings shall be closed using the “WE” version of the Serenity Prayer.

Section 3 All special ASC meetings maybe called by the ASC Chairperson; and shall be called upon a written request of the members of the ASC.

- a. All special ASC meetings shall have a stated specific purpose.
- b. All special ASC meetings shall be restricted to the stated specific purpose; no other business shall be conducted.

- c. All special ASC meetings shall require a seven day notice to the SCASC members.

Section 4. A majority of eligible voting participants shall constitute quorum. Any Space Coast Area group shall be removed from quorum upon non- representation at two consecutive meetings. The group shall be removed from the roll call for the purpose of establishing quorum. Space Coast Area group shall be reinstated to quorum upon attendance at a second consecutive SCASC meeting at which they are represented by a GSR or GSR Alternate.

Section 5. The SCASC shall donate out of its treasury the amount of \$20.00 to the facility providing space for the ASC meeting.

Article XI Standing Committees

Section 1. The SCASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the Space Coast Area Members of Narcotics Anonymous.

These committees shall include but are not limited to Convention, Public Relations, Helpline, and Hospitals & Intuitions. Literature, Activities, Policy, Newsletter, appointed Ad-Hoc committees, and any other subcommittees which shall be deemed necessary to carry out the needs of the SCASC.

- a. All ASC Subcommittees Chairpersons shall be nominated and elected by the members of the Space Coast Area.
- b. All ASC Subcommittee officers other than the Chairperson shall be nominated and elected by the members of the subcommittee.
- c. All Ad-Hoc Committee Chairpersons shall be appointed by the ASC Chairperson or acting Chairperson.

Section 2. All standing subcommittees of the ASC shall create and adopt the guidelines which are consistent with the “Guide to Local Service,” “The Twelve Traditions of Narcotics Anonymous,” and the best information available from the World Service Conference in the form of N.A. approved handbooks and guidelines.

- a. All subcommittee Chairpersons shall submit an updated subcommittee guideline for approval and insertion into the ASC Policy Package annually.
- b. The guidelines of each standing subcommittee shall be approved by the members of the Space Coast Area of Narcotic Anonymous. Once the final draft is approved, it must be submitted to the ASC Secretary so that policy can be updated, by the next area service committee meeting.
- c. All standing subcommittees are to have records of all subcommittee meetings and activities. The records are to be saved in the policy material archives for future use of the subcommittees.

- d. All subcommittees shall submit a written report at the regular ASC meeting.
- e. All ASC checks for subcommittee use shall be made out to the Chairperson of the Subcommittee.
- f. Guidelines are submitted to the SCA and Policy Subcommittee yearly for approval.

Article XII Parliamentary Authority

Section 1. The rules contained in the current edition of “Robert’s Rules of Order,” newly revised edition shall be utilized to expedite the business of the ASC; when they are applicable and are consistent with the “Twelve Traditions of Narcotics Anonymous.”

Section 2. All motions, with the exception of working motions, must be submitted to the ASC Vice-Chairperson in writing before the start of New Business.

- a. The author of the motion shall be entitled to the floor to explain the purpose of and clarify the intent of the motion if necessary.
- b. No motion other than working motions shall be accepted after the start of new business.
- c. All motions shall have second by a GSR of the ASC.
- d. All motions shall have an intent.
- e. All anonymous motions shall be ruled out of order.
- f. Motions effecting policy, whether it be a policy amendment, policy change, or policy elimination, clearly state the page #, article #, and section # to be effected by the said motion.

Section 3. At the discretion of the ASC Chairperson or acting Chairperson, discussion on any motion may be limited to two pro’s and two con’s before being called to the floor for a vote.

Section 4: SCASC Voting Policy (09-2013) Basic rule of all voting:

When determining the outcome of the vote, be concerned only with the number of YES and NO votes cast, not the number of people present – since no one is required to vote.

1. Majority vote:

- A. Definition: A simple majority is defined as one more than *half of the total voting groups present*.
- B. How to tally: The following scenario illustrates what we mean by majority vote:

Number of votes cast(c) *	Number needed for a majority(d)
12 votes	7 votes
17 votes	9 votes
18 votes	10 votes
19 votes	10 votes

- C. When valid: for a majority vote to be valid the following conditions must be observed:
- The meeting must be correctly called, with the members notified properly
 - There must be a quorum present (note: at the SCASC once a quorum is established it remains in effect until the close of the meeting).
 - *Abstentions do not count in the tally.

