

Guidelines of the Oakland County Area Service Committee of Narcotics Anonymous



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**GUIDELINES OF THE OAKLAND COUNTY AREA SERVICE
COMMITTEE OF NARCOTICS ANONYMOUS**

Statement of Service

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that these guidelines have been compiled. We must always remember that as individual members, groups, and as service committees, we are not, and never should be, in competition with each other. We work separately and together in an effort to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary to grow as a Fellowship.

To assure that no addict seeking recovery needs to die without having found a chance to live a new and better way of life: from this day forward, may we provide the necessary services.

Goodwill is exemplified in service, and proper service is "doing the right thing for the right reason".

(From the World Service Manual)

ARTICLE I. NAME

The name of this committee shall be the Oakland County Area Service Committee of Narcotics Anonymous. For the purpose of these Guidelines, the Oakland County Area Service Committee of Narcotics Anonymous shall be referred to as "OCASCNA" or "The Committee" and the Metro Detroit Regional Service Committee of Narcotics Anonymous shall be referred to as "MDRSCNA" or "The Region".

ARTICLE II. PURPOSE

SECTION 1. The Purpose of The Committee

The purpose of The Committee shall be to administer and coordinate the business and activities common to the welfare of the Narcotics Anonymous groups within the boundaries of the Oakland County Area, to support the general needs of these groups, to serve as a link between these groups and The Region, and to maintain the Twelve Traditions of Narcotics Anonymous. 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. Tax Exempt Status

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

SECTION 3. Rights and Powers

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

SECTION 4. Earnings, Property and Assets

No part of the net earnings, properties, or assets of The Committee shall inure to the benefit of a 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 The Committee remaining after payment or provision for all debts and obligations shall be distributed and paid over to The Region.

SECTION 5. Objectives and Purposes

For the purpose of carrying out its objectives and purposes, The Committee may acquire, receive and hold in its own name, by purchase, gift, grant, or bequest, any real or personal property, and transfer, sell, mortgage, convey, let, 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 Narcotics Anonymous.

ARTICLE III. MEMBERS

SECTION 1. Member Types

The Committee shall have two (2) types of members only: Voting and Non-Voting. Voting members will have only one (1) vote. Members may not be both Voting and Non-Voting.

SECTION 2. Voting Members

The voting members of The Committee shall be the Group Service Representative (GSR), or the GSR-Alternate in the GSRs' absence, of each Narcotics Anonymous Group within the Oakland County area. For the purpose of these Guidelines, the terms "GSR" and "GSR-Alternate" shall be defined as stated in the approved Service Manual of Narcotics Anonymous. No other representative of a Narcotics Anonymous Group may vote at this Committee.

SECTION 3. Non-Voting Members

The Non-Voting Members of the Committee shall be the Officers of the Committee and the Sub-Committee Chairpersons and Co-Chairpersons. The Chair of The Committee, or the Committee Officer acting as Chair in the Chair's absence, may vote ONLY in the case of a tie vote.

SECTION 4. Observers

Narcotics Anonymous Members and Other Persons not addressed in Article III, Sections 2 and 3, shall be classified as observers. Only Narcotics Anonymous Members shall have the specific right to request the floor for the purpose of debate.

SECTION 5. Fees/Dues

There shall be no fees or dues for membership.

ARTICLE IV. MEETINGS

SECTION 1. REGULAR MEETINGS

The regular meeting of the committee shall be held on the second (2nd) Sunday of each month unless otherwise ordered by the committee.

SECTION 2. ANNUAL MEETING

The regular meeting on the second (2nd) Sunday of March shall be known as the annual meeting and shall be for the purpose of electing officers, electing chairpersons of the subcommittees, receiving reports of officers and sub-committees, and for any other business that may arise.

SECTION 3. SPECIAL MEETINGS

Special meetings may be called by the Chairperson of the committee, or can be requested in writing by the twelve (12) members of the committee. The purpose of the meeting shall be stated in the request. No business other than that mentioned in the request will be conducted. At least ten (10) days notice shall be given.

