CENTRAL DETROIT AREA

OF

NARCOTICS ANONYMOUS
Central Detroit Area Service Committee of Narcotics

Anonymous

These guidelines were developed by The Area Service Committee in accordance with the suggestions in the Local Guide to Service and the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. Each representative at this body may obtain guidelines from the Area Secretary.

The members who accept trusted servant positions on behalf of the membership are thanked for their selfless duty. We suggest that whenever possible, as an extension of that duty, to pass these guidelines on to the trusted servant who steps into your position at the end of your term.
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Central Detroit Area Service Committee of Narcotics Anonymous

Area Service Committee Guidelines

APPROVED GUIDELINES OF THE

CENTRAL DETROIT AREA SERVICE COMMITTEE

OF NARCOTICS ANONYMOUS

PREAMBLE

This Committee will endeavor not only to safeguard our Traditions, but act in a manner to perpetuate their usage. It will be ever incumbent upon this Committee to be responsible to those they serve; promote unity within Narcotics Anonymous (N.A.); support with all resources the message of our Fifth Tradition, and to maintain anonymity within that effort. It will not, in the exercise of its autonomy, deliberately adversely affect Narcotics Anonymous or any other N. A. Area or Service Committee. It will endeavor to encourage the groups within its boundaries to provide an atmosphere of N.A. recovery and actively encourage the members of those groups to become fully participating through support of N.A. service boards, offices, service centers, subcommittees, an committees "that no addict seeking recovery need ever die."

AS QUOTED FROM THE PREAMBLE OF THE N.A. TWELVE TRADITIONS

"We keep what we have only with vigilance, and just as the freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well." Revised:
Central Detroit Area Service Committee of Narcotics Anonymous

Area Service Committee Guidelines

Article I - NAME

The name of this Committee shall be the Central Detroit Area Service Committee of Narcotics Anonymous (C.D.A.S.C.N.A.). For the purpose of these guidelines the Central Detroit Area Service Committee of Narcotics Anonymous shall be referred to as "Committee."

Article II - PURPOSE

Section 1

The purpose of this Committee shall be to administer and coordinate the business and activities common to the welfare of the Narcotics Anonymous Groups located in the cities of Detroit and Highland Park within the boundaries of John C. Lodge expressway and West Grand Boulevard on the WEST; Chrysler and East Grand Boulevard on the EAST; Eight Mile Road on the NORTH; and the Detroit River on the SOUTH; to support the needs of these groups, to serve as a link between these groups and the Metropolitan Detroit Regional Services Committee of Narcotics Anonymous (M.D.R.S.C.N.A.) and the World Service Conference of Narcotics Anonymous (W.S.C.N.A.) and to maintain the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for N.A. Service. For the purpose of these guidelines, the term "Narcotics Anonymous Group" shall be defined as stated in the approved service manual of Narcotics Anonymous.

Section 2

The Committee shall be limited to such purposes as will qualify it as an exempt organization under section 501 ~ 3 of the Internal Revenue Code of 1954 or corresponding provision of any subsequent federal tax law, including, for such purpose, the making of distributions to organizations that qualify as tax exempt organizations under the code.

Section 3

This Committee shall have and exercise all rights and powers conferred on unincorporated rights associations generally under the laws of the State of Michigan providing, however, that the Committee is not empowered to engage in any activity which is not of itself in furtherance of its purpose as set forth in Sections One (1) and Two (2) of this Article, nor is it empowered to engage activity mentioned in Section Four (4) of this Article.

Section 4

No part of the net earnings, properties, or assets of this Committee shall inure to the benefit of any private
person or individual or any member or officer of the Committee, on dissolution or otherwise, and on liquidation or dissolution, all properties and assets of this committee remaining after payment of provision for all debts and obligations shall be distributed and paid over to the member Areas of the Metropolitan Detroit Regional Services Committee of Narcotics Anonymous.

Central Detroit Area Service Committee of Narcotics Anonymous

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Section 5
For the purpose of carrying out its objectives and purposes, the Committee may acquire, receive, and hold in its name, by purchase, gift, grant, or bequest, any real or personal property, and transfer, sell, mortgage, convey, lit, or otherwise use the same subject to and in accordance with these guidelines and any guidelines hereafter adopted, consistent with the purpose for which the Committee is formed in accordance with the Twelve Traditions of N. A. and Twelve Concepts for N.A. Service.

Article III - MEMBERS

Section 1
This Committee shall have two (2) classes of members only; that of voting and non-voting. Only voting members shall have voting rights. No person shall hold more than one membership in a class or combination thereof.

Section 2
The voting members of this Committee shall be the Group Service Representatives (G.S.R.'s); or in the G.S.R.'s absence, the Group Service Representative Alternate (G.S.R.A.); or in the absence of the two prior stated classifications; a Group Appointed Designee (G.A.D.).

Section 3
Non-voting members of this Committee shall be any other Narcotics Anonymous member not mentioned in Section Two (2) of this Article including the officers and other administrative members of this Committee or its subcommittee chairpersons. These members shall enjoy all powers of membership including motion and debate, but shall not vote.

Article IV - TRUSTED SERVANTS

The services handled by "trusted servants" free the Narcotics Anonymous member groups to focus on their primary purpose, that of carrying the message of recovery to still suffering addicts, and provide the personal services that are the trademark of Narcotics Anonymous.
Section 1

**Trusted Servants** - majority elected members (G.S.R.’s, etc.) entrusted with authority by their represented member groups or the Committee (subcommittee chairperson, R.C.M., etc.) - may be defined as voting members elected by the member groups or the Committee as representatives to do the work of the Committee.

Section 2

The duties of trusted servants are two-fold in that they represent the member groups and are also members of the Committee or represent the Committee and are also members of an associated service committee and shall include:

a. Decision making on what general administrative issues and related personal services shall be handled by the Committee (requiring the vote of the trusted servant as a representative of the Committee) and which shall be referred to the member groups for group conscience (a majority vote of the members of the group which requires that the trusted servant (T.S.) vote at the Committee as directed by consultation with the group).

b. Inform the member groups (of the Central area) on a regular basis of the actions they have taken in conducting their responsibilities for the Committee and in behalf of the member groups.

c. Decision making on what general administration issues and related personal services shall be handled by the service committee on which they serve (requiring the vote of the trusted servant as a representative of that service committee) and which shall be referred to the Committee (A.S.C.) for Area conscience [a majority vote of the Committee which requires that the T.S. vote at the service committee on which they serve as directed by consultation with the Committee].

d. Inform the Committee on a regular basis of the actions they have taken in conducting their responsibilities as a member for another service committee and in behalf of the Committee.

Section 3

Qualifications for trusted servants shall include some and/or all of the qualifications for officers as listed in Article X of this document. The dual natures of authority and responsibility entrusted by member groups and the Committee to trusted servants require careful consideration of these qualifications when electing trusted servants.

Article V - MEETINGS

Section 1
The regular meetings of this Committee shall be held no less than monthly on a regular basis at the convenience of the Committee.

Section 2

The regular meeting in February shall be known as the Annual Conference Meeting and shall be for the purpose of electing officers as provided in Article VIII, Section 3 of these guidelines, receiving final reports from officers, and any other business that may arise.
Section 3
One-third of the voting members shall constitute a quorum. If a quorum has been established, the Committee shall remain in session, regardless of the number of voting members, until the Committee decides to adjourn. If a quorum is not established, the Committee will meet in a non-official capacity and all ratified business will be placed at the top of the agenda for vote at the next regular meeting at which a quorum is established. If a member group is not represented at two consecutive regularly scheduled C.D.A.S.C.N.A. meetings, it shall be accorded "inactive" status for the sake of quorum computation at the second meeting. Active status shall be returned to said group upon attending C.D.A.S.C.N.A. meeting.

