

GUIDELINES
OF THE
NEW YORK CITY AREA
SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS



- aka -

THE
NYCASC POLICY

Adopted March, 1996
as amended through May, 2014

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**GUIDELINES OF THE NEW YORK CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

ARTICLE 1. NAME

The official name for this committee shall be the New York City Area Service Committee, hereinafter referred to as NYCASC.

ARTICLE 2. DESCRIPTION

NYCASC is a service body of Narcotics Anonymous directly responsible to the groups who have formed it. It consists of group service representatives (GSRs) from NA groups of the NYC Area, along with elected officers, subcommittee chairpersons and other participants, who meet monthly in a general assembly to serve the common needs of the NYC Area's groups and addicts.

ARTICLE 3. PURPOSE

NYCASC has been created by the NA groups of NYC Area to:

- a) Provide a forum that allows NYC Area groups to effectively communicate their needs or concerns, and share their experience with one another.
- b) Develop, coordinate, and maintain the services that may be required by the NYC Area groups to help further our Fellowship's primary purpose.
- c) Strengthen unity within our Fellowship.
- d) Give representation to the NYC Area and express the needs, desires, and group conscience decisions of the NYC Area groups at the regional level through elected trusted servants.
- e) Work in a spirit of cooperation with other area and regional service committees and the various branches of world services to ensure that our service structure continues to function effectively and responsibly.

ARTICLE 4. GEOGRAPHIC BOUNDARY

The geographic boundary of the NYC Area shall be the Borough of Manhattan south from 23rd Street. The designated boundary exists only to clarify NYCASC's service responsibilities to the local community and the rest of the NA service structure, but places no restriction on any group's right to define themselves as a NYC Area member and fully participate in the NYCASC general assembly as a voting participant. (see Article 5. Participants).

ARTICLE 5. PARTICIPANTS

There shall be two (2) categories of participants in the NYCASC general assembly: voting participants and non-voting participants.

SECTION 5.1 VOTING PARTICIPANTS.

- (a) The voting participants of NYCASC shall be:
 - (1) Group Service Representatives (GSRs) or GSR Alternates in their absence.
 - (2) Administrative Officers as follows: Vice-Chairperson, Treasurer (or Alternate Treasurer in his/her absence) and Secretary.
 - (3) Regional Committee Member or RCM Alternate in his/her absence.

- (4) Standing Subcommittee Chairpersons, or in their absence, their designated Vice-Chairs; the Website Content Coordinator; and the Meeting List Coordinator.
- (5) Chairperson on all written ballots, and when the Chairperson's vote could affect the outcome (i.e., to either cause or break a tie vote; cause or block the attainment of a two-thirds majority).
- (b) Each participating group is entitled to one vote on matters coming before the general assembly. A group's vote shall be expressed by a duly authorized GSR or GSR alternate. A GSR shall not be granted the privilege of voting for more than one group.
- (c) Voting participants, after registering with the Secretary and being recognized by the Chairperson, shall enjoy all the privileges allowed by these guidelines, NA's 12 Steps, Traditions and Concepts, and Robert's *Rules of Order* (see Article 18. Parliamentary Authority).

SECTION 5.2 NON-VOTING PARTICIPANTS. A non-voting participant shall be defined as any member of Narcotics Anonymous who, after registering with the Secretary and being recognized by the Chairperson, is then permitted to debate, question, enter or second motions or nominations, present reports, present points of personal privilege, call for points of order and question the Chair. Non-voting participants shall not be allowed to vote on motions, nominations or other such matters requiring a vote nor shall they be permitted to appeal decisions of the Chair.

SECTION 5.3 REGISTRATION REQUIRED. All voting and non-voting participants are required to register with the Secretary at the beginning of each regular meeting. Only one representative of a group, subcommittee or administrative position shall be eligible to vote on any business that comes before the assembly during the meeting. However, if a registered voting participant must leave the meeting, his/her voting privilege may be assigned to the authorized alternate representative, of subcommittee vice-chair by giving notice to the Secretary.

ARTICLE 6. MEETINGS

SECTION 6.1 REGULAR MEETING. Defined as the scheduled monthly meeting of the NYCASC general assembly to conduct its routine business.

SECTION 6.2 SPECIAL MEETING. Defined as an unscheduled NYCASC meeting called to resolve a particular issue or question of significant importance or adopt resolutions pertaining to the general assembly and NA as a whole. Special meetings may be called by any voting participant of NYCASC on appeal to the Administrative Committee, subject to an affirmative majority vote of the Steering Committee (see Article 11. Committees Defined). Proper notification of all voting participants is required, this being defined as a reasonable attempt by mail or phone to contact all voting participants. A two-thirds (2/3) majority of all voting participants must be present at a special meeting to establish quorum (see Article 7. Quorum).

ARTICLE 7. QUORUM

SECTION 7.1 QUORUM DEFINED. NYCASC may conduct business when two-thirds (2/3) of the number of voting participants from the previously convened regular meeting are present, providing that 50% plus one of the voting participants are GSRs.

SECTION 7.2 RESETTING QUORUM. If a quorum is not convened for any regular meeting, the next scheduled meeting of the general assembly shall be a valid meeting.

ARTICLE 8. GROUP CONSCIENCE

NYCASC shall strive to develop a collective conscience before making specific service decisions. Developing a conscience involves all NYCASC participants in a process of:

- (a) gathering information from group and committee reports,
- (b) freely discussing issues in the sharing session,
- (c) carefully listening to all viewpoints expressed,
- (d) proposing a course of action in the form of a motion,
- (e) discussing and debating the merits of the motion, and
- (f) calling at all times upon a loving Higher Power and the individual and collective spiritual resources of those present.

When it is finally time to translate the results of this conscience seeking process into a collective decision, NYCASC shall use voting as its decision making mechanism.

SECTION 8.1 REGULAR BUSINESS. A simple majority vote (50% plus one) of the voting participants of the general assembly, provided there is a quorum, shall reflect and record the collective conscience of this committee for all routine business. The majority needed to pass a motion shall be determined from the total number of voting participants present when the vote is taken, not from the number of votes cast.

SECTION 8.2 POLICY CHANGES AND AREA-SPONSORED EVENTS. A two-thirds (2/3) majority vote of the voting participants of the general assembly, provided there is a quorum, shall reflect and record the collective conscience of the committee for all changes to these guidelines, other procedural motions, and to register support for Area-sponsored events. The two-thirds majority needed to pass a motion shall be determined from the total number of voting participants present when the vote is taken, not from the number of votes cast. (For other situations where a two-thirds majority is required, see Sections 11.4, 15.4, and 16.11.)

SECTION 8.3 DIRECT POLLING OF GROUPS. The role of the GSR as a voting participant in NYCASC regular meetings goes beyond that of merely carrying information to and from the group he or she represents. GSRs, through the authority delegated to them by their groups, should fully participate in the meetings of the general assembly by responsibly exercising their best judgment and voting their informed individual consciences on day-to-day NYCASC business. If an issue comes before the assembly that directly affects the groups or is thought to be of such importance to the NA Fellowship that the groups should be polled directly, a motion to that effect can be made by any NYCASC participant.

ARTICLE 9. VOTING PROCEDURES

SECTION 9.1 ELECTION VOTING. All election voting shall be conducted by written ballot (see Article 14. Nominations and Elections).

SECTION 9.2 POLICY VOTING. Voting on policy or procedural changes shall be conducted by a voice roll call vote.

SECTION 9.3 OTHER BUSINESS. Other business, including all routine business, shall be conducted by a show of hands vote, unless a participant motions that a voice roll call vote be taken. Voting by voice roll call should only be used when it is desired the printed minutes show the name of each participant and how they voted on a particular issue. A motion for a voice roll call vote on matters of routine business shall be considered dilatory (see Section 12.1(g) Chairperson.).

