

*Central Minnesota Area  
GUIDELINES*



*Revised February, 2008*

**SECTION I: NAME**

This body shall be known as the Central Minnesota Area Service Committee, hereinafter Referred to as the CMASC.

**SECTION II: PURPOSE**

- A. The primary purpose of the CMASC is to carry the message of recovery to the addict who still suffers and to further the unity of NA within our area and our region by maintaining communication with the MNRSC (Minnesota Region Service Conference) and our member groups in accordance with the Twelve Concepts for NA Service and our Twelve Traditions.
- B. To ensure that our primary purpose is carried out, the CMASC shall have sub-committees directly responsible to the CMASC.

**SECTION III: FUNCTIONS**

- A. The CMASC is a committee made up of the Group Service Representatives (G.S.R.'s), elected officers, and subcommittee chairpersons within the Central Minnesota Area. This ASC is designed to provide service to it's members.
- B. The CMASC shall maintain a P.O. mailing address and a bank account.
- C. The CMASC shall donate all funds in excess of a working prudent reserve to the MNRSC.
- D. The CMASC shall remain fully self-supporting by paying rent for its monthly meeting. The amount paid shall be determined on the agreement between the executive committee and the facility itself.

**SECTION IV: MEETINGS**

- A. The CMASC shall hold one regular business meeting on the Sunday following the third Saturday of each month. Note: See Addendum II for a sample meeting format. Special meetings may be called by the Chair or Co-Chair on being advised of a matter of special urgency. Reasonable notice must be given to all elected participants by the Chair.
- B. All CMASC business meetings shall be closed to the general public unless specifically approved by the Chair. They are open to any member of Narcotics Anonymous. Anyone may speak at CMASC meetings provided they have been granted the floor by the Chairperson.
- C. Robert's Rules of Order, as adapted for the CMASC, shall be used as procedure in all CMASC business meetings. See Section XIII.
- D. A quorum must be present to conduct business.
  - 1) Quorum is defined as more than 50% of the average number of voting participants present at the previous three A.S.C.'s.
  - 2) Voting eligibility is defined in Section VII of these guidelines.

**SECTION V: ELECTED PARTICIPANTS**

THE CMASC SHALL BE COMPOSED OF:

- A. All duly elected officers;
  - Area Chairperson
  - Area Co-Chairperson
  - Area Secretary
  - Area Treasurer
  - Regional Committee Member (RCM).
  - Regional Committee Member Alternate (RCMA).
- B. G.S.R.'s or their alternates.
- C. Sub-committee chairpersons elected by the CMASC, or their co-chair in the committee chair's absence

Note: Members must be clean to be participants of the CMASC.

**SECTION VI: OFFICERS & GSR'S**

The primary requirements of the officers shall be found in the Guide to Local Service. Each of these participants normally serves for a period of one year, and shall not serve for more than two consecutive terms.

Each of these offices is open to any member of NA who meets the requirements and is present at the time of nominations. To promote continuity, outgoing officers are encouraged to remain active within the committee and help train newly elected officers for two months.

Relapse vacates position.

A. CHAIRPERSON: The chairperson's position at the ASC is that of a facilitator. The person who holds this position is responsible for making sure that ASC business is conducted in an orderly and efficient manner. This involves ensuring that debate is confined to the merits of the question and that personal comments are discouraged. It further involves being able to deal firmly with persons who distract others by whispering or making pointless remarks. The chairperson talks no more than absolutely necessary and does not speak for or against any issue. This person needs to be someone who can remain calm and deal firmly and fairly with all sides regardless of their own personal opinion.

**DUTIES:**

1. Open the ASC at the appointed time by taking the chair and calling the meeting to order.
2. Announce the number of voting participants needed for quorum at the beginning of the ASC.
3. Post the agenda where everyone at the ASC can see it.
4. To recognize members or observers who are entitled to the floor.
5. To clearly restate all motions and questions that legitimately come before the ASC so that everyone present can hear them. Likewise, to announce the results of each vote in the same manner, including the vote count for Yes, No and Abstentions. (Election votes will be taken by written ballot and only the person elected announced).
6. To rule as "Out of Order" any motions that are frivolous.
7. To Enforce Robert's Rules of Order as adapted for the CMASC.
8. To expedite business in every way possible while respecting the rights of all participants.
9. To decide all questions of procedure, subject to appeal. When in doubt, the chairperson may submit the issue to the Policy Chair.
10. To answer questions regarding procedure or factual information that affects the business of the ASC.
11. To adjourn the ASC when the participants vote to do so; when the agenda has been completed, or in the case of an emergency situation that threatens the safety of the members.
12. To verify the minutes before they are distributed.
13. To conduct the general correspondence for the area.
14. To be a co-signer on the CMASC bank account.
15. To appoint ad-hoc committees.
16. To vote only in case of a tie.
17. To serve in a 14-month commitment. The first year in the position and the last two months as mentor for the incoming officer.
18. When Chair transfers to person, all materials and literature are given to the new Chair.

