

# Ottawa Area Service Committee of Narcotic Anonymous Policies and Guidelines



## Ottawa Area Service Committee Policies and Guidelines

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## **Introduction**

Since January of 1986, when the Ottawa ASC was first formed to service its four local groups, growth has been witnessed both in the number of groups being represented and the number of addicts seeking recovery within our Fellowship.

We have been rewarded with the benefits that come from working together in service to carry out our primary purpose and to further the growth and unity of the Fellowship. Along with these, we have also experienced some of the pains associated with growth.

Although passing policies and guidelines as needed has served us well in the past, the growth we are now experiencing requires us to develop and subsequently use comprehensive guidelines that will enable us to work together smoothly and efficiently.

The purpose of this paper is to collect in one document the approved structure, areas of responsibility and method of operation for the Ottawa ASC. It should serve as an introduction to the committee for new members and as an evolving record of group conscience on matters relating to its operation.

A special thanks should go to all the areas and regions who likewise worked long and hard to develop their own guidelines, which we found to be of invaluable assistance in drafting our own.

## **Foreword**

The individual N.A. member is the foundation of all N.A. service. The first responsibility of all N.A. members are to stay clean. Our next responsibility is to prepare ourselves for carrying the message of Narcotics Anonymous. We all share this responsibility, even those members with just a few days clean.

Service in its simplest form is the sharing of experience, strength and hope, the giving of oneself.

Personal service begins as soon as our desire to stay clean is demonstrated by our staying clean. Sharing one on one, making coffee, setting up chairs and tables, cleaning ashtrays, chairing, speaking and sponsorship are some of the things that we can begin to do early in our recovery to contribute. These early expressions of service prepare us for later work on service committees. The form of personal service members choose is not nearly as important as making the decision to learn and practice spiritual principles by giving service.

When we serve for no other reason than for the joy of giving, there is something inside us that begins to stir. It is a bond of understanding, perhaps for the first time in our lives,

that we belong, that we feel a part of something. We come to understand that there is true value in our lives; we are clean and able to be of service to others as a result of the N.A. program and our individual commitments to the principles thereof. This new sense of purpose gives us direction and helps us to persevere through even the most troublesome times.

For those of us who have been privileged to serve N.A., we must stress how important sharing through service has been and continues to be in contributing to our personal recovery.

We find that there is another aspect of these initial efforts that we experience as we perform personal service. We become an example for others and inspire them to contribute also. Without even realizing it, we are giving away what has so freely been given to us.

In order to encourage the atmosphere necessary to recovery, groups generally utilize the following trusted servants: Secretary, Treasurer, Group Service Representative (GSR) and GSR - Alternate. Each of these trusted servants have separate responsibilities but they work together as a team.

Our Group Service Representative's (GSR) participation is vital to the flow of communication between a group and N.A. as a whole. GSRs are the link that binds different groups together in the fulfillment of our primary purpose. It is their responsibility to keep their group informed of events at the area, regional and world levels, to express their group's conscience at the area level, and to keep the area informed about the activities, strengths and problems of their group.

Members of a group should always be able to go to their GSR to find out about activities, other groups, how our N.A. service structure works, the 12 Traditions, and how they can become more involved in service.

The most successful groups provide opportunities for individual members to learn as much as possible about each of the trusted servant positions within the group. This can be done effectively by encouraging open communication with each existing trusted servant. Growth in personal characteristics and responsibility can be important results of service and every group should encourage this opportunity for every member. An effort should be made to rotate the leadership and participation in an orderly manner so that confidence in the group and trusted servants is strengthened.

Trusted servants should begin to learn general service at the group level, after experience with personal service. This gives us an understanding of the group and prepares us for area service.

In principle, general service is an extension of service at the personal and group levels.

General services are those activities we do as members of a committee or subcommittee. Examples of our general service include the Area Service Committee and its subcommittees for Public Information and Outreach, Hospitals and Institutions, Activities, etc. All of our service committees have separate and distinct functions but collectively they are parts of the whole N.A. service structure.

There are some decisions in which individual N.A. groups will always want to participate directly, especially those involving a change in the Fellowship as a whole. Otherwise, however, N.A. groups have generally delegated much of the active responsibility for N.A. services to their trusted servants at the area, regional and world levels.

N.A. leaders lead by example, not by directives. They maintain a mutual respect with the Fellowship they serve. Responsibility and trust provide the beautiful balance within our Second Tradition that captures the spirit of mutual respect which is necessary to effectively operate our services.

By mutual respect we mean respect for each other as individuals, whether we have one day, one year or one decade clean, and whichever form of service chosen. Attaining mutual respect begins when we as individuals practice the spiritual principles of honesty, open-mindedness and willingness to try in our relations with others.

The reason N.A. Leaders are called trusted servants because they are placed in a position of trust by the group conscience of the Fellowship they serve. By trust we mean that we are placing with them the authority to act responsibly within their best judgement. This authority enables the trusted servant to perform his or her delegated responsibilities, within the confines of those responsibilities.

The services that are handled by our trusted servants free N.A. groups to focus on our primary purpose and to provide the personal service which is the trademark of Narcotics Anonymous.

Trusted servants have decisions to make in performing their duties. Part of our trust is allowing them to make these decisions. If we insisted that they return to us with every decision, they would not be trusted servants at all, they would simply be messengers. We must remember that we elected them to a position of trust and that they will use their best discretion and report on their actions.

Though the trusted servant has been delegated these responsibilities and the right to make decisions, if there is any uncertainty with the decision, he or she should seek the experience and counsel of members, groups or service committees, prior to the decision and its implementation.

Our Ninth Tradition says that "We may create service boards or committees directly responsible to those they serve". The Fellowship has a deep commitment to ensure the continuation of service boards and committees that make up the N.A. Service Structure.

Further, it is the responsibility of the Fellowship which created the service structure to support it financially, emotionally, and with human resources; the trusted servants themselves.

Our personal experiences while using differed from one another. However, as a group we have found many common themes in our addiction. One of these was the need to prove self-sufficiency. We had convinced ourselves that we could make it alone and proceeded to live life on that basis. The results were disastrous, and in the end, each of us had to admit that self-sufficiency was a lie. This admission was the starting point of our recovery and is a primary point of unity for the Fellowship.

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 as individuals is directly related to the survival of the groups and the Fellowship.

Our Traditions are the guidelines that protect us from ourselves. They are our unity. We must live and work together to ensure that in a storm our ship does not sink and members perish. With faith in a Power greater than ourselves, hard work and unity based on spiritual principles, we will survive and continue to carry the message of recovery to the addict who still suffers.

## **Orientation to the Ottawa Area Service Committee of Narcotics Anonymous**

The following information was put together as an orientation package for new members attending the ASC. The purpose of this outline is to simplify the terminology used, draw out the order of N.A. service structure and present a brief description of how this particular business meeting is conducted.

The Ottawa ASC was formed in January, 1986. Basically, it is the business meeting of all N.A. groups in and around the Ottawa Area and, is our method of communicating from the group through to the World Service Committee level.

The Area meeting takes place on the first Sunday of each month, except on long weekends that fall on the first Sunday of the month; on these occasions, ASC will meet on the second Sunday of the month. Punctuality is appreciated so that a timetable can be followed.

**There is no such thing as a stupid question here except the one you don't ask!** The other members of the committee would be happy to answer any questions or direct you to the appropriate person when asked.



If you are here representing a group, the first thing you should do is approach the table at the front of the room and grab the name tag that identifies which group or committee you will be representing. Other information papers will be on that table as well, which you will be responsible for picking up and looking over. The most applicable will be *this month's agenda, the last Area Service Committee Meeting Minutes and, the Administrative Steering Committee Report*. There may also be announcements which detail upcoming events such as dances, conventions etc., both from our region and from other regions.

