

**NWOASC
ADMINISTRATIVE
GUIDELINES**

**Revised
November 1, 2009**

SECTION TWO: NWOASC Administration

The following is a brief outline of the duties and qualifications of the NWOASC Trusted Servants. As previously stated, it is the goal of the NWOASC to serve the fellowship of Narcotics Anonymous according to the current service guide of NA. All Trusted Servants or those willing to serve in the capacity are urged to consult the current descriptions of service positions.

- See the NWOASC's Administrative Guidelines for monetary figures pertaining to items in Section Two: NWOASC Administration section followed by a dollar sign (\$).
1. **Chairperson**
 - A. Required minimum two year clean time, and knowledge of Area Service.
 - B. Conducts the ASC meeting in a timely and orderly fashion.
 - C. Helps to insure respect for the Traditions and Policy at the ASC meeting.
 - D. Sets the agenda for each ASC meeting and includes a written agenda in the minutes for the next ASC meeting.
 - E. Is responsible for making sure the p>O. Box is being checked.
 2. **Vice-Chairperson**
 - A. Suggested minimum one year clean time.
 - B. Assists the Chairperson in their duties.
 - C. Chairs the ASC meetings in the Chairperson's absence.
 - D. Coordinates Sub Committee efforts by way of a quarterly meeting with Sub Committee Chairpersons and Vice-Chairs.
 3. **Regional Committee Member**
 - A. Required minimum two years clean time.
 - B. Carries Area conscience and concerns to ORSCNA.
 - C. Attends RSC and RSC Policy & Administration meetings.
 - D. Carries business concerns from ORSCNA to NWOASC for consideration.
 - E. Submits a written report at each NWOASC meeting.
 - F. Chairs the ASC meeting in the absence of the Chairperson and the Vice-Chairperson.
 - G. The NWOASC RCM has a vote of confidence to vote as Area conscience of new information or votes arise at the RSC meeting.
 4. **Regional Committee Member – (alternate)**
 - A. Suggested minimum one year clean time.
 - B. Assists the RCM in their duties
 - C. Carries out the duties of the RCM in their absence at the Area or Regional level
 5. **Secretary**
 - A. Suggested minimum one year clean time.
 - B. Accurately records the minutes of each ASC meeting, including attendance, reports, motions, points of concern and interest, and pertinent discussion. All motions going back to Groups for conscience input are to be on the front page of the minutes in an effort to eliminate confusion.
 - C. Types or copies reports, and distributes the minutes within one week on the ASC meeting to all Trusted Servants and GSR's.
 - D. Keeps the Area Archives including minutes, flyers, schedules, and correspondence up to date and complete.
 - E. Handles all correspondence or delegates to the proper channel.
 - F. Is responsible for checking the ASC's P.O. Box.
 - G. The secretary will be given funds monthly to cover administrative expenses. Any excesses shall be turned over to the Treasurer, along with all receipts at the next month's meeting. \$

6. Treasurer

- A. Required minimum two years clean time.
- B. Handles the NWOASC checking account.
 - 1. Maintains the signature card as mandated by policy.
- C. Keeps accurate records of all transactions from said account.
- D. Keeps a file of all bills, receipts and invoices – open for review at all times.
- E. Maintains a ledger of all transactions - open for review at all times.
- F. Submits a written report of all transactions monthly, or as needed for inclusion in the minutes.