ARTICLE 10. ORDER OF BUSINESS

SECTION 10.1 AGENDA DEFINED. An agenda is required for the necessary introduction of business at hand (old or new) and must be made available to participants prior to the regular meeting of the general assembly. It shall consist of the following:

- (a) Call To Order
 - Opening Prayer
 - Reading of the Twelve Traditions and the Twelve Concepts
 - Reading of NYCASC Purpose (see Article 3. Purpose)
 - Roll Call of Groups, Administrative Positions and Subcommittees
 - Recognition of New Groups and New GSRs and GSR Orientation
 - Quorum Determined
 - Approval of Last Month's Minutes
- (b) Reports
 - Administrative Officers
 - Groups
 - Ad-Hoc or Select Committees
 - Standing Subcommittees
- (c) Sharing Session – general discussion of group concerns and issues raised by reports
- (d) Conclusion of Old Business
- (e) New Business
 - Entertainment of Motions (Opening of Agenda)
 - Discussion and Debate Resolution of Motions (Call to Vote)
- (f) Close of Session
 - Announcements
 - Notice of Next Meeting
 - Closing Prayer and Adjournment

SECTION 10.2 INTRODUCING NEW BUSINESS. All principal or main motions must be made in writing and should be accompanied by a written intent. Parliamentary motions (i.e., incidental, subsidiary, amended or privileged) may be made from the floor. Participants are encouraged to ask fellow participants for help in finding the best wording for their motions, especially those who feel uncertain of their writing skills.

SECTION 10.3 MOTION CATEGORY SYSTEM. Items for new business shall be sorted into the following categories and entertained and resolved within each category in the order they are received:

- (1) Nominations and Elections
 - Announcements of upcoming nominations or elections
 - Nominations
 - Elections
- (2) Time Frame Motions

- Motions that cannot wait until the next regular meeting (e.g., seed money needed for an approved event, signing a contract by a deadline, etc.)
 - Motions that require an Area conscience to be carried to the next regional meeting
 - Motions for new group starter kits
- (3) Financial Motions
- Increasing revolving funds, giving a subcommittee money, etc.
 - Area donations to region or world
- (4) Other New Business
- Group and Subcommittee Motions
 - Procedural or Policy Motions
 - Miscellaneous

SECTION 10.4 LINKED MOTIONS. Motions within each category that have the same or similar intent shall be grouped together and introduced to the body at the same time. At this point, the several linked motions will be reformulated into one new motion that will then be considered. This practice is intended to lessen the need for substitute or amended motions.

SECTION 10.5 THE HANDLING OF A PRINCIPAL (OR MAIN) MOTION. This description of the basic procedure of handling principal or main motions at NYCASC meetings has been adapted, with certain modifications, from Robert's *Rules Of Order*.

- (a) A participant makes the motion. A motion is a formal proposal by the participant that the NYCASC general assembly take certain action.
1. The motion should be clear, concise, and comprehensive so that the body will not be voting on the perceived intent, but on the actual wording as it will be officially recorded by the Secretary in the minutes (see also Section 10.2 Introducing New Business.).
 2. Avoid wording the motion in the negative because of the possible confusion as to the effect of the motion.
- (b) The motion is seconded. A second merely indicates that at least one other participant wishes the matter to come before the assembly. It does not mean that the person making the second is necessarily in favor of the motion.
1. If there is no second, the motion dies and the Chairperson proceeds to the next item of business.
 2. Motions introduced by NYCASC subcommittees do not require a second.
- (c) The Chairperson states the motion. This puts the motion formally before the assembly.
1. Until the Chairperson states the motion, the maker of the motion is free to modify or withdraw it as he or she pleases. However, once the motion is stated, the motion becomes the property of the assembly and must be disposed of in some manner. The maker is no longer free to modify or withdraw it except with the assembly's unanimous consent.
 2. If the motion is offered in wording that is unclear, it is the Chairperson's duty to see that the motion is put into suitable form before stating it, making sure to preserve its content to the satisfaction of the maker.
 3. The Chairperson may rule a motion out of order:
 - if it conflicts with national, state, or local law, with the Steps, Traditions or Concepts of Narcotics Anonymous, or these guidelines.
 - if it presents substantially the same question as a motion previously rejected at the same meeting.

- if it conflicts with a motion previously adopted at any time which is still in force.
 - if it conflicts with or presents substantially the same question as one which has been temporarily disposed of but remains in the control of the assembly (such as a motion that has been postponed, tabled, or referred to a committee).
- (d) The maker of the motion is then allowed to speak briefly to its intent. This gives the maker an opportunity to explain why he or she thinks the motion should be adopted.
- (e) Prior to opening the floor for debate, participants may be allowed to ask for a *point of information* (a question directed to the Chairperson, or to another participant through the Chairperson, relating to the business being discussed) or a *point of parliamentary inquiry* (a question directed to the Chairperson to obtain information on a matter of parliamentary procedure, or the NYCASC guidelines, as it relates to the business being discussed).
1. During the period set aside for questions, the floor will be closed to debate. Questions must concern only the business at hand. They may not be used to initiate debate, or otherwise create discussion between participants. While questions are being entertained, any discussion or debate shall be ruled out of order.
 2. Although participants have a right to query the Chairperson at any point during proceedings, they should make every attempt to pose any questions on the motion before formal debate begins.
- (f) After questions have been entertained, participants then debate the motion. At this time, subsidiary or incidental motions (including amendments) may be introduced.
1. Debate shall be confined solely to the merits of the motion under consideration.
 2. Debate addresses the motion, not the participant making it. Motives should never be questioned.
 3. Participants should address the assembly through the Chairperson. Debate does not directly occur between any two participants, but is always conducted through the Chairperson.
 4. No participant may speak on a motion more than once unless all others desiring to speak have exercised their opportunity.
 5. No participant may speak longer than 3 minutes on a motion for each time they are recognized to speak.
 6. Debate shall be limited to no more than 2 participants speaking in opposition to the motion (con) and no more than 2 participants speaking in favor of the motion (pro). Participants speaking in opposition to the motion will alternate one at a time with those speaking in favor of the motion.
 7. The Chairperson may exercise discretion to extend the number of speakers in debate, when in his or her opinion, the situation warrants it. To otherwise extend debate requires a motion from the floor to that effect.
- (g) At the conclusion of debate, the Chairperson puts the motion to the assembly. The assembly then votes to adopt (carry) or reject (fail) the motion (see Article 8. Group Conscience and Article 9. Voting Procedures).
- (h) Finally, the Chairperson announces the result of the vote, whether the motion has been adopted (passed) or rejected (failed) and then, when appropriate, the next item of business.

ARTICLE 11. COMMITTEES AND COORDINATORS DEFINED

SECTION 11.1 ADMINISTRATIVE COMMITTEE. Made up of elected trusted servants who serve the NYC area by expediting its administrative needs during and between

regular meetings of the general assembly and in emergencies. This committee is composed of the following: Chairperson, Vice-Chairperson, Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), and Alternate Regional Committee Member (RCM Alternate).

SECTION 11.2 STEERING COMMITTEE. Made up of the Administrative Committee and chairpersons of each standing subcommittee. This committee meets monthly to prepare the agenda for each regular NYCASC meeting and discuss new business, upcoming events and all matters pertaining to area service. Any NA member may attend NYCASC steering committee meetings as a non-voting participant.

SECTION 11.3 SPECIAL COMMITTEES. Special committees may be formed as the need arises to carry out a specific task at the completion of which, and upon presentation of a final report to the general assembly, they automatically cease to exist. There shall be two types of special committee:

- (a) Ad-Hoc Committee: A special committee whose chairperson is elected by NYCASC.
- (b) Select Committee: A special committee whose members are appointed by the Administrative Committee.

SECTION 11.4 STANDING SUBCOMMITTEES. Established as deemed necessary by a two-thirds (2/3) majority vote of NYCASC to be responsible for and do the actual work involved in delivering a specifically defined service to the groups and addicts of the NYC Area. Once established, each standing subcommittee becomes the single point of decision and accountability for the particular service it has been entrusted to deliver. The chairperson of each standing subcommittee shall be elected by NYCASC and will be accountable to the NYC Area through clear, accurate and concise monthly reports of the subcommittee's work at the regular meeting of the general assembly. All NYCASC standing subcommittees shall adopt guidelines which are consistent with the Steps, Traditions and Concepts of Narcotics Anonymous, all relevant NA service manuals, and the best information available from the World Service Conference. NYCASC subcommittee participation is open to any member of Narcotics Anonymous who wishes to serve on that subcommittee.

