

NORTH ATLANTA AREA SERVICE COMMITTEE  
POLICIES AND GUIDELINES

*Revised August 2017*

ARTICLE I

Name, Purpose, and Membership

Section 1. Name

The name of the committee will be The North Atlanta Area Service Committee (NAASC).

Section 2. Purpose

The NAASC is a committee made up of representatives from groups in and around the north Atlanta metropolitan area which meet regularly for the purpose of serving the specific needs of the area's member groups by providing a forum for communication to solve group problems, form subcommittees to help carry the message, and as a conduit to the Georgia Regional Service Committee of Narcotics Anonymous, (GRSCNA), so that groups' votes can be carried to the World Service Committee (WSC).

Section 3. Membership

Any Narcotics Anonymous group that meets regularly at a specific place and time is a member of the NAASC when it chooses to be, providing that it follows the Twelve Steps and Twelve Traditions of Narcotics Anonymous, has no outside affiliations, and receives no outside financial support.

- a. Any group not represented by a voting member for two consecutive NAASC meetings will become inactive. Inactive groups do not have voting privileges and are not counted toward establishing quorum.
- b. A group will become active again upon the second consecutive NAASC meeting at which it is represented by a voting member.
- c. New groups should announce themselves when asked by the Facilitator during the NAASC. They should complete and read a GSR report. Groups will be added to the schedule once the GSR report has been turned into the Secretary.

## ARTICLE II

### Division of Responsibility

#### Section 1. Facilitative

The administrative and facilitative responsibilities will be vested in the Administrative Committee and all Subcommittee Facilitators.

#### Section 2. Legislative

The legislative responsibilities will be vested in the member groups by representation of a voting member with each group's conscience to be delivered by each group's trusted servants. A voting member is defined as the Group Service Representative (GSR), the Group Service Representative Alternate (GSRA), or an Acting Representative of the Group. The voting member of each active group will have a voice on the floor, voting privileges, and count in reaching quorum. Additionally, said Acting Representative cannot be a member of the Administrative Committee or Facilitator or Co-Facilitator of any standing subcommittee.

Decisions will be made using these Policies and Guidelines and *A Guide to Local Services* (GLS).

## ARTICLE III

### Administrative Committee and Subcommittees

#### Section 1. Administrative Committee

The Administrative Committee will be composed of the following eight members:

1. The Facilitator
2. The Co-Facilitator
3. The Secretary
4. The Secretary Alternate (Secretary Alt)
5. The Treasurer
6. The Treasurer Alternate (Treasurer Alt)
7. The Regional Committee Member (RCM)
8. The Regional Committee Member Alternate (RCMA)

## Section 2. Subcommittees

Currently standing subcommittees consist of the following four:

1. The Public Relations Subcommittee (PR)
2. The Hospitals and Institutions Subcommittee (H&I)
3. The Literature Subcommittee
4. The Activities Subcommittee

## Section 3. Selection of Trusted Servants

The NAASC will hold an Open House for members interested in service at the area level at the NAASC meeting in October.

Nominations are made in November of each year and submitted on a topic/nomination form. All nominations must include a completed NAASC Service Resume.

Elections take place in December. Nominees must be present at the NAASC during nominations and elections unless a reasonable excuse that prevents them from attending is submitted in writing to the Secretary.

All new terms begin at the close of the December NAASC meeting.

## Section 4. Terms of Office

All elected trusted servants of the NAASC will be elected by members of the NAASC and will serve one-year terms beginning at the close of the December NAASC meeting.

## Section 5. Vacancies

The Administrative Committee and subcommittee Facilitators will be elected through consensus at the January meeting. Any vacancy that arises during the year will be filled by consensus at the current NAASC meeting. The term of these special elections will end at the close of the December NAASC meeting.

## Section 6. Resignation

Resignations of officers are as follows:

### A. Voluntary

1. Voluntary resignations are to be submitted in writing to the Facilitator prior to the next regularly scheduled NAASC meeting.
2. In the case of the Facilitator's resignation, the resignation is to be submitted in writing to the Co-Facilitator prior to the next regularly scheduled NAASC meeting.