Section 4
By means of written or oral communications a special meeting may be called by the Chairperson of the Committee or upon the written request to the Chairperson of one-third of the voting members of the Committee. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted. Notice shall be given to the Committee at least ten (10) days in advance of the special meeting.

Article VI - VOTING

Section 1
Any group whose membership is in the Central Detroit Area Service Committee of Narcotics Anonymous (C.D.A.S.C.N.A.) shall have one vote accorded to its' Group Service Representative (G.S.R.), or its' Group Service Representative Alternate (G.S.R.A.), or its' Group Appointed Designee (G.A.D.).

Section 2 PROCEDURES:
A. Only G.S.R.'s or G.S.R.A.'s shall be allowed to vote at C.D.A.S.C.N.A. meetings; or in the absence of the prior stated classifications, a G.A.D.
B. Chairpersons shall (at the chairperson's discretion) vote on these occasions:
   1. To break a tie,
   2. To create a tie in instances of a one (1) vote majority when there is less than fiftypercent (50%) of the member groups voting.
C. All voting shall be determined by simple majority of "yes" and "no" votes given by G.S.R.'s, G.S.R.A.'s, or G.A.D.'s present and voting.
Section 3 MOTIONS:
A. The following types of motions shall be processed through the discussion state, assigned a number by the Secretary, and voted upon no later than the next regularly scheduled C.D.A.S.C.N.A. meeting.

1. Guideline changes: except those changes deemed procedural or administrative or simple housekeeping language changes that do not change context.
2. Motions referred to group conscience at the discretion of a simple majority of the G.S.R.'s, G.S.R.A.'s, or G.A.D.'s present and voting. When a matter is sent to the groups for a wider consultation, it shall be done in writing to only include the motions and its intent. But when a group returns with a vote on such a matter, it shall be one vote per group.
B. The following trusted servants may make motions: (All motions shall be written and accompanied with intent).

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Vice-Secretary
5. Treasurer
6. Vice-Treasurer
7. Regional Committee Member (R.C.M.) or Regional Committee Member Alternate (R.C.M. A.)
8. Group Service Representative (G.S.R.), Group Service Representative Alternate (G.S.R.A.), or Group Appointed Designee (G.A.D.)
9. Chairperson, or in the absence of the Chairperson, Vice-Chairperson of subcommittees.
10. Chairperson, or in the absence of the Chairperson, Vice-Chairperson of Ad-Hoc or special committees.

Section 4 DISCUSSION OF MOTIONS:
A. All N.A. members in attendance at the C.D.A.S.C.N.A. meeting shall have the right to participate in discussion (members must be recognized by the Chairperson before speaking and comments should be directed to the Committee as a whole).
B. Motions brought to the floor shall be generally limited to presentation of no more than three (3) pros and three (3) cons before voting.
Section 1

The officers of this Committee shall consist of:
A. Chairperson
B. Vice-Chairperson
C. Secretary
D. Vice-Secretary
E. Treasurer
F. Vice-Treasurer
G. Regional Committee Member
H. Regional Committee Member Alternate
I. Any standing subcommittee chairperson or Ad-Hoc subcommittee chairperson.
J. Any others that the Committee shall deem necessary shall be considered an officer of this committee.

Section 2

No officer or administrative member of this Committee shall hold more than one office at a time, be a voting member of the Committee, or be eligible to serve more than two (2) terms consecutively in the same office.

Article VIII - ELECTIONS

Section 1

Officers shall be elected (in February) by secret ballot to serve for one (1) year with the term of office to commence at the start of the next regularly scheduled meeting (in March) following the meeting at which they were elected as specified in Section Three (3) of this Article. In cases of vacancies created prior to the end of the term, replacement officers shall be elected to fill the vacancy through the end of the term as specified in Section Three (3) of this Article.

Section 2

An election to fill any office addressed in these guidelines shall be done by this Committee's voting members. Nominations shall be sought through member groups. Notice of intent to fill a vacancy shall be given at the regular meeting prior to any elections. Elections for any office will continue among nominees until one name has a majority of votes cast.
Section 3

The schedule for election of trusted servants is to be as follows:
A. Officers to be elected in February (one [1] month prior to elections, notice of vacancies open for nominations shall be given. Section Two (2) of this Article):

1. Chairperson  5. Treasurer
2. Vice-Chairperson  6. Vice-Treasurer
3. Secretary  7. Regional Committee Member
4. Vice-Secretary  8. Regional Committee Member Alternate

Section 4

The Vice and Alternate positions will be automatically placed in nomination upon the vacancy of the respective offices they serve under.

Section 5

A vacancy in an office, as provided in Section One (1) of this Article, shall occur from one or more of the following:

A. Resignation;
B. Relapse;
C. Two (2) consecutive absences of regular Committee meetings without submitting a written report as stipulated in Article IX or without a prearranged substitute representative to give the report;
D. By agreement of two-thirds (%) of the voting members of the Committee.
E. After proper election procedures the position remains vacant.

Section 6 FILLING VACANT OFFICES:
In the event of such a vacancy, an election as provided in Section One (1) of this Article shall be held to fill the vacancy. In the case of vacancy in the Office of Chairperson, the Vice-Chairperson shall assume the duties of the Office of Chairperson, until the start of the regular meeting following the election of a Chairperson. In the case of a vacancy in the Office of either the Regional Committee Member, the appropriate alternate shall assume the duties of the representative until the start of the regular meeting following the election of that officer. In case of vacancy in the Secretary or Treasurer positions, the Vice-Secretary or the Vice-Treasurer shall assume the duties of the Secretary or the Treasurer until the start of the regular meeting following the election of the respective officer.

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In the case of a vacancy in an office, other than those referred to in the first paragraph of this Section, the Chairperson shall fill that vacancy by appointment. The duration of such an appointment shall be no longer than three (3) months or the time required filling the vacancy by election, whichever is less. In considering that appointment, the Chairperson will solicit recommendations from that subcommittee and/or the Committee and will give priority to their judgment.

Section 7

In the event of one (1) nominee running for office, that nominee must be elected by two-thirds (%) majority of the voting members present, with those members equaling at least fifty percent (50%) of the active groups.

Section 8

Officers elected to fill a vacancy for a term of less than six (6) months shall not lose the ability to serve two (2) full regular terms.

ARTICLE IX- DUTIES OF OFFICERS

Section 1

Experience has taught us that the more diverse our service expertise within the fellowship, the better we are able to focus our efforts upon our primary purpose and the more adequately we are able to serve. Therefore, we encourage Central Detroit Area trusted servants, especially the officers of the Committee, through volunteering themselves for subcommittee or group service, to participate in other capacities within our service structure. We also, in order to gain more participation, a wider conscious, and to acquire a broader base of experience to provide a concentrated effort to fulfill our primary purpose, request that the officers of the Central Detroit Area adhere to the principle of one service position per member.

