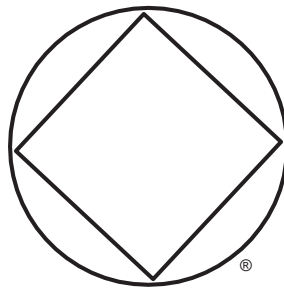


# OWENSBORO AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS AREA GUIDELINES



*Updated January 2023  
Incorporated from the Twelve Traditions, Twelve Concepts, The Guide to Local Service,  
prior Area Guidelines and concerned addicts.*

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# OASC Meeting Policies and Procedures

## **I. General Information**

- A. The name of this committee is the *Area Service Committee (ASC)* of the Owensboro Area of Narcotics Anonymous (**OASC**).
- B. The ASC will meet bi-monthly (even months) on the 2<sup>nd</sup> Friday of the month at 8:30pm in Owensboro, KY, at the pre-set location.
  - 1. An unscheduled or emergency meeting may be called if the following conditions are met:
    - i 50% or more of those ASC members feel it is necessary.
    - ii Verbal notice is given to ASC members 24 hours in advance.
    - iii The reason for the meeting is stated.
    - iv The meeting is limited to the reason that is stated.
- C. The purpose of the ASC meeting is to be supportive of its groups and committees. The primary purpose is linking together the groups within the area by helping groups and the growth of the fellowship of Narcotics Anonymous as a whole. Our service structure depends on the flow, integrity, and effectiveness of our communications.
- D. The ASC is, “ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs—and through them, in the area committee—for the necessary work to get done (see p. 46, *A Guide to Local Services (GTLS) Narcotics Anonymous World Services, 2002 Version (with 2020 Addenda)*). Herein, all subsequent citations to GTLS will refer to this edition only.”

## **II. General Participation**

### **A. Qualified voting members**

- 1. Only GSRs, Alternate GSRs (**GSR-A**), or Group Appointed Representatives (**GAR**), are qualified voting members.
  - a. In instances of a tie, the ASC Chair casts the deciding vote.
  - b. New groups and/or inactive groups carry a vote at their second consecutive ASC meeting.

### III. **OASC Meeting Format**

**CALL TO ORDER** at 8:30pm

Moment of silence followed by the **Serenity Prayer**

Read the **Twelve Traditions**

Read the **Twelve Concepts**

Read the **Service Prayer**

#### **Roll Call:**

- Chair
- Vice Chair
- Secretary
- Treasurer
- RCM
- RCMA
- Public Information / Public Relations
- H&I / Hospitals and Institutions
- Literature
- Activities
- Policy and Procedures
- Ad-Hoc Subcommittees(s)
- Home Groups - GSRs

#### **Home Group Roll Call:**

**APPROVAL** of last ASC meeting's minutes (additions and/or corrections are made now)

**Motion and Second to accept – All in favor? VOTE**

**Treasurer's Report Read, Motion and Second to accept – All in favor? VOTE**

#### **REPORTS**

- RCM
- RCMA
- Public Information / Public Relations
- H&I / Hospitals and Institutions
- Literature
- Activities
- Policy and Procedures
- Ad-Hoc Subcommittee(s)
- Home Group Reports:

#### **Optional Break**

#### **Old Business**

**New Business** – 1<sup>st</sup> item of new business is election of officers and committee chairs

#### **Issue Related Discussion**

#### **Close**

#### IV. Procedural Policies

- A. A Quorum** must be present to do business.
1. An **Official Quorum** is the total number of home groups present at that month's ASC / area meeting.
- B. Acceptance of minutes.** The Chair will ask for approval of the minutes from the previous bi-monthly ASC meeting.
1. *Minutes* are the official record of the ASC meeting. However, some portions of the minutes may require discussion if issue is taken with how those proceedings were reported.
  2. If there are no issues with the minutes,
    - a. A motion from the floor will be made to accept the minutes.
    - b. The motion is then seconded by a *qualified voting member*.
    - c. The motion is called to a vote.
    - d. By a show of hands, simple majority accepts the minutes.
  3. **If there are issues** with the minutes, these issues can be voiced by anyone in attendance.
    - a. If there is a debate regarding the requested changes, the chair will immediately cease the debate and call for a *Motion to Amend* the minutes.
    - b. The ASC Secretary is to note changes in the current month's ASC minutes.
- C. Elections:** Committee officers (Executive Committee officers and Subcommittee Chairs) are elected from the members of Narcotics Anonymous. Great care should be taken in this process. Clean time requirements, personal maturity, prior service and performance, experience in steps, traditions, and concepts should be of utmost consideration. Clean time will not be waived for Treasurer and Co-Treasurer. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants. All open positions will be announced 2 months prior to election for solicitation.
1. **Qualification for nomination**
    - a. Each nominee must be present to accept or decline the nomination.
    - b. An NA resume' will be submitted by the nominees for inclusion in the minutes.
  2. **Nominations:** The position open for election is announced.
    - a. Nominations open to the floor of the ASC are to be taken back to the home groups. The nominations are then voted on at the following ASC meeting, unless otherwise specified. Group input is welcome but not always necessary in electing some to a position.
    - b. In the event of ASC Chair, the Vice-Chair is automatically nominated.
    - c. In the event of RCM, the RCM-A is automatically nominated.
    - d. An explanation from the OASC Policy Guidelines and from the approved service manual may be read to establish each position's responsibilities.
    - e. The floor is opened to nominations and the Chair will accept nominations if the nomination is seconded by a qualified voting member of the ASC.
    - f. When there are two or more nominations, if no candidate receives a 2/3 majority, the following will be done:

#### IV. Procedural Polices (cont.)

- i The vote will be taken.
- ii The nominee with the least number of votes will be dropped.
- iii Another vote will be taken of the remaining of the remaining candidates until there are two nominees left.
- iv The nominee with a 2/3 majority of the vote is elected.

#### 3. **Closing Nominations**

- a. After accepting nominations from the floor, The Chair will ask **one time** if there are any further nominations.
- b. The Chair will ask **one time** if there is any further discussion regarding nominees.
  - i If no further discussion is called for, the Chair will ask for a motion to close nominations. If seconded by a qualified voting member, the motion to vote **ends all discussion** and calls the floor to vote for the nominee(s).
- c. If no further nominations are made, the Chair will ask for a motion to close nominations. If seconded by a qualified voting member, nominations are closed.

#### 4. **Voting**

- a. Voting is done by a show of hands.
- b. Election is based on a simple majority of the qualified voting members.

#### D. **Old Business:** When motions put before the committee at the previous ASC meeting have been tabled or referred, these motions are re-presented at the next ASC meeting. These motions are listed on the agenda.

- 1. Each motion is read in its entirety, including the reason why the motion is being re-presented.
- 2. The Chair opens the floor for discussion on the motion, which may include:
  - a. The presentation of pertinent information that was previously unavailable.
  - b. A *Motion to Amend* (see Appendix A, II.A, p. 15)
  - c. Referred recommendations

#### E. **New Business** is when new motions are considered, debated, and voted upon by the ASC. Motions are the vehicle by which the service structure institutes change, addresses many of the problems facing the area, and makes decisions regarding the general affairs of the different subcommittees of the area as a whole. There are two types of motions, a Main Motion (see Appendix E, p. 23) and a Parliamentary Motion (see Appendix E, p. 23).