### B. Involuntary

Involuntary resignations become automatic under the following conditions:

1. Any elected trusted servant who is absent for two consecutive NAASC meetings where absent is defined by:
  - a. Lack of a report by a committee member as to status and progress of committee efforts.
  - b. Failure to alert an Administrative Committee member.
2. Any officer who relapses during their term of office.

### C. Impeachment

Charges of impeachment can be brought against any elected trusted servant by any member of the NAASC due to wrongdoing or negligence.

1. Member(s) bringing charges of impeachment will:
  - a. Present the individual being charged with the charges of impeachment in writing at least seven days prior to the NAASC meeting in which charges will be heard.
  - b. Present the charges of impeachment on the floor of the NAASC, not to exceed five minutes.
2. The member(s) being charged will have an opportunity to present their rebuttal, not to exceed five minutes.
3. Charges of impeachment will be settled through Consensus-Based Decision Making (CBDM).
4. If the impeachment is valid, the trusted servant will be relieved of their position effective immediately.

## Section 7. Duties and Responsibilities of Administrative Committee Officers

1. All officers of the NAASC will have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the NAASC Policies and Guidelines, and GLS.
2. An individual may not act as a Voting Representative and hold an Administrative Committee position at the same time.
3. The Administrative Committee will submit an itemized budget proposal as a topic for consensus of the NAASC every six months (June and December).

#### A. Facilitator

The following are duties and responsibilities charged to the Facilitator:

1. Facilitator will have a minimum of two years continuous clean time.
2. Facilitator will preside over Administrative Committee meetings and will be a voting member of the Administrative Committee.
3. Facilitator will preside over NAASC meetings. The Facilitator will be capable of conducting a business meeting, and will have a working knowledge of consensus based decision making.
4. Facilitator will secure the meeting facility for the NAASC meeting.
5. Facilitator will be a cosigner on the NAASC bank account.
6. Facilitator will be a nonvoting member of the NAASC.
7. Facilitator will remain impartial in all topic discussions.
8. In order to maintain impartiality, the Facilitator will not have the ability to introduce topics.
9. Facilitator will give forty-eight hours' notice to all NAASC officers prior to any Administrative Committee meeting.
10. Facilitator will be responsible for setting up an annual service inventory (March).
11. Facilitator will offer orientation to their successor.
11. Facilitator will be responsible for Open House coordination in October.
12. Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.

#### B. Co-Facilitator

The following are duties and responsibilities charged to the Co-Facilitator:

1. Co-Facilitator will have a minimum of two years continuous clean time.

2. Co-Facilitator will prepare to assume the position of the Facilitator.
3. Co-Facilitator will assume the Facilitator's duties at the NAASC in the Facilitator's absence.
4. Co-Facilitator will be a cosigner on the NAASC bank account.
5. Co-Facilitator will be a voting member of the Administrative Committee, a nonvoting member of the NAASC, and will not have the ability to introduce topics to the NAASC.
6. Co-Facilitator should try to attend as many subcommittee meetings as possible.
7. Co-Facilitator will conduct a brief orientation session for new GSRs immediately following each NAASC meeting.
8. Co-Facilitator will verify that all meetings on the Area meeting list are viable meetings.
9. Co-Facilitator will act as policy facilitator during the NAASC meeting.
10. Co-Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.

### C. Secretary

The following are duties and responsibilities charged to the Secretary:

1. Secretary will have a minimum of two years continuous clean time.
2. Secretary will be a voting member of the Administrative Committee and a nonvoting member of the NAASC, and will not have the ability to introduce topics.
3. Secretary will keep accurate minutes of the NAASC meeting and distribute electronic copies to all members of the NAASC.
4. Secretary will reflect all announcements in the minutes.
5. Minutes will be distributed two weeks prior to the following NAASC meeting.
6. Secretary will maintain adequate inventory of topic/nomination forms and all other appropriate meeting materials for each NAASC meeting.
7. Secretary will be a cosigner on the NAASC bank account.
8. Secretary will offer orientation to their successor.
9. Secretary will fulfill any additional duties as provided for by these Policies and Guidelines.