**REQUIREMENTS:**

1. Must be capable of conducting business in a firm, yet unbiased manner.
2. Three years continuous abstinence from all drugs.
3. Two year's experience as an area level trusted servant.
4. Must have a working knowledge of NA's Steps, Traditions, Concepts for Service, Robert's Rules of Order as adapted for the CMASC, and Area Guidelines.

B. CO-CHAIRPERSON:

**DUTIES:**

1. Performs the Chair's duties in the absence of the Chair.
2. Stays informed of all sub-committee activities and is available for any sub-committee problems.
3. Assists the Chair in various tasks at the discretion of the Chair.
4. To be co-signer on the CMASC bank account.
5. Co-Chair does not have a vote unless acting a Chair in the case of a tie and does not vote while assuming a sub-committee chair's position.
6. To serve in a 14-month commitment. The first year in the position and the last two months as mentor for the incoming officer.
7. When Co-Chair transfers to person, all materials and literature are given to the new Co-Chair.
8. Heads the annual Area Inventory held in August of each odd numbered year. (i.e. 2009, 2011, 2013...)

9. Sends out Group Inventory guides in June of the inventory year.

**REQUIREMENTS:**

1. Two year continuous abstinence from all drugs.
2. The Area Co-Chair must have at least one year experience as an area level trusted servant
3. A Co-Chair nominee should consider the position a two year commitment, the first year as Co Chair and accepting nomination for the Area Chair position the following year.
4. Must have a working knowledge of NA's steps, Traditions, Concepts for Service, and Robert's Rules of Order as adapted for the CMASC, and Area Guidelines.

**C. SECRETARY:**

**DUTIES:**

1. In the absence of the Chairperson, Co-Chair, and RCM, to call the CMASC meeting to order and to preside until the immediate election of a temporary Chairperson for that month's meeting.
2. To keep a clear and accurate record of all proceedings at each CMASC meeting.
3. To maintain CMASC files, including committee reports.
4. To have minutes available to members upon request
5. To have on hand at each CMASC meeting an up-to-date mailing list to include all active CMASC participants, Executive Committee members, the UMISO and the Regional Chair.
6. To maintain a record book(s) in which the Guidelines, Parliamentary procedures, Roberts Rules of Order and One (1) calendar year of CMASC minutes, with any amendments to these documents properly recorded, and to have a current record book(s) on hand at each CMASC meeting.
7. To be responsible for the proper handling and distribution of all incoming correspondence in the following manner;
  - A. To maintain the Area's Post Office Box, keeping the key and checking mail periodically.
  - B. Note in record book(s) the date and receipt and to whom distributed.
  - C. Maintain one (1) copy for the CMASC files.
  - D. To give a complete and accurate report of any/all changes to record book(s) since the last CMASC meeting during the secretary's report.
8. To verify minutes prior to copies being made with the area chairperson or co-chair if chair was absent.
9. To distribute by mail or email copies of the minutes to each name on the current mailing list no later than ten (10) calendar days following the CMASC meeting.
10. To have blank service resumes, motion slips, group report forms, group registration forms and Area Guidelines on hand at each CMASC meeting.
11. To be co-signer of the CMASC bank account
12. To serve in a 14-month commitment. The first year in the position and the last two months as mentor for the incoming officer.
13. When Secretary transfers to another person, all materials and literature are given to the new Secretary. (By Checklist)
14. It is recommended (although not required) that the Secretary have a computer and computer skills as well as Internet access.

**REQUIREMENTS:**

1. Two year continuous abstinence from all drugs.
2. The Area Secretary must have at least 6 months experience at area.

**D. TREASURER:**

**DUTIES:**

1. Custodian of the CMASC bank account
2. Keeps a ledger itemizing all credits and debits.
3. Keeps an up to date Budget ledger itemizing all credits and debits and to submit Budget ledger in minutes twice a year (Jan & July) along with annual audits.
4. Treasurer monthly report is done from the current treasurer's report; that includes the bank with our balance; which is a monthly balance from our checking account.
5. If any information of the Treasurers files be done on the computer, that the Treasurer always have a hard copy (paper or on disk) as a back-up.
6. Makes available for auditing, on a Bi-annual basis, ledgers, journals, etc.

7. Treasurer writes out a check to pay for our orders at the UMSO and the Literature chair turn over all literature sales to the Treasurer at every monthly ASC.
8. Heads the Ad Hoc Committee for Bi-annual audit. (Jan & July)
9. Heads the Ad Hoc Committee for yearly budget reviews of all sub-committees.
10. Ensures that the financial guidelines for the CMASC are followed. See Section XII.
11. To serve in a 14-month commitment. The first year in the position and the last two months as mentor for the incoming officer.
12. When Treasurer transfers to person, all materials and literature are given to the new Treasurer. (By Checklist)

**REQUIREMENTS:**

1. Two years continuous abstinence from all drugs
2. One year of experience as an area level trusted servant

**F. REGIONAL COMMITTEE MEMBER (RCM):**

**DUTIES:**

1. The primary responsibility of an RCM is to work for the good of NA by providing 2-way communication between the Area and the Region.
2. Attends all regularly scheduled CMASC meetings.
3. Maintains communication with, and is available for any problems within the Area's groups.
4. Works closely with the area officers and sub-committee chairs, and is a source of information and guidance in matters concerning the Twelve Traditions.
5. Participates with the MNRSC as the voice of the Area at the regional level.
6. To serve in a 14-month commitment. The first year in the position and the last two months as mentor for the incoming officer.
7. When RCM transfers to person, all materials and literature are given to the new RCM.