##### 1. **Submitting Motions**

- a. Only GSRs or their equivalents and subcommittee chairs on behalf of their subcommittees may submit motions.
- b. All motions require a second by a qualified voting member, otherwise the motion automatically dies.
- c. All motions should be provided on the provided OASC Motion Form with the accompanying motion number (see Appendix B).

##### 2. **Presentation of Motions to the Committee**

- a. After calling New Business, the chair reads a single motion for consideration, in its entirety, including the *intent*, who presented and seconded the motion.

#### IV. Procedural Polices (cont.)

- b. The Chair may, at this time, rule that the motion is *Out of Order* along with an explanation for the ruling (see Appendix E, p. 23).
- c. If the motion is legitimate and in order, the Chair opens the floor for debate.
- d. For sake of expediting business, the Chair may limit discussion to 3 pros and 3 cons.

##### 3. **Voting**

- a. The Chair calls for a motion to vote.
  - I If call to vote is seconded by a qualified voting member, voting proceeds.
- b. Motions pass with a simple majority.
  - i Except in motions which require a 2/3 majority to pass.
  - ii Only yes or no votes count toward achieving a 2/3 majority, leaving all abstentions counting toward the prevailing side of the motion.

##### 4. **Alternate Disposition of Motions** (see Appendix A)

- a. Motion to **Table**
  - i Only a GSR can table a motion.
  - ii Prior to ending all discussion on said tabled motion, any member present can get clarification on the motion from the maker of the motion.
  - iii A majority of a 2/3 straw vote is required to overturn the tabling of that motion.
  - iv The tabled motion will then appear as old business at the next ASC meeting.

#### F. **Reports**

1. At the discretion of the chair, a brief time for discussion and questions may follow each report.
2. Should be as brief as possible, yet complete.
3. Should be written legibly or typed, read aloud, then submitted to the Secretary.

#### V. General Area Policies

##### A. **ASC Members and Officers: General Policies of Service**

###### 1. **Removal of ASC Members and Officers**

1. Any ASC officer is automatically removed from their position for an interruption of continuous clean time during their term of service.
2. When any member of the ASC misses two (2) consecutive meetings or fails to perform their duties, a form letter (Addendum B) will be sent (stating the reason for concern, an offer of assistance, and the procedure to follow if no reply) prior to the next ASC meeting. The person can make a rebuttal. Impeachment will be determined at the next ASC meeting.
3. 2/3 majority is required for impeachment to be carried out and will be done in accordance with the voting procedures outlined in the guidelines of the OASC.

###### 2. **Attendance**

1. **Executive officers** are required to attend the ASC meeting. If an officer is unable to attend an ASC meeting, the officer needs to make **every reasonable attempt** to contact the **Chair or Vice-Chair**, in a timely manner to inform them of the absence.

## V. General Area Polices (cont.)

i If any officer is logged with **two consecutive absences** without notification, the Vice-Chair will contact that officer to inform them that they may be removed from their position at the following ASC.

2. **Subcommittee Chairs** are subject to the rules outlined above, but may send a duly appointed representative (i.e., Subcommittee Vice-Chair or another subcommittee member) to the OASC; if this is done. If this is done the minutes will show the subcommittee chair was absent with notification.

### 1. **Filling Service Positions: Special Considerations**

a. In the event that an office cannot expediently be filled by election, the incumbent officer can be retained in a "Lame Duck" capacity for one month.

b. If an office has been vacated due to resignation or if an office has still not been filled after an incumbent's month of a "Lame Duck" position.

i The Vice-Chair may fill the position until the position can be filled by election.

ii The committee may, by group conscience; fill the position temporarily with a member of the committee (by straw vote).

### B. **New Groups**

1. GSRs, GSR-As, or GARs representing new groups are granted full rights and responsibilities of an established OASC group at their second consecutive ASC.

2. New groups wishing to be listed in the area printed meeting schedules will contact the appropriate Subcommittee's chair with all the pertinent information and will be listed immediately.

3. New groups may request any literature from OASC in the amount of \$50.00.

### C. **Re-activating Inactive Groups**

1. If a group returns to the ASC with sufficient representation, they will be counted as a qualifying voting member at their second consecutive ASC.

## VI. Amendments and Revisions to the ASC Policy

### A. **Rules of Order**

1. The OASC has adopted the short form of *Robert's Rules of Order* (see *GTLS* p. 104-111, and see *Appendix A*, p. 15-18) as the parliamentary guidelines for conducting the ASC meeting.

### B. Any proposed amendments to policy require a **2/3 majority** to pass.

1. If a Policy Motion passes, it will not go into effect until the next ASC meeting, unless specified to take effect by either:

a. The language in the formal motion that was presented to the ASC (or otherwise amended) and taken back to the groups (or)

b. Determined by a 2/3 majority straw vote.

### C. All amendments to policy **will be recorded in the policy log.**

D. If any policy changes have been made, a revised version will be submitted at the December ASC with the changes incorporated.



## VII. Policies for OASC Executive Committee

### A. General Information

1. The Executive Committee consists of Chair, Vice-Chair, Secretary, Treasurer, Regional Committee Member (RCM), Alternate Regional Committee Member (RCM-A) (see *GTLS* p. 47-50 for extended definitions).
  - a. All Executive Committee members must attend all ASC meetings.
  - b. All Executive Committee members serve a **one-year term**, except RCMs and RCM-As who serve **two-year terms**.
  - c. Executive Committee members **serve no more than two consecutive terms** in the same position, and it is recommended that they serve no more than one term.
  - d. An officer may resign by providing written notice to the chair.
    - i The resignation will be accepted no sooner than the following ASC meeting.

### B. Chair presides over the bi-monthly ASC meeting. It is suggested that a chair have at least two years clean time and a working knowledge of OASC Policy, NA Traditions and Concepts. The duties are:

1. Convene and call the meeting to order at the appropriate times providing each member in attendance with a copy of the agenda.
2. Recognize members or observers who are entitled to the floor.
3. State and put to vote all legitimate motions and announce the results of each vote.
4. When ASC votes result in a tie, cast the deciding vote.
5. Enforce the rules relating to debate, order, and decorum within the committee. respond to all inquiries from members relating to parliamentary procedure or factual information bearing on the business of the committee.
6. Expedite business in every way compatible with the rights of members and observers and decide all questions of order unless it is appropriate to refer the question to the committee for decision.
7. Authenticate by signature, when necessary, all acts, orders and proceedings of the ASC.
8. Is a signatory on the OASC ASC checking account.
9. Appoint ad-hoc committee chairs.
10. Conduct the meeting with impartiality, fairness, and without opinion.
11. Adjourn the meeting.