In respect to continuity, growth, and the importance of our message, the Vice or Alternate positions are learning positions and as such are the essence of the continuous growth of Narcotics Anonymous. This continuous growth is dependent upon trusted servants preparing vice or Alternates to assume their position as well as the transition of Vice or Alternate trusted servants to the position they serve under or other positions within the Committee’s structure, and the outgoing trusted servants into affiliate or different positions within the service structure. This allows our fellowship the advantage of members gaining experience, while also retaining experienced members to share their knowledge and encouragement. Therefore, one should accept the position of Vice or Alternate with the understanding that they imply a minimum of a two (2) year commitment and that upon election, a two (2) year commitment is anticipated by the fellowship as stipulated in Section Four (4) of Article VIII.

Revised: September 2010
CHAIRPERSON:
It is the duty of the Chairperson to:
A. Compile a prearranged agenda to be distributed to the Central Detroit Area Service of Narcotics Anonymous participants for ideas, input, and motions at Area Service Committee meetings.
B. Preside over all meetings of the Central Detroit Area Service Committee of Narcotics Anonymous.
C. Maintain lines of communication between the Central Detroit Area Service Committee of Narcotics Anonymous and member groups through the year.
D. Open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
E. Announce in proper sequence the business that comes before the Committee or becomes the business of the Committee in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
F. Recognize members who are entitled to the floor.
G. State and put to vote all questions that legitimately come before the Committee as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the result of each vote; or, if a motion that is not in order it made, to rule it out of order.
H. Protect the Committee from obvious frivolous or dilatory motions by refusing to recognize them.
I. Enforce the rules relating to debate and to order decorum within the Committee.
J. Expedite business in every way while considering the rights of voting Committee members.
K. Decide all questions of order, subject to appeal unless, when in doubt, the Chairperson prefers to submit such a question to the Parliamentarian of the Committee for decision.
L. Respond to inquiries by members relating to parliamentary procedure or factual information bearing on the business of the Committee.
M. Authenticate by the Chairperson’s signature, when necessary, all acts, orders, and proceedings of the Committee, including the minutes.

N. Declare the meeting adjourned when the Committee so votes or where applicable applied.
O. Arrange the agenda for each Area Service Committee meeting.
P. Conduct the general correspondence of this Committee.
Q. Be a co-signer of the Committee’s bank accounts.
R. Sign all certified copies of acts of the Committee.
S. Make and submit a written report of the office of the year’s work at the Annual Conference Meeting.
T. Be an ex-officio non-voting member of all subcommittees.
U. Appoint all special, ad-hoc, or select subcommittees.
V. Produces cash receipts for all monies received.

Section 3

VICE-CHAIRPERSON: It is the duty of the Vice-Chairperson to:
A. In the absence of the Chairperson, to serve as Chairperson.
B. Coordinate the functions of the subcommittees.
C. Be a co-signer of the Committee's bank accounts.
D. Make and submit a written report of the office of the year's work at the Annual Conference Meeting.
E. Be an ex-officio non-voting member of all subcommittees.
F. Produces cash receipts for all monies received.

Section
SECRETARY:
It is the duty of the Secretary to:
A. In the absence of the Chairperson, Vice-Chairperson, or Regional Committee Member to call the meeting to order and preside until the immediate election of a Chairperson pro tempore.
B. Keep a record of all the proceedings of the Committee.
C. Keep in files all Committee reports, files, and archives.
D. Keep the Committee's official membership roll, and to call the roll, where it is required.

E. Make the minutes and records available to members upon request.
F. Keep all certified copies of acts of the Committee, maintain non-profit corporation status of the Central Detroit Area and renew it annually.
G. Keep and distribute all letterhead for the Committee.
H. Maintain record book(s) in which the guidelines, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
I. Send out to the membership a notice of each special meeting, known as the "call" of the meeting.
J. Conduct the correspondence of the Committee, which is not a function to other offices, or to subcommittees.
K. Distribute to each officer and voting member copies of the minutes within ten (10) days following each meeting. In addition a copy shall be sent to the Michigan Service Office as well as the World Service Office of Narcotics Anonymous.
I. Produces cash receipts for all monies received.

Section 5 VICE-SECRETARY:
It is the duty of the Vice-Secretary to assist the Secretary with the responsibilities and to perform those duties in the Secretary's absence or vacancy.

1. Assist the Secretary in compiling group and subcommittee reports, maintaining a second copy of
the minutes from the previous meeting and cooperating with the printing and distribution of said minutes.

2. Produces cash receipts for All monies received.

Section 6

TREASURER: It is the duty of the Treasurer to:
A. Collect all donations from individuals, groups, Areas, or subcommittees and issue receipts for such donations.
B. Be the custodian of the Committee's funds, not entrusted to other officers or subcommittees.
C. Make a co-signature account(s) for the Committee and be a co-signer of such account(s).

D. Make a report of ALL receipts disbursements at each regular meeting, with copies available for review.
E. Make a full financial report at the annual meeting to be audited.
F. Disburse funds, as necessary, to fulfill the purpose of the Committee, as directed by the conscious of the Committee.
G. Produces cash receipts for All monies received.

Section 7

VICE-TREASURER:
It is the duty of the Vice-Treasurer to assist the Treasurer with the responsibilities and perform their duties in their absence or vacancy; and to be a co-signer on any bank account(s) for the Committee where the Committee deems necessary.

Section 8 REGIONAL COMMITTEE MEMBER (R.C.M.):
It is the duty of the Regional Committee Member to:
A. In the absence of the Chairperson and Vice-Chairperson, serve as Chairperson.
B. Represent the Committee at each Metropolitan Detroit Regional Services Committee of Narcotics Anonymous meeting. Non-attendance of two (2) consecutive meetings or two(2) meetings in one (1) year without an excuse or prior notification acceptable to the Committee shall be considered as automatic resignation.

Section 9

REGIONAL COMMITTEE MEMBER ALTERNATE (R.C.M.A.):
It is the duty of the Regional Committee Member Alternate to:
A. Assist the Regional Committee Member(s) in the performance of their duties.
B. Perform the duties of the Regional Committee Member in their absence.
C. Present to the Committee a written and oral report as a supplement to the Area Service Region report.

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D. Make and submit a written report of the office of the year's work (year-end report) at the February meeting.
E. Attend as many group service business meetings as possible.
F. Attend the regularly scheduled Metropolitan Detroit Region meeting. Non-attendance of two (2) consecutive meetings or two (2) meetings in one (1) year without an excuse or prior notification acceptable to the Committee shall be considered as automatic resignation.

Section 10

PARLIAMENTARIAN: It is the duty of the Parliamentarian to:
A. Be a non-partial advisor to the Committee on questions of decorum, participating only in the capacity of advisor to the Chairperson in questions of order, submitted through the Chairperson, by the Chairperson, or upon request of the Chairperson.
B. Determine and notify the Chairperson of the initial presence of a meeting quorum and the loss of such a meeting quorum.
C. Issue and collect secret or closed ballot votes and to tabulate and verify such votes, with another N.A. member and notify the Secretary and Chairperson of results.
D. Provide a copy of Robert's Rules of Order, newly revised, at all the Central Detroit Area Service Committee of Narcotics Anonymous meetings.

Section 11 SUBCOMMITTEE CHAIRPERSON:

It is the duty of the Subcommittee Chairperson to:
A. Attend all Detroit Central Area Service Committee meetings.
B. Present to the Committee a written and oral report of the activities of the subcommittee, including, but not limited to, a financial report at each meeting.
C. Present budget requests for the sub-committee with the understanding that all money distributed from the C.D.A.S.C.N.A with the exceptions of Donations, Conventions, and M.S.O should reflect a cash receipt including vendor date and amount tender. (No Bridge Cards, or Credit Card receipts are acceptable.)