2. Two-thirds vote:

- A. Definition: This means that at least two-thirds of the members entitled to, and who choose to take a position on the motion by way of their vote must cast ballots in favor of the issue being debated. (For clarity the following formula will be used in determining two-thirds: the YES (a) votes added to the NO (b) votes = TOTAL (c) votes. So $((a + b) / 3) \times 2 =$ the two-thirds necessary (d) or twice the number of YES votes as NO votes).

- B. How to tally: The following chart shows how a two-thirds vote is tallied:

Number of votes cast (c) *	Number needed for a 2/3 vote (d)
12 votes	8 votes
17 votes	12 votes
18 votes	12 votes
19 votes	13 votes

- C. When valid: for a two-thirds vote to be valid the following conditions must be observed:
- The meeting must be correctly called, with the members notified properly

- b. There must be a quorum present (note: at the SCASC once a quorum is established it remains in effect until the close of the meeting)
- c. * Abstentions do not count in the tally.

3. Polling of abstentions:

In the event there are enough abstentions that could change the outcome of the vote then at the discretion of the Chair or at the request of the Body the abstentions may be polled to see if there is any information that they need in order to take a position on the motion and to insure that the motion is clearly understood.

4. Right of abstention:

No member can be compelled to vote. As a result every member has the right to abstain.

Article XIII Prudent Reserve

Section 1. Prudent reserve to be the amount of 2 (two) month’s budget excluding convention committee funds.

Section 2. The SCASC shall pay all monthly expenses first. Any remaining funds shall be deposited in the prudent reserve account until the prudent reserve amount is met. (04-2013)

Section 3. Any and all funds above and beyond clearing all debts, expenses and establishing a prudent reserve shall be donated to the Regional Service Committee of Narcotics Anonymous that we belong to. (05-2015)

Article IV Amendments to Guidelines

Section 1. The ASC Guidelines may be amended by a 2/3rd majority vote at the regular ASC meeting provided the amendment has been submitted to the ASC in the form of a written motion and tabled to the groups for the Space Coast Area of Narcotics Anonymous.

Article XV Budgets

Section1. Budgets for the SCASC are, but not limited to:

<u>Item</u>	<u>Approved Month & Yr. Passed</u>	<u>US Dollars</u>	<u>Terms</u>
ASC Area Meeting Lists	12-2012	\$ 120.00	Monthly

Area website hosting and DNS services	03-2013	\$ 100.00	Yearly
Area Website Monthly committee rental cost	12-2017	\$ 10.00	Monthly
Helpline	03-2008	\$ 200.00	Monthly
Literature Distribution Expense	06-2010	\$ 100.00	Monthly
Hospitals & Institutions	03-2013	\$ 100.00	Monthly
Activities (include \$70/month storage unit)	01-2013	\$ 370.00	Monthly
Regional Committee Member (RCM)		\$ 160.00	Bi-monthly
Secretary	092013	\$ 100.00	Monthly
Treasury	06-2010	\$ 10.00	Monthly
Treasury		\$ 150.00	Yearly
Public Relations	10-2015	\$ 100.00	Monthly
Newsletter	06-2005	\$ 100.00	Bi-monthly
Policy		\$ 20.00	Monthly
Group start up kit		\$ 30.00	Once
ASC Facility Donation		\$ 20.00	Monthly
Convention	06-2013	\$7,900.00	Yearly

Section 2. All new budgeted expenses shall be tabled back to the Space Coast Area Groups for approval.

- a. Subcommittees shall review their budgets and the subcommittee chair shall submit a budget motion each March before new business at the Area Service Committee meeting. (03-2010)
- b. All prudent reserve funds shall be used for budgeted items only.
- c. All motions for the funds exceeding budgeted items shall be tabled back to the Space Coast Area Groups for approval.
- d. All reimbursement of funds for ASC expenses shall require a receipt.
- e. All ASC expenditures are providing funds are available.
- f. All trusted servants holding a position reflected on pg. 18 Article XV Budgets (Helpline, Literature, H&I, Activities, RCM, Secretary, Treasurer, and PR) shall each submit an update budget with an explanation of an increased budget if applicable, in the form of a motion for approval by groups by the ASC in March (02-2010)
- g. Budget for Meeting Lists may be prepaid from the available Area Funds, and a receipt must be submitted the following month.