### **Group Service Representatives (GSRs)**

GSRs are the link that binds the different groups together and in turn, N.A. as a whole helping to fulfill our primary purpose. It is their responsibility to keep their groups informed of events at Area, Regional and World levels; to express their group's conscience at Area level and to keep the Area informed about activities, strengths and concerns of their group. (For a more detailed description see the separate handout with this orientation package)

**If you are a new GSR, the following information will be required from you at this meeting:**

### **GSR Report**

- DON'T PANIC! It is very informal. Ask the secretary for a blank form and fill it out to the best of your ability. During the meeting you will be required to verbally report the items listed in the report. We all want to hear how your group is doing.
- After you make your verbal report, hold on to your written report until the first recess. At this time you may give it to the ASC Secretary so that they may place the information in the minutes. This is the only way your group will get noted. If the report is not handed in, it will not be included in the minutes. Keep it simple if possible; ie. Is the support good? Is it weak? Is attendance up, down or steady?
- FINANCIAL STATUS of the GROUP. Indicate your group's ASC donation if applicable.
- ANNIVERSARIES or SPECIAL EVENTS
- This verbal report should only take 1 or 2 minutes unless your group has some special concerns or matters it wants you to share.
- Motions that were discussed at your group's business meeting should also be written on this form but not mentioned until the "OLD & NEW" Business part of the meeting takes place. If your group wishes to put them into "new business", the procedure is outlined in the "**PROCEDURE**" section which follows.

## Literature Orders

The ASC meeting is where you place a literature order for your group to be picked up at the following ASC meeting. The Literature Committee will have representation to assist you. Payment must be in advance. Order forms are available; take a couple to have handy for your group's business meeting.

**The purpose of the ASC is “to help carry the message to the addict who still suffers”; to be supportive of its member groups and to foster the growth and unity of the Fellowship as a whole. See Policies and Guidelines (P&Gs) Section 4.1.**

## ASC Members

GSRs, Alternate GSRs, Standing Committee Chairpersons, Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, ASR (Area Service Representative), Alternate ASR and Area Convention Service Representative. (See Policies and Guidelines Section 3 and for Officers, Section 10.)

## Standing Committees

- **HOSPITALS and INSTITUTIONS COMMITTEE:** This committee helps carry the message of recovery to people in those places where they can't get to an N.A. meeting on their own. (For more detail see P&Gs, Section 8.3.1.)
- **PUBLIC RELATIONS COMMITTEE:** This committee also carries the message. They schedule public speaking engagements to educate people and answer publicly any questions about N.A. as a whole. (For more detail see P&Gs, Section 8.3.2.)
- **GRATITUDE-ACTIVITIES COMMITTEE:** A great deal of energy is needed to be on this committee! This committee organizes and coordinates dances, fundraisers, an annual anniversary celebration for the Ottawa Area, and other events in the Ottawa Area. (For more detail see P&Gs, Section 8.3.3.)
- **NEWSLETTER COMMITTEE:** This committee is responsible for the preparation and distribution of our Area's Newsletter. (For more detail see P&Gs, Section 8.3.4.)
- **LITERATURE COMMITTEE:** This committee is responsible for providing N.A. literature to the Ottawa Area Groups. (For more detail see P&Gs, Section 8.3.5.)
- **ADMINISTRATIVE STEERING COMMITTEE:** This committee meets once a month to set the Agenda for the coming Area Service Committee Meeting. (For more detail see P&Gs, Section 8.1.)

## **Procedure**

Upon arrival, please bring any new business to the attention of the Chairperson so that it may be added to the Agenda. **Motions must be submitted in writing on the forms provided with the name of the person making the motion and the name of the person seconding the motion.** It is advisable to add the intent of the motion to hasten the debate.

Pick up your copy of the Agenda, Minutes from the last Area and Administrative Steering Meetings. Have a quick look at the minutes pertaining to your group's report and note any errors or omissions as you will be asked to accept the minutes early in the meeting.

The agenda is easy to follow and will lead you step by step through the meeting. Certain practices may seem unusual or unnecessary but be sure, the procedures practiced here have evolved and are still evolving yet it is safe to say that given a chance, most bear up under almost all circumstances.

## **Area Service Committee**

An Area Service Committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, which meets monthly for the express purpose of serving the specific needs of its member groups.

There are certain facilities which are necessary to the service provided by an ASC. In the beginning these may be simply a permanent mailing address (usually a post office box), a bank account, and a place to hold meetings.

As the membership and number of groups within an area increase, or when an area decides that it needs a broader spectrum of services, more facilities may be needed. These might include a telephone answering referral service, typewriter, adding machine, a place to store literature among other things. As an area grows still more, the members may decide to consolidate and improve these facilities by opening and staffing a local office.

Most ASCs have found that a subcommittee often does the actual work to implement ASC directives. The subcommittees normally deal with a single service such as public information, hospitals and institutions, or entertainment, and may meet to do the work as needed between regular ASC meetings.

The most important service which an ASC provides is that of group support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its area service committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its area service committee both financially and emotionally. It takes money to provide the services we have described. It is the group's responsibility to offer this support. When an ASC is first formed, this need for funds may be minimal, just enough to pay for a post office box and a meeting place. However, as an area grows, the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep his or her own group informed, and must represent that group's conscience in all committee decisions. Where possible, an agenda for an ASC should be sent to the groups ten days before the committee meets. Representatives should evaluate each vote in terms of the needs of those they serve or take it back to the group. In addition to this, a GSR participates in helping carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with special situations are services which require much more effort than a monthly meeting.

### **Group Service Representatives (GSRs) and GSR Alternates**

A group service representative (GSR) is first in the line of communication between a group and Narcotics Anonymous as a whole. They are the links that bind the groups together in the performance of our primary purpose. It is their responsibility to keep a group informed and to express a group's conscience in all matters. In other words, they are in face the voice of the group. Electing GSRs who will take an active part in the business of N.A. is probably the most important thing we can do to improve the unity of the fellowship. Active representation more than any other thing, can strengthen the ties that bind us together and promote our common welfare.

The GSRs speak for their groups at area service committee meetings. They take part in planning and implementation of any functions which affect the members of their groups. As a result of their participation they can keep their groups informed about what is happening in N.A. Members of a group should always be able to go to their representative and find out about activities, other groups, how our N.A. service structure works, the Twelve Traditions, and how they can become more involved.

A GSR normally serves for a period of two (2) years. The first year is spent as a GSR alternate, working closely with an existing GSR, learning the duties of the office and taking over in case the GSR is ill, or cannot for any reason continue to serve. Also, if the GSR cannot attend one of the monthly meetings, the GSR alternate has the responsibility to vote in the GSR's absence. It is also suggested that a GSR share some of the responsibilities with the alternate GSR. The second year the alternate becomes the group's GSR, taking over the full responsibilities and functions of the office, and in turn is helped by a newly elected GSR alternate. The "apprentice" system serves two

purposes: First of All, it helps to provide a continuity of service which never leaves a group unrepresented and, secondly, the year spent as an alternate provides the training for an effective GSR. As you can see, the role of a GSR is neither a simple one nor one to be taken lightly. The election of effective GSRs and GSR alternates is probably the most important thing that you as an individual member can do for the unity of N.A. In choosing your representatives, remember that they are your voice and your ears in N.A. If you wish to be well represented and well informed, it is your responsibility to elect the best possible nominee. For this reason we suggest that candidates for GSR should have:

1. The willingness and desire to serve;
2. We suggest a minimum of one (1) year of continuous abstinence from all drugs;
3. An active participation in the group they serve;
4. Knowledge of the Twelve Steps and Twelve Traditions; and
5. An understanding of the N.A. service structure and the responsibilities of a GSR.

The requirements for the office of GSR alternate are the same as those for GSR except that there is a minimum of six (6) months of continuous abstinence from all drugs. These qualifications of course are not hard and fast rules. They are however, some of the things you should consider in the selection of your representatives. The group service representatives, as we have described them, are your link to the rest of N.A. They are also the ties that bind the personal service you and your group perform to the next type of service which is offered by N.A. area and regional service.

It is our suggestion that when holding elections for group officers, the description of each officers' job and the suggested qualifications for nominees be read, so that members of the group fully appreciate the responsibilities and ramifications of each office.

In order to coordinate its services, each ASC elects officers yearly. These officers include a chairperson, vice chairperson, secretary, assistant secretary, treasurer, assistant treasurer, area service representative ASR (the Guide to Local Service suggests the election to two Regional Committee Members (RCMs) which will replace ASRs), alternate ASR. Leadership and the ability to organize and give committee direction and incentive must come from its officers. Upon election the officers must resign as GSRs and their groups then elect new representatives, thus ensuring all groups equality of representation.