### C. Vice-Chair oversees the general welfare of all standing subcommittees and servers in the Chair's place in their absence. It is suggested that the Vice-Chair have at least one-year clean time and a working knowledge of OASC Policy, NA Traditions and Concepts. The duties are:

1. If any Executive Committee member is absent, temporarily serves in their position.
2. If any Executive Committee position is vacant, may fill the position until it can be filled by election; or the committee may, by group conscience, fill the position temporarily with a member of the committee (by straw vote).
3. Is a signatory on the OASC ASC checking account.
4. Coordinates the standing area subcommittees:

## **VII. Policies for OASC Executive Committee (cont.)**

5. Contact each subcommittee monthly to keep informed of projects and problems.
  6. Attend subcommittee meetings whenever possible.
  7. Find solutions when disputes arise within a subcommittee or between subcommittees.
  8. When a subcommittee notifies the ASC (at a scheduled ASC meeting) of problems relating to the designated functions of that subcommittee, attends that subcommittee's next scheduled meeting.
  9. In the absence of a standing Subcommittee Chair (i.e., due to completion of term, resignation, dismissal, etc.) attends that subcommittee's next scheduled meeting.
  10. Contact groups that have not been represented at two consecutive ASC meetings, prior to the next scheduled ASC meeting and bring back and present a report at the next scheduled ASC meeting regarding that group's welfare.
- D. Secretary** keeps accurate minutes of each ASC meeting and distributes minutes to each ASC member no later than 4 days following the ASC meeting. It is suggested that a Secretary have at least one-year clean time. The duties are:
1. Keep a record of proceedings of the ASC (i.e., keep on file all committee reports, motions presented to the committee (and the record of the disposition of those motions), and other reports pertaining to the business of the committee).
  2. Keep the official GSR and standing subcommittee roll and 'call roll' when required.
  3. Ensure that the ASC and all its related subcommittees are registered with the WSO.
  4. Update and furnish the ASC and all subcommittees with whatever documents are required for the performance of their duties.
  5. Send notice of all special meetings.
  6. Submit all records, information, and archives to the next Secretary.
    - a. Keep the area archives updated and orderly or, if there is an area archivist, work with the archivist for the organization of the archives.
  7. Submit a copy of OASC ASC bi-monthly meeting minutes to the WSO.
- E. Treasurer.** The ASC Treasurer is the custodian and single point of accountability for all OASC funds; therefore, all billing of the ASC must be directed to the Treasurer. It is suggested that the treasurer have at least five years clean time, steady employment, and a working knowledge of OASC Policy, NA Traditions and Concepts. The duties are:
1. Maintain the federal ID number required for OASC ASC checking account.
  2. Is a signatory on the OASC ASC checking account.
  3. Disburse funds as directed by the ASC.
    - a. Keep receipts for contributions and disbursements.
    - b. Disbursements made only if submitted in writing with a budget.
    - c. Disbursements will be made by check written directly to businesses or those providing services to the ASC.
      - i Except in special circumstances as approved by the ASC.
      - ii Any distribution over \$250.00 are to be written at the ASC meeting.
    - d. All members, groups, committees, and subcommittees utilizing or requesting funds are required to provide an itemized financial report including all receipts.

## **VII. Policies for OASC Executive Committee (cont.)**

- e. Budgeted disbursement requests from OASC ASC Subcommittees will not be allotted if all previous requests have not been covered by receipts.
    - i Budget items do not need to be voted on by the ASC unless the amount exceeds ASC funds available.
    - ii Any new expenditures need to be passed by the ASC with a **2/3 majority**.
  4. Submit a written report to the ASC bi-monthly including all financial gains and expenditures with details.
  5. Issue a receipt for all monetary transactions.
  6. Submit a written financial annual report at the end of each calendar year.
  7. Keep an archive of the past month's financial reports, receipts, and transactions.
  8. Maintain a prudent reserve of \$100.00.
  9. Send all regional donations with the RCM or RCM-A, 20% of all monthly income should be donated to the RSC.
  10. Allow an audit of ASC financial records:
    - a. When there is a change in treasurers.
    - b. Upon formal request from any committee member.
  11. Utilize formats outlines in the Treasurer's Handbook and any other forms deemed appropriate by the ASC.
  12. Collect all funds (either unused funds from committee budgets, money in excess of approved "seed money" funds enumerated in policy, or income from committee events) from the ASC subcommittees and handle them in the following ways:
    - a. Oversee and handle funds from all ASC sponsored events. Attend, or send a member of the Executive Committee, and all ASC sponsored events for the purpose of collecting funds.
    - b. Total and confirm all event proceeds and have the subcommittee chair initial it.
    - c. Deposit all funds into the OASC ASC checking account withing 24-48 hours of the event.
  13. Deposit all funds into the OASC ASC checking account withing 24-48 hours of the ASC.
  14. Responsible for the purchase of all literature for the ASC in the absence of the Literature Chair.
- F. Regional Committee Members (RCM and RCM-A)** should be elected in even and odd numbered years to always have experienced representatives. It is suggested that both officers have at least five years clean time, and a working knowledge of OASC Policy, NA Traditions and Concepts. Both officers' duties are:
1. Attend the Regional committee meetings and the yearly Regional assemblies.
  2. Represent the interests of the OASC ASC at the Regional Service Committee (RSC) meeting and carry the OASC's conscience to the RSC.
  3. Submit a written report to the RSC including (but not limited to):
    - a. OASC concerns and issues.
    - b. OASC activities (submitting accompanying fliers when available).
    - c. Amount of donations (if any) to the Region from OASC ASC.
  4. Submit a written report to the ASC with a copy of the report submitted to the RSC.
  5. Inform OASC of any and all Regional and World activities.

## VII. Policies for OASC Executive Committee (cont.)

6. Serve as the OASC Chair in the absence of the Chair or Vice-Chair.
7. RCM-A may serve on one or more of the ASC subcommittees, but not as chairperson.

## VIII. Policies for OASC Subcommittees

### A. General Information:

1. The ASC has created subcommittees to do the actual work in delivering its direct services and delegates sufficient authority to the subcommittees to exercise their best judgment in fulfilling their duties.
2. Since subcommittees ultimately answer to the ASC, subcommittees must have representation at each ASC.
3. Reports presented by subcommittees at ASC meetings are generalized summaries of the day-to-day details, debate(s) or questions. Issues not covered in those reports are best addressed at subcommittee meetings.
4. Committee members are encouraged to regularly attend subcommittee meetings for further information and should refrain from taking up time at the ASC meeting with issues that should be dealt with by the subcommittee.
5. The information compiled here is for the specific policies related to ASC's direction of standing subcommittees and for policies outlining the formation of ad-hoc subcommittees or new standing subcommittees. The WSO provides handbooks for most subcommittees, and it is recommended that further inquiry into the specific details of subcommittee procedures be directed to those resources.
  - a. The list of standing ASC subcommittees consists of Activities, Hospitals and Institutions (H&I), Literature, Policy and Procedures (P&P), Public Information (PI), and ad-hoc as appointed.
6. It is suggested that Subcommittee Chairs have at least one-year clean time.

**B. Activities** brings us together to celebrate our recovery in activities and furthers our knowledge of the various workings of the service structure through workshops. Although many of the activities bring in extra money to the area, fundraising **is never** to be the primary purpose of the Activities subcommittee. It is important that the ASC not become dependent on the cash flow generated by activities to supplement Seventh Tradition donations. Because Activities tends to generate funds for the area, extra care should be taken in handling these funds (see *VII*, p. 10). The duties are:

1. Chair bi-monthly subcommittee meetings.
  - a. Coordinate planning and management of all Activities subcommittee events.
  - b. Solicit ideas from NA members for future Activities subcommittee events.
2. Submit a written report to the ASC bi-monthly, including (but not limited to):
  - a. Itemized proposed expenditures for all pending activities.
  - b. Itemized expenses (with receipts) and income if any, resulting from prior Activities subcommittee events from the previous month.

