

Recovery Coast Area
of Narcotics Anonymous
Toolkit



ROUGH GUIDE TO THE AREA SERVICE COMMITTEE (ASC)

*If you are at the ASC for the first time ... WELCOME!
If you've been before you still might find this useful*

Why do we need an ASC?

- It is the vital link in the chain between the individual recovering addict in the group and the rest of the worldwide fellowship. Without it the groups would be isolated.
- It provides a forum of information to help co-ordinate groups and subcommittees
- The area receives donations from groups, in accordance with tradition 7, to maintain our services and further our primary purpose - to carry the message of recovery.

Who's Who at the ASC?

Chairperson – facilitates the ASC and ensures that the ASC keep to the agenda of business. The chair does not participate in debate. His/Her primary responsibility is to ensure adherence to the agenda.

Vice Chair – supports the Chairperson, liaises with the area sub-committees and stands in if Chairperson is absent. The Vice Chair also does not participate in debate.

Secretary – records what happens at the ASC in the form of minutes, which are sent within one week of the ASC, to each group via the Group Services Representative (GSR)

Vice Secretary – support the Secretary

Treasurer – keeps the bank account in order, receives donations, pays the bills, ensures that the subcommittees have the funds they need and keeps a record of all transactions

Vice Treasurer – supports the Treasurer

Regional Committee Member 1 (RCM) – the link between the area and the Florida region of NA

RCM 2 – supports the RCM 1

Area Sub-committees – include Public Information (PI), Hospitals & Institutions (H&I), Activities, Newsletter

Group Service Representative (GSR) – the link between the group and the Area. The GSR should have an alternate GSR for support and to keep the continuity when the GSR's commitment is completed.

What the GSR needs to do at the ASC

- The GSR is selected by their group to serve as an active member of the ASC and is committed to attend each ASC
- The GSR takes the group's donation to the ASC and gives a report on the current status of the group
- The GSR buys the group's literature at the ASC and returns with it at the group's next meeting
- Keep in mind Tradition 12, particularly during any voting, and carry the group's conscience

What the GSR needs to do outside the ASC

- Relay information from the ASC back to the group. The best way to do this is usually with the ASC minutes in hand, and utilizing the report form provided by the area.
- Hold a group conscience or business meeting at least once a month. The group's donations and literature stock are usually discussed along with any other issues affecting the group and/or ASC.
- Keep the area helpline informed of meeting changes to avoid addicts being misdirected.
- Become familiar with the 12 Traditions and the 12 Concepts of NA service.
- Attend annual GSR assembly as able

Carrying the Group's conscience

From time to time issues arise at the ASC that need the input from all the groups within the area. In this case the GSR needs to give the group all the relevant information at a group conscience meeting and hold an open discussion. The group will eventually reach a conscience on that issue. This is the Group's conscience that the GSR will carry to the next ASC.

What the Sub Committee Chair needs to do at the ASC

- ∪The Sub. Com Chair is elected by the Area to serve as facilitator of a specific sub committee and is committed to attend both the Policy Sub Committee and the ASC
- ∪The Sub. Com Chair prepares a written report and presents it at the monthly meeting of the ASC
- ∪The Sub. Com Chair does their best to answer any questions from the ASC, and takes questions and suggestions back to their Sub. Com meetings

What the Sub Committee Chair needs to do outside the ASC

- ∪Relay information from the ASC back to the Sub Committee
- ∪Attend Regional Fellowship Development Committee as able
- ∪Hold a monthly Sub Committee meeting
- ∪Comply with the Sub Committee guidelines

Voting

This can be confusing so it is important to ask if you need something explained. All remarks and questions made in a committee meeting such as the ASC must be directed through the chairperson. This involves attracting the Chairperson's attention via a raised hand. You will then be put on the list of people to speak. The general rule is that only GSR's may vote on ASC elections and NA business. If, however, the vote is tied, the Chairperson has the "casting" vote.