SECTION 4. QUORUM COUNT

A quorum shall consist of 2/3 (two-thirds) majority of Voting Members present at the start of the last regularly scheduled OCASCNA meeting. This quorum call will be held during the start of the OCASCNA meeting, prior to any voting or motion consideration, and will determine the quorum count for the duration of that OCASCNA meeting.

SECTION 5. QUORUM CALL

Once a quorum is established, business will continue throughout that OCASCNA meeting unless a quorum call is requested. Any NA member present at the OCASCNA meeting can request a quorum call. If less than ½ (one-half) of the voting members that established the quorum count are present at the quorum call, all voting and motion consideration that require a quorum will be suspended, and the meeting may be adjourned at the discretion of the Chair.

SECTION 6. QUORUM RESET

If a quorum is not established at 2 (two) consecutive regularly scheduled OCASCNA meetings, the number of voting members present at the beginning of the third (3rd) OCASCNA meeting will establish the quorum.

SECTION 7. PRESENCE

In addition to members physically present in the meeting room, any member attending the meeting remotely will be considered present for quorum, voting, roll call, and all other purposes.

ARTICLE V. MOTIONS AND VOTING PROCEDURES

SECTION 1. Motions

All Main Motions will be presented to The Committee in written form and include the change or action to be taken, intent of the action, maker of the motion, and a second if necessary. Motions may be made from The Committee floor by any NA Member, but require a second from a voting member of The Committee. Motions made from the group, sub-committee, and regional level need no second.

SECTION 2. Reference Numbers

All Main Motions will be assigned a unique 8 (eight) digit reference number. The first 6 (six) digits shall indicate the month, date, and year in which the motion was made.

SECTION 3. Discussion & Member Rights

- A. All debatable motions brought to the floor shall be limited to 3 (three) pros and 3 (three) cons before the motion is called to a vote, unless a motion is made to Extend the Limits of Debate. The Chairperson will ask for opposition to the motion before opening discussion of pros and cons. If there is no opposition, the motion is called to vote without discussion of pros and cons. NA members called upon during discussion must state if they are speaking Pro or Con to the motion.
- B. All NA members in attendance at the ASC meeting shall have the right to participate in discussion. NA members must be recognized by the Chairperson before speaking and comments should be directed to the committee as a whole.
- C. To participate in debate of a motion the Chairperson must relinquish the Chair until the motion is disposed of.

SECTION 4. Voting

All voting will be determined by the OCASCNA Guidelines, The NA Guide to Local Services, and the current edition of Robert's Rules of Order (see addendum). Any Main Motion in which more than one-half (1/2) the voting members present abstain from the vote will automatically be tabled until the next regularly scheduled OCASCNA meeting. Removal of Trusted Servants or creation or elimination of a Sub-Committee shall require a three-quarter (3/4) majority of member groups present.

SECTION 5. Motions to Groups

Any motion on the floor will be sent to the groups for group conscience if and only if a majority of voting members agree to do so.

ARTICLE VI. TRUSTED SERVANTS

SECTION 1. DEFINITION

The officers of The Committee and the subcommittee chairpersons and co-chairpersons shall be classified as trusted servants of The Committee.

SECTION 2. NOMINATION

- A. All trusted servants' positions shall be open at the annual meeting in March.
- B. Requests for nominations shall be solicited from member groups within the area two (2) months prior to any regularly scheduled election or one (1) month prior to an election to fill a vacancy in a position.
- C. Nominations will be taken from the committee floor one (1) month prior to an election.
- D. A member nominated for a position need not be present at The Committee when the nomination and election occurs, as long as a letter or email message of intent stating willingness and qualifications is provided.
- E. Each nomination for a position must be seconded by a voting member of The Committee.
- F. When nominations are seconded and accepted, each nominee should state their qualifications for serving the fellowship as a whole in this area (clean-time, past service experience, "why" you can and want to serve the fellowship in the position, etc.).
- G. Each nominee shall meet or exceed the qualifications for the position they were nominated to, unless waived by a two-thirds (2/3) majority vote of the committee.
- H. Nominees will answer questions from the committee regarding their qualifications.