#### D. Secretary Alt

The following are duties and responsibilities charged to the Secretary Alt:

1. Secretary Alt will have a minimum of one year continuous clean time.
2. Secretary Alt will be a nonvoting member of both the Administrative Committee and the NAASC, and will not have the ability to introduce topics to the NAASC.
3. Secretary Alt will assist the Secretary in the recording and distribution of the NAASC minutes and related materials.
4. Secretary Alt will prepare to assume the position of Secretary and will assume Secretary's duties at the NAASC in the Secretary's absence.
5. Secretary Alt will fulfill any additional duties as provided for by these Policies and Guidelines.

#### E. Treasurer

The following are duties and responsibilities charged to the Treasurer:

1. Treasurer will have a minimum of two years continuous clean time.
2. Treasurer will be a voting member of the Administrative Committee and a nonvoting member of the NAASC, but will have the ability to introduce topics pertaining to NAASC funds, such as donations or reimbursements out of budget.
3. Treasurer will be a cosigner on the NAASC bank account.
4. Treasurer will submit a written report at each NAASC that will include details of monies received, date and amount of deposits made, monies spent for that month, and a bank statement or a bank transaction ledger, and will identify any reconciling items.
5. Treasurer will issue to each groups and subcommittees a sequentially numbered receipt for any donations to the NAASC from that group or subcommittee and retain a duplicate of this receipt.
6. Treasurer will make all deposits within three business days of the NAASC.
7. Treasurer will maintain a copy of all Administrative Committee members' and subcommittees' budgets in order to ensure prompt reimbursement and monitoring budget limits.
8. Treasurer will be responsible for maintaining and regularly checking the NAASC Post Office Box.
9. Treasurer will offer orientation to their successor.

10. Treasurer will fulfill any additional duties as provided for by these Policies and Guidelines.

#### F. Treasurer Alt

The following are duties and responsibilities charged to the Treasurer Alt:

1. Treasurer Alt will have a minimum of two years continuous clean time.
2. Treasurer Alt will be a nonvoting member of both the Administrative Committee and the NAASC, and will not have the ability to introduce topics to the NAASC, except in the absence of the Treasurer.
3. Treasurer Alt will be a cosigner on the NAASC bank account.
4. Treasurer Alt will prepare to assume the position of Treasurer, and will assume Treasurer's duties at the NAASC meeting in the Treasurer's absence.
5. Treasurer Alt will fulfill any additional duties as provided for by these Policies and Guidelines.

#### G. RCM

The following are duties and responsibilities charged to the RCM:

1. RCM will have a minimum of two years continuous clean time.
2. RCM will carry the conscience of the NAASC to the floor of the RSC.
3. RCM will have a working knowledge of the Policies and Guidelines of GRSCNA.
4. RCM will be a cosigner on the NAASC bank account.
5. RCM will be a voting member of the Administrative Committee and a nonvoting member of the NAASC, but will have the ability to introduce topics pertaining to their duties as the RCM.
6. RCM will offer orientation to their successor.
7. RCM will fulfill any additional duties as provided for by these Policies and Guidelines.

#### H. RCMA

The following are duties and responsibilities charged to the RCMA:

1. RCMA will have a minimum of two years continuous clean time.
2. RCMA will prepare to assume the position of the RCM by attending all RSC meetings, and will assume the duties of the RCM at the NAASC or the RSC in the RCM's absence.

3. RCMA will have a working knowledge of the Policies and Guidelines of the GRSCNA.
4. RCMA will be a nonvoting member of both the Administrative Committee and a nonvoting member of the NAASC, and will not have the ability to introduce topics, except in the absence of the RCM in reference to their duties as the RCM or RCMA.
5. RCMA will fulfill any additional duties as provided for by these Policies and Guidelines.