Another exception is where the vote is on matters such as date/time of ASC or whether to extend the meeting to conclude business. In this case **all** in attendance may vote. There is only ONE vote per group. If a GSR or alternate cannot attend the ASC, the group does not get a vote.

The three voting options are "FOR", "AGAINST", "ABSTAIN". You should abstain if you don't have a clear conscience from your group or, as in the case of elections you are unsure.

If a motion is made it must be seconded by a GSR before a vote can be taken. For this motion to then be carried more than 50% of the GSRs must vote FOR it. If the "ABSTAIN" and "AGAINST" votes together are more than 50% of the vote, the motion fails.

Donations

No not bring cash or personal check donations to the ASC but instead, bring donations in the form of a money order made out to Recovery Coast NA.

If you have any questions, please don't be afraid to ask them.
Remember: Service is good for recovery. **KEEP COMING BACK!**

RCANA Helpful Hints for the GSR

The Recovery Coast Area Service Committee (ASC) meeting is held the 2nd Sunday of every month at 2:00 pm.

Prior to the ASC, the policy subcommittee meets at 1:00pm. All Subcommittee chairs are required to attend, and it is suggested that all GSR's attend as well.

Before the ASC meeting begins...

Literature Order/ASC Donation

Upon arrival at the ASC meeting, place the group's literature order and turn in your groups donation. The treasurer usually sits near the door. Give the treasurer your completed form and money order. The literature distributor will call out your home groups name when your literature order is ready to be picked up.

Announcements

Announcements and flyers are located on a table in the middle of the room. Pick up announcements and other area meeting guides. Use your judgment on the number of announcements to pick up. Many times there is only enough for one announcement for each group. Occasionally, there is mail for each group (The NA Way Magazine, etc.). Be sure to pick this up as well.

During the ASC Meeting...

The ASC meeting follows an agenda that is either mailed or e-mailed with the minutes from the previous ASC meeting to all GSRs and interested parties. The majority of the ASC meeting consists of verbal and written reports from the various ASC administration, subcommittee, and working group members. Hi-light or make notes during each report as to what you think your group will find important. A RCANA GSR report form is available for your use. See the secretary for more copies. Take notes on all motions under new and old business. Pay close attention to any motions that are sent backs to the groups to vote on. At the next ASC, you will need to vote the conscience of your group.

After the ASC Meeting

Back at the Group...

At the next group meeting, bring the group's literature and stock it accordingly. Update the meeting lists. Replace last month's with the new ones you received at the ASC.

Update your announcements. Get rid of the outdated ones and add the new ones to your GSR report.

At Each Home Group Meeting... (This may vary from group to group some announcements are done through the secretary only)

When the chairperson ask for any NA announcements, announce the upcoming events and open positions.

At the Next Business Meeting... Be prepared to give your report on the ASC meeting. Your report should consist of highlights from each report presented at the previous ASC meeting, topics under open forum, any motions voted on at the ASC, any new motions to be voted on by the group, and anything else that you think is noteworthy. Make sure that any motions to be voted on by the group are brought up under new business at the group's business meeting. When these motions are brought up at the next ASC, vote the group's conscience.

Approximately One Meeting Before the next ASC... (This may vary from group to group)

Inventory the groups literature and keytags. The treasurer will provide you with the financial information for the group. Fill out your order form and donation form in the presence of your other home group members.

Communication is the Key

1. If you are unable to attend the ASC meeting, please contact your Alternate GSR to take your place. If the Alternate GSR is unavailable to take your place, then contact another trusted servant from the group.
2. The group's representation is required monthly at ASC.
3. 4consecutive missed ASC meetings, and the group will be considered inactive and will lose voting privileges. Two members from the ASC will then visit the group to see if its still viable. If it is, it will remain on the RCANA meeting list. A group can be reinstated to voting status by sending a representative to 2 consecutive ASC meetings. (RCANA policy article 5.4)

**RCASCNA
GSR Worksheet**

	Write your information here
Motions: 1. How you voted "on the floor". 2. How you voted on old business. 3. Motions to be voted on (3 pros and 3 cons and any add'l background information.	
Vacant Positions (include clean time requirements)	
Review of Subcommittee Reports and actions	
Other trusted servant reports	
Issues at other groups and what you learned.	
Reflection on Open Forum	
Treasurers Report	
Other ideas you want to discuss with the group.	