**REQUIREMENTS:**

1. Two years continuous abstinence from all drugs.
2. One year's experience as an area level trusted servant
3. Must have a working knowledge of NA's steps, Traditions, Concepts for Service, and Robert's Rules of Order as adapted for the CMASC.

**G. RCM-ALTERNATE:**

**DUTIES:**

1. To assume the responsibilities of the RCM if the RCM is not available.

**REQUIREMENTS:**

1. The Nominee for RCM Alternate should be aware that this is a two year position, the first year as RCMA and accepting nomination for RCM the second term.
2. Two years continuous abstinence from all drugs.
3. 1 year of experience as an area level trusted servant

**H. GROUP SERVICE REPRESENTATIVE (GSR):**

**DUTIES & REQUIREMENTS:**

1. Are elected by and accountable to the group
2. Serve as active members of the ASC on behalf of the group
3. New G.S.R.'s must attend two consecutive meetings before they are allowed to vote on the ASC floor
4. If the GSR/GSRA misses three consecutive meetings the voting privileges will be suspended
5. Vote on issues concerning the ASC (only 1 vote per group. The GSR or GSRA votes in their absence)
6. May make or second a motion
7. Attend the CMASC monthly meeting
8. Submit a monthly written report
9. Report back to their groups various information concerning the ASC
10. Attend the GSR assembly once every two years, to discuss the conference agenda report (CAR) from the World Service Conference (WSC)
11. May join in and work on an ASC subcommittee
12. Should have working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, Robert's Rules of Order as adapted by the CMASC and Area Guidelines.

**I. GROUP SERVICE REPRESENTATIVE ALTERNATE (GSRA):**

**DUTIES & REQUIREMENTS:**

1. Serve in the same capacity in the absence of the GSR.
2. Attend all CMASC meetings (as non-voting members) with their G.S.R.'s to see how the committee works.
3. GSRA may serve on Area subcommittees.
4. Votes in the absence of the GSR.

**SECTION VII: VOTING PROCEDURES**

- A. Each group's duly elected GSR is entitled to one vote. In the event of a G.S.R.'s absence the G.S.R.A. shall have the G.S.R.'s vote.
- B. Each duly elected sub-committee chairperson or their co-chair shall have a vote if the sub-committee has 3 or more participants.
- C. The Chair shall vote only in the case of a tie.
- D. Provided quorum is present, all matters, shall be decided by a simple majority vote, other than changes in the guidelines or removal of officers which requires a 2/3 majority vote.
- E. Only voting members may make or second a motion.
- F. All motions must be submitted in writing, be made and seconded by qualified CMASC participants who will sign them with their name and service position. These motions will then be submitted to the Chair.
- G. Submitted motions must be numbered. This will begin with # 1 at the beginning of each year. (For example, the first motion submitted in 2001 is motion #1-01.)
- H. The procedure for processing ordinary motions at our ASC is as follows:
  1. A motion is submitted in writing before New Business begins. Late motions are automatically tabled until the next ASC.
  2. The motion is read aloud by the chair during New Business.
  3. There must be a second if motion is made by a subcommittee.
  4. There will be discussion:
    - a. Three pros heard.
    - b. Three cons heard.
    - c. More discussion reopened at the discretion of the Chair.
  5. The motion is tabled until the next ASC to give the G.S.R.'s a chance to obtain group conscience.
  6. At the next ASC the motion may be voted with no further discussion unless the motion is amended or postponed.
- I. A motion that is labeled an emergency motion may be voted on at the same ASC at which it is introduced. However, if any active participant fails to agree that a motion labeled an emergency motion is an emergency, that person may make a motion to postpone. If the motion to postpone is successful, the motion is treated as an ordinary motion.
- J. Numerical results of voting on all motions shall be published in minutes.
- K. Motions carried by a G.S.R. From a group conscious do not need a second.

**SECTION VIII: ELECTIONS**

- A. Nominations and elections for all officers and subcommittee chairpersons will be held as follows:
  1. At the ASC that is three months prior to a scheduled election, the Chair will announce that nominations for that position will open at the next ASC.
  2. At the ASC that is two months prior to a scheduled election, the area will start accepting nominations and service resumes for that position. Nominee's and/or volunteer's service resumes must be distributed in the minutes before an election can take place.
  3. At the ASC that is one month prior to a scheduled election, nominations and service resumes will continue to be accepted, after which, nominations for that position will close. (Unless there are no nominees, in which case the nominations will remain open, and the area Chairperson will ask the incumbent for a voluntary commitment to continue in the position; pending replacement, notice of resignation, or removal.)
  4. Once the position closes the area may ask for a Q & A session of the proposed candidates to give the groups more incite.
  5. Elections will be held one month after nominations have been closed.
  6. Officers are elected by a simple majority of voting participants.

