

OTTAWA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS

POLICIES AND GUIDELINES

REVISED APRIL 2022

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INTRODUCTION

Since January of 1986, when the Ottawa Area Service Committee (ASC) was formed by four local groups, we have witnessed growth in the number of groups as well as the number of addicts seeking recovery in NA.

Although creating policies and guidelines as needed served us well in the past, our continued growth required us to develop and use comprehensive guidelines enabling us to work together efficiently.

The purpose of this document is to define the structure, areas of responsibility, and method of operation for the ASC. It will serve as an introduction to the ASC for new members and as an evolving record of group conscience on matters affecting its operation.

FOREWORD

The individual NA member is the foundation of all NA service. The first responsibility of all NA members is to stay clean. Our shared responsibility is to carry the message of Narcotics Anonymous.

Personal service begins when we stay clean. Sharing one-on-one, making coffee, setting up chairs and tables, chairing, speaking, and sponsorship are some of the things that we can do throughout our recovery to contribute. These expressions of service prepare us for work on service committees. Any form of service helps us to learn and practice spiritual principles.

When we serve simply for the joy of giving, there is something inside us that begins to stir. Perhaps for the first time in our lives, we feel that we belong, that we are a part of something. We come to believe that we have value; we are clean and able to be of service to others thanks to the N.A. program. We have a sense of purpose giving us direction and the strength to persevere. Service is a privilege that contributes to our personal recovery. We become an example for others to follow by giving away what was so freely given to us.

Home Groups usually elect the following trusted servants: Secretary, Treasurer, Group Service Representative (GSR) and Alternate Group Service Representative (Alt GSR).

Each trusted servant has separate responsibilities, but they work together as a team. Each GSR participates in the flow of communication between other groups, the ASC, and NA. They are responsible for keeping their group informed of events at the area, regional and world levels. They carry their group's conscience at the area level and keep the ASC informed about group activities, group strengths and challenges they face.

The most successful groups provide opportunities for individual members to learn about each of the trusted servant positions. Leadership roles are rotated on a regular basis. Personal and group-level service is good preparation for service at the Area level.

Trusted servants at the Area level are elected by the GSRs at the ASC. There are Standing Committees that are also part of the ASC. They have specialized roles in support of our primary purpose. For example, the Hospitals and Institutions (H&I) Committee provides

meetings in settings where addicts have limited or no access to regular meetings; and the Public Relations (PR) Committee is the face of NA in the community.

The groups have empowered trusted servants at all levels of service to make decisions on behalf of the fellowship. In the spirit of our second tradition, we have faith that they will use their best judgement. Where there is doubt, trusted servants may seek group conscience.

We are entirely self supporting through our own contributions. This also applies to our service structure. Traditionally, groups contribute, as they are able, to the ASC, which in turn supports our Region and so on.

As trusted servants we are guided by our steps, our traditions and the twelve concepts for NA service. With these and the loving guidance of our Higher Power, we are ready to be of service.

The fellowship has a responsibility to provide resources, both financial and personal, in support of the ASC and our primary purpose.

ORIENTATION TO THE OTTAWA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

What follows is a guide to our service structure beyond the group level. Our aim is to inform trusted servants about the way business is conducted at the Area table.

The ASC normally meets on the first Sunday of each month. If the first Sunday falls on a long weekend, the meeting is moved to the second Sunday.

If it's your first meeting, the first thing you should do is introduce yourself to the ASC Secretary.

Important information has been sent to your group's email:

- This month's agenda
- The minutes of last ASC meeting
- The Administrative Steering Committee (Admin Steering) report

There may also be announcements about upcoming events such as dances, conventions etc.

Please don't hesitate to ask for help.

GROUP SERVICE REPRESENTATIVES (GSRS)

GSRs are the link that bind our autonomous Groups together. They carry the responsibility for two-way communication, from the Home Group to the ASC and from the ASC to the Home Group by:

- a) Keeping their groups informed of events at the Area, Regional and World levels.
- b) Expressing group conscience at the Area level.

c) Keeping the Area informed about activities, strengths, and concerns of their group.

GSR REPORT

To the best of your ability, fill out the e-form that can be downloaded from www.ottawana.org. You will also be called on to present a verbal report. Your report might include:

a) Is group support good?

b) Is attendance up, down, or steady?

c) Are there any issues that may benefit from help from other Groups or the ASC?

d) Indicate if your group has an ASC donation (it is not necessary to indicate the amount).

e) Mention any celebrations, anniversaries, special events, meeting closures, or other group news that you wished shared.

f) The GSR report form is available at www.ottawana.org under the Service link.

E-mail your report to the ASC Secretary (naottawa@gmail.com) for inclusion in the minutes.

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. Order forms are available for download at www.ottawana.org, under NA Literature. Payment must be in advance, either by cash, cheque, or e-transfer. Completed literature orders may also be emailed to literature@ottawana.org.

ASC MEMBERS

ASC members include, GSRs, Alternate GSRs, Standing Committee Chairpersons, Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, RCM (Regional Committee Member), Alternate RCM and Area Convention Service Representative.

Please note that the GSRs or Alt GSRs are the only voting members of the ASC and that each Group carries only one vote.

STANDING COMMITTEES

HOSPITALS AND INSTITUTIONS COMMITTEE (H&I): This committee helps carry the message of recovery to people in those places, including but not restricted to, jails, detoxes, treatment centers and programs, where they may not have access to a regularly scheduled NA meeting on their own.

PUBLIC RELATIONS COMMITTEE (PR): This committee helps carries the message to the public and to professionals. Speaking engagements are scheduled to educate the public and answer any questions about NA. The committee is responsible for outreach and for distributing information, with a website, meeting lists, phone lines, and an online newsletter.

LITERATURE COMMITTEE: This committee supplies NA literature to the Area groups.

ACTIVITIES COMMITTEE: This committee organizes dances, fundraisers, and other events for the Area.

GRATITUDE DAY COMMITTEE: This committee organizes an annual Gratitude Day celebration for the NA fellowship at large. All are welcome, including family members, children, and newcomers.

PROCEDURE

Upon your arrival, prior to the start of the meeting, it is best to advise the chairperson of any new business you want added to the agenda. Motions should be submitted electronically to the Area Secretary to be included on the agenda of the Admin Steering Committee.

If you are a new GSR, advise the Secretary of your email address so you can receive electronic communications containing upcoming agendas and minutes of the last Area and Admin Steering meetings. Please review these documents prior to the next Area meeting and note any errors or omissions.

AREA SERVICE COMMITTEE (ASC)

The ASC meets monthly to serve the needs of the groups.

To provide these services, the ASC needs the active participation of its Groups. One way a group supports the ASC is through financial contributions and another is active representation at the ASC.

To coordinate its services, the GSRs elect trusted servants:

- Chairperson
- Vice-Chairperson
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- RCM
- Alt RCM
- H&I Chair
- PR Chair
- Literature Chair
- Literature Treasurer
- Activities Chair

- Activities Treasurer
- Gratitude Day Chair

GROUP SERVICE REPRESENTATIVES (GSRs)

The active participation of each group service representative is essential for a successful ASC.

A group service representative (GSR) is the line of communication between a group and the ASC. It is their responsibility to keep a group informed and to express a group's conscience in all matters. In other words, they are the voice of the group.

GSRs should always be able to provide information about the NA service structure and how members may become involved.

One of the key roles of a GSR is to mentor the Alt GSR. The "apprentice" system serves two purposes: it helps provide both continuity of service and training for an effective GSR.

ASC POLICIES AND GUIDELINES (PS&GS)

1. NAME

The name of this assembly shall be the Ottawa Area Service Committee of Narcotics Anonymous, hereinafter referred to as the ASC.

2. GEOGRAPHICAL BOUNDARIES

This committee shall serve Ottawa and the surrounding area.

3. ASC MEMBERS

The members of this committee include Group Service Representatives (GSRs), Administrative Officers, Standing Committee Chairpersons, the Regional Committee Member (RCM) and Ad Hoc Committee Chairpersons. 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

The purpose of the ASC is to support its member groups to carry the message to the addict who still suffers and to foster growth and unity within the Fellowship. Specific functions include, but are not limited to, the following:

- a) To hold regular business meetings.
- b) To create standing committees to fulfil specific needs.
- c) To facilitate the communication of information to and from groups.

- d) To hold service workshops and learning days.
- e) To foster co-operation between our area, other areas, regions, and Narcotics Anonymous World Services (NAWS).

5. ASC REFERENCES

The ASC and its committees shall comply with the following:

- a) Current Ottawa Area Service Committee Policies and Guidelines herein referred to as Ps&Gs.
- b) The 12 Traditions of Narcotics Anonymous.
- c) The 12 Concepts for NA Service.
- d) The short version of Robert's Rules of Order.

6. REGIONAL SUPPORT

The ASC shall be a voting member at the Ontario Regional Service Committee of Narcotics Anonymous (ORSC). When possible, the ASC shall financially support the ORSC.

The ASC shall contribute to the growth and unity of NA within the Region including areas outside the Region that have geographical and historical ties to the Ottawa Area.

7. SERVICE MEETINGS

The principle on which service meetings are scheduled is to maximize the ability of members to attend.

7.1. SCHEDULING MEETINGS

The responsibility for scheduling the time and place of monthly service meetings rests with the ASC and its Standing Committees. Standing Committees are required to notify, in a timely manner, the PR committee of any changes to meeting time and place. It may also be necessary to notify the Area Secretary if the information is to be distributed to the groups.

7.2. SPECIAL ASC MEETINGS

- a) The discretion to call a special ASC meeting rests with the ASC Chair in consultation with Admin Steering.
- b) E-mail notice must be given to all ASC members at least 7 days in advance and include the reason for the special meeting.
- c) Announcements concerning the meeting are to be made to the general membership through GSRs in the week before the meeting.
- d) The scope of the special meeting is limited to dealing with the business stated in the notice.

e) Quorum, as defined in Section 13 of these guidelines shall apply if a vote by GSRs is required.

8. COMMITTEES DEFINED

8.1. ADMINISTRATIVE STEERING COMMITTEE (ADMIN STEERING)

8.1.1. PURPOSE OF THE COMMITTEE

The Admin Steering Committee meets monthly to discuss new business before it is presented at the ASC meeting. The agenda for each Admin Steering meeting is prepared by the secretary in consultation with the other members of the committee.

8.1.2. ATTENDANCE

Attendance is mandatory for the following ASC administrative officers except for extenuating circumstances:

- Chair
- Vice Chair
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer

Under certain circumstances, attendance may be required for the following Area Trusted Servants:

- a) The chair may require Standing Committees chairs to attend the meeting prior to presenting new business to the ASC table.
- b) The RCM or the Alt RCM must attend after each Ontario Regional Committee meeting and provide a report. They must also attend when asked to do so by the area chair.
- c) The chair may require the chairs of ad hoc committees to attend.

The ASC Secretary shall inform trusted servants whose attendance is required.

8.1.3. MEETINGS

The Admin Steering Committee meets at a scheduled time each month. In the event there are no items on the agenda, the chair may cancel the meeting. The cancellation notice shall be communicated to all potential attendees.

GSRs will be informed at the ASC meeting regarding items on the agenda that may benefit from input from GSRs or their NA groups.

8.2. STANDING COMMITTEES

The Standing Committees currently include:

1. Hospitals and Institutions
2. Public Relations
3. Activities
4. Literature
5. Gratitude Day

8.2.1. HOSPITALS AND INSTITUTIONS

This committee carries the NA message into facilities such as hospitals, jails, and detoxes. where people seeking recovery don't have access to regular outside meetings.

The chairperson shall be elected by the H&I Standing Committee and ratified at the ASC. The clean time requirement is 3 years.

Since many of these meetings cannot function within the 12 Traditions, this committee shall follow its policies and guidelines and the current edition of the H&I Handbook.

8.2.2. PUBLIC RELATIONS

This committee informs the public, first responders, professionals, and other stakeholders about what NA can do to help anyone seeking recovery.

The chairperson shall be elected by the PR Standing Committees and ratified at the ASC. The clean time requirement is 3 years.

The Public Relations Committee is currently providing the following services:

- a) Publication, updating and distribution of an area meeting list.
- b) Provision of a telephone helpline to respond to incoming calls.
- c) Maintenance of an information website.
- d) Publication of the area newsletter.
- e) Poster and information-card campaigns.

This committee shall follow its policies and guidelines and the current edition of the PR Handbook.

8.2.3. LITERATURE

This committee provides literature to the ASC members.

The chairperson and the treasurer shall be elected at the ASC. The clean time requirement is 3 years.

This committee shall follow its policies and guidelines and the current edition of the Treasurer's Handbook.

8.2.4. ACTIVITIES

This committee is responsible for the planning and implementation of activities which promote unity according to the needs of our Fellowship.

This committee may be asked to assist in the planning and implementation of workshops or other ASC activities.

The chairperson and the treasurer shall be elected at the ASC. The clean time requirement for each is 3 years.

This committee shall follow the current edition of its Ps&Gs.

This committee will be responsible for the following annual events:

- A "Hallow Clean Dance" to celebrate Halloween.
- A New Year's Eve dance.

8.2.5 GRATITUDE DAY

This committee will be responsible for the planning of an annual Gratitude Day event to be held on the Saturday following Labour Day.

The chairperson and the treasurer shall be elected at the ASC. The clean time requirement for each is 3 years.

8.3. AD HOC COMMITTEES

The ASC Chair will provide direction in writing prior to striking to any Ad Hoc Committee. This direction is subject to review and acceptance by GSRs. The Ad Hoc Committee will elect a chair to be ratified by the ASC.

9. STANDING COMMITTEE GUIDELINES

Standing Committees shall develop and maintain Ps&Gs and submit them to the ASC for review and approval. They will form part of the ASC Ps&Gs. Amendments are subject to procedures described in Section 15.

Clean-time requirements for Standing Committee officers shall be as follows:

- Chairperson: 3 years
- Vice-Chairperson: 2 years
- Secretary: 2 years
- Treasurer (if applicable): 2 years
- Treasurer of Literature, Activities and Gratitude Day: 3 years

10. ASC OFFICER POSITIONS

10.1. RESPONSIBILITIES

All elected ASC officers are expected to:

- a) Attend all ASC and Admin Steering meetings.
- b) Notify the ASC Secretary if unable to attend any of these meetings.
- c) Familiarize themselves with:
 - The ASC Ps&Gs.
 - The 12 Traditions of Narcotics Anonymous.
 - The 12 Concepts for NA Service.
 - The short version of Robert's Rules of Order.

10.1.1. CHAIRPERSON

The responsibilities of the Chairperson are:

- a) Preside over all ASC and Admin Steering committee meetings per the short form of Robert's Rules of Order.
- b) Review the Secretary's minutes of ASC and Admin Steering committee meetings prior to distribution.
- c) Report on the activities of the ASC and Admin Steering committees.
- d) Present questions, requests, concerns, or recommendations.
- e) Serve as a resource to GSRs.
- f) Be a co-signer on the bank account
- g) Have a working knowledge of the Ps&Gs and the short form of Robert's Rules of Order.

10.1.2. VICE-CHAIRPERSON

The responsibilities of the Vice-Chairperson are:

- a) Perform the duties of the Chairperson in their absence.
- b) Act as parliamentarian, providing objective guidance on ASC Ps&Gs and Robert's Rules of Order (short form), at ASC meetings.
- c) In the event of the resignation or dismissal of a Standing Committee Chairperson, and in the absence of a Vice Chair, to attend the committee meeting as a resource.
- d) Be a co-signer on the bank account.
- e) Have a working knowledge of the Ps&Gs and the short form of Robert's Rules of Order

10.1.3. SECRETARY

The responsibilities of the Secretary are:

- a) Draft minutes of the business conducted at ASC and Admin Steering meetings.
- b) Distribute the minutes, along with the agenda to all ASC members two weeks prior to the next ASC meeting.
- c) Prepare reports to the ASC and Admin Steering committee.
- d) Submit the minutes of the last ASC and Admin Steering meetings.
- e) Report on correspondence.
- f) Present questions, requests, concerns, or recommendations.
- g) Maintain a current record of officers, committees, and groups.
- h) Maintain a file system for all information generated by the ASC.
- i) Maintain a post office box and distribute correspondence monthly.
- j) Maintain a digital archive on Google Drive of all ASC documents.
- k) Maintain read and write permissions to the Google Drive for ASC officers.
- l) Maintain read permissions to the Google Drive for all other members of the ASC.

10.1.4. ASSISTANT SECRETARY

The responsibilities of the Assistant Secretary are:

- a) Perform the duties of the Secretary in their absence.
- b) Assist the Secretary with their duties.

10.1.5. TREASURER

The responsibilities of the Treasurer are:

- a) Manage the ASC bank account and be a co-signer on that account.
- b) Keep a current record of all financial transactions.
- c) Present reports to the ASC and Admin Steering.
- d) Report on revenues and expenditures and balance on hand.
- e) Present questions, requests, concerns, or recommendations.
- f) Prepare an annual fiscal report (the fiscal year is February 1 to January 31).
- g) Receive all donations given to the ASC.
- h) Provide a mid-year analysis comparing actual revenues and expenditures against budgeted revenues and expenditures. This is to be presented at the August ASC meeting.

i) Maintain a hard copy archive of all documents pertaining to ASC funds.

10.1.6. ASSISTANT TREASURER

The responsibilities of the ASC Assistant Treasurer are:

- a) Assist the Treasurer with their duties.
- b) Perform the duties of the Treasurer in their absence.

10.1.7. REGIONAL COMMITTEE MEMBER (RCM)

The responsibilities of the RCM are:

- a) Attend Ontario Regional Service Committee (ORSC) meetings.
- b) Maintain communication between the ASC and the ORSC.
- c) Attend the Admin Steering meeting following the quarterly ORSC meeting and present highlights, motions, and any concerns.
- d) Provide the ASC with a full report on the current ORSC business meeting.
- e) Present questions, requests, concerns, or recommendations to the ASC.
- f) Inform the ASC when the World Service Conference Agenda Report (CAR) is available online.
- g) Organize workshop(s) – in conjunction with Admin Steering – to explain and facilitate discussion about the CAR.
- h) Attend the Admin Steering meeting when requested to do so.

10.1.8. ALTERNATE RCM

The responsibilities of the Alternate RCM are:

- a) Perform the duties of the RCM in their absence.
- b) Assist the RCM with their duties.

10.1.9. STANDING COMMITTEE CHAIRPERSONS

The responsibilities of the chairpersons are:

- a) Preside at all business meetings.
- b) Follow their committee's guidelines.
- c) Attend and present monthly reports to the ASC.
- d) Report ongoing projects, progress, and problems.
- e) Present questions, requests, concerns, or recommendations.
- f) Attend Admin Steering as required.

10.1.10. AREA CONVENTION REPRESENTATIVE OF NARCOTICS ANONYMOUS

The responsibilities of the Area Convention Representative of Narcotics Anonymous (ACRNA) are:

- a) Maintain communication between the ASC and the Ontario Regional Convention of Narcotics Anonymous (ORCNA) committee by providing reports about ongoing business.
- b) Participate in the ORCNA committee meetings as a voting member.
- c) The representative will attend a first meeting and a site visit in person; subsequently, via an online portal.
- d) Attend ASC meetings.

10.2. REQUIREMENTS FOR ELECTION

The clean time requirements for ASC officers are:

- Chairperson: 4 years
- Vice-Chairperson: 4 years
- Treasurer: 4 years
- Assistant Treasurer: 3 years
- Literature Treasurer: 3 years
- Activities Treasurer: 3 years
- Gratitude Day Treasurer: 3 years
- Secretary: 3 years
- Assistant Secretary: 3 years
- Standing Committee Chairpersons: 3 years
- Regional Committee Member (RCM): 4 years
- Alternate RCM: 4 years
- Area Convention Service Representative: 2 years

Further requirements are:

- a) Previously fulfilled a service commitment at an Area table or standing-committee trusted-servant position.
- b) Knowledge of the 12 Steps, 12 Traditions, the 12 Concepts and Roberts Rules of Order (short version).
- c) Upon election, must resign from any other ASC position (this will not be counted as a resignation on a member's service bio).

10.2.1. CLARIFICATION OF CLEAN TIME FOR PURPOSES OF ELECTIONS

NA's position on clean time regarding drug replacement programs is explained in the World Service Board of Trustees Bulletin #29: "Regarding Methadone and Other Drug Replacement Programs."

For example: four years of clean time cannot include time on a drug replacement program.

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

10.3. TERMS OF OFFICE

a) The RCM and Alt RCM shall be elected to serve a 2-year term and may be re-elected for a second term. If not elected in May or January (respectively) they will serve a partial term until the following year.

b) All other trusted servants shall be elected to serve for 1 year and may be re-elected for a second term.

c) No officer may serve more than 2 consecutive terms in the same position.

d) Officers elected to serve partial terms for vacant positions shall serve only until the next regularly scheduled election. Such terms will not be counted as part of the 2 consecutive terms referred to above.

10.4. DISMISSAL AND RESIGNATION

10.4.1 DISMISSAL

Officers may be dismissed from their positions at any time due to:

- Relapse.
- Neglect of duties.
- Absenteeism as defined below.
- Non-compliance with the Ps&Gs.

A written motion for dismissal shall be seconded and include the reason. This shall be brought to Admin Steering prior to being presented at the ASC.

The officer must be notified in writing and given the opportunity to respond prior to a vote being taken.

A 2/3 majority vote by secret ballot shall be required for dismissal.

After dismissal the officer may not hold an ASC position for a period of 6 months.

10.4.2 RESIGNATION

Resignations shall be submitted in writing to the Chairperson.

Officers absent without notice for 2 consecutive ASC meetings shall be deemed to have resigned.

After resignation the officer may not hold an ASC position for a period of 6 months

This does not apply if an officer is resigning to fill another ASC position. Upon election, officers must resign any other ASC position.

11. VOTING AND NON-VOTING PARTICIPANTS

11.1. VOTING PARTICIPANTS

The voting participants shall be GSRs or, in their absence, their Alt GSR. No voting participant may represent more than one group.

11.2. NON-VOTING PARTICIPANTS

All other members at the ASC table are non-voting participants and, if recognized by the Chairperson, may participate in debate.

12. QUORUM REQUIREMENTS

Quorum is defined as the minimum number of voting members that must be present to conduct ASC business requiring a vote.

The ASC defines quorum as one half plus one of all ASC participants eligible to vote in the previous month's meeting.

Quorum is confirmed by the secretary at roll call and throughout the proceedings.

12.1. QUORUM REGULATIONS

After three consecutive absences, a group is removed from quorum. Upon a group's return (GSR, Alt GSR or Representative only) for two consecutive meetings, they are added to quorum at the beginning of the second meeting.

12.2. QUORUM COUNT FORMULA

Quorum requirement is calculated by totaling the previous month's groups still on quorum. Quorum is calculated by totalling GSRs, Alt GSRs or Representatives present, not including first-time or returning groups; divide this number by 2 and add 1. In the case of a half number, round up to the next digit.

12.3. QUORUM COUNT FORMULA FOR NEW AND RETURNING GROUPS

Returning groups and new groups will not be included in the quorum count until the month following their return; however, they will be able to vote at that ASC meeting. This ensures that quorum does not increase when a group returns for one meeting only.

13. VOTING PROCEDURES

13.1. SECRET BALLOT

- a) Secret ballot voting shall be used for election and dismissal of ASC officers.
- b) The chairperson shall appoint two members of Admin Steering to act as tellers.
- c) Tellers shall initial ballots for distribution and collection.
- d) When there is more than one candidate voters shall write the name of the candidate or 'abstain' on the ballot.
- e) When there is only one candidate voters shall write 'yes', 'no' or 'abstain' on the ballot.
- f) According to Robert's Rules of Order (Short Form), an abstention counts as a 'no.'
- g) Withdrawals should be announced before the vote. Withdrawals reduce the number of eligible voting participants but have no effect on quorum.
- h) Eligible voting participants can abstain 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.
- i) Ballots shall be counted by the tellers.
- j) The count shall not be published but the result shall be provided to the chairperson.
- k) The chairperson shall announce the results.

13.2. VOICE ROLL CALL

- a) Voice roll call voting shall be used for amendment of Ps&Gs and where group conscience has been sought.
- b) Voting participants will be called to cast their vote.
- c) The chairperson shall announce the results.

13.3. SHOW OF HANDS

In all other cases a show of hands shall be sufficient.

13.4 GROUP CONSCIENCE CLAUSE (GCC)

- a) When a voting member believes that a motion is of such importance that group conscience is necessary, the member may make a motion that group conscience be invoked.
- b) When a motion to invoke the group conscience is seconded by a voting member, the chairperson shall allow debate upon the GCC motion prior to a vote.
- c) Upon a majority vote, the original motion shall be tabled so GSRs can seek group conscience.

d) After a motion has been tabled, the chairperson shall allow sufficient discussion on the original motion so that members have enough information to take back to their groups.

14. ELECTION PROCEDURES

14.1. ELECTION SCHEDULE

Unless otherwise stated, ASC officers shall be elected annually as follows:

JANUARY:

- Chairperson
- Asst. Secretary
- Alternate RCM (2-year term)
- Asst. Treasurer
- Activities Chairperson
- Activities Treasurer

MAY:

- Secretary
- Vice-Chairperson
- Treasurer
- RCM (2-year term)

SEPTEMBER:

- Standing Committee Chairpersons
- Literature Treasurer

14.2. NOMINATIONS

a) Upcoming positions shall be announced 3 months prior to the election.

b) Nominations may be taken at two ASC meetings preceding scheduled elections.

c) In cases where a position becomes open due to dismissal or resignation, nominations and elections will be held at the next ASC meeting.

d) ASC officers completing one full term are placed on the ballot for a second term unless they decline.

e) Candidates must be present at nomination and election.

14.3. ELECTION VOTING

- a) Voting for election of ASC officers shall be conducted by secret ballot.
- b) The following questions shall be asked:
 - 1. Have you ever been dismissed from an NA service position?
 - 2. Have you resigned from an NA service position in the last ten years?
 - 3. Do you owe Narcotics Anonymous any money?
- c) Unless otherwise stated, a simple majority of one half plus one of all ASC voting participants must vote 'Yes' to elect ASC officers.
- d) A two-thirds majority vote will be required where there is only one candidate.
- e) Where there are two candidates, balloting shall be repeated until a simple majority is reached.
- f) Where there are more than two candidates, the one with the least votes is removed from the next ballot.
- g) Where a member lacks the clean-time requirements, a 90% positive vote will be required for election.
- h) Candidates may remain in the room during discussion and voting.
- i) If there is a tie in an election, voting is repeated until a majority is achieved.
- j) Elected officers assume their responsibilities at the conclusion of the ASC meeting.

14.4 MOTIONS

14.4.1 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.

After the people have spoken, the Chair is to ask if anyone has a significantly 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 they are ready to vote on the matter at hand or whether they need to send the motion to their groups for Group Conscience as referred to in 13.4.

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

14.4.2 VOTING ON MOTIONS

- a) A simple majority of all ASC voting participants is necessary for a motion to pass.
- b) Two-thirds of all ASC voting participants must vote 'Yes' to pass a motion that changes the Ps&Gs, or to dismiss an ASC Officer.
- c) If there is a tie when voting for a motion, the motion does not pass.

15. ASC FUNDS

15.1. GENERAL

- a) The ASC is self-supported by contributions from member groups, individuals, or fund-raising activities.
- b) ASC funds are held in a chequing account, with three authorized signatories.
- c) The treasurer shall deposit funds upon receipt.
- d) Recurring expenses shall be paid by the treasurer.
- e) Non-recurring expenditures require approval by majority vote.
- f) Expenditures shall be paid by cheque.
- g) No reimbursement shall be made without proof of payment (receipts).
- h) Standing committees holding ASC funds shall keep separate accounting records.
- i) All cheques require two authorized signatories.
- j) Authorized signatories are the chair, vice chair and treasurer.
- k) No signatory may sign a cheque payable to themselves.
- l) Where two signatories reside in the same household only one may sign.

15.2. FINANCIAL AUDITS/REVIEWS

15.2.1. AUDITS

An annual reconciliation shall be presented each January by Administrative officers, with the cooperation of the Treasurer.

15.2.2. REVIEWS

Periodic financial reviews may 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 current version of the Treasurer's Handbook (NAWS).

15.3. PRUDENT RESERVE

The ASC shall maintain a prudent reserve approximately equal to three months operating expenses. The current prudent reserve of the ASC is set at \$4,000. Funds more than the

prudent reserve shall be forwarded to the ORSC on a quarterly basis (January, April, July, and October).

15.4. RECURRING EXPENSES

Budget estimates for recurring expenses shall be submitted to the ASC for approval in February of each year. These expenditures shall be reflected in the monthly Treasurer's report.

15.4.1. TRAVEL EXPENSE FORMULA

Approved travel expenses will be paid by the ASC on the following guidelines:

- a) The cost of necessary bus fare.
- b) Where necessary a per diem of \$30.00/day is allotted and receipts must be provided. Unused funds are returned to the ASC.
- c) Where an overnight stay is necessary:
 - Accommodations shall be by billet.
 - Where a billet is unavailable, hotel room(s) must be approved in advance by the ASC if possible.
 - In special circumstances the chair may approve hotel expenses.
- d) Where a private vehicle is used for transportation:
 - Fuel costs plus 10¢/kilometer will be reimbursed.
 - Multiple travelers shall share one vehicle.
- f) Travel and accommodation expenses must be supported by original receipts.
- g) A travel expense form shall be submitted to the ASC treasurer at the next ASC meeting.

15.5. STANDING COMMITTEE FUNDS

Committees with a float must provide a monthly report detailing revenues and expenditures.

15.5.1. LITERATURE

All proceeds from the sale of literature more than the prudent reserve must be turned over to the ASC.

15.5.2. ACTIVITIES

This committee shall have a prudent reserve in the amount of \$3000.00. Any funds more than the prudent reserve must be turned over to the ASC.

15.5.2 GRATITUDE DAY

To be determined by the ASC.

15.6. DISSOLUTION

Upon dissolution of the ASC, funds shall be transferred to the ORSC.

16. AMENDMENT OF ASC POLICIES & GUIDELINES

- a) Any member of the fellowship may propose amendments through their home group.
- b) Motions to amend must be submitted in writing to Admin Steering and be seconded by another group.
- c) A two-thirds majority vote shall be required to amend ASC Policies & Guidelines.

17. ASC ENHANCED GROUP STARTER KITS

17.1 CONTENTS OF THE ASC ENHANCED GROUP STARTER KIT

- a) The ASC has enhanced the Group Starter Kit from NAWS by adding 5 white key tags, 2 key tags of the other colours, laminated readings, and the Basic Text.
- b) The Literature Committee will carry 2 English and 1 French versions of the kit.
- c) Requests for the Enhanced Group Starter Kit shall be made at the ASC meeting.

18. ARCHIVING POLICY

- a) The ASC shall maintain e-copies of all area documents.
- b) The Treasurer shall maintain paper- and e-copies of all financial documents.

APPENDIX

Roberts Rules of Order (short form)