Recovery Coast Area of Narcotics Anonymous

GSR Report for the Month of : _____

Name of meeting: _____

Meeting Day/ Time: _____

Format: _____

Secretary: _____ Treasurer: _____

GSR: _____ GSR ALT: _____

Average Attendance: _____ Average Newcomers: _____

Please include the following in your Home Group Narrative: (Is your attendance increasing or decreasing? If so, why do you think that is? Share issues pertaining to the atmosphere of recovery, pertinent matters raised in your group conscience, particularly those affecting other groups or NA as a whole, significant discussion on motions from the previous RCANA minutes, celebrations or special events, announcements from the facility in which you meet.)

Financial Statement

INCOME since last ASC
7th Tradition _____
Literature Sold _____
Total Income _____

Cash on hand including Prudent Reserve: _____

EXPENSES
Prudent Reserve: _____
Rent: _____
Supplies: _____
Literature Purchased: _____
Total Expenses _____

Income: _____ (-) Expenses: _____ ASC Donation: _____

Ending Group balance: _____

Recovery Coast Area of Narcotics Anonymous

GSR Report for the Month of: _____

Name of meeting: _____

Meeting Day/ Time: _____

Format: _____

Secretary: _____ Treasurer: _____

GSR: _____ GSR ALT: _____

Average Attendance: _____ Average Newcomers: _____

Please include the following in your Home Group Narrative: (Is your attendance increasing or decreasing? If so, why do you think that is? Share issues pertaining to the atmosphere of recovery, pertinent matters raised in your group conscience, particularly those affecting other groups or NA as a whole, significant discussion on motions from the previous RCANA minutes, celebrations or special events, announcements from the facility in which you meet.)

Financial Statement

INCOME since last ASC
7th Tradition _____
Literature Sold _____

Total Cash **B** _____

Bal. of Cash on hand including Prudent Reserve: **A** _____

EXPENSES

Prudent Reserve: _____
Rent: _____
Supplies: _____
Literature Purchased: _____

Total Expenses **C** _____

CASH: _____ (-) Expenses: _____ ASC Donation: _____
(A+B) (C)

Total Cash on hand: _____
AMOUNT OF CASH YOUR GROUP IS HOLDING ON TO.

A+B - C = ASC DONATION

Motion # _____

RCANA MOTION FORM

Date **8/9/2011**

Motion Made By Group/Position: **H & I**

Second By Group/Position: **Change or Die**

Motion Reads: **To change policy to reflect that members of the fellowship will need to attend an annual panel member orientation that is held one time per month in order to carry their message into a non jail H & I commitment.**

Intent of Motion: **To increase the opportunity for our fellowship's members to carry a message of recovery into hospitals and institutions.**

Impact on area: **Changes H & I Policy**

Changes to Policy : **H and I Policy under Panel Member**

Motion Status == For Secretary's use only					
Motion Withdrawn					
Motion to Table -- Made by _____ Second by _____					
Yes _____	No _____	Abstain _____	(needs majority)	Motion to table =	Pass Fail
Motion to Amend -- Made by _____ Second by _____					
Yes _____	No _____	Abstain _____	(needs majority)	Motion to amend =	Pass Fail
Main Motion -- Yes _____ No _____ Abstain _____					
Main Motion = Pass Fail					

Quick guide to voting requirements of main motions

Motions requiring 2/3 vote: Policy changes, Motions pertaining to money, Removal of Officers

Motions requiring Majority vote: Elections, Housekeeping

Motions pertaining to conducting business do not require a table back to the groups.