Section 3. Funds for the attendance of the RSC are to be distributed ahead of time. The sum shall be sufficient to pay for a one night stay at the RSC hotel for the RCM I and RCM II. (02-2010)

- a. In the case of greater than three hours driving time funds for one extra night shall be provided.
- b. Gas expenses shall be provided ahead of time.

- c. In the case of RSC attendance of both male and female officers, one additional room shall be provided.
- d. All RSC participants are responsible for making every effort to minimize expenses.

Parliamentary Procedures

As adopted for ASC Main Motion:

A main motion is a motion whose introduction brings business before the Area Service Committee (ASC). Such a motion can only be made when no other motion is pending.

Amendments:

An amendment is a motion to modify the wording and within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

Motion to Table:

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, intent is to be given. The motion to table is for:

- a. To get further information;
- b. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the close of the next ASC meeting. This motion is not intended to kill a main motion or suppress debate on it.

Motion to Refer to Committee:

When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee.

Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pro's and two con's on the original motion so as to obtain information to give direction to the committee.

Motion to Reconsider:

A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote.

Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting, it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

Unanimous Consent:

This is a method that allows the ASC to move quickly through routine business of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

Withdrawal or Modify:

A request to withdraw or modify may be made by the maker of the original motion upon his acceptance of a suggestion from another member. After the motion is made, it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chair treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote which is not debatable.

Motion to Call the Vote:

A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3rd majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

Point of Information:

A point of information is a question to the Chairperson to obtain information concerning parliamentary procedure or the option that is pending. This allows a member to ask a question and it is not to make a statement or to give information.

Point of Order:

When a member feels that rules, policy or guidelines of the ASC are not being adhered to, they can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact

being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remark, but instead to bring to the attention of the Chairperson that a member feels that proper procedure is not being followed.

Suspend the Rules:

A motion to "Suspend the Rules" is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time shall be suspended. The motion requires a second and a 2/3rd majority vote.

Appeal the Decision of the Chair:

By electing the ASC Chairperson the ASC delegates to him the authority and duty to make necessary rulings on questions of parliamentary procedures. But any two members have the right to appeal from his decision on such a question. By one member making the appeal and another seconding it, the question is taken from the Chair and given to the ASC for final decision. The Chairperson shall speak to the appeal and the maker of the appeal shall speak pro to the appeal not to exceed one minute each.

Area Service Committee Parliamentary Rules of Order

Motion	2nd Required	Debatable	Amendable	Vote Required	In order with other motion on the floor
Main Motion	Yes	2 Pro/ 2 Con	Yes	Majority *2/3rd	No
Amendment	Yes	2 Pro/ 2 Con 2	No	Majority	Yes
Refer to Committee	Yes	1 Pro/ 1 Con 1	Yes	Majority	Yes
Refer to Groups	Yes	1 Pro/ 1 Con 1	Yes	Majority	Yes
Call to Vote	Yes	1 Pro/ 1 Con	No	2/3rd	Yes 4
Table	Yes	1 Pro/ 1 Con	No	Majority	Yes

Recess	Yes	No	No	Majority	No
Adjourn	Yes	2 Pro/ 2 Con	No	Majority	Yes
Point of Order	No	No	No	None	Yes
Appeal Decision of the Chair	Yes	1 Pro/ 1 Con 3	No	Majority	Yes
Suspend the Rules	Yes	No	Yes	2/3rd	No
Point of Information	No	No	No	None	Yes
Reconsider	Yes	2 Pro/ 2 Con	No	2/3rd	No
Take from the Table	Yes	1 Pro/ 1 Con	No	Majority	No

1. If requested by the membership, 2 additional pros and cons shall be allowed for informational purposes only.
2. Debatable only if motion to be amended is debatable.
3. Chair speaks con, maker of appeal speaks pro, one-minute time limit each.
4. May not be made to suppress reasonable debate. * 2/3rd vote if it is a matter of policy.