



# GUIDELINES

of the

West Tennessee Area

Service Committee

(WTASC)

of

Narcotics Anonymous

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## **THE PURPOSE AND FUNCTION OF SERVICE UNITS OF NA**

- A. The primary purpose of an NA group is “to carry the message to the addict who still suffers” by providing a setting for identification and recovery where an addict can come for help if they have a desire to stop using.
- B. The purpose of an Area Service Committee (ASC) is to be supportive to the NA group and its primary purpose by associating the group with other groups locally and by helping the group deal with its day to day situations and needs.
- C. The purpose of the Regional Service Committee (RSC) is to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members (RCMs) elected by the region’s member-areas; these RCMs usually elect regional committee officers from among themselves. RSCs organize regional assemblies at which GSRs and RCMs discuss a wide range of service matter, including those likely to come before the World Service Conference (WSC), and may elect a regional delegate and alternate delegate to the WSC.
- D. The Purpose of the World Service Office (WSO), our main service, is to carry out the directives of the WSC in matters that relate to communications and information for the fellowship of NA, its services, groups, and members. The WSO achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of NA.
- E. The purpose of the WSC is to be supportive of the fellowship as a whole, and to define and take action according to the group conscience of NA. Unlike all other NA service bodies, the conference is not an entity; it is an event – the coming together. Every two years, regional delegates, the members of the World Board, and the executive director of the WSO meet to discuss questions of significance to the fellowship of NA as a whole.

## **PURPOSE AND SCOPE OF THE WTASC**

- A. The purpose of the WTASC is to be supportive of the NA group and its primary purpose by associating the group with other groups and by helping the group deal with its day to day situations and needs.
- B. In all areas not covered by specific guidelines, they will be covered by the Twelve Traditions, Twelve Concepts, A Guide to Local Service, and Robert’s Rules of Order.
- C. The WTASC will create and maintain active archives to be kept by the archivist.
- D. All committees elected by the WTASC will be autonomous in carrying out their assigned functions with the exception of money expenditures.

- E. The ASC is responsible for financially supporting its subcommittees.
- F. The ASC is a committee made up of group service representatives (GSRs) from all groups in the West Tennessee Area, which meets monthly for the express purpose of serving the specific needs of all area groups.
- G. The WTASC serves three basic functions:
  - 1. The primary function of this ASC is to unify the groups within its area, provide help and support to individual groups.
  - 2. The secondary function of the ASC is to carry the message of recovery through its various subcommittees.
  - 3. The tertiary function of the ASC is to contribute to the growth of, and enhance the quality of NA as a whole by helping to support the Regional Service Committee (RSC) and NA World Services (NAWS).

## **NOMINATION, ELECTIONS, AND VOTING PROCEDURES**

- A. The nominations of ASC officers should come from active GSRs or other appropriate service committee members.
- B. Two months prior to the end of term of any officer (Jan. or July), the ASC chairperson shall advise the ASC that nominations are open for that position.
- C. One month prior to the end of term of any officer (Feb. or Aug.), nominations for that office shall be solicited.
  - 1. An explanation of that position's duties and responsibilities shall be provided.
  - 2. The nominee must be present to express their willingness and provide their qualifications.
  - 3. The nominee must also provide this information in writing to the ASC.
  - 4. Attendance of the nominee is mandatory.
  - 5. Written qualifications will not be accepted from absent nominations.
- D. A motion must be made at this time (Feb. or Aug.) to close nominations. At the following ASC (March or Sept.), the positions will be voted on at area. If no one is elected, nominations will be reopened.

E. For executive committee positions:

1. Should an office become vacant due to unforeseen circumstances (death, relapse, resignation, or impeachment), an interim officer will be elected at that ASC until that office is filled at the next scheduled election time.
2. Simple majority will be ample for this election.
3. The person nominated must be present.
4. A confirmation vote is then taken back to the groups.
5. If the person fails this confirmation vote of two-thirds majority, the process of electing an interim officer will be repeated.

F. For subcommittee chairs:

1. Should a subcommittee chair position become vacant due to unforeseen circumstances (death, relapse, resignation or impeachment), the ASC vice chairperson will be responsible for chairing subcommittee meetings and act as a liaison between the subcommittee and the WTASC until a new chair is elected.
2. Nominations will be reopened and the election process will begin again.