## **IX. Policies for OASC Subcommittees (cont.)**

- C. H&I (Hospitals and Institutions)** conducts panels that carry the NA message who have no other way of hearing our message. Since the responsibilities of H&I and PI (Public Information) subcommittees often overlap, it is suggested that these subcommittees closely cooperate with one another. The duties are:
1. Oversee the coordination of panels at various facilities.
  2. Provide access to the various qualification protocols for addicts wishing to serve on panels in restricted facilities and assist in the processing of any paperwork necessary to those protocols.
  3. Schedule panels in all facilities, ensuring that every panel is sufficiently staffed and that the area's commitments in facilities have been honored.
  4. If it appears that the area cannot fulfill its current commitment in a particular facility (i.e., due to lack of participation by addicts, etc.), the H&I Chair will notify the ASC immediately. If the ASC cannot provide the H&I Chair with a definitive solution, the H&I Chair will contact the appropriate authority at that facility and make them aware that the area can no longer honor its commitment.
  5. Chair bi-monthly subcommittee meetings.
  6. Submit a written report to ASC bi-monthly including (but not limited to):
  7. Status of participation and function of obligations at each facility served by H&I.
  8. Recommendations and proposals for involvement in facilities not currently served by OASC.
  9. Any coordinated activities with PI (or other subcommittees).
  10. Itemized expenditures and receipts (with copy submitted to ASC Treasurer).
- D. Literature** maintains a stock of NA books and pamphlets (IPs) that can be purchased by local groups at the monthly ASC meeting. The duties are:
1. Order literature as requested within the needs of the area.
  2. Submit a written report to the ASC bi-monthly.
  3. Chair bi-monthly subcommittee meetings.
  4. Provide an annual audit to the ASC prior to the start of the next calendar year, with the change of Literature Subcommittee Chair, or upon request of the committee.
- E. P&P (Policy and Procedures)** subcommittee studies and reviews policy decisions made by the committee, ensuring that such decisions adhere to the principles outlined in the Traditions and Concepts. A P&P Chair **should be well-versed in Traditions, Concepts, as well as OASC Policy**. The P&P duties are:
1. Attend all OASC meetings in order to assist the ASC Chair in procedural or parliamentary questions.
  2. When questions of policy arise, or when that ASC seeks to change policy, or when the ASC has a questionable motion on the table:
    1. Examine the merits of the motion(s) at the preceding subcommittee meeting or ASC meeting and report back to ASC with findings.
  3. Submit a written report to the ASC bi-monthly.
  4. Chair bi-monthly subcommittee meetings.
  5. Thoroughly review OASC Policy Guidelines and any OASC approved handouts.
  6. Keep a log of any and all policy changes.

## VIII. Policies for OASC Subcommittees (cont.)

1. If any policy changes, a revised version will be submitted at the December ASC with said changes incorporated.

**F. PI/PR (Public Information / Public Relations)** informs addicts in the community of the availability of recovery in NA. The PR (Public Relations) Chair duties are:

1. Coordinate with H&I.
2. Oversee the coordination of presentations within the community.
3. Provide adequate training to volunteers who will participate in any PI presentations.
4. Provide a single point of contact and representation when scheduling presentations.
5. Ensure that Traditions are upheld in all contacts with the community.
6. Chair bi-monthly subcommittee meetings.
7. Submit a written report to the ASC bi-monthly, including (but not limited to):
  1. Status of participation and function of presentations made by PI.
  2. Recommendations and proposals of new community contacts.
8. Any coordinated activities with H&I (or other subcommittees).
9. Itemized expenditures with receipts (with copy submitted to ASC Treasurer).
10. Provide the area and group representatives with updated area meeting schedules.

**G. Ad-hoc subcommittees** are set up for specific purposes or special projects that do not fit into any standing subcommittee's existing description. Once the ASC determines that a situation requires an ad-hoc subcommittee, that subcommittee will function as any other subcommittee exercising whatever authority it has to achieve its objectives. Ad-hoc subcommittee(s) will report to the ASC in writing with their progress and provide an itemized accounting for resources (with receipts) that have been allocated to it. However, Ad-hoc subcommittees are short-lived and function within a limited timeframe. A proposal for an Ad-hoc subcommittee requires:

1. Submit and clearly present a motion during New Business, to include:
  1. Clearly specified objectives.
  2. What authority and resources will be given to the committee.
  3. A target date by which the Ad-hoc subcommittee will complete its task.
2. If the ASC passes the motion, by a simple majority, the ASC Chair will:
  1. Appoint the Ad-hoc subcommittee Chair, leaving them to appoint members at a later date.
3. If it is apparent that the Ad-hoc subcommittee has accomplished its task but has not presented a motion for its dissolution, the ASC Chair may make a motion to dissolve the Ad-hoc subcommittee after it has delivered its final report. The Ad-hoc subcommittee will then be dissolved with a simple majority vote.

## **Appendix A.**

### **Robert's Rules of Order (Revised Version)**

*(See GTLS p. 104-111)*

#### **I. DECORUM STATEMENT**

- A. 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.
- B. 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.
- C. 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.

**II. 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.

#### **A. Motion to AMEND.**

- 1. **SIMPLE majority required.**
- 2. **Is DEBATABLE.**
  - a. 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).
  - b. 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

## **Appendix A. – Robert’s Rules of Order (cont.)**

### **B. Offering a SUBSTITUTE MOTION.**

1. **SIMPLE majority required.**
2. **Is DEBATABLE.**
  - a. 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.

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

1. **TWO-THIRDS majority required.**
2. **Is NOT DEBATABLE.**
  - a. 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.
  - b. However, 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.

### **D. Motion to TABLE.**

1. **SIMPLE majority required.**
2. **Is NOT DEBATABLE.**
  - a. 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.

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

1. **SIMPLE majority required.**
2. **Is NOT DEBATABLE.**
  - a. 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



## **Appendix A – Robert’s Rules of Order (cont.)**

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.

### **F. Motion to REFER.**

#### **1. SIMPLE majority required.**

#### **2. Is DEBATABLE.**

- a. 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.
- b. 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 ASC meeting.

### **G. Request to WITHDRAW A MOTION.**

#### **1. UNANIMOUS CONSENT required.**

#### **2. Is NOT DEBATABLE.**

- a. 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.

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

#### **1. MAJORITY required varies.**

#### **2. Is DEBATABLE.**

- a. 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 (if the first three are not met the Chair rules the motion Out of Order):
  - i. The motion must have been passed in either the last or the current meeting.
  - ii. The member making the motion must have information on the issue that was not available in the original debate on the motion.
  - iii. The member must have been with the winning side in the original vote.
- b. The motion to reconsider requires a **simple majority**.
- c. 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.
  - i. If prior notice is not given, the motion to rescind requires a **two-thirds majority**.

## **Appendix A – Robert’s Rules of Order (cont.)**

**III. 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:

### **A. Order of the Day**

1. 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.

### **B. Point of Order**

1. 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.

### **C. Point of Information**

1. 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.

### **D. Point of Appeal**

1. 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.

### **E. Parliamentary Inquiry**

1. 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

## **Appendix A. – Robert’s Rules of Order (cont.)**

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.

### **F. Point of Personal Privilege**

1. Ex.: if there is too much noise in the room (etc.), 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.

### **G. Division of Assembly**

1. If a member feels that the vote just taken was incorrect, the member may call for a “Division of Assembly,” but only if no other business has begun. If a division is called, the chair will have the members revote. A member also has the right to change their vote if they choose but only if the vote is not by ballot.

These are only brief notes on the rules of order for business meetings. For further information, see *Robert’s Rules of Order – Newly Revised (GTLS p. 104-111)*

**Appendix B**

**Form Letter**

Dear \_\_\_\_\_,

The Owensboro Area Service Committee of Narcotics Anonymous has conducted an audit of our financial records and the results show misappropriation of funds that were entrusted to your care. Your presence is being requested at a meeting on \_\_\_\_\_ at \_\_\_\_\_ o'clock, to further discuss this matter.