SECTION 11.5 PRUDENCE IN FORMING SUBCOMMITTEES. Before creating a new standing subcommittee, NYCASC participants should carefully consider the ability of the NYC Area groups to provide the personnel, spiritual guidance and financial resources to adequately support the services they wish the subcommittee to provide.

SECTION 11.6 HOSPITALS AND INSTITUTIONS (H&I). Responsible for conducting panels that carry the NA message to addicts in jails, institutions and hospitals who have no other way of hearing our message.

SECTION 11.7 PUBLIC RELATIONS (PR). Informs addicts and others in the community of the availability of recovery from the disease of addiction in Narcotics Anonymous.

SECTION 11.8 HELPLINE. Supports the Greater New York Regional Helpline Committee in carrying the message of recovery to addicts by soliciting and training volunteers from the NYC Area to work the helpline at the Greater New York Regional Service Office.

SECTION 11.9 LITERATURE DISTRIBUTION. Maintains a stock of NA books, pamphlets and other recovery oriented items that can be purchased by local groups at the regular meetings of the NYCASC general assembly.

SECTION 11.10 EVENTS AND ACTIVITIES. Enhances NA's primary purpose through recovery oriented events that provide opportunities for fellowship, a greater sense of community within the NYC Area, and possibly additional NYC Area income to help supplement group donations.

SECTION 11.11 POLICY. Develop and help implement procedures and guidelines that help NYCASC and its subcommittees to conduct business in a timely and orderly way, allow for continuity of service, and encourage member participation.

SECTION 11.12 WEBSITE COORDINATORS. Develop and maintain the underlying technology for the NYC Area website; facilitate communications in the NYC Area by maintaining content of the NYC Area website.

SECTION 11.13 MEETING LIST COORDINATOR. Develops, updates, prints, and distributes the meeting list for the NYC Area.

ARTICLE 12. DUTIES OF OFFICERS

SECTION 12.1 CHAIRPERSON. The duties of the Chairperson listed below are the duties traditionally associated with those of a chairperson. They have been largely adapted from Robert's *Rules Of Order* and are printed here for the convenience of all NYCASC participants. It shall be the responsibility of the Chairperson to:

- (a) Preside over all meetings of the general assembly and the Administrative and Steering Committees with fairness and impartiality.
- (b) Call meetings to order at their appointed time.
- (c) Announce the business that comes before the assembly in accordance with the prescribed agenda.
- (d) Recognize participants who are entitled to the floor.
- (e) State and put to a vote all questions that legitimately come before the assembly as motions, or that otherwise arise in the course of proceedings, and announce the results of each vote.
- (f) Rule out of order any motions that are out of order.
- (g) Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them. (A dilatory motion is a motion whose sole purpose is to delay or obstruct business.)
- (h) Refrain from speaking to the merits of or engaging in debate upon motions pending.
- (i) Enforce the rules relating to debate, order and decorum within the assembly.
- (j) Expedite business in every way compatible with the rights of participants.
- (k) Decide all questions of order, subject to appeal -- unless, when in doubt, the Chairperson prefers to submit such questions to the assembly for a decision.
- (l) Respond to inquiries from participants relating to parliamentary procedure or factual information relating to the business of the assembly.
- (m) Declare the meeting adjourned when the assembly so votes, or at the agreed upon time, or in the event of a sudden emergency affecting the safety of those present.

- (n) Authenticate with his/her signature all acts, orders and proceedings of the assembly and act as a spokesperson for NYCASC to the local community.
- (o) Be a co-signer of all letters and bank accounts and a keyholder to the post office box.

SECTION 12.2 VICE-CHAIRPERSON. It shall be the responsibility of the Vice-Chairperson to:

- (a) Perform the duties of Chairperson in the Chairperson's absence (see Section 12.1 Chairperson).
- (b) Assist the Chairperson in conducting NYCASC meetings.
- (c) Coordinate the functions of the standing subcommittees.
- (d) Be a co-signer of all letters and bank accounts.
- (e) Assist the Secretary in tallying all written ballots.
- (f) Coordinate the select committee entrusted to conduct the annual financial review (see Section 16.7 Financial Review.).

SECTION 12.3 TREASURER. It shall be the responsibility of the Treasurer to:

- (a) Act as the custodian of all NYCASC funds.
- (b) Deposit promptly all proceeds from group contributions and Area-sponsored activities in the NYCASC general fund bank account.
- (c) Keep an accurate ledger recording each and every financial transaction.
- (d) Disburse funds as necessary in accordance with the decisions of the NYCASC general assembly.
- (e) Make sure all approved expenses are paid in a timely manner (see Section 16.10 Fiduciary Responsibility.).
- (f) Present a written and oral report of all receipts and disbursements at each regular meeting of the general assembly.
- (g) Be a co-signer on all NYCASC bank accounts.
- (h) Present a full financial report in April and October in conjunction with the semiannual financial review (see Section 16.7 Financial Review.).
- (i) Turn over the checkbooks and all financial records at the end of his/her term of office to the new Treasurer.
- (j) Refrain from speaking to the merits of or engaging in debate upon motions pending.
- (k) Enforce the rules relating to debate, order and decorum within the assembly.
- (l) Expedite business in every way compatible with the rights of participants.
- (m) Have available at each NYCASC meeting all books and records for inspection by any participant (see Section 16.3 Financial Records.).

SECTION 12.4 ALTERNATE TREASURER. It shall be the responsibility of the Alternate Treasurer to:

- (a) Assist the Treasurer in fulfilling his/her responsibilities, except that the Alternate Treasurer shall not be a co-signer on any NYCASC bank account.
- (b) Participate in the budget development and financial review process (see Sections 16.4 Budgets and 16.7 Financial Review).
- (c) Shall be an automatic member of any NYCASC literature distribution subcommittee.

SECTION 12.5 SECRETARY. It shall be the responsibility of the Secretary to:

- (a) Record and type the minutes of each meeting of the NYCASC general assembly.

- (b) Distribute copies of the minutes to NYCASC participants at least two weeks before the next regular meeting.
- (c) Conduct the registration of NYCASC participants at the beginning of each regular meeting and call the roll when it is required.
- (d) Conceal and tally the vote on all written ballots and pass the results to the Chairperson.
- (e) Announce the coming of elections for two meetings prior to the election meeting.
- (f) Maintain an archive of all NYCASC minutes, guidelines, subcommittee reports and NYC Area business and correspondence and make these records available to any participant upon request.
- (g) Keep an updated mailing list of all NYCASC voting participants.
- (h) Have a reference copy of the previous year's minutes and all current guidelines on hand at each regular meeting.
- (i) Present to new GSRs or GSR alternates an orientation packet containing these guidelines, a GSR orientation sheet, motion forms and other information needed to function effectively at NYCASC meetings.
- (j) Assist the Chairperson with correspondence.
- (k) Hold the key to the post office box and collect the mail on a regular (preferably weekly) basis.

SECTION 12.6 REGIONAL COMMITTEE MEMBER. It shall be the responsibility of the Regional Committee Member to:

- (a) Represent the groups of NYC Area by expressing their needs, desires, and concerns and by carrying the Area conscience to the Greater New York Regional Service Committee (GNYRSC).
- (b) Attend all regular meetings of the NYCASC general assembly, the NYCASC Administrative and Steering Committees and the Greater New York Regional Service Committee.
- (c) Serve as a communications link between the NYC Area, other areas and regions, and the various branches of world services.
- (d) Present a monthly written and oral report to the NYCASC general assembly covering all current regional and world issues.
- (e) Be a source of information and guidance for NYCASC participants on matters concerning the Twelve Traditions, the Twelve Concepts and all aspects of service in Narcotics Anonymous.