G. Only GSRs or their alternates can vote on these nominations and elections.

H. All nominees must attend the ASC at the time of the election. Their absence will constitute withdrawal from the nomination.

I. When there are more than two nominations and if no candidate gets a clear majority, the following will be done:

1. A vote will be taken.
2. The nominee with the least amount of votes will be dropped.
3. Another vote will be taken until there are only two nominees left.

J. In case of only one nomination, a two-thirds majority vote of acclamation is required.

K. All ASC members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two consecutive terms

L. Each officer should hold only one voting position on the ASC.

1. A GSR cannot be an ASC chairperson, vice chair or regional committee member (RCM).

2. An ASC chairperson, vice chair or RCM cannot represent a voting area level office.

M. The ASC chairperson may vote only to break a tie.

N. Nominations for VRC speakers shall be brought to the June ASC, sent to groups, and voted on in July. The result will be taken to the August Volunteer Regional Service Committee (VRSC). Nominees must send written willingness statements and qualifications to the June ASC with GSRs or other appropriate service committee members.

## **TERMS OF OFFICE FOR ASC OFFICERS**

<b><u>Position</u></b>	<b><u>Expiration</u></b>
ASC Chair	March
ASC Vice-chair	March
ASC Treasurer	March
ASC Alternate Treasurer	March
RCM	July
RCM Alternate	July
Archivist	September
ASC Secretary	September
ASC Alternate Secretary	September

<b><u>Subcommittee chairs</u></b>	<b><u>Expiration</u></b>
Activities	March
Literature	March
Newsletter	March
NA in May	July
Hospitals & Institutions	September
Outreach	September
Policy & Procedures	September
Public Relations	September

## **REPORTS**

- A. All reports are limited to ten minutes per report, all reports are to be written or typed and turned into secretary after report is given.
- B. Monthly reports:
  - 1. ASC officers
  - 2. GSR
    - a. WTASC GSR Group Report Form to be filled out
- C. Yearly Reports:
  - 1. Treasurer
    - a. Compile a report consisting of the past year's activities, including an up-to-date financial statement.
  - 2. Subcommittee Chairperson
    - a. Compile a report consisting of the past year's activities, accomplishments, specific problems, situations, financial expenses and plans for the upcoming year.

## **MOTIONS, VOTING PROCEDURES, AND OPERATIONS**

- A. All ASC meetings are open to ALL NA members and any member has a voice on the floor. The ASC chair will recognize a member by a raised hand.
  - 1. Operations:
    - a. The WTASC will meet at a designated location on the 4<sup>th</sup> Sunday of each month except in November and December when it meets on the third Sunday. The scheduled meeting time is 2 p.m. and must end by 5 p.m. (may be extended by majority vote). A vote will be taken of all in attendance after open forum to decide whether to take a 15 minute break and will be decided by simple majority.
    - b. All subcommittee meetings will be scheduled at the discretion of the subcommittee chair and to be approved by members of that subcommittee. Date, time, and location of upcoming meetings are to be announced at area.
    - c. The facility will be given \$20.00 per month as payment for ASC meeting space.

B. Only those listed below can make, second, or amend motions:

1. GSR or designated alternate in their absence
2. RCM or designated alternate in their absence
3. Subcommittee chairs or their vice chairs in their absence
4. ASC Secretary, ASC Treasurer or their designated alternates in their absence.

C. Quorum

1. Official quorum is more than half of the voting participation.
2. Official quorum must be reached by 2:30 p.m. If not, the ASC must be rescheduled. Official quorum will be re-established before new business based on voting participants.
3. Only duly elected alternates are eligible for quorum in the absence of their representatives.
4. There is no proxy representation for quorum. Quorum must be obtained before any motion is voted upon.
5. If any group is not represented during both quorum calls at two consecutive ASCs, this constitutes the group being dropped from the roll call and loss of voting privileges. After being dropped from roll call, a group must attend two consecutive ASCs to obtain voting privileges. New groups enter the roll call at their first ASC and have voting privileges at their second ASC.
6. Any WTA group representative may vote on regional motions.

D. All motions go to the chair for review and then passed to the secretary. All motions must be written on a motion form. All regional motions sent back to groups are to include intent, one pro and one con.

1. For a motion to be made, the chair will recognize the maker for time on the floor. A second is then asked for. After a motion is seconded, the chair will ask if there is opposition to the motion.
2. If there is no opposition, the chair asks for a vote of all those in favor, and the motion carries.