D. Interact with other subcommittees, and to attend such meetings as requested by the Committee.
E. Make and submit a written report of the office of the year's work (year-end report) at the February meeting.
Guidelines
F. Schedule meetings of the subcommittee.
G. Perform the duties of a Chairperson at the subcommittee meetings.

**Article X - QUALIFICATIONS OF OFFICERS**

**Section 1 Selection of Trusted Servants:**
The selection of trusted servants is one of significant importance. For the benefit of the individual, the group, and the Committee, careful consideration should be given when selecting members to serve in our behalf. By adhering to clearly defined requirements, we are able to base our decisions on those characteristics (past completed involvement, experience, ability, and commitment), which lend the word trust to our members in service. This adherence, in accordance to our Twelfth Tradition, aids us to 'place principles before personalities.' The following listed criteria allow us the flexibility to accomplish this goal.

**Section 2 CHAIRPERSON:**

1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.
2. One (1) year commitment.
3. Minimum of three (3) years continuous clean time.
4. Ability to perform the duties of the office.
6. Time and resources to be an active participant.

**Section 3 VICE-CHAIRPERSON:**

1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.
2. Possible two (2) year commitment.
3. Minimum of three (3) years continuous clean time.
4. Ability to perform the duties of the office.
6. Time and resources to be an active participant.
Central Detroit Area Service Committee of Narcotics Anonymous

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Section 4
SECRETARY:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.
2. One (1) year commitment.
3. Minimum of three (3) years continuous clean time.
4. Ability to perform the duties of the office.
6. Time and resources to be an active participant.

Section 5 VICE-SECRETARY:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.
2. Possible two (2) year commitment.
3. Minimum of three (3) years continuous clean time.
4. Ability to perform the duties of the office.
5) Understanding of the Twelve Steps and Twelve Traditions of N.A. and the Twelve Concepts for N.A. Service.
6. Time and resources to be an active participant.

Section 6 TREASURER:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.
2. One (1) year commitment.
3. Minimum of three (3) years continuous clean time.
4. Ability to perform the duties of the office.
6. Time and resources to be an active participant.

Section 7 VICE-TREASURER:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.
2. Possible two (2) year commitment.
3. Minimum of three (3) years continuous clean time.
4. Ability to perform the duties of the office.
Area Service Committee Guidelines

6. Time and resources to be an active participant.

Section 8 REGIONAL COMMITTEE MEMBER (R.C.M.):

1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.
2. One (1) year commitment.
3. Minimum of three (3) years continuous clean time.
4. Ability to perform the duties of the office.
6. Time and resources to be an active participant.

Section 9

REGIONAL COMMITTEE MEMBER ALTERNATE (R.C.M.A.):

1) Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.

2. Possible two (2) year commitment.
3. Minimum of three (3) years continuous clean time.
4. Ability to perform the duties of the office.
6. Time and resources to be an active participant.

Section 10 SUBCOMMITTEE CHAIRPERSON:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.
2. One (1) year commitment.
3. Minimum of two (2) years continuous clean time.
4. Ability to perform the duties of the office.
6. Time and resources to be an active participant.
Section 11

SUBCOMMITTEE VICE-CHAIRPERSON:

1. Willingness and desire to serve as demonstrated in prior completed N.A. service positions with a minimum of two (2) years N.A. involvement.
2. Possible two (2) year commitment.
3) Minimum of three (3) years continuous clean time.
4) Ability to perform the duties of the office.
5) Understanding of the Twelve Steps and Twelve Traditions of N.A. and the Twelve Concepts for N.A. Service.
6) Time and resources to be an active participant.

Section 13 SUBCOMMITTEE MEMBERS

1. Willingness and desire to serve.
2. Minimum ninety (90) days continuous clean time unless otherwise specified within this Article or other Articles of these guidelines or the Committee standing rules or motion or subcommittee guidelines.
3. Time and resources to be an active participant.

Article XI - SUBCOMMITTEES

Section 1 PURPOSE OF SUBCOMMITTEES:
For the purpose of performing the specific duties of the Committee, standing and ad-hoc subcommittees shall be created. Each subcommittee is responsible to give a report of its projects to the Committee at each regular meeting of the Committee. All subcommittee projects shall be initiated and approved, checked, and finalized by the Committee through such reports or motions.

All subcommittees of the Committee shall be composed of any Narcotics Anonymous member. Under Committee approval subcommittees shall develop certain needed guidelines and requirements for specific service functions and positions. All subcommittees shall be responsible to the Committee.
Financially, each subcommittee shall submit detailed budgets. These budgets shall include by line, current as well as proposed disbursements. Subcommittees may upon approval of the Committee establish a treasury. This treasury must not be confused with the purpose other than the current expenses of that subcommittee unless prior approval is made by the Committee. Any account(s) established anywhere must be made known to the Committee and any excess funds shall be returned to the Committee upon the next budget request.

Each subcommittee shall elect other appropriate officers promptly after the February meeting. In the event of any vacancy not being able to be filled by the election, the Chairperson of the subcommittee shall have authority to appoint such officers with confirmation by the subcommittee.

These subcommittees shall exchange information and experience with the Metropolitan Detroit Regional Committee and Narcotics Anonymous as a whole and shall meet regularly on a monthly basis in a public facility. Each subcommittee shall establish a direct line of communication by seating a representative of that subcommittee on the appropriate Metropolitan Detroit Regional Committee with each subcommittee establishing a direct line of communication with the appropriate World Service Conference Committee.

Each subcommittee shall have the standing authority to act for the Committee in the execution of its duties. No subcommittee shall perform any duties of another subcommittee without previous consent from the Committee.

Section 2 ADMINISTRATIVE SUBCOMMITTEE:
The Administrative Subcommittee shall be composed of the Committee officers, other than those mentioned in sub items L and M listed in Article VTI. The subcommittee shall have general supervision of the affairs of the Committee between its regular meetings, and make recommendations to the Committee. It shall be subject to the orders of the Committee, and none of their acts shall conflict with action taken by the Committee, and follow the suggestions in World Service Conference Committee Handbooks as appropriate for its needs.

Section 3
JOINT ADMINISTRATIVE SUBCOMMITTEE:
The Joint Administrative Subcommittee shall perform as a coordinating subcommittee for all subcommittees, to provide a unified effort in carrying the N. A. message and follow suggestions in World Service Conference Committee Handbooks as appropriate for its needs. This subcommittee will consist of the officers or the Committee and all subcommittee Chairpersons or their representative. The Chairperson of this subcommittee shall be the Chairperson of the Committee.

Central Detroit Area Service Committee of Narcotics Anonymous
Section 4 ACTIVITIES SUBCOMMITTEE:
The Activities Subcommittee shall in support of our Fifth Tradition coordinate various activities, i.e. workshops, learning days, social events, and other special events. Follow the suggestions in the Area Activities Committee Guidelines as appropriate for its needs.