SECTION 12.7 RCM ALTERNATE. It shall be the responsibility of the RCM Alternate to:

- (a) Assist the Regional Committee Member in fulfilling his/her responsibilities (see Section 12.5 Regional Committee Member).
- (b) Serve as the Regional Committee Member if the RCM is absent.
- (c) Attend all regular meetings of the NYCASC general assembly, the NYCASC Administrative and Steering Committees and the GNYRSC.

SECTION 12.8 SUBCOMMITTEE CHAIRPERSON. It shall be the responsibility of a subcommittee chairperson to:

- (a) Chair the regular meetings of the subcommittee.
- (b) Perform such duties and functions as necessary to the organization and operation of the subcommittee as spelled out in the subcommittee's guidelines, NYCASC guidelines and relevant NA service manuals.
- (c) Provide a written and oral report on the subcommittee's work at each regular meeting of the NYCASC general assembly.

SECTION 12.9 WEBSITE TECHNICAL COORDINATOR. It shall be the responsibility of the NYC Area Web Technical Coordinator to:

- (a) Develop and maintain the underlying technology for the NYC Area website.
- (b) Provide assistance and work co-operatively with the Web Content Coordinator as needed.
- (c) Perform such duties and functions as necessary to the organization and operation of the NYC Area website as spelled out in the NYC Area Website Policy.

SECTION 12.10 WEBSITE CONTENT COORDINATOR. It shall be the responsibility of the NYC Area Web Content Coordinator to:

- (a) Promote communications in the NYC Area by being the primary maintainer of content on the NYC Area website.
- (b) Add/post information to the website from sources such as flyers, emails, NA events, and the monthly area meeting.
- (c) Work co-operatively with the Web Technical Coordinator as needed.
- (d) Attend and provide a report on the website's work at each regular meeting of the NYCASC general assembly.
- (e) Interact with subcommittees and other NYC Area trusted servants as necessary.
- (f) Provide limited editorial oversight (as described in the Website Policy).
- (g) Perform such duties and functions in accordance with the NYC Area Website and NYC Area policies.

SECTION 12.11 MEETING LIST COORDINATOR. It shall be the responsibility of the Meeting List Coordinator to:

- (a) Develop and update the meeting list for the NYC Area, and print and distribute the meeting lists at each regular meeting of the NYCASC general assembly.
- (b) Provide a written and oral report on the Meeting List Coordinator's work at each regular meeting of the NYCASC general assembly.

ARTICLE 13. REQUIREMENTS FOR ELECTED PARTICIPANTS

SECTION 13.1 REQUIREMENTS FOR ALL POSITIONS.

- (a) Personal time and ability to perform the duties specified (see Article 12. Duties Of Officers).
- (b) Willingness and the desire to serve.
- (c) The clean time and service experience stated below.
- (d) Understanding of and practical experience with the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous, NYCASC guidelines and Robert's *Rules of Order*.
- (e) Maintenance of clean time throughout the term of office.
- (f) May hold no other NYCASC elected or representative position unless approved by a two-thirds majority vote of the NYCASC.

SECTION 13.2 CHAIRPERSON.

- (a) 5 years clean.
- (b) One to two years service experience at the Area level, preferably including a term as Vice-Chairperson.
- (c) Must be capable of conducting a business meeting with a firm hand, a calm spirit, and a clear mind.

SECTION 13.3 VICE-CHAIRPERSON.

- (a) 4 years clean.
- (b) One year minimum service experience at the Area level.

SECTION 13.4 TREASURER.

- (a) 5 years clean.
- (b) One to two years minimum service experience at the Area level, preferably including a term as Alternate Treasurer.
- (c) Experience in business, accounting, bookkeeping or as a successful group/committee treasurer.
- (d) Financially secure and good at managing personal finances.
- (e) Demonstrated trustworthiness.

SECTION 13.5 ALTERNATE TREASURER.

- (a) 4 years clean.
- (b) One year minimum service experience at the Area level.
- (c) Experience in business, accounting, bookkeeping or as a successful group/committee treasurer.
- (d) Financially secure and good at managing personal finances.
- (e) Demonstrated trustworthiness.

SECTION 13.6 SECRETARY.

- (a) 2 years clean.
- (b) Previous service experience at the Area level.
- (c) Typing skills and access to word processor helpful.

SECTION 13.7 REGIONAL COMMITTEE MEMBER.

- (a) 5 years clean.
- (b) Two years minimum service experience at the Area level with one year as RCM Alternate.

SECTION 13.8 RCM ALTERNATE.

- (a) 4 years clean.
- (b) One year minimum service experience at the Area level.

SECTION 13.9 SUBCOMMITTEE CHAIRPERSON.

- (a) 3 years clean.
- (b) One year minimum service experience at the Area level, preferably on the subcommittee they are nominated to chair.

SECTION 13.10 WEBSITE TECHNICAL COORDINATOR.

- (a) 3 years clean.
- (b) Experience in open source web site technology skills such as html, content management software (wordpress), PHP, and inter-networking.

SECTION 13.11 WEBSITE CONTENT COORDINATOR.

- (a) 2 years clean.
- (b) Computer competency, willingness to learn; knowledge of wordpress and use of a scanner helpful but not required.

SECTION 13.12 MEETING LIST COORDINATOR.

- (a) 3 years clean.
- (b) Previous service experience at the Area level.

ARTICLE 14. NOMINATIONS AND ELECTIONS

SECTION 14.1 ANNOUNCING THE COMING OF ELECTIONS. The Secretary shall announce the coming of elections and invite the submission of nominees for the available positions at the two (2) regular meetings preceding the election meeting.

SECTION 14.2 NOMINATIONS. Nominations for all elected positions shall come from the groups through their respective GSR or GSR Alternate. Nominations for the chairpersons of the standing subcommittees may come from either the groups or the respective subcommittee. If there is no nomination from either source, the position will go unfilled until a proper nomination is received. Nominations for coordinators may come from either the groups or the respective coordinators.

SECTION 14.3 NOMINATION PROCEDURE. Participants wishing to make nominations for available positions shall be provided with nomination forms to be completed for each nominee they wish to submit. Nomination forms shall state the group or subcommittee making the nomination and give the nominee's name, the position or positions desired, a brief service history and his/her qualifications for the position. Nomination forms are to be completed and submitted only with the knowledge and consent of the nominee. The submitted nomination forms shall be published in the minutes and made available to NYCASC participants at least two weeks before the election meeting.

SECTION 14.4 INTRODUCTION OF NOMINEES. At the appropriate point in the agenda of the election meeting, a list of the nominees for each position will be read to the general assembly. Each nominee will stand before the assembly and review their service history and qualifications for the position. Participants shall question each nominee concerning matters relevant to their possible election. The nominees shall then leave the room for the discussion and voting process. If it seems appropriate, a nominee may be called back into the meeting before a vote takes place for further questioning by the Chairperson, on behalf of the body.

SECTION 14.5 WAIVING OF CLEAN TIME. It is recommended that NYCASC not waive the stated clean time requirements in order to elect someone to a position.

SECTION 14.6 VOTING AND ELECTIONS. Elections for all positions shall be conducted by written ballot, concealed and tallied by the Secretary and the Vice-Chairperson. The Chairperson shall announce the election results. All written ballots must indicate the registered voting participant and the vote. Balloting procedure is to be followed until one candidate has received a clear majority.

SECTION 14.7 SINGLE NOMINEE. If there is a single nominee, the written ballot may be waived by a motion from the floor to move to acclamation. If there is any objection to the move to acclamation, the election of the single nominee must be done by written ballot.

SECTION 14.8 ASSUMPTION OF OFFICE. All terms of office shall begin at the conclusion of the meeting at which the election took place.

ARTICLE 15. TERMS OF OFFICE**SECTION 15.1 REGULAR TERM.**

- (a) Chairperson, Vice-Chairperson, Secretary and standing subcommittee chairpersons, and coordinators shall serve one year terms to be elected in May.
- (b) RCM, RCM Alternate, Treasurer, and Alternate Treasurer shall serve one year terms to be elected in November.