3. If there is opposition:
  - a. The maker of the motion is given an opportunity to give the intent of the motion.
  - b. The floor is open for debate with a discussion limit of two pros and cons unless more time is needed.
  - c. Once a motion has been passed, it must remain in force for at least six months unless overruled by 2/3 quorum majority

E. Voting:

1. Voting participation is any recognized elected GSR within the area (or alternate in their absence). Only one vote per person.
2. In case of a tie the Chair has a compulsory vote.
3. More than one half present voting members is required to pass a non-policy motion. 2/3's of present voting members majority vote is necessary for policy change, amendments to policy, or forming new policy.
4. An abstention does not count in the total number of present voting members from whom a needed percentage is derived, unless a situation occurs when there are more abstentions than the total of yes and no votes. In the event of more abstentions than total of yes and no votes, the chairperson will hold simple majority vote of GSRs to determine whether motion is to be taken back to groups to be voted upon again at next area.
5. Any motion that affects policy will automatically go back to the groups for a vote. Motions deemed "housekeeping" motions submitted by policy do not fall under this category and may be voted on by GSRs at the time submitted. These motions will not create a change in policy.
6. Voting will be made by a show of hands. Roll call votes can be called at any time.
7. Non-voting GSRs may vote on regional and WSC motions. The vote totals/tally results for any WSC/RSC business, including CAR/CAT items, that the groups are given the opportunity to vote on are to be included in the area minutes.

F. Procedures:

1. The ASC will supply all subcommittees with what they need, on ASC approval.
2. All ASC subcommittee chairs or vice chairs, GSR or alternates, administrative officers, and the RCM or alternate must attend the entire ASC meeting once they are present, excluding emergencies.
3. ASC minutes are to be distributed within ten days.

4. Literature will be made available at every ASC and orders will be filled only during the ASC.
5. The ASC will maintain an archive and not use any current archives for raffles, fundraisers, etc.
6. The ASC chair will maintain a booklet containing a reading of the 12 Traditions, the 12 Concepts, the ASC format, a copy of the Guide To Local Service, the guidelines, WTA subcommittee guidelines, and all the current year's minutes. Last year's minutes will be placed with the archives.

## **FINANCIAL PROCEDURES**

- A. No funds will be dispersed on Area level without prior consent of the ASC. If EMERGENCIES do arise it will require notifying three members of the Administrative Committee. All checks require two signatures.
- B. The ASC will fulfill all financial needs of its subcommittee prior to sending a donation to region.
- C. The ASC Treasurer will be provided with two checks with the chairs signature for emergency purposes and as long as item 1 is followed.
- D. New groups will be provided with a group starter kit to be paid with WTASC funds. New groups will receive (1) Basic Text, (1) Just for Today, (1) Group Treasurers Record, (30) IP's, (26) Key tags in the following amounts, (10) White, (5) Orange, (2) Green, (2) Red, (2) Blue, (2) Yellow, (1) Moon glow, (1) Gray, (1) Black and (1) set of group readings.
- E. Groups shall be allowed to vote at the area for disbursement of funds to include special funding in amounts of \$200.00 or less without having to carry request back to groups for vote, in order to facilitate business at the area level. At the end of each ASC after bills are paid and subcommittees have gotten their requested money, any money over set asides and prudent reserve will be sent to RSC unless an objection is made. If an objection occurs, a motion may be made and it will take 2/3 majority of GSR's present and able to vote for the motion to pass.
- F. The basket will not be passed at the area in order to ensure that we follow guidelines set up by concepts and traditions and continue to allow groups to support the area so that there is no conflict of interest.
- G. The prudent reserve should equal one month's operating expenses of the WTASC. This sum should be the total of all of the monthly operation expenses added together, then divided by twelve. This figure should be updated at the end of the WTASC's fiscal year. This will be added to the treasurer's report at the end of the treasurer's term.