Duties and Responsibilities
Section 1:

1. Point of accountability shall rest with the Subcommittee Chair, Co-Chair and Secretary of this subcommittee. The Subcommittee shall collect all 7th Tradition donations prior to actual paying event.
2. The Chair, Co-Chair, or Treasure of the Area and a designated member of the Subcommittee shall be responsible for tallying all funds collected and recording the transactions.
3. A receipt signed by the Area Treasurer shall be included with the Subcommittee Chair’s monthly report.
4. All moneys shall be deposited into the Central Detroit Area’s Bank account no later than the day following the event. The Area’s Treasurer or Co. Treasurer shall be given the funds along with a signed receipt stating the amount given to and received by the Subcommittee. These funds shall then be deposited the next day if the event falls on a Friday, the next Business day if the event fall’s on a Saturday. The receipt should be included with the Area’s Treasurer Report at the next Area Service Meeting. If the Area’s Treasure is unable to deposit the funds they shall then contact the Area’s Co-Treasurer, Area’s Chair, or the Area’s Co-Chair who will then collect the funds from the Area’s Treasurer and make the deposit as required by Central Detroit Area Guidelines.
5. This Subcommittee shall consist of Chair, Co-Chair, Secretary, and Serenity Keepers when necessary.
6. The Subcommittee shall have all information pertaining to any given event approved by Literature Chair or the Area Co-Chair prior to printing.
7. The Subcommittee shall have all pertinent information at the C.D.A.S.C.N.A. meeting prior to the event date such as, date, flyers, topic of workshops, panels, location and cost.
8. Produces cash receipts for All monies received.

Revised: September 2010

Helping Hands Subcommittee shall help members attend local Narcotics Anonymous conventions by assisting with fundraisers for the intent purpose of helping accommodate and attract newcomer participation in convention workshops and fellowship. The subcommittee shall also coordinate all holiday activities with precedence. The subcommittee shall follow the suggestions in the Area Helping Hands Guidelines as appropriate for its needs.

Duties and Responsibilities

Central Detroit Area Service Committee of Narcotics Anonymous
Area Service Committee Guidelines

Section 5

HELPING HANDS SUBCOMMITTEE:
Helping Hands Subcommittee shall help members attend local Narcotics Anonymous conventions by assisting with fundraisers for the intent purpose of helping accommodate and attract newcomer participation in convention workshops and fellowship. The subcommittee shall also coordinate all holiday activities with precedence. The subcommittee shall follow the suggestions in the Area Helping Hands Guidelines as appropriate for its needs.
Section 1:
1. Helping Hands Sub-Committee shall consist of a Chair, Co-Chair, Secretary, and body.
2. In accordance with the fifth concept, Point of Accountability shall rest with the Chair of the Helping Hands Sub-Committee.
3. In support of our fifth tradition the Helping Hands Sub-committee shall coordinate and facilitate all holiday activities such as marathon meetings with provided necessities.
4. Helping Hands Sub-Committee shall be a liaison between members and the convention body.
5. Since meetings collect a 7th tradition Helping Hands reserves the right to collect a 7th tradition during a Marathon Meeting if deemed necessary.
6. Helping Hands shall have all information pertaining to an upcoming event at the C.D.A.S.C.N.A. meeting for G.S.R’s approval prior to the event date such as flyers, and location of the event.
7. All Funds collected and received by the Chair of the Helping Hands Sub-Committee shall be included in the Chair’s monthly report at Area service.
8. Helping Hands also reserve the right to coordinate their efforts with other committees, without losing site of the fifth concept.
9. Produces cash receipts for All monies received.

Section 6

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE:

The area H&I committee is a subcommittee of the area service committee (ASC.) The ultimate goal of H&I is to get our message of recovery to any addict whose attendance at regular NA meetings is restricted. The area H&I subcommittee plays a central role in the overall H&I service effort. It initiates, coordinates and conducts all local NA hospitals and institutions meetings within its area.

Duties and Responsibilities

Section 1:

1. The subcommittee is composed of an H&I chairperson, co-chairperson, secretary, and other elected officers, as well as any other members of the fellowship who wish to be involved.
2. In accordance with the fifth concept, point of accountability shall rest with the subcommittee chair of H&I.
3. Serves as a communications link between local H&I meetings/presentations and H&I subcommittees at the regional and world levels.

4. Selects the members who are to conduct the H&I meetings.
5. Serves as a distribution point for literature within an institution where the meeting is being held, and reports these transactions back to the ASC.

6. In cooperation with PR, makes all initial contact with the facilities in its area to carry the message.

7. Refer to the Hospital & Institution handbook for in dept detail and deeper understanding in the fulfillment of their duties.

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**Section 7 LITERATURE SUBCOMMITTEE:**

**The Purpose of Literature Sub Committee** is to coordinate the creation, development, and revision of literature for the Area, to work on literature based on Area input prior to presentation for Area review and/or approval. To lend support to area and regional literature committees through: The sharing of experience in written and verbal communication.

**Duties and responsibilities**

Section: 1

a. Literature should serve as a liaison between the region and the groups of the area it serves.
b. Makes consultation trips to the MSO as needed to organize, coordinate and plan for any Area needs.
c. In accordance with the fifth concept, point of accountability shall rest with the
subcommittee chair of Literature.

d. The subcommittee shall consist of a chairperson, co-chair, secretary, and members of the fellowship to make up its body.

e. Literature must approve all literature and flyers coming out of the Central Detroit Area as well as the Area newsletter.

f. Refer to the Literature handbook for in dept detail and deeper understanding in the fulfillment of their duties.

g. Must produces cash receipts for All monies received.
OUTREACH SUBCOMMITTEE:
The Outreach Subcommittee shall be the liaison between the member groups and the Area Service Committee in matters of group concerns and encouraging group participation with the Area Service Committee. The Subcommittee will follow the suggestions in the Area Outreach Subcommittee Guidelines as appropriate for its needs.

Duties and Responsibilities

Section 1:

1. In accordance with the fifth concept, point of accountability shall rest with the sub-committee chair of outreach.
2. In conjunction with the eighth concept, Outreach should assist groups in need of support and getting support to overcome that which hinders the growth and survival of our groups and its members.
3. Outreach shall consist of a Chair, Co-Chair, Secretary and body.
4. Outreach shall give a monthly report to the Area of group activity.
5. Outreach need maintain the link between the groups and the area by helping groups to become re-involved in the local area service structure.
6. When new groups open with Area and G.S R approval, it is the responsibility of Outreach to introduce groups to the service structure along with a start up kit from the area.
7. Outreach need weight the validity of opening a group to that of groups in need of support before making a final decision, collectively with the Area and G.S.R’s.
8. Outreach need carefully coordinate their efforts with other sub-committees without loosing site of the fifth concept.
9. Outreach need organize road trips with other members to groups in need of support within their area.
10. Outreach needs to visit each group twice yearly within there assigned area, to observe if the group is active or non-active, giving this information over to the M.S.O for our meeting guides.
Section 9

HELPLINE SUBCOMMITTEE:
The primary purpose of every Helpline volunteer is to encourage the addict who still suffers to attend a Narcotics Anonymous meeting. The purpose of this subcommittee is to provide a Helpline, recruit volunteers from the Narcotics Anonymous Fellowship to answer the Helpline, provide guidance for and recruit twelfth step volunteers for Helpline callers, provide a training manual to be used for Helpline volunteers, provide Helpline workshop guidelines, research and coordinate advertising with the help of Public Information for the Helpline, research and coordinate telephone service for the Helpline, and help coordinate the efforts of the various member area’s Helpline subcommittees. The subcommittee also has the duty to prevent any volunteer at any time from answering the Helpline for any reason the sub-committee deems appropriate by a simple majority.