## **Policies and Guidelines**

### **1. NAME**

The name of this assembly shall be "OTTAWA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS" (O.A.S.C.N.A.), hereinafter referred to as the ASC. For purposes of correspondence, documentation, Public Information and Outreach, etc., it shall be known as the "OTTAWA AREA SERVICE COMMITTEE OF N.A."

### **2. GEOGRAPHICAL BOUNDARIES**

This committee shall serve Ottawa and the surrounding area. We shall have the option of serving other neighbouring groups in the absence of other ASCs within their area.

### **3. ASC MEMBERS**

The members of this committee are: Group Service Representatives (GSRs), Standing Committee Chairpersons, the Regional Committee Member (RCM), the Alternate RCM, Select Committee Chairs, and Administrative Officers. These members meet regularly to carry out the purpose and perform the functions of the ASC as described in Section 4.0 of these guidelines.

### **4. PURPOSE/FUNCTIONS**

#### **4.1. PURPOSE**

The purpose of the ASC is to help carry the message of recovery to the addict who still suffers, to be supportive of its member groups and to foster the growth and the unity of the Fellowship as a whole.

#### **4.2. FUNCTION**

The basic functions of the ASC in support of this purpose are to administer and coordinate business and activities common to the various groups comprising its membership in accordance with the 12 Traditions of N.A. Specific functions include, but are not limited to, the following:

- a) to publish quarterly, at the discretion of the Public Relations Committee, an area meeting list. New groups will have a 3 month probationary period before becoming eligible to be added to the list.
- b) to maintain a recorded meeting Information line;
- c) to create committees to respond to needs as they arise;
- d) to carry the message of N.A. to the general public and within the Fellowship, through a Public Relations committee;
- e) to carry the message of recovery into settings where the facility's restrictions make it unlikely for a regular group to operate freely, through a Hospitals & Institutions committee;

- f) to help its groups deal with their basic situations and needs;
- g) to facilitate the communication of information to and from groups;
- h) to provide information and guidance to members of the Fellowship; to hold regular business meetings;
- i) to hold service workshops and learning days;
- j) to encourage and support the planning and implementation of social functions, conferences and fundraising for the Fellowship, through an Activities committee or a Select Committee;
- k) to publish a newsletter for our local Fellowship, through a Newsletter committee;
- l) to ensure that the accountability of all area committees to the ASC and that of the ASC to the Fellowship is maintained
- m) to be a source of co-operation between our area, other areas, regions, NAWS and
- n) to facilitate the distribution of literature and other WSO merchandise to the Fellowship, through a Literature Committee.

## **5. ASC REFERENCES**

The ASC and its committees shall comply in all actions with the following:

- a) The 12 Traditions of Narcotics Anonymous
- b) Current publication of Ottawa Area Service Committee of N.A. Policies and Guidelines (OASC P&G) hereinafter known as P&G.
- c) The Temporary Working Guide to Our Service Structure and its successors
- d) The current editions of all N.A. Handbooks
- e) Past ASC motions
- f) Any special rules of order the committee(s) may adopt
- g) Short version of "Robert's Rules of Order"
- h) The Policies and Guidelines package will include the "Orientation to the Ottawa Area Service Committee of Narcotics Anonymous" and the "Short Form of the Robert's Rules of Order" and the "Table of Motions".

## **6. REGIONAL SUPPORT**

This ASC is represented at and is a voting member of the Ontario Regional Service Committee (RSC). It is our responsibility to financially support that committee and contribute to the growth and unity of N.A. in this region.

It is important for us, as a link in the service structure of N.A., to maintain communication with and be a source of cooperation between this and other areas, regions, WSC and WSO. We do recognize, however, that we have unique ties through common interests and geographical proximity with the Quebec RSC.

The Ottawa ASC shall maintain regular communication and support the coordination of activities of mutual concern with the Quebec RSC and its member areas.

## **7. SERVICE MEETINGS**

The principle on which all service meetings must be scheduled is to maximize the ability of individual members to attend these meetings, including out of town group members and/or regional service representatives

### **7.1. SCHEDULING MEETINGS**

The responsibility for scheduling the time and place of service meetings rests with each committee and its members. The committee is required to notify the A.S.C. of any changes to meeting time and place in an appropriate time frame. Times and locations for service committee meetings can be found in our meeting lists, through the phone line, through the Ottawa Area Web Site or through contacting one of the admin officers.

### **7.2. SPECIAL ASC MEETINGS**

The following stipulations apply:

- a) Any ASC member may call a special meeting, but 25% or more ASC members must agree to call the meeting. The procedure for determining if 25% are in agreement:
  1. member requesting a special meeting advises the ASC Secretary, then,
  2. the ASC Secretary polls ASC members to see if 25% agree.
- b) Written notice must be given to all ASC members at least 7 days in advance.
- c) The reason for a special meeting must be stated in the notice.
- d) Announcements concerning the meeting are to be made to the general membership in the week preceding the meeting.
- e) The special meeting is limited to dealing with the business stated in the notice.
- f) A quorum, as defined in Section 13.0 of these guidelines shall apply to hold a special meeting.

### **7.3. EMERGENCY ASC MEETINGS**

This committee stipulations apply:



- a) Only the ASC Chairperson may call an emergency meeting, but 25% or more ASC members must agree to hold the meeting. The procedure for determining if 25% are in agreement:

the ASC Chairperson advises the ASC Secretary, then, the ASC Secretary polls ASC members to see if 25% agree.

- b) Verbal notice with reason must be given to all ASC members at least 24 hours in advance.
- c) The emergency meeting is limited to dealing with the reason given in the notice.
- d) 25% of voting ASC members shall constitute a quorum for emergency meetings.
- e) All decisions made at emergency ASC meetings must be tabled with and are subject to ratification by the ASC at its next regularly scheduled meeting.

## **8. COMMITTEES DEFINED**

### **8.1. ADMINISTRATIVE/STEERING COMMITTEE**

#### **8.1.1. Purpose of the Committee**

The agenda for each ASC meeting is prepared monthly by the mandatory and invited members of this committee. The Committee may also meet face to face to discuss new business, and to coordinate upcoming events, workshops and other ASC activities. This committee is required to develop committee guidelines and to submit them to the ASC for review and approval.

#### **8.1.2. Attendance**

Attendance is mandatory except for extenuating circumstances for the Administrative Officers. They are:

1. ASC Chair
2. ASC Vice Chair,
3. Secretary
4. Assistant Secretary
5. ASC Treasurer
6. Assistant Treasurer

In the case of a position which has an 'assistant' either Administrative Officer can attend. For example either the Secretary or Assistant Secretary can attend.

Attendance is required by the following Area Trusted Servants:

1. Sub-Committee Chairs or their representative must attend when they intend to bring up any out of the ordinary sub-committee business at the Area meeting. When in doubt, the Sub-Committee Chair is required to consult the Area Chair concerning the need to discuss that item at the Admin Steering Committee.
2. The Regional Committee Member (RCM) or the Alternate RCM must attend the Administrative Steering Committee after each Regional Committee Meeting. They are expected to provide a full report including any motions which will require a vote. They must also attend the Admin Steering Committee meeting when requested, to respond to questions concerning regional issues
3. The Chairs of Ad Hoc Committees need only attend the Administrative Steering Committee as required by their mandate.

The ASC Secretary or their delegate will inform any Area Trusted Servant whose attendance is requested at the Administrative Steering Committee. Attendance at the Administrative Steering Committee meeting shall be deemed a fulfillment of their responsibilities.

### **8.1.3. Meetings**

The Admin Steering Committee will meet at a regularly identified time each month. The time and location of the meeting is to be identified by the members of the Committee and provided to GSRs, and Area Trusted Servants.

In the event that there are no items on the agenda of the Administrative Steering Committee an Administrative Officer may cancel the meeting. The cancellation notice is to be communicated to all mandatory and potential meeting attendees.

In keeping with the Second Concept "*The final responsibility and authority of NA services rests with the NA groups*", GSRs will be informed at the Area Service Committee meeting if there are items on the Agenda that warrants a face to face meeting of the Admin Steering Committee. This will allow GSRs to provide feedback to the Administrative Officers and to inform their groups accordingly.

As face-to-face Committee meetings will only be held when required, the schedule of the Administrative Steering Committee meeting is not published on the Meeting List.