- H. Only allot to H&I and PI literature in the amount that the area has over its prudent reserve, not to exceed \$200 for H&I and \$40 for PI.
- I. NA in May will be a fundraiser for the WTASC. All funds raised will be used to subsidize Basic Texts. Basic Texts will be sold for \$5 as long as we have money in the subsidy fund. Only West Tennessee area meetings or groups that are on the meeting schedule are eligible to purchase books at the subsidized rate. A new meeting may also purchase books at the subsidized rate once the new meeting has been active for two months. Books will not be sold to individuals or subcommittees at the subsidized rate. Each eligible group or meeting may purchase up to, but not more than seven basic texts at a single area. Basic texts will be available at the subsidized rate beginning at the August area to allow groups and meeting the ability to deplete old inventory. At the end of each area, the WTASC treasurer will report the amount left in the subsidy fund. When the subsidy fund runs out, basic texts will return to the standard rate as listed on the literature order form. If there is surplus of subsidy basic text fund, the surplus rolls over to the following year unless motion is made to do otherwise.
- J. The ASC secretary will be provided with funds for distribution of ASC minutes.
- K. The RCM alternate will be reimbursed for mileage for attending RSC meetings at the same rate as set by VRSC per miles, upon request.
- L. Reimburse RCM alternate half of one night's room and tax for hotel up to \$75 for RSC meetings outside VRSC being held prior to VRSC meeting.
- M. If travel to VRSC is greater than 100 miles, RCM AND/OR RCM Alternate shall be reimbursed half of one night's room and tax for hotel up to \$75 if not reimbursed by Region.
- N. All monies collected at area and/or events put on by subcommittees shall be deposited within 24 hours to a bank our Area uses preferably one with a deposit box. The money collected shall be deposited into the bank account or the appropriate subcommittee account. A key to the deposit box along with a deposit form and bank bag will be issued by the Area Chair to the subcommittee chair or vice chair. It is up to the subcommittee chair or vice chair to organize obtaining said items. Two people must sign off confirming the money collected is correct preferably the treasurer and/or chair or their alternates. It is suggested that two people accompany each other to deposit the money at the bank. The individual in possession of the money accepts full responsibility for replacement if there is any misappropriation or misuse of area money.

## **RESPONSIBILITIES AND QUALIFICATIONS OF ASC OFFICERS**

### **A. Chair**

- 1. A chairperson arranges an agenda in cooperation with the ASC secretary and ASC treasurer, presides over monthly meetings and is responsible for correspondence and

maintaining area files.

2. In absence of archivist, the archives will be kept and maintained by chairperson.
3. Should be one of the co-signers of the ASC's bank account.
4. The chairperson may vote only to break a tie.
5. Must be capable of adhering to atmosphere of recovery while conducting business meetings.

6. Suggested minimum of two years continuous abstinence from all drugs.
7. One year commitment.
8. Service experience, preferably as GSR. Subcommittee chair or administrative committee experience not required.
9. Understanding of the Twelve Traditions of NA through application.
10. Willingness to give the time and resources necessary for the job.
11. Upon election he/she should resign as any area elected position, and GSR or alternate GSR.
12. Should have organizational skills.
13. Should be one of the co-signers of the area safety deposit box and keep one of the keys to the deposit box.

#### B. Vice Chair

1. A vice chair assists all subcommittee functions as needed. In the absence of a subcommittee chair, the vice chair will perform the duties of the chairperson as needed.
2. In the absence of the chair, the vice chair shall perform the duties of the chair.
3. Should be one of the co-signers on the ASC's bank account.
4. Suggested minimum one year abstinence from all drugs.
5. One year commitment.
6. Service experience preferably as GSR. Subcommittee chair or administrative committee experience not required.
7. Understanding of the Twelve Traditions of NA through application.
8. Willingness to give the time and resources necessary for the job.
9. Upon election he/she should resign as any area elected position and GSR or alternate GSR.
10. Should have organizational skills.
11. Should be one of the co-signers of the area safety deposit box.

### C. Secretary

1. A secretary keeps accurate minutes of each business meeting, and relays reports from groups and subcommittees "AS WRITTEN". Minutes are to be typed and distributed to each GSR, subcommittee chair, and web coordinator no later than ten days following each ASC meeting. Minutes should be verified by the chairperson before distribution. Keeps area guidelines updated in the absence of the policy chair.
2. Suggested minimum of one year continuous abstinence from all drugs.
3. One year commitment.
4. Service experience preferably as GSR. Subcommittee chair or administrative committee experience not required.
5. Understanding of the Twelve Traditions of NA through application,
6. Willingness to give the time and resources necessary for the job.
7. In the absence of the ASC chair and vice chair, will perform the duties of the chair.
8. Should have organizational skills.
9. Alternate Secretary
10. In the absence of the secretary, the alternate secretary will perform the duties of the secretary.
11. Suggested minimum of one year continuous abstinence from all drugs.
12. One year commitment.
13. Service experience, preferably as GSR. Subcommittee chair or administrative experience not required
14. Understanding of the Twelve Traditions of NA through application.
15. Willingness to give the time and resources necessary for the job.