Duties and Responsibilities

Section 1: The Helpline, through its volunteers, shall carry the message to the addict who still suffers by:

1. Keeping the Helpline operating 24 hours a day. Seven days a week.
2. Returning phone calls left on the answering machine when a Helpline volunteer is unavailable to answer the Helpline.
3. Operating the Helpline out of the Helpline office whenever possible, and only use call forwarding when absolutely necessary.
4. Giving out Narcotics Anonymous meeting times, locations, and directions as needed.
5. Having recovery oriented, appropriate one-on-one conversations with callers via the Helpline.
6. Providing the caller’s contact information to a same sex twelfth step volunteer as needed.
7. Giving out only the appropriate, sub-committee approved referral agency or crisis center phone numbers when necessary.
8. Mailing out one meeting list to any caller that requests one. If a caller wants more than one copy, they should be referred to the Michigan Service Office where meeting lists can be purchased.
9. Observing All Narcotics Anonymous traditions at all times while working the Helpline. Tradition six "Narcotics Anonymous ought never to endorse... any related facility or outside enterprise." and Tradition ten "Narcotics Anonymous has no opinion on outside issues"
Central Detroit Area Service Committee of Narcotics Anonymous

Area Service Committee Guidelines

Section 2:

a. In accordance with the 5th Concept, point of accountability shall rest with the Chair of the helpline Subcommittee.

b. Helpline shall consist of a Chair, Co-Chair, Secretary and Co-Secretary.

c. Helpline shall give a monthly report at Area service

d. Helpline shall provide a list of 12 step Do’s and Don’ts from the regional Helpline Sub-Committee Guidelines.

e. Rotate with the other members of the Helpline subcommittee in conducting the regular Helpline workshops in order to provide an ongoing number of new Helpline volunteers.

f. Attend the regular regional Helpline subcommittee meeting to report any activities or issues taking place at the member’s Area that may concern the Helpline subcommittee.

g. Refer to Regional Guidelines for duties of officers.
Central Detroit Area Service Committee of Narcotics Anonymous

Area Service Committee Guidelines
Section 10 POLICY SUBCOMMITTEE:

The Policy subcommittee shall review any possibly policy changes, intrepid policy in accordance with Robert Rules of Order, and/or write policy guidelines in accordance with A.S.C.G, review and renew any guidelines with chair of all subcommittees, seek guidance in a better understanding of our traditions and follow the suggestions in Area Guidelines as appropriate for its needs.

Duties and Responsibilities

Section 1:

1. Since the area services the groups, and the G.S.R.’s who represent those groups, policy responsibilities are that of the same to the subcommittees, under no circumstance does policy ever succeed that of the area.

2. Guidelines of subcommittees should never be that of conflict to policy subcommittee, as that of policy subcommittee should never be in conflict with that of the Area or Region.

3. The service of policy is to review any policy changes as written in Article XI, Section 10 of the A.S.C.G. of the subcommittees.

4. Revision of subcommittee’s guidelines as that of Article XIII of A.S.C.G shall be reviewed by policy for adjustments if any, and then submitted to the Area for G.S.R.’s approval.

5. Policy Subcommittee as an arbitrator between the Area and subcommittees will also reserve the right to incorporate duties as deem necessary to better services the G.S.R’s or subcommittees that does not conflict with that of policy to the A.S.C.G.

6. It is the responsibility of the individual to get a clear understanding of the tradition’s and concepts of N.A service, as such policy can also aid to bring about a more rigorous understanding of Motions, Rules of Order, traditions and concepts of N.A. service to the G.S.R’s.

7. Policy reserves the right to visit all Central Area meetings, verifying if that meeting has Area Guidelines and providing that meeting with Central Area Guidelines if necessary.
Section 11 PUBLIC RELATIONS SUBCOMMITTEE:

The purpose of Public Relations is to take a more conscientious approach to the relationship we create with the public. We perform public relations service to increase the awareness and creditability of the N.A program by fulfilling our responsibility to provide information about our program and engage in meaningful relationships with others who have similar goals.

Duties and responsibilities

Section 1: In fulfillment of their goals, Public Relations should:

1. Increase the visibility, reliability, and accessibility of Narcotics Anonymous.
2. Raise awareness that NA is a resource in the community.
3. Demonstrate that N.A is a viable, self-sustaining organization with no membership dues.

Section 2:

a. The subcommittee shall consist of a chairperson, co-chair, secretary, and other members of the fellowship to form its body.

b. In accordance with the fifth concept, point of accountability shall rest with the subcommittee chair of P.R.

c. P.R need always observe the Sixth, Tenth, and Eleventh Tradition when dealing with the public, while supporting the Third Tradition.

d. Public Relations reserve the right to communicate with other subcommittees to maximize their resources.
e. The Public Relations chair and/or co-chair will make an appearance to answer any questions that a facility might have when an individual member decides to open a new meeting upon Area approval.

f. P.R shall give a monthly report at Area service.

g. Refer to the Public Relations handbook for in dept detail and deeper understanding in fulfillment of their duties.

h. Must produce cash receipts for All monies received.

Section 12

MEN IN RECOVERY SUBCOMMITTEE

In fulfillment of the 5th tradition, this sub committee will be responsible for the meeting portion and the activity (Dance) for the fundraisers, by choosing speakers or a speaker for the fundraiser. Along with the Planning, securing, and programming of the annual event held the 1st weekend in October.

Duties and responsibilities

Section 1:
1. The Men in Recovery committee shall consist of a chair, co-chair, secretary, and committee members.

2. In accordance with the 5th concept, point of accountability shall rest with the chair of this committee.

3. The committee shall have a standing budget of $2000.00

4. At the digression of the Chair and G.S.R’s of the Central Area, The men in Recovery should have **3 fundraisers for the months of March, June and September** - and be responsible for Activities to this sub committee for October’s event.

5. The Chair of this Committee Must produce cash receipts for All monies received.

6. Speakers shall have a minimum of 3 years clean. Main speaker should have a minimum of 5 years clean.

7. The event shall be a one day event held on the first Saturday in October. (Unless voting by GSR’s for additional day.)

8. Any changes in date or month of alleged event must be motioned and passed by a 2/3 vote of members of the A.S.C.

   i. Nominations for the chair of this committee should be held in November with nominations and Elections to be held in December. To allot time for planning of the October event, or at the digression of the Chair and G.S.R’s of the Central Area.
Section 13

Website Sub-Committee
Their purpose is to carry the message in four different characteristic, via the World Wide Web (WWW). First is to carry the message to the addict who still suffers by providing information about NA. Second is to come together as a state in unity for the purpose of providing a consistent NA message on the web. Third is to provide information to members about NA, meetings, and activities. Fourth is to inform professionals about Narcotics Anonymous.

Duties and Responsibilities
Section: 1

1. To provide information about NA meetings and activities to the public, professionals, and the fellowship via the WWW.
2. To provide up to date meeting information that helps addicts get to meetings including maps and other material deemed necessary.
3. To maintain an open line of communication with all members and conduct meetings as needed.
4. To maintain communication with Michigan Narcotics Anonymous Service Committees as needed to fulfill our primary purpose.
5. To provide a representative to both regional meetings.

Section: 2

1. To open and maintain contacts with the World Services Website Committee.
2. To utilize the WWW to open and maintain lines of communication with the fellowship.
3. To respond to all website issues in a timely and effective manner.
4. To make sure that all requests are appropriately handled at the correct level of service.