B. ELECTION SCHEDULE:

POSITION	ANNOUNCES	ELECTION HELD
Chair	February	May
Co-Chair	February	May
RCM	July	October
RCM-alt	July	October
Activities Chair	September	December
PI Chair	June	September
Secretary	January	April
H & I Chair	June	September
Treasurer	September	December
Literature Chair	March	June
Policy Chair	November	February
Outreach Chair	May	August
Newsletter Chair	May	August
Website Chair	April	July

1. All nominees must be present at the time of their nomination and election in order to be nominated or elected to a position at the CMASC. All nominees must provide a copy of their service resume to the Area Secretary at the ASC in which they are nominated.
2. The Chair may appoint or ask for volunteers to fulfill a vacant position on a monthly basis if there is an imminent need for the position to be filled.
3. Co-Chair, RCMA, or any other alternate type participants are automatically nominated for the next higher position, but do not automatically assume the next higher position. They must be duly elected following the procedures outlined in subsection A above.
4. Upon completion of the term, will transition position for two months.
5. Person elected to vacant positions will assume responsibilities immediately.

**SECTION IX: REMOVAL OF OFFICERS**

- A. The CMASC may declare vacant the office of any elected officer who has been:
1. Absent from two consecutive CMASC meetings without notifying another member of the Executive Committee.
  2. Found unfit, as determined by 2/3 majority vote.
- B. No officer shall be removed without cause.
- C. A two-thirds majority vote of all voting participating members present shall be required for the removal of any officer.
- D. Must have 2/3 yes votes, abstentions and no votes have the same effect.

**Addendum III**

**Section X: Sub Committees**

All subcommittee chairpersons should have at least 6 months ASC experience and should be familiar with that subcommittee's initiatives. When any subcommittee chair transfers to person, all materials and literature are given to the new chairperson. Each Position is a 14 month Commitment- 12 months serving as chair and 2 months mentoring the new chairperson.

A. Hospitals and Institutions (H&I):

1. Clean Time 2 year Minimum
2. Working Knowledge of the 12 Steps, Traditions and Concepts of NA

3. General Knowledge of the H&I handbook approved by NA World Services to include:
  - a. The Do's & Dont's of H&I service
  - b. Carrying a clear NA message of Recovery
4. Maintain H&I commitments that have been set up within Central MN Area
  - a. Maintain Literature supplies at these committeemen consistent with the H&I budget
5. Report to the CMASC monthly with a written report
  - a. Status of all commitments
  - b. Status of Budget from the H&I budget ledger
  - c. Plans for committee
6. Facilitate at least one monthly meeting. (It is recommended to have two meetings a month at a minimum)
7. Maintain monthly contact with each facility to ensure needs are being met.
8. Maintain Contact with the regional H&I chair.
9. Maintain and work within H&I subcommittee budget at all times by keeping an updated Budget Ledger of all expenses. The Ledger will be an itemized account of income and expenses. These ledgers are to be turned into the Treasurer or gone over with the Treasurer twice a year (Jan & July) to ensure that all ledgers co-inside with the Treasurer's ledger.
10. Order Literature for commitments through the CMA Literature chairperson.

#### B. Literature- Lit:

1. Clean Time 2 year minimum
2. Working Knowledge of the 12 Steps, Traditions and Concepts of NA
3. Report to the CMASC with a monthly report
  - a. Status of Budget from the Literature budget ledger. This ledger will be an itemized account of income and expenses. This ledger is to be turned into the Treasurer or gone over with the Treasurer twice a year (Jan & July) to ensure that all ledgers co-inside with the Treasurer's ledger.
4. Provide CMASC Treasurer with UMSO literature bill and Literature chair makes 2 copies of each literature order made at the UMSO; keeping one for their records and giving the other to the Treasurer.
5. Maintain and Supply Literature for the following:
  - a. Area Groups
  - b. CMASC subcommittees
  - c. CMASC
6. Review new literature being sent out by the WSC and or the MNRSC
7. Facilitate at least 1 monthly committee meeting
8. Provide annual copy of the C.A.R. (conference agenda report) to the CMASC body in (1) copy per group and subcommittee
9. Maintain contact with the regional literature committee chairperson
10. Working knowledge of the literature handbook approved by NA world services
11. Purchase literature from the UMSO when feasible.
12. Provide group start up kits to new groups if requested and voted on as a motion. The Kit Will Include: 1-Basic Text; 5- White Booklets; 1-Just For Today; 5- Welcome, 30day, 60day, &90day keytags;3- IP's(1,7,8,11,16,22); 1- Set of 7 readings,1- guide to local service.

#### C. Activities:

1. Clean Time 2 years minimum
2. Working knowledge of the 12 steps, Traditions and Concepts of NA
3. Report to the CMASC with monthly written report.
  - a. Status of current function planed
  - b. Status of budget from activities budget ledger
  - c. If applicable final financial outcome of last function
4. That the Activity chair fill out an accurate account of each function or activity using the "Activity Worksheet"; keeping one for their records & turning one into the Treasurer.
5. Facilitate at least 2 subcommittee meetings a month.