#### D. Treasurer

1. A treasurer shall make a report of contributions and expenditures at every regular ASC meeting, and an annual report at the end of the year.
2. Shall be a co-signer of the ASC bank account.
3. Sufficient bookkeeping/accounting experience suggested.
4. Can be made responsible for bulk purchases of literature for the groups.
5. Suggested minimum of three years abstinence from all drugs.
6. One year commitment.
7. Service experience preferable as GSR. Subcommittee chair or administrative committee experience not required.
8. Understanding of the Twelve Traditions of NA through application.
9. Willingness to give the time and resources necessary for the job.
10. Should have a reliable source of income.
11. Should have organizational skills.
12. Should be one of the co-signers of the area safety deposit box.

#### E. Alternate Treasurer

1. Suggested minimum two year continuous abstinence from all drugs.
2. One year commitment.
3. Sufficient bookkeeping/accounting experience suggested.
4. Should have a reliable source of income.
5. Work in cooperation with treasurer in maintaining accurate financial records
6. Act as treasurer in treasurer's absence.
7. Service experience preferable as GSR. Subcommittee chair or administrative committee experience not required.
8. Understanding of the twelve traditions of NA through application.

9. Should have reliable source of income.
10. Willingness to give the time and resources necessary for the job.
11. Should have organizational skills.

F. Regional Committee Member (RCM)

1. An RCM is to an ASC what a GSR is to the group. As the representative of the area, the RCM speaks for the members and groups within the ASC.
2. Works for the good of NA providing two-way communication between the area and the rest of NA, particularly with neighboring ASC's and region.
3. Represent the group conscience of an ASC at a Regional level.
4. Attends all RSC meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience.
5. The RCM will report to the GSRs two areas before regional nominations requesting nominees for regional administrative position from the groups. One area before the regional nominations are due the GSRs will present any nominee (nominee shall be present) to the committee after the RCMs report. At that time there will be a vote of confidence taken for each individual nominee separately. This vote of confidence will take a simple majority vote for the RCM to present nominee to region.
6. May serve on one or more ASC and RSC subcommittees, but not as a chairperson.
7. Cannot serve as GSR or alternate GSR.
8. Must be able to work for the common good, placing principles before personalities at all times.
9. Service experience preferable as GSR. Subcommittee chair or administrative committee experience not required.
10. Willingness and ability to give the time and resources necessary for the job.
11. Suggested minimum of three years continuous abstinence from all drugs.
12. One year commitment.



#### G. RCM Alternate

1. Become familiar with RCM responsibilities, and fills in for RCM if he/she is absent or for any reason is unable to complete the term of office.
2. Attends all ASC and RSC meetings.
3. Two year commitment—first year as alternate, and second year as RCM.
4. Suggested minimum two year continuous abstinence from all drugs.
5. May serve on one or more ASC or RSC subcommittees, but not as chairperson.
6. Cannot serve as GSR or alternate GSR.
7. Service experience preferable as GSR. Subcommittee chair or administrative committee experience not required.
8. Willingness and ability to give the time and resources necessary for the job.

#### H. Archivist

1. Must have 5 years clean.
2. Must have service experience
3. Must have interest in the history of NA
4. Must have desire to preserve items of historical significance with NA, and particularly with preserving the history of NA in West Tennessee.
5. Shall maintain an inventory of stored items that have been deemed of historical interest to the West Tennessee Area
6. Keep items that are of monetary value in a safety deposit box, lockbox or storage facility. Keys. Keys are to be kept by the archivist and area chair.
7. Be one of the co-signers of such box, along with the area chair, vice chair and treasurer.
8. Archives that are not considered expensive may be kept in the archivists home or in a locked trunk (to be purchased by the ASC if needed) where the ASC meets as long as the ASC has a secure room in which to use for storage.