SECTION 3. ELECTION

- A. All elections of trusted servants shall be voted on by closed paper ballot or by equivalent electronic means as may be decided by the Chair.
- B. In the case of a paper ballot, the voting members shall write the nominee's name on the ballot. If there is only one nominee for a position, the voting members shall write "Yes" or "No" on the ballot.
- C. The Secretary/Co-Secretary shall gather the ballots and the Treasurer/Co-Treasurer shall tally the ballots. In the event of the unavailability of one of these trusted servants the Chair will appoint a non-voting member as a replacement.
- D. The election will be decided by a simple majority vote. If only one nominee is running for a position, the nominee must be elected by a 3/4 vote.
- E. The Chairperson/Co-Chairperson shall announce the results of the election.
- F. Vacancies in the Chair, Secretary, Treasurer, and RCM positions will automatically be filled by their respective Co-Positions.
- G. Vacancies in unfilled positions will be filled by special elections as necessary.

SECTION 4. TERM OF OFFICE

- A. The trusted servants of The Committee shall serve a term of one year in office, which shall begin at the end of the meeting at which they are elected.
- B. No trusted servant of The Committee shall be eligible to serve more than two terms or thirty months, whichever comes first, consecutively in the same position, unless specified.
- C. No trusted servant of The Committee shall hold more than one position in The Committee at a time, except in the absence of an RCM and RCM-Alternate, the Chair or Co-Chair of The Committee may represent The Committee at any meeting of the Region.
- D. No trusted servant of The Committee shall hold an RCM or RCM-Alternate position within the area.

SECTION 5. RESIGNATIONS AND/OR REMOVAL FROM OFFICE

A. Resignation

The trusted servant shall submit their resignation in writing to the ASC Chairperson prior to the ASC meeting. The trusted servant's position is considered vacant during the meeting and an election may occur at the next regularly scheduled ASC meeting.

B. Removal

The removal of a trusted servant is a serious matter and should be handled in a spiritual manner according to the 12 Traditions.

A. Causes for Removal

- a.** The trusted servant relapses
- b.** Absenteeism from ASC Meetings
 - i. The trusted servant is absent from two (2) ASC meetings without advising the ASC Administration Sub-Committee.
 - ii. The trusted servant is not considered absent if their Co-Chair or Alternate is present at the ASC meeting with a written report.
 - iii. This absence shall be recorded during the roll call and shall be rescinded if the trusted servant arrives during the ASC meeting or at the ASC Chairperson's discretion.
- c.** The trusted servant breaches The Twelve Traditions
- d.** The trusted servant fails to perform the duties and responsibilities of the position.
- e.** The trusted servant does not submit a written report two (2) times during within one (1) term.

C. Removal Procedure

1. A vote to remove the trusted servant shall occur only if a motion to remove the trusted servant is brought in writing from the committee floor. This motion must include specific instances where The Traditions were breached or where the duties and responsibilities were not performed.
2. A 3/4 vote is required to remove a trusted servant from a position. The vote shall follow Section 3 of this article and shall be a Yes/No vote only.

D. Automatic Removal (does not require vote)

1. The trusted servant incurs two consecutive unexcused absences.
2. The trusted servant incurs four (4) absences in the current term of service.

E. Resignation & Removal Vacancy

1. The trusted servant's position is considered vacant during the ASC Meeting in which the Resignation or Removal occurred. This applies to Resignations that occur between meetings as well. An election may occur at the next regularly scheduled ASC meeting.
2. Vacancies in the Chair, Secretary, Treasurer, RCM, and Policy positions will automatically be filled by their respective Co-Positions, except in such cases where the individual in the co-position does not meet all the requirements of the position in question, where the individual is currently serving in another position on the committee, or where the individual is unwilling to serve.