6. Put on the following events annually:
  - a. Arctic Blast - (This is a MNNAC Awareness Event. 50% of all profits shall be donated to the current MNNAC Committee, except when Central Minnesota Area hosts MNNAC, then the donation shall be 100% of the profits.)
  - b. Spring Thing
  - c. Freedom Campout
  - d. The Fall Ball
7. Put on other events/functions as the activities committee feels fit
8. Approve all funds above and beyond the current activities budget and for any funds for activities new to our area with the CMA in the form of a motion to include a complete budget for any expenditure. No budget-no motion.
9. Work closely with the CMASC Treasurer or another CMASC executive committee member during any function put on by the CMASC Activities Committee.
10. Inform the region of all events planned for the CMA.
  - a. Post a flier for all events on the MNRSC website through contacting the UMSO
11. Always maintain and work within Activities Subcommittee budget by using the Activities Budget Ledger. This ledger will be an itemized account of income and expenses. This ledger is to be turned into the Treasurer or gone over with the Treasurer twice a year (Jan & July) to ensure that all ledgers co-inside with the Treasurers ledger.

**D. Public Information (PI):**

1. Clean Time 2 years minimum
2. Working knowledge of the 12 Steps, Traditions and Concepts of NA
3. Maintain and update Area meeting list and provide copies to the CMA every two months
4. Maintain contact with the regional PI chairperson
5. Work with the CMASC R.C.M. To update area meeting list with the MNRSC twice a year or when needed
6. Report to the CMASC monthly with a written report.
  - a. Status of budget from the PI budget ledger
  - b. Status of upcoming meeting list and distribution.
  - c. Plans for committee.
7. Maintain a list of facilities, government agencies, public places...etc to use for bi-monthly meeting list distribution.
8. Distribute meeting lists to all facilities, government agencies, public places...etc bi-monthly
9. Remain point of contact for the public (all media), state and federal inquiries.
10. Maintain CMASC phone number. Check voice mail at least (3) times a week and respond to all inquiries within 24 hours.
11. Continue and facilitate Highway Cleanup (Hwy. 15) bi-annually
12. Maintain and work within the Public Information budget using the PI budget ledger. This ledger will be an itemized account of income and expenses. This ledger is to be turned into the Treasurer or gone over with the Treasurer twice a year (Jan & July) to ensure that all ledgers co-inside with the Treasurer's ledger.
13. General knowledge of the PI Handbook approved by NA world services to include but not limited to:
  - a. PI Do's & Don'ts
14. General knowledge of the Public Relations Handbook approved by NA world services.

**E. Policy:**

1. Clean Time 2 years minimum
2. Working knowledge of the 12 Steps, Traditions and Concepts of NA
3. Report to the CMASC monthly with a written report.
  - a. Status of Policy Budget form Policy Ledger
  - b. Status revised guidelines
  - c. The committee's plans
4. Maintain contact with the regional policy chairperson

5. Maintain and work within CMA policy budget using the Policy budget ledger. This ledger will be an itemized account of income and expenses. This ledger is to be turned into the Treasurer or gone over with the Treasurer twice a year (Jan & July) to ensure that all ledgers co-inside with the Treasurer's ledger.
6. Knowledge of the CMASC guidelines
7. Update the CMASC guidelines annually; (January)
8. Working knowledge of Roberts Rules of Order
9. Work Closely with CMASC secretary on area policy changes
10. Be the go to person on any policy in question at the CMASC meetings

F. Outreach (Out):

1. Clean Time 2 years minimum
2. Serves as an outstretched hand to isolated groups and addicts in the CMA
  - a. Provides assistance to groups in any way possible
  - b. Provides information on events, meetings and service opportunities
  - c. Initiates and coordinates G.S.R. orientations
3. Directs groups to the CMASC
4. facilitates a committee meeting at least once a month
5. Report to the ASC monthly with a written report
  - a. Information on groups attended or contacted
  - b. upcoming road trips
  - c. Status of the outreach budget from the Outreach budget ledger
6. Occasionally directed by the CMASC to visit specific rural groups
7. Maintain and work within the CMASC Outreach Budget with the outreach Budget ledger. This ledger will be an itemized account of income and expenses. This ledger is to be turned into the Treasurer or gone over with the Treasurer twice a year (Jan & July) to ensure that all ledgers co-inside with the Treasurer's ledger.
8. Maintain contact with the Regional Outreach Chairperson
9. Keeps on hand new group registration forms, group update forms, outreach volunteer list, group visitation forms, and applicable guidelines.
10. Working knowledge of the 12 Steps, Traditions, and Concepts of NA
11. General knowledge of the Outreach handbook and Institution Group Guide including but no limited to:
  - a. Outreach Do's & Don'ts