9. Shall respond in a timely manner to all requests for retrieval of such items by the area and is encouraged to display items at events such as the annual anniversary of NA in Memphis and when the VRC is in Memphis.
10. Is not to 'loan out' any portions of the areas archives without first getting permission from the area.
11. Term shall be 1 year although rotation in NA is important, archivist may serve more than one term.
12. Will keep an up-to-date cataloged list of all items in the archives and turn this info into the area yearly.
13. Is encouraged to scan items of significant historical interest and post these items on the area Website.
14. Will not throw anything away without bringing it to the area first.
15. At the end of the chair's term, the chair will give items to the archivist to be incorporated into the areas archives...Items to be included are area minutes, copies of CAR reports (electronic or paper copies). Also to be included are new editions of the basic text as they are printed. Additionally, the subcommittees are encouraged to include in the areas archives any items they deem might one day be of historical significance...copies of newsletters, minutes of subcommittee meetings, handbooks, etc.

## **RESIGNATION AND IMPEACHMENT PROCEDURES**

### **A. Resignation**

1. If resigning before the end of your term please inform the ASC in writing as soon as possible.

### **B. Involuntary**

1. Relapse during term of office (Automatic resignation).
2. Any area officer or subcommittee chair missing two consecutive WTASC meetings. After second meeting is missed, a letter will be sent by the executive committee. The third meeting missed consecutively, resignation is automatic.
3. Exception to automatic resignation will only be considered under extreme circumstances and confirmed by unanimous vote of GSR's present. This vote will be taken by closed ballot.

### C. Impeachment

1. Failure to perform duties and responsibilities.
2. Breach of Traditions or unethical conduct inconsistent with role of trusted servants.

### D. Impeachment Procedures

1. These grounds represent prerequisite for impeachment. They are not meant to imply that impeachment is necessary in every case these exist. They are simply intended as a guide to the group conscience when impeachment proceedings are instigated.
2. Present the motion in writing to the Chairperson stating due cause seven (7) days prior to the ASC meeting.
3. The respondent is given a rebuttal (if so desired), not to exceed ten (10) minutes.
4. A closed ballot is taken.
5. Two-thirds majority is required to impeach.

## **STANDING COMMITTEES**

In order to minimize time spent debating in ASC meetings, a committee system is used by the WTASC. Standing committees and ad hoc committees are formed to assume responsibility for fulfilling our primary purpose in specific ways. Finalization of these projects occurs at the ASC meetings by the voting bodies.

Each committee chairperson should establish lines of communication with the appropriate regional and/or world resources committee chairperson. Each committee is autonomous but responsible to the Area. In order to better serve, a committee may choose to elect officers and open a bank account, etc.

All subcommittees include in their monthly reports to area a detailed financial income and expense statement with receipts available upon request along with bank statements if subcommittee has an account.

The following statement is to be read and displayed at all NA functions in the West Tennessee area sponsored by an area subcommittee “Photos, Videos and Social Media: We recognize that it is a common practice for members to take photos and videos at NA and post them on social networks. We do not believe this to be in conflict with our traditions so long as they are for the enjoyment of members and are not made available to the general public. Please be considerate of our guiding principles and the anonymity of others as you share your photos and videos from this NA event. If you plan it to post recognizable photos of individuals on social networks, please ask the permission of the individuals before doing so. For more information, please see the service pamphlet- social media and our guiding principles.”

A. Hospital and Institutions

The WTASC H&I subcommittee acts as a resource to groups and individual members in their efforts to carry the message into institutions such as jails, hospital, treatment facilities and recovery houses. Its goal is to help avoid tradition violations while carrying our message to those who cannot come to us.

B. Public Relations

The WTASC PR subcommittee deals with how NA interfaces with society (telephone, media), NA's image and how we can get those outside of the fellowship to carry our message to addicts we cannot reach. This committee deals with matters of attraction through the media (e.g. instigating PR campaigns, etc.).

C. Activities:

The WTASC activities subcommittee deals with creating activities for which recovering addicts may learn again to enjoy life in a safe, loving, and clean environment. The activities subcommittee carries out fundraisers, picnics, camp outs, dances, raft trips, etc.

D. Literature:

The WTASC literature subcommittee deals with our primary purpose as it is achieved in printed material and supplies by making it available to all groups within the area. This committee seeks the input of the fellowship, compiles this input and presents it to the ASC.

E. Newsletter:

The WTASC newsletter subcommittee deals with building NA unity in our area through communication.

F. Outreach:

The WTASC outreach subcommittee's main purpose is to help overcome the isolation that hinders growth and survival of our groups.