ARTICLE VII. OFFICERS

SECTION 1. DEFINITION

The officers of The Committee shall be the following: Chairperson, Co-Chairperson, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Regional Service Committee Member, and Regional Service Committee Member-Alternate, MSO Board Representative, Technology Position.

SECTION 2. QUALIFICATIONS

- A.** The desire, willingness, and commitment to serve.
- B.** One year commitment.
- C.** The clean time requirements shall be two years, unless otherwise noted.
- D.** One Year NA service experience.
- E.** A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of

- Narcotics Anonymous.
- F. Time and resources to be an active participant.

SECTION 3. DUTIES, RESPONSIBILITIES AND ADDITIONAL QUALIFICATIONS

A. CHAIRPERSON

1. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
2. To announce in proper sequence the business that comes before the assembly or becomes in order.
3. To recognize members or observers who are entitled to the floor.
4. To state and put to vote all questions that legitimately come before the assembly 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 is made, to rule it out of order.
5. To protect the assembly from obvious frivolous or dilatory motions by refusing to recognize them and to rule them out of order.
6. To enforce the rules relating to debate and to order and decorum within the assembly.
7. To decide all questions of order, subject to appeal--unless, when in doubt, the Chair prefers to submit such a question to the assembly for decision.
8. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of assembly.
9. To sign, when necessary, all acts, orders and proceedings of The Committee.
10. To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
11. To set the agenda for each meeting.
12. To conduct the general correspondence of The Committee.
13. To be a signer of The Committee's bank account.
14. To make a written report of the year's work at the annual meeting.
15. To be ex-officio a non-voting member of all committees.
16. To appoint all special committees.

B. CO-CHAIRPERSON

1. In the absence of the Chairperson, to serve as Chairperson.
2. To coordinate the functions of the committees.
3. To be a signer of the Committee's bank account.
4. To make a written report of the year's work at the annual meeting.
5. To be ex-officio a non-voting member of all committees.

C. SECRETARY

1. In the absence of the Chairperson, the Co-Chairperson, the Regional Service Committee Member, and the RCM-Alternate to call the meeting to order and preside until the immediate election of a Chairperson pro-tem.
2. To keep record of all the proceedings of the committee.
3. To keep on file all committee reports.
4. To maintain the committee's files and archives.
5. To keep the committee's official membership roll; and to call the roll where it is required.
6. To make minutes and records available to members upon request.
7. To notify officers, committee members, and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
8. To sign all certified copies of acts of the committee.

9. To maintain a Policy Log 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 current record(s) on hand at every meeting.
10. To send out to the membership a notice of each special meeting, known as the "call" of the meeting.
11. To conduct the correspondence of the committee which is not a function proper to the other offices, or to committees.
12. To distribute copies of the minutes to each officer and member no later than two (2) weeks following each meeting. In addition, copies are to be sent to WSO c/o Group Services, and to the MSO, attention: Area Archives.

D. CO-SECRETARY

1. In the absence of the Secretary, to serve as Secretary.
2. To assist the Secretary as necessary.

E. TREASURER

1. To be the custodian of the committee's funds, not entrusted to other officers or committees.
2. To be a signer of the committee's bank account.
3. To make a report of receipts and disbursements at each regular meeting.
4. To make a full financial report at the annual meeting.
5. To disburse funds as necessary to fulfill the purpose of the committee.

F. CO-TREASURER

1. In the absence of the Treasurer, to serve as Treasurer.
2. To assist the Treasurer as necessary.
3. To be a signer on The Committee's bank account.

G. REGIONAL SERVICE COMMITTEE MEMBER

1. In the absence of the Chairperson and the Co-Chairperson, to serve as Chairperson.
2. To represent the Committee at each meeting of The Region.
3. To make a report to the assembly at each regular meeting covering the business of previous meetings of The Region.