G. Newsletter:

1. Clean time 2 year minimum
2. Working knowledge of the 12 Steps, Traditions and Concepts for NA service
3. General knowledge of the Newsletter handbook approved by NA world services
4. facilitates a committee meeting at least twice a month
5. Reports to the CMASC monthly with a written report
  - a. Status of upcoming newsletter
  - b. Status of Newsletter budget using the Newsletter budget ledger
  - c. The committee's plans for the next issue
6. Provide an activities calendar/meeting map within every issue of the newsletter
7. Publish a copy of "The Buzz" bi-monthly
8. Distribute (10) copies to each group in the CMA utilizing their G.S.R.'s
9. Post a copy of the Newsletter on our area's website
10. Maintain and work within the CMASC Newsletter Budget using the Newsletter budget ledger. This ledger will be an itemized account of income and expenses. This ledger is to be turned into the Treasurer or gone over with the Treasurer twice a year (Jan & July) to ensure that all ledgers co-inside with the Treasurer's ledger.
11. Utilize the CMA printer for all newsletter printing needs
12. At least once a year insert a flier for MNNAC in Newsletter distribution

#### H. Website Chairperson:

1. Clean time 2 years minimum
2. Working knowledge of the 12 Steps, Traditions and Concepts of NA
3. Maintain the CMA website suitable for access by the general public. Maintain said website ensuring that accurate & up to date information is displayed at all times
4. Follow procedures for the approval and posting of information on our website on a timely basis
5. Follow procedures outlined in the Site Operating Policy in all developmental and maintenance operations of the website.
6. Follow rules outlines in the Site Privacy Policy in regards to all content posted on the website or collected in the due course of subcommittee operations.
7. Facilitate a committee meeting at least once a month
8. Work closely with the PI subcommittee to insure that content on website is consistent with the NA program in the public relations handbook
9. Make sure that the domain name is purchased on time annually
10. Report to the ASC monthly with a written report
  - a. Website development/information posted
  - b. Status of Website Budget from the website budget ledger if applicable. This ledger will be an itemized account of income and expenses. This ledger is to be turned into the Treasurer or gone over with the Treasurer twice a year (Jan & July) to ensure that all ledgers coincide with the Treasurer's ledger.
  - c. The committee's plans.
11. Maintain contact with the web servant from the UMSO
12. Direct all public inquiries from the website to the PI chairperson
13. Display the CMA phone number in a prominent location and visible location on website
14. Display a CMA meeting list on the website
15. Display service forms & Current copies of our CMASC guidelines on the website

#### **SECTION XI: NEW SUB-COMMITTEES**

- A. Sub-committees are directly responsible to the CMASC. Newly proposed sub-committees shall act as ad-hoc committees until they are established with guidelines. It is necessary to clearly define their responsibilities so that they may fulfill the purpose for which they are created. Every proposed sub-committee must have their guidelines written and submitted within 2 months of their creation.
- B. The CMASC shall be responsible for the approval and implementation of guidelines for each sub-committee it creates; said guidelines to be drafted by the sub-committee, and will utilize the suggestions below to be presented for approval at a regular CMASC meeting after review and recommendation from the A.S.C. Policy sub-committee.
- C. Guidelines for a CMASC subcommittee ought to include, but are not limited to:
  1. Name.
  2. Purpose and need.
  3. Functions.
  4. Voting procedures.
  5. Meeting time and place.
- D. Every sub-committee shall carry out its work in accordance with the "Twelve Concepts of Service" of Narcotics Anonymous.
- E. Subcommittee chairs shall not also hold office as a GSR or GSRA.

#### **SECTION XII: GUIDELINE CHANGES**

- A. Any portion of these guidelines may be waived or amended at any time by a two-thirds majority vote of the CMASC participants, excluding abstentions.
- B. Revisions to the CMASC Guidelines will be brought to the Policy Sub-committee for review and recommendation, then brought to the groups and finally voted on at the CMASC meeting.

### **SECTION XIII: FINANCIAL GUIDELINES**

#### **A. DEFINITION:**

This set of guidelines shall serve as a written set of instructions for:

1. The dispersal of CMASC funds to trusted servants including:
  - a. Mileage allowances
  - b. Working reserves
2. The dispersal of CMASC funds to sub-committees including:
  - a. Working reserves
  - b. Motions approved by the CMASC
3. The dispersal of CMASC funds in accordance with the group conscience of the CMASC
4. These guidelines shall set forth the procedure for documenting all expenses and revenues, and to assure a complete and accurate record of CMASC finances.

#### **B. GENERAL GUIDELINES:**

1. All funds shall be combined into one bank account to be managed by the CMASC treasurer.
2. The CMASC shall have four designated co-signers of the CMASC bank account; the CMASC Chairperson, Co-chairperson, secretary, and treasurer.
3. Checks drawn on the CMASC bank account shall require two signatures for any and all transactions.
4. No two signers of the CMASC bank account shall reside in the same household.
5. An audit of the CMASC's financial records shall be held:
  - a. Bi-annually - Jan & July
  - b. When an Area Treasurer does not complete their term.
  - c. Whenever the CMASC body deems it prudent.
6. The CMASC Chair shall appoint an ad-hoc subcommittee to complete this audit within 30 days from the ASC at which the Ad-Hoc committee was formed for this task. This ad-hoc committee shall consist of the Area Chair or Co-Chair, Area Treasurer, and sufficient appointees to complete the task.
7. In the event of a detected financial discrepancy, the CMASC may freeze the Area bank account with an emergency motion passed at the ASC. All efforts must be made to complete all pending area business transactions prior to freeing the account. The account will be released only after the Ad-Hoc Committee's recommendation at the CMASC.