G. NA in May

The main purpose of the NA in May subcommittee is to provide a fundraiser to subsidize basic texts for the WTASC while also providing a clean and safe activity for fellowshiping.

H. Policy and Procedures

The main purpose of the policy and procedures subcommittee is to provide a resource to area service members, subcommittees, and the WTASC meetings on issues of policy, area guidelines, and A Guide to Local Services.

I. Ad Hoc

Formed when a question or special project arises that doesn't fit into any existing subcommittee's description. The area chair may appoint the entire ad hoc committee or just a chairperson. The committee is set up for a specific purpose and has a limited life and is disbanded after finishing their job.

## TRADITION NINE

"NA as such ought never be organized, but we may create service boards or committees directly responsible to those they serve."

The ninth tradition explains how we, as a fellowship, structure ourselves to provide the services of NA. What is, "NA as such?" NA, as such, is: addicts meeting together in groups for the soul purpose of recovery from addiction, having no outside affiliations or outside support. The basic units of NA as such are the individual members and groups. It is not NA as such that is organized, but rather the service structure we create.

NA groups are unorganized in the sense that there is no authority within them. No individual runs any group or otherwise governs anything. Our groups adhere to the Spiritual Principles of the traditions for their "authority." The service boards and committees we create make it possible for us to be a unified fellowship. However, even they are not an organization in the sense of being an authority or having power. Our experience has shown that addicts don't take orders well, especially from someone viewed as an "authority." These boards and committees simply make suggestions and act in ways that are directly responsible to aid in carrying the message to the addict who suffers.

# **WEST TENNESSEE AREA SERVICE COMMITTEE MEETING FORMAT**

- A. Open with the Serenity Prayer followed by the reading of the prayer from the introduction of the Basic Text.
- B. Have someone read from the 12 Traditions & the 12 Concepts.
- C. Have some read Purpose and Definition of an ASC.
- D. Roll Call
- E. Administrative reports
  - 1. Chair
  - 2. Vice chair
  - 3. Secretary and/or alternate – move to accept prior months minutes
  - 4. Treasurer and/or alternate – move to accept prior months minutes
  - 5. RCM and/or alternate
- F. Subcommittee reports
- G. Group reports
- H. VRC report when applicable
- I. Break (unless the ASC wishes to suspend and end earlier) – Reestablish Quorum
- J. Open Forum
- K. Old Business.
- L. New Business.
- M. Announcements & Final Treasure's Report-Review of written funding requests.
- N. Close forming a circle and ending with the Group Serenity Prayer.

## A PARLIAMENTARY SHORT FORM

The basic concept of parliamentary procedure, especially as codified in Robert's Rules of Order, is that a discussion can occur in a large meeting with a great number of participants and that each can be treated fairly. The process of discussion and decision making should follow rules of order that are observed by all, known to each member and equally enforced.

The following pages contain short summaries of key points of procedure that are most commonly misunderstood or misused. A chart of motions is also attached, for easy reference. This condensation of procedures is accurate only to the point of general use. There are special circumstances wherein some of the information on the attached chart of motions is used differently than is indicated. A complete copy of Robert's Rules of Order should be used in those circumstances in order to correctly apply the common rules of procedure.

- A. **Point of Order:** When a member thinks that the rules of the conference are being violated, he can make a "Point of Order" which is simply to obtain recognition from the chair and ask from the chair a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated. The Point of Order is a tool used only to keep the conference working on the subject that the conference is supposed to be working on at that time and in accordance with the guidelines and other rules of order.
- B. **Point of Information:** This is request directed to the chair for the chair to respond to or have another member to respond to a point (one point) that would provide additional information on the subject being considered but is not a matter related to parliamentary procedure. If the point is raised while another member has the floor and is speaking, the chair will ask the member who correctly has the floor if he will yield to a point of information; the member has the right not to yield. If the member does yield, the member raising the point is required to raise the issue in the form of a question directed at the chairman, but the chairman usually allows the member who correctly has the floor to answer.
- C. **Parliamentary Inquiry:** This is a question directed to the presiding officer to obtain information on a matter of parliamentary procedure or the guidelines as they apply or have bearing on the business being considered. It is the duty of the Chair to answer such question when it may assist a member to make an appropriate motion, raise a proper point of order or understand the parliamentary situation or effect of a motion. The chair is not obligated to answer hypothetical questions.
- D. **Point of Personal Privilege:** This is a device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all the members (it's too noisy and we can't hear) or affecting an individual (I have to use the rest room and I don't want to miss the vote while I'm gone). It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend debate in general or argue a point made by the current speaker or a previous speaker. There are motions that arise from the

statement and acceptance of a point of personal privilege, but these are acceptable only after the chair has accepted the members' personal privilege point as having merit on the discussion at hand.