7. Sub-Committee Chairpersons

- A. H&I - Required two years clean time. PI – Required two years clean time. RCM Required two year clean time. RCM ALT – Suggested one year clean time.
 - 1. Conducts subcommittee business on a regular basis and provides a written report at each ASC meeting.
 - 2. Sets the time, place, and agenda for subcommittee meetings and announces this at the ASC meeting.
 - 3. Performs and/or delegates subcommittee duties.
 - 4. Provides accurate financial Accountability to the ASC for all funds and materials used in subcommittee business.
 - 5. Attends the appropriate RSC Sub-Committee meetings.
 - B. ACTIVITIES – Required two year clean time. LITERATURE – Required two year clean time. OUTREACH – Suggested one year clean time. WEB – Suggested one year clean time.
 - 1. Conducts subcommittee business on a regular basis and provides a written report at each ASC meeting.
 - 2. Sets the time, place, and agenda for subcommittee meetings and announces this at the ASC meeting.
 - 3. Performs and/or delegates subcommittee duties.
 - 4. Provides accurate financial Accountability to the ASC for all funds and materials used in subcommittee business.
 - B. All outgoing Sub-Committee Chairpersons are to submit a written summarization report of the previous year. Reports to include information as to projects and events the Sub-Committee has been involved in, presten involvement in current projects and events, and a projected budget for the incoming Sub-Committee Chairpersons.
- 8. NWOASC Regional Service Expense Policy**
- A. RCM, RCM ALT, and Sub-Committee Chairs or Vice-Chair, in the Chair's absence, are eligible for regional service expense of up to the set amount per day upon request. Sharing of epenses is appreciated when applicable. \$
- 9. Funds & Literature**
- A. NWOASC shall maintain a checking account into which all Area funds shall be deposited and from which all Area expenses shall be paid.
 - B. Expenditures from this account will require approval from the ASC, except yearly budgeted money.
 - C. Each Sub-Committee shall have a yearly budget. This money will be used for routine business and ongoing projects performed by that sub-committee. Expenditures of these funds by the subcommittee require that sub-committee approval.
 - D. Yearly budgets will be included in the NWOASC's Administrative Guidelines, to be voted on annually, in the month prior to elections.
 - E. All budgeted money will be left in the general fund, except for activities because they have their own account, and shall be distributed as needed. No more than the quarterly amount may be used per quarter unless approved by the ASC.
 - F. Secretary shall be given funds monthly to handle printing and mailing expenses of ASC (area Expenditure Form not necessary) \$
 - G. Area Service Committee shall be fully self-supporting by paying rent to the facility where the area monthly meeting is held.
 - H. No purchases or sales are to be made on credit by ASC trusted servants or GSR's without prior ASC Approval.
 - I. Literature shall be sold to groups at cost *plus* shipping and handling.
 - J. The ASC shall donate literature of a predetermined value as a group starter kit to any new group upon request, providing they have a meeting time, day, and place. \$
 - K. Contracts for short or long term are to be sent back to Groups and any agreement with contracts on short term or long term is to be voted on by groups pertaining to cost of the contracts.

10. NWOASC Policy on Literature Stockpile

Literature Chair shall maintain an adequate supply of literature and supplies. If this stockpile falls below the set value, Literature Chair shall inform the ASC at the next monthly meeting. §

11: NWOASC Policy

NWOASC policy is to be available for all members of the ASC to better familiarize everyone with the policy and help to eliminate confusion over matters of policy.

SECTION THREE: NWOASC Rules of Order

The NWOASC will adapt parts of the WSO sample rules of order for use in conducting its meetings. The WSO sample rules of order are, in turn, adapted from Robert's Rules of Order.

1. Decorum Statement

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. By following these rules of order, we strive to be sure that we are making decisions based on principle rather than personality. In keeping with that spirit, we encourage all participants to familiarize themselves with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any time, and no other discussion is in order. Please respect the Chairperson's right to be in control of the process of the meeting, so that you can have the maximum benefit of its content.

2. Debate Limits

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main and Parliamentary motions is usually limited to two or three pro's and two or three con's. Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

3. Motions

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are Main Motions and Parliamentary Motions.