#### **C. PROCEDURES:**

##### **1. Revenues:**

- a. All revenues received shall be recorded in the current receipt book and ledger for the CMASC.
- b. A copy of the receipt shall be returned to the addict, group, sub-committee, or other entity which donated or generated the money.
- c. Money received from groups, sub-committees, or other entities shall be deposited into the CMASC bank account separately. A separate deposit slip will accompany each account's deposits, (i.e. group donations, activity committee, etc.) This will ease the auditing procedure.
- d. A second point of accountability shall be necessary for incoming funds. A member of the CMASC executive committee will double check all incoming funds and initials the ledger. This will aid in alleviating possible addition errors.
- e. Any money received by the treasurer shall be deposited into the CMASC bank account within 5 days of receiving those monies.
- f. The Treasurer and another member of the executive committee shall initial deposit slips after insuring those deposit slips coincide with the amount entered in the books for the previous month.
- g. Revenues must be in the form of cashier's check or personal check, no cash.

##### **2. Expenses:**

- a. All reimbursements will require a valid receipt whenever possible. Reimbursement without a receipt will need to be approved by the CMASC Chairperson and one other member of the CMASC executive committee.

- b. A receipt shall not be immediately necessary for Subcommittees when working within their budgets to purchase materials needed in the running of that committee. Each subcommittee will be responsible to keep receipts for all purchases and will submit all receipts to the treasurer.
- c. No trusted servant shall write a check made out to themselves.
- 3. All revenues and expenses shall be recorded in the general ledger of the CMASC in order to maintain a permanent record of transactions.
- 4. The treasurer shall be responsible for making sure that these reporting procedures are followed.
- 5. Regional Donations. All Funds above and beyond prudent reserve shall be dispersed by the Treasurer to the Regional Service Committee, after the Jan & July Audits.

**C. ALLOWANCES:**

These allowances will be paid on a "funds available" basis. No expenditures will be made unless there is sufficient money available to pay for them. This is to keep the name of the CMASC and NA as a whole above reproach.

- 1. SUBCOMMITTEES: Each sub-committee shall have a yearly working reserve pre-designated by the CMASC (found in Article 5) which will be available without CMASC procedural vote. These reserves are to be used for, but not limited to the following; postage, literature, or other expenses approved by the subcommittee. Expenses in excess of these working reserves will be reimbursed after a motion to reimburse the expense that is brought by the sub-committee chair, or designated party to the CMASC and the CMASC approves it
- 2. RCM and RCMA: Travel expenses for the RCM and RCMA are not to exceed \$30.00 per RSC and receipts for travel shall be presented for reimbursement.
- 3. SECRETARY: The secretary shall work within the CMASC account and will be reimbursed for, but not limited to, copying costs and postage or the mailing of the CMASC minutes. The Secretary will be provided with a \$25.00 working reserve. Receipts shall be presented for reimbursement. (See Article Three, Section 2, Paragraph C)
- 4. TREASURER: The treasurer shall work within the CMASC account and will be reimbursed for supplies needed for the running of the CMASC treasury. Receipts shall be presented for reimbursement. (See Article Three, Section 2, Paragraph C)
- 5. All other expenditures will require a CMASC procedural vote to specifically authorize them.
- 6. Any trusted servant entitled to reimbursement of expenses at a later date may request an advance to cover these expenses. This will be recorded as an advance with the trusted servant liable for the full amount until receipts are turned in and said servant returns the cash that was not used.
- 7. All receipts for that year's business are turned into the Treasurer before December 31<sup>st</sup>. That means, for example, all receipts for any kind or reimbursement.
- 8. The first set of Area Guidelines is free to groups and the second copy cost \$5.00.

Passed at CMASC 12/16/01

(These guidelines supersede all previous motions referring to the finances organization and function of the CMASC)

**D. BUDGET/PRUDENT RESERVES:**

The treasury set prudent reserves and yearly budgets as such:

Budget for 2008

Activities (per function)	\$1500
P.I.	\$150
H&I	\$600
Literature	\$100
Policy	\$100
Newsletter	\$150
Outreach	\$300
Website	\$50
Executive Committee	\$800
Totals	\$3750

### **SECTION XIII: ROBERTS RULES ADAPTED FOR CMASC**

#### **SAMPLE RULES OF ORDER**

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert's Rules, to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative, in countries where Robert's Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

#### **DECORUM STATEMENT**

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

#### **DEBATE LIMITS**

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion. Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

#### **MOTIONS**

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

#### **MAIN MOTIONS**

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a second-the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chairperson, says, "I second that." If nobody seconds a motion, the chairperson will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chairperson is upheld, the committee moves on to other business.

#### **PARLIAMENTARY MOTIONS**

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND. SIMPLE majority required. (Is DEBATABLE.)