Section: 3

1. The subcommittee shall consist of a chairperson, co-chair, secretary, and other members of the fellowship to form its body.
2. In accordance with the fifth concept, point of accountability shall rest with the subcommittee chair.
   a. The website chair is always in compliance with the Fifth and Eleventh traditions.
3. The committee reserves the right to communicate with others areas, region, and the world to maximize their resources.
4. Website chair should ensure that all materials remain available in the event of a server or personal change by saving a backup copy of all files.
6. Refer to the world or regional guidelines for a deeper understanding in the fulfillment of their duties.
Section 14

FORMATIONS OF OTHER STANDING SUBCOMMITTEES:
Such other standing subcommittees shall be formed as the Committee shall deem as necessary to carry on the work of the Committee and by resolution of its purpose, which therefore requires notice and a two-thirds (⅔) vote of the voting members present for its adoption, such subcommittee shall exist.

Section 15 DISSOLUTION OF A SUBCOMMITTEE:
A subcommittee may be dissolved upon request of that subcommittee or the Committee. Such subcommittee shall be dissolved by means of notice and two-thirds (⅔) vote of the voting members present.

Article XII - ASSOCIATED SERVICE COMMITTEES

Section 1 MICHIGAN SERVICE OFFICE (M.S.O.):
In accordance with our Traditions, the Michigan Service Office was created and is a valuable resource for Narcotics Anonymous within the Metropolitan Detroit Region. The C.D.A.S.C.N.A. recognizes the importance of this link, the M.S.O., in carrying the Narcotics Anonymous message. Therefore, this Committee (C.D.A.S.C.N.A.) encourages the existence of the M.S.O. and shall within our Twelve Traditions of N.A. and Twelve Concepts for N.A. Service actively support, by means of direct or indirect involvement and participation, the efforts of the M.S.O. and its Board of Directors.
Central Detroit Area Service Committee of Narcotics Anonymous

Area Service Committee Guidelines

Section 2

METROPOLITAN DETROIT REGION SERVICE COMMITTEE OF NARCOTICS ANONYMOUS (M.D. R.S.C.N.A.):

The C.D.A.S.C.N.A. recognizes its membership in the Metropolitan Detroit Region and its value as a resource, which encourages growth and unity through linking together its member Areas, as well as uniting the C.D.A.S.C.N.A., its groups, and members to the World Service Conference of N.A. The Central Detroit Area, therefore, in compliance with our Twelve Traditions of N.A. and Twelve Concepts for N.A. Service, commit the C.D.A.S.C.N.A. and its member groups to the support of the M.D.R.S.C.N.A. through funding, subcommittee action, and full participation.

Section 4 WORLD SERVICE CONFERENCE (W.S.C.):

The C.D.A.S.C.N.A. recognizes its membership in the World Service Conference of N.A. and it’s, the W.S.C. value as a resource, which encourages growth and unity through linking together its member regions, as well as uniting the C.D.A.S.C.N.A. Therefore, in compliance with our Twelve Traditions of N.A. and Twelve Concepts for N.A. Service, commits the C.D.A.S.C.N.A. and its member groups to the support of the W.S.C.N. A. through funding, subcommittee action, and full participation.

Article XIII

AMENDMENT OF GUIDELINES

These guidelines may be amended at any regular meeting of the Committee by the two-thirds (%) vote of the voting members present and voting, provided that the amendment has been submitted in writing and has been announced at a previous regular scheduled meeting along with and including the intended date of the vote.

Article XIV
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with the Twelve Traditions of N.A., Twelve Concepts for N.A. Service, these guidelines, or any special or standing rules that the Committee may adopt. Any Article not covered by these guidelines will be subject to the suggestions outlined in World Service Conference Committee Handbooks and/or Narcotics Anonymous Service Manuals or any other World Service Conference approved literature in the future.

Central Detroit Area Service Committee of Narcotics Anonymous

Area Service Committee Guidelines

Addendum 1 - ROBERT'S RULES-OF ORDER

Robert's Rules of Order are guidelines used to allow societies to conduct business in an orderly fashion. They also guarantee that both pro (for) and con (against) of a question are given equal consideration. They can be as strictly adhered to as in the U.S. Senate or as loosely applied as in a small committee. They are guidelines and the extent of their usage should be adapted according to the size and need of the particular society.

In Narcotics Anonymous (N. A.), in order to maintain direction and order at our service meetings, we use Robert's Rules as they relate to our Traditions. They are always, when in conflict, subservient to our Traditions and guidelines.

Our Traditions are non-negotiable and take precedence over any documents. Our group conscience decides issues. This at times dictates that more extensive debate than normal is allowed on a question/motion. This must be accomplished in an orderly fashion and not by filibuster or redundant argument. The knowledge of Robert's Rules does not justify the attempted manipulation of service meetings, which would make our service meetings a competitive exercise of Robert's Rules instead of fulfilling the purpose for which they were designed.
Addendum II- CONDUCT

Our behavior at our Area Service meeting determines our Area's productivity. Whether our services are generated toward carrying our message or confusion is dependent upon the manner in which each individual member approaches their responsibility. Participating in the meeting in an orderly fashion establishes the foundation for efficiency and growth in our ability to carry the N.A. message.

Our Area Service meetings are our starting point and any attempted Fifth Tradition effort will be a reflection of the manner we conduct ourselves from that beginning. It is the responsibility of each member to act with respect to our message, the Committee, others, their commitment, and themselves.

3. Start meeting on time! Members are responsible to be at the meeting, signed in and prepared to begin, at the scheduled starting time. Elected officers should be the example and responsible to be the first at the meeting.

Central Detroit Area Service Committee of Narcotics Anonymous

Area Service Committee Guidelines
2. Confine remarks to the merits of the pending motion.
3. Refrain from attacking a member’s motives.
4. Address all remarks through the Chair.

5. Avoid as much as possible, the use of a member’s name.
6. Refrain from speaking adversely on a prior action not pending.
7. Refrain from speaking against one’s own motion.
8. Refrain from disturbing the assembly.

*NOTE* [Chair - Normally the Chair should have nothing to say on the merits of a pending question. On certain occasions the Chair may direct the assembly’s attention to a factor relating to the question that has been overlooked. To participate in debate, the Chairperson must relinquish the Chair for the duration of the debate. Administrative Subcommittee members (Vice-Chairperson, Secretary, etc.) should not participate in debate. Participation should be generally regulated to answering direct questions from the Committee or supplying information pertinent to the question being debated.]

**Addendum II - DISCIPLINARY PROCEDURES**

All persons at a meeting have an obligation to obey the legitimate orders of the presiding officer. It is the duty of the Chairperson for the good of the assembly to maintain order. The following are the standard procedures in dealing with cases of member disorder:

1. The Chair lets the member know that they are "out of order" by pointing out the fault.
2. The Chair informs the member who is out of order by stating the breach of order.
3. The Chair names the offender and states the charge.
4. If the member offers an apology and ceases the action, the matter should be dropped, but if the member continues, a motion to have the member censored or removed by the Chair or any member is in order.
Addendum IV

** MOTION DEFINITION/ORDER **

SUBSIDIARY MOTIONS

1. Lay on the Table
2. Previous Question
3. Limit or Extend Debate
4. Postpone to a Certain Time
5. Commit or Refer
6. Amend
7. Postpone Indefinitely

MAIN MOTION:
A main motion is a motion whose introduction brings business before the Area Service Committee (A.S.C.). Such a motion can only be made when no other motion is pending.