SECTION 15.2 VACANCIES/UN-EXPIRED TERMS. If there is a vacancy due to recall, removal or resignation, un-expired terms may be filled according to the above nomination and election procedures (see Article 14. Nominations and Elections), or, if there is no objection from the general assembly, by appointment from the Chair. In the event that a position is filled by appointment, the appointee may, at the completion of the un-expired term, be nominated for a complete term according to regular nomination and election procedures.

SECTION 15.3 RESIGNATION. An officer may resign by providing written notice to the Administrative Committee.

SECTION 15.4 RECALL OR REMOVAL. Officers may be recalled or removed from office by a two-thirds majority vote of the general assembly due to interruption of abstinence, gross negligence, incapacitation, violence or threats of violence. Removal or recall voting shall be done by written ballot.

SECTION 15.5 RE-ELECTION. In keeping with the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive regular terms in the same position.

ARTICLE 16. FINANCIAL POLICY

Recognizing that NA funds are to be used for the sole purpose of furthering our Fellowship's primary purpose, NYCASC shall examine each proposed expenditure to see if it will help better carry the NA message (see Article 3. Purpose). NYCASC shall endeavor at all times to treat sacredly the trust and faith given to it by NYC Area's groups and addicts by a vigorous application of the 12 Traditions and 12 Concepts to its financial policies and practices.

SECTION 16.1 FUND SOURCES.

- (a) Group Donations
 - 1. NYCASC will not accept designated or earmarked funds.
 - 2. NYCASC will accept only money orders, cashier's or certified checks.
- (b) Literature Sales
 - 1. NYCASC will accept only money orders, cashier's or certified checks.
 - 2. NYCASC may accept cash for purchases of the area meeting list.
- (c) Area-sponsored (as opposed to group-sponsored) Activities and Fund-raisers
- (d) Area-sponsored (as opposed to group-sponsored) Conventions

SECTION 16.2 CHECKING ACCOUNT. NYCASC, on behalf of itself and all its subcommittees, shall have only one checking account. Only an Area-sponsored convention will be entitled to have its own account. Any NYCASC checking account shall require:

- (a) Dual signatures on all checks (2 out of 3 signatories)

- (b) Duplicate statements sent to the Treasurer at his/her residence and the Chairperson at the NYCASC post office box.
- (c) No ATM cards

SECTION 16.3 FINANCIAL RECORDS. All NYCASC financial records must be kept in a neat, accurate and orderly fashion and be available for inspection at the request of any participant at every regular NYCASC meeting.

SECTION 16.4 BUDGETS. Budgeting will help NYCASC be a better steward of the funds it receives. The Steering Committee shall develop annual (12 month) budget projections for all NYCASC committees and subcommittees. In developing a budget, each committee and subcommittee shall list their total anticipated financial needs and obligations for the period in question and come prepared to justify the proposed expenditures before the general assembly.

SECTION 16.5 EXPENDITURE OF FUNDS. Any financial motion requiring approval of the general assembly for purchase of goods or services of \$150 or more shall be accompanied (whenever possible) by three bids or options for the proposed goods, service or rental space. In order to avoid the appearance of impropriety, no NA member may provide goods or services in connection with an NA event, activity or otherwise if such member would personally profit from the sale of such goods or services.

SECTION 16.6 POST OFFICE BOX. NYCASC shall establish a post office box address for receipt of group donations, bank statements and other official NYC Area correspondence. The P.O. Box shall be maintained by the Administrative Committee, the keyholders being the Secretary and Chairperson.

SECTION 16.7 FINANCIAL REVIEW. Once a year, NYCASC, through a select committee, will conduct a thorough review of NYCASC finances. This select committee shall be coordinated by the Vice-Chairperson and shall include the Treasurer and Alternate Treasurer among its five members. If necessary, this committee may hire a professional accountant as a special worker to assist the committee in its review. The committee will present a written report of its findings at the April meeting of the general assembly.

SECTION 16.8 REVOLVING FUNDS. These are funds of a set amount provided to the Administrative Committee and each standing subcommittee to cover normal administrative costs for each month. Normal administrative costs include rent for a meeting space, copying of the subcommittee's minutes, etc. but do not include separately budgeted items such as H&I literature purchases or seed money for an Area-sponsored event. The amount of a revolving fund is determined by the approved budget for each subcommittee and replenished as necessary up to the approved budget limits. No reimbursement shall be made without proper receipts or proof of payment. Questionable items for reimbursement shall be decided upon by the Steering Committee and, if refused, may be appealed to the NYCASC general assembly.

SECTION 16.9 PRUDENT RESERVE. NYCASC shall hold in reserve an amount determined by the NYCASC to be reviewed annually as part of the annual financial review as provided in Section 16.7.

SECTION 16.10 FIDUCIARY RESPONSIBILITY. In order to protect NYCASC participants, the NYC Area groups, and NA as a whole, NYCASC shall strive to meet its financial obligations to society before its internal needs. To maintain fiduciary restraint, NYCASC will make every effort to avoid debt, thereby minimizing the number of financial obligations incurred outside the Fellowship. After meeting its external debts, NYCASC will disburse the funds it has been given according to the principles of our 5th Tradition and our 11th Concept (for example, H&I or PI needs, or possible donations to regional and world services would be accommodated before authorizing spending for a social event.). The following non-deficit spending guidelines shall be used to pay expenses in the order given below:

- (a) Payment of debts or expenses outside the NA Fellowship.
- (b) Payment of debts or expenses within the NA Fellowship.
- (c) NYCASC secretarial or administrative expenses.
- (d) Approved budgets of NYCASC subcommittees and officers.
- (e) Regional and world service donations.
- (f) All other approved NYCASC expenses.

SECTION 16.11 MISAPPROPRIATION OF FUNDS. All participants shall be held accountable for funds and merchandise entrusted to them. Misappropriation will not be tolerated and will be grounds for immediate removal from any position. Legal action may be appropriate and required in the fulfillment of NYCASC's fiduciary responsibilities. A decision to take legal action is merely an option and does not compromise the spiritual principles of our Steps, Traditions or Concepts. However, resorting to a legal remedy in an instance of misappropriation should be an action of last resort and undertaken only after having previously followed a number of steps. These steps should include the following:

- (a) Conducting a thorough investigation to determine if misappropriation has indeed occurred.
- (b) Inviting the parties responsible to state their side.
- (c) Working out a plan for restitution with the parties responsible.
- (d) Making it clear that the consequences of not fulfilling the agreement could include legal action being taken against them.
- (e) If the previous four steps have been followed without resolving the matter, the NYCASC general assembly may then consider the appropriateness of taking legal action. Such a measure shall be passed only by a two-thirds majority vote of the general assembly.

ARTICLE 17. AREA INVENTORY

NYCASC will conduct a yearly inventory of NYC Area services. The voting participants of NYCASC will decide how and when this inventory will take place (e.g., whether it will occur as part of a regular meeting or as a special workshop or learning day). Voting and non-voting participants will come to the inventory prepared to review the performance of NYCASC over the past year and discuss how the committee can better serve the NA groups and the Fellowship at large.

ARTICLE 18. PARLIAMENTARY AUTHORITY

All business of NYCASC shall be conducted in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and within the limits set by these guidelines. Parliamentary procedure shall be assisted by Robert's *Rules of Order* as they are applicable to, and not inconsistent with, our Steps, Traditions and Concepts, these guidelines, and any special rules that NYCASC may adopt. The Twelve Steps of

Narcotics Anonymous are the spiritual foundation on which we have rebuilt our lives; they enable us to perform selfless service. The Twelve Traditions of Narcotics Anonymous are the spiritual foundation on which our Fellowship has survived; they are not negotiable. The Twelve Concepts for NA Service stem from the spiritual ideals of our Steps and Traditions and are meant to help us deal with one another in a cooperative and respectful way. We should keep to these principles as we conduct our business together so that parliamentary procedure remains a tool we use to help us make our collective decisions and not a weapon we use against one another.