RCANA ELECTION FORM

NOMINEE: _____

NOMINATED FOR: _____

NOMINATED BY: _____

SECONDED BY: _____

CLEAN DATE: _____

Do you have a home group in the Recovery Coast area? Y N

Where: _____

Do you have a working knowledge of the 12 steps, traditions and concepts? Y N

Please list all group, area, regional and world service positions you have held, that you consider relevant to the area to which you have been nominated. Please include the positions served within the past five years and approximate dates of service for each positions.

If you have not completed a term OR have been removed from a service position in the last five years, please explain.

What resources do you believe you can bring to the position to which you were nominated.

What life experiences (e.g. school, work, volunteer, etc.) have you had that you believe will help you serve in the position to which you were nominated?

Please include any other information you consider relevant on the back of this paper.

Recovery Coast Area Rules of Order

Decorum Statement

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.

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.

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

Debate, Limits

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for or against the motion). Speakers addressing the motion in debate usually have two or three minutes in which to speak their minds.

Motions

There are two basic kinds of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

Section 1. Main Motions:

A motion is a statement of an idea 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 (this Committee, one of its Sub-committees, or a particular individual) under these terms.**" The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of the motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it and the intent out. This is especially important for long or complicated motions.

Every motion requires a second—the backing of another person who either wants the idea put into practice or wants to see further discussion of the idea take place. After one person makes a motion, the Chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the Chair, says, "I second that." if nobody seconds a motion, the Chair will say, "The motion dies for a lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. 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 main motion goes against the Committee's standing policy, clearly contradicts one of the Twelve Traditions, the Twelve Concepts for NA Service, the RCANA Policy or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions which are out of order at any given time.

Any member of the Committee who wishes to challenge a ruling made by the Chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the Chair is upheld, the Committee moves on to other business.

Section 2. Parliamentary Motions: Parliamentary motions can be 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

Simple majority required

Debatable

This is perhaps the most commonly used parliamentary motion. During debate on a motion, 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). 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. If an amendment is offered and the persons making and seconding the original motion accept it, no second vote 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

B) Call the Previous Question

Two Thirds (2/3) Majority required

Not Debatable

For our purposes, this may be the most important parliamentary motion. Use it often. 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.

One point worth making about this motion is that 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, because the Chair knows you will stop it soon enough.

C) Motion to Table

Simple Majority required

Not Debatable

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 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 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.*

D) Motion to Remove from the Table

Simple Majority required

Not 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 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.*

E) Motion to Refer

Simple Majority required

Debatable

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 Sub-committee 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 Sub-committee."** **If the motion to refer is seconded, the body may debate it before**

voting. If the motion to refer does not pass, the Committee either continues debating the main motion or votes on it. The Sub-committee to which a motion is referred will take it up at its next meeting. The Sub-committee will report back on what it has to come up with at the next meeting of the full Committee.

- F) Motions to Reconsider or Rescind
Majority required Varies
Debatable

Sometimes a member feels that a motion the Committee has passed will prove harmful. That member can either move to 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 or the current meeting.

The member making the motion must have information on the issue that was not available in the original vote on the motion.

The member must have been with the winning side of 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 any of these requirements are not met, the Chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that Committee members were informed prior to the meeting that such majority, a motion would be made. If prior notice is not given, the motion to rescind requires a two thirds

- G) Request to Withdraw a Motion
Unanimous Consent required
Not Debatable

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) Offering a Substitute Motion
Simple majority required
Debatable

A substitute motion is the same thing as an amendment to a

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.

D) Motion to Adjourn

Simple Majority required

Not Debatable

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority 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

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.

Section 1. Order of the Day:

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 order of the day for the": 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 honor the request unless two thirds of the body tell the Chair otherwise.

Section 2. Point of Information:

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.

Section 3. Point of Order:

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.

