

**NWOASC  
POLICY  
GUIDELINES**

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## SECTION ONE: Purpose and Function

### 1. What We Are and How We Operate:

- A. The Northwest Ohio Area Service Committee for Narcotics Anonymous (NWOASC) consists of NA members working together to serve the fellowship of Narcotics Anonymous in the Northwest Ohio Area, but not to act as authority over the groups that comprise NWOASC. The NWOASC recognizes the current NA service guide and strives to operate within those guidelines, unless expressly stated otherwise. The purpose of this policy is to provide a brief, working outline for the Trusted Servants of the NWOASC and concerned members of the fellowship it serves. It also addresses all issues specific to the NWOASC. The NWOASC, operating within its defined and implied responsibilities as directed by those it serves, strives to provide service as follows:
- B. Our primary purpose is to unify, aid, provide a forum for communication, and offer guidance to Groups with their needs and difficulties.
- C. Simplify the carrying of the NA message of recovery through subcommittee action.
- D. To contribute to the growth of NA, as a whole, by initiating work to be completed at Regional and World levels and supporting this service structure.
- E. The NWOASC consists of elected Group Service Representatives (GSR's) from the member Groups and the administrative body- Chairperson, Vice-chairperson, Secretary, Treasurer, the Area Service Representative (ASR) and alternate, and the various Subcommittee Chairpersons.
- F. Group is a member of the NWOASC when they say they are, providing they follow the "Twelve Traditions."
- G. Member group may present a written conscience if for some reason the group's trusted servants cannot be present. The Area Chairperson will ensure that the voice of the group is heard and its vote counted.
- H. The NWOASC meets monthly at a specified time and location.
- I. The fiscal year of the NWOASC is from June 1st to May 31st each year.
- J. From time to time there may be a need for an emergency meeting of the NWOASC. An emergency meeting may be called by a majority vote of the member GSR's. The vote is to be tabulated by the NWOASC Chairperson. All Trusted Servants and members of the NWOASC are to be given seven days prior notice of such a meeting.

### 2. Voting Procedures of the NWOASC

- A. The voting members of the NWOASC are member groups represented by: GSR's or their alternates, or official Group Proxy. If a member group is not represented by a voting member for three consecutive ASC meetings, that group will not be considered a represented group. They will be considered a represented group again when a voting member attends an ASC meeting.
- B. A quorum of 2/3 of the Area's represented groups must be present to vote on motions that would change policy, a quorum is not required to conduct business.

- C. Only members of the NWOASC may make or second motions. Any concerned NA member in attendance may participate freely in discussion of a motion. The Chairperson, while acting in that role, may not make or second motions.
- D. Every motion requires a second, with the exception of motions from a Sub-Committee or Group.
- E. The passage of motions from the floor requires a simple "yes" majority, while motions that make or change policy requires a two-thirds majority of the voting body. If a situation occurs in which there are more abstentions and "no" votes, than the total number of "yes" votes the motion will return to the floor for further discussion, or clarification. After further discussion or clarification a new vote is called in which abstentions are not counted. A motion may also be tabled for consideration at a later date.
- F. In case of a tie vote the remaining Trusted Servants present (except Chairperson) will be asked to vote. The collective results will act as the "tie breaker." After two ties the Chairperson may cast the deciding vote.
- G. In accordance with Tradition Nine of Narcotics Anonymous, the NWOASC is directly responsible to those it serves and shall be respective of the Twelve Traditions in all its affairs and matters of business, keeping the interests of its members and the fellowship at large ever at heart.
- H. All motions shall be written on the forms provided. Also, clear intent must be presented with every motion.
- I. Motions that will change Policy or impact our groups or NA as a whole will be tabled for one month. These motions will be taken back to member groups. A collective group conscience will then be taken at the next ASC meeting.