APPENDIX

Introduction

NYCASC's guidelines, like the service committee itself, begin with the 9th Tradition: "NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve." Several observations can be made about the 9th Tradition in this context:

1. A service board or committee is not "NA, as such."
2. A service board or committee is, by definition, an organized body.
3. The organization of a service committee exists solely to help that body be more directly responsible to those they serve, namely the groups and addicts.

The 9th Tradition should not be used to justify lack of organization within a service body. Lack of organization may keep that service body from fulfilling its primary purpose. One way a service committee can help itself to function more effectively is to develop a clearly written set of guidelines. A service committee's guidelines are a blueprint of its organizational structure and a description of how it functions.

A set of guidelines should do several things:

- (a) Clearly define the aim and purpose of the committee in spiritual and practical terms.
- (b) Set forth a framework of procedures that allow the service committee to conduct its business in a timely and orderly way.
- (c) Allow for continuity of service. A trusted servant stepping into a service position for the first time should be able to learn what is required of him or her from the guidelines and begin to function effectively.
- (d) Attempt to put the 12 Steps, 12 Traditions and 12 Concepts into action.

In November, 1995, the newly-formed New York City Area Service Committee created a Policy Subcommittee whose task was to draft guidelines and present them to NYCASC within 60 days. The subcommittee began its work by gathering as many sets of ASC guidelines as it could. They were assisted in this by the World Service Office which maintains an archive of such material. The packet they sent included 5 sample sets of guidelines from other Areas, orientation material for new GSRs, and other material relevant to newly forming area service committees. The Policy Subcommittee also obtained copies of the current guidelines of Manhattan Area Service Conference and the Greater New York Regional Service Conference. Upon reviewing this material, the Policy Subcommittee made a decision to model the new NYCASC guidelines on current MASC guidelines, adapting, changing or elaborating them where necessary to suit the needs of NYCASC. The subcommittee thought this a prudent course of action for two reasons:

1. It is easier to add or change something that already exists than it is to create something wholly new. MASC guidelines were known and familiar to members of the committee, some of whom either served on MASC policy subcommittees in the past or spoke at length with members who did.
2. MASC's basic guidelines are well organized, and have a strong connection to NA's spiritual principles.

Next, the subcommittee gathered NA literature, NA service manuals, manuals of parliamentary procedure and other reference materials including:

1. NA's *Basic Text* and *It Works: How & Why*
2. *A Temporary Working Guide To Our Service Structure (TWGSS)*

3. *12 Concepts for NA Service*
4. *Spring 93 Draft of A Guide to Service in NA*
5. *Robert's Rules of Order, Newly Revised*
6. *WSO Treasurer's Handbook*
7. *WSC Nomination and Elections Procedures*

The following working method was adopted: One member wrote out the draft guidelines section by section. This proposed text was then subjected to line by line review by the subcommittee as a whole. Changes and suggestions that came up during discussion were incorporated into a final text. As it worked, the subcommittee strove to come to a consensus on matters over which they had disagreement. If complete unanimity could not be reached, a majority vote was settled for. There were always at least five members present at each subcommittee meeting. At the end of the drafting process, the entire document was read aloud to the assembled subcommittee and additional changes were factored in.

As the subcommittee began the actual work of drafting the guidelines, they soon began to alter, rearrange and enlarge upon the model(s). All the sample guidelines consulted, including those of Manhattan Area, and most of the NA literature, including TWGSS, were written before NA adopted its 12 Concepts. One of the subcommittee's aims was to bring an awareness of the Concepts into the new guidelines, either by directly quoting language from them where appropriate, or by having the Concepts reflected in the specific procedures adopted.

Finally, the final draft of the guidelines was presented to the NYC Area Fellowship in a Policy Workshop and Learning Day on January 13, 1996. The policy presentation made at that workshop now serves as the basis for the comments section that follows. The comments summarize the results of subcommittee discussions and give reasons behind particular policy choices. The Policy Subcommittee intends these comments to serve as a useful tool to help NYC Area trusted servants gain a clearer understanding of the guidelines. Yet, these comments should not be confused with, and do not carry the same weight as, the guidelines themselves. If these comments are to be used, they should only be used in conjunction with the guidelines as approved by NYCASC.

COMMENTS

Article 1. Name. These guidelines begin with "first things first" – what do we call ourselves?

Article 2. Description. This description of an area service committee was adapted from TWGSS, p. 5, but with added emphasis on the 9th Tradition relationship of the ASC to the member groups.

Article 3. Purpose. The committee purpose is broken down into 5 separate items adapted in part from MASC Guidelines. The language was reworked to bring in explicit references to Tradition 9 ("has been created"), Concept 1 ("develop, coordinate and maintain services"), Tradition 1 ("strengthen unity within our Fellowship"), Tradition 5 ("further our Fellowship's primary purpose") and so forth. It was considered important to state that an ASC exists primarily to provide a forum for groups to openly communicate with one another. This emphasis reminds us that our activities as an ASC should stem from, and be motivated by, the NYC Area groups communicating, through their representatives, their

needs and concerns to the committee, and the committee, in turn, responding to those needs.

Article 4. Geographic Boundary. It is important that an area service committee define its service area. Although there may be various ways to define a service area, the most practical way is through a geographic boundary. In setting a geographic boundary, NYCASC clarifies its responsibilities for the delivery of NA services to the surrounding community and to the rest of the NA service structure. NYCASC does not limit the freedom of any group not falling within the designated boundary to participate fully in the NYCASC general assembly.

Article 5. Participants. "Who participates at an ASC meeting?" is a basic question that guidelines must address. Of the guidelines consulted, most put various restrictions and limitations on who could actively participate in an ASC meeting. Many of these restrictions were seen as arbitrary and contrary to the spirit of the 12 Concepts. The Policy Subcommittee opted for relatively open participation to any member of Narcotics Anonymous. Open participation is seen as a way of allowing the principles of Concept 9 (carefully considering all viewpoints) to operate in ASC meetings so that better group conscience decisions can be made.

Section 5.1 Voting Participants. "Who votes at ASC meetings?" is another basic question guidelines must address. The definition of "voting participant" is based on current MASC policy. However, these new guidelines go further than the MASC guidelines by granting voting privileges, not only to the group service representatives and subcommittee chairs, but to all participants who occupy an elected position, including the RCM, and the administrative officers. There is also a larger voting role for the Area Chairperson, taken from *Robert's Rules*, Newly Revised.

The Policy Subcommittee asked itself: what does Concept 7 mean when it says that all members of a service body should be allowed to fully participate in its decision-making processes? Considering Concept 7, the answer to this question seemed unequivocal: full participation meant being able to vote. Allowing all the elected trusted servants to vote is seen as conscience strengthening, because the vote, as an expression of the committee's conscience, is inclusive, not exclusive, and therefore, is a surer expression of that conscience.

Concerning a chairperson's right to vote: *Robert's Rules* maintain that if the chairperson is also a member of the body, he or she has the same right to vote as any other member. However, the chairperson protects his or her impartiality by exercising the right to vote only on secret (written) ballots, or in situations when the Chairperson's vote may affect the outcome (see *Robert's Rules*, Newly Revised, pp. 43-44). Of course, it should be mentioned that the chairperson has a right, as does any member, *not* to exercise his or her voting privilege.

A word about the effect of the Chairperson's ability to block a close vote in addition to breaking a tie. Any close vote, where a motion passes or fails by one vote, occupies a gray area between substantial agreement and a divided conscience. In an instance of a very close vote, the Chairperson may act to either prevent or assist something to pass by tilting the scale more decisively in either direction. (For more on the relationship of voting to group conscience, read the comments to Article 8).

Section 5.2 Non-voting Participants. This section allows the nearly full participation of any member of Narcotics Anonymous in NYCASC meetings, except that if the person is not

representing a group, or is not an elected trusted servant bearing some responsibility for area services, they do not vote.