AMENDMENTS:
An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

MOTION TO TABLE:
A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, intent is to be given. The motion to table is in order for:

1. To get further information;
2. More pressing business to be dealt with.

A motion to table remains on the table until taken up by the A.S.C. by a motion to do so, or until the close of
the next A.S.C. meeting. This motion is not intended to kill a main motion or suppress debate on it.

Central Detroit Area Service Committee of Narcotics Anonymous

Area Service Committee Guidelines

MOTION TO REFER TO COMMITTEE:
When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the A.S.C. to consider. Unless specified, the committee will bring up the issue at the next A.S.C. meeting. Debate on a motion to refer to committee will be limited to no more than three (3) pros and three (3) cons, and the debate will pertain only to the motion to refer to committee, and not to the merits of the main motion.

MOTION TO REFER TO GROUPS;
When a motion to refer to groups is made it is to send an item of business to the groups for their consideration. The issue will be voted on at the next A.S.C. meeting. Debate on a motion to refer to groups will be limited to no more than three (3) pros and three (3) cons, and the debate will pertain only to the desirability of committing the motion. If passed, there will be two (2) pros and cons on the original motion, so as to give information to bring back to the groups.

MOTIONS TO RECONSIDER;
A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome, this motion can only be made by a Group Service Representative (G.S.R.) who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next A.S.C. meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.
UNANIMOUS CONSENT:
That is a method that allows the A.S.C. to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

WITHDRAW OR MODIFY:
A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion for another member. After the motion is made it belongs to the A.S.C. as a whole and the maker must request the A.S.C.'s permission to modify or withdraw the motion. The Chairperson treats this as a unanimous consent matter that is, if no one object to this, the request is granted. If there is an objection the Chairperson automatically puts the request to a vote that is not debatable.

MOTION TO CALL THE VOTE:
A motion to call the vote must be seconded and allows for only one (1) pro and one (1) con. A two-thirds (%) majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

POINT OF INFORMATION:
A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

POINT OF ORDER;
When a member feels that the rules, policy, or guidelines of the A.S.C. are not being adhered to, he can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks, but instead is to bring to the attention of the Chairperson that a member feels that the proper procedure is not being followed.

SUSPEND THE RULES;
A motion to suspend the Rules is made when a member of the A.S.C. would like to waive certain A.S.C. procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a two-thirds (%) majority.

APPEAL THE DECISION OF THE CHAIR:
By electing the A.S.C. Chairperson, the A.S.C. delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure, but any two (2) members have the right to appeal from his/her decision on such a question. By one (1) member making the appeal and another seconding it, the question is taken from the Chairperson and given to the A.S.C. for final decision. Debate will be limited to one (1) pro by the maker of the motion and no more than two (2) cons by the Chairperson, limited to one minute each. (This motion is not to be misinterpreted as a means to influence a vote or disrupt the proceedings of the Committee. Its' use is for questions regarding parliamentary procedure only.)

Procedures:
1. A member motions to appeal the decision of the Chair (1st member).
2. The motion to appeal is seconded (2nd member).
3. The member (1st) is to speak pro to the motion and the Chair con. The Chair may speak at the beginning and the end.
4. The motion to appeal is voted upon.
5. If the motion to support the appeal carries then the motion or question, which brought the appeal to the floor is processed through standard procedures.

RESCIND (also known as Repeal or Annul)
Is the motion by which a previous action or order can be cancelled. The effect of this motion is to strike out any previously adopted motion, including vacating a held trusted servant position. Any officer can be disposed from cause.
PROS AND CONS:
Pros and Cons are statements for or against the motion. They should be direct and to the point and deal with the motion. This is not the time to give long dialogue or to be redundant. If another member has stated a similar position as yours, it is out of order to add to or reintroduce that member's position.

DISCUSSION;
Discussion is the state used to formulate a motion. At this point, the motion is not a motion but an idea. Information may be brought forth or ideas added to the thought in order to formulate a motion. The rule of decorum still apply and information or ideas should not be redundant or given in long dialogue. Extended time should not be wasted on this process. If no conclusion can be immediately seen, the idea should be motioned to committee, tabled to a definite time, withdrawn, or ruled out of order. Most issues of this sort should be reported out of Committee.

Addendum V

PROCEDURE TO VACANT A TRUSTED SERVANT POSITION

1. An announcement of intention must be given one (1) month prior to the meeting that the motion will be made. The notice is given by stating "I hereby announce notice to move to rescind the election of date for the position(s) of name of position(s)."

2. The Secretary records the announcement in the minutes and notifies the groups of the action and the date that the motion to rescind will be debated.
   - An unbiased committee may be formed to investigate the facts and make a recommendation, if desired.

3. The motion is assigned as the first item under old business at the meeting following the notice.
   - The maker of the notice need not make motion to rescind.
   - The motion to rescind is debatable.
   - If no one moves the motion to rescind notice dies.
The following comments about rules of procedures are presented with the hope of expanding the proper understanding of how these common procedural matters to be properly used:

1. **POINT OF ORDER:** When a member thinks that the rules of the A.S.C. are being violated, he can make a "point of order" which is simply to obtain recognition from the Chair and ask from the Chair a determination as to whether or not the procedure that the member feels is pertinent is being violated.
   A point of order is not a method or procedure to dispute the accuracy of something that another member has stated.

   The Point of Order is a tool used only to keep the conference working on the subject that the conference is supposed to be working on at that time and in accordance with the guidelines and other rules of order.

2. **POINT OF INFORMATION:** This is a request directed to the Chair for the Chan- to respond to or have another member respond to a point (one [1] point) that would provide additional information on the subject being considered but is not a matter related to parliamentary procedure.
   If the point is raised while another member has the floor and is speaking, the Chair will ask the member who correctly has the floor if he will yield to a point of information. If the member does yield, the member raising the point is required to raise the issue in the form of a question at the Chairperson, but the Chairperson usually allows the member who correctly has the floor to answer.

   A point of information is not properly used to create a discussion between two members. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

3. **PARLIAMENTARY INQUIRY:** This is a question directed to the presiding officer to obtain information on a matter of parliamentary procedure or the guidelines as they apply or have bearing on the business being considered. It is the duty of the Chair to answer such question when it may assist a member to make an appropriate motion, raise a proper point of order or understand the parliamentary situation or effect of a motion. The Chair is not obligated to answer hypothetical questions.
**Central Detroit Area Service Committee of Narcotics Anonymous**

**Area Service Committee Guidelines**

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POINT OF PERSONAL PRIVILEGE: This is a device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all the members (i.e., it's too noisy and we can't hear), or affecting an individual (I have to use the restroom and I don't want to miss the vote while I'm gone). It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend debate, debate in general, or argue a point made by the current speaker or a previous speaker.

5. CALL FOR THE QUESTION, or as properly known in rules of order Move the previous Question: This item is one wherein common usage is changing through popular misuse, the rules of order.

   In proper usage, a member raising to "call for the question" means that he as an individual is finished listening and is personally ready to vote and wanted everyone to know it.

   This has most commonly been misunderstood to mean that the member is making a motion that an immediate vote be taken on the matter under discussion. Many times presiding officers accept this improperly used device and either close debate or ask if there is a second. Frequently, the members using this as a tactic by "calling for the question" interrupt speakers in an effort to immediately stop debate.

   When correctly used the parliamentary tool, to "Move the Previous Question" is not made while another member is speaking or has the floor, it does require a second, is not debatable and requires a two-thirds (%) vote in order to end debate and force an immediate vote on the matter.
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