H. REGIONAL SERVICE COMMITTEE MEMBER -ALTERNATE

1. In the absence of the Regional Service Committee Member, to fulfill the position.
2. To attend each meeting of The Region and to assist the Regional Service Committee Member as necessary.

I. MSO BOARD OF DIRECTORS REPRESENTATIVE

1. Minimum Three (3) years continuous abstinence
2. One (1) year term of service commitment
3. Eligible for three terms or forty-two months, whichever comes first.
4. To fulfill the duties of a Director on the MSO Board as detailed in the MSO By-Laws
5. To fill the Director's Seat assigned to the Committee by the MSO By-Laws
6. To represent The Committee at each meeting of the MSO Board
7. To make a report to The Committee at each regular meeting covering the previous business meeting of the MSO Board
8. To provide The Committee with the minutes from the previous meetings of the MSO Board, regular or special, within thirty (30) days of such meeting

J. Policy

1. Review any possible policy changes, seek guidance in a better understanding of our traditions, and report back to the Committee.
2. To maintain and update the Guidelines as needed.

K. Technology Position

1. To Manage the Area Website
2. To explore technologies that can help the Groups & Area fulfill their purpose
3. To attend any corresponding Region meeting.
4. To make a report at the Committee at each regular meeting

ARTICLE VIII. SUB-COMMITTEES

SECTION 1. DEFINITION

- A. The Committee has formed sub-committees to meet specific needs within the area that The Committee cannot perform during the regularly scheduled meetings.
- B. The sub-committees of The Committee are the following: Helpline. Literature. Hospitals and Institutions, Public Relations, Newsletter, Activities, Policy, Outreach. and Additional Needs.
- C. All sub-committees of The Committee shall be composed of Narcotics Anonymous members.

SECTION 2. GENERAL GUIDELINES

- A. Each sub-committee shall have the standing authority to act for The Committee in the execution of its duties. No sub-committee shall perform any duties of another subcommittee without previous consent from that committee's Chairperson.
- B. Under The Committee's approval, sub-committees shall develop certain needed guidelines and requirements for specific service functions and positions. All subcommittees shall be responsible to The Committee.
- C. Sub-committees may, upon approval of The Committee, establish a treasury. This treasury must not be confused with the purpose of holding moneys for any extended length of time, fund-raising, prudent reserve or any such purpose other than the current expenses of the sub-committee unless prior approval is made by the committee. Any account(s) established anywhere must be made known to The Committee. Any excess funds shall be returned to The Committee.
- D. Each sub-committee is responsible to submit a written report, including a detailed record of expenditures plus receipts, at each regular meeting of The Committee. All sub-committee projects shall be initiated, checked and completed at The Committee through such reports.
- E. No sub-committee may enter into a contract without the prior approval of The Committee. All contracts with outside sources or agencies must be presented to The Committee for inspection and approval.
- F. The sub-committees shall exchange information and experience with other areas and Narcotics Anonymous as a whole. Each sub-committee should establish direct lines of communications, serve as a member/attend the appropriate regional sub-committee.
- G. Each sub-committee shall meet monthly on a regular basis at an established place and time.

SECTION 3. FORMING SUB-COMMITTEES

- A. A proposal to identify the needs that this sub-committee may better serve the Area is brought forth under New Business.
- B. A motion must be made and seconded. This motion is sent back to groups for consideration.
- C. A 3/4 majority vote is necessary for approval to form the sub-committee.
- D. If approval is reached, normal election of Chairperson may take place during the current ASC Meeting.

SECTION 4. DISSOLVING SUB-COMMITTEES

- A.** A proposal to identify that this sub-committee is not serving the Area is brought forth under New Business.
- B.** A motion must be made and seconded. This motion is sent back to groups for consideration.
- C.** A 3/4 majority vote is necessary for approval to dissolve the sub-committee.