Section 5.3 Registration Required. This section puts forth a "one group or administrative position/one vote" principle and sets up a way of keeping track of it at meetings.

Article 6. Meetings. This article gives a basic definition of a "regular meeting" then outlines a way to hold a "special meeting", should it ever be necessary to do so.

Article 7. Quorum. Quorum can be defined as the minimum number of participants that have to be present at a scheduled meeting so that business can be conducted. The quorum in Section 7.1 is a reasonable one taken from MASC guidelines. It has two components: (1) two-thirds the number of voting participants from the previously convened regular meeting must be present to establish quorum; (2) 50% plus one of those voting participants present must be GSRs. The requirement that GSRs always number in the majority over other voting participants seems a good way to weight the balance within the voting body towards the groups.

Section 7.2 Resetting Quorum. NYCASC may resume business one month after the scheduled meeting where quorum was not met. At this next meeting, there is no quorum requirement. However, attendance at this meeting becomes the basis for determining quorum for the scheduled meeting following this one, at which the quorum requirements outlined in Section 7.1 resume.

With any quorum requirement, there is always the possibility that the committee might temporarily lose its ability to conduct business because of a lack of member participation.

Assuming that a realistic quorum requirement has been put into place, this should rarely, if ever, occur. On the other hand, the committee's quorum requirement shows the measure of group support for the service body they have created. Concept 1 states that groups may create a service committee to develop, coordinate and maintain the services the groups wish it to provide. Concepts 2 & 3 state that the groups remain ultimately responsible and have final authority over these services, but they delegate enough authority to the service committee to perform the tasks assigned to it. The groups, on the other hand, are responsible for providing the service committee with human, financial and spiritual resources so that it can do its work. Should support in any one of these areas not be given by the groups to the service committee, the work of the committee will suffer and possibly come to a halt.

The 9th Tradition states groups may create service committees. The opposite is also true: groups may un-create service committees by not fulfilling the spiritual, personal and financial obligations to those committees. Barring a natural disaster, not achieving a quorum in any month sends a strong signal both to the service committee and the Area groups that something is not working. It is not a time for business as usual. Rather, it is a time to stop and take inventory. Other instances where lack of group support might bring NYCASC activities to a halt can be found in Section 14.2 and Section 16.10 of these guidelines.

Article 8. Group Conscience. This article attempts to apply the group conscience principles explained in Tradition 2, and Concepts 6, 8 & 9, specifically to what we do in an ASC meeting. The intent is to clarify what developing a conscience entails and to discourage participants from giving short weight to some of the elements of the meeting which might seem to take up time (such as the sharing session, group reports, or even

reading the minutes) but which are extremely important if a conscience developing process is to exist.

Voting has been chosen as the "measuring stick" of our group conscience. Our voting process should be more than just counting up the "yes" and "no" votes. We should use voting to read the level of agreement that has been reached concerning the matter being voted on. Voting results can show us several things: (1) complete agreement has been reached; (2) substantial agreement has been reached; and (3) the conscience is divided. Our guidelines, in specifying that we shall strive to develop a collective conscience before making specific service decisions, should further delineate a measurable point at which "substantial agreement" is reached.

We should also remember that the group conscience process may sometimes extend beyond the vote itself. Our Concepts invite us to revisit our decisions as necessary. This encourages members who are uncomfortable with decisions that were made, even in accordance with the guidelines, to voice their concern to the body.

Participants should be sensitive to votes where there are a significant number of abstentions. *Robert's Rules* speaks about the right of abstention: "Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote." Participants may have different reasons for abstaining from voting: (1) they wish to remain neutral on the matter at hand; (2) they are indifferent to or don't care about the matter at hand; or (3) they haven't made up their minds enough to express a conscience through their vote. If we should be striving for substantial, preferably unanimous, agreement on the actions we take as a body, and there are significant numbers of people not voting, then the general assembly has every right to question whether the body is ready to make a decision.

Sections 8.1 Regular Business. This section recognizes that it may not be practical for the ASC to achieve complete (100%) agreement on every issue. Every vote that is not unanimous reflects some compromise of the group conscience principle spoken about in Concept 6. However, the body can adopt a voting process that asks for reasonably substantial agreement among participants to pass its resolutions.

The word majority means "more than half". A simple majority is sometimes referred to as a "50% plus one" vote. For practical reasons, a simple majority voting in the affirmative, provided there is a quorum, is considered sufficient to pass most resolutions coming before the body.

Robert's Rules gives us more than one way to calculate a majority. The usual way is from the number of votes cast. In this case, abstentions do not affect the outcome. For example, let us consider a situation where there are 20 voting participants present, of which 10 vote "yes", 2 vote "no" and 8 abstain. Since only 12 votes are cast, the majority needed to pass the motion is 7 votes. Since there are 10 "yes" votes, the motion carries. The 8 abstentions do not affect the outcome. Using this method, it is conceivable that a motion could carry with as few as three people voting (2 for; 1 against; 17 abstentions). But the question we should ask is: what would the group's conscience be in a situation like this? If we are committed to basing our decisions on substantial agreement of the participants, this method of determining voting results has obvious shortcomings.

The second method, which is less usual and, when adopted by the body, should be set out in the guidelines, is to calculate the majority from the number of voting participants present when the vote is taken, whether they vote or not. In this case, abstentions would always have the effect of a negative vote. Tabulating the voting results of the previous

example using this method, the majority needed to carry the motion would be 50% plus one of the 20 voting participants present, or 11 "yes" votes. Since the motion only receives 10 "yes" votes, it fails because it does not achieve the support of a majority of the voting body.

Sections 8.1 and 8.2 specify that the second method of tabulating voting results be used at NYCASC meetings. If we accept "substantial agreement" to mean the agreement of the majority of voting participants present, this gives us a clearly defined reliable and consistent way of measuring the vote. No motion can pass without the support of at least the majority (either simple or two-thirds as the case may be) of those present. As a matter of note, this is the method followed at GNYRSC meetings.

Sections 8.2 Policy Changes and Area-Sponsored Events. On matters that affect the way Area does business (policy changes) or require a significant outlay of time and resources (an Area-sponsored event), a two-thirds majority is required to show that there is "greater than usual agreement" among participants on the issue at hand. As in the previous section, the voting results are to be measured against a two-thirds majority of the voting participants present when the vote is taken and not merely from the votes cast. As an example of how the two-thirds majority rule would work: let's say that there are 20 voting participants present. Two-thirds of 20 equals 13.3, rounded up to 14. This means it would take at least 14 "yes" votes to pass the motion.

Section 8.3 Direct Polling Of Groups. A motion that directly affects the groups or which is of particular importance to the NA Fellowship should always be sent back to the groups. The decision to send a matter back to the groups is a matter of the committee's collective conscience and merely requires a member to make a motion to start the process (subject to the usual rules of debate, etc.). How frequently groups will be polled directly will depend on how much authority the GSRs feel they have been delegated to act on their groups' behalf.

Article 9. Voting Procedures. Voting by written ballot keeps secret how individuals vote on an issue, hence its use for election voting. Voice roll call voting is used when it is desired that the printed minutes show how each participant voted by name. Examples of non-policy matters where a voice roll call vote might be used: voting on a motion for the WSC to change the wording of the Steps, or voting to take legal action against a former trusted servant for theft, etc.

Article 10. Order Of Business. This article presents suggestions for organizing the substance of an ASC meeting and expediting business.

Section 10.1 Agenda Defined. The agenda lists what occurs at an ASC meeting and in what order. Each meeting begins with an opening prayer and the reading of the 12 Traditions and 12 Concepts in order to remind participants that all service activities have a spiritual purpose. The reading of the minutes gives everyone a chance to come to a common understanding of what occurred in the last meeting and allows all participants, new and old, to start the meeting on an equal footing. The reports section of the meeting builds on this foundation by giving participants new information. This starts a discussion process from which issues may surface. The committee may decide to take action on some of these issues. Motions outlining proposed committee actions are discussed, debated and voted on. The meeting closes with participants knowing what business was completed, what was left unfinished, and what each participant needs to do in the time between meetings. The closing prayer brings us back full circle so that all leave the meeting with the spiritual purpose of our service activities foremost in mind.