Section 4. Point of Appeal:

Anytime that 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 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 Chair.

Section 5. Parliamentary Inquiry:

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 so that person may ask how to do such and such. The Chair will answer the question, possibly 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.

Section 6. 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. 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 Chair must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the Chair will accommodate you.

Section 7. Voting Procedures

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the Chair to see the hands of all 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.

Parliamentary Procedures At A Glance

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Adjourn the meeting (before all business is complete)	"I move that we 'adjourn.'"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
Recess the meeting	"I move that we recess 'until...'"	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote
Complain about noise, room temperature, etc.	"Point of privilege."	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	None (3)
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
End debate	"I move the previous 'question.'"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote
Postpone consideration of something	"I move we postpone 'this matter until...'"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Have something studied further	"I move we refer this 'matter to a committee.'"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Amend a motion	"I move that this motion 'be amended by...'"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote

Notes

1. These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that's listed above it
2. In this case, any resulting motion is debatable.
3. Chair decides.

Parliamentary Procedures At A Glance (continued)

To Do This: (4)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Object to procedure or to a personal affront	"Point of order."	May interrupt the speaker	No second needed	Not debatable	Not amendable	None (3)
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	None
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	May not interrupt speaker (5)	No second needed	Not debatable	Not amendable	None unless someone objects (6)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision

Notes

4. The motions, points and proposals have no established order of precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).
5. But division must be called for before another motion is started.
6. Then majority vote is required.



Twelve Concepts for NA Service

First Concept

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.

The primary responsibility of an NA group is to conduct its recovery meetings, carrying the message directly to the addict who still suffers. Groups join their strength in the service structure, ensuring that other services—H&I, PI, literature development, for example—are fulfilled effectively and without distracting the groups from their own primary purpose.

Second Concept

The final responsibility and authority for NA services rests with the NA groups.

The groups have final responsibility for and authority over the service structure they have created. By fulfilling their responsibility to provide their service structure with the conscience and ideas, people, and money it needs, the groups also exercise their authority. Conversely, the service structure must always look to the groups for support and direction.

Third Concept

The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

In day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned them. This is not a blank check issued to the service structure; the groups still bear final authority. To make Concept Three work, we must carefully select trusted servants.

Fourth Concept

Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

Leadership is very important to the welfare of our fellowship. The essay on this concept describes an array of leadership qualities to be considered when selecting trusted servants.

Fifth Concept

For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

In defining a single point of decision for each service assignment, we eliminate confusion about who has authority to do what. We also clarify accountability for our services: whoever is given the authority for a particular task will be held accountable for the fulfillment of that task.

Sixth Concept

Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

Group conscience is the means by which we bring the spiritual awakening of the Twelve Steps to bear in making service-related decisions. It is fundamental to our fellowship's decision-making process. It is not, however, merely a euphemism for "voting" and is not itself the NA decision-making process.

Seventh Concept

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.

All members of a service body bear substantial responsibility for that body's decisions; therefore, all of them should be allowed to fully participate in its decision-making processes. NA service is a team effort. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.

Eighth Concept

Our service structure depends on the integrity and effectiveness of our communications.

Regular communication is essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.

Ninth Concept

All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

To check judgment, to guard against hasty or misinformed decisions, and to invite the sharing of new ideas, our services must consider all viewpoints when making plans. This is essential to the development of a fair, wise, balanced group conscience.

Tenth Concept

Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

The Tenth Concept encourages us to treat each other with respect in the service environment, and provides us with a means of making amends when we wrong others. The essay describes ways in which an individual who feels he or she has been wronged can go about seeking redress of his or her grievance.

Eleventh Concept

NA funds are to be used to further our primary purpose, and must be managed responsibly.

The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability. Direct contributions to each level of service help us focus on our primary purpose, and enhance accountability.