- E. **"Call for the Question"** or as properly known in rules of order, as **"Move the Previous question."** This item is one wherein common usage is changing through popular misuse, the rules of order. In proper usage, a member rising to "call for the question" means that he, as an individual, is finished listening and is personally ready to vote and wanted everyone to know it. This has most commonly been misunderstood to mean that the member is making a motion that an immediate vote be taken on the matter under discussion. Many times presiding officers accept this improperly used device and either immediately close debate or ask if there is a second, take a quick vote and then close debate. Frequently the members using this as a tactic by "calling for question" interrupt speakers in an effort to immediately stop debate. When correctly used the parliamentary tool, to "Move the Previous Question" is not made while another member is speaking or has the floor, it does require a second, is NOT debatable, and requires a 2/3 vote in order to end debate and force an immediate vote on the matter.
- F. **Amend the By-Laws,** or in the instance of WSC, **"Amend the Guidelines or Service Structure"**. In this matter the existing governing document should provide details about the manner and vote required to approve amendments or adopt revisions. There the governing document is vague, Robert's Rules of Order may be used as the guide or final authority, or prior action of the assembly, in this case the conference, may set other rules. The existing Service Structure specifies 2/3 vote is required for adoption of amendments. The question is raised each year on the matter of what constitutes as 2/3 vote. There are two different interpretations and the conference has, over the years, used both. In 1982, the conference used this interpretation: that a 2/3 vote of those voting yes or no on the question was all that was required. In 1983, the conference utilized the alternative approach of requiring an approval of 2/3 of all those eligible to vote: This was one cause for the constant roll calls to establish the base number of members eligible to vote. In the second case, those who abstain or simply fail to vote are actually counted as votes against adoption of the charge. For example, in the first interpretation if there were 40 voting members and there were 15 who voted for a change and 6 voted against, while the rest either abstained or failed to vote, the amendment would be adopted. However, in the second interpretation, if there were 40 voting members, 27 would have to vote in favor in order for the matter to be adopted. If the governing documents fail to specify which is used, the conference makes that decision either by motion or acceptance of the interpretation used by the chair if it is not challenged at the time of the vote.



## MOTION TABLE

PURPOSE	INTERRUPT	SECOND	DEBATABLE	AMENDABLE	VOTE REQ'D
To end the committee meeting	No	Yes	No	No	Simple maj.
To change part of the language in a main motion	No	Yes	Yes	Yes	Simple maj.
To alter a main motion by completely rewriting it, preserving intent	No	Yes	Yes	Yes	Simple maj.
To challenge decision chair has made about rules of order	Yes	Yes	Yes	No	Simple maj.
To be allowed to ask question about motion being discussed, <i>not</i> to offer information	Yes	No	No	No	None
An idea a committee member wants the committee to put into practice	No	Yes	Yes	Yes	Simple maj.
To make the committee return to its agenda if it gets onto another track	Yes	No	No	No	None
To request clarification of rules of order when it appears they are being broken	Yes	No	No	No	None
To stop debate and vote right now on whatever motion is at hand	No	Yes	No	No	Two-thirds
To make a personal request of the chair or the committee	If urgent	No	No	No	None
To reopen for debate a motion previously passed	No	Yes	Yes	No	Two-thirds
To resume consideration of a motion previously tabled before the time set	No	Yes	No	No	Simple maj.
To put off further consideration of a motion until a later date and time	No	Yes	Yes	Yes	Simple maj.
To allow a motion's maker to take back that motion after debate has begun	No	Yes	No	No	Simple maj.
To allow a short intermission in a meeting, even when business is pending	No	Yes	No	Yes	Simple maj.
	Yes	Yes	No	No	None
	Yes	No	No	No	None
	No	Yes	No	No	Two-thirds
To limit time of whole debate, or limit time of each speaker	No	Yes	No	Yes	Two-thirds
To suppress or kill a pending main motion	No	Yes	Yes	No	Simple maj.
To consider a main motion later in same meeting or subsequent meeting	No	Yes	Yes	Yes	Simple maj.