SECTION 5. AD-HOC SUB-COMMITTEES

- A.** Ad-Hoc sub-committees may be formed as needed for a period of up to 12 months in duration.
- B.** Ad-Hoc sub-committees shall be governed by Article VIII, Sec. 2.

SECTION 6. QUALIFICATIONS FOR SUB-COMMITTEES

A. GENERAL QUALIFICATIONS

- 1. The desire, willingness, and commitment to serve.
- 2. One year commitment.
- 3. Suggested one year N.A. service and/or involvement.
- 4. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 5. Time and resources to be an active participant.

B. SUB-COMMITTEE CHAIRPERSON

- 1. Minimum one year continuous abstinence.

C. SUB-COMMITTEE CO-CHAIRPERSON

- 1. Minimum one year continuous abstinence.

D. OTHER SUB-COMMITTEE TRUSTED SERVANTS

- 1. Minimum six months continuous abstinence.

SECTION 7. DUTIES AND RESPONSIBILITIES

A. HELPLINE

- 1. A Helpline Sub-committee shall help provide volunteers to answer the phone line and take Twelfth Step calls, to facilitate contact between the addict and the Twelfth Step volunteer, and to follow the suggestions in the World Service Conference committee handbook.

B. LITERATURE

- 1. A Literature Sub-committee shall partake in the development and approval process of Narcotics Anonymous literature, and to follow the suggestions in the World Service Conference committee handbook to the best of its needs.

C. HOSPITALS AND INSTITUTIONS (H & I)

- 1. A H&I Subcommittee shall unify efforts of Twelve Step work within hospitals and institutions, and following the suggestions in the World Service Conference committee handbook to the best of its needs.

D. PUBLIC RELATIONS (PR)

- 1. A Public Relations sub-committee shall unify efforts of public information and relations inside and outside the fellowship, and to follow suggestions in the World Service

Conference PR handbook to the best of its needs.

E. NEWSLETTER

1. The Newsletter sub-committee shall create a Newsletter on a no more than monthly, no less than quarterly basis.

F. ACTIVITIES

1. An Activities Sub-committee shall coordinate various activities. Some examples are: workshops, learning days, picnics, dances, and fund-raisers.

G. OUTREACH

1. An Outreach Sub-committee shall further our primary purpose by seeking to strengthen groups by attending the group's meetings and making other members aware of a group's existence.

H. ADMINISTRATIVE

1. An Administrative Sub-committee shall be composed of the Committee officers and administrators. The sub-committee 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 its acts shall conflict with action taken by the Committee.
2. The Administrative Sub-committee shall hold an annual CAR (Conference Agenda Report) workshop to inform and gather conscience on the issues presented in the CAR.

ARTICLE IX. AMENDMENT TO GUIDELINES AND STANDING RULES

SECTION 1.

The following steps must be taken in order to amend these Guidelines:

- A. Any proposed amendment to the OCASCNA guidelines must be presented in writing prior to consideration. The amendment must include the Article/Section/Item to be changed, current wording if any, and the new wording.
- B. The proposed amendment must be moved by a member and seconded by voting participants during new business. It will then be read by the Chair and sent back to the Groups for a group Conscience decision.
- C. A 2/3 majority vote by the voting participants is necessary for passage.
- D. If the amendment passes, it will become part of the Guidelines. The revised Guidelines will then be distributed to the Groups in time for the next ASC.
- E. If the proposed amendment fails:
 1. It may be amended on the floor as any other motion and must be sent back to groups.
 2. If the amended proposal is not forthcoming or is not agreed upon, the proposal dies.

SECTION 2. Standing Rules: Standing Rules do not expire unless changed.

ARTICLE X. PARLIAMENTARY AUTHORITY

SECTION 1.

2-12-2023

Any articles not covered by these Guidelines will be subject to the rules outlined in the currently approved service manual of Narcotics Anonymous.

SECTION 2.