### 3. Elections of NWOASC

- A. Nominations for all Area Trusted Servants' positions will be taken starting in April, at the regular area service committee (ASC) meeting. The May ASC meeting will be the last opportunity to nominate for a position, unless there have been no previous nominations for that position. All nominations must return to the Groups for conscience consideration before election of that position can take place. It is the goal of the NWOASC to elect all Trusted Servants' positions at the June ASC meeting to take positions in July.
- B. Anyone nominated to a position and unable to be present at the May ASC meeting may accept their nomination in writing by directing a letter to the ASC Chairperson specifying willingness and qualifications.
- C. All Trusted Servants' positions, with the following exceptions, are a one-year commitment:
  - 1. Ad Hoc, special, and temporary subcommittee chairpersons.
  - 2. RCM alternate and NWOASC vice-chairperson are implied two year (commitments) Those persons assuming the duties' of RCM and NWOASC chairperson respectively at the end of the first year, after having received a vote of confidence from the area fellowship through their GSR's assumes the respective positions.
- D. An NWOASC Trusted Servant may serve a second year in that position if nominated and elected, but may not serve more than two consecutive terms. If there is no willingness for a position the person previously holding this position if they would be willing can act in that position until there is willingness or until the next election leaving that position open for nomination.
- E. Subcommittees may elect their own vice-chairs to assist in the administration of that subcommittee's business. In the event of resignation or removal of a subcommittee chairperson,

the vice-chairperson shall assume the duties of the chairperson until scheduled elections or necessary elections (with nominations from the fellowship) are held.

- F. Anyone elected midterm, except Ad Hoc or temporary positions, shall serve the remainder of the regular term.
- G. "Two-hating" it is preferred or suggested that:
  - 1. No member shall hold more than one NWOASC Trusted Servant's position at anytime, except temporary or subcommittee vice-chairpersons' positions.
  - 2. No member shall serve as GSR, ASC Chair, ASC Vice-Chair, RCM, RCM Alt. concurrently, with, again, the same exceptions.
  - 3. No member shall serve on the NWOASC and any other AREA or ORSCNA levels concurrently with, again, the same exceptions.

#### 4. Resignation and Removal of Trusted Servants

- A. NWOASC Trusted Servants shall consist of the following:
  - 1. Chairperson
  - 2. Vice-chairperson
  - 3. Secretary
  - 4. Treasurer
  - 5. RCM
  - 6. RCM-Alternate
  - 7. Sub-committee Chairpersons
- B. Subcommittees will consist of but not limited too:
  - 1. Hospitals & Institutions
  - 2. Public Information
  - 3. Activities
  - 4. Literature
  - 5. Web Master
- C. Trusted Servants may resign any time during their term. It is suggested that a letter of resignation be submitted to the NWOASC Chairperson prior to or at the time of resignation.
- D. Any NWOASC Trusted Servant is permitted two absences per term except in an emergency. A replacement and/or written report should be supplied for excused absence from the ASC meeting.
- E. NWOASC Trusted Servants may be removed from office for any of the following reasons:
  - 1. Relapse
  - 2. Excessive absence without prior notification
  - 3. Neglect of duties
  - 4. Disregard of area conscience
  - 5. Disrespect of the Twelve Traditions of Narcotics Anonymous
  - 6. Misuse of funds
  - 7. Falsification of financial reports
  - 8. Any act of theft or violence in committee or toward committee members
- F. Procedure for removal from office:
  - 1. Requests for resignation or notice of impending action for removal must be presented to the ASC as a motion, accompanied with an explanation.
  - 2. The individual in question will be notified by an ASC administrative servant at least twenty-one days prior to any action being taken.
  - 3. The individual must be given the opportunity for rebuttal.

- G. The RCM alternate or the ASC vice-chairperson may move into the RCM or ASC chairperson's position, respectively, in the case of resignation or removal of those Trusted Servants. A vote of confidence is requested.

**5. A General Format for ASC Meetings**

- A. The meeting is called to order by the Chairperson
- B. Traditional opening:
  - 1. A moment of silence
  - 2. Serenity Prayer
  - 3. Service Prayer
  - 4. Selected Readings
  - 5. Any N.A. member in attendance may participate in ASC discussion. All ASC meetings are open to the Fellowship.
- C. Roll call of the administrative servants, subcommittee chairpersons, and voting members. present, absent and late members represented and not represented are noted and the meeting run accordingly.
- D. Ask for and recognize new Groups
- E. ASC Chairperson's report\*
- F. Secretary's report and reading of the minutes\*
- G. At the open of business a minimum of 10% of the beginning balance is to be set aside for Regional donation, total amount of donation to be determined before close of business.
- H. Treasurer's report and review of transactions\*
- I. RCM's report\*
- J. GSR's and meeting reports, including an open forum for discussion of Group issues and problems.
- K. Subcommittee reports (alphabetically)\*
- L. Break
- M. Old Business
- N. Nominations and elections as needed
- O. New Business
- P. NA announcements
- Q. Set time, and location of next ASC meeting
- R. Reading from the Basic Text (optional)
- S. Adjourn and close with prayer of choice

\*Must be accepted by the voting body with appropriate motion and majority vote.