Please make every effort to attend this meeting. If you choose not to attend this meeting, we will be forced to take further actions to rectify this situation.

Sincerely,

Owensboro Area Service Committee of Narcotics Anonymous

**Appendix C**

**LETTER OF CONCERN**

Dear \_\_\_\_\_,

The Owensboro Area Service Committee of Narcotics Anonymous would like to express concern about your participation at Area. You have not had representation at the last \_\_\_\_ meetings.

Is there any way we can better serve you? Is there anything we can do to extend a helping hand? We love you and are concerned, please let us know if there is anything that we can do.

Again, if we can better serve you in any way in your service position, please let us know.

With hope and encouragement,

Owensboro Area Service Committee of Narcotics Anonymous

**Appendix D**

**MOTION FORM**

Motion Number #: \_\_\_\_\_

\_\_\_\_\_ makes a motion to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Second

INTENT:

\_\_\_\_\_

\_\_\_\_\_ Second

Vote:

Disposition of Motion: \_\_\_\_\_ Passes \_\_\_\_\_ Fails

**Appendix E**

**Narcotics Anonymous Service Resume'**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position (desired): \_\_\_\_\_

Your Clean Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position Clean Time Requirement: \_\_\_\_\_

Please list all of your group, area, regional, and subcommittee experience that you deem relevant to the position that you seek.

Please list all of your NA service position experience within the past five years and the approximate dates of service.

What resources (skills, talents, qualities) can you bring to the service position?

What life experiences do you have that you believe will be helpful in performance of your duties?

What other information do you want to be considered in your application for this position?

**Appendix F****OASC Parliamentary Rules of Order**

<b><u>Motion</u></b>	<b>2<sup>nd</sup> Required</b>	<b><u>Amendable</u></b>	<b><u>Voting Requirements</u></b>
Main Motion	Yes	Yes	2/3 majority
Amend	Yes	No	2/3 majority
Refer to Committee	Yes	Yes	2/3 majority
Refer to Group	Yes	Yes	2/3 majority
Call to Vote	Yes	No	2/3 majority
Table	Yes	No	2/3 majority
Recess	Yes	No	2/3 majority
Adjourn	Yes	No	2/3 majority
Point of Order	No	No	None
Appeal Chair Decision	Yes	No	2/3 majority
Suspend the Rules	Yes	Yes	2/3 majority
Point of Information	No	No	None
Point of Personal Privilege	No	No	None
Reconsider	Yes	No	2/3 majority
Take from the Table	Yes	No	2/3 majority

## Appendix G

### GLOSSARY OF TERMS

**Ad-hoc subcommittee:** A committee that is selected to carry out a specific task and is dissolved once that task is complete.

**Agenda:** The list of items and business to be dealt with during an ASC meeting – including Old Business, New Business, Elections, Sharing Sessions, and all other items the committee has decided to address during the meeting.

**Amendment:** To modify a motion that is being considered by the committee so that it will more satisfactorily express the will of the voting members; accomplished by adding something to or striking something from the original motion thus changing the original content of the motion. If the author of the motion agrees to the amendment, the motion is a “friendly amendment” and requires no vote. If the author of the motion disagrees with the amendment, the ASC Chair will call for a vote, a show of hands, to amend the original motion and the amendment is added with a simple majority. A motion of Area Policy by adding, subtracting, or changing the language of current standing policy; all amendments to policy require a 2/3 majority to pass.

**Approval of Minutes:** Formal acceptance, by qualified voting members of the ASC, of the Secretary’s record of the ASC meeting thus making the record the official minutes of the ASC.

**Archives:** The collection of records for the ASC, including ASC minutes, motion forms, group, committee, and subcommittee reports and all other documents regarding the area. The archives are the written history of the OASC and, as such, great care should be taken to keep them updated, organized and comprehensive.

**Audit:** The collection of records, documents, accounts or statements to determine the accuracy and/or discrepancies for the purpose of correcting or verifying information contained therein.

**Floor:** Strictly defined, the main body (i.e., The qualified voting members and all executive committee and subcommittee officers) of the assembly. Ex.: When a member receives formal recognition from the Chair, that member *has the floor* and is the only member entitled to make a motion or speak. Ex.: When a motion (main motion or parliamentary motion) is being considered by the committee by announcement by the Chair, discussion and debate of the motion *on the floor* is restricted to that motion.

**Inactive group:** A group that has not had representation for three consecutive ASC meetings.

**Intent:** Explanation for the reason or rationale behind the question or presentation of a main motion.

**Main motion:** A formal proposal presented to the committee for some action to be taken by the Area or for change in Area policy, to be considered by the qualified voting members of the ASC.

**Misappropriation:** ASC, subcommittee or group funds used without prior approval from the ASC as a whole, the subcommittee or group and/or without a receipt.

**Out of order:** An action, motion or other procedure that violates standing policy, Traditions or Concepts or is inappropriate to the agenda at a particular moment.



## **Appendix G – GLOSSARY OF TERMS (cont.)**

**Parliamentary Motion:** A motion (or motions) made during debate on a *main motion* that effects the motion in some way.

**Policy log:** A record of all changes to policy not reflected in a current edition of the ASC policy handbook. All amendments to policy are kept in the policy log (maintained by the policy and procedures chair) so that the ASC can follow all changes to policy.

**Prudent Reserve:** A predetermined amount of ASC funds set aside only to be used if there are no other funds available for the operation of ASC's basic needs.

**Quorum:** Total number of qualified members needed to be present to conduct committee business;

**OASC Quorum:** Total number of home groups present at that month's ASC area meeting.

**Simple Majority:** One more than half of the voting members present.

**Table (Motion to Table):** To set a motion aside until the committee decides to resume consideration of the motion.

## **Appendix H**

### **OASC Hospitals and Institutions (H&I) Subcommittee Guidelines**

#### **1. Purpose:**

The H&I subcommittee of the OASC is a group of men and women from the fellowship of Narcotics Anonymous who believe in the concept “to assure no addict seeking recovery need die without having had a chance to find a better way of life, from this day forward may we provide the necessary services.”

This concept should always be our primary purpose so that addicts who are housed in a correctional institution, treatment facility, hospital, recovery home, etc., Narcotics Anonymous will be there.

This committee shall be autonomous, but as a subcommittee of the OASC, we shall maintain active liaison and the spirit of cooperation with that committee.

#### **2. Function:**

- a. Communication and disbursement of all information to and from all H&I meetings through their general chairpersons.
- b. Distribution of NA literature to the general chairs.
- c. Conducts monthly business meetings.
- d. Provide H&I chairperson or vice-chair for participation in the regional H&I service committee meeting.
- e. Coordinate the development of any new or existing H&I meetings.
- f. Elections of general chairpersons to communicate with the facilities.
- g. In cooperation with public information (PI), makes all initial contacts with the facilities.
- h. Conducts workshops and orientations on relevant topics.
- i. Is responsible for all H&I oriented service with the area.