The rules contained in the current edition of Robert's Rules of Order shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with the Twelve Traditions, these Guidelines, and any special rules that The Committee may adopt.

Addendum I

Standing Rules

Standing Rules are related to the details of the Ares Service Committee rather than parliamentary procedures. Standing Rules can be adopted or changed upon need.

OCASCNA Quarterly Standing Budgets:

<u>Committee</u>	<u>Budget</u>	<u>Date Effective</u>
Prudent Reserve	\$1000	12/9/2012
Admin	\$400	6/8/2014
Activities	\$1200	11/13/2016
H&I	\$400	3/9/2014
Newsletter	\$70	6/9/2013
Public Relations	\$100	6/9/2013
Outreach	\$50	10/9/16

<u>Motion Number</u>	<u>Date Passed</u>	<u>Motion</u>
061409-02	6/14/2009	To renew the standing motion that the May meeting of OCASCNA be on the 3 rd Sunday of the month.
020815-03	2/8/2015	The Treasurers report must be voted on by the GSR's in order to be accepted into the minutes.
021416-01	3/13/2016	In March, June, September & December, donate funds in excess of quarterly standing budget to region. There will be no donation if there are no excess funds available.
051516-05	5/15/2016	The new meeting starter kit for Oakland County will contain: 1 - Hardcover Basic Text, 1 - Packet of Meeting Lists, 1 - Set of 7 Group Readings, 2 - IP 2202, 2 - IP 2203, 2 - IP 2204, 2 - IP 2205, 2 - IP 2206, 2 - IP 1, 2 - IP 2, 2 - IP 5, 2 - IP 6, 2 - IP 7, 2 - IP 8, 2 - IP 9, 2 - IP 11, 2 - IP 12, 2 - IP 13, 2 - IP 14, 2 - IP 16, 2 - IP 19, 2 - IP 24, 2 - IP 27, 2 - IP 28, 2 - IP 29, 1 - Group Treasurer Book, 2 - NA White Booklets, 10 - Surrender Key Tags, 5 - 30 Day Key Tags, 5 - 60 Day Key Tags, 5 - 90 Day Key Tags, 1 - 6 Month Key Tag, 1 - 9 Month Key Tag, 1 - 1 Year Key Tag, 1 - 18 Month Key Tag, 1 - Multiple Year Key Tag – TOTAL COST - \$60.18
031217-1	3/12/17	GSR Roll call to be given before the admin and subcommittee reports; include a GSR report form
081317-02	8/13/17	All print materials created by various sub-committees, including Newsletter, must get approved by an admin officer before printing

ADDENDUM II

OCASCNA PARLIAMENTARY PROCEDURES

MAIN MOTION:

A main motion is a motion whose introduction brings business before the ASC. Such a motion can only be made when no other motion is pending. All main motions must be submitted in writing.

AMENDMENTS:

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion 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 only debatable 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, an intent must be given. The motion to table is in order for: A. To get further information.

B. More pressing business needs to be addressed.

A motion that is tabled remains on the table until taken from the table by the ASC by a motion to do so, or until the close of the following ASC meeting. This motion is not intended to kill a main motion or suppress debate on it.

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 ASC to consider. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion, so as to obtain information to give direction to the committee.

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 upon at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion. If passed, there will be two pros and two cons on the original motion so as to give information to bring back to the groups.

MOTION 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 may only be made by a GSR who voted on the prevailing side or a member who spoke in debate on the prevailing side of the motion. After the end of the following ASC meeting it would no longer be in order to reconsider a motion. A motion may not be reconsidered more than once.

ADDENDUM III

MOTION TABLE				
TYPE OF MOTION	PURPOSE	INTERRUPTABLE	SECOND	Debatable
Adjourn	To end the committee meeting.	No	Yes	No
Amend	To change part of the language in a main motion.	No	Yes	Yes
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes
Information, point of	To be allowed to ask a question about a motion being discussed, not to offer information.	Yes	No	No
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No