## **8.2. SELECT COMMITTEES**

The ASC Chair will provide Policies and Guidelines, and clear direction in writing for any Ad Hoc or Select Committee they choose to strike. Said P&G and direction will be subject to review and acceptance by GSRs before calling for nominations for a Chairperson.

## **8.3. STANDING COMMITTEES**

The Standing Committees of the ASC include but are not limited to:

1. Hospitals and Institutions Sub-Committee
2. Public Relations Sub-Committee
3. Gratitude-Activities Sub-Committee
4. Newsletter Sub-Committee
5. Literature Sub-Committee

When a Standing Committee, Ad Hoc Committee or event coordinator (referred to as “Committee”) requires the cooperation of another Committee, the request needs to be made at least 2 business meetings (of the subcommittee from whom cooperation is being sought) prior to the requested coordinated event date.

### **8.3.1. HOSPITALS & INSTITUTIONS**

This committee carries the message of recovery into settings where a facility's restrictions make it unlikely for a regular group to operate freely, (i.e. hospitals, jails, recovery homes, treatment facilities, etc.)

This committee attempts to make N.A. available to any addict seeking recovery from addiction by mutual cooperation with these facilities, by starting meetings, arranging for forums, making literature available, and establishing meetings in these places.

Since many of these meetings cannot function within the 12 Traditions of N.A., this committee will operate in accordance with current editions of the H&I Handbook, and with Standing Committee guidelines, and is accountable to the ASC.

### **8.3.2. PUBLIC RELATIONS**

This committee shall operate in accordance with the 12 Traditions of N.A., with current editions of the P.I. Handbook, and with Standing Committee guidelines, and is accountable to ASC.

This committee informs the general public, especially those whose work is or may be involved with the active addict, of what we have to offer:

recovery from the disease of addiction, how and where we are available, how we attempt to create a mutual understanding with the addicts, and sharing about the disease of addiction with those who are interested in helping the addict.

Presently, the Public Relations Committee has responsibility for the following:

- a) the maintenance of a recorded meeting list information line; and
- b) the publication and distribution of an area meeting directory.
- c) adopt the "type 1" phone line (as described in the phone line service manual approved by WSO/1986) and that The Message Centre handle all our incoming calls.
- d) has the responsibility for the maintenance of a meeting information/helpline.
- e) is responsible for the updating and printing of the Ottawa Area Meeting Lists.

### **8.3.3. GRATITUDE-ACTIVITIES**

This committee shall operate in accordance with the 12 Traditions of N.A., and with Standing Committee guidelines, and is accountable to the ASC. This committee is responsible for the planning and implementation of activities which promote unity within our Fellowship, and may raise funds for our area's needs. This committee may be asked to assist in the planning and implementation of workshops or other ASC activities.

The Gratitude-Activities Committee will be responsible for the following annual events:

1. An anniversary event formerly known as "Gratitude Day", to be held the weekend following Labour Day each year.
2. A dance to be held near the end of October known as the HallowClean Dance.
3. A dance to be held on New Year's Eve.

Both the Chairperson and the Treasurer of this committee will be elected at the ASC and the clean time required is 3 years. The Chair and the Treasurer are to present their reports at the monthly Area meetings, and the Treasurer's report shall be reconciled to the committee's bank statement, which shall be attached to the report filed.

#### **8.3.4. NEWSLETTER**

This committee shall operate in accordance with the 12 Traditions of N.A., with current editions of the Handbook for N.A. Newsletters, and with Standing Committee guidelines, and is accountable to the ASC.

This committee is responsible for promoting unity within our Fellowship with the members of recovery, news from all levels of service and upcoming events.

#### **8.3.5. LITERATURE**

This committee shall operate in accordance with the 12 Traditions of NA, with current editions of the OASCNA Literature Sub-committee Policies & Guidelines and any current WSO handbooks and/or guides available through the WSO.

This committee will be responsible for providing all manner of WSO Literature to the members of the OASC, as well it will keep a reasonable inventory of the OASC P&Gs, and OASC Orientation Package.

That the Treasurer of this committee be elected at the ASC and the clean time requirement is 3 years.

### **9. STANDING COMMITTEE GUIDELINES**

All Standing Committees are required to develop guidelines and submit them to the ASC for review and approval. Once approved by the ASC, they will form part of the ASC Policies & Guidelines. Therefore, any recommended changes to Standing Committee guidelines are subject to the same amendment procedures as described in Section 19.0 of this document. These Standing Committee guidelines shall address the following requirements for elected committee officers:

1. Clean Time
  - Chairperson: 3 years
  - Vice-Chairperson: 2 years
  - Secretary: 2 years
  - Treasurer: 2 years
  - Treasurer of Gratitude-Activities: 3 years
  - Treasurer of Literature: 3 years
  
2. Shall have a working knowledge of the 12 Steps and the 12 Traditions of N.A.

## **10. ASC OFFICER POSITIONS**

### **10.1. RESPONSIBILITIES**

All elected ASC officers are expected to:

- a) attend all ASC and Administrative/Steering Sub-committee meetings as required by current OASCNA Policy & Guidelines. If, at any time, they are unable to attend any of these meetings, they must notify the ASC Chairperson and ensure that their report is presented by their alternate/assistant.
- b) familiarize themselves with the documents listed in Section 5.0 of these guidelines.

#### **10.1.1. CHAIRPERSON**

The responsibilities of the ASC Chairperson shall be to:

- a) call ASC and Administrative/Steering Sub-committee meetings to order at the appointed time and preside at all meetings of these committees as per Robert's Rules of Order.
- b) review the Secretary's minutes of each ASC and Administrative/Steering Sub-committee meeting prior to distribution.
- c) maintain active two-way communication between the ASC and Administrative/Steering Sub-committee and present written and oral reports, as required, to both as outlined in Section 17.1 of these guidelines.
- d) serve as an available resource to Group Service Representatives.
- e) serve as custodian of ASC archives in accordance with the archiving policy outlined in section 22
- f) be one of three co-signers of the ASC bank account.
- g) have a working knowledge of the ASC Policies & Guidelines and Robert's Rules of Order.
- h) hold and maintain a master copy of the OASC Policies and Guidelines at all times.

#### **10.1.2. VICE-CHAIRPERSON**

The responsibilities of the ASC Vice-Chairperson shall be to:

- a) perform the duties of the ASC Chairperson in his/her absence.
- b) assume the position of interim ASC Chairperson if, for any reason, he/she is unable to complete the term, until the election of a new ASC Chairperson.
- c) act as Parliamentarian (as per Robert's Rules of Order) at ASC meetings.
- d) assist the Standing Committees to continue on with business in the event of the absence, resignation or dismissal of a Standing Committee

Chairperson, by attending as a resource and as a representative of the ASC.

- e) notify any group of their lack of representation at ASC.
- f) be one of three co-signers of the ASC bank account.
- g) have a working knowledge of the ASC Policies & Guidelines and Robert's Rules of Order.

### **10.1.3. SECRETARY**

The responsibilities of the ASC Secretary shall be to:

- a) draft accurate and concise minutes that reflect the essence of the business conducted at ASC and Administrative/Steering Sub-committee meetings.
- b) type and distribute these minutes, along with an agenda for the upcoming ASC meeting (after Chairperson's review) to all ASC members two (2) weeks prior to the next ASC meeting.
- c) present written and oral reports to the ASC and Administrative/Steering Sub-committee as outlined in Section 17.2 of these guidelines.
- d) prepare letters, documentation and other communications for the Administrative Officers of the ASC.
- e) maintain an updated record of officers, committees and groups.
- f) maintain a file system for all information generated by the ASC, including reports/minutes submitted by the Standing Committees.
- g) maintain an ASC post office box and distribute correspondence received accordingly
- h) Maintain a hard copy archive of current year and year 1 minutes, motions and sub committee reports in accordance with the archiving policy outlined in section 22
- i) Maintain a permanent digital archive on Google Drive and a back up digital archive using a flash drive, of the following documents: minutes, motions, sub committee reports, budget reports and treasurer reports
- j) Maintain read and write permissions to Google Drive for OASC officers, as well as read permissions for standing committee chairs, GSRs and Alt GSRs

### **10.1.4. ASSISTANT SECRETARY**

The responsibilities of the ASC Assistant Secretary shall be to:

- a) perform the duties of the Secretary in his/her absence.
- b) assume the position of interim Secretary if, for any reason, he/she is unable to complete the term, until the election of a new Secretary.
- c) assist the Secretary in all his/her duties.

### **10.1.5. TREASURER**

The responsibilities of the ASC Treasurer shall be to:

- a) act as custodian of the ASC bank account and be one of three co-signers of that account.
- b) keep an accurate and updated record of all ASC financial transactions.
- c) present written and oral reports of all revenues and expenditures at each ASC and Administrative/Steering Sub-committee meeting, as outlined in Section 17.3 of these guidelines.
- d) prepare an annual statement at the end of each fiscal year, the fiscal year being February 1 to January 31.
- e) order literature for the ASC and its Standing Committee, as required.
- f) maintain an itemized inventory of literature and report on it at each ASC and Administrative/Steering Sub-committee meeting if responsibility "e" has been initiated.
- g) collect all ASC donations.
- h) submit a written financial report to the RCM to present at Regional Service Committee meetings.
- i) in the event that any ASC elected Sub-committee Treasurer position becomes vacant, the ASC Treasurer will be asked to report each month of the vacancy, their opinion of the well being of the affected treasury and make recommendations, (if they deem necessary) to the ASC.
- j) forward designated contributions from the groups to annual event subcommittees
- k) provide a mid-year Budget vs Actual Analytical Report to be presented at the August ASC Meeting
- l) Adhere to the policies governing ASC funds outlined in section 16 of this document
- m) Maintain a hard copy archive of current and year 1 budget reports, treasurer's reports, financial requests, invoices, receipts and other paperwork pertaining to the treasury, in accordance with the archiving policy outlined in section 22

### **10.1.6. ASSISTANT TREASURER**

The responsibilities of the ASC Assistant Treasurer shall be to:

- a) perform the duties of the Treasurer in his/her absence.
- b) assume the position of interim Treasurer if, for any reason, he/she is unable to complete the term, until the election of a new Treasurer.
- c) assist the Treasurer in all his/her duties.

### **10.1.7. REGIONAL COMMITTEE MEMBER (RCM)**

The responsibilities of the RCM shall be to:



- a) maintain active two-way communication between this ASC and the Ontario Regional Service Committee by providing written and oral reports on each other's projects, progress, and problems, as outlined in Section 17.4 of these guidelines.
- b) attend all Ontario Regional Service Committee meetings.
- c) provide this area with an agenda for the upcoming RSC meeting, when available, for review and input.
- d) provide this area with the World Service Conference Agenda Report and present it to the groups in a workshop form, (in conjunction with the Administrative/Steering Sub-committee).
- e) provide this area with World Service Conference Reports.

#### **10.1.8. ALTERNATE RCM**

The responsibilities of the Alternate RCM shall be to:

- a) perform the duties of the RCM in his/her absence.
- b) assume the position of interim RCM if, for any reason, he/she is unable to complete the term, until the election of a new RCM.
- c) assist the RCM in all his/her duties.

#### **10.1.9. STANDING COMMITTEE CHAIRPERSONS**

The responsibilities of the Standing Committee Chairpersons shall be to:

- a) preside at all regular monthly meetings of their respective committees.
- b) perform such duties and functions as necessary to the operation of their committees, as defined in their Standing Committee's guidelines.
- c) maintain active two-way communication between their committees, the ASC, the Administrative/Steering Sub-committee and their Regional Service Committee counterparts. If, for any reason, they are unable to attend their Standing Committee meetings, they must inform the ASC Vice-Chairperson in advance, to allow him/her to attend that meeting as a resource and as a representative of the ASC.
- d) present written and oral reports to the ASC, the Administrative/Steering Sub-committee and their own committees, as outlined in Section 17.5 of these guidelines.

#### **10.1.10. Area Convention Service Representative**

The responsibilities of the Area Convention Service Representative shall be to:

- a) Maintain active two way communication between the OASC and the Ontario Region Convention of Narcotics Anonymous (ORCNA)

- Committee by providing written and oral reports on each other's projects, progress and problems
- b) Participate in the ORCNA core committee meetings, as a voting member, to the extent possible. When not physically attending the committee meetings, the ACSR will attend via the online meeting portal. OASC preference is for online meeting participation with an exception for a first meeting and a site visit.
  - c) Attend all monthly meetings of the OASC as a non-voting participant until the OASC meeting following the last ORCNA committee meeting

## 10.2. REQUIREMENTS FOR ELECTION

- a) The clean time requirements for elected ASC officers at the time of adoption of these guidelines are as follows:
  - Regional Committee Member (RCM): 4 years
  - Alternate RCM: 4 years
  - Chairperson: 4 years
  - Treasurer: 4 years
  - Vice-Chairperson: 4 years
  - Secretary: 3 years
  - Assistant Secretary: 3 years
  - Assistant Treasurer: 3 years
  - Standing Committee Chairpersons: 3 years
  - Literature Treasurer: 3 years
  - Activities Treasurer: 3 years
  - Gratitude Day Treasurer: 3 years
  - Area Convention Service Representative: 2 years
- b) Shall have previously fulfilled service experience at the ASC and/or Standing Committee level.
- c) Shall hold no other ASC member position, except for interim positions as detailed earlier in these guidelines.
- d) Shall have knowledge of the 12 Steps and 12 Traditions of N.A.
- e) If anyone comes forward to run for a position, but lacks the clean time requirements, a ninety percent (90%) positive vote will be required by the GSRs.
- f) In the event that only one candidate is standing for election, a two-thirds majority vote will be required.

### 10.2.1. Definition of Clean Time for Purposes of Elections

The purpose of this section is to explain NA's position on clean time; especially in regards to people on drug replacement programs. For more

information on this topic, please read the *World Service Board of Trustees Bulletin #29: "Regarding Methadone and Other Drug Replacement Programs"*.

The Bulletin states that allowing people who are on drug replacement to serve as a trusted servant is "not consistent with our traditions," and that allowing this "affects other groups and NA as a whole."

Other prescribed drugs; including those for depression, anxiety, pain and other illnesses do not fall into the category of drug replacement narcotics because those drugs are not prescribed for addiction treatment.

So, for example: when a position requires four years of clean time, this means that during the last four years that person must not have been on a drug replacement program.

### **10.3. TERMS OF OFFICE**

- a) Trusted servants of the ASC, excepting the RCM, shall be elected to serve for one year, but may be re-elected for a second term. The RCM will be elected to serve a 2 year term and may be re-elected to serve a second term.
- b) No officer may serve more than two (2) consecutive terms in the same position.
- c) Officers elected to serve unexpired terms due to dismissal or resignation shall serve only until the time of the next regular election for that position. Terms filled under these conditions will not be counted in calculating the two (2) consecutive terms in office.

### **10.4. DISMISSAL AND RESIGNATION**

#### **10.4.1. DISMISSAL**

Officers may be dismissed from their positions at any time for interruption of abstinence, gross neglect of responsibilities, chronic absenteeism, inability to perform responsibilities, or refusal to comply with the documents listed in Section 5.0 of these guidelines.

A written motion for dismissal, with due cause stated, must be entered, seconded and filed with the ASC. The officer must be duly notified, in writing, and shall be afforded the opportunity to give an explanation before any vote is taken.

A two-thirds majority will be required for dismissal. Voting for dismissal shall be conducted by secret ballot, (as per Section 14.1).

A six month moratorium will be required for any ASC officer dismissed from their position.

#### **10.4.2. RESIGNATION**

Voluntary resignations should be submitted in writing to the ASC Chairperson. Officers who have been absent without notice for two consecutive OASC meetings will be deemed to have resigned.

A six month moratorium will be required for any ASC officer resigning from their position (or deemed to have resigned), except when that resignation is tendered in order to fill another ASC member position.

### **11. ESCALATOR CLAUSE**

Deleted.

### **12. VOTING & NON-VOTING PARTICIPANTS**

#### **12.1. VOTING PARTICIPANTS**

The voting participants of the ASC shall be Group Service Representatives or their Alternates in their absence.

In the event of a tie vote, the ASC Chairperson shall declare the motion defeated.

Whenever possible, GSRs will be given two weeks advance notice on new business.

Voting participants, having registered with the ASC Secretary and being recognized by the Chair, shall enjoy all the privileges allowed by Robert's Rules of Order and these guidelines.

No voting participant may represent more than one group at any one time.

#### **12.2. NON-VOTING PARTICIPANTS**

A non-voting participant shall be defined as any member of the Administrative/Steering Sub-committee having registered with the ASC Secretary and being recognized by the Chair, is then permitted to debate, question, enter or second motions and nominations, present reports, present personal points of privilege, call for points of order and/or query the Chair. Such participants shall not be allowed to cast a vote on any matter requiring such nor will they be permitted to appeal decisions of the Chair.

### 12.3. Discussing Motions

In keeping with the 9th Concept which states that “**All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes**”, the Chair will ask when discussing motions for 2 people to speak 'For' the motion and for 2 people to speak 'Against' the motion. Individuals speaking 'For' or 'Against' the motion do not necessarily have to vote in that manner; they are simply providing a different side of the story. The number of people speaking 'For' or 'Against' the motion can increase if the GSRs believe that more discussion is required. After the people have spoken, the Chair is to ask if anyone has a radically different viewpoint that would be beneficial to the discussion or if someone has historical information that would be useful for the GSRs to hear.

After the discussion, the Chair will then ask GSRs for consensus on whether or not they are ready to vote on the matter at hand or ready to send the motion to their groups for Group Conscience.

## 13. QUORUM/TWO-THIRDS REQUIREMENTS

### QUORUM, MAJORITY REQUIREMENTS, WITHDRAWALS AND ABSTENTIONS

- Quorum is defined as the "minimum number of members that must be present to make the proceedings of an assembly valid". The OASC defines Quorum as one half plus one of all eligible ASC voting participants as defined in sections 13.1 to 13.4
- The number of ASC voting participants in attendance is determined at roll call and at each vote, and must be at or higher than quorum for elections, and for motions to be voted on
- Simple Majority: One half plus one of all ASC voting participants in attendance must vote 'Yes' for a motion to pass. In elections with two candidates, one half plus one of all ASC voting participants in attendance must vote for a particular candidate, for that candidate to be elected, per section 15.3(b). Note: In elections with more than two candidates, if a majority is not achieved on the first ballot, the candidate with the fewest votes is removed from the ballot and another vote taken. This is repeated until one candidate achieves the required majority per section 15.3(c)
- Two-Thirds Majority: Two-thirds of all ASC voting participants in attendance must vote 'Yes' to elect an ASC Officer when there is only one candidate per section 10.2(f), to pass a motion that changes the policies and guidelines per section 19(d), or to dismiss an ASC Officer per section 10.4.1.
- 90% Majority: If a member runs for an ASC Officer position, but lacks the clean time requirements, a ninety percent (90%) vote is required for election per section 10.2(e)
- Withdrawals: declarations by eligible voting participants who feel they have a conflict of interest. Withdrawals should be announced before the vote. Withdrawals reduce the number of eligible voting participants, but have no effect on quorum
- Abstentions: Eligible voting participants can abstain when voting if they feel they do

not have sufficient information or knowledge to cast a 'yes' or 'no' vote, or do not have the group conscience of the meeting they represent. Abstentions do not reduce the number of eligible voting participants, and have no impact on quorum

- If there is a tie when voting for a motion, the motion does not pass. If there is a tie in an election, voting is repeated until a majority is achieved

### **13.1. QUORUM REGULATIONS**

If a group has not been in attendance during two consecutive OASC meetings, they will take off the total for quorum at the beginning of the third consecutive absence from an OASC meeting until the group is once again represented by a GSR or Alternate GSR.

### **13.2. QUORUM COUNT FORMULA**

Quorum requirement is calculated by totalling the previous months groups still on quorum (add all Ps, Rs and As on the Attendance Sheet not including first-time or returning groups) divide by 2 and add 1. In the case of a half number, round up to the next digit.

### **13.3. REMOVAL FROM QUORUM FORMULA**

Groups missing their third consecutive meeting are removed from quorum at the beginning of the third meeting (this is so they are not included in the calculation from which quorum is derived) and their attendance will be marked with a bar e.g., "-".

### **13.4. QUORUM COUNT FORMULA FOR NEW AND RETURNING GROUPS**

Returning groups and new groups will not be included in the quorum count until the following month of their return; however, they will be able to vote at that ASC meeting. (This is to protect the committee from increasing quorum requirements when a group shows up for just one meeting and then goes absent again).

## **14. VOTING PROCEDURES**

### **14.1. SECRET BALLOT**

Tellers: Two members of the Administrative/Steering Sub-committee appointed by the ASC Chairperson.

- a) Teller initialled ballots will be distributed to and collected from all voting participants by the tellers
- b) When voting in an election with more than one candidate, eligible voters write the name of the candidate they want to vote for on the Ballot, or 'Abstain' if they wish to abstain
- c) When voting in an election with only one candidate, or for a motion, eligible voters indicate 'Yes', 'No' or 'Abstain' on the ballot

- d) Eligible voters who withdraw in accordance with section 13 do not cast a ballot
- e) Ballots, indicating vote only, shall be tallied by tellers
- f) Results of secret ballot votes shall not be published by number
- g) The ASC Chairperson shall announce the results of the vote

Secret ballot voting shall be used for election and dismissal of ASC officers.

#### **14.2. VOICE ROLL CALL**

- a) All voting participants will be called in order and asked to verbally cast their vote.
- b) These votes will be recorded and published.
- c) Voice roll call voting shall be used for amendment of ASC Policies & Guidelines and issues where groups' conscience has been sought.

#### **14.3. SHOW OF HANDS**

Voting shall be conducted in this manner for routine business. The vote count will be recorded and the motion declared carried or defeated.

### **15. ELECTION PROCEDURES**

#### **15.1. ELECTION SCHEDULE**

Elections for ASC officer positions shall be held annually as follows:

##### **JANUARY:**

- Chairperson
- Asst. Secretary
- Alternate RCM
- Asst. Treasurer
- Gratitude-Activities Chairperson
- Gratitude-Activities Treasurer

##### **MAY:**

- Secretary
- Vice-Chairperson
- Treasurer
- RCM

##### **SEPTEMBER:**

- Standing Committee Chairpersons
- Literature Treasurer

## **15.2. NOMINATIONS**

- a) Announcements of when nominations will be heard shall be given to the Fellowship in the month prior to the taking of nominations.
- b) Nominations shall be taken at the two ASC meetings preceding regularly scheduled elections. In cases where a position becomes open due to dismissal or resignation, nominations and elections will be held at the next ASC meeting.
- c) ASC officers holding office who have not served two consecutive terms will automatically appear on the ballot for their position unless they have declined to run at one of the two ASC meetings preceding the election.
- d) Nominees must be present when they are nominated, at which time they will be given an opportunity to share with the committee their qualifications, and why they can and want to serve the Fellowship.

## **15.3. ELECTION VOTING**

- a) Voting for election of ASC officers shall be conducted by secret ballot, as outlined in Section 14.1 of these guidelines.
- b) A simple majority (as defined in Section 13.0) shall be required to elect ASC officers.
- c) The balloting should be repeated for each position as many times as necessary to obtain a simple majority vote for a single candidate. In cases where there are more than two nominees, and a simple majority vote has not been reached for a single candidate, the nominee with the least amount of votes is removed from the next ballot.
- d) Candidates may stay in the room during discussion and voting procedures.

## **15.4. QUESTIONS TO CANDIDATES**

The following 3 questions shall be asked to all candidates running for an Area Office

1. Have you ever been dismissed from an N.A. service position.
2. Have you resigned from an N.A. service position in the last ten years?
3. Do you owe anybody N.A. any money?

Newly elected officers shall assume the responsibilities of their positions at the conclusion of the ASC meeting at which the election took place. Upon election, officers must resign any other ASC member position, within one month.



## **16. ASC FUNDS**

### **16.1. GENERAL**

- a) The Ottawa ASC shall be self-supporting through contributions from its member groups or individual members of N.A., and fundraising activities.
- b) All revenues accumulated from these sources will be maintained in a general fund bank account, with separate bookkeeping of individual committee funds.
- c) All funds are subject to disbursement by the ASC Treasurer for paying obligations.
- d) The ASC Treasurer shall deposit all revenues upon receipt.
- e) All non-recurring expenditures must be approved by a majority vote of the ASC.
- f) No reimbursement for expenditures shall be made without receipt or proof of payment.
- g) Normally, all expenditures shall be paid by cheque.
- h) All cheques shall be post-dated three (3) business days following the ASC meetings.
- i) All cheques must be signed by at least two (2) of the following authorized co-signers: ASC Chairperson, Vice-Chairperson and Treasurer.
- j) In the event that two (2) of the three (3) co-signers reside in the same household, the Treasurer shall retain his/her signing authority and that of the other officer will be turned over to another ASC member, appointed by the ASC.
- k) In the event that a cheque is made payable to one of the co-signers, the payee shall not be authorized to sign said cheque. Therefore, the other two (2) authorized signatures will be required.

### **16.2. FINANCIAL AUDITS/REVIEWS**

#### **16.2.1. AUDITS**

An annual audit shall be conducted each January by the Administrative officers of the ASC, under the direction of the ASC Treasurer.

#### **16.2.2. REVIEWS**

Periodic financial reviews will be called and conducted at any time by the Administrative officers of the ASC. This review will exclude the ASC Treasurer and will be conducted as outlined in the Treasurer's Handbook and its successors.

### **16.3. PRUDENT RESERVE**

The ASC shall maintain a "prudent reserve" equal to one month's operating expenses, as well as funds approved for expenses incurred in fostering the

growth and unity of our local Fellowship, keeping in mind the growth and unity of Narcotics Anonymous as a whole.

The prudent reserve of the Ottawa Area Service Committee is set at \$4,000.

Any funds in excess of the prudent reserve shall be forwarded to the Ontario Regional Service Committee of Narcotics Anonymous (Region).

This amount shall be calculated quarterly and cheques forwarded following the ASC meeting in January, April, July and October. In order to minimize periods where the OASC is operating significantly below prudent reserve, and to reduce the impact on our contributions to Region, rent will be paid to the city of Ottawa quarterly, and each quarter's rent payment considered when calculating amounts in excess of prudent reserve.

#### **16.4. RECURRING EXPENSES**

Budget estimates for recurring expenses will be developed by the Administrative/Steering Sub-committee and submitted to the ASC for approval in February of each year. Therefore, funds for these expenses shall not require repeated approval by the ASC unless there is a change from what was detailed in the budget estimates. These expenditures shall be reflected in the monthly Treasurer's report.

##### **16.4.1. TRAVEL EXPENSE FORMULA**

When it is necessary for representatives of the Ottawa Area Service Committee to engage in OASC Approved travel outside the geographic boundaries of the Ottawa Area on OASC business or to represent the OASC, travel expenses will be paid by the OASC, based on the following guidelines:

- a) The cost of return bus fare from Ottawa to the designated destination, plus local bus fare (if required) at both departure and arrival points.
- b) A per diem of \$30.00/day, if necessary. The per diem is based on the Honour System, and any portion that is not used will be returned to the OASC. It is the responsibility of the individual to return any unused per diem portion.
- c) Where an overnight stay is necessary:
  - Accommodations shall be by Billet.
  - Where Billet cannot be arranged, a shared hotel room, as approved in advance by the OASC, or in case of emergency, the OASC Chair, will be covered.
- d) Where a private vehicle is used for transportation, actual fuel costs for the designated trip, not to exceed the cost of return bus fare, will be covered. In addition, wear and tear costs can be recovered at the rate of

10¢/kilometer based on the total kilometer reading from Google Maps (or similar internet based mapping application). The traveler is expected to fill the vehicle in Ottawa, at their own cost, at the start of the trip.

- e) Where more than one traveler is representing the OASC on Approved Travel, and a private vehicle is used, travelers are expected to use shared vehicles, unless otherwise approved in advance by the OASC, or in case of emergency, the OASC Chair. Fuel for only the minimum number of required vehicles will be reimbursed.
- f) Travel and accommodation expenses must be supported by original receipts; however, no receipts are required for the per diem or recovery of private vehicle wear and tear using the 10¢/kilometer formula.
- g) Travel cost claims shall be submitted to the OASC Treasurer at the OASC Meeting immediately following the trip, using the Travel Expense Claim Form as prescribed by the OASC Treasurer.

## **16.5. STANDING COMMITTEE FUNDS**

Any committee with access to a float must present estimated expenses to the ASC prior to disbursement of funds, and further must account for all fixed assets, revenues and expenditures, including receipts, in a regular monthly report. The regular monthly report shall be reconciled to the standing committee's bank statement, which shall be attached to the report filed.

### **16.5.1. HOSPITALS & INSTITUTIONS**

All proceeds from the sale of literature must be turned over to the ASC Treasurer at regular monthly meetings.

### **16.5.2. PUBLIC RELATIONS**

All proceeds from the sale of literature must be turned over to the ASC Treasurer at regular monthly meetings.

### **16.5.3. GRATITUDE-ACTIVITIES**

This committee shall have access to a **prudent reserve** in the amount equal to \$3000.00 in cash and inventory. All funds raised through the efforts of this committee, **in excess of the prudent reserve**, must be turned over to the ASC Treasurer **on a monthly basis**.

### **16.5.4. NEWSLETTER**

This committee shall have access to a float in the amount of \$50 for the purpose of producing and distributing an Ottawa Area Newsletter.

## **16.6. DISSOLUTION**

No part of the net funds of the Ottawa ASC shall insure to the benefit of any member(s) or individuals. The assets of this committee, upon dissolution, shall be distributed or transferred to the next level of service.

## **17. REPORTING PROCEDURES**

### **17.1. CHAIRPERSON**

- a) Report on matters discussed at Administrative/Steering Sub-committee meetings.
- b) Present questions, requests, concerns or recommendations, if any.

### **17.2. SECRETARY**

- a) Submit the minutes of the last ASC meeting.
- b) Report on correspondence received/sent out.
- c) Present questions, requests or concerns, if any.

### **17.3. TREASURER**

- a) Report on revenues/expenditures for previous month.
- b) Report on balance on hand.
- c) Provide written reports of OASC Accounting at each regularly scheduled OASC meeting.
- d) Present questions, requests or concerns, if any.
- e) Use Area Treasurer's Report forms for written reports.

### **17.4. RCM**

- a) Report on problems, if any.
- b) Present questions, requests or concerns, if any.

### **17.5. STANDING COMMITTEE CHAIRPERSONS**

- a) Report on projects, progress and problems.
- b) Present questions, requests or concerns, if any.

### **17.6. GROUP SERVICE REPRESENTATIVES**

- a) Use GSR Report forms to submit all group information to the ASC Secretary, as per Item 17 of the ASC Agenda.
- b) Report on problems, if any.
- c) Present questions, requests or concerns, if any.

## **18. OASC AGENDA**

The contents and format of the agenda can be modified by ASC members from time to time, but shall always include provisions for the welcoming of Guests.

## **19. Amendment of ASC Policies & Guidelines**

- a) Any member of the Fellowship today, through any ASC Member, may propose amendments.
- b) Motions to amend must be submitted in writing and seconded.
- c) Any motion for change or amendment of ASC Policies & Guidelines should be channelled through the Administrative/Steering Sub-committee for review and recommendation.
- d) A two-thirds majority (as per Section 13.0) shall be required to amend ASC Policies & Guidelines.
- e) Amendments, if adopted, shall go into effect immediately, unless the motion has specified otherwise.

## **20. Group Conscious Clause (GCC)**

### **20.1.**

Where a voting member of the ASC is of the opinion that a motion that has been placed before the ASC is of such importance that group conscience should be sought by the group service representatives or their alternates at their respective business meetings prior to voting on the aforementioned motion then, the voting member may make a motion that the group conscience clause be invoked.

### **20.2.**

Where a motion to invoke the group conscience clause has been seconded by voting members the chairperson shall allow debate upon the said motion and shall then call a vote.

### **20.3.**

Where a majority of voting members approve invoking the group conscience clause the original motion shall be tabled for such reasonable period of time as may be necessary to allow the group service representatives or their alternates to seek group conscience at their respective business meetings after which time debate upon the original motion shall resume and a vote upon the original motion shall be taken.

### **20.4.**

Where a motion has been tabled pursuant to the group conscience clause, the chairperson may still allow discussion upon such tabled motion to occur at the area service committee meeting for the purpose of allowing the group service representatives to properly understand the nature, intent and meaning of the motion so tabled so that they will be knowledgeable enough to discuss it at their respective business meetings.

## **21. OASC Enhanced Group Starter Kits**

### **21.1 Contents of the OASC Enhanced Group Starter Kit**

- a) In an effort to provide enhanced support to new groups in the Ottawa area, the OASC has enhanced the Group Starter Kit from NA World Services (NAWS).
- b) By adding 5 white key tags, 2 key tags each for all other colours, laminated readings and the Basic Text ("Narcotics Anonymous")
- c) The Basic Text in the OASC Enhanced Group Starter Kit may be exchanged for another book at no cost
- d) The OASC Literature Committee will carry 2 English Versions of the OASC Enhanced Group Starter Kit and 1 French version of the kit. If any component of the French OASC Enhanced Group Starter Kit is not available in French, it will be provided in English
- e) Components of the OASC Enhanced Group Starter Kit that are available in French and English can be ordered in either language; however, advance notice may be required for bilingual kits.

### **21.2 Requesting the OASC Enhanced Group Starter Kit**

- a) Any new group wanting an OASC Enhanced Group Starter Kit must attend an OASC meeting and formally request the kit during the Group Reports portion of the agenda. The request must be made at the table, not directly to the Literature Sub-Committee.
- b) The member requesting the starter kit must confirm the day of the week, time and location of the meeting, and that 2 people are willing to commit themselves to the new group for a period of 1 year.

## **22. OASC Archiving Policy**

- a) The OASC will maintain a hard copy archive of the following for 7 years: minutes, motions, sub committee reports, budget reports, treasurer reports, financial requests, invoices, receipts and other paperwork pertaining to the treasury
- b) With regards to archiving documents, the OASC year-end shall be the December meeting of the OASC. At this point, the current year's documents become year 1, the former year 1 becomes year 2 and so on
- c) The Secretary is responsible for organizing the minutes, motions, and reports pertaining to general business of the OASC
- d) The Secretary shall maintain a hard copy archive of current and year 1 minutes, motions and sub committee reports
- e) The Treasurer is responsible for organizing budget reports, treasurer reports, financial requests, invoices, receipts and other paperwork pertaining to the treasury
- f) The Treasurer shall maintain a hard copy archive of current and year 1 budget reports, treasurer's reports, financial requests, invoices, receipts and other paperwork pertaining to the treasury
- g) Every January, the Chair shall collect the previous year 1 documents from the Secretary and Treasurer. The documents will be bound together with financial

- documents on top
- h) Within 2 weeks of the January OASC meeting, the Chair will file the previous year 1 in the OASC archive as year 2, previous year 2 as year 3 and so on. The chair will remove and dispose of the previous year 7 (shred or recycle)
  - i) The secretary will maintain a permanent electronic copy of the following documents, including a second back up electronic copy to be kept in a separate storage medium: minutes, motions, sub committee reports, budget reports, and treasurer reports

### **Addendum: Explanations of Quorum, ASC Voting Members in Attendance, Withdrawals and Abstentions**

Following are examples of how the concepts of quorum, ASC voting participants, withdrawals and abstentions work in the OASC:

#### **Quorum**

- Quorum is defined as the "minimum number of members that must be present to make the proceedings of an assembly valid"
- For the OASC, quorum is a simple majority of total eligible voting participants in the Area
- To be “eligible”, groups must attend OASC meetings regularly. Groups are excluded from the count of eligible voting participants in the month following their 3<sup>rd</sup> consecutive absence
- Eligible voting participants are based on the roll call at the previous month’s meeting
  - For example, at the March meeting, there were 38 groups in our area
  - Of the 38 groups, 13 had missed 3 consecutive meetings; therefore, at the April meeting there were  $38 - 13 = 25$  eligible voting participants
  - April quorum was a simple majority of these 25 groups:  $25/2 + 1 = 13$
  - At roll call, it was determined 23 GSRs were in attendance, so we had quorum

#### **ASC Voting Participants in Attendance**

- The number of GSRs around the table fluctuates as GSR arrive late and leave early; therefore, before each vote, we determine the number of voting participants in attendance
- Let's assume that for a particular vote in April 2016, 1 GSR had arrived after roll call and 2 had left the meeting. This brought the number of voting participants in attendance to  $23 + 1 - 2 = 22$ , which is still above quorum
- A simple majority for that vote was  $22/2 + 1 = 12$

#### **Withdrawals**

- A voting participant may decide to ‘withdraw’ from a vote, because they have a conflict of interest
- In the example above, a withdrawal would have reduced the total voting participants in attendance to  $22 - 1 = 21$ , and a simple majority to  $21/2 + 1 = 11$
- Withdrawals do not affect quorum. For example, if quorum is 14 and there are only 14 voting participants, a withdrawal would not bring the meeting below quorum

**Abstentions**

- A voting participant may decide to abstain when voting, because they don't have sufficient information or knowledge to vote 'yes' or 'no', or do not have group conscience for their meeting
- Abstentions do not affect the total voting participants in attendance or the number of 'yes' votes required for a majority, hence abstentions have the same impact as voting 'no' because in effect, they are 'not yes'
- In the example above, the number of voting participants in attendance would remain at 22 and the number of yes votes required for a simple majority would remain at  $22/2 + 1 = 12$



## Amendments to the Policies and Guidelines

The Policies and Guidelines document is updated on a regular basis. If you want to keep track of the changes in between updates, you can note them here.

Section 18, OASC AGENDA, was amended by a Motion passed at the September 2010 OASC Meeting which stated: “*The Agenda for each ASC meeting shall include provisions for the Chairperson to Welcome Guests*”. The Amendment has been incorporated into the text of this version of the oascnapg\_7November2010

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The name of the Public Information and Outreach Sub-committee was changed to PUBLIC RELATIONS at the March 5, 2012 ASC meeting and all references to the previous name have been incorporated into the text of version oascnapg\_5March2012

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Section 10.1.5, Duties of ASC Treasurer was amended by a Motion passed at the March 4, 2012 ASC Meeting by adding a sub-section (k) to 10.1.5 which stated: “***(k) provide a mid-year Budget vs Actual Analytical Report to be presented at the Augusta Area Meeting.***”

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Section 16.5 Standing Committee Funds, was amended by a Motion passed at the March 4, 2012 ASC Meeting by adding a sentence to the first paragraph dealing with reporting of use of funds, which stated: “**The regular monthly report shall be reconciled to the standing committee’s bank statement, which shall be attached to the report filed.**”

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Sections 13 and 14.1 were amended and an addendum added to provide a more comprehensive explanation of voting procedures in the OASC (December 2016)

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Created ORCNA liaison position. Affected sections: Table of Contents; Forward (ASC Members, P6); new section 10.1.10, P22; Section 10.2 Requirements for Elections, P22 (Motion passed Feb 2014; policies and guidelines updated Jan 2017)

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Enhanced group starter kits. Affected sections: Table of Contents, new section 21, P33. (Motion passed Mar 2015; policies and guidelines updated Jan 2017)

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Paying rent quarterly to minimize impact on prudent reserves. Affected Section: 16.3 Prudent Reserve, P29. (Motion passed Oct 2015; policies and guidelines updated Jan 2017)

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Archiving policy. Affected Sections: Table of Contents; 10.1.1 Chairperson para e, P18; 10.1.3 Secretary para h, P19; 10.1.5 Treasurer para m, P20; new section 22, P34. (Motion passed Nov 2015; policies and guidelines updated Jan 2017)

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Deemed resignation of trusted servants. Affected sections: 10.4.1 Dismissal, P23; 10.4.2 Resignation, P24. (Motion passed Dec 2015; policies and guidelines updated Jan 2017)

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Change fiscal year end to February. Affected section 10.1.5 Treasurer, para d, P20. (Motion passed Jan 2016; policies and guidelines updated Jan 2017)

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Digital Archive Policy. Affected section: 10.1.3 Secretary para I & j, P19. (Motion passed May 2016; policies and guidelines updated Jan 2017)

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10¢ reimbursement for RCM for wear and tear when travelling by car. Affected Section 16.4.1 Travel Expense Formula, para d & f, P30. (Motion passed Oct 2016; policies and guidelines updated Jan 2017)

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