#### **H&I Subcommittee Meeting Format:**

- a. Moment of silence
- b. Opening prayer (service prayer)
- c. Twelve Traditions
- d. Twelve Concepts
- e. Service Prayer
- f. Take attendance
- g. Read previous minutes
- h. Report of budget expenditures including literature disbursements (w/cost(s))
- i. General chairs’ reports
- j. Old Business
- k. New Business – 1<sup>st</sup> item of new business is election of officers
- l. Schedule next committee meeting
- m. Closing prayer

## **Appendix H – OASC H&I Subcommittee Guidelines (cont.)**

### **Responsibilities / requirements of area H&I officers:**

#### **Chairperson:**

1. One year minimum continuous clean time.
2. Three months involvement in H&I within the previous year as follows: Attendance at two consecutive H&I business meetings and have served at least one full month on an H&I panel.
3. Length of service commitment is one year.
4. Keeps order in the meeting.
5. Keeps discussion on topic.
6. Prepares agenda for each committee meeting.
7. Ensures that the Traditions are upheld in all meetings.
8. Maintains a network of communications between the H&I committee and the ASC, including giving a monthly report to the ASC and the RSC.
9. Attends each meeting of the regional H&I committee.
10. Works with the general chairperson(s) to draft all correspondence to facilities served by the committee.
11. Maintains access to meeting referral information for the rest of the fellowship that the general chairperson(s) can refer those leaving the H&I setting to another area to a meeting or helpline phone number.

#### **Vice-chairperson:**

1. Minimum continuous clean time of six months.
2. Three months involvement in H&I within the previous year.
3. Nominated and voted in by H&I committee.
4. Length of service commitment is one year.
5. Helps chairperson keep meetings orderly.
6. Acts as chairperson in case of the absence of the chairperson or vacancy of chairperson until confirmed by ASC.
7. May have other responsibilities.

#### **Secretary:**

1. Minimum continuous clean time of six months.
2. Three months involvement in H&I within the previous year.
3. Length of service commitment is one year.
4. Nominated and voted in by H&I committee.
5. Takes accurate meeting minutes at each monthly meeting and distributes them to committee members prior to the next meeting.
6. Keeps an updated list of volunteer members who would like to participate and/or continue to participate in H&I (including clean dates and contact info).
7. Maintains an ongoing file of all correspondence and minutes.
8. May have other responsibilities.

## **Appendix H – OASC H&I Subcommittee Guidelines (cont.)**

### **General Chairperson:**

1. Minimum continuous clean time of six months.
2. Three months involvement in H&I within the previous year.
3. Nominated and voted in by the H&I committee.
4. Responsible for one facility at a time.
5. Acts as a liaison between the facility and the H&I committee.
6. Is responsible for seeing that meetings are conducted in accordance with H&I guidelines and those of the facility.
7. Is responsible for a written report on the meeting and the facility to be submitted to the H&I vice-chair prior to the business meeting.
8. Is responsible for literature inventory and disbursement to the facility ensuring that the H&I meeting is conducted as scheduled.
9. Keeps monthly record of literature on distribution sheets to be attached to the monthly written report.

### **Panel Orientation:**

1. Issue a volunteer copy of H&I guidelines.
2. The silent observation of two H&I panel meetings contingent on approval from the general chairperson of the facility where the H&I meeting is being held.
3. Demonstrate an interest through regular attendance and participation at the monthly H&I business meeting.
4. Provide name, clean date and contact info for the secretary's volunteer list.
5. Agree to comply with the H&I guidelines stated herein.
6. Acquaint and supply volunteers with "Dos and Don'ts."

### **H&I General Information:**

1. Any member of the H&I subcommittee is automatically disqualified from further H&I activities upon relapse. They may become eligible again when he/she can conform to the clean time requirement herein. Being clean, for the purpose of this subcommittee, can be qualified as freedom from any mood changing or mind-altering chemicals.
2. Any member not conforming to these guidelines or any other which might be later added, or who refuse to abide by the rules and regulations of the facility being served shall automatically be relieved of any H&I assignment previously granted.
3. All H&I meetings shall be conducted by a general chairperson specifically elected by the subcommittee. He/she must also be approved and acceptable by the facility being served.
4. No H&I member will involve his/herself with any activity at any facility being served by this subcommittee which could result in damage or possible conflict with an inmate and/or patient, or the subcommittee's ability to carry the NA message inside the facility.
5. (For this same reason) no H&I member will interfere with or use influence with any facility, hospital, judge, doctor, probation or parole officer, guard, etc. Nor will he/she make any comments or promises regarding ex.: employment, parole, probation, or medical problems.
6. H&I – we only carry the message of NA recovery through our spiritual principles.
7. Length of clean time requirements of each facility is to be rigidly upheld by all general chairpersons, panel members and speakers.

## **Appendix H – OASC H&I Subcommittee Guidelines (cont.)**

(H&I Gen Info (cont.))

8. NA case histories, life stories, NA principles or general information are to be the main topics of any H&I meeting conducted within all facilities served by this subcommittee. All speakers, general chairpersons, and panel members must strictly comply with regulations confining general tasks solely to the language and principles of NA.
  - a. Excessive use of vile, profane, or filthy stories is prohibited. All speakers, general chairpersons and panel members must be made aware of this regulation and include such information in the orientation of new panel members.
  - b. Nothing will be given to or taken from an inmate and /or patient including messages.
  - c. Any member of this subcommittee on probation or parole will be allowed to participate with specific clearance from authorities – when requested.
  - d. General chairperson(s) will be responsible for the conduct of any speakers taken into the facility.
  - e. These guidelines will be furnished to each H&I subcommittee so they will be aware of their responsibilities.
  - f. Failure to comply with these guidelines will be sufficient grounds for review of membership in the H&I subcommittee.
9. Any subcommittee member having two absences in six months is subject to review for possible dismissal.
10. In the event that a speaker or panel member is unable to attend a designated H&I meeting, the general chairperson is responsible for finding a replacement from the approved volunteer list.
11. Any change in policy, or addition to policy, requires a 2/3 vote.
12. Dismissal of office or commitment requires a 2/3 vote.
13. A quorum is required on all policy changes or dismissal. The quorum will consist of at least five members in an elected service position (chair can only vote as a tie breaker).
14. All H&I meetings are closed to outside participation. NA members from the outside of the H&I subcommittee should only attend an H&I meeting when invited by the general chairperson.
15. All H&I meetings are under the auspice of the OASC H&I subcommittee and will be conducted as panel or speaker meetings.
16. These policies and guidelines supersede any previous guidelines.

### **Format for H&I Meetings**

1. Introduce yourself and welcome everyone to the meeting.
2. Moment of silence and the Serenity Prayer.
3. Invite all attending their first NA meeting to give their first name.
4. Brief explanation: This meeting is intended to introduce you to some of the basics of the NA program. This is a program of complete abstinence from all drugs. You are a member when you say you are. The only requirement for membership is the desire to stop using. This is an anonymous program. Please respect the sharing of fellow members and hold all questions or comments until the end of the meeting.

## **Appendix H – OASC H&I Subcommittee Guidelines (cont.)**

(H&I Meeting Format (cont.))

5. Readings: Who, What, Why, How and the Traditions.
6. Meeting format: Panel or Speaker
7. Question and answer time or for comments (from inmates, patients or clients).
8. Announcements
9. Close in a circle (if the facility allows).

### **Dos and Don'ts for H&I members and volunteers:**

#### **DO**

- Make meeting schedules available to clients.
- Follow facility rules.
- Follow meeting start and end time(s).
- Obey the dress code.
- Try to get clients involved (readings).
- Use NA language and emphasize NA recovery (addict, clean, recovery, sponsorship, home group, NA steps, 90 in 90).
- Follow H&I guidelines.