Section 10.2 Introducing New Business. Participants are encouraged to collaborate with one another to prepare motions they wish the body to consider as new business.

Section 10.3 Motion Category System. This section helps to prioritize business and make maximum use of limited time. This system of motion categories was adapted from GNYRSC guidelines and MASC guidelines. Matters requiring the committee's immediate attention because of time or money constraints are considered by the body before less urgent business. Nomination and election activities are always given first priority over any other new business in an ASC meeting.

Section 10.4 Linked Motions. This section helps the committee deal more effectively with different motions designed to accomplish the same purpose. Linking motions saves the body either from getting bogged down in a complex process of amendments, or from passing one motion, then having to immediately reconsider its decision because the next motion under consideration is judged to be a better one.

Article 11. Committees Defined. The internal structure of the ASC is defined in this article by committees and subcommittees, not individuals. Each committee and subcommittee has a different function but they come together and interact in different ways as described (see, for example, the description's of the administrative and steering committees).

Section 11.3 Special Committees. Left out of these guidelines are specific requirements for the elected or appointed members of any special committee. Because the tasks entrusted to a special committee may vary so widely, the ASC determines, on a case by case basis, the requirements (clean time or otherwise) needed of a special committee chairperson.

Section 11.4 Standing Subcommittees. In the general description of a standing subcommittee are references to Concept 5 (the subcommittee being "the single point of decision and accountability" for the services they are entrusted to deliver) and Concept 8 (accountability is established through monthly reports made to the body).

Section 11.5 Prudence In Forming Subcommittees. The advice given in this section comes from a passage in *It Works: How & Why*, p. 194: "There is nothing that will complicate the simplicity of NA, as such, more than a needlessly elaborate array of committees, boards, and subcommittees." Our experience as a new Area thus far shows that deciding what services we want, and finding the people to chair the resulting subcommittees, is not a quick or easy matter. The purpose of this section is to remind us to go slowly in the process of creating new services and subcommittees.

Article 12. Duties Of Officers. The duties listed for each elected position were compiled from a variety of sources: ASC guidelines, service manuals, *Robert's Rules* and from discussions with those currently holding elected positions. The duties required for each position are given in enough detail to allow Area participants and prospective nominees to know what will be required of them, while, at the same time, giving all participants enough knowledge to evaluate both an officeholder's performance and a nominee's qualifications. This is seen as being consistent with the spirit of Concept 4 (carefully considering leadership qualities when electing trusted servants).

The Vice-Chairperson, the Alternate Treasurer and the Alternate RCM assist the Chairperson, Treasurer, and Regional Committee Member respectively in carrying out their responsibilities. At the same time, they are also apprenticing or "in-training" to one day assume the full responsibilities of the position they assist. Persons considering running for an alternate position should realize that their commitment to do service may

last beyond their term as an alternate or vice-chair. Should the Area so choose, these individuals could likely be the Chairperson, Treasurer or RCM one day. While this type of continuity of service may not always be possible to achieve, it is something for the NYC Area to strive for.

Article 13. Requirements For Elected Participants. The general requirements printed in Section 13.1 are taken from the NA PI Service Manual.

Sections 13.2,13.9 Considerable thought was given to the suggested clean time requirements for each position. The subcommittee asked itself the following questions: Are they realistic? Will the Area be able to fill positions consistently? If the clean time requirements are waived or lowered, will the Area be able to find trusted servants with enough personal recovery and service experience to serve the Area well? Is it fair to the trusted servant to thrust them into a position of responsibility before they are ready? The recommendations of these guidelines were agreed to by the majority of the Policy Subcommittee after a careful review of clean time requirements used elsewhere, thorough discussion of the above questions, and a general assessment of what would be reasonable, practical and desirable for NYCASC's elected trusted servants.

Article 14. Nominations and Elections. The nomination process described in this article has been adapted from WSC nomination and election procedures. The important features of this nomination process are that (1) nominations for all positions come from the groups; subcommittee chairs may be nominated by their subcommittee; (2) nominations must be made with the full knowledge and consent of the nominee; (3) nomination forms allowing Area participants to review a nominee's qualifications are completed and submitted in advance of the election meeting and made available in the minutes; (4) a position may go unfilled if the groups do not provide a suitable nominee; (5) clean time requirements should not be waived just to fill a position.

As said earlier in the comments on Article 7, if groups do not provide the human, spiritual or financial resources to the ASC, the regular work of the committee cannot continue. Rather than attempt business as usual in a mad scramble to fill a position or finance a project, the ASC should take time-out to inventory and address the issue of lack of group support in situations where it has occurred.

Article 15. Terms Of Office. Section 15.1 recommends "staggered terms" for the elected officers so that the ASC always has a mix of new and experienced trusted servants. The election of the RCM and RCM Alternate are timed to precede the RSC elections. The treasurer and alternate treasurer elections follow one month after the presentation of the semi-annual financial review (see Section 16.7 of the guidelines).

Article 16. Financial Policy. This article was developed to meet member requests for sound financial policy in the spirit of the 5th Tradition and the 11th Concept.

Section 16.1 Fund Sources. This section recognizes where NYCASC gets its funding: group donations, literature sales, Area-sponsored activities/fund-raisers and Area sponsored conventions. NYCASC recognizes that groups are also free to hold their own activities, fund-raisers and conventions within the NYC Area. NYCASC exercises no authority over such group-sponsored events and makes no claim on the funds so generated (although groups are free to make donations of excess proceeds from such activities to the Area if they so choose).

Designated or earmarked funds are donations that the donating group has attached a condition to. In order for the Area to coordinate services to the groups, it must have the authority to decide how to allocate its financial resources. The groups delegate that authority to the committee, trusting it to make responsible financial decisions. No one group gets to dictate to the others how their particular group's donation is to be spent. The groups come together at the general assembly to make these decisions collectively.

Section 16.4 Budgets. Preparing budget statements every three months may be time consuming at first. Once our patterns of spending are established, budgeting should become a routine matter and not take up much time. The process of budgeting involves first seeing how much money we start out with, projecting how much money we expect to have, examining all current and expected expenses, and making choices based on what we can afford.

Section 16.7 Financial Review. The financial review is like an inventory of our financial condition. We get to see patterns in the way money comes into the Area and the way we spend it. We learn to address our financial shortcomings through this process. The increased financial awareness we gain helps us in our future budgeting.

Section 16.10 Fiduciary Responsibility. Fiduciary is a word describing someone who holds something in trust for another. This section outlines how we responsibly utilize the funds that we have been entrusted with by the NA Fellowship. Sometimes it may happen that we will not have sufficient money to do all we would like to do. This section gives us the order in which we take care of our financial obligations. As we go down the priority list, we may find that there are more items on it than we can afford. If the services, activities or subcommittee functions we desire exceed what we can afford, then some or all of these will go un-funded until the level of group donations rises.

Section 16.11 Misappropriation Of Funds. The guidelines presented here for dealing with situations in which money has been misused by a trusted servant are based on recommendations under consideration by the WSB (World Service Board of Trustees).

Article 17. Area Inventory. There is certainly more than one way for the Area to do an effective inventory of its services. However, any Area inventory process would most likely be a variation on the following scenario. The administrative committee and each subcommittee would prepare reports that would summarize their activities over the past year, showing where they were then, where they are now, and where they hope to be a year from now. Groups would also be welcome to make similar reports. We would also examine the most recent financial review. Finally, there would be an extended sharing session where participants would have an opportunity to offer suggestions, criticisms or solutions to the issues raised in the reports.

Article 18. Parliamentary Authority. This article is intended as a reminder of what we, as an Area, have come together to do. We have our principles-the Steps, Traditions and Concepts; and we have our tools-guidelines, service manuals and parliamentary procedure. We may not all have equal skill in using the tools or applying the principles, but together, we should be able to solve the problems we face, if we do not lose sight of our primary purpose.