Twelfth Concept

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Within the context of the Twelve Concepts, as a body, this concept serves much the same function as Tradition Twelve in the context of the traditions. It brings our consideration of concepts for NA service back to the spiritual root of selfless service. "A structure based on that foundation could only be one of service, never of government."



The Twelve Traditions of NA

First Tradition

Our common welfare should come first; personal recovery depends on NA unity.

Our First Tradition concerns unity and our common welfare. One of the most important things about our new way of life is being a part of a group of addicts seeking recovery. Our survival is directly related to the survival of the group and the Fellowship. To maintain unity within NA, it is imperative that the group remain stable, or the entire Fellowship perishes and the individual dies.

Second Tradition

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.

Our direction in service comes from a God of our understanding, whether we serve as individuals, as a group, or as a service board or committee. Whenever we come together, we seek the presence and guidance of this loving Higher Power. This direction then guides us through all our actions. [...] When we choose a member to serve us in some capacity, we exercise mutual trust.

Third Tradition

The only requirement for membership is a desire to stop using.

The Third Tradition encourages freedom from judgment. It leads us on the path of service toward an attitude of helpfulness, acceptance, and unconditional love. [...] Addiction is a deadly disease. We know that addicts who don't find recovery can expect nothing better than jails, institutions, and death. Refusing admission to any addict, even one who comes merely out of curiosity may be a death sentence for that addict.

Fourth Tradition

Each group should be autonomous except in matters affecting other groups or NA as a whole.

Each group does have complete freedom, except when their actions affect other groups or NA as a whole. If we check to make sure that our actions are clearly within the bounds of our traditions; if we do not dictate to other groups, or force anything upon them; and if we consider the consequences of our action ahead of time, then all will be well.

Fifth Tradition

Each group has but one primary purpose—to carry the message to the addict who still suffers.

What is our message? The message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom. When all is said and done, our primary purpose can only be to carry the message to the addict who still suffers because that is all we have to give.

Sixth Tradition

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.

Within the limits established by Tradition Six, we have tremendous freedom to carry the message of recovery and help other addicts. We have clear boundaries set by our identity as Narcotics Anonymous. When we take care to observe those boundaries, our outside relationships enhance our ability to carry the message to the addict who still suffers rather than diverting us from our primary purpose.

Seventh Tradition

Every NA group ought to be fully self-supporting, declining outside contributions.

By encouraging our group to pay its own way, the Seventh Tradition gives our group the freedom to share its recovery as it sees fit, not obligated to outside contributors. Further, it gives our group the freedom that comes from inner strength, the strength that develops through applying spiritual principles.

Eighth Tradition

Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

In this tradition we say that we have no professionals. By this, we mean we have no staff psychiatrists, doctors, lawyers, or counselors. Our program works by one addict helping another. If we employ professionals in NA groups, we would destroy our unity. We are simply addicts of equal status freely helping one another.

Ninth Tradition

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

NA groups join together, combining their resources to create service boards and committees that will help them better fulfill their primary purpose. Those boards and committees are not called to govern NA; they are called, rather, to faithfully execute the trust given them by the groups they serve.

Tenth Tradition

Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

There are a great number of addiction-related issues that others might expect a worldwide society of recovering drug addicts to take positions on. [...] Our answer, according to Tradition Ten, is that our groups and our fellowship take no position, pro or con, on any issues except the NA program itself. [...] For our own survival, we have no opinion on outside issues.

Eleventh Tradition

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.

The existence of a public relations "policy" implies the importance of a public relations "program" in carrying out our fellowship's primary purpose. [...] As NA groups, service boards, and committees, we deliberately and energetically cultivate good public relations, not as an incidental result of our normal activity but as a way to better carry our message to addicts. [...] Public anonymity helps keep the focus of our public relations on the NA message, not the PI workers involved.

Twelfth Tradition

Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Anonymity is one of the basic elements of our recovery and it pervades our Traditions and our Fellowship. It protects us from our own defects of character and renders personalities and their differences powerless. Anonymity in action makes it impossible for personalities to come before principles.