#### **DON'T**

- Pass the basket.
- Break another person's anonymity or his/her story.
- Debate any issues involving facility rules,
- Correct client's language involving recovery
- Comment on the methods of treatment centers' program(s) or other fellowships.
- Debate the methods of treatment centers' program(s) or other fellowships.
- Tell too many war stories.
- Debate which drugs are acceptable.
- Carry excessive cash or wear expensive or flashy jewelry.
- Show favoritism to any client.
- Carry in contraband, ex.: cigarettes or weapons

### **Dos and Don'ts for Correctional Facilities:**

#### **DO**

- Follow all security regulations and let staff always know of your whereabouts.

#### **DON'T**

- Give or accept gifts.
- Carry letters or deliver messages in or out of the facility.
- Give inmates money or contraband.
- Give anyone your personal address or phone number.
- Take a volunteer member who has friends or family in the facility.

## Appendix I

### OASC Public Information (PI/PR) Public Relations Subcommittee Guidelines

#### **1. PURPOSE:**

The purpose of the public information / public relations subcommittee is to inform the public that NA exists and offers recovery from the disease of addiction by opening and maintaining lines of communication. It offers information about how and where to find narcotics Anonymous and what we are. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

#### **2. FUNCTION:**

The basic function of the public information / public relations (PI / PR) subcommittee is to open and maintain lines of communication between NA, the public / community, the ASC, RSC, WSC and WSO.

#### **3. RESPONSIBILITIES:**

- a. To act as the resource and coordination body for area public information /public relations efforts.
- b. To maintain a close working relationship with the H&I subcommittee there by ensuring that all requests for information are referred to and carried out by the appropriate PI/PR or H&I representative in accordance with the Twelve Traditions and Twelve Concepts.
- c. To respond to all requests for information in a timely and effective matter.
- d. To be sure all requests are handled at the appropriate level of service. Remember our Ninth Tradition states that, "service boards and committees are directly responsible to those they serve," and our Fifth Concept states, "For each responsibility assigned to the service structure a single point of decision and accountability should be clearly defined."
- e. To maintain close communication with the RSC and the WSC, utilizing their resources and providing assistance as required.
- f. To refer any public information request which s outside the jurisdiction of the OASC to the appropriate area committee
- g. To report all action of this subcommittee in a written report on a regular basis to the OASC monthly meetings.
- h. To contact one member from each home group and request that a home group member represent that group at all PI subcommittee meetings.
- i. To refer any public information request which s outside the jurisdiction of the OASC to the

## **Appendix I – OASC Public Information (PI/PR) Public Relations Subcommittee Guidelines (cont.)**

### **4. PI/PR TASK GROUPS:**

To accomplish the above-named functions and responsibilities the PI subcommittee shall assign members to develop and maintain the following task groups. These task groups are encouraged to develop and maintain their own guidelines and keep written records of all activities. Also, when public information subcommittee meetings are scheduled, all these task groups shall work together in unison to ensure we attract in the proper way.

#### **A. Community Awareness Task Group:**

1. Develop and maintain speaker pools.
2. Develop and maintain a master mailing list of influential individuals who could refer addicts to NA.
3. Develop information kits to be distributed through the USPS mail on an as needed basis.
4. Be responsible for any community meeting the PI subcommittee elects to sponsor.

#### **B. Media Task Group:**

1. Develop and maintain a media contact list, including any media agency and their contacts which are available in the fields of electronic and printed mass media (i.e., Radio, TV, newspapers, Internet).
2. Develop and maintain written press releases and/or press kits.
3. Prepare, maintain and store written and/or taped messages for the media.
4. Contact all media sources on a regular basis to ensure that their agencies publicize our message.
5. Develop and maintain material for posting in the community.

### **5. PI/PR MEETINGS:**

The OASC public information subcommittee should meet bi-monthly, with time, date and location announced each month within the fellowship, encouraging all members to attend. The PI subcommittee may elect to have more frequent meetings as needed in order to maintain its function and responsibilities.

### **6. PI/PR MEMBERSHIP:**

Subcommittee chairperson, vice-chairperson, secretary and interested members of the area – members of this subcommittee are active voting members.

### **7. Responsibilities / requirements of area PI/PR officers:**

#### **a. Chairperson: see previous requirements (elected to ASC).**

1. Minimum one-year continuous clean time.
2. One year service commitment.
3. Prepare a written report for every ASC bi-monthly meeting.

#### **b. Vice-chairperson:**

1. Minimum six months continuous clean time.
2. One year service commitment.
3. Prior PI/PR subcommittee service experience.
4. Ability to assume responsibility in the PI chairperson's absence.
5. To work with and assist in all duties of the PI subcommittee.
6. Carry out responsibilities delegated by the chair and/or subcommittee.



## **Appendix I – OASC Public Information (PI/PR) Public Relations Subcommittee Guidelines (cont.)**

### **c. Secretary:**

1. Minimum six months continuous clean time.
2. Ability to develop written materials in a clear concise manner. Computer and IT skills are highly desired.
3. Record minutes of each PI/PR subcommittee meeting.
4. Handles correspondence as directed by the chair.
5. Notify all members of the subcommittee of upcoming meetings.
6. Prepare accurate set of minutes and distribute to the subcommittee chair and vice-chair within ten days of the regularly scheduled subcommittee meetings.

### **d. Active Voting Member:**

1. Minimum six months continuous clean time.
2. Willing to fulfill commitments and delegated responsibilities.
3. Attend PI/PR subcommittee meetings

## **8. PI/PR Voting Procedures:**

- a. Motions may be made and seconded by subcommittee Active Voting Members.
- b. Voting shall be done by a show of hands – majority vote.
- c. A quorum shall consist of active voting members present.

## **9. Public Information (PI/PR) Public Relations Subcommittee Meeting Format:**

- Open with a moment of silence and the serenity Prayer.
- Twelve Traditions
- Twelve Concepts
- Service Prayer
- Read the PI statement of purpose.
- Attendance
- Minutes (of previous meeting)
- Announcements
- PI/PR Task Committee reports
- Old Business
- New Business
- Discussion and input
- Schedule the next meeting date
- Close – Motion to adjourn.

## **Appendix J**

### **OASC Activities Subcommittee Guidelines**

**1. PURPOSE:**

To plan and host activities that provide an atmosphere of recovery, promote unity within our area, throughout our region and the fellowship as a whole.

**2. FUNCTION:**

To aid the area in raising funds that will help carry the message of NA. This subcommittee will meetings to ensure our purpose is being carried out.

**3. ACTIVITIES SUBCOMMITTEE MEMBERSHIP:**

Subcommittee chairperson, vice-chairperson, treasurer, secretary and interested members of the area – members of this subcommittee are active voting members.

**4. Responsibilities / requirements of area Activities officers:**

**a. Chair:**

1. One year of service as activity's vice-chair or prior experience in activities subcommittee.
2. Chair the regularly scheduled meeting(s).
3. Prepare a written report for and be the voice of the activities subcommittee at ASC monthly meetings.
4. Minimum one-year continuous clean time requirement.
5. One year service commitment.
6. Be the primary point of contact for all Activities Subcommittee activities.
7. Be a signer to the activity subcommittee checking account.

**b. Vice-chairperson:**

1. To act as chair in the chairperson's absence.
2. Learn the chairperson's responsibilities so upon the completion of the chair's service commitment the vice-chair takes the chair position (without motion to oppose).
3. Minimum three months continuous activity subcommittee service experience.
4. Minimum six months continuous clean time requirement.
5. Two-year service commitment.

**c. Treasurer:**

1. Keep accurate totals of all monies entrusted and manage funds responsibly.
2. Submit a written report at each subcommittee meeting.
3. Minimum two-year continuous clean time requirement.
4. Be a signer to activities checking account.