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried. When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

2. Motion to call the PREVIOUS QUESTION. TWO-THIRDS majority required. (Is NOT DEBATABLE.)

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "I call for the question," or "I move the previous question." It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chairperson must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chairperson to be heavy-handed in stopping discussion, because the chairperson knows you will stop it soon enough.

3. Motion to TABLE. SIMPLE majority required. (Is NOT DEBATABLE.)

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, "I move we table this motion until such-and-such a date/meeting." This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to REMOVE FROM THE TABLE. SIMPLE majority required. (Is NOT DEBATABLE.)

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER. SIMPLE majority required. (Is DEBATABLE.)

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee." If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. Motions to RECONSIDER or RESCIND. MAJORITY required varies. (Is DEBATABLE)

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and, voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind:

- a. The motion must have been passed in either the last months or the current meeting.
- b. The member making the motion must have information on the issue that was not available in the original debate on the motion.
- c. The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met the chairperson will declare the motion out of order.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. Request to WITHDRAW A MOTION. UNANIMOUS CONSENT required. (Is NOT DEBATABLE)

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chairperson asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. Offering a SUBSTITUTE MOTION. SIMPLE majority required. (IS DEBATABLE )

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to ADJOURN. SIMPLE majority required. (Is NOT DEBATABLE)

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chairperson may declare the meeting adjourned without a motion.

## OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

### Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "I call for the order of the day." This means, "I move that the chairperson bring us back on track and conduct the meeting according to procedure, adhering to the agenda," This does not require a second, is not debatable, and does not even require a vote-the chairperson is obligated to enforce the request unless two-thirds of the body tell the chairperson otherwise.

### Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "Point of information." This means, "I have a question to ask," not "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

### Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chairperson agrees that the rules are not being followed, the chairperson says "Your point is well taken" and restates the appropriate rule. If the chairperson does not agree, the chairperson says, "Overruled." This decision, as all others, can be appealed.

### Point of appeal

Any time the chairperson makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chairperson." If the appeal is seconded, the chairperson then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

### Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the member so that person may ask how to do such and such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

### Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal privilege;" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chairperson will accommodate you

## Voting Procedures

There are several-ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chairperson to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see Robert's Rules of Order-Newly Revised.

## Addendum 2

## Sample ASC Format

### A) Open

1. Appoint Secretary if necessary.
2. Moment of silence.
3. Serenity Prayer.
4. 12 Traditions, 12 Concepts.
5. Service Prayer
6. Introductions
7. Establish Quorum.
8. Recognition of new groups & new members.
9. Approval of last meetings minutes (Additions or corrections).

### B) Reports

1. Executive Committee
  - a. Area Chairpersons Report
  - b. Area Co-Chairpersons Report.
  - c. Area Treasurers Report.
  - d. RCM Report
2. Subcommittee Reports
  - a. Activities Report.
  - b. Literature Report.
  - c. Hospitals & Institutions Report
  - d. Public Information Report
  - e. Policy Report
  - f. Ad-Hoc Report (Budget, Treasury Audits, etc.)
3. Group Reports

### C) Break

### D) Roll Call

### E) Old Business

### F) Open Forum

### G) New Business

### H) Elections

1. Announce open positions.
2. Close nominations
3. Conduct elections

### I) Closing Announcements.

Close.

This Addendum was *Revised 07/07*.

## *Service Workers Prayer*

GOD, grant us knowledge that we may write according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction.

*Basic Text, pg. Xvi*

## **GLOSSARY**

Abstention; A counted vote, neither yes or no except when removing an officer from office. It is then counted as a no vote.

Addendum; Approved additions to any body of work.

Adapted; Utilizing an existing body of literature (in the public domain) editing or condensing it to suit the service body.

Agenda; Written sequence listing order of business.

Anonymity; Operating independently of out-side authority yet honoring the suggested guidelines found in the GTLS.

Audit; Reviewing and verifying all transactions, account balances, income, expenses by the Treasurer on a quarterly basis,

Anonymous; Without name, identity or affiliation.

CAR; Conference Agenda Report. Published every 2 years, describing the activity of the World Service Conference.

CMASC; Central Minnesota Area Service Committee. AKA; Area Service Committee.

Closed Meeting; Any group consisting of recovering addicts only.

GSR; Group Service Representative. Carries motions and nominations from the Area Meeting to the Group for group conscience voting.

Group Registration Forms; Filled out by a groups' elected and sent to the World Service Office to be placed on the list of recognized NA meetings eligible for mailings and correspondence.

Group Conscience; A majority of votes.

GTLS; Guide to Local Service, NA approved booklet published by WSO.

Minutes; Written transcripts of all pertinent activities conducted at any business meeting.

Motion; A petition, or request, written, and seconded; (co-signed) by a second voting member, submitted for discussion, showing cause then voted on, tabled, amended or ruled out of order.

Pro-temp; Temporary, yet enjoying full privileges.

## **Twelve Concepts for NA Service**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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The Twelve Concepts for NA Service were modeled on A's Twelve Concepts for World Service, published by Alcoholics Anonymous World Services, Inc. and have evolved specific to the needs of Narcotics Anonymous.