4. Main Motions

A motion is a statement of an idea that a committee member wants the committee to put into practice. After being recognized by the Chairperson, the member says, "I move that such-and-such be done by (a committee, subcommittee, or an individual) under these terms." The person making the motion then speaks briefly about why they feel the idea is important, this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for complicated or long motions. Every motion requires a second, with the exception of motions from a Sub-Committee or Group, — the backing of another person who also wants the idea put into practice, or who simply wants to see further discussion of the idea to take place. The Chairperson will ask, after one person makes a motion, whether the motion has a second. The seconder simply raises their hand and, when recognized by the chair will say, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest. The committee then moves on to other business. Once a motion has been made, the Chairperson may rule it "out of order." A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions, or is inappropriate at the particular point in the meeting at which it is made. Any member of the committee who wishes to challenge a ruling made by the Chairperson may appeal that ruling, as described later. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

5. Parliamentary Motions

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

- A. Motion to Amend. Simple majority is required, is debatable. This is the most commonly used Parliamentary motion.

During debate on a motion, if a member feels that a motion would benefit from a change in its language, they can say, "I move to amend the motion . . ." and suggest specific changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body then votes on the amendment. Then debate resumes on the merits of the main motion (as amended, if the amendment is carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

- B. Motion to call the PREVIOUS QUESTION. 2/3 majority required. Is NOT DEBATABLE.

For our purpose, this may be the most important parliamentary motion. Use it often. This motion is made by saying, "I call for the question," or "I move that debate stops right now and that we vote immediately." This is one of the many that can be used to prevent needless, lengthy debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue is thoroughly aired. Be sure to vote "no" to this motion if you are still confused about an issue, or if you 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 necessary for the chair to be heavy handed in stopping discussion, because they know you will stop it soon enough.

- C. Motion to TABLE. Simple majority required. Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to "table" it. This done by saying, "I move that 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 passes, debate continues to the next item of business. The tabled motion will be included in the agenda on the date specified.

- D. Motion to REMOVE FROM THE TABLE. Simple majority required. Is DEBATABLE.

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

- E. Motion to REFER. Simple majority required. Is NOT DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the subcommittees for further study, or can be sent to a special Ad Hoc committee. 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 passes, the committee moves on to its next item of business. The subcommittee to which the motion is assigned will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

- F. Motion to RECONSIDER or RESCIND. 2/3 majority required. Is DEBATABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. They can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind;

- * The motion must have been passed in either the last month's or the current meeting.
- * The member making the motion must have information on the issue that was not available in the original debate on the motion.
- * The member must have been with the winning side in the original vote.

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

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

Once a motion is made and debate begins, the maker of the motion may move to withdraw it. The chair asks if there are any objections. If there is any 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. Offering a Substitute MOTION. SIMPLE majority is required. Is DEBATABLE.

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

I. Motion to ADJOURN. 2/3 majority required. Is NOT DEBATABLE.

Any voting member may move to adjourn any time. This motion is always in order, is not debatable, and requires 2/3 to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

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

7. ORDER OF THE DAY

If a committee member feels that business is going too far astray from the original agenda, they can help get things back on track. They say, "I call for the order of the day." This means, "I move that the chair brings us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require second, and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

8. POINT OF ORDER

If a committee member feels that something that is happening is in violation of the rules of order and the chairperson does not appear likely to do anything about it, the member can raise a point of order. They need not raise their hand, but simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states how they feel the rules of order are being violated. If the chair agrees with their judgement, they say, "your point is well taken," and the situation is cleared up. If the chair does not agree, they say, "Over Ruled." This decision, as well as others, can be appealed.

9. POINT OF APPEAL

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." The chair then says,

"On what grounds?" The member then states their reasons. The chairperson then speaks briefly to the intent of the ruling. A vote is taken, requiring 2/3 majority to over rule the decision of the chair.

10. PARLIAMENTARY INQUIRY

If a committee member wants to do something, but doesn't know how it fits in the rules of order, all they have to do is ask. Without raising their hand, they say out loud, "Point of Parliamentary Inquiry." The chairperson must immediately recognize them, so that they may ask how to do such-and-such. The chair will answer the question, possibly referring to a specific passage in this document in the explanation.

11. POINT OF PERSONAL PRIVILEGE

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, "Point of Personal Privilege." The chair must recognize you immediately. State the situation, and ask that it be corrected. The chair will request that what ever needs to be done, and it is reasonable, be done to help make you comfortable.

12. VOTING PROCEDURES

There are several ways that votes can be taken. Two of them are described here.

13. SHOW OF HANDS

This is the most commonly used method. With some exceptions, votes will be taken by request by the chair to see the hands of all those in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

14. ROLL CALL VOTE

Sometimes when a vote is taken on a controversial issue, or a very important one, members may call for a roll call vote. This request must be honored, whether or not it is made after a show of hands vote was already taken. The secretary calls out the group or position titles of all the voting members and asks for their voice vote, yes or no. Each person's vote is then recorded in the minutes by position, title or group.

SUB COMMITTEES:

H&I-----**Hospitals and Institutions**
PI-----**Public Information**
Lit.-----**Literature**
Act.-----**Activities**
P&A-----**Policy and Administration**
OUTREACH-----**Outreach**
WEB-----**Webmaster**

TRUSTED SERVANTS:

ASC Chairperson
ASC Vice Chairperson
ASC Secretary
ASC Treasurer
RCM Regional Committee Member
RCM Alt. Regional Committee Member Alternate
ASC Subcommittee Chairs

FUNDS & LITERATURE:

NWOASC shall maintain a checking account into which all area funds shall be deposited and from which all Area expensed shall be paid. Expenditures from this account will require approval from the ASC, except yearly budgeted money. All area money shall be accounted for and all receipts and excesses turned into the treasurer. Each subcommittee shall have a yearly budget. This money will be used for routine business and ongoing projects performed by that subcommittee. Expenditures of these funds by the subcommittee require that subcommittee's approval.

NWOASC REGIONAL SERVICE EXPENSE POLICY:

- RCM and/or RCM Alt. and Sub-Committee Chair and/or Vice-Chair in the Chair's absence are eligible for regional service expense of up to \$80.00 per day upon request. Sharing of expenses is appreciated when applicable.

NWOASC POLICY ON LITERATURE STOCKPILE:

NOWASC POLICY

- NWOASC POLICY is to be available for all members of the ASC to better familiarize everyone with policy and help to eliminate confusion over matters of policy.

ADMINISTRATIVE PURCHASES:

- Annual
- Quarterly
- Monthly

DESCRIPTION OF MINUTES:

- Motions to be numbered Month-Year-Motion # as follows:
11.09.1
- One copy of up-coming events to be included in minutes.

YEARLY BUDGETS:

H&I - \$200.00 Per ¼ Year or \$800.00 Per Year

PI - \$100.00 per ¼ Year or \$400.00 per Year

LIT. - \$50.00 per ¼ Year or \$200.00 per Year

SEC. - \$100.00 per Month or \$1200.00 per Year

P&A - \$100.00 per Year

ACT. – Account of Their Own

OUTREACH - \$60.00 Monthly

WEBSITE – 200.00 per Year

- Activities has their own account. The account will have, at all times, a balance of \$800.00 to be used for start-up money for functions.
- All budgeted money will be left in the general fund and shall be distributed as needed. No more than the quarterly amount may be used per quarter unless approved by the ASC.
- Secretary shall be given \$100.00 per month to handle printing and mailing expensed of ASC Minutes (Area Expenditure Form not necessary). Area shall be fully self supporting by paying rent to the facility where the ASC monthly meeting is held.
- No purchases or sales are to be made on credit by ASC Trusted Servants or GSRs without prior ASC approval.
- Literature shall be sold to groups at cost *plus* shipping and handling. The ASC shall donate \$20.00 worth of literature and group starter kit to any new group upon request.
- The secretary will be given \$100.00 each month to cover administrative expenses. Any excess shall be turned over to the Treasurer, along with all receipts at the next monthly ASC meeting.
- Literature Chair shall maintain an adequate supply of literature and supplies. If this stockpile falls below \$1,000.00 in value, the literature Chair shall inform the ASC at the next monthly ASC meeting.