**d. Secretary:**

1. Keep accurate meeting minutes, distribute them to the chair and vice-chair within ten days of subcommittee meeting(s), and make them available to any interested subcommittee members.
2. Minimum six-month continuous clean time requirement.
3. Be a signer on the activities checking account.

## **Appendix J – OASC Activities Subcommittee Guidelines (cont.)**

### **5. VOTING AND MOTION(S) PROCEDURE:**

- a. All members of this subcommittee have full voting privileges, except for the chair, and the ability to make motions.
- b. The chair only votes in the event of a tie.

### **6. Election of Officers:**

- a. Election of the executive committee officers, other than the chair, are nominated and simple majority vote by the subcommittee.
- b. The chair should be replaced by the vice-chair at the end of their term unless this transition is opposed by a motion of opposition – if approved requiring a new vote for chair.

### **7. REMOVAL FROM OFFICE:**

Removal from office will occur upon relapse, written resignation, misappropriation of funds or missing three consecutive meetings.

### **8. MEETING FORMAT:**

- Open with a moment of silence and the Serenity Prayer.
- Twelve Traditions
- Twelve Concepts
- Service Prayer
- Read the statement of purpose.
- Attendance
- Minutes from previous meeting.
- Old Business
- New Business
- Discussion and input
- Schedule the next meeting date
- Close – motion to adjourn.

## **Appendix K**

### **OASC IT/Information Technology Ad-Hoc Subcommittee Guidelines**

1. **Purpose:** To build and maintain the Owensboro Area of NA Internet Site ([www.naowensboro.org](http://www.naowensboro.org)) and Social Media account(s) (ex.: Facebook, Twitter) to carry the message of NA and provide an online presence for the Owensboro area of NA.
2. **Function:** To further Owensboro Area of NA's mission to carry the message of NA in an online presence, provide NA activities, events announcements and online calendar, area NA meeting schedule(s) and area NA group contacts (GSRs) and an NA resource for members and the community.
3. **IT Ad-Hoc Committee Membership:** Chairperson, vice-chairperson, treasurer, secretary, internet site administrator, social media administrator, and interested members of the area – members of this subcommittee are active voting members.

### **Responsibilities / requirements of IT Ad-Hoc Committee Officers:**

#### **Chairperson**

1. One year of service at the area level preferred.
2. Minimum one-year continuous clean time requirement.
3. One year service commitment.
4. Chair scheduled committee meeting(s).
5. Maintain regular communications with committee members (group chat, email, text, and phone).
6. Prepare a written report for and be the voice of the IT Ad-Hoc Committee at OASC monthly meetings.
7. Be the primary point of contact for IT Ad-Hoc Committee.

#### **Vice-Chairperson**

1. Six months of service at the area level preferred.
2. Minimum three months continuous IT Ad-Hoc Committee service experience.
3. Minimum one-year continuous clean time requirement.
4. To act as chair in the chairperson's absence.
5. Learn the chairperson's responsibilities so upon the completion of the chair's service commitment the vice-chair takes the chair position (without motion to oppose).
6. Two-year service commitment.
7. To act as chair in the chairperson's absence.
8. Minimum one-year continuous clean time requirement.

#### **Treasurer**

1. Six months of service at the area level preferred.
2. Minimum three months continuous IT Ad-Hoc Committee service experience.

## **Appendix K – OASC IT Ad-Hoc Subcommittee Guidelines (cont.)**

(Treasurer (cont.))

3. Minimum one-year continuous clean time requirement.
4. Keep accurate totals of all monies entrusted and manage funds responsibly.
5. Provide payments for internet site builder (WordPress) and internet host (TMD Hosting) tri-annually and annual domain registration.
6. Submit a written report at each subcommittee meeting.

### **Secretary**

1. Six months of service at the area level preferred.
2. Minimum three months continuous IT Ad-Hoc Committee service experience.
3. Minimum six months continuous clean time requirement.
4. Provide and archive NA announcements, events, flyers, and any other pertinent information to be posted on the site and/or social media.
5. Keep accurate meeting minutes, distribute them to the chair and vice-chair within ten days of subcommittee meeting(s), and make them available to any interested subcommittee members.

### **Internet Site Administrator**

1. Six months of service at the area level preferred.
2. Minimum three months continuous IT Ad-Hoc Committee service experience.
3. Minimum one-year continuous clean time requirement.
4. A working knowledge of internet site building and maintenance.
5. Build, maintain and regularly update a user friendly – Owensboro Area of NA internet site.
6. Regularly update the site Online Calendar (activities, events, flyers, OASC meetings, etc.).
7. Update and maintain the area Online Meeting Schedule (BMLT) and area NA group contacts – GSRS.
8. Respond to communications and questions from the Contact Us online form via the [naowensboro@gmail.com](mailto:naowensboro@gmail.com) account.
9. Maintain and update the online OASC archives.
10. Respect NA members anonymity in any posts unless otherwise approved.
11. The Internet Site Administrator will provide internet site builder and host site login credentials and password(s) to two approved IT committee members to be used in the event of the internet site administrator's absence.
12. Implement approved updates and changes to the internet site.

### **Social Media Administrator**

1. Six months of service at the area level preferred.
2. Minimum three months continuous IT Committee service experience.

## **Appendix K – OASC IT Ad-Hoc Subcommittee Guidelines (cont.)**

(Social Media Admin. (cont.)

3. Minimum one-year continuous clean time requirement.
4. A working knowledge of utilizing social media accounts to provide info for businesses, non-profits, etc. (best practices) to the community at large.
5. Build, maintain and regularly update user friendly – Owensboro Area of NA social media account(s) ex: Facebook, Twitter, Google Business
6. All social media accounts include a link to the Owensboro Area of NA internet site.
7. Respond to communications and questions from all comments on posts in a positive light and/or questions via Contact Us formats.
8. Include a current .PDF and/or of the Owensboro Area of NA Meeting Schedule in photos and posts
9. Respect NA members anonymity in any posts unless otherwise approved.
10. Social Media Administrator will provide all social media account(s) login credentials and password(s) to two approved IT committee members to be used in the event of the social media administrator's absence.
11. Implement approved updates and changes to social media account(s).

### **Voting and Motions Procedure**

1. All members of this committee have full voting privileges, except for the chair, and the ability to make motions.
2. The chair only votes in the event of a tie.

#### **a. Election of Officers**

1. Election of officers, other than the chair, are nominated and simple majority vote of the committee.
2. The chair should be replaced by the vice-chair at the end of their term unless this transition is opposed by a motion of opposition – if approved requiring a new vote for chair.

#### **b. Removal from Office**

Removal from office will occur upon relapse, written resignation, misappropriation of funds or missing three consecutive meetings.

## **Appendix K – OASC IT Ad-Hoc Subcommittee Guidelines (cont.)**

### **IT Ad-Hoc Committee Meeting Format**

- Open with a moment of silence and the Serenity Prayer.
- Twelve Traditions
- Twelve Concepts
- Service Prayer
- Read the statement of purpose.
- Attendance
- Minutes from previous meeting.
- Officers' Reports
- Internet Site Administrator's Report
- Social Media Administrator's Report
- Old Business
- New Business
- Discussion and input
- Schedule the next meeting date
- Close – motion to adjourn.

## Appendix L



### Narcotics Anonymous Service Prayer

God, grant us the knowledge that we may serve according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction.

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## Appendix M

### The Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA 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 NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA 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. NA, 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 NA 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.

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## Appendix N

### Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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