### Section 8. Duties and Responsibilities of Standing Subcommittees

1. An individual may not hold a Voting Representative position and a subcommittee Facilitator/Co-Facilitator position at the same time.
2. NAASC subcommittee Facilitators will only submit topics pertaining to their respective committees and business.
3. Each subcommittee will submit an itemized budget proposal for approval by the NAASC every six months (June and December).

#### A. Public Relations

1. Purpose and Function of Subcommittee
  - a. Coordinate participation in a telephone information service that helps addicts and others in the community find us easily.
  - b. Update, print, and distribute meeting schedules for the North Atlanta Area to the NAASC each month.
  - c. Update area website.
  - d. Inform addicts and others in the community of recovery in NA.
2. Public Relations Facilitator Requirements and Responsibilities
  - a. Facilitator will have a minimum of two years continuous clean time.
  - b. Facilitator will have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts, GLS, the NA PR Handbook, and current NAASC Policies and Guidelines.
  - c. Facilitator will ensure that the purpose and function of the subcommittee is fulfilled.
  - d. Facilitator will schedule and oversee monthly meetings of the subcommittee.

- e. Facilitator will ensure that all calls received from the phone line are answered at all times and give volunteers instruction as to the responsibilities of answering those calls.
- f. Facilitator will present a written subcommittee report each month to the NAASC.
- g. Facilitator will offer orientation to their successor.
- h. Facilitator will submit an itemized budget proposal to the NAASC.
- i. Facilitator will attend the quarterly Regional Public Relations Subcommittee meeting.
- j. Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.

### 3. Public Relations Co-Facilitator Requirements and Responsibilities

- a. Co-Facilitator will have a minimum of one year continuous clean time.
- b. Co-Facilitator will have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, GLS, the NA PR Handbook, and current NAASC Policies and Guidelines.
- c. Co-Facilitator will assist the Facilitator in the duties of the subcommittee.
- d. Co-Facilitator will assume the duties of the Facilitator at the NAASC in the absence of the Facilitator.
- e. Co-Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.

### B. Hospitals and Institutions Subcommittee

1. Purpose and Function of Subcommittee: establish and carry H&I meetings to addicts who do not have full access to regular NA meetings.

#### 2. Hospitals and Institutions Facilitator Requirements and Responsibilities

- a. Facilitator will have a minimum of two years continuous clean time.
- b. Facilitator will have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the GLS, the NA H&I Handbook, and current NAASC Policies and Guidelines.
- c. Facilitator will ensure that the purpose and function of the subcommittee is fulfilled.
- d. Facilitator will schedule and oversee monthly meetings of the subcommittee.
- e. Facilitator will present a written subcommittee report each month to the NAASC.
- f. Facilitator will offer orientation to their successor.
- g. Facilitator will submit an itemized budget proposal to the NAASC.

- h. Facilitator will attend the quarterly Regional H&I Subcommittee meeting.
- i. Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.

### 3. Hospitals and Institutions Co-Facilitator Requirements and Responsibilities

- a. Co-Facilitator will have a minimum of one year continuous clean time.
- b. Co-Facilitator will have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the GLS, the NA H&I Handbook, and current NAASC Policies and Guidelines.
- c. Co-Facilitator will assist the Facilitator in the duties of the subcommittee.
- d. Co-Facilitator will assume the duties of the Facilitator at the NAASC in the absence of the Facilitator.
- e. Co-Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.

## C. Literature Subcommittee

### 1. Purpose and Function of Subcommittee

- a. Maintain a supply of NA literature and key tags for purchase by groups at the monthly NAASC meeting.
- b. Literature stock will be held at \$2,500.00.
- c. New groups requesting help will be given a starter kit consisting of the following:
  - 1. Five of each key tag.
  - 2. Ten copies of each of IPs no. 1, 2, 5, 7, 8, 9, 11, 12, 13, 14, 16, 19, 22, and 24.
  - 3. One white booklet.
  - 4. One group booklet.
  - 5. One set of reading cards.

### 2. Literature Facilitator Requirements and Responsibilities

- a. Facilitator will have a minimum of one year continuous clean time.
- b. Facilitator will have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the GLS, and current NAASC Policies and Guidelines.
- c. Facilitator will ensure that the purpose and function of the subcommittee is fulfilled.
- d. Facilitator will schedule and oversee monthly meetings of the subcommittee.

- e. Facilitator will present a written subcommittee report each month to the NAASC.
- f. Facilitator will offer orientation to their successor.
- g. Facilitator will submit an itemized budget proposal to the NAASC that includes an expenditure for six new meeting packets.
- h. Facilitator will provide a receipt for any entity purchasing literature and monitor the status of any backorders.
- i. Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.

### 3. Literature Co-Facilitator Requirements and Responsibilities

- a. Co-Facilitator will have a minimum of one year continuous clean time.
- b. Co-Facilitator will have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the GLS and current NAASC Policies and Guidelines.
- c. Co-Facilitator will assist the Facilitator in the duties of the subcommittee.
- d. Co-Facilitator will assume the duties of the Facilitator at the NAASC in the absence of the Facilitator.
- e. Co-Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.

## D. Activities Subcommittee

### 1. Purpose and Function of Subcommittee

- a. Host area activities in order to carry the NA message.
- b. Promote unity and fellowship in the North Atlanta Area.

### 2. Activities Facilitator Requirements and Responsibilities

- a. Facilitator will have a minimum of two years continuous clean time.
- b. Facilitator will have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the GLS, and current NAASC Policies and Guidelines.
- c. Facilitator will ensure that the purpose and function of the subcommittee is fulfilled.
- d. Facilitator will schedule and oversee monthly meetings of the subcommittee.
- e. Facilitator will present a written subcommittee report each month to the NAASC.
- f. Facilitator will offer orientation to their successor.
- g. Facilitator will submit an itemized budget proposal to the NAASC.

h. Facilitator will fulfill any additional duties provided for by these Policies and Guidelines.

### 3. Activities Co-Facilitator Requirements and Responsibilities

- a. Co-Facilitator will have a minimum of one year continuous clean time.
- b. Co-Facilitator will have working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the GLS, and current NAASC Policies and Guidelines.
- c. Co-Facilitator will assist the Facilitator in the duties of the subcommittee.
- d. Co-Facilitator will assume the duties of the Facilitator at the NAASC in the absence of the Facilitator.
- e. Co-Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.

## Section 9. Ad Hoc Committees

A. The NAASC may appoint an ad hoc committee to fulfill a specific duty or function. This should be presented to the NAASC in the form of a topic. The topic should include:

1. The name of the Ad Hoc Committee.
2. The specific function of the Ad Hoc Committee.
3. The length of time the Ad Hoc Committee will be in effect.

B. If the committee is approved, the Facilitator will appoint a person to preside over the Ad Hoc Committee as Facilitator.

C. The Ad Hoc Committee will dissolve at the time specified in the topic, unless the NAASC decides to extend it, or decides to make the Ad Hoc Committee a standing subcommittee.

## ARTICLE IV

### Procedure

#### Section 1. Funds

##### A. Management of Funds

1. All NAASC monies will be deposited in one bank account.
2. Checks will require any two signatures from the following individuals: Facilitator, Co-Facilitator, Treasurer, Treasurer Alt, RCM, RCMA, or Secretary, provided that each signer has at least two years continuous clean time.

3. Anyone on the bank signature card must have a minimum of two years continuous clean time.
4. Funds from the NAASC shall not be used for any personal reasons.
5. NAASC funds will not be spent without the approval of the NAASC.
6. On a check made payable to one of the authorized signatories, the payee will not be allowed to sign the check.
7. Under no circumstances will any check be signed with either the payee or the amount not filled in.
8. No money will be reimbursed without a legitimate receipt for a budgeted item (or any unbudgeted item previously approved on the NAASC floor). Handwritten receipts must be approved on the floor of the NAASC. Receipts for any mileage accounted for in any budget are not necessary.
9. NAASC Checking Account
  - a. NAASC Treasurer shall deposit NAASC income (NAASC group donations and literature sales) into the NAASC checking account within three business days of the NAASC meeting each month.
  - b. NAASC checking account funds (previous balance plus monthly deposit) shall first be used to meet NAASC monthly operating costs.
  - c. The remaining balance shall be used to feed a prudent reserve determined by the following formula: \$1800 plus (total of budgets/six).
  - d. NAASC Treasurer will make a topic monthly to donate any funds in excess of the prudent reserve to GRSCNA, WSC, or NAASC Activities.
10. Mileage reimbursement amount is set at 80% of the Federal business guidelines.
11. Separate checks (or money orders) are required for donations to NAASC, literature purchases, and H&I donations.
12. No member of NA who has misappropriated NA funds may serve in any NAASC Admin or subcommittee position until appropriate restitution has been made to the service committee from which the funds were taken.
13. There will be an annual audit of NAASC funds in July and an additional audit if the Treasurer leaves before their term expires.

14. The NAASC will provide lodging only for RCM and RCMA for the quarterly RSC meeting. If the RCM and RCMA are the same gender, the NAASC will only provide one room. If the RCM and RCMA are opposite gender, the NAASC will provide two rooms.

#### B. Procedures for the Misappropriation of NA Assets

1. In the event a member alleges in an NAASC meeting that NA assets under the control of the NAASC have been misappropriated in any fashion, the Facilitator shall:

a. Immediately suspend the agenda of the meeting and create an Audit Committee, made up of all members of the Administrative Committee plus two GSRs who have at least one year of area experience. The alleged party may not be a member of the Committee. After the Audit Committee is formed, the regular agenda may resume.

b. On the next business day, have the alleged names removed as authorized signers on any NAASC bank account, if applicable. Reauthorization is possible pending the audit outcome.

c. The Audit Committee's report will be the first item on the next month's agenda.

2. The Committee's audit shall include a thorough review of all financial accounts and records of NAASC assets. The Audit Committee must also investigate if there was any failure in NAASC accounting practices, procedures, and safeguards. The Audit Committee should recommend changes in those practices and procedures to avoid future problems. If misappropriations are found, the Audit Committee must also determine if the misappropriation was caused by an honest human error or with malicious or purposeful intent. Malicious or purposeful misappropriation is defined as:

a. Direct theft of funds or other assets under the control of the NAASC;

b. Embezzlement from bank accounts belonging to the NAASC by someone who is an authorized signer; or

c. Fraud.

3. If the Audit Committee determines that a malicious or purposeful misappropriation of NAASC assets has occurred, the person(s) found by the Audit Committee to be responsible will be immediately removed from their NAASC service positions if they hold such positions.

## Section 2. Business Procedures

1. The NAASC meeting will be held at a date, time, and place to be determined ahead of time.
  - a. Members of the NAASC will determine the schedule for all NAASC meetings for six months.
  - b. The meeting is typically held at 2:00 pm on the last Sunday of each month.
2. CBDM and the GLS will be followed during the meeting to maintain order where it is not already stipulated by the NAASC policy.
3. The meeting will be non-smoking.
4. The meeting will not conduct business during Open Forum.
5. Quorum must be met in order to conduct business. Quorum means half the active groups rounded up to a whole number, plus one.
6. The meeting will move at a pace that allows the Secretary to take accurate notes.
7. All business will be decided using CBDM as outlined below.
8. November nominations, topics to waive clean time requirements, and any changes to NAASC Policies and Guidelines must go back to groups for discussion.

## Section 3. Consensus Based Decision Making (CBDM)

1. All members of NA present at the monthly meeting may participate in discussion of issues, but only a designated voting representative may block consensus.
2. All decisions of the NAASC will be made using the CBDM model outlined below:
  - a. Topic or item of business is presented.
  - b. The Facilitator opens the dialogue.
  - c. The Facilitator asks for any concerns, clarifications, questions, or reservations. The people with comments are asked to express their concerns and what it might take to reach a compromise.
  - d. If no further discussion is needed, the Facilitator asks for a consensus. There are four positions that a designated group representative may take:
    - i. Assent – agrees with the topic.
    - ii. Assent with reservations – although there may be reservations or concerns, the individual trusts the decision of the service body.
    - iii. Stand aside – based on strong objections that prevent support for the topic.

- iv. Block – The person who blocks must speak to the violation of the tradition, concept, or law that is being broken. A block may prevent a topic from being adopted.
- e. Consensus is reached when seventy percent or more of the voting representatives assent or assent with reservations.
- f. A straw poll is a non-binding vote used to assess the consensus of the voting representatives.
- g. If the topic is blocked, the block may be challenged.
  - i. If the validity of a block is called to question, the body must then reach consensus as to whether the block should stand.
  - ii. If the block is overridden, the Facilitator will again ask for consensus.

#### Section 4. Format

The ASC meeting will use the following format:

1. Call to order
2. Serenity Prayer
3. Reading of the Twelve Traditions of Narcotics Anonymous
4. Reading of the Twelve Concepts of Service
5. Roll call and group reports: The voting representative of each group will say its position (GSR, GSRA, or voting/non-voting representative) and will be given an opportunity to submit a verbal and written report. Written group reports should be typed or written legibly, as they are to be entered into the NAASC meeting minutes. The report should include:
  - a. Name of group
  - b. Day(s) of week that it meets
  - c. Location of meeting
  - d. Time of meeting
  - e. Monthly donation
  - f. Celebrations, anniversaries, and upcoming events

6. The Facilitator will ask if there are any new groups to be recognized. Once recognized by the Facilitator, these groups will receive a new group packet and have all participation rights at the next NAASC meeting.

7. Quorum

a. If quorum is not met within thirty minutes of the scheduled time, the NAASC may adjourn.

b. Before the NAASC adjourns, if quorum is not met, members present may choose to move directly to open forum, so that anyone may ask for experience, strength, and hope with an issue they may be facing.

c. The inability of the NAASC to conduct business due to quorum requirements will have no effect on any subcommittee requesting reimbursement, or anyone wishing to purchase literature or make a donation.

8. The Facilitator will ask whether the previous month's minutes need any comment or review. If not, the minutes will be accepted without vote. If so, the changes will be made and confirmed by consensus.

9. Administrative Committee reports: Each member of the Administrative Committee will be given an opportunity to submit a verbal and written report. All reports are to be typed or written legibly as they will be entered into the NAASC meeting minutes.

a. The Facilitator will ask if there are any questions after each report.

b. The Treasurer's report must be accepted by a consensus vote, but need not be written.

10. Subcommittee Facilitator reports: The Facilitator of each subcommittee will submit a verbal and written report. Subcommittee reports should be typed or written legibly, as they are to be entered into the NAASC meeting minutes. The report should include:

a. Name of subcommittee

b. Subcommittee activity and accomplishments

c. Specific problems or situations

d. Plans for the coming month

e. Topics for the NAASC

11. Break

12. Open forum

13. Roll call
14. Nominations
15. Old business
  - a. All business that was tabled or taken back to groups from the last NAASC meeting will be called to the floor at this time.
  - b. Unless there are proposed amendments, the topic should be voted on immediately.
16. New business
  - a. All new business will be submitted in the form of a written topic. This should be submitted to the Secretary prior to open forum.
  - b. The Secretary will number the topic in the order received and read it aloud to the NAASC.
  - c. The author of the topic is given time on the floor to state the intent of the topic.
17. Announcements
  - a. Next Area meeting and time
  - b. Co-facilitator will have a GSR workshop after Area
  - c. Any other announcements.
18. Close with an NA-approved prayer

## ARTICLE V

### Policy Review

#### Section 1. Annual Review

1. These Policies and Guidelines will be reviewed by an ad hoc committee every August, ensuring all changes made to the Policies and Guidelines throughout the year are incorporated in the most current copy.
  - a. The Policy Ad Hoc Committee will have the ability to make grammatical, numerical, and lettering changes to the Policies and Guidelines during the annual review.
  - b. The Ad hoc committee may submit policy change suggestions to the Policies and Guidelines